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Important Notes:

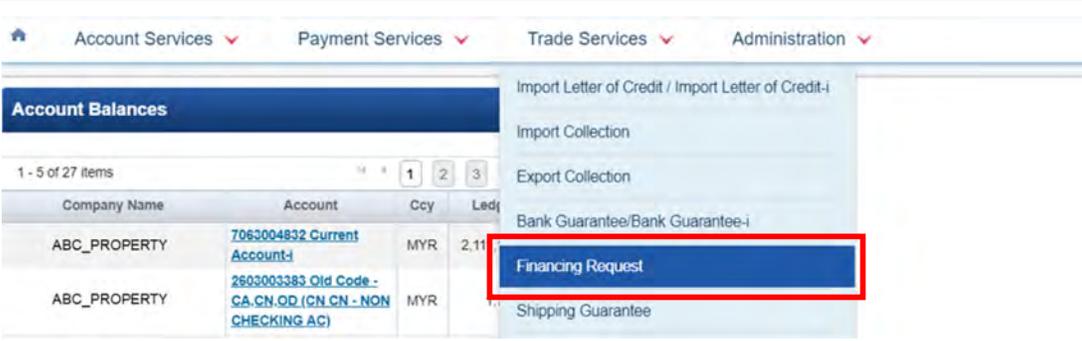
- User access right must be granted by Company Administrator.
- You may send financing requests for Banker's Acceptance (BA) or Accepted Bills-i (AB-i), request to pay trade loans/financing and send message to the Bank.
- You may also make inquiries on the history of the financing and access related advices.
- You may upload supporting documents via the File Upload function.

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1. Apply for Banker's Acceptance (BA) or Accepted Bills-i (AB-i)

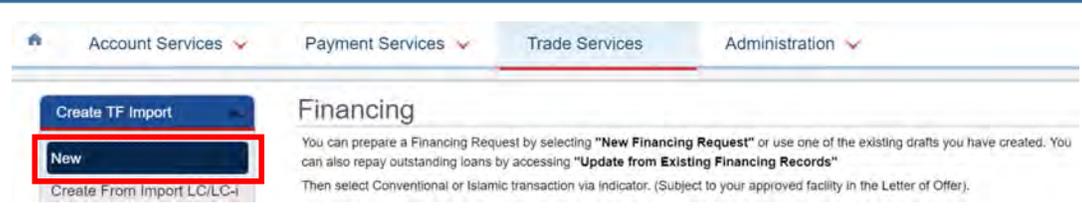
Step 1



The screenshot shows the 'Account Balances' page with a navigation menu at the top containing 'Account Services', 'Payment Services', 'Trade Services', and 'Administration'. A dropdown menu is open under 'Trade Services', showing options like 'Import Letter of Credit / Import Letter of Credit-i', 'Import Collection', 'Export Collection', 'Bank Guarantee/Bank Guarantee-i', 'Financing Request', and 'Shipping Guarantee'. The 'Financing Request' option is highlighted with a red box.

From Top Menu Bar, select Trade Services > Financing Request.

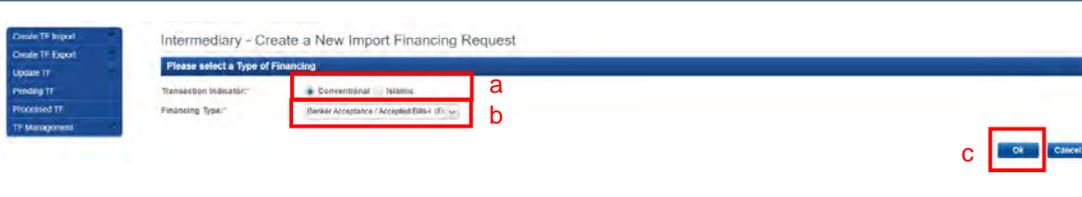
Step 2



The screenshot shows the 'Financing' page. On the left, there is a 'Create TF Import' button with a 'New' sub-button highlighted by a red box. The main content area has a heading 'Financing' and explanatory text: 'You can prepare a Financing Request by selecting "New Financing Request" or use one of the existing drafts you have created. You can also repay outstanding loans by accessing "Update from Existing Financing Records". Then select Conventional or Islamic transaction via Indicator. (Subject to your approved facility in the Letter of Offer).'

From the Left Navigation Menu, select Create TF Import > New.

