



GCMS Plus Quick Start Guide

COMSUITE
GLOBAL TRANSACTION BANKING SOLUTIONS



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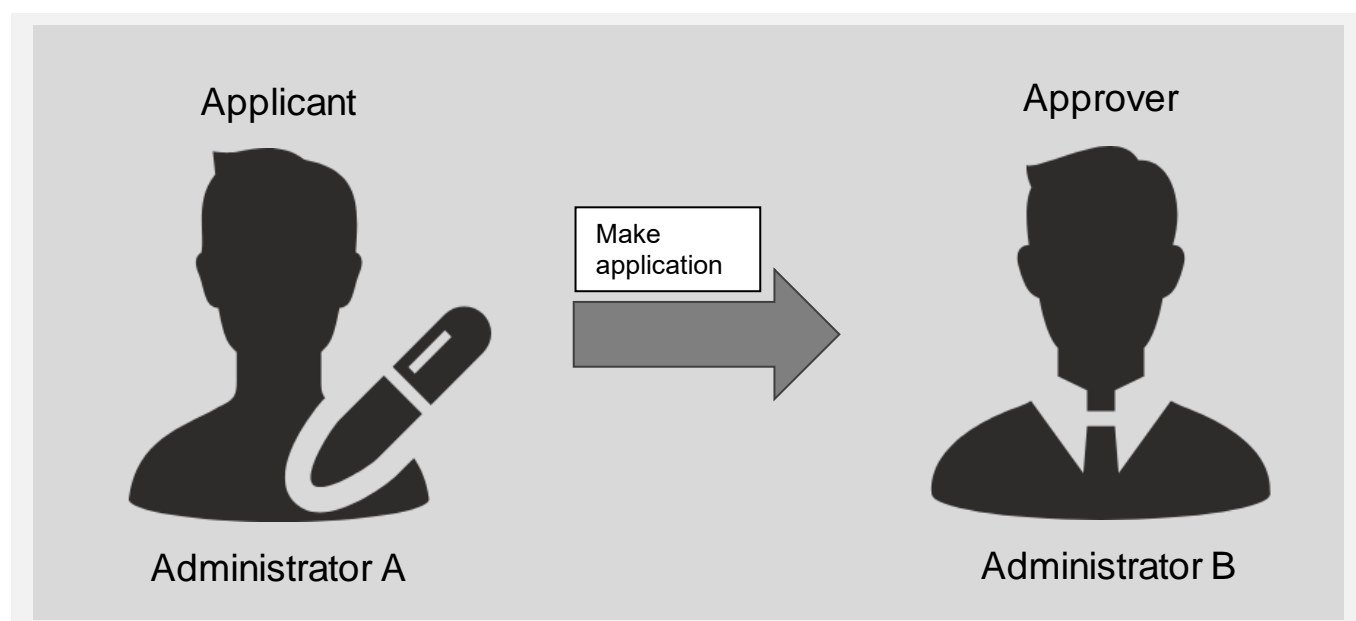
Preface

- This guide describes how to perform the initial setup and other basic operations on GCMS Plus.
- Before using our service, the initial setup needs to be performed by at least two administrators.
One of the administrators will apply for each setting, then the other will approve the applications.

Operation Process Steps for Initial Setup

#	Operation	Administrator A	Administrator B
1	Initial login	■	■
2	Apply to set the base currency and exchange rate	■	
3	Approve the base currency and exchange rate		■
4	Apply to set user privileges	■	
5	Apply to set approval flow (optional)	■	
6	Approve user privileges (and approval flow if applicable)		■
Initial setup complete			

Application and Approval Diagram



Chapter 1: Initial Login

Getting Ready

What you get ready differs depending on which you chose to use as an authentication device, either Physical OTP Token or Mobile OTP Token.

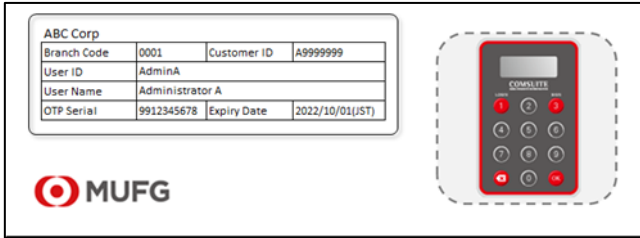

■ Customers who applied for Physical OTP Token

1. Physical OTP Token

OTP tokens are issued by MUFG Bank and will be necessary for logging into and making approvals in each service. Have your OTP token ready.

