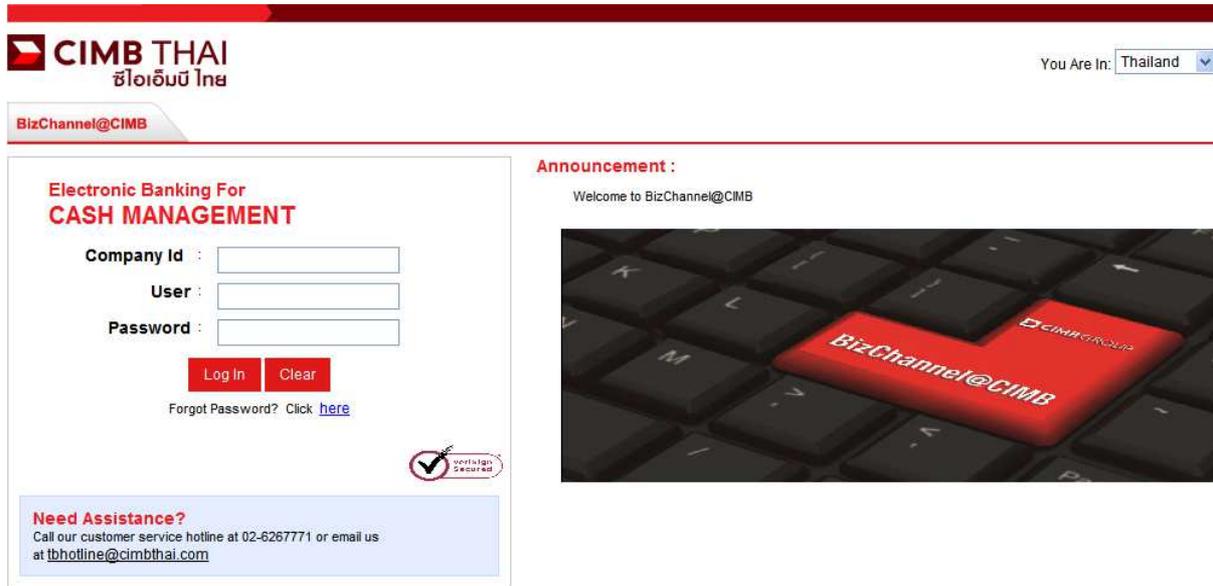


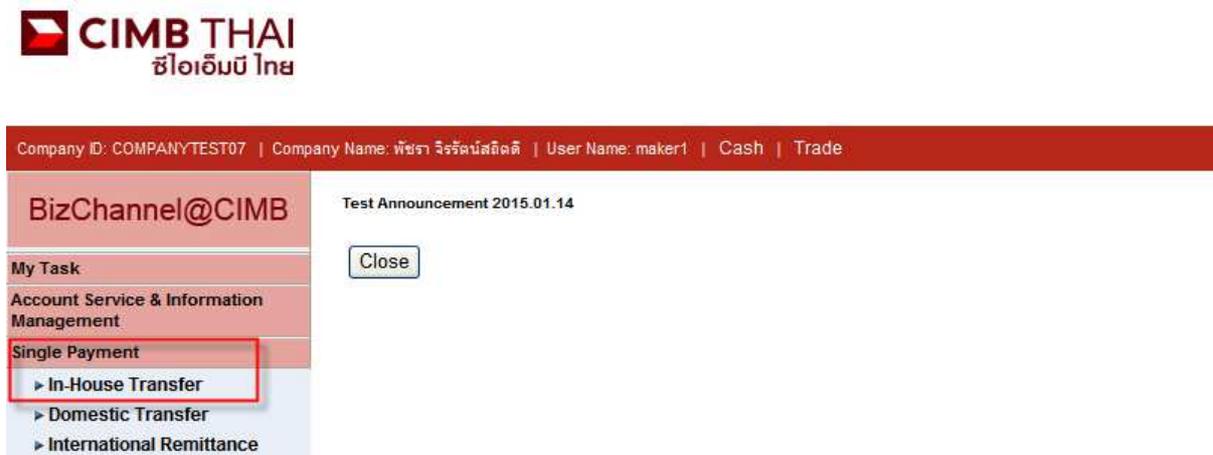
## Single Payment for In-House Transfer

- Single Payment means a payment transfer can be made in a single transaction.
- In-House Transfer means a money transfer to CIMB Thai Bank’s account only.

