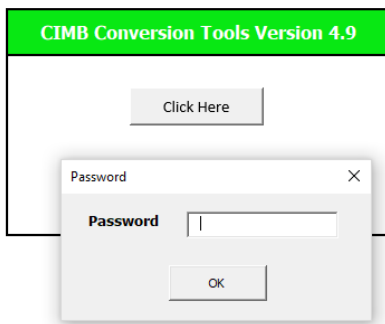


How to prepare Supplier payment instruction file

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:



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

Step 3 Click on the sheet Direct Debit-Keyin to prepare the information.

Step 4 Choose the company’s account number for collect money in Credit A/C and specific the effective date of transferring in Value Date

	A	B	C	D	E	F	G
1	Credit A/C	CIMBS - 8000095999	Total Txn.	3			
2	Value Date	15-ธ.ค.-2021	Total Amt.	6,000.00			
3							
4	Verify & Export	RTB		Clear Data			
5	Seq.	Payer Name	Account No.	Amount	Purpose Code	Ref No.	Charge to
6	1	Direct Debit	7001234567	1000	99:Other (Debit)		OUR
7	2	Direct Debit	7001245896	2000	99:Other (Debit)		OUR
8	3	Direct Debit	7001425890	3000	99:Other (Debit)		OUR
9							
10							
11							

Step 5 Provides the customer details for each records

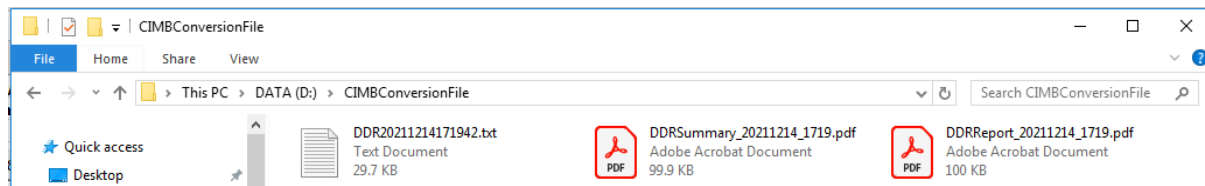
	A	B	C	D	E	F	G
1	Credit A/C	CIMBS - 8000095999	Total Txn.	3			
2	Value Date	15-ธ.ค.-2021	Total Amt.	6,000.00			
3							
4	Verify & Export	RTB		Clear Data			
5	Seq.	Payer Name	Account No.	Amount	Purpose Code	Ref No.	Charge to
6	1	Direct Debit	7001234567	1000	99:Other (Debit)		OUR
7	2	Direct Debit	7001245896	2000	99:Other (Debit)		OUR
8	3	Direct Debit	7001425890	3000	99:Other (Debit)		OUR
9							
10							
11							

- 5.1 Seq The system generating’s order number
- 5.2 Payer Name Customer Name
- 5.3 Account No. Customer’s account number
- 5.4 Amount Collection amount
- 5.5 Purpose Code The purpose of collection
- 5.6 Ref No. The reference code
- 5.7 Charge to Choose the method to charge the party who will bear all fees
 OUR is Charge to Company
 BEN is Charge to Customers

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

	A	B	C	D	E	F	G
1	Credit A/C	CIMBS - 8000095999	Total Txn.	3			
2	Value Date	15-ธ.ค.-2021	Total Amt.	6,000.00			
3							
4	Verify & Export	RTB		Clear Data			
5	Seq.	Payer Name	Account No.	Amount	Purpose Code	Ref No.	Charge to
6	1	Direct Debit	7001234567	1000	99:Other (Debit)		OUR
7	2	Direct Debit	7001245896	2000	99:Other (Debit)		OUR
8	3	Direct Debit	7001425890	3000	99:Other (Debit)		OUR
9							
10							
11							

