

How to prepare Supplier payment instuction 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.

CI	MB Convers	ion Tools Versio	on 4.9
		Click Here	
	Password		×
	Password	1	- 1
		ок	

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

27					
28					
	•	Cheque-Keyin	Cheque-Predefined	Predefined Cheque	Fund Transfer-Excel Import

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 instuction.
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.)

1



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

А	В	C	D	E	F	Н
Debit A/C	Current - 800	0205344	Total Txn.		1	
· · · · ·			Total Amt.	100.00		
Verify & E	Export F	хтв 💌		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 Debit A/C Current - 8000205344	D Total Txn. Total Amt.	E 100.00	F 1	H	I	J
Verify & Export RTB 💌		Clear Data				
Seq. Product Beneficiary Name 1 BSQ Test Name 1	Delivery Mode C=Counter	Pickup Location 3405=Langsuan	Exchange Document R,V	Amount 100.00		Purpose Code 04:Goods Service
5.1 Seq	The system ge	merating's or	der number			
5.2 Product	refers to cheq	ue type (BSÇ), CSQ).			
5.2 Product	Service of pay	yment				
	BSQ – E	ank Cheque/C	ashier Cheque			
	CSQ – C	Corporate Cheq	ue			
5.3 Beneficiary Name	Supplier name					
5.4 Delivery Mode	Method to del	iver Cheque				
5.5 Pickup Location	Appointment	ocation for p	ick up cheque	e at CIMB	Branch	1
5.6 Exchange Document	Condition for	pickup chequ	e			
5.7 Amount	Amount of eac	ch cheque not	te			
5.8 Value Date	The specific d	ate for printir	ng cheque			
5.9 Purpose Code	The purpose o	f payment				
5.10 Ref No.1	The payment i	reference				
5.11 Ref No.2	The payment i	reference				
5.12 Payment Detail	The payment a	additional det	ail			



5.13 Charge to	Choc	se the method to charge the party who will bear all fees
	(DUR is Charge to Company
	I	3EN is Charge to Suppliers
5.14 Mobile	The t	ransaction notify messages via mobile. (Additional fee charge per
	mobil	e number)
5.15 Fax:	The t	ransaction notify messages via FAX. (Additional fee charge per
	mobil	e number)
5.16 Email	The t	ransaction notify message via email. (Free of charge)
5.17 WHT Printing		The command for WithholdingTax printing
5.18 WHT Beneficiary Name	e	The supplier's name in WHT
5.19 WHT Beneficiary Addre	ess 1	The supplier's address in WHT
5.20 WHT Beneficiary Addre	ess 2	The supplier's address in WHT
5.21 WHT Beneficiary ZipCo	ode	The supplier's address in WHT
5.22 WHT Beneficiary Tax I	D	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 Descrip	otion	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.

Α	В	С	D	E	F	Н
Debit A/C	Current - 800020	15344	Total Txn.		1	
			Total Amt.	100.00		
Verify & Expo	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

Share with New folder Name	Date modified	Туре	Size	
		Type	C :	
			Size	Q.
20180305163940	05/03/2018 16:39	Text Document		13 KB
1639 CHQReport_20180305_1639	05/03/2018 16:39	Adobe Acrobat Document		54 KB
🔁 CHQSummary_20180305_1639	05/03/2018 16:39	Adobe Acrobat Document		53 KB
e Text Instruction file for u	ploading.	in the second		
	 CHQSummary_20180305_1639 Text Instruction file for u 	CHQSummary_20180305_1639 05/03/2018 16:39	CHQSummary_20180305_1639 05/03/2018 16:39 Adobe Acrobat Document e Text Instruction file for uploading.	CHQSummary_20180305_1639 05/03/2018 16:39 Adobe Acrobat Document Text Instruction file for uploading.



How to makes instruction file uploading into BizChannel system

Step 1 Open internet browser https://www.bizchannel.cimbthai.com website. Login with company id,

CIMB THAI ซไอเอ็มบี ไทย		
Channel@CIMB	Announcement :	
Electronic Banking For CASH MANAGEMENT	Welcome to BizChannel@CIMB	
Company Id :	The Mind in the	
User :	Tell h	
Password :	BizCh Demacrona	5
Log In Clear	Bizchannel@CIMB	
Forgot Password? Click here		
	y writing)	

username (provides by CIMB Thai), and password.