1. Log in to BizChannel@CIMB via the website: <https://www.bizchannel.cimbthai.com>



2. Click on Single Payment menu and click on In-House Transfer sub-menu



3. After clicking on In-House Transfer menu, there are two options provided for transaction creation as follows:

- 3.1 New means creation of transaction by newly Key-in
- 3.2 Template means creation of transaction by selecting from template previously created.

Select New Entry and then click on Continue button.

4. The system will display the screen for key-in transfer information. The details are as follows.

(\* means required fields)

4.1 On Behalf of Company means selection of a company to enter into a transaction (in case of having a subsidiary company’s account)

4.2 Debit Account means selection of a payer’s account number (click on the magnifying glass)

4.3 Value Date means entering the date on which the money transfer will be effected

4.4 Beneficiary Account means selection of the beneficiary’s account number.

There are 3 types as follows:-

4.4.1 Other CIMB means selection of CIMB account number of other Person /Juristic person that can be saved by selecting the button, Save to Predefined Beneficiary. Enter the desired name and record in the Unique Name.

4.4.2 Registered means selection of CIMB account number of company previously registered (click on magnifying glass)

4.4.3 Predefined Beneficiary means selection of CIMB account number of other Person /Juristic person previously recorded from clause 4.4.1 (click on magnifying glass)

4.5 Amount means entering the amount to be transferred

4.6 Service means type of money transfer.

There are 2 types as follows:

4.6.1 Direct Credit means money transfer which is not payroll account

4.6.2 Payroll means payroll transfer

4.7 Charge Instruction means deduction of fee.

There are 2 types as follows:-

4.7.1 Our means deduction of fee from the payer's account.

4.7.2 Beneficiary means deduction of fee from the beneficiary's account

4.8 Purpose of Payment means the purpose of transferring money. (choose from drop down list)

Beneficiary Information is a section for filling in additional detail of transferee to be recorded in the system (optional)

Beneficiary Information	
Beneficiary Tax ID	: <input type="text"/>
Beneficiary Name	: <input type="text"/>
Beneficiary Address 1	: <input type="text"/>
Beneficiary Address 2	: <input type="text"/>
Beneficiary Address 3	: <input type="text"/>
Zip Code	: <input type="text"/>
Use Beneficiary Address	: <input type="checkbox"/>
Mail Address 1	: <input type="text"/>
Mail Address 2	: <input type="text"/>
Mail Address 3	: <input type="text"/>
Zip Code	: <input type="text"/>
Beneficiary Email	: <input type="text"/>
Beneficiary Mobile Phone No.	: <input type="text"/>
Beneficiary Fax No.	: <input type="text"/>

Beneficiary Notification is a section for filling in your email, mobile phone or fax number for the Bank to send a notification message to the transferee (optional).

Beneficiary Notification	
<i>(leave blank unless respective notification is required)</i>	
Beneficiary Email	: <input type="text"/>
Beneficiary Mobile Phone No.	: <input type="text"/>
Beneficiary Fax No.	: <input type="text"/>

Save As Template Confirm Back

5

6

5. After completing the transfer information, you can save them in the system. To save the transaction frequently made, press the Save As Template button. The saved template will be shown in section 3.2

6. After completing the transfer information, you can create a transaction by pressing Confirm button.

7. The system will display the transfer details such as the payer's account, the beneficiary's account, the amount, the type of transfer etc., press the Submit button.

