

USER GUIDE: PERFORMING BULK DUITNOW VIA BIBPLUS

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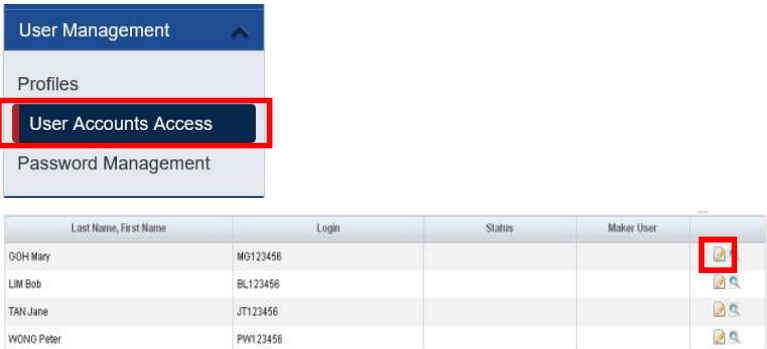
Important Notes:

- User access right must be granted by Company Administrator.
 - To allow customer to perform multiple records of DuitNow transaction in a file if volume of payment is high.
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A. Guide for BIBPlus Company Administrator: Assigning Group Roles to User Profile
 This is to enable bulk DuitNow product to be performed from accounts.

Step 1




User Management

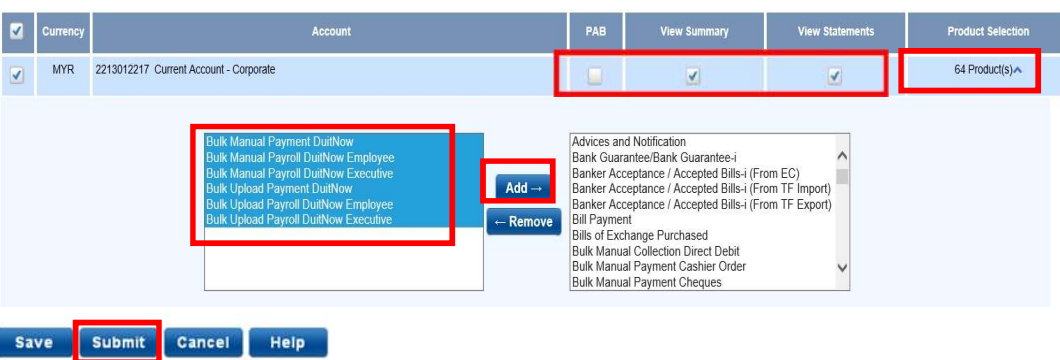
- Profiles
- User Accounts Access**
- Password Management

Last Name, First Name	Login	Status	Maker User
GOH Mary	MG123456		
LIM Bob	BL123456		
TAN Jane	JT123456		
WONG Peter	PW123456		

a) From the left navigation menu bar, select “User Accounts Access”.

b) Click the  icon for the selected User.

Step 2



<input checked="" type="checkbox"/>	Currency	Account	PAB	View Summary	View Statements	Product Selection
<input checked="" type="checkbox"/>	MYR	2213012217 Current Account - Corporate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	64 Product(s)^

- Bulk Manual Payment DuitNow
- Bulk Manual Payroll DuitNow Employee
- Bulk Manual Payroll DuitNow Executive
- Bulk Upload Payment DuitNow
- Bulk Upload Payroll DuitNow Employee
- Bulk Upload Payroll DuitNow Executive

Advices and Notification

- Bank Guarantee/Bank Guarantee-i
- Banker Acceptance / Accepted Bills-i (From EC)
- Banker Acceptance / Accepted Bills-i (From TF Import)
- Banker Acceptance / Accepted Bills-i (From TF Export)
- Bill Payment
- Bills of Exchange Purchased
- Bulk Manual Collection Direct Debit
- Bulk Manual Payment Cashier Order
- Bulk Manual Payment Cheques

Save **Submit** Cancel Help

a) Select the Accounts to be granted access to the User by ticking .


b) Select from Product Selection column.

c) Select “Bulk DuitNow” products, and click “Add”.

d) Click “Submit” for approval.

B. Guide for BIBPlus Company Administrator: Approving the User Account Setup

Step 1



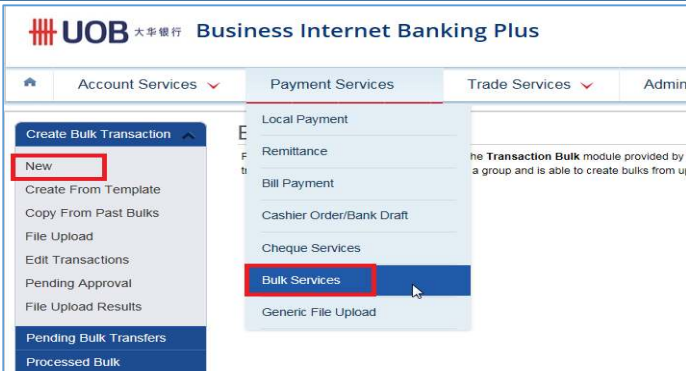
a) From the left navigation menu bar, select “User Accounts Access”.

b) Select the ? icon to open the User Account screen for approval.

c) Click “Approve” after confirming the User Account setup to proceed.