2. Email Notification

Once the OTP token activation is complete, an email notification titled “COMSUITE: Request for Password Registration” is sent to your email address. Read through the email and confirm that your OTP token has been activated. It is not necessary to follow the instructions in this email for the initial setup.

<h4>1. Physical OTP Token</h4>  <p>The image shows a physical red and black COMSUITE OTP token next to a registration form for ABC Corp. The form includes fields for Branch Code (0001), Customer ID (A9999999), User ID (AdminA), User Name (Administrator A), OTP Serial (9912345678), and Expiry Date (2022/10/01(JST)). The MUFG logo is also present.</p>	<h4>2. Email Notification</h4>  <p>The image shows an email notification with the subject "COMSUITE: Request for Password Registration". The body text states: "This is an important message from MUFG Bank. This e-mail is sent with a digital signature for security."</p>
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■ Customers who applied for Mobile OTP Token

1. Mobile OTP Token

OTP tokens will be necessary for logging into and making approvals in each service. Please refer to the following instructions and activate your Mobile OTP Token.




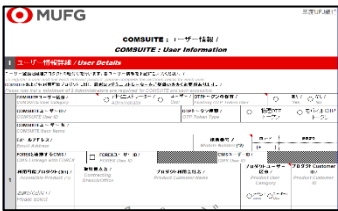

- 1.1 Search “COMSUITE OTP Token” in the app store and install the app.
- 1.2 Start the app and request a passcode by entering necessary information.
- 1.3 Enter the passcode that you will receive from MUFG Bank via SMS and e-mail to the phone number and e-mail address that you input in your application form.
- 1.4 Set up the PIN code you will be asked to enter each time you start the app and perform initial activation.
- 1.5 Issue an OTP with the app and log in to COMSUITE by using the OTP.

2. COMSUITE : Application Form

Please be ready with COMSUITE Application Form you submitted to your contracting office in your hand. In case you forgot your User ID or User Name and cannot find the application form, please contact your servicing MUFG Bank office.

3. PDF attached in OTP Token Activation Request Email

OTP Activation Request Email will be sent to your registered e-mail address. To open PDF file attached in the OTP Activation Request Email, the password which will be send separately by Password notification email is required.

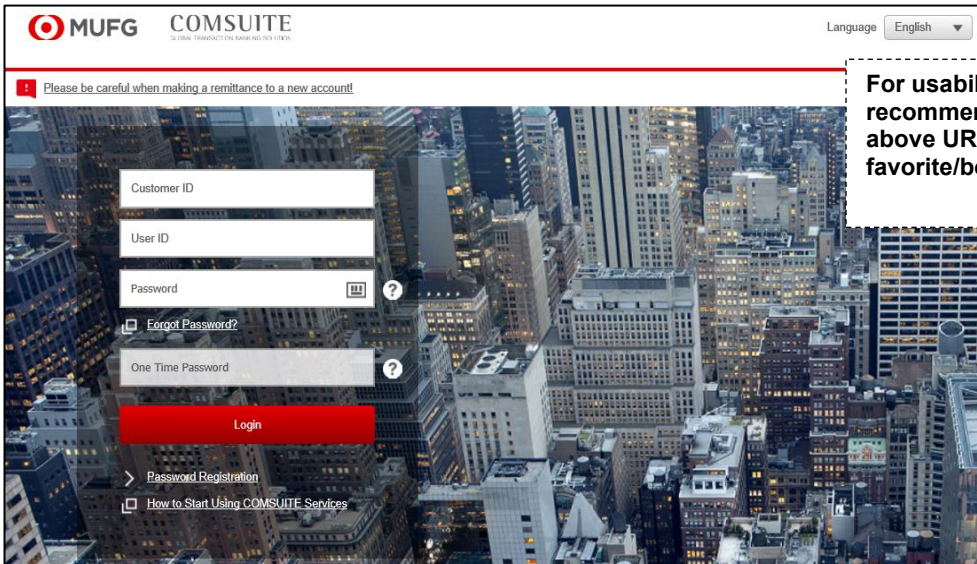
<p>1. Mobile OTP Token</p> 	<p>2. COMSUITE : Application Form</p> 	<p>3. PDF attached in OTP Token Activation Request Email</p> 
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Password Registration ~ Login

- Enter the following COMSUITE URL in your browser's address bar.