In-House Transfer

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In-House Transfer Confirm

On Behalf of Company	: COMPANYTEST07 / บริษัท จีรรัตน์สกลิตส์
Debit Account	: 8000167119 / บริษัท พุชชาจุลย์ ( THB )
Value Date	: 08-01-2016
Beneficiary Account Type	: Registered Account
Beneficiary Account	: 7002635993 / สาขา ชัยศรี นครินทร์ ( THB )
Amount	: THB 10.00
Total Fee	: THB 0.00
Total Actual Fee	: THB 0.00
Total Debit Amount	: THB 10.00
Service	: Direct Credit
Charge Instruction	: Our
Purpose Code	: Other (Credit)
Customer Reference No. 1	:
Customer Reference No. 2	:
Customer Reference No. 3	:
Payment Detail 1	:
Payment Detail 2	:
Payment Detail 3	:
Payment Detail 4	:

Beneficiary Notification

Beneficiary Email	: Don't Send
Beneficiary Mobile Phone No.	: Don't Send
Beneficiary Fax No.	: Don't Send

8. Once the transaction has been submitted successfully, there will be a message awaiting approval of the transaction (blue letter). Press Done button.

• Result Message: This transaction is waiting for approval

---

In-House Transfer Result

Transaction Reference No.	: 1601061548562736
Document Code	: 935491
On Behalf of Company	: COMPANYTEST07 / บริษัท จีรรัตน์สกลิตส์
Debit Account	: 8000167119 / บริษัท พุชชาจุลย์ ( THB )
Value Date	: 08-01-2016
Beneficiary Account Type	: Registered Account
Beneficiary Account	: 7002635993 / สาขา ชัยศรี นครินทร์ ( THB )
Amount	: THB 10.00
Total Fee	: THB 0.00
Total Actual Fee	: THB 0.00
Total Debit Amount	: THB 10.00
Service	: Direct Credit
Charge Instruction	: Our
Purpose Code	: Other (Credit)
Customer Reference No. 1	:
Customer Reference No. 2	:
Customer Reference No. 3	:
Payment Detail 1	:
Payment Detail 2	:
Payment Detail 3	:
Payment Detail 4	:

Beneficiary Notification

Beneficiary Email	: Don't Send
Beneficiary Mobile Phone No.	: Don't Send
Beneficiary Fax No.	: Don't Send

9. You can check the transaction status after uploading by clicking on My Task menu,

Transaction Status sub-menu

- Pending Account Validation means pending for verification of beneficiary's account number.



Company ID: COMPANYTEST07 | Company Name: บริษัท จีเอ็มพีเอสเคที | User Name: maker1 | Cash | Trade

**BizChannel@CIMB**

**Transaction Status**

**My Task**

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

Transaction Reference No. \*

Document Code \*

Batch / Customer Reference No. \*

10. When the transaction status is changed to Pending Approval, it is waiting for approval of the transaction. Please notify the approver.

**Transaction Status**

Transaction Reference No. \*

Document Code \*

Batch / Customer Reference No. \*

Date Range \*
  Created Date
  Value Date
  -  (dd/mm/yyyy)

Service: ALL

Company Account:

