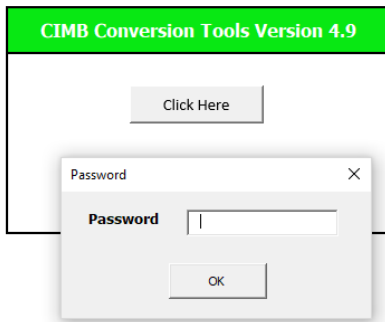


How to prepare Supplier payment instruction file

Method 1 Prepare instruction file with self-development by company’s developer using CIMB text file formatting guideline

Method 2 Prepare instruction file using Excel Conversion Tool

Step 1 To open an **Excel Conversion Tool** file, enter **password (provides by CIMB Thai)** to access the file.



Step 2 When entering the data entry, notice the sheet below. There are 5 tabs as follows:



| | |
|---------------------|---|
| Cheque-Keyin | Company’s administrator can create payment instruction by manual for each record. The data records will be remembered automatically for using next time. |
| Cheque-Predefined | Company’s administrator can select the supplier record from predefined table to make the money transfer instruction. |
| Predefined Cheque | Company’s administrator can create predefined supplier’s data : supplier name, account number, and etc. into the predefined table |
| Cheque-Text Import | Company’s administrator can choose the text file from ERP system to create CIMB supplier payment instruction file. (Please contact TB hotline to prepare mapping first.) |
| Cheque-Excel Import | Company’s administrator can choose the excel file from ERP system to create CIMB supplier payment instruction file. (Note Please contact TB hotline to prepare mapping first.) |

Step 3 Click on the sheet Cheque-Keyin to prepare the data.

Step 4 Choose the company's account number for debiting money in Debit A/C

| A | B | C | D | E | F | H |
|-----------------|----------------------|------------------|---------------|-----------------|-------------------|--------|
| Debit A/C | Current - 8000205344 | | Total Txn. | 1 | | |
| | | | Total Amt. | 100.00 | | |
| Verify & Export | | RTB | Clear Data | | | |
| Seq. | Product | Beneficiary Name | Delivery Mode | Pickup Location | Exchange Document | Amount |
| 1 | BSQ | Test Name 1 | C=Counter | 3405=Langsuan | R,V | 100.00 |

Step 5 Provides the supplier details for each records

| A | B | C | D | E | F | H | I | J |
|-----------------|----------------------|------------------|---------------|-----------------|-------------------|--------|------------|------------------|
| Debit A/C | Current - 8000205344 | | Total Txn. | 1 | | | | |
| | | | Total Amt. | 100.00 | | | | |
| Verify & Export | | RTB | Clear Data | | | | | |
| Seq. | Product | Beneficiary Name | Delivery Mode | Pickup Location | Exchange Document | Amount | Value Date | Purpose Code |
| 1 | BSQ | Test Name 1 | C=Counter | 3405=Langsuan | R,V | 100.00 | 15-พ.ค.-18 | 04:Goods Service |

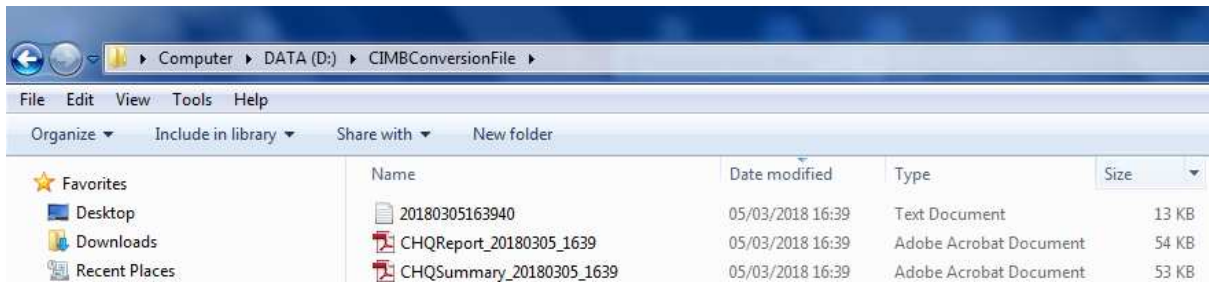
- 5.1 Seq The system generating's order number
- 5.2 Product refers to cheque type (BSQ, CSQ).
- 5.2 Product Service of payment
 - BSQ – Bank Cheque/Cashier Cheque
 - CSQ – Corporate Cheque
- 5.3 Beneficiary Name Supplier name
- 5.4 Delivery Mode Method to deliver Cheque
- 5.5 Pickup Location Appointment location for pick up cheque at CIMB Branch
- 5.6 Exchange Document Condition for pickup cheque
- 5.7 Amount Amount of each cheque note
- 5.8 Value Date The specific date for printing cheque
- 5.9 Purpose Code The purpose of payment
- 5.10 Ref No.1 The payment reference
- 5.11 Ref No.2 The payment reference
- 5.12 Payment Detail The payment additional detail