Step 7 Three files are derived as follows



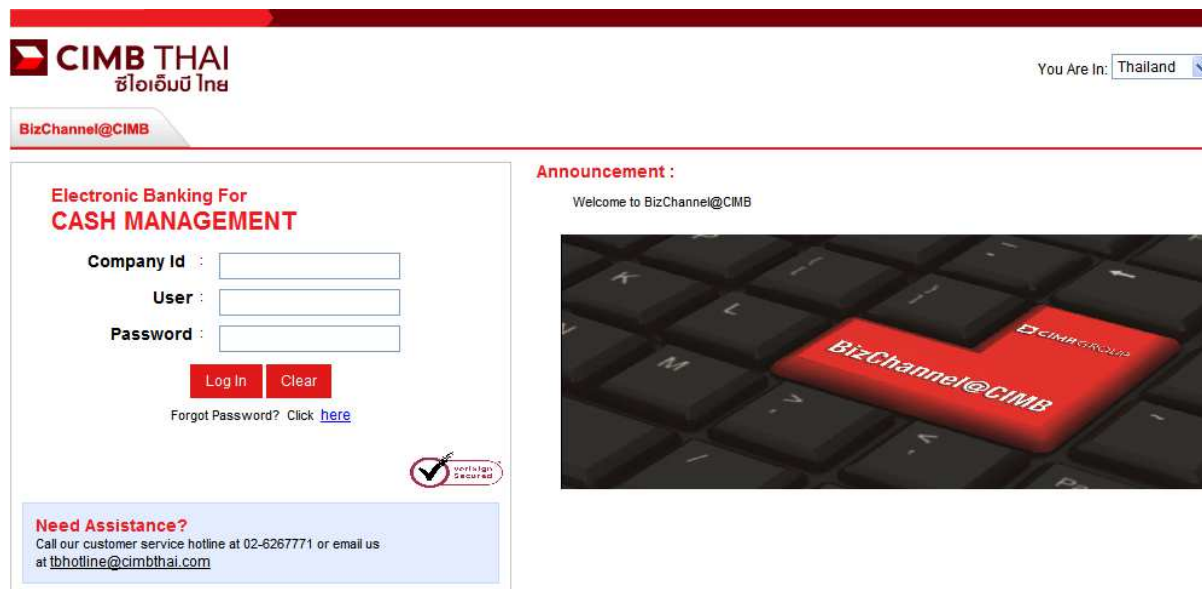
Instruction text file Text Instruction file for uploading.

DDRReport The instruction report file.

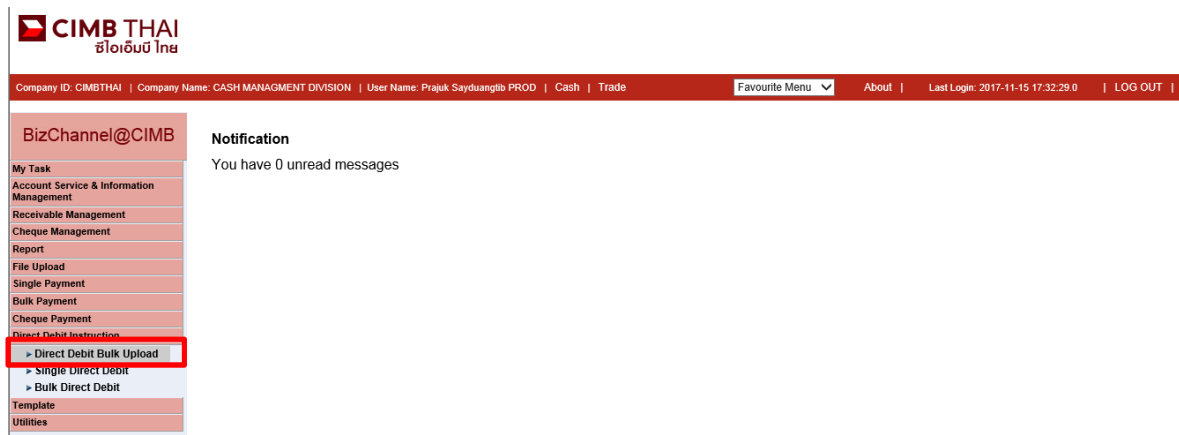
DDRSummary The summarize instruction report file.