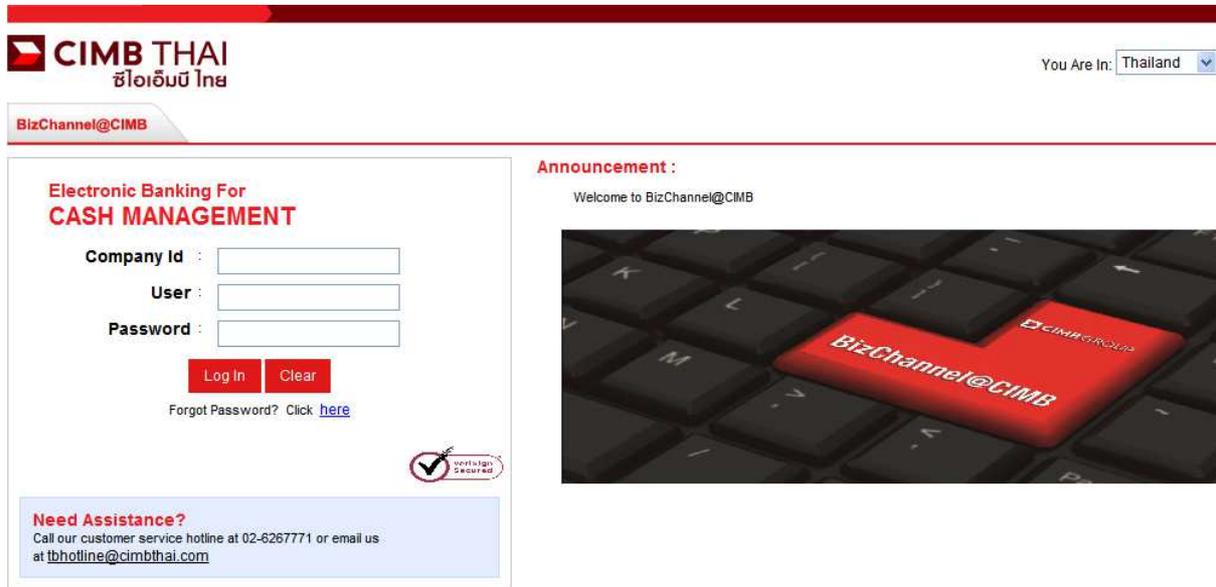
Transaction Status: ALL

Last Action Date	Transaction Reference No.	Document Code	Batch / Customer Reference No.	Service	Company Account	Amount	Value Date	Transaction Status
06-01-2016 14:52:13	1601061548562736	935491		In-House Transfer - Direct Credit	8000167119, บริษัทหลักทรัพย์ฯ (THB)	THB 10.00	08-01-2016	Pending Approval

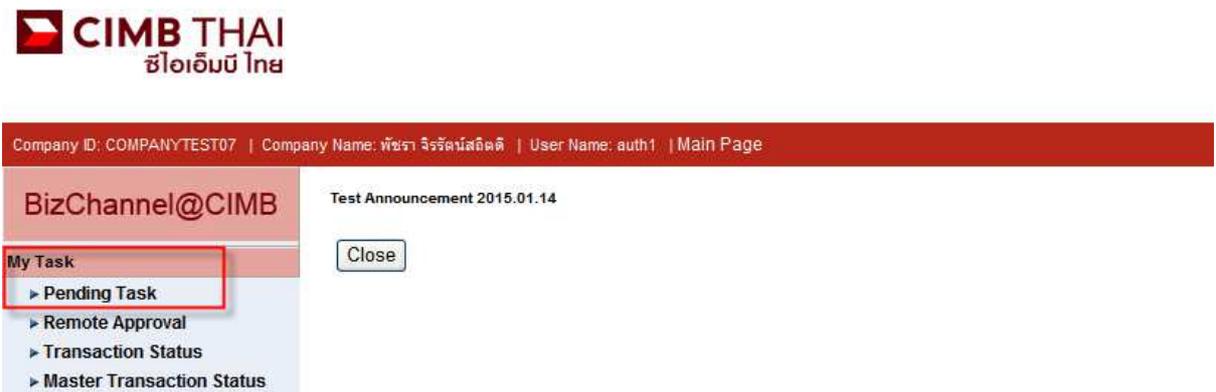
- Transaction approval process

11. The approver logs into the RTB system at BizChannel@CIMB.

Link : <https://www.bizchannel.cimbthai.com>



12. The approver can check the items pending approval by clicking on My Task menu, the Pending Task sub-menu.



13. The system will display all files pending approval as well as the account number to debit and the balance of each transaction. If you do not want to check the details of beneficiary, click on the box in front of the file and press Approve (several transactions can be approved at once).