| | |
|--------------------------------|--|
| 5.13 Charge to | Choose the method to charge the party who will bear all fees OUR is Charge to Company BEN is Charge to Suppliers |
| 5.14 Mobile | The transaction notify messages via mobile. (Additional fee charge per mobile number) |
| 5.15 Fax: | The transaction notify messages via FAX. (Additional fee charge per mobile number) |
| 5.16 Email | The transaction notify message via email. (Free of charge) |
| 5.17 WHT Printing | The command for WithholdingTax printing |
| 5.18 WHT Beneficiary Name | The supplier's name in WHT |
| 5.19 WHT Beneficiary Address 1 | The supplier's address in WHT |
| 5.20 WHT Beneficiary Address 2 | The supplier's address in WHT |
| 5.21 WHT Beneficiary ZipCode | The supplier's address in WHT |
| 5.22 WHT Beneficiary Tax ID | The supplier's TAX ID in WHT |
| 5.23 WHT Form Type | Specific WHT Form Type |
| 5.24 WHT Pay Type | Specific WHT Pay Type |
| 5.25 WHT Pay Type Description | Specific WHT Pay Type description |
| 5.26 WHT Income Type 1 | Income Type for record#1 |
| 5.27 WHT Description 1 | Description for record#1 |
| 5.28 WHT Rate 1 | WHT Rate for record#1 |
| 5.29 WHT Base Amt 1 | Payment amount for record#1 |
| 5.30 WHT Amt 1 | WHT amount for record#1 |
| 5.31 WHT Income Type 2 | Income Type for record#2 |
| 5.32 WHT Description 2 | Description for record#2 |
| 5.33 WHT Rate 2 | WHT Rate for record#2 |
| 5.34 WHT Base Amt 2 | Payment amount for record#2 |
| 5.35 WHT Amt 2 | WHT amount for record#2 |

Step 6 After filling out the supplier payment information, press Verify & Export button.

| A | B | C | D | E | F | H |
|-----------------|----------------------|------------------|---------------|-----------------|-------------------|--------|
| Debit A/C | Current - 8000205344 | | Total Txn. | 1 | | |
| | | | Total Amt. | 100.00 | | |
| Verify & Export | | RTB | Clear Data | | | |
| Seq. | Product | Beneficiary Name | Delivery Mode | Pickup Location | Exchange Document | Amount |
| 1 | BSQ | Test Name 1 | C=Counter | 3405=Langsuan | R,V | 100.00 |

Step 7 Three files are derived as follows



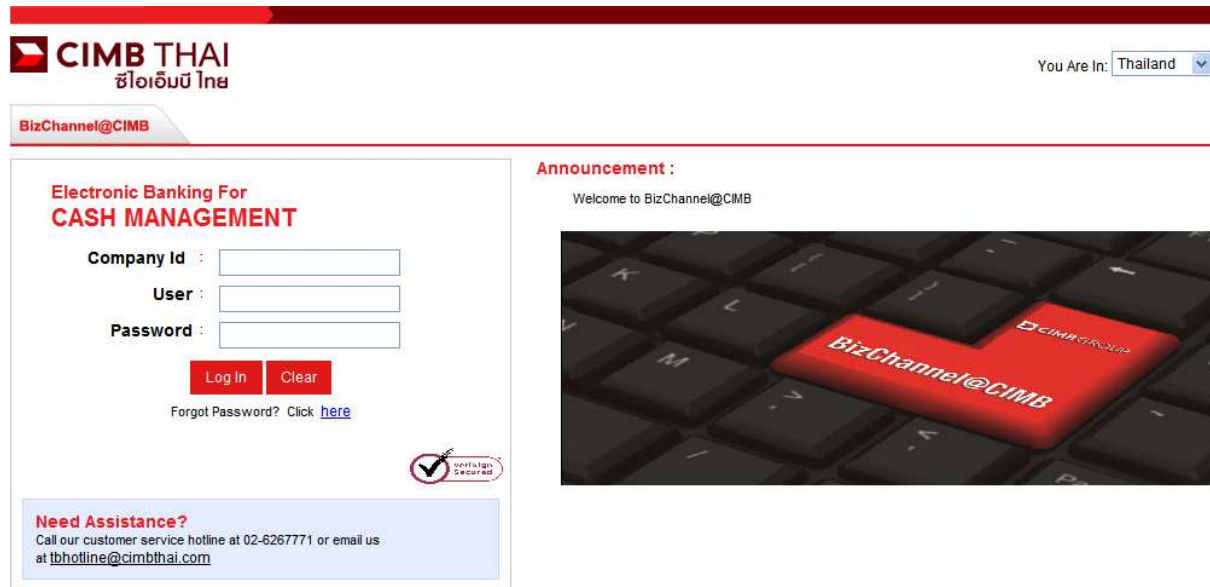
Instruction text file Text Instruction file for uploading.