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

Company ID: COMPANYTEST07 Com	pany Name: พัชธา จิรรัตน์สถิตติ User Name: 07Maker1 Cash Trade
BizChannel@CIMB	ประกาศ แจ้งปิดระบบ BizChannel@CIMB ชั่วคราว โดยมีกำหนดการดังนี้
My Task	วันศุกร์ที่ 17 มิถุนายน 2559 เวิลา 22:00 น. ถึง 02:00 น. ของวันเสาร์ที่ 18 มิถุนายน 2559
Account Service & Information Management	สอบถามข้อมูลเพิ่มเติม กรุณาติดต่อ TBHotline โทร 0-2626-7771 หรือ tbhotline@cimbthai.com -
Cheque Management	Announcement
Report	Please be informed that BizChannel@CIMB will be maintenance on
File Upload	June 17th, 2016 at 10:00 pm. to June 17th, 2016 at 02:00 am.
Single Payment	For more information, please contact TBHotline at 0-2626-7771. or tbhotline@cimbthai.com
Bulk Payment	
Cheque Payment	Close
► Cheque Payment Upload	
► Cheque Payment	
Cheque Payment Template	
Bulk Cheque Payment	
Bulk Cheque Payment Template	



Step 3 Choose TXT in File Format

: COMPANYTEST07 - พันรา จิรรัตน์สถิตต์ 🔹 🔻
RTB Standard Payment File Upload V
TXT •
On Encrypted Encrypted
: 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 - พัชรา จิรรัตน์สถิตต์ 🔹	
File Format Name*	: RTB Standard Payment File Upload	
File Format*	: TXT •	
File Type	: O Non Encrypted Encrypted	
File Upload	: Choose File 20180305163940.txt	
		Conf

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.

File Detai	l i i i i i i i i i i i i i i i i i i i											
On Behalf	of Company	: COMPANYTEST07 / 1	งัชรา จิรรัตน์สถิตดี			Total Amo	unt	: 100.00				
File Forma	at Name	: TXT				Total Fee		: 10.00				
File Type		: Encrypted				Total Actua	al Fee	: 10.00				
File Uploa	d	: 20180305163940.txt				Total Debi	t Amount	: 110.00				
Uploaded	Ву	: 07CORPMAKER										
Total Reco	ords	: 1										
Source Ac	count No.	: 8000205344										
Group												
Group	Cheque Date	Transaction Reference No.	Document Code	Delivery Method	Pickup Location	n	Document Type	Total Records	Amount	Fee Amount (THB)	Actual Fee Amount (THB)	Total Debi Amount
1	15-03-2018	1803053940566712	710716	Counter	DOMESTIC BANKING DEPARTMENT		Cashier Cheque	1	THB 100.00	THB 10.00	THB 10.00	THB 110.0

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

Che	que Payn	ent Upload										
Group Li	st 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	тнв	100.00	THB 10.00	THB 10.00	THB 110.00	Specified	Unspecified
										Dow	nload Excel 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 Mess 	age: This trans	action is	waiting for approv	al				
File Detai	1				-							
On Behalf	of Company	: COMPANYTEST07 /	พัชรา จิรรัตน์สถิตดี			Total Am	nount	: THB 100.0	0			
File Forma	at Name	: TXT				Total Fee	e	: THB 10.00				
File Type		: Encrypted				Total Act	tual Fee	: THB 10.00				
File Uploa	d	: 20180305163940.txt				Total De	bit Amount	: THB 110.00	D			
Uploaded	By	: 07CORPMAKER										
Total Reco	ords	: 1										
Source Ac	count No.	: 8000205344										
Group												
Group	Cheque Date	Transaction Reference No.	Document Code	Delivery Method	Pickup Locati	ion	Document Type	Total Records	Amount	Fee Amount (THB)	Actual Fee Amount (THB)	Total Deb Amount
1	15-03-2018	1803053940566712	710716	Counter	DOMESTIC BANKING DEPARTMENT	г	Cashier Cheque	1	THB 100.00	THB 10.00	THB 10.00	THB 110.



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

Workflow	List				
Approval Matrix List					
Schema	Numbe Approv		Number of User	Company	User Group
SchemaA	1		1	พัชรา จิรรัตน์สถิตดี (COMPANYTEST07)	GROUPA
Approver List					
User Group			User Id	User N	lame
GROUPA		07CORPA	AUTH1	07Auth1	
					Close



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

THAI ອັໄວເວັ້ມບີ ໄກຍ		
Company ID: COMPANYTEST09 Comp	any Name: QWERTYUIOPASD QWERTYUIOPASD QWERTYUIOPASD QWERTYUIOPASD QWERTYUIOPASD User Name: maker1 Main Page	
<		
BizChannel@CIMB	Test Announcement 2015.01.14	
My Task	Close	
▶ 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 St	atus							
Transaction Refere	nce No. *	:						
Document Code *		:						
Batch / Customer F	Reference No. *	2.						
Date Range *		: 🖲 Create	d Date 🔘 Value Date					
		: 04/03/201	3 - 05/03/20)18 (dd/mm/	уууу)			
Service		: ALL						
Company Account		2	P .	G.				
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>1803053940566712</u>	710716		Cheque Payment Upload - Cashier Cheque	8000205344, นาย พัชรา จิรรัตน์สถิตดี(THB)	THB 100.00	15-03-2018	Pending Approval