All Task Listing		Verify / Approve										
Pending Task Listing											1 - 4 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"/>	06-01-2016 14:52:12	935491		In-House Transfer	COMPANYTEST07 / บริษัท จีซีเอ็นเอสดีดี	8000167119 / บริษัท ทรูสมาร์ท จำกัด (THAI BAHT)	THB 10.00	07CORPMAKER / maker1	Approver Task Advance		

After pressing Approve, press Send OTP button to send OTP to mobile phone.

Enter the OTP received in the Response No. OTP field and press Submit.

14. After pressing approve, the system will show Approval Status as A = Approved.

Verify / Approve													
Pending Task													
Payment Management													
No.	Created Date	Document Code	Batch / Customer Reference No.	Feature	On behalf of Company	Company Account	Beneficiary Account	Transaction Amount	Beneficiary Bank	Value Date	Maker User ID / Maker User Name	Status	Approval Status
1	06-01-2016 15:43:42	148036		In-House Transfer	COMPANYTEST07 / บริษัท จีซีเอ็นเอสดีดี	8000167119 / บริษัท ทรูสมาร์ท จำกัด (THAI BAHT)	7002635993 / บริษัท ซีไอเอ็มบี ไทย จำกัด (THB)	THB 9.00	CIMB Thai	06-01-2016	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

15. If you want to check the details of the beneficiary first, click on Document Code.

All Task Listing		Verify / Approve								
Pending Task Listing										
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 type="checkbox"/>	06-01-2016 14:52:12	935491		In-House Transfer	COMPANYTEST07 / บริษัท จีซีเอ็นเอสดี	8000167119 / บริษัท พุชชาจตุรย์ (THAI BAHT)	THB 10.00	07CORPMAKER / maker1	Approver Task Advance

1 - 1 of 1 transaction(s)

16. The system will display more details such as the payer’s account, the beneficiary’s account, the payment amount, the transaction executor, approval conditions, etc.

In House Transfer				
<b>In-House Transfer Pending Task Detail</b>				
Transaction Reference No.	: 1601061548562736			
Document Code	: 935491			
On Behalf of Company	: COMPANYTEST07 / บริษัท จีซีเอ็นเอสดี			
Debit Account	: 8000167119 / บริษัท พุชชาจตุรย์ ( THB )			
Value Date	: 08-01-2016			
Beneficiary Account Type	: Registered Account			
Beneficiary Account	: 7002635993 / สาขาเชียงใหม่ ( THB )			
Amount	: THB 10.00			
Total Fee	: THB 0.00			
Total Actual Fee	: THB 0.00			
Total Debit Amount	: THB 10.00			
Service	: Direct Credit			
Charge Instruction	: Our			
Purpose Code	: Other (Credit)			
Customer Reference No. 1	:			
Customer Reference No. 2	:			
Customer Reference No. 3	:			
Payment Detail 1	:			
Payment Detail 2	:			
Payment Detail 3	:			
Payment Detail 4	:			
<b>Beneficiary Notification</b>				
Beneficiary Email	: Don't Send			
Beneficiary Mobile Phone No.	: Don't Send			
<b>Approval History List</b>				
Approved Date	User Id	Status	User Level	
2016-01-06 14:52:12	07CORPMAKER	Created		
<b>Approval Matrix List</b>				
Schema	Number of Approval	Number of User	Company	User Group
SchemaA	1	1	บริษัท จีซีเอ็นเอสดี (COMPANYTEST07)	GroupA
SchemaB	1	1	บริษัท จีซีเอ็นเอสดี (COMPANYTEST07)	GroupB
<b>Approver List</b>				
User Group	User Id	User Name		
GroupA	07CORPAUTH1	auth1		
GroupB	07CORPAUTH2	auth2		

17. To approve, press Send OTP button to send OTP to mobile phone.

Enter the OTP received in the Response No. OTP field and press Approve.

<b>Cancellation Reject</b>	
Reject Reason*	<input type="text"/>
<b>Authentication</b>	
Challenge No/Ref. Code	: 275426
Response No/OTP	<input type="text"/> <input type="button" value="Send OTP"/>

18. When approve the transaction, there will be a message informing you that the transaction has been approved (blue letters). Press the Done button.