Step 3



The screenshot shows the 'Intermediary - Create a New Import Financing Request' form. The 'Please select a Type of Financing' section has two dropdown menus. The first dropdown, 'Transaction Indicator', has 'Conventional' selected and is labeled 'a'. The second dropdown, 'Financing Type', has 'Banker Acceptance / Accepted Bills-i' selected and is labeled 'b'. The 'Ok' button is highlighted with a red box and labeled 'c'.

Select the Transaction Indicator, followed by:

- Transaction Indicator: Select "Conventional" or "Islamic" accordingly.
- Financing Type: Select 'Banker Acceptance/ Accepted Bills-i'.
- Click

Step 4.1 General Details

General Details

Transaction Indicator: Conventional

BIB Ref: TF24020001002519

Customer Reference:

Application Date: 20/02/2024 (dd/mm/yyyy)

a Requested Issue Date:* (dd/mm/yyyy)
(Subject to bank's approval)

Financing Type:* Banker Acceptance / Accepted Bills-i (F)

Related Reference:

Description of Goods:

b BA Type / AB-i Type:*

c Earliest Document Date:* (dd/mm/yyyy)

- I) Fill in the required details in this whole section.
- II) Take note of the following:
 - a) Input the "Requested Issue Date".
 - b) Select 3-Purchase from Resident or 4-Purchase from Non-Resident where applicable.
 - c) Insert earliest document date.
- III) Input fields indicated by an * are mandatory fields.

Step 4.2 BA Draft Details

Earliest Document Date:* 01/02/2024 (dd/mm/yyyy)

BA Draft Details

No BA Draft Details

Add BA Draft Details

Amount Details

Finance Amount:* MYR

BA Draft Details

BA Draft Number:* **a**

BA Draft Amount:* MYR **b**

BA Tenor(days):* **c**

BA Draft Maturity Date:* (dd/mm/yyyy) **e**

d

- IV) Fill in the required details in this whole section.
- V) Take note of the following:
 - a) Please insert invoice number (the last 6 digits).
 - b) Input financing amount (subject to a minimum of RM50,000 rounded downwards to the nearest RM1,000).
 - c) Insert "Tenor (days)" (subject to a minimum of 21 days and a maximum tenor not to exceed the tenor of financing approved).
 - d) "Maturity Date" will be defaulted.
 - e) Click "Save".

STEP 4.3 Financing Details

Counterparty Details

Counterparty Name:*  a

BEI:

Street Name:

Post Code:

Town:

Country Sub Division:

Country: 

Applicant Details

Company ID:*  b

Name:*

Address:*

Financing Bank

Financing Bank Name:*

Indicate the financing details as follows:

- a) Counterparty Details - select the Counterparty Name* from the list by clicking 
 - b) Applicant Details - select the Company ID from List of Companies by clicking 
- *If no options available for selection, please refer to Page 12 for further steps.*

STEP 4.4 Instructions to the Bank

Instructions for the Bank Only

Settlement Option:  a

Principal Account:  b 

Account Currency

Fee Account:*  c

Account Currency*  d

Other Information:



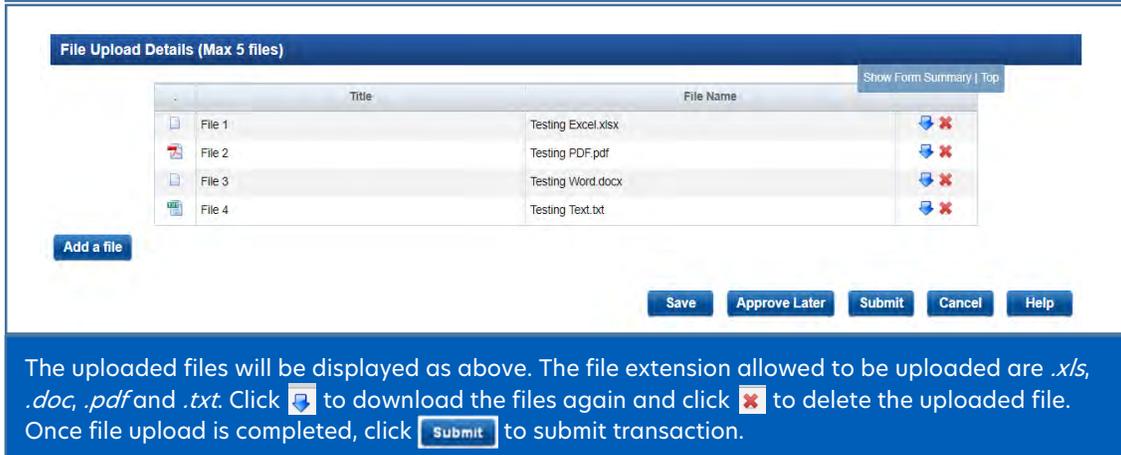
- a) Settlement Option: Select RENTAS/GIRO/SWIFT/Credit to supplier account with UOB/Credit to our account with UOB/Issue Cashier Order in the name of supplier.
- b) Leave 'Principal Account' and 'Account Currency' blank.
- c) Under 'Fee Account' field, click  and select MYR account (the corresponding 'Account Currency' will be defaulted).
- d) Indicate other instructions to the Bank under Other information.

