### USER GUIDE: UOB VIRTUAL ACCOUNT NUMBER (VAN) QUICK GUIDE

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#### A. UOB Virtual Account Number Quick Guide - For Maker

Step 1
UOBM VAN Generator .xlsm
Click the "UOBM VAN Generator.xlsm" file from the email received from UOB Malaysia.

#### Step 2

UOB VIRT	TUAL ACCOUNT					
			а			
		Company ID (max 12 characters)	ä	ABCPL		
•) Any invalid	character will be removed during	Biller Account (UOB 10 digit account)		7063912345		
VAN file Gene	ration.	Biller A/C CCY		MYR		Generate VAN Setup
**) Allowed ch	haracters are "0-9a-zA-Z ()./"	Company Name		ABC PTE LTD		
Biller Code	Virtual No (include Biller Code)	Update Method (A = Add; U = Update; D = Delete	)	Virtual Account Name	b	
09123	091230002	A		SIMON TAN AH KOW		
09123	091230003	Α		JEFFREY BIN MOHD ALI		

- a) Insert Biller information:
   Company ID [BIBPlus Group ID]
   Biller Account [10, digit LOP]
  - Biller Account [10-digit UOB account number]
  - Biller Account Co
     Company Name Biller Account Currency

#### b) Insert Payers information:

- Biller Code [5-digit Biller Code provided by UOB]
- Virtual No. [5-digit Biller Code provided by UOB + Unique Number self-assigned by Biller]
- Update Method [A: Add, U: Update, D: Delete]
- Virtual Account Name [decided by Biller]
- c) Click "Generate VAN Setup" and save the created file.

Step 3	
UVAI190401.txt	
A .txt file will then be generated.	

# **HUOB**

o 4						
UOB	You are in: CASH MANAGEMENT 🛛 🗸	ACCOUNTS	PAY & TRANSFER	SERVICES	ADMIN	MY TASKS <sup>9</sup> (2)
HEQUE SERVICES equest Cheque Books top Cheque Requests nquire Cheque Statuse	Enquire Du Manage Du Registration	itNow QR Transactio itNow AutoDebit	SEND TO	_		

Login to UOB Infinity. Then, at the top menu bar, go to **Services** > **Send to UOB** > **Send Files to UOB**.

Step 5	Step 5					
<b>#</b> UOB	You are in: CASH MANAGEMENT	~ ACCOUNTS	PAY & TRANSFER	SERVICES	ADMIN	
<sub>New</sub> Send Files to	UOB					
1 Upload File	2 Authorise					
* Mandatory Fields						
What file	type are you uploa	ding?				
File Type *				Q		
Cancel						
ick 🭳 to se	lect the VAN A	ccount file ty	/pe.			

Step 6	
New Send Files to UOB	
* Mandatory Fields	
What file type are you uploading?	
File Type * VAN Account File	٩
From Account Name, Currency, or Account Number *	a
Upload File	
Drag your files (.txt,.xml,.pgp,.csv) here or <mark>Choose File 1</mark> You can upload and send one file each time. Maximum file size is 7MB	
Cancel Submit	
a) At the "From" section, click  c to select the Acc b) Then, click "Choose file" to select the created fil c) Next, click "Submit".	count Name, Currency, or Account Number. le from Step 3.

Step 7 File to be Sent			·
	Enter Token Response Follow these steps on your token: <ol> <li>Press (2)</li> <li>Enter the 6-digit security code displayed on your token</li> <li>Taken Response</li> </ol> By coloring Submit, you are detended to have read and agreed to the respective productity and or service).	X UOB OT OT OT OT OT OT OT OT OT OT OT OT OT	
Cancel	Cancel Submit		
	een instruction for authenti	etadag Gurre   Territ and Goodform   Phacy and Goodfy Legal Notes cation and click "Submit". Dur Authorisation Matrix setu	