• Result Message: In-House Transfer has been successfully approved

In-House Transfer Pending Task Detail Result	
Transaction Reference No.	: 1601061548562736
Document Code	: 935491
On Behalf of Company	: COMPANYTEST07 / บริษัท จีรทัศน์สถิติ
Debit Account	: 8000167119 / บริษัท หุขจางอุทัย ( THB )
Value Date	: 08-01-2016
Beneficiary Account Type	: Registered Account
Beneficiary Account	: 7002635993 / สาขาชัยศรี เขตพระนคร ( THB )
Amount	: THB 10.00
Total Fee	: THB 0.00
Total Actual Fee	: THB 0.00
Total Debit Amount	: THB 10.00
Service	: Direct Credit
Charge Instruction	: Our
Purpose Code	: Other (Credit)
Customer Reference No. 1	:
Customer Reference No. 2	:
Customer Reference No. 3	:
Payment Detail 1	:
Payment Detail 2	:
Payment Detail 3	:
Payment Detail 4	:
Beneficiary Notification	
Beneficiary Email	: Don't Send
Beneficiary Mobile Phone No.	: Don't Send
Beneficiary Fax No.	: Don't Send

Print Save As Done

19. You can check the item status after approval by clicking on My Task menu, Transaction Status sub-menu.



Company ID: COMPANYTEST07 | Company Name: บริษัท จีรทัศน์สถิติ | User Name: maker1 | Cash | Trade

**BizChannel@CIMB**

**My Task**

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

**Transaction Status**

Transaction Reference No. \*

Document Code \*

Batch / Customer Reference No. \*

20. Pending Execute status means the effective date has not yet been reached and the transaction is pending execution.

**Transaction Status**

Transaction Reference No. \*

Document Code \*

Batch / Customer Reference No. \*

Date Range \*

Created Date  Value Date  
 05/01/2016 - 06/01/2016 (dd/mm/yyyy)

Service: ALL

Company Account: [input]

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 หุขจางอุทัย(THB)	THB 10.00	08-01-2016	Pending Execute

21. Processing by Bank status means the effective date has been reached. The transaction is in 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, สโมสรอาชีพฟุตบอลแห่งประเทศไทย(THB)	THB 1,501.50	15-12-2015	Processing by Bank

22. When the status changes to Executed Successfully, it means that the system has successfully transferred the money to the payee.

**Transaction Status**

Transaction Reference No. \* :   
 Document Code \* :   
 Batch / Customer Reference No. \* :   
 Date Range \* :  Created Date  Value Date  
 : 05/01/2016 - 06/01/2016 (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
06-01-2016 15:46:07	<u>1601061256550908</u>	148036		In-House Transfer - Direct Credit	8000167119, บริษัทหลักทรัพย์จัดการเงิน(THB)	THB 9.00	06-01-2016	Executed Successfully

## How to check the transaction completion

1. Log in and click on Transaction Status menu and search the file.



Company ID: COMPANYTEST07 | Company Name: บริษัท ซีไอเอ็มบีไทย | User Name: auth1 | Main Page

Favourite Menu | About | Last Login: 2016-01-06 15:01:04.0 | LOG OUT |

**BizChannel@CIMB**

**Transaction Status**

My Task

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

Account Service & Information Management

Report

Utilities

Transaction Reference No. \* :

Document Code \* :

Batch / Customer Reference No. \* :

Date Range \* :  Created Date  Value Date

: 05/01/2016 - 06/01/2016 (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
06-01-2016 15:46:07	1601061256550908	148036		In-House Transfer - Direct Credit	8000167119, บัญชีฝาก พิเศษทางตรง(THB)	THB 9.00	06-01-2016	Executed Successfully

2. Click on Transaction Reference No.

**Transaction Status**

Transaction Reference No. \* :

