UOB 大华银行

USER GUIDE: PERFORMING BULK DUITNOW VIA BIBPLUS

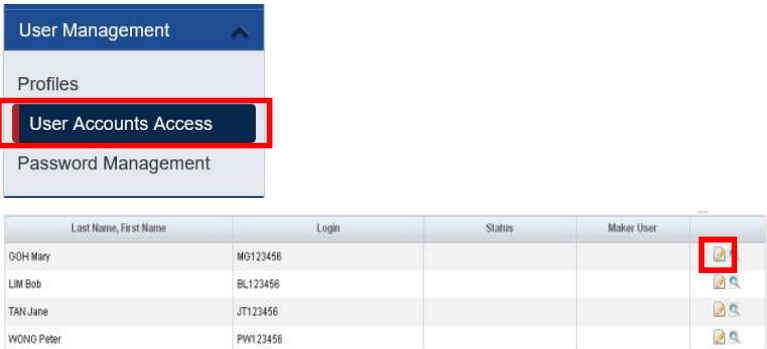==
Important Notes:
- User access right must be granted by Company Administrator.
- To allow customer to perform multiple records of DuitNow transaction in a file if volume of payment is high.

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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.
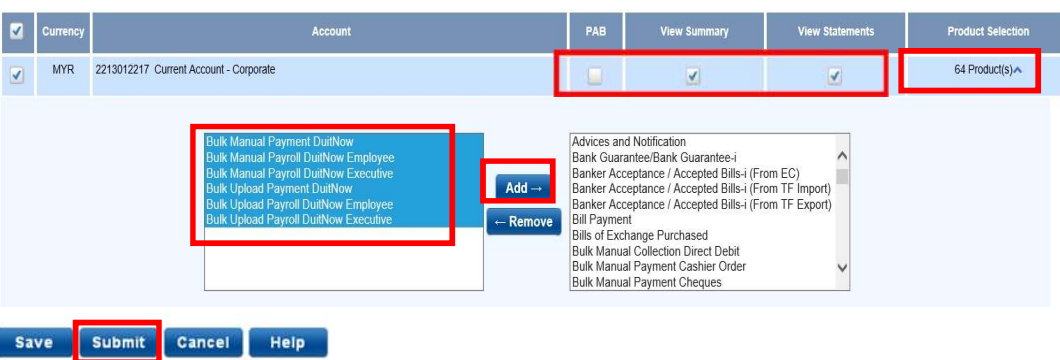

Step 1

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

☑	Currency	Account	PAB	View Summary	View Statements	Product Selection
☑	MYR	2213012217 Current Account - Corporate	☐	☑	☑	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

Add →   **← Remove**

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.

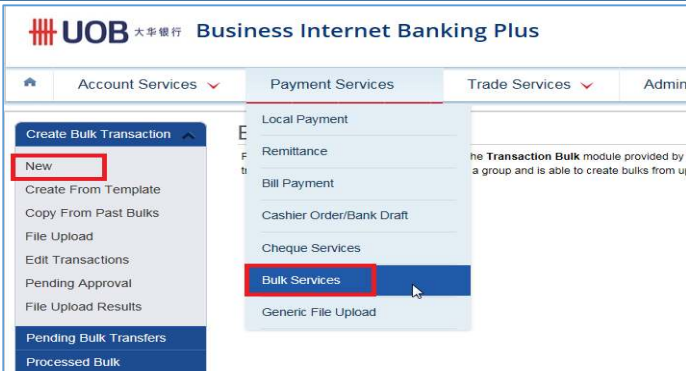**B. Guide for BIBPlus Company Administrator: Approving the User Account Setup**

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

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

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 Transaction to Bulk

[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
		Extended Reference Information (URL):	
Payment Description:			

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   1

	Bulk Ref	DuitNow ID Value	Beneficiary Name	Amount	Customer Ref	Status	
☐	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

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=====================