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 Direct Debit Instruction and then click Direct Debit Bulk Upload sub-menu



Step 3 Choose **TXT** in File Format

Direct Debit Bulk Upload

File Detail

On Behalf of Company* : CIMBTHAI - CASH MANAGEMENT DIVISION

File Format Name* : RTB Standard Payment File Upload

File Type* : **TXT**

File Type* : Encrypted

File Upload* :

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

Direct Debit Bulk Upload

File Detail

On Behalf of Company* : CIMBTHAI - CASH MANAGEMENT DIVISION

File Format Name* : RTB Standard Payment File Upload

File Type* : **TXT**

File Type* : Encrypted

File Upload* : D:\RTB UATUAT DDR\

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.

Bulk Payment Upload

File Detail

On Behalf of Company	: COMPANYTEST07 / บริษัท จีซีเอ็มบีเค จำกัด	Uploaded By	: 07CORPMAKER
Debit Account	: 7002635993 / สาขาเชียงใหม่ สาขาเชียงใหม่ (THB)	Total Records	: 5
File Format Name	: XLS	Total Amount	: 1,501.50 THB
File Type	: Non Encrypted	Total Fee	: -
File Upload	: 07_PAY File Import 111.xls	Total Actual Fee	: -
Batch Reference No.	: PAY15121501	Total Debit Amount	: -

Group List

Group	Document Code	Value Date	Service	Total Records	Amount (THB)	Fee Amount (THB)	Actual Fee Amount (THB)	Debit Amount (THB)
1	275426	15-12-2015	Payroll	5	1,501.50	-	-	-

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

Bulk Payment Upload

Group 1

No.	Value Date	Service	Beneficiary Account No.	Beneficiary Name	Charge Instruction	Amount (THB)	Fee Amount (THB)	Actual Fee Amount (THB)	Debit Amount (THB)
1	15-12-2015	Payroll	7000150034	นาย ก	Our	100.10	0.00	0.00	100.10
2	15-12-2015	Payroll	7000802973	นาย ข	Our	200.20	0.00	0.00	200.20
3	15-12-2015	Payroll	7000150046	นาง ค	Our	300.30	0.00	0.00	300.30
4	15-12-2015	Payroll	7000151067	Mr. A	Our	400.40	0.00	0.00	400.40
5	15-12-2015	Payroll	7000155639	Ms. B	Our	500.50	0.00	0.00	500.50

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

Direct Debit Bulk Upload

• Message: This transaction is waiting for approval

File Detail

On Behalf of Company	: COMPANYTEST07 / พัชรา จีรรัตนเสถิตดี	Uploaded By	: 07CORPMAKER
Debit Account	: 7002635993 / สาขาชัยพฤกษ์ (THB)	Total Records	: 5
File Format Name	: XLS	Total Amount	: 1,501.50 THB
File Type	: Non Encrypted	Total Fee	: -
File Upload	: 07_PAY File Import 111.xls	Total Actual Fee	: -
Batch Reference No.	: PAY15121501	Total Debit Amount	: -

Group List

Group	Transaction Reference No.	Document Code	Value Date	Service	Total Records	Amount (THB)	Fee Amount (THB)	Actual Fee Amount (THB)	Debit Amount (THB)	
1	1512158453630247	275426	15-12-2015	Payroll	5	1,501.50	-	-	-	Workflow List