Document Code \* :

Batch / Customer Reference No. \* :

Date Range \* :  Created Date  Value Date

: 05/01/2016 - 06/01/2016 (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
06-01-2016 15:46:07	1601061256550908	148036		In-House Transfer - Direct Credit	8000167119, บัญชีฝาก พิเศษทางตรง(THB)	THB 9.00	06-01-2016	Executed Successfully

3. Check the details of status by clicking on Action Date.

Transaction History

Action Date	Action Type	Action By	Amount	Successful/Failed	Transaction Status
06-01-2016 15:46:07	Execute	System	THB 9.00	Success	Executed Successfully
06-01-2016 15:45:59	Approve	07CORPAUTH1 - auth1	THB 9.00	Success	Pending Execute
06-01-2016 15:43:42	Create	07CORPMAKER - maker1	THB 9.00	Success	Pending Approval

4. Click on Executed Successfully to check the status of debiting from the company account.

Transaction History

Executed Date	Reference No.	Credited Account	Debited Account	Total Amount	Successful / Failed	Reason
06-01-2016 15:46:17	1601061256550908	7002635993/ บริษัทอิมพีเรียล ( THAI BAHT )	8000167119/ บริษัทอิมพีเรียล ( THAI BAHT )	9.00	Success	

[Close](#)

Download Specification

File Format : CSV  
CSV  
TXT  
XLS

[Download](#)

## How to print Debit Advice, Credit Advice and Fee Receipt

1. Log in and click on the Transaction Status menu and find the file.



Company ID: COMPANYTEST07 | Company Name: บริษัท ซีไอเอ็มบีไทย | User Name: auth1 | Main Page

Favourite Menu | About | Last Login: 2016-01-06 15:01:04.0 | LOG OUT

**BizChannel@CIMB**

**Transaction Status**

My Task

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

Account Service & Information Management

Report

Utilities

Transaction Reference No. \* :

Document Code \* :

Batch / Customer Reference No. \* :

Date Range \* :  Created Date  Value Date

: 05/01/2016 - 06/01/2016 (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
06-01-2016 15:46:07	1601061256550908	148036		In-House Transfer - Direct Credit	8000167119, บัญชีฝาก พิเศษวงเงิน(THB)	THB 9.00	06-01-2016	Executed Successfully

2. Click on Transaction Reference No.

**Transaction Status**

Transaction Reference No. \* :

Document Code \* :

Batch / Customer Reference No. \* :

Date Range \* :  Created Date  Value Date

: 05/01/2016 - 06/01/2016 (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
06-01-2016 15:46:07	1601061256550908	148036		In-House Transfer - Direct Credit	8000167119, บัญชีฝาก พิเศษวงเงิน(THB)	THB 9.00	06-01-2016	Executed Successfully

3. Then scroll down. You will see the menu to print Debit Advice, Credit Advice and Fee Receipt.

Beneficiary Mobile Phone No.	: Don't Send
Beneficiary Fax No.	: Don't Send

Approval History List			
Approved Date	User Id	Status	User Level
2016-01-06 15:43:42	07CORPMAKER	Created	
2016-01-06 15:46:06	07CORPAUTH1	APPROVED	1

Approval Matrix List				
Schema	Number of Approval	Number of User	Company	User Group
SchemaA	1	1	บริษัทฯ จีรจันต์สตีลดี (COMPANYTEST07)	GroupA
		OR		
SchemaB	1	1	บริษัทฯ จีรจันต์สตีลดี (COMPANYTEST07)	GroupB

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

Transaction History						
Action Date	Action Type	Action By	Amount		Successful/Failed	Transaction Status
06-01-2016 15:46:07	Execute	System	THB	9.00	Success	Executed Successfully
06-01-2016 15:45:59	Approve	07CORPAUTH1 - auth1	THB	9.00	Success	Pending Execute
06-01-2016 15:43:42	Create	07CORPMAKER - maker1	THB	9.00	Success	Pending Approval