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USER GUIDE: PERFORMING BULK DUITNOW VIA BIBPLUS

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.

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Profiles				
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User Accounts Acces Password Managemen Last Name, First Name OOH Mary LM Bob	SS Login MG123456 BL123456	Status	Maker User	
User Accounts Acces Password Managemen Last Name, First Name 00H Mary LM Bob	SS Login NG123456 BL123456 JT123456	Status	Maker User	

- a) From the left navigation menu bar, select "User Accounts Access"
- b) Click the Micon for the selected User.



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

Step 1				
User Management				
Profiles				
User Accounts Access				
Password Management				
Last Name, First Name	Login	Status	Maker User	
ANTREY RUTH HUNG CARPENTER MARK HATTON UCIA EDWARD	12345678901234567890123456789012	Awaiting for Approval (New)	COCBA16	20
Approve Reject Return Canc	ei			
) From the left navigation	menu bar, select "User the User Account scr	Accounts Access		
c) Click "Approve" after cor	firming the User <u>Account</u>	unt setup to p <u>roce</u>	ed	

C. How to Perform Bulk DuitNow in BIBPlus

S	Step 1				
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	♠ Account Services ∨	Payment Services	Trade Services 🖌	Admini	
	Consta Dulla Terrardian	Local Payment			
	New F	Remittance	he Transaction Bulk module	e provided by t	
	Create From Template	Bill Payment	a group and is able to create	e bulks from up	
	Copy From Past Bulks	Cashier Order/Bank Draft			
	File Upload Edit Transactions	Cheque Services			
	Pending Approval	Bulk Services			
	File Upload Results	Generic File Upload			
	Pending Bulk Transfers				
	Processed Bulk				
a b) Go to "Payment Se) Select "Create Bull (You can also crea created a Template	ervices" > "Bulk Se < Transaction" and te transactions by e)	rvices". click "New". selecting "Crea	ite Fron	r Template" if you have previously

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Step 2			
Create Bulk Transaction	Create New Bulk	Order	
New	Bulk Details		
Copy From Past Bulks	Company ID:*	PARTNER-01	Q
File Upload	Product Group:*	Payment	~
Edit Transactions	Payment Type*	DuitNow	~
Pending Approval	Bulk Type:	Bulk Manual Payment	DuitNow
File Upload Results	Transfer From:*	2093011793 ACCOUNT DU	JITNOW - HYPHI 🔍
Pending Bulk Transfers	Account Currency*	MYR	
Processed Bulk	Currency:*	MYR 🔍	
Maintain Bulk Transfer 🛛 🗡		PAB	
Maintain Files		Cancel Ok	
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- 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.

Create New Bulk Order Ceneral Details Company ID: PARTNER-01 Transfer From: MYR 2093011793 ACCOUNT DUITNOW - HYPHEN ACCOUNT DUITNOW - HYPHEN Payment Type: Payment Type: DuitNow Product Group: Payment Bulk Description: Pay To DuitNow ID Processing Mode Pay To DuitNow ID Year To buttow ID Payment Bulk Summary Pay To DuitNow ID Pay To DuitNow ID Payment Bulk Summary Pay To DuitNow ID Pay To DuitNow ID Payment Bulk Summary Pay To DuitNow ID Pay To DuitNow ID Payment Bulk Summary Pay To DuitNow ID Pay To DuitNow ID Payment Payment Payment Payment Payment Payment Payment	Save Approve Later Submit Template Cancel Help BK20090000281903
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	MYR
Add transaction Search Options	
0 items	
Bulk Ref Bank Code Branch Code Account Number Benef	tiary 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.

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Step 4

Add Transac	tion to Bulk		Add
General Details	a		
ulk Reference Id: company ID: ransfer From:	BK20090000281903 PARTNER-01 MYR 2083011793 ACCOUNT DUITNOW - HYPHEN ACCOUNT DUITNOW - HYPHEN	Bank: BIB Ref: Application Date:	UOBM FT2009000281904 27/09/2020 (dd/mm/yyy)
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Transaction De	stails		
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ayment Description			Y

b) Once completed, click add transactions to continue.

Stree "Approve Late" Submit Template General Details BIB Ref: BK2000000281903 Transfer From: MYR 2030011793 ACCOUNT DUITNOW - HYPHEN ACCOUNT DUITNOW - HYPHEN Template Name: Payment Type: DuitNow Application Date: 27/04/2020 (dotting)yyy) Poduce Group: Payment Usine Company Bill Ref: BK2000000281903 Buil Description:												Step 5
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