#### B. UOB Virtual Account Number Quick Guide – For Authoriser

	ACCOUNTS PAY & TRANSFER	SERVICES ADMIN	MY TASKS () () Export Successful	
Pending	Sent to Bank	Rejected		
۰ ۹	Sent to Bank	Rejected	iČ Successful	
iu	stomer Reference Currency	Amount Value / Placement D		
unt File			ate	
	Payer / Payee Status Clear	Filter(s)		
j.	ns in the past 2 months. Use	Show Selected (0)	辛 Customise View ~	
4	Currency 🗘 Amount 🗘	Value / Placement () $\stackrel{\wedge}{\searrow}$ Payer / Date $\stackrel{\circ}{\bigcirc}$	Status Action	
Clear Apply	MYR 1.00	JETHRO WONG SIEW 29/09/2022 WEN	Pending	
nce(s) 🗘 Currency 🖒	Amount 🗘 Value / Piacement 🕧 Date	) 🗘 Payer / 🗘 Status	Action	
0067641448 MYR	29/09/2022	Pending     Authorise	:	
0067541930 MYR	1.00 28/09/2022	Cheng CW MYR Successful		
	Clear         Apply           nce(s)         Currency         0           00067541448         MYR           00067541930         MYR	Clear         Apply         MYR         1.00           nce(s)         Currency         Amount         Yalue / Placement         C           00067641448         MYR         29/09/2022         C           00067541930         MYR         1.00         28/09/2022	Clear       Apply       MrR       1.00       29/09/2022       Payer / O       Status         mce(s)       Currency       Amount       Value / Placement       O       Payer / O       Status         mce(s)       Currency       Amount       Value / Placement       O       Payer / O       Status         00007641448       MYR       29/09/2022       Payer / O       Status         00007541930       MYR       1.00       28/09/2022       Cheng CW       Staccessful	Clear Apply       Amount ()       Value / Placement ()       Payer / ()       Status       Action         Clear Apply       MrR       1.00       29/09/2022       WEN       • Pending       ::         mce(s)       Currency ()       Amount ()       Value / Placement ()       ()       Payer / ()       Status       Action         00067641448       MrR       29/09/2022       • Payer / ()       Status       Action         00067641448       MrR       29/09/2022       • Prinding       ::       ::         000675411930       MrR       1.00       28/09/2022       • Successful       ::

Step 3			
File to be Sent	t		
UVA	Enter Token Response	×	
	Follow these steps on your token:  Press Follow the digit security code displayed on your token  Taken Reports Taken Reports  Provide the repeated on the read and agreed to the Terms of Conditions of the respective product() and i or service().	Image: Work of the second s	
Cancel	Cancel Submit		
Copyright D 2021 United Overseas Reg. No. 199301017069 (271899-K)		e-Banking Charter   Terms and Conditions   Privacy and Security   Legal Notices	
	een instruction for authent tion instruction subject to y	tication and click "Submit'. your Authorisation Matrix setup	

### **WOB**

C. UOB Virtual Account Number Quick Guide – Appendix: Generating VAN Reports

St	Step 1					
•	UOB	You are in: CASH MANAGEMENT 🛛 🗸	ACCOUNTS	PAY & TRANSFER	SERVICES	ADMIN
	ACCOUNTS	FIXED DEP				
	Accounts Overview	Place Fixed [	eposits (FD/FD-i)	Approval S	tatus	
	Favourite Account Lists				atus (Requests,	
1-	Account Activities			Registratio	ns & AutoDebits	5)
L	Download Reports & A	dvices				

Login to UOB Infinity. Then, at the top menu bar, go to **Accounts > Accounts > Download Reports & Advices**.

#### Step 2 **Download Reports & Advices** Debit / Credit Advices System Generated Reports User Generated Reports Inward Remittances Clear Filter(s) Account Merchant ID Report Category ) ( Report Type ) $\otimes$ van 垚 Customise View 🗸 315 Record(s) VAN Daily Maintenance Report Merchani 🔲 VAN Daily Transaction File Date 🗘 Account 🔿 egory 🖒 Report Type 🖒 Downloads VAN Daily Transaction Report VAN Listing File VRF 03/10/2022 $\underline{\downarrow}$ unt VAN Listing Report on and 03/10/2022 DNR $\underline{\downarrow}$ Cancel Apply Clear DuitNow AutoDebit Registration Report (Daily) Report Sub Type: DNC Reconciliation and DNC 03/10/2022 $\underline{\downarrow}$ Advice Go to "System Generated Reports" and go to "Report Name" to select your VAN report. After you have made your selection, click to download the report. b)

#### Note: VAN Report Types

No	Report Type	VAN Report	Description
1	VMR	VAN Daily Maintenance Report	To check on VAN Account creation status Available T+1 after uploading of VAN file
2	VRR		Dedicated report to check on incoming fund to VAN Available T+1 daily
3	VRF	-	To download from BIBPlus and import into accounting system for reconciliation purpose Available T+1 daily

### **WOB**

D. UOB Virtual Account Number Quick Guide – Appendix: Deleting Uploaded VAN File

Step 1	Step 1								
₩U	OB	You are in: CASH MANAGEMENT	~	ACCOUNTS	PAY & TR	RANSFER	SERVICES	A	DMIN
ACCOUNT		FIXED DEPOSITS							
Accounts O	verview	Place	Place Fixed Deposits (FD/FD-i)			Approval S	tatus		
Favourite A	ccount Lists							us (Requests, & AutoDebits)	
Account Ac	ivities					Registratio		EUICSJ	
Download	Reports & A	dvices							

Login to UOB Infinity. Then, at the top menu bar, go to Accounts > Status > Approval Status.

Step	2							
	Transaction / Deposit Type	Bank Reference(s)	Currency 🗘	Amount 🖒	Value / Placement (j) 🗘 Date	Payer / 🗘 Payee 🗘	Status	Action
		FT22090067641448	MYR		29/09/2022		Pending     Authorise	:
	Transfer to UOB Account	FT22090067541930	MYR	1.00	28/09/2022	Cheng CW MYR	<ul> <li>Successful</li> </ul>	:
t the	the transaction you wish to delete, click <sup>4</sup> and select "Delete".							