STEP 4.5 File Upload Details



You may upload file to this financing request:

- Click 'Add a File' and 'File Details' conversation box will pop-up.
- Click 'Choose File' to select the desired file.
- Click 'Add' to upload the files.
- You may insert a name under 'Title' for the uploaded file (optional).



The uploaded files will be displayed as above. The file extension allowed to be uploaded are *.xls*, *.doc*, *.pdf* and *.txt*. Click  to download the files again and click  to delete the uploaded file. Once file upload is completed, click [Submit](#) to submit transaction.

Step 5

Submit Request for Financing

The submission to the Bank is successful.

BIB Ref: TF16060000378044

a) [Click here to view and print transaction details](#)

- Upon successful submission, above screen will be displayed. You may click on this link to view and print the transaction details.

2. Pay Outstanding Loan/Financing

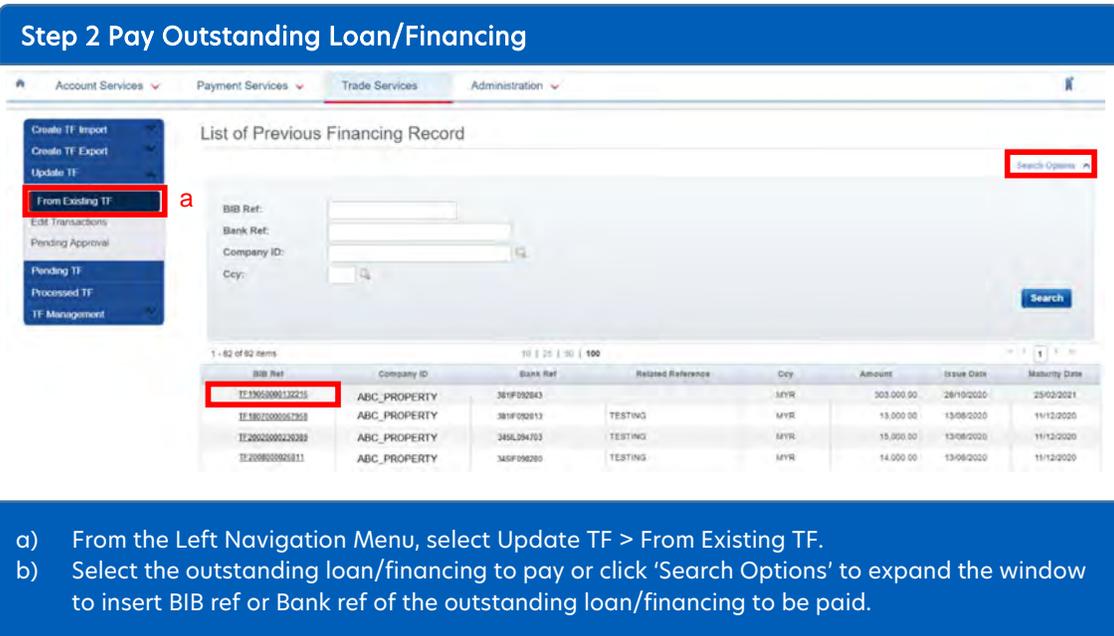
Step 1 Pay Outstanding Loan/Financing



The screenshot shows the 'Trade Services' dropdown menu open. The 'Financing Request' option is highlighted with a red box. The background shows a table of account balances for 'ABC_PROPERTY'.

From the Top Menu Bar, select Trade Services > Financing Request.

Step 2 Pay Outstanding Loan/Financing



The screenshot shows the 'List of Previous Financing Record' page. The 'From Existing TF' option in the left navigation menu is highlighted in red. The search form contains fields for BIB Ref, Bank Ref, Company ID, and Ccy. The 'Search Options' button is highlighted in red. Below the search form is a table of financing records.

a) From the Left Navigation Menu, select Update TF > From Existing TF.
 b) Select the outstanding loan/financing to pay or click 'Search Options' to expand the window to insert BIB ref or Bank ref of the outstanding loan/financing to be paid.