C. How to Perform Bulk DuitNow in BIBPlus

Step 1



a) Go to “Payment Services” > “Bulk Services”.

b) Select “Create Bulk Transaction” and click “New”.
(You can also create transactions by selecting “Create From Template” if you have previously created a Template)

Step 2

Create Bulk Transaction

- New**
- Create From Template
- Copy From Past Bulks
- File Upload
- Edit Transactions
- Pending Approval
- File Upload Results

- Pending Bulk Transfers
- Processed Bulk
- Maintain Bulk Transfer
- Maintain Files

Create New Bulk Order

Bulk Details

Company ID:* PARTNER-01

Product Group:* Payment

Payment Type* DuitNow

Bulk Type: Bulk Manual Payment DuitNow

Transfer From:* 2093011793 ACCOUNT DUITNOW - HYPHEN

Account Currency* MYR

Currency:* MYR

PAB

a) Please select payment type to “DuitNow” and select debiting account.
 b) Search for the account number you want to transfer from.
 c) Click “Ok” to proceed.

Step 3

Create New Bulk Order

General Details

Company ID: PARTNER-01 BIB Ref: BK20090000281903

Transfer From: MYR 2093011793 ACCOUNT DUITNOW - HYPHEN ACCOUNT DUITNOW - HYPHEN Template Name:

Payment Type: DuitNow Application Date: 27/09/2020 (dd/mm/yyyy)

Product Group: Payment Value Date: 27/09/2020 (dd/mm/yyyy)

Bulk Description: Bulk Customer Reference: BK20090000281903

Processing Mode (Service Type):* **Pay To DuitNow ID**

Bulk Summary

Total amount of records: MYR Highest Amount of records: MYR

No. of records: 0

Search Options

0 Items

Bulk Ref	Bank Code	Branch Code	Account Number	Beneficiary Name	Amount	Customer Ref	Status
No Records Found							

a) Select the payment mode – “Pay to DuitNow ID” or “Pay to Account Number”.
 b) Click add transactions to create transactions for the bulk
 c) Enter all required details on the “Create New Bulk Order screen”. Please ensure all fields with an asterisk (*) are not left blank.

Step 4

Add Cancel

General Details

Bulk Reference Id: BK20090000281903 Bank: UOBM
 Company ID: PARTNER-01 BIB Ref: FT20090000281904
 Transfer From: MYR 2093011793 ACCOUNT DUITNOW - HYPHEN ACCOUNT DUITNOW - HYPHEN Application Date: 27/09/2020 (dd/mm/yyyy)
 Payment Type: DuitNow
 Processing Mode (Service Type): Pay To DuitNow ID

Beneficiary Details

DuitNow ID Type: Mobile
 DuitNow ID*: 60131234567

Beneficiary Name:

Beneficiary Residence Status*: Resident Non Resident

Transaction Details

Transaction Amount*: MYR 12.00 Transaction Code*: 24-Remittance Credit
 Other Payment Details: other payment details Recipient Reference*: RR
 Payment Description: Extended Reference Information (URL):

- a) Enter all required details on the screen. Please ensure all fields with an asterisk (*) are not left blank.
- b) Once completed, click add transactions to continue.

Step 5

Save Approve Later Submit Template Cancel Help

General Details

Company ID: PARTNER-01 BIB Ref: BK20090000281903
 Transfer From: MYR 2093011793 ACCOUNT DUITNOW - HYPHEN ACCOUNT DUITNOW - HYPHEN Template Name:
 Payment Type: DuitNow Application Date: 27/09/2020 (dd/mm/yyyy)
 Product Group: Payment Value Date*: 27/09/2020 (dd/mm/yyyy)
 Bulk Description: Bulk Customer Reference: BK20090000281903
 Processing Mode (Service Type)*: Pay To DuitNow ID

Bulk Summary

Total amount of records: MYR 12.00 Highest Amount of records: MYR 12.00
 No. of records: 1

Add transaction Create From Template

Search Options

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

	Bulk Ref	DuitNow ID Value	Beneficiary Name	Amount	Customer Ref	Status	
<input type="checkbox"/>	FT20090000281904	60131234567		12.00		Valid	Move

- a) The "Bulk Summary" section will then display the total bulk amount, total number of records and highest transaction amount within the bulk each time a new transaction is added.

Step 6

Step 6

General Details

Company ID: PARTNER-01 BIB Ref: BK2009000281903

Transfer From: MYR 2093011793 ACCOUNT DUITNOW - HYPHEN ACCOUNT DUITNOW - HYPHEN Template Name:

Payment Type: DuitNow Application Date: 27/09/2020 (dd/mm/yyyy)

Product Group: Payment 27/09/2020 (dd/mm/yyyy)

Bulk Description: BK2009000281903

Processing Mode (Service Type): Pay To DuitNow ID

Bulk Summary

Total amount of records: MYR 12.00

No. of records: 1

Search Options

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

<input type="checkbox"/>	Bulk Ref	DuitNow ID Value	Beneficiary Name	Amount	Customer Ref	Status	
<input type="checkbox"/>	FT2009000281904	60131234567		12.00		Valid	

Authentication

1. Press SIGN 2 button on your token.
2. Enter Code 1 into the token and press OK button.
3. Enter Code 2 into the token and press the OK button again.
4. The token will display a 6 digit code.
5. Input the 6 digit code into the Token Response field.
6. Click "Submit" button to complete the authentication.

Code 1 1200

Code 2 25644973

Token Response

By clicking "Submit", you are deemed to have read & agreed to the terms and conditions of the respective [product\(s\)](#) and/or [service\(s\)](#).

a) To proceed for approval, click "Submit".

b) Follow the pop-up instruction message displayed on your screen to complete the transaction.

=====End of User Guide=====