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

Workflow List

Approval Matrix List

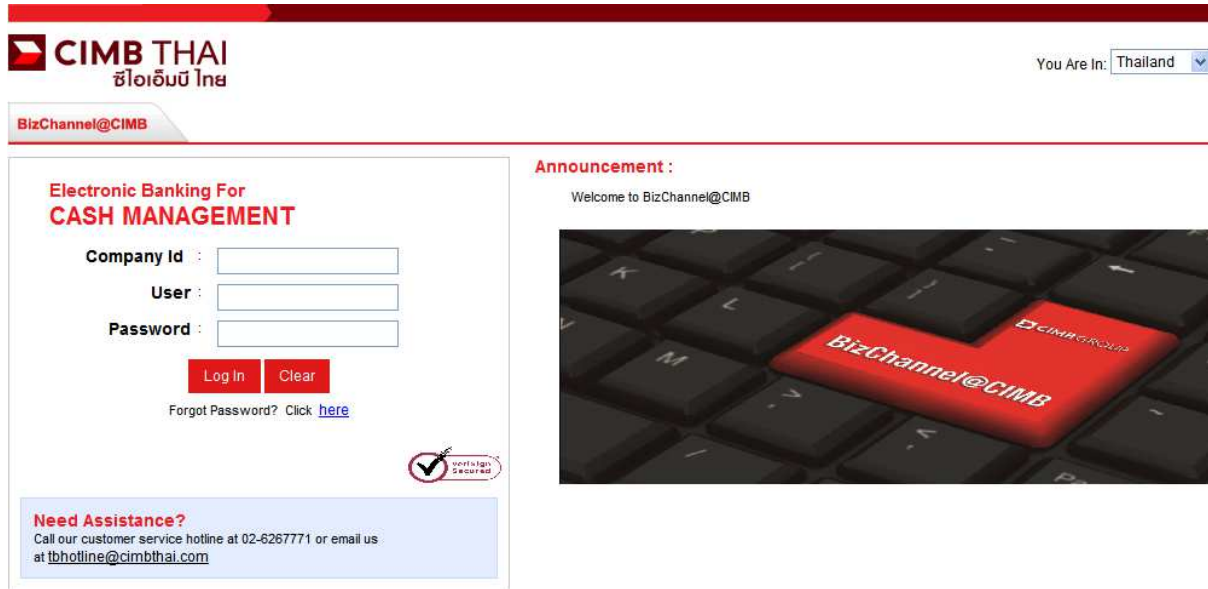
Schema	Number of Approval	Number of User	Company	User Group
SchemaA	1	1	พัชรา จีรรัตนเสถิตดี (COMPANYTEST07)	GroupA
OR				
SchemaB	1	1	พัชรา จีรรัตนเสถิตดี (COMPANYTEST07)	GroupB

Approver List

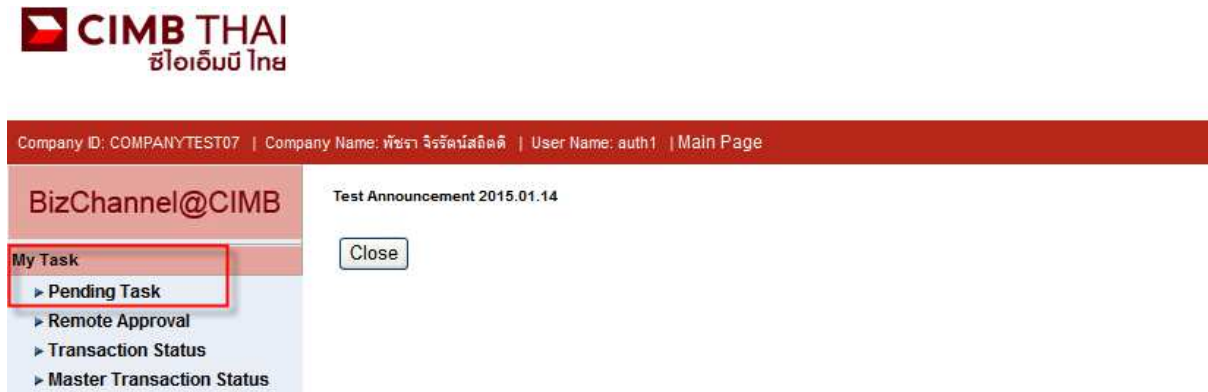
User Group	User Id	User Name
GroupA	07CORPAUTH1	auth1
GroupB	07CORPAUTH2	auth2