BIB Ref	Company ID	Bank Ref	Related Reference	Ccy	Amount	Issue Date	Maturity Date
TF1905080113215	ABC_PROPERTY	381F02043		MYR	303,000.00	28/10/2020	25/02/2021
TF18020000573058	ABC_PROPERTY	381F02013	TESTING	MYR	13,000.00	13/08/2020	11/12/2020
TF20020000230389	ABC_PROPERTY	345L204703	TESTING	MYR	15,000.00	13/08/2020	11/12/2020
TF20080000091811	ABC_PROPERTY	345F09020	TESTING	MYR	14,000.00	13/08/2020	11/12/2020

Step 3.1 General Details

Update an Existing Financing Record

Save Approve Later Submit Cancel Help

General Details

BIB Ref: TF22080000683475
 Customer Reference: 123456
 Bank Reference: 345BA138760
 Issue Date: 12/08/2022 (dd/mm/yyyy)
 Maturity Date: 10/11/2022

Message Type: Final/Full Payment **a**

Outstanding Amount: MYR 50,000.00
 Interest Amount: MYR
 As of 31/03/2024

Repayment Mode: Principal **b**
 Principal+Interest

Repayment Amount: MYR 50,000.00
 Repayment amount for Final/Full Payment instruction will be determined by bank upon the date of processing of the transaction.

Settlement Method: **c**
 Principal Account:
 Account Currency:
 Fee Account:
 Account Currency:

Fill in the required details and take note of the following:

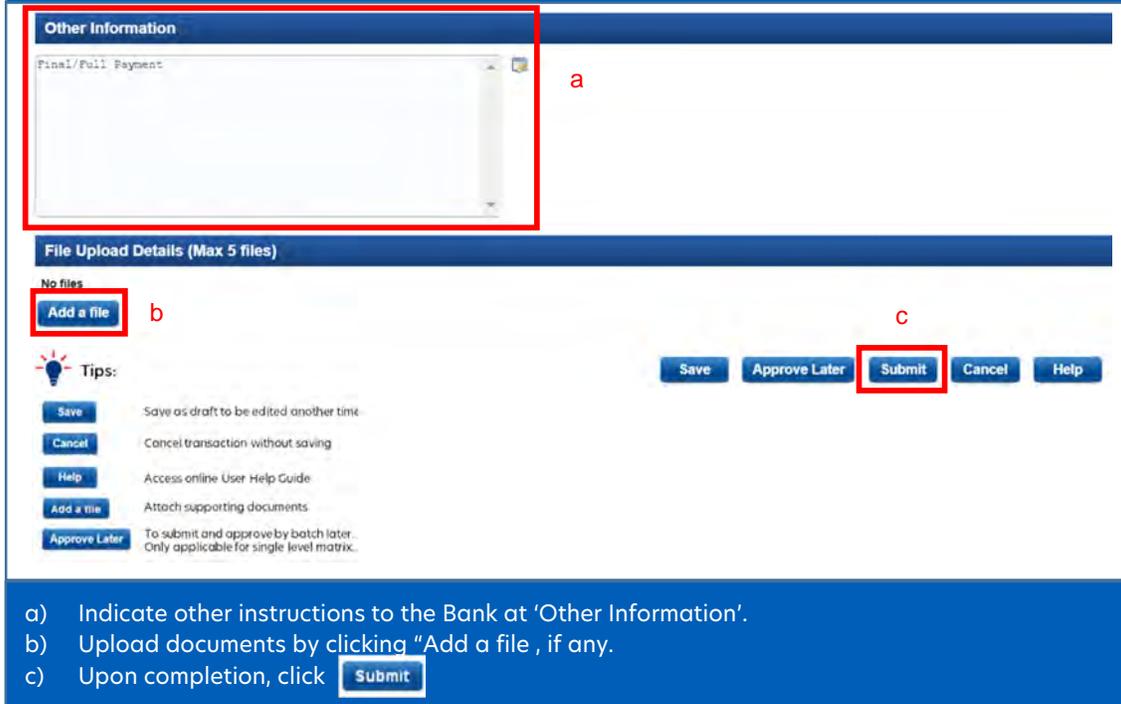
- a) Ensure 'Final/Full Payment' is selected.
- b) Select 'Principal' or 'Principal + Interest'.
- c) Select intended 'Settlement Method'. If 'Settlement Method' is 'Other Settlement Method', please indicate instruction in 'Other Information'.

