

USER GUIDE: UPLOADING OUTWARD TELEGRAPHIC TRANSFER SUPPORTING DOCUMENTS VIA BIBPLUS

Important Notes:

- Supported file types that can be uploaded: PDF, MS Word, Image file (e.g. JPEG, BMP), and Zip file.
- You may upload up to 5 supporting documents for each transaction.
- For each supporting document, you may upload files of up to 5MB.

A. How to Upload Supporting Documents for Single Foreign Telegraphic Transfer

Step 1



Instruction to Bank:

Add Instruction to Bank:

Remarks for approval

File Upload Details (Max 5 files)

Disclaimer: The File Upload will be checked and validated by Bank upon submission of the documents for the transaction (if required).

No files

Add a file

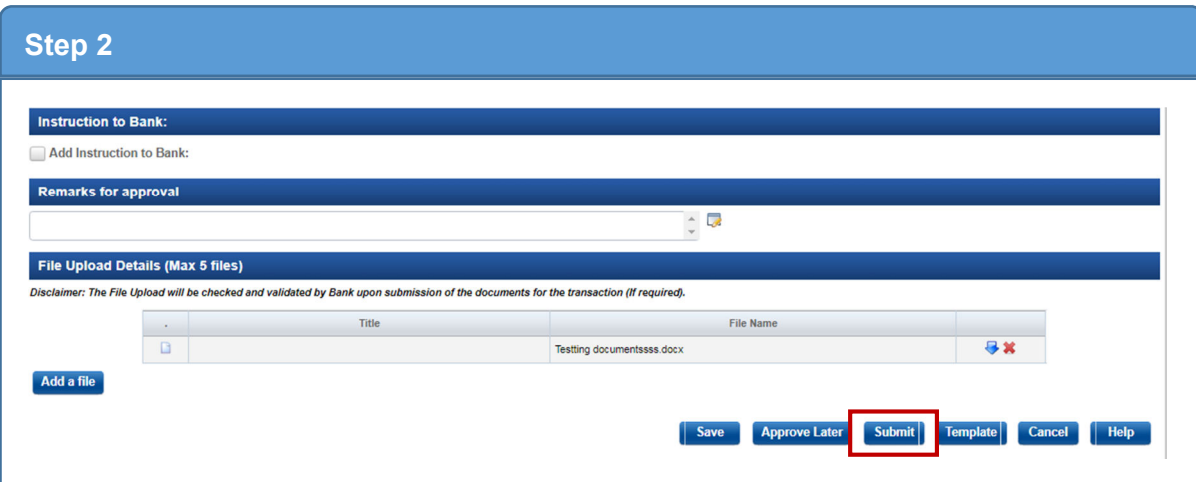
Save Approve Later Submit Template Cancel Help

After you have created your Single Foreign Telegraphic Transfer transaction, at the “File Upload Details” section, click “Add a file” and select your files to upload.

Note:

To create a single Foreign Telegraphic Transfer transaction in BIBPlus, go to Local Payment > Remittance > Telegraphic Transfer

Step 2



Instruction to Bank:

Add Instruction to Bank:

Remarks for approval

File Upload Details (Max 5 files)

Disclaimer: The File Upload will be checked and validated by Bank upon submission of the documents for the transaction (if required).

Title	File Name
Testing documentssss.docx	Testing documentssss.docx

Add a file

Save Approve Later **Submit** Template Cancel Help

Upon successful uploading, your uploaded files will be listed on the screen.

To proceed, click “**Submit**”.

B. How to Upload Supporting Documents for Foreign Telegraphic Transfer (Bulk Template)

Step 1

Create From Template

Save Submit Template Cancel Help

General Details

Company ID: COMPANY ABC
 Transfer From: MYR 1183031142 AC NAME1 1400122265 AC NAME2 1400122265
 Payment Type: Telegraphic Transfer
 Product Group: Payment
 Bulk Description:

BIB Ref: BK19110000216273
 Template Name: bulk tt - post dated
 Application Date: 13/11/2019 (dd/mm/yyyy)
 Value Date: 13/11/2019 (dd/mm/yyyy)
 Bulk Customer Reference: BK19110000216273

Bulk Summary

Total amount of records: USD 10,467.00
 Highest Amount of records: USD 10,467.00
 No. of records: 1

Add transaction

Search Options

1 - 1 of 1 items 10 | 25 | 50 | 100

Bulk Ref	Bank Code	Branch Code	Account Number	Beneficiary Name	Amount	Customer Ref	Status
FT19110000216274			5076430111	COMPANY DEF	10,467.00	BULK TT - POST D	Valid

After you have created your Foreign Telegraphic Transfer transaction using Bulk Template, click the  icon.