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

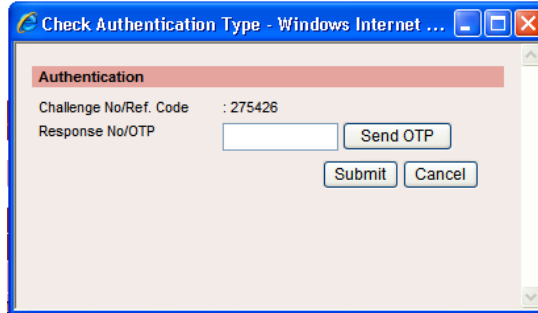
All Task Listing		Verify / Approve								
Pending Task Listing										1 - 1 of 1 transaction(s)
No.	<input type="checkbox"/>	Created Date	Document Code	Batch / Customer Reference No.	Feature	On behalf of Company	Company Account	Transaction Amount	Maker User ID / Maker User Name	Status
1	<input checked="" type="checkbox"/>	15-12-2015 16:24:09	275426	PAY15121501	Bulk Payment Upload	COMPANYTEST07 / บริษัท จีวีเอ็นเอส จำกัด	7002635993 / สาขาเชียงใหม่ (THAI BAHT)	THB 1,501.50	07CORPMAKER / maker1	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 ทรูวิชั่นส์ จำกัด (THAI BAH)	7002635993 / บริษัท ทรูวิชั่นส์ จำกัด (THAI BAH)	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 Execute until reach the effective date that the company's administrator mentions on the instruction file. (You can see in **My Task > Transaction Status** menu)

Transaction Status									
Transaction Reference No. *	<input type="text"/>								
Document Code *	<input type="text"/>								
Batch / Customer Reference No. *	<input type="text"/>								
Date Range *	<input checked="" type="radio"/> Created Date <input type="radio"/> Value Date <input type="text" value="05/01/2016"/> - <input type="text" value="06/01/2016"/> (dd/mm/yyyy)								
Service	ALL								
Company Account	<input type="text"/>								
Transaction Status	ALL								
Search									
Last Action Date	Transaction Reference No.	Document Code	Batch / Customer Reference No.	Service	Company Account	Amount	Value Date	Transaction Status	
06-01-2016 15:20:19	1601061548562736	935491		In-House Transfer - Direct Credit	8000167119, บริษัท ทรูวิชั่นส์ จำกัด (THB)	THB 10.00	08-01-2016	Pending Execute	

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

Transaction Status

Transaction Reference No. * :
 Document Code * :
 Batch / Customer Reference No. * :
 Date Range * : Created Date Value Date
 : 14/12/2015 - 15/12/2015 (dd/mm/yyyy)
 Service : ALL
 Company Account :
 Transaction Status : ALL

Last Action Date	Transaction Reference No.	Document Code	Batch / Customer Reference No.	Service	Company Account	Amount	Value Date	Transaction Status
15-12-2015 17:15:00	<u>1512158453630247</u>	275426	PAY15121501	Bulk Payment Upload - Payroll	7002635993, สำนักงานส่งเสริมการค้าในต่างประเทศ(THB)	THB 1,501.50	15-12-2015	Processing by Bank

Step 7 When the processing is completed, the transaction status will be changed to Executed Successfully. Otherwise, please kindly contact TB Hotline for more detail.

Transaction Status

Transaction Reference No. * :
 Document Code * :
 Batch / Customer Reference No. * :
 Date Range * : Created Date Value Date
 : 14/12/2015 - 15/12/2015 (dd/mm/yyyy)
 Service : ALL
 Company Account :
 Transaction Status : ALL

Last Action Date	Transaction Reference No.	Document Code	Batch / Customer Reference No.	Service	Company Account	Amount	Value Date	Transaction Status
15-12-2015 17:15:00	<u>1512158453630247</u>	275426	PAY15121501	Bulk Payment Upload - Payroll	7002635993, สำนักงานส่งเสริมการค้าในต่างประเทศ(THB)	THB 1,501.50	15-12-2015	Executed Successfully