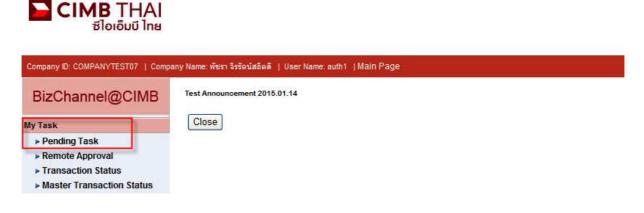


How to approve transaction (For Approver Role)

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

hannel@CIMB		
Electronic Banking For	Announcement : Welcome to BizChannel@CIMB	
CASH MANAGEMENT	attactive data (editor) and an and	
Company Id	1× 11 the	2. 94
User	and i and i	1 the
Password	Bizch	Delma GROUMS
Log In Clear	M Bizchannel	CINAR /
Forgot Password? Click here	Te Te	

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

Code Reference No. Account Amount Maker User 1 05-03-2018 710716 Cheque Payment Upload COMPANY/TEST07 / พียา จิงรีตน์สถิต 80002205344 THB 100.00 07CORPMAKER Approv 1 16.52.13 710716 Cheque Payment Upload COMPANY/TEST07 / พียา จิงรีตน์สถิต 8000205344 THB 100.00 07CORPMAKER Approv		All Tas	k Listing	Verify / Ap	oprove						
Code Reference No. Account Account Amount Maker User 1 05-03-2018 710716 Cheque Payment Upload COMPANYTEST07 / พัยภา จิงทีลเม็ลติด ดิ 8000205344 THB 100.00 07CORPNAKER Approv 1 05-03-2018 710716 Cheque Payment Upload COMPANYTEST07 / พัยภา จิงทีลเม็ลติด ดิ 8000205344 THB 100.00 07CORPNAKER Approv 1 05-03-2018 710716 Cheque Payment Upload COMPANYTEST07 / พัยภา จิงทีลเม็ลติด ดิ THB 100.00 07CORPNAKER Approv	Pendir	ng Task Li	sting							1 - 1 Of <u>1</u> transa	ction(s)
16:52:13 តិ / រោយ អ៊ីមឆា / 07Maker1 Task ទូទីតារណ៍ពិគាំ Advanc (THAI	No.		Created Date			Feature	On behalf of Company			Maker User	Status
	1			<u>710716</u>		Cheque Payment Upload	COMPANYTESTD7 / พัชรา จิงรัตน์สถิต ดิ	/ นาย พัชรา จิรรัตน์สถิตดี (THAI	THB 100.00		Approver Task Advance



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

🖉 Check Authenticatio	n Type - Windows Internet 🔳 🗖 🔀
Authentication	
Challenge No/Ref. Code Response No/OTP	: 295744 Send OTP Submit Cancel
	✓

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

Bulk/P	ayroll Payme	ent Manageme	nt											
Vo.	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	Approva Status
I	15-12- 2015 16:24:09	275426	PAY15121501	Bulk Payment Upload	COMPANYTEST07 / พัชรา จิรรัตน์สถิตดี	7002635993 / สิไขชัชศ์ มดชพ้ะฝ่า (THAI BAHT)	Multiple Beneficiaries	5	THB 1,501.50	CIMB Thai	15- 12- 2015	07CORPMAKER / maker1	Approver Task Advance	A
= Per = Exe = Exe	proved nding Approve ecuted with S ecuted with Fa jected	uccessful												
R = Rej D = Del W = Wi									F	rint Save As	Ap	prove / Reject other	s	

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

Transaction History						
Action Date	Action Type	Action By	Amount		Successful/Failed	Transaction Status
01-02-2018 07:04:25	Issue Cheque	วิลาสินี สังขปรีชา	THB	25.343.10	Success	Registered Successfully
31-01-2018 13:23:47	Complete	TH\CT06103 - Chada Trikandha	THB	25,343.10	Success	Complete Print Success
31-01-2018 13:02:23	Bank Update Status	TH\CT06103 - Chada Trikandha	THB	25,343.10	Success	In Bank Process
31-01-2018 11:56:00	Execute Debit	วิลาสินี สังขปรีชา	THB	25,343.10	Success	Debited Successfully - Waiting Process
31-01-2018 11:55:17	Approve	VILASINEE - วิลาสินีสังข ปรีชา	THB	25,343.10	Success	Pending Debit
31-01-2018 11:42:47	Create	SAWITREE - สาวิตรีพุทธ นะศิริ	THB	25,343.10	Success	Pending Approval

Registered Successfully sequence