<https://ebusiness.bk.mufg.jp/login/>

Pre-Login Screen



Language English

Please be careful when making a remittance to a new account!

Customer ID

User ID

Password

Forgot Password?

One Time Password

Login

> Password Registration

How to Start Using COMSUITE Services

For usability, it is recommended to add the above URL as a favorite/bookmark).

Chapter 1: Initial Login

- Click [Password Registration].

Login Screen

Customer ID

User ID

Password

Forgot Password?

One Time Password

Login

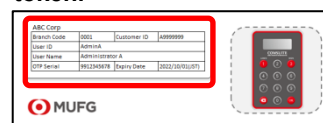
> Password Registration

How to Start Using COMSUITE Services

From the next login, enter your customer ID, user ID, password and One Time Password in the respective fields on the login screen and click [Next (OTP Entry)].

【Physical OTP Token】

Your customer ID and user ID are written on the document included with the OTP token.



【Mobile OTP Token】

Your customer ID is written on the PDF attached in OTP Token Activation Request Email. Your user ID and user name can be checked on the Application Form you submitted to your contracting office.

- Once the STEP1: Authenticate screen is displayed, enter the required information following the on-screen guidance, then click [Next].

STEP1 : Authenticate

Customer ID

User ID

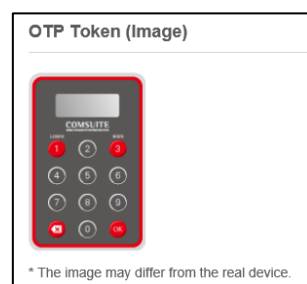
One Time Password (OTP)

Next

Clear

Back

Please press "1" button every time you enter OTP.



* The image may differ from the real device.

Chapter 1: Initial Login

- Once the STEP2: Input and Confirm screen is displayed, enter your new password in the “New Password” field and “New Password (Confirmation)” field, then click [Submit].

Password Registration 2/2

Caution

- Your passwords can contain the following three types of characters.
 - Numbers: 0–9
 - Alphabetic characters: A–Z and a–z
(Note: Please ensure the password contains both uppercase and lowercase characters)
 - Symbols: ! # % & ' () + - = ? _ and others
- Passwords must consist of 8 to 16 characters and include all three types of characters listed above.
- Your new password must be different from the current password and any of the last three

- The COMSUITE Portal Top Page is displayed. Click the [GCMS Plus] link in the left side of the screen.

COMSUITE Portal Top Page

COMSUITE Portal is a portal site for the global transaction banking services offered by MUFG Bank.

You can do the following in COMSUITE Portal:

- Change your password
- Reset another user's password
- Activate another user's Physical OTP Token
- Upgrade your smartphone which installed Mobile OTP Token

Chapter 2: Initial Setup

Set the Base Currency and Exchange Rate

- Set the base currency used as the basis for calculations in the system, and the exchange rate for the base currency.

Apply to Set the Base Currency and Exchange Rate

- From the [ADMINISTRATION] Mega Menu in the upper part of Top Page, click [Customer Profile] - [Base CCY & Ex. Rate Registration / Inquiry].

The screenshot shows the MUFG COMSUITE GCMS Plus interface. The top navigation bar includes 'TRANSACTION SERVICES', 'REPORTS', and 'ADMINISTRATION'. The 'ADMINISTRATION' menu is expanded, showing options like 'Customer Profile', 'Account and Company Code', 'User Profile', and 'My Profile'. The 'Base CCY & Ex. Rate Registration / Inquiry' link is highlighted with a red box and a red arrow pointing to it.


- Click the link for the customer ID.

The screenshot shows the 'Base CCY & Ex. Rate: List' page. The page title is 'Base CCY & Ex. Rate: List' and the ID is 'CM030501'. Below the title, there is a table titled 'Base Currency & Exchange Rate List'. The table has columns: Customer ID, Base Currency, Effective Date, Expiration Date, Operation, Status, and R. The first row of data shows 'A0150408' in the Customer ID column, 'USD' in the Base Currency column, '2022.01.19' in the Effective Date column, and 'Revision' in the Operation column. The 'A0150408' is highlighted with a red box and a red arrow pointing to it.