Note:

To create a Foreign Telegraphic Transfer (Bulk Template) transaction in BIBPlus, go to Payment Services > Bulk Services > Create Bulk Transaction > Create from Template.

Step 2

Balance of Payments Details

Purpose Code and Description: Admin - Transactions
 Purpose Code 2 and Description: Financial-Deposits
 Transactor Relationship: Y - Affiliated
 Further Purpose Description:
 Beneficiary Originating Country: MY
 Ultimate Beneficiary Name:
 Approval Code:
 Ultimate Beneficiary Country:

Beneficiary Advice Details

Beneficiary Advices

Instruction to Bank:

Add Instruction to Bank:

Remarks for approval

File Upload Details (Max 5 files)

Disclaimer: The File Upload will be checked and validated by Bank upon submission of the documents for the transaction (if required).

No files

Update Cancel Help

At the "File Upload Details" section, click "Add a file" and select your files to upload.

Step 3




Instruction to Bank:

Add Instruction to Bank:

Remarks for approval

File Upload Details (Max 5 files)

Disclaimer: The File Upload will be checked and validated by Bank upon submission of the documents for the transaction (If required).

	Title	File Name	
		Tesst Xcel.xlsx	 

[Add a file](#)

Update

Cancel

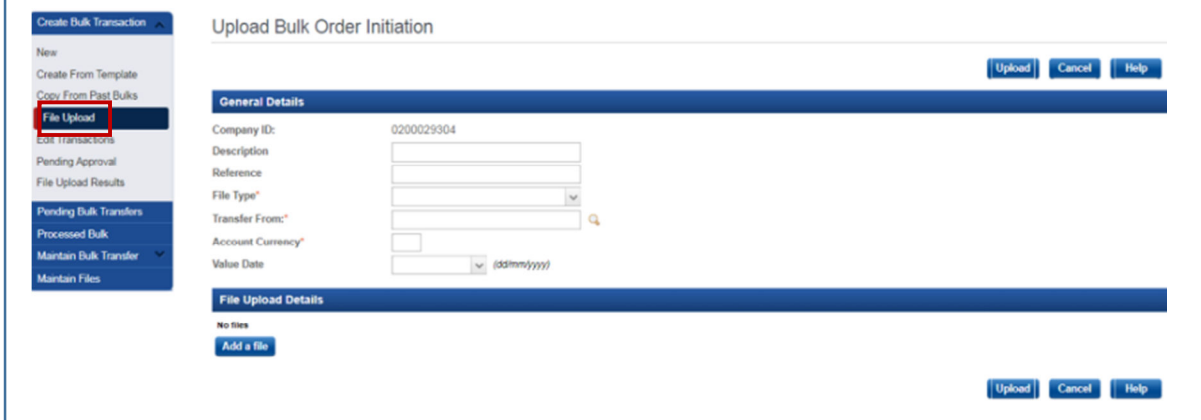
Help

Upon successful uploading, your uploaded files will be listed on the screen.

To proceed, click **Update**.

C. How to Upload Supporting Documents for Foreign Telegraphic Transfer (Bulk File Upload)

Step 1



After you have created your Foreign Telegraphic Transfer Bulk File, click “File Upload Results”.


Note:

To create a Foreign Telegraphic Transfer (Bulk File Upload) transaction in BIBPlus, go to Payment Services > Bulk Services > Create Bulk Transaction > File Upload.

Step 2

List of File Upload Results

BIB Ref	Company ID	File Type	Product Group	Product Type	File Name	Upload Date Time	User Name	File Status
SE1911000216768	COMPANY GHI	TT Payment with Advice	Payment	Bulk Upload Payment MT103	UTPI111116.txt	14/11/2019 02:05:07 PM	CHUI VINCENT	Successful

Click the  icon for the file you wish to upload the supporting documents.

Step 3


Bulk Summary

Total amount of records: USD 3,333.00 Highest Amount of records: USD 3,333.00
 No. of records: 1

Search Options

Bulk Ref	Bank Code	Branch Code	Account Number	Beneficiary Name	Amount	Customer Ref	Status
FT19110011847807			1623021330	COMPANY JKL	3,333.00	CUSTOMER REFERENCE01	Valid

File Upload Details (Max 5 files)

Title	File Name
	Test Xcel 1 MB.xlsx

Buttons: Approve Later, **Submit**, Reject, Preview, Cancel, Help

Upon successful uploading, your uploaded files will be listed on the screen.

To proceed, click “Submit”.