Other Information

Final/Full Payment

Select the 'Principal Account' for settlement of principal amount financed and 'Fee Account' for settlement of Interest/Profit/Charges.

STEP 3.2 Other Information & File Upload Details



Other Information

Final/Full Payment

File Upload Details (Max 5 files)

No files

Add a file

Save **Approve Later** **Submit** **Cancel** **Help**

Tips:

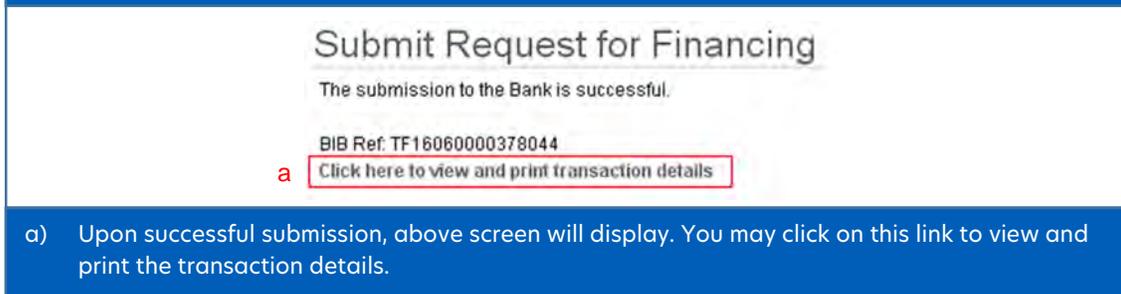
- Save** Save as draft to be edited another time.
- Cancel** Cancel transaction without saving.
- Help** Access online User Help Guide.
- Add a file** Attach supporting documents.
- Approve Later** To submit and approve by batch later. Only applicable for single level matrix.

a) Indicate other instructions to the Bank at 'Other Information'.

b) Upload documents by clicking "Add a file", if any.

c) Upon completion, click **Submit**

Step 4



Submit Request for Financing

The submission to the Bank is successful.

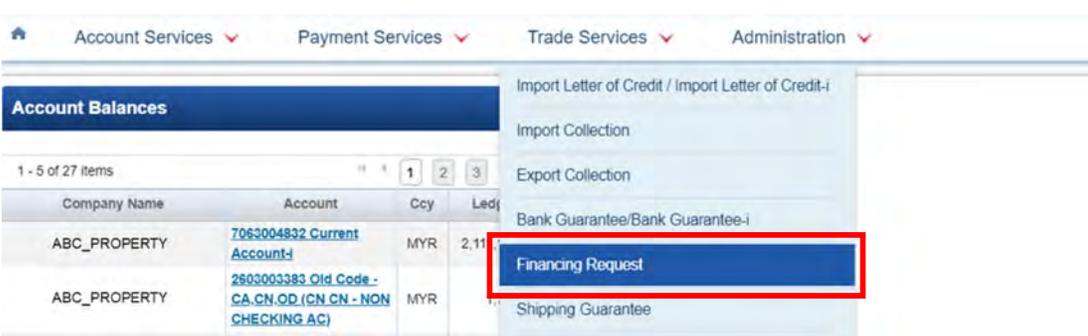
BIB Ref: TF16060000378044

Click here to view and print transaction details

a) Upon successful submission, above screen will display. You may click on this link to view and print the transaction details.

3. Send a Message to the Bank

Step 1



Account Services | Payment Services | **Trade Services** | Administration

Account Balances

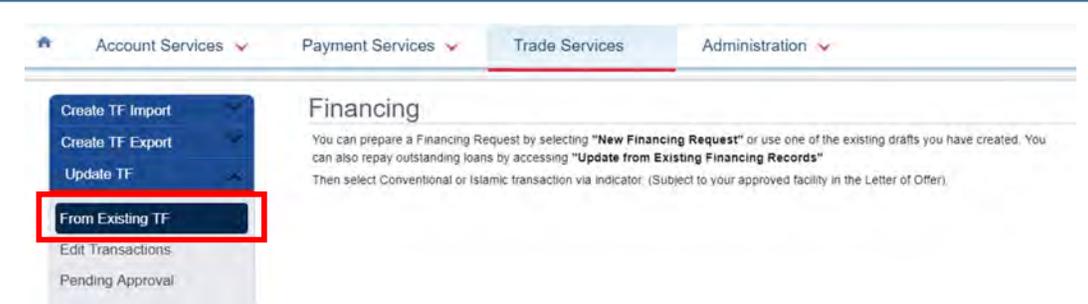
1 - 5 of 27 Items

Company Name	Account	Ccy	Ledg
ABC_PROPERTY	7063004832 Current Account	MYR	2.11
ABC_PROPERTY	2903003383 Old Code - CA, CN, OD (CN, CN - NON CHECKING AC)	MYR	

- Import Letter of Credit / Import Letter of Credit-i
- Import Collection
- Export Collection
- Bank Guarantee/Bank Guarantee-i
- Financing Request**
- Shipping Guarantee

From the Top Menu Bar, select Trade Services > Financing Request.

Step 2



Account Services | Payment Services | **Trade Services** | Administration

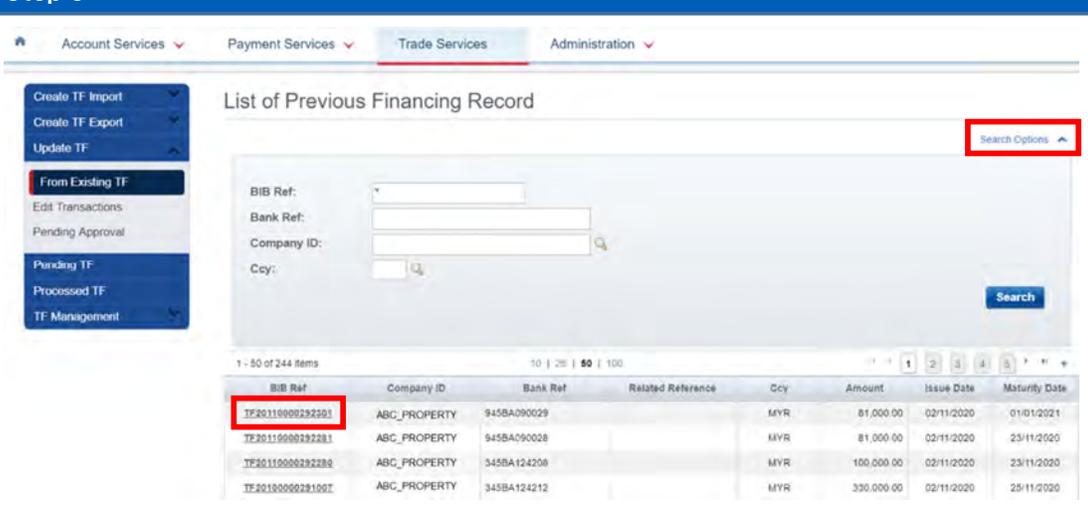
Financing

You can prepare a Financing Request by selecting "New Financing Request" or use one of the existing drafts you have created. You can also repay outstanding loans by accessing "Update from Existing Financing Records". Then select Conventional or Islamic transaction via indicator. (Subject to your approved facility in the Letter of Offer).

- Create TF Import
- Create TF Export
- Update TF
- From Existing TF**
- Edit Transactions
- Pending Approval

From the Left Navigation Menu, select Update TF > From Existing TF.

Step 3



Account Services | Payment Services | **Trade Services** | Administration

List of Previous Financing Record

Search Options

BIB Ref:

Bank Ref:

Company ID:

Ccy:

Search

1 - 50 of 244 Items

BIB Ref	Company ID	Bank Ref	Related Reference	Ccy	Amount	Issue Date	Maturity Date
TF2011090923291	ABC_PROPERTY	945BA090029		MYR	81,000.00	02/11/2020	01/01/2021
TF2011090819281	ABC_PROPERTY	945BA090028		MYR	81,000.00	02/11/2020	23/11/2020
TF2011090629280	ABC_PROPERTY	345BA124208		MYR	100,000.00	02/11/2020	23/11/2020
TF2010090281097	ABC_PROPERTY	345BA124212		MYR	330,000.00	02/11/2020	25/11/2020

Select the financing record to send a message to the Bank.

Step 4

Update an Existing Financing Record

Save Approve Later Submit Cancel Help

General Details

BIB Ref: TF20110000292301
 Customer Reference: 556608
 Bank Reference: 945BA090029
 Issue Date: 02/11/2020 (dd/mm/yyyy)
 Maturity Date: 01/01/2021 [Show Form Summary | Top](#)
 Message Type: Correspondence

Other Information

Partial Payment
 Final/Full Payment

Please input other instructions (if any):

File Upload Details (Max 5 files)

No files  **Tips:**

Add a file

Save
Cancel
Help
Add a file
Approve Later

Save as draft to be edited another time

Cancel transaction without saving

Access online User Help Guide

Attach supporting documents

To submit and approve by batch later. Only applicable for single level matrix.