Customer ID	Base Currency	Effective Date	Expiration Date	Operation	Status	R
A0150408	USD	2022.01.19		Revision	Approved	

Chapter 2: Initial Setup

- Scroll down to the bottom of the page and click [Apply to Revise].

Base CCY & Ex. Rate: Details CM030502  [Print Page](#)

Status : Approved (Revision)

Exchange Rate Information			
Base Currency			
Calculation Method			

Exchange Rate Details			
CCY Code	Currency Name	Decimal Digit	Exchange Rate
AUD	Australian Dollar	2	
EUR	Euro	2	
GBP	Pound Sterling	2	
	Indonesia Rupiah		

Valid Duration	
Effective Date	
Expiration Date	

Process History			
Processed Date [MYS]	Status	User ID	User Name

[Back to List](#)

Apply to Revise

- Select options from the respective drop-down lists for “Base Currency” and “Calculation Method”.

Base CCY & Ex. Rate Registration / Inquiry: Entry CM030503

*: Mandatory

Exchange Rate Information	
Base Currency *	<input type="text"/>
Calculation Method *	<input type="text"/>

“Base Currency”	The base currency is the basis for calculations on the service for transactions in various currencies. This is used to convert balance information of multiple accounts into the base currency, and to confirm that a payment instruction does not exceed the limit amount for transfers.
“Calculation Method”	<p>You can choose one of the following:</p> <p>(e.g., using JPY as the base currency):</p> <ul style="list-style-type: none"> ● “The number of units of base currency for one unit of the currency” (e.g., set JPY100 for USD1.00). ● “The number of units of the currency for one unit of base currency” (e.g., set USD0.01 for JPY1).

Chapter 2: Initial Setup

- For currencies to be used in transactions, enter the exchange rates under the “Next Rate” column.
- Click [Apply].

Base CCY & Ex. Rate Registration / Inquiry: Entry CM030503

*: Mandatory

Exchange Rate Information

Base Currency *

Calculation Method *

Exchange Rate Details

CCY Code	Currency Name	Decimal Digit	Current Rate	Next Rate
AUD	Australian Dollar	2		<input type="text"/>
EUR	Euro	2		<input type="text"/>
GBP	British Pound Sterling	2		<input type="text"/>
IDR	Indonesian Rupiah	2		<input type="text"/>
JPY	Japanese Yen	2		<input type="text" value="100"/>
SGD	Singapore Dollar	2		<input type="text"/>
THB	Thai Baht	2		<input type="text"/>

Valid Duration

Effective Date *

[Back to List](#)

You do not need to set the exchange rate for currencies which you are not planning to use.

These exchange rates are used mainly to calculate and verify the limit amounts for the service; they are not applied to actual payments.

Registration Examples (using JPY as the calculation currency for limit amounts for payments)

Example 1

“Base Currency”: JPY
 “Calculation Method”: “The number of units of base currency for one unit of the currency”
 “Next Rate”: JPY = 1, USD = 100

Example 2

“Base Currency”: JPY
 “Calculation Method”: “The number of units of the currency for one unit of base currency”
 “Next Exchange Rate”: JPY = 1, USD = 0.01

Chapter 2: Initial Setup

- Confirm the information entered and click [Apply].

Base CCY & Ex. Rate Registration / Inquiry: Confirm CM030504

[110001] When you change the base currency, please input the next rate in the newly selected base currency. Changes made to the base currency will result in an automatic clearing of the Max. Number of Daily Transfer, Limit Amount of Transfer per Transaction, Limit Amount of Daily Transfer for each User and Upper/Lower Amount Range of Approval Flow. To Apply or Approve transactions, please update the relevant fields by entering correct values in the newly selected base currency.

? Please confirm Base CCY & Ex. Rate data below.
To proceed, click on "Apply" button.

Status : (Revision)


Base Currency	
Base Currency	USD
Calculation Method	The number of units of the currency for one unit of base currency. (e.g., Base currency = JPY, JPY1=USD0.01)

Exchange Rate Details				
CCY Code	Currency Name	Decimal Digit	Current Rate	NextRate
USD	US Dollar			
EUR	Euro			
GBP	Pound Sterling			

Valid Duration	
Effective Date	04.10.2022
Expiration Date	

Apply

- Confirm the result.