CHQReport The instruction report file.

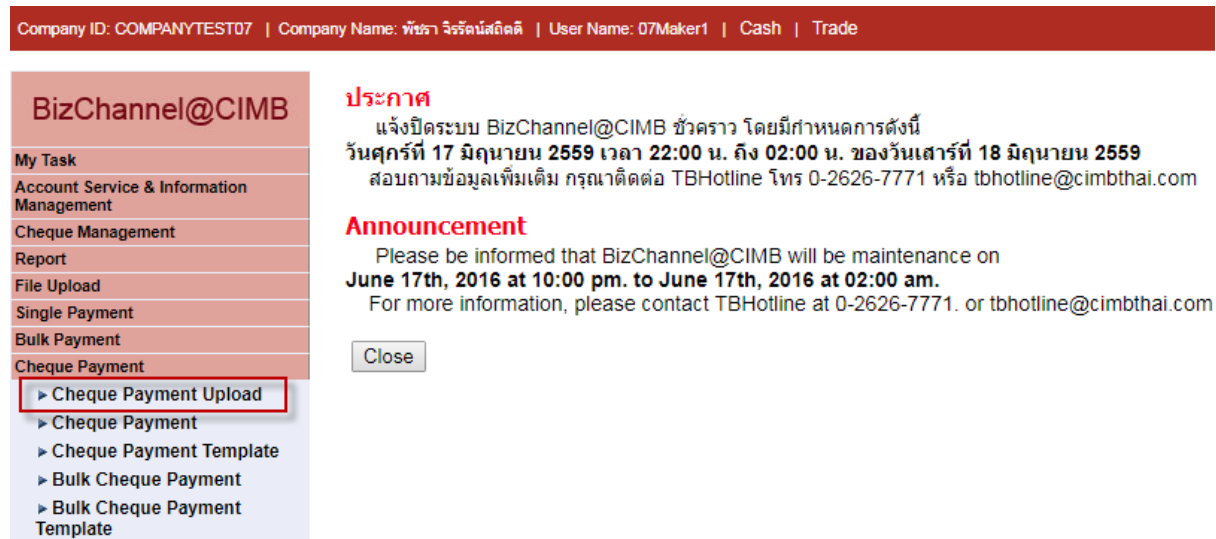
CHQSummary The summarize instruction report file.

How to makes instruction file uploading into BizChannel system

Step 1 Open internet browser <https://www.bizchannel.cimbthai.com> website. Login with company id, username (provides by CIMB Thai), and password.



Step 2 Click on main menu File Upload and then click Bulk Payment Upload sub-menu



Step 3 Choose **TXT** in File Format

Cheque Payment Upload

File Detail

On Behalf of Company* : COMPANYTEST07 - บริษัท จีซีคอร์ปอเรชั่น จำกัด (มหาชน)

File Format Name* : RTB Standard Payment File Upload

File Format* : **TXT**

File Type : Non Encrypted Encrypted

File Upload : Choose File No file chosen

Confirm

Step 4 Click Browse... button in File Upload and then choose the instruction file and then press the Confirm button.

Cheque Payment Upload

File Detail

On Behalf of Company* : COMPANYTEST07 - บริษัท จีซีคอร์ปอเรชั่น จำกัด (มหาชน)

File Format Name* : RTB Standard Payment File Upload

File Format* : **TXT**

File Type : Non Encrypted Encrypted

File Upload : Choose File 20180305163940.txt

Confirm

Step 5 The summarise instruction will displays about the totally number of transaction records, the totally amount of all transactions, and etc. Please kindly beware crosscheck first and then click on Submit button.

Cheque Payment Upload

File Detail

On Behalf of Company : COMPANYTEST07 / บริษัท จีซีคอร์ปอเรชั่น จำกัด (มหาชน) Total Amount : 100.00

File Format Name : TXT Total Fee : 10.00

File Type : Encrypted Total Actual Fee : 10.00

File Upload : 20180305163940.txt Total Debit Amount : 110.00

Uploaded By : 07CORPMAKER

Total Records : 1

Source Account No. : 8000205344

| Group | Cheque Date | Transaction Reference No. | Document Code | Delivery Method | Pickup Location | Document Type | Total Records | Amount | Fee Amount (THB) | Actual Fee Amount (THB) | Total Debit Amount |
|-------|-------------|---------------------------|---------------|-----------------|-----------------------------|----------------|---------------|------------|------------------|-------------------------|--------------------|
| 1 | 15-03-2018 | 1803053940566712 | 710716 | Counter | DOMESTIC BANKING DEPARTMENT | Cashier Cheque | 1 | THB 100.00 | THB 10.00 | THB 10.00 | THB 110.00 |

Submit Back

Note To crosscheck the records detail please click on **the number of the Total Records** when you finish checking click the Close button

Cheque Payment Upload

Group List 1

| Group | Value Date | Delivery Method | Pickup Location | Document Type | Beneficiary Name | Currency | Amount | Fee Amount (THB) | Actual Fee Amount (THB) | Total Debit Amount | WHT Details | Advice Details |
|-------|------------|-----------------|-----------------------------|----------------|------------------|----------|--------|------------------|-------------------------|--------------------|-------------|----------------|
| 1 | 15-03-2018 | Counter | DOMESTIC BANKING DEPARTMENT | Cashier Cheque | Test Name 1 | THB | 100.00 | THB 10.00 | THB 10.00 | THB 110.00 | Specified | Unspecified |

Download Excel PDF Close

Step 6 Once the transaction has been submitted successfully, there will be a message awaiting approval (blue letters), press Done button.

Cheque Payment Upload

• Result Message: This transaction is waiting for approval

File Detail

On Behalf of Company : COMPANYTEST07 / บริษัท จีซีคอร์ปอเรชั่น จำกัด (มหาชน) Total Amount : THB 100.00

File Format Name : TXT Total Fee : THB 10.00

File Type : Encrypted Total Actual Fee : THB 10.00

File Upload : 20180305163940.txt Total Debit Amount : THB 110.00

Uploaded By : 07CORPMAKER

Total Records : 1

Source Account No. : 8000205344

| Group | Cheque Date | Transaction Reference No. | Document Code | Delivery Method | Pickup Location | Document Type | Total Records | Amount | Fee Amount (THB) | Actual Fee Amount (THB) | Total Debit Amount |
|-------|-------------|---------------------------|---------------|-----------------|-----------------------------|----------------|---------------|------------|------------------|-------------------------|--------------------|
| 1 | 15-03-2018 | 1803053940566712 | 710716 | Counter | DOMESTIC BANKING DEPARTMENT | Cashier Cheque | 1 | THB 100.00 | THB 10.00 | THB 10.00 | THB 110.00 |

Workflow List Print Save As Done

Step 7 You can check the awaiting approvers list by click on Workflow List

| Workflow List | | | | |
|----------------------|--------------------|----------------|---|------------|
| Approval Matrix List | | | | |
| Schema | Number of Approval | Number of User | Company | User Group |
| SchemaA | 1 | 1 | บริษัทฯ จีรียักษ์เสถียรดี (COMPANYTEST07) | GROUPA |
| Approver List | | | | |
| User Group | User Id | User Name | | |
| GROUPA | 07CORPAUTH1 | 07Auth1 | | |

How to check the transaction status

Step 1 Company's administrator (Maker role) and approver can check the transactions status by click on My Task menu and then Transaction Status sub-menu

By default, the previous transaction status will automatically display in pending table



Company ID: COMPANYTEST09 | Company Name: QWERTYUIOPASD QWERTYUIOPASD QWERTYUIOPASD QWERTYUIOPASD QWERTYUIOPASD | User Name: maker1 | Main Page

BizChannel@CIMB Test Announcement 2015.01.14

Close

My Task

- ▶ Pending Task
- ▶ Remote Approval
- ▶ **Transaction Status**
- ▶ Master Transaction Status

Step 2 The awaiting transaction for approval. Please notify the approver makes approval before service cut-off time.