Select Correspondence from Message Type and input message to send to the Bank or attach supporting documents (if any) for the Bank's information. Click Submit upon completion.

Step 5

Submit Request for Financing

The submission to the Bank is successful.

BIB Ref: TF16060000378044

a) Click here to view and print transaction details

a) Upon successful submission, above screen will be displayed. You may click on this link to view and print the transaction details.

4. Perform Financing Request Inquiry

Step 1

Account Services | Payment Services | **Trade Services** | Administration

Account Balances

1 - 5 of 27 items

Company Name	Account	Ccy	Ledg
ABC_PROPERTY	7063004832 Current Account-i	MYR	2,11
ABC_PROPERTY	2603003383 Old Code - CA, CN, OD (CN, CN - NON CHECKING AC)	MYR	

- Import Letter of Credit / Import Letter of Credit-i
- Import Collection
- Export Collection
- Bank Guarantee/Bank Guarantee-i
- Financing Request**
- Shipping Guarantee

From the Top Menu Bar, select Trade Services > Financing Request.

Step 2

Account Services | Payment Services | **Trade Services** | Administration

Financing

You can prepare a Financing Request by selecting "New Financing Request" or use one of the existing drafts you have created. You can also repay outstanding loans by accessing "Update from Existing Financing Records". Then select Conventional or Islamic transaction via indicator. (Subject to your approved facility in the Letter of Offer).

- Create TF Import
- Create TF Export
- Update TF
- Pending TF
- Processed TF**
- TF Management

From the Left Navigation Menu, select Processed Trade Finance.

Step 3

List of Financing Transactions

Please enter the criteria to filter the transaction(s) search.

Company ID:

BIB Ref: **a**

Bank Ref:

Status:

Customer Reference:

Ccy:

Amount From: To:

Maturity Date From: To:

1 - 50 of 259 items

BIB Ref	Company ID	Bank Ref	Customer Reference	Ccy	Amount	Issue Date	Maturity Date	Status
b 3110000292301	ABC_PROPERTY	345IF090282	556608	MYR	81,000.00	02/11/2020	01/01/2021	Processed

Search for Financing Transactions:

- To search for specific TF, search by BIB Ref (e.g. TF2011XXXXXXXXXX) or Bank Ref (XXXBAXXXXXX).
You may use an asterisk (*) at the end of the BIB Ref or Bank Ref, to search for variable endings. For example: TF2011* will provide all possible search results with TF2011 at the front, including TF20110000292301, TF20110000456897 etc.
- Click the Folder for details.

Step 3.1 Consolidated Summary View Page

Consolidated Summary

Financing Request

BIB Ref: TF20110000292301
 Customer Reference: 556008
 Bank Reference: 945BA090029
 Company ID: ABC_PROPERTY
 Amount Details: MYR 51,000.00
 Outstanding Amount: MYR 81,000.00

Applicant Details

Name and Address: NAME1 1400102179
 ADDRESS LINE 1 SEQ 001
 ADDRESS LINE 2
 ADDRESS LINE 4
 Bank Name: UOBM
 Issuer's Ref: 000000001400102179

Last Updated Date	Type	Status	Topic	Ccy	Amount
02/11/2022	New	Processed	BA New	MYR	81,000.00

Pending Transactions

0 Items

No Records Found

View the Consolidated Summary for:

- a) Loan/Financing amount and Outstanding Amount.
- b) History of the Trade Financing record and related advices.
- c) View pending transactions related to this Trade Finance record.

5. Create Counterparty ID

Step 1 Create Counterparty ID

Trade Account Services Trade Services Administration Cash Services

Data Management

Counterparties

Data Management

Alerts Maintenance

Audit Queries

Add a new counterparty

- a) From the Top Menu Bar, select Administration > Data Management.
- b) From the Left Navigation Menu, select 'Counterparties'.
- c) Click 'Add a new counterparty' at bottom right.

Step 2 Create Counterparty ID

Profile Settings

Manage Access Rights

User Management

Data Management

Counterparties

Banks

Phrases

Payer/Beneficiary Master

Account Name

Alert Management

Manage DuitNow ID

Manage DuitNow QR

Audit Queries

Add Counterparty

Main Details

Company ID:*  a

Group ID:* b

Name:* c

Open an access to the counterparty as part of an Early Payment programme

Open an access to the counterparty as part of a Dealer Financing programme

Open an access to the counterparty as part of an Invoice Discounting programme

Postal Address

SWIFT Address*

Post Code: d

Town:

Country Subdivision:

Country Code:  e

Other Details

Contact Name:

Contact Number:

Fax:

Telex:

BEI:

E-mail:

- a) Click  to select your Company ID.
 - b) Create Group ID of new counterparty e.g. XYZ.
 - c) Indicate counterparty's name e.g. XYZ Sdn Bhd.
 - d) Fill in the required details i.e. Post Code, Town and Country Subdivision (if any) of the counterparty. Click SWIFT Address, insert SWIFT Address (if any). If not applicable, insert '!' at the first row and proceed to the next step.
- Postal Address SWIFT Address*

Address:*
- e) Click  to select Country Code of counterparty.
 - f) Indicate Other Details wherever applicable.

Step 3 Create Counterparty ID

Other Details

Contact Name:

Contact Number:

Fax:

Telex:

BEI:

E-mail:

Web Address:

a

Confirmation

 You are going to save the details of the current transaction. Please confirm.

 **Tips:**

- Save as draft to be edited another time
- Cancel transaction without saving
- Access online User Help Guide

Authentication

1. Press OTP button on your token.
2. The token will display a 6 digit code.
3. Enter the 6 digit code into the Token Response field.
4. Click "Submit" button on screen to complete the authorisation.

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)**.

b

a) Click Save once all details are filled in.

b) Click Ok to proceed.

c) Insert token number and click Submit.

Step 5 Create Counterparty ID

Save Counterparty

Your data has been successfully saved in the system.

Upon successful submission, above screen will be displayed.

6. Authorise Banker's Acceptance (BA) or Accepted Bills-i (AB-i)

Step 1 Authorise

Step 1 Authorise

UOB 大華銀行 Business Internet Banking Plus

Last login: 18/04/2024, 16:48:12 PM
Welcome Je Jie YZJAYA Logout

Trade Account Services **a** Trade Services Administration Cash Services

Create TF Import
 Create TF Export
 Update TF
b Pending TF
 Processed TF
 TF Management

List of Pending Transactions

1 - 50 of 52 items

BIB Ref	Type	Qty	Amount	Customer Reference	Last Modified Date	Maturity Date	Status	User Name	Audit Trail
TF24040001027556	New	MYR	70,000.00	TESTING	18/04/2024		Pending (Authorise)	MS0001 MAKER	
TF24010000979210	New	MYR	30,000.00		17/01/2024	18/03/2024	Submitted (In-Process)	MS0001 MAKER	
TF24010000962991	New	MYR	20,000.00		10/01/2024	05/07/2024	Submitted (In-Process)	MS0001 MAKER	
TF23120000902214	New	MYR	50,000.00		04/12/2023		Submitted (Sent)	MS0001 MAKER	
TF23120000882312	New	MYR	20,000.00		04/12/2023	03/01/2024	Submitted (Sent)	MS0001 MAKER	
TF23110000881587	New	MYR	1,000.00		30/11/2023	30/12/2023	Submitted (Sent)	MS0001 MAKER	

c

UOB 大華銀行 Business Internet Banking Plus

Last login: 18/04/2024, 16:45:08 PM
Welcome Je Jie YZJAYA Logout

Trade Account Services Trade Services Administration Cash Services

Request for Financing Pending Approval

d Submit Reject Preview Cancel Help

General Details

Transaction Indicator: Conventional

BIB Ref: TF24040001027556

Customer Reference: TESTING

Application Date: 18/04/2024 (dd/mm/yyyy)

Requested Issue Date: 18/04/2024 (dd/mm/yyyy)
(Subject to bank's approval)

Financing Type: Banker Acceptance / Accepted Bills-i (From TF Import)

Description of Goods: TESTING

BA Type / AB-i Type: 3-Purchase from Resident

Earliest Document Date: 01/03/2024 (dd/mm/yyyy)

Confirmation

You are going to attempt a submission of the input data. Please confirm.

Cancel **d** Ok

Authentication

- Press SIGN 1 button on your token.
- Enter Code 1 and press OK button.
- The token will display the 6 digit code.
- Input the 6 digit code into the Token Response field.
- Click the "Submit" button to complete the authorisation.

Code 1 **e** 7000000

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).

Cancel Submit

a) From the Top Menu Bar, select 'Trade Services'.

b) From the Left Navigation Menu, select 'Pending TF'.

c) Click to open the application.

d) Click 'Submit' and 'Ok' to authorise the application.

e) Insert token number and click 'Submit'.

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