Base CCY & Ex. Rate Registration / Inquiry: Result CM030506  [Print Page](#)

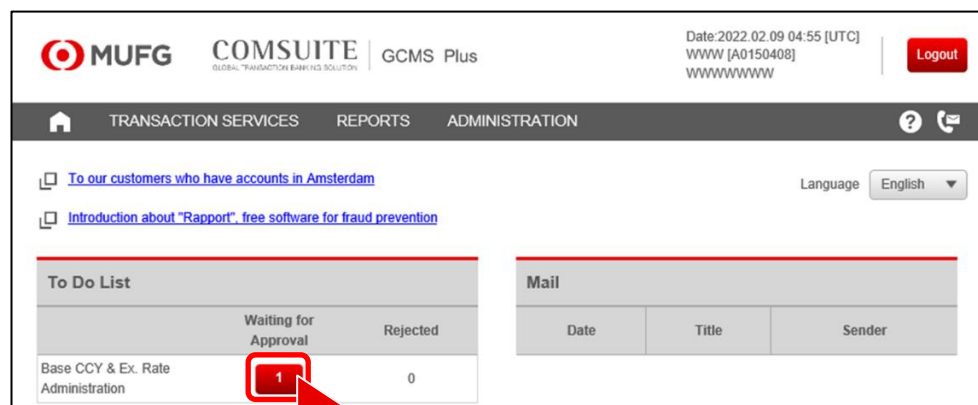
✓ Base CCY & Ex. Rate data has been Applied.

Status : Applied (Revision)

Chapter 2: Initial Setup

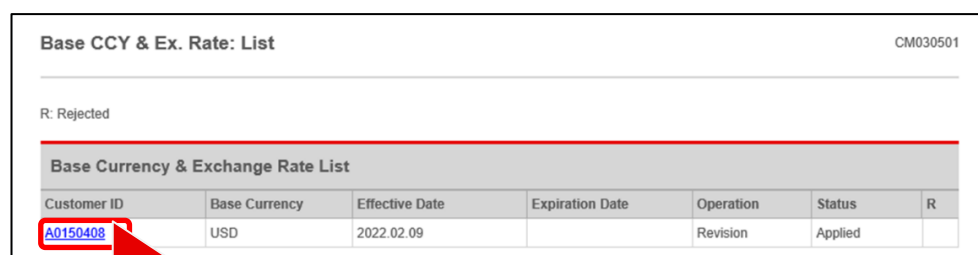
Approve the Base Currency and Exchange Rate

- Another administrator who did not apply to set the base currency and exchange rate should conduct the following operation.
- Click the number in the “Waiting for Approval” column of “Base CCY & Ex. Rate Administration” under “To Do List”.



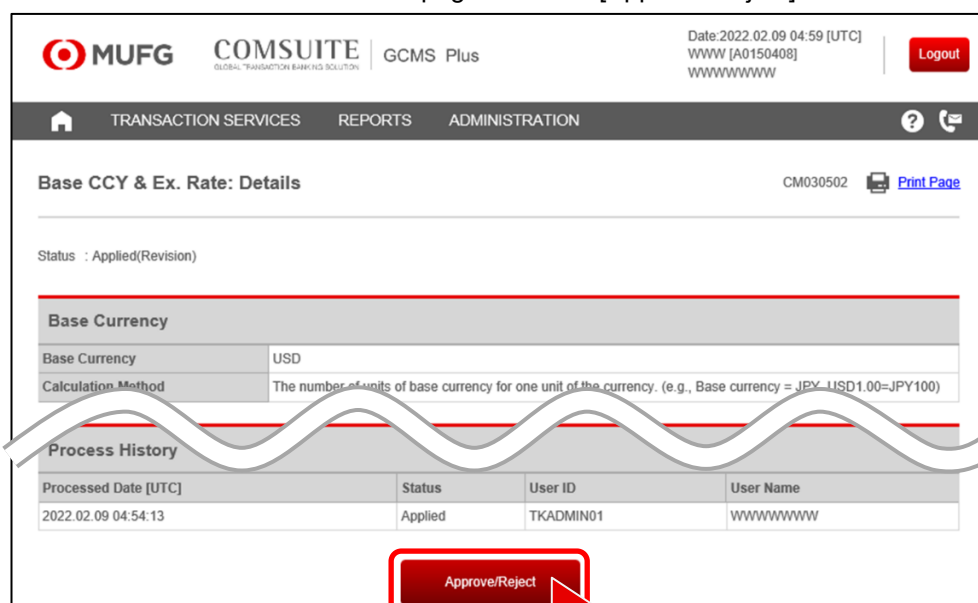
The screenshot shows the MUFG COMSUITE GCMS Plus interface. The top navigation bar includes 'TRANSACTION SERVICES', 'REPORTS', and 'ADMINISTRATION'. The 'To Do List' section has a table with columns 'Waiting for Approval' and 'Rejected'. The 'Base CCY & Ex. Rate Administration' row shows '1' in the 'Waiting for Approval' column and '0' in the 'Rejected' column. A red box highlights the '1', and a red arrow points to it. The 'Mail' section is also visible.