Transaction Status

Transaction Reference No. * :

Document Code * :

Batch / Customer Reference No. * :

Date Range * : Created Date Value Date
: 04/03/2018 - 05/03/2018 (dd/mm/yyyy)

Service : ALL

Company Account :

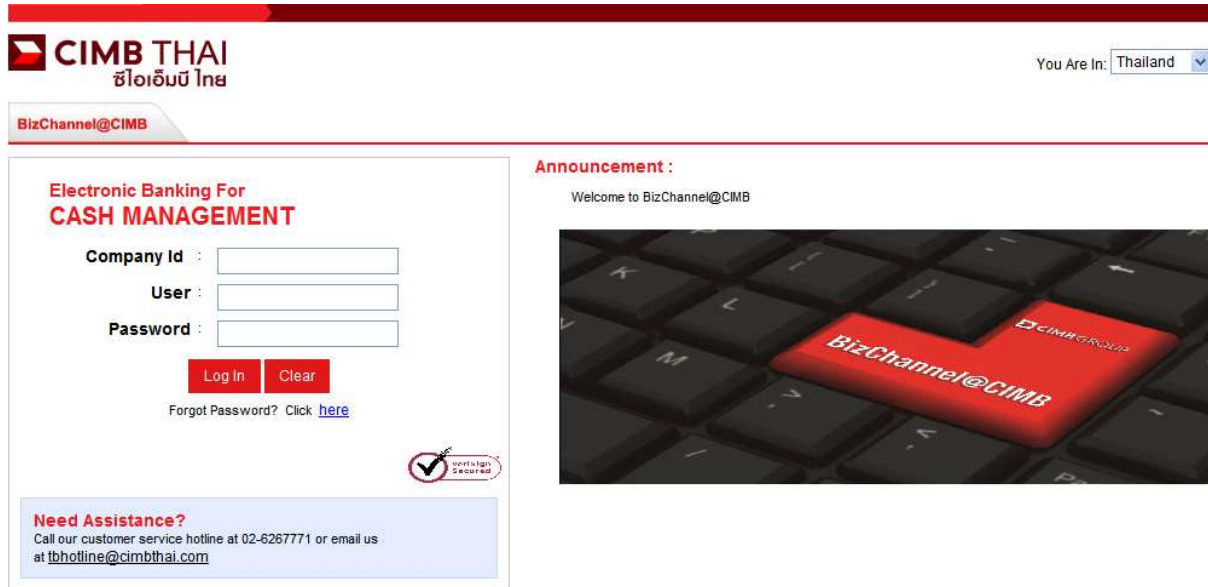
Transaction Status : ALL

Search

| Last Action Date | Transaction Reference No. | Document Code | Batch / Customer Reference No. | Service | Company Account | Amount | Value Date | Transaction Status |
|---------------------|---------------------------|---------------|--------------------------------|--|--|------------|------------|--------------------|
| 05-03-2018 16:52:13 | <u>1903053940568712</u> | 710716 | | Cheque Payment Upload - Cashier Cheque | 8000205344, นาย พงศา จิรรัตนเสถียร (THB) | THB 100.00 | 15-03-2018 | Pending Approval |

How to approve transaction (For Approver Role)

Step 1 Open internet browser <https://www.bizchannel.cimbthai.com> website. Login with company id, username (provides by CIMB Thai), and password.



Step 2 Click on My Task menu and then click Pending Task sub-menu



Step 3 The pending approval transactions will be displayed automatically in table, Approver can select multiple transaction by check mark at the records and then press Approve

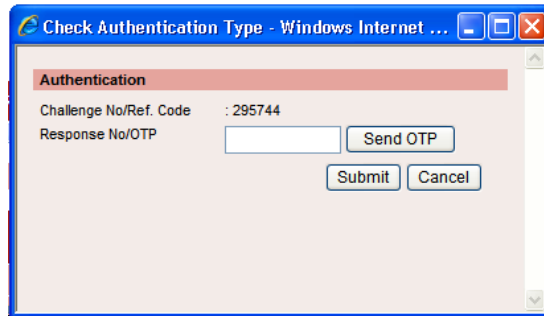
| All Task Listing | | Verify / Approve | | | | | | | | |
|----------------------|-------------------------------------|------------------------|------------------------|--------------------------------|-----------------------|--|--|--------------------|---------------------------------|---------------------------|
| Pending Task Listing | | | | | | | | | | 1 - 1 Of 1 transaction(s) |
| No. | <input type="checkbox"/> | Created Date | Document Code | Batch / Customer Reference No. | Feature | On behalf of Company | Company Account | Transaction Amount | Maker User ID / Maker User Name | Status |
| 1 | <input checked="" type="checkbox"/> | 05-03-2018 16:52:13 | Z10716 | | Cheque Payment Upload | COMPANYTEST07 / บริษัท จีวีเอ็นเอส จำกัด | 8000205344 / นาย พัทธา จีวีเอ็นเอส (THAI BART) | THB 100.00 | 07CORPMAKER / 07Maker1 | Approver Task Advance |

Approve Reject

The system will be asking for the authorized code

For Token device Please find the Response No from the token device by press APP1 and then input the Challenge No that displays on prompt screen.

For Mobile authorized Click on Send OTP button to get OTP code via SMS



Step 4 Once the approver completed approval process the Approval Status will displays as A - Approved

| Verify / Approve | | | | | | | | | | | | | | |
|---------------------------------|---------------------|---------------|--------------------------------|---------------------|-----------------------------------|--|------------------------|--------------|--------------------|------------------|------------|---------------------------------|-----------------------|-----------------|
| Pending Task | | | | | | | | | | | | | | |
| Bulk/Payroll Payment Management | | | | | | | | | | | | | | |
| No. | Created Date | Document Code | Batch / Customer Reference No. | Feature | On behalf of Company | Company Account | Beneficiary Account | Total Record | Transaction Amount | Beneficiary Bank | Value Date | Maker User ID / Maker User Name | Status | Approval Status |
| 1 | 15-12-2015 16:24:09 | 275426 | PAY15121501 | Bulk Payment Upload | COMPANYTEST07 / บริษัท ทรินกันด้า | 7002635993 / บริษัท ทรินกันด้า (THAI BAHT) | Multiple Beneficiaries | 5 | THB 1,501.50 | CIMB Thai | 15-12-2015 | 07CORPMAKER / maker1 | Approver Task Advance | A |

*Note
 A = Approved
 P = Pending Approve
 S = Executed with Successful
 F = Executed with Failure
 R = Rejected
 D = Deleted
 W = Withdrawn

Print Save As Approve / Reject others

Step 5 The transaction status will be changed to Pending Debit until reach the effective date that the company’s administrator mentions on the instruction file. (You can see in **My Task > Transaction Status** menu)

Step 6 When reach the effective date, the transaction status will be changed to In Bank Process until completed process

Step 7 When printing completed, the transaction status will be changed to Complete Print Success and Registered Successfully sequence

| Transaction History | | | | | |
|---------------------|--------------------|------------------------------------|---------------|-------------------|--|
| Action Date | Action Type | Action By | Amount | Successful/Failed | Transaction Status |
| 01-02-2018 07:04:25 | Issue Cheque | วิลาสินี สิงขรเศรษฐ์ | THB 25,343.10 | Success | Registered Successfully |
| 31-01-2018 13:23:47 | Complete | THICT06103 - Chada Trikantha | THB 25,343.10 | Success | Complete Print Success |
| 31-01-2018 13:02:23 | Bank Update Status | THICT06103 - Chada Trikantha | THB 25,343.10 | Success | In Bank Process |
| 31-01-2018 11:56:00 | Execute Debit | วิลาสินี สิงขรเศรษฐ์ | THB 25,343.10 | Success | Debited Successfully - Waiting Process |
| 31-01-2018 11:55:17 | Approve | VILASINEE - วิลาสินี สิงขรเศรษฐ์ | THB 25,343.10 | Success | Pending Debit |
| 31-01-2018 11:42:47 | Create | SAWITREE - สาวิตรี ทรัพย์ประสิทธิ์ | THB 25,343.10 | Success | Pending Approval |