- Click the Customer ID link.



The screenshot shows the 'Base CCY & Ex. Rate: List' page. The table has columns: Customer ID, Base Currency, Effective Date, Expiration Date, Operation, Status, and R. The first row has 'A0150408' as the Customer ID, 'USD' as the Base Currency, and '2022.02.09' as the Effective Date. A red box highlights the 'A0150408' link, and a red arrow points to it.

- Scroll down to the bottom of the page and click [Approve/Reject].



The screenshot shows the 'Base CCY & Ex. Rate: Details' page. The page displays the 'Base Currency' section with 'Base Currency' as 'USD' and 'Calculation Method' as 'The number of units of base currency for one unit of the currency. (e.g., Base currency = JPY-USD1.00=JPY100)'. Below this is the 'Process History' table with columns: Processed Date [UTC], Status, User ID, and User Name. The first row shows '2022.02.09 04:54:13' as the Processed Date, 'Applied' as the Status, 'TKADMIN01' as the User ID, and 'WWWWWWW' as the User Name. At the bottom, a red box highlights the 'Approve/Reject' button, and a red arrow points to it.

Chapter 2: Initial Setup

- Enter the transaction authorization code following the on-screen guidance and click [Approve].

COMSUITE GCMS Plus

Date: 2022.02.09 05:04 [UTC]
WWW [A0150408]
WWW

Logout

TRANSACTION SERVICES REPORTS ADMINISTRATION

Base CCY & Ex. Rate Registration / Inquiry: Approval CM030505

Status : Applied(Revision)

Base Currency

Base Currency	USD
Calculation Method	The number of units of base currency for one unit of the currency. (e.g., Base currency = JPY, USD1.00=JPY100)

and Duration

Effective Date	2022.02.09
Expiration Date	

Transaction Authorization (To reject, entering Transaction Authorization Code is not required.)

i. Press the "3"(SIGN) button of the OTP token.

ii. Enter the challenge code to the OTP token and press the "OK" button.

Challenge Code	042272
----------------	--------

iii. Enter the displayed code to the Transaction Authorization Code field.

Transaction Authorization Code	
--------------------------------	--

Click the "Approve" button to finish transaction authorization.

Approve Reject

- Confirm the dialog box message and click [OK].

Web ページからのメッセージ

Do you want to Approve?

OK キャンセル

- Confirm the result.

Base CCY & Ex. Rate Registration / Inquiry: Result CM030506 Print Page

Base CCY & Ex. Rate data has been Approved.

Status : Approved(Revision)

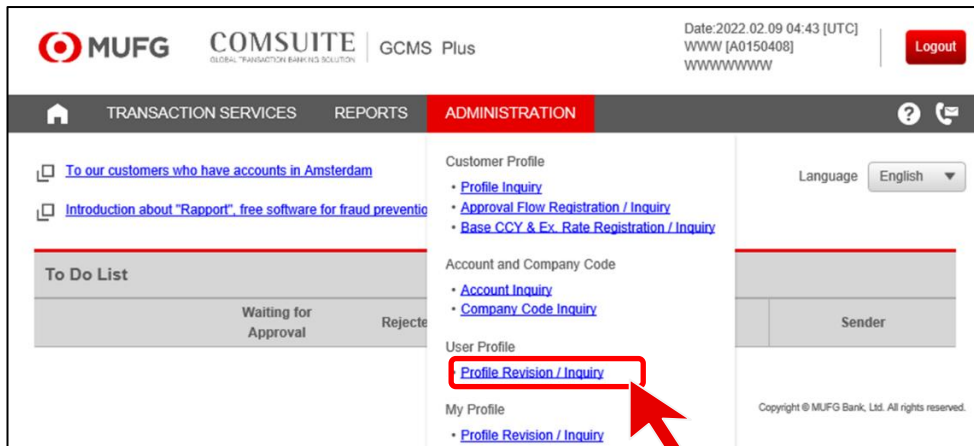
This is the end of the base currency and exchange rate setup.

Chapter 2: Initial Setup

Set User Privileges

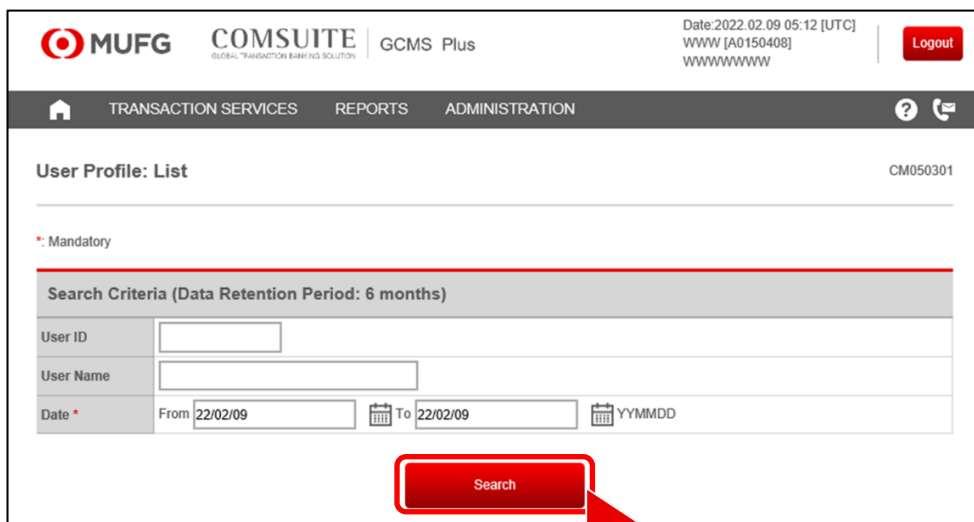
Apply to set user privileges

- From the [ADMINISTRATION] Mega Menu in the upper part of Top Page, click [User Profile] - [Profile Revision / Inquiry].



The screenshot shows the COMSUITE administration interface. The top navigation bar includes 'TRANSACTION SERVICES', 'REPORTS', and 'ADMINISTRATION'. The 'ADMINISTRATION' menu is expanded, showing options like 'Customer Profile', 'Account and Company Code', and 'User Profile'. The 'User Profile' section has a red box around the 'Profile Revision / Inquiry' link, with a red arrow pointing to it. The 'To Do List' on the left shows 'Waiting for Approval' and 'Rejected' items. The top right shows the date '2022.02.09 04:43 [UTC]' and a 'Logout' button.

- Click [Search].



The screenshot shows the 'User Profile: List' search form. The form has a 'Search Criteria (Data Retention Period: 6 months)' section with fields for 'User ID', 'User Name', and 'Date *'. The 'Date *' field has a 'From' date of '22/02/09' and a 'To' date of '22/02/09'. The 'Search' button is highlighted with a red box and a red arrow. The top right shows the date '2022.02.09 05:12 [UTC]' and a 'Logout' button.

Chapter 2: Initial Setup

- Click the link for the User ID.

MUFG COMSUITE GCMS Plus Date: 2022.02.09 05:12 [UTC]
WWW [A0150408]
WWW [Logout](#)

TRANSACTION SERVICES REPORTS ADMINISTRATION

User Profile: List CM050301

*: Mandatory

Search Criteria (Data Retention Period: 6 months)

User ID

User Name

Date * From To YYMMDD

[Search](#)

A : Administrator , LS : Login Suspension , R : Rejected

User ID	Customer ID ▲	Branch Name	A	Effective Date	Expiration Date	Operation	Status	R
AMSADMIN01	A0150408	eBIT1	*	2016.02.23		Revision	Approved	
WWW	WWW							
AMSADMIN02	A0150408	eBIT1	*	2016.02.23		Revision	Approved	
WWW	WWW							

- Scroll down to the bottom of the page and click [Apply to Revise].

MUFG COMSUITE GCMS Plus Date: 2022.02.09 05:16 [UTC]
WWW [A0150408]
WWW [Logout](#)

TRANSACTION SERVICES REPORTS ADMINISTRATION

User Profile: Details CM050302 [Print Page](#)

Status : Approved(Revision)

User Profile

Branch Name	eBIT1
Customer ID	A0150408
Customer Name	WWW
User Name	WWW

Valid Duration

Effective Date	2016.02.23
Expiration Date	

Process History

Processed Date [UTC]	Status	User ID	User Name
Apply to Revise			

Chapter 2: Initial Setup

■ Fill out the “User Profile” section.

User Profile: Entry

Apply Save as Draft

*: Mandatory

User Profile	
Branch Name	eBIT1
Customer ID	A0150408
Customer Name	WWW
User Name	WWWWWWWW
User ID	AMSADMIN01
Administrator	Yes
User Short Name *	WWWWWWWW
e-mail Address	
e-mail Notification for Approval Flow	<input type="checkbox"/>
Max Number of Daily Transfers	
Limit Amount of Transfer Per Transaction [USD] *	
Limit Amount of Daily Transfers [USD] *	

➤ “e-mail Address”

Enter an email address for the user to receive email notifications automatically sent from the system.

Note: Check the [“Reference”](#) (p.20) if you wish to change the COMSUITE email address.

➤ “e-mail Notification for Approval Flow”

Place a checkmark here for the user to receive email notifications for approval requests and rejections.

For users who make approvals for any payment instructions, it is necessary to specify a value in the following fields. For the other users who do not conduct approval operations, you may place “0” in these fields.

➤ “Max Number of Daily Transfers”

Up to “99,999” can be entered.

➤ “Limit Amount of Transfer per Transaction”

Up to “9,999,999,999,999,999” (16 digits) can be entered.

➤ “Limit Amount of Daily Transfers”

Up to “999,999,999,999,999,999” (18 digits) can be entered.

*The currency in square brackets ([]) is used for the calculation of “Limit Amount of Transfer Per Transaction” and “Limit Amount of Daily Transfers”.

■ Place checkmarks as applicable in the “Account Permitted” and “Company Code Permitted” sections.

Access Privilege															
Account Permitted Inq : Inquiry , Stt : Settlement															
Bank Name	Branch Name	Currency	Account Type	Account No.	Account Name	Service									
MUFG Bank	London Branch	GBP	Current Deposit	123456	WWWWW	<table border="1"> <thead> <tr> <th></th> <th>Inq All</th> <th>Stt All</th> </tr> </thead> <tbody> <tr> <td>Account Report</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Payments and Transfers</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Inq All	Stt All	Account Report	<input type="checkbox"/>	<input type="checkbox"/>	Payments and Transfers	<input type="checkbox"/>	<input type="checkbox"/>
	Inq All	Stt All													
Account Report	<input type="checkbox"/>	<input type="checkbox"/>													
Payments and Transfers	<input type="checkbox"/>	<input type="checkbox"/>													
Company Code Permitted Inq : Inquiry , Inst / Others : Instruction / Others															
Bank Name	Branch Name	Company Code	Company Name	Service	Inq All	Inst / Others All									
MUFG Bank	eBIT1	99999999 / 99999999	WWW	<table border="1"> <tbody> <tr> <td>Outstanding Transaction Report Time Deposit</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Outstanding Transaction Report Loan</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Outstanding Transaction Report Foreign Exchange Contract</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Outstanding Transaction Report Time Deposit	<input type="checkbox"/>	<input type="checkbox"/>	Outstanding Transaction Report Loan	<input type="checkbox"/>	<input type="checkbox"/>	Outstanding Transaction Report Foreign Exchange Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outstanding Transaction Report Time Deposit	<input type="checkbox"/>	<input type="checkbox"/>													
Outstanding Transaction Report Loan	<input type="checkbox"/>	<input type="checkbox"/>													
Outstanding Transaction Report Foreign Exchange Contract	<input type="checkbox"/>	<input type="checkbox"/>													

“Account Permitted”

For each account, place checkmarks to select services for which the user is entitled to inquire, apply for, and approve payment instructions.

“Stt” (settlement privileges):

These are privileges to apply for and/or approve payment instructions. In the next section, “Function Permitted”, it is possible to grant more specific privileges for application and approval for each service.

“Company Code Permitted”

For each company code (CIF), place checkmarks to select services for which the user is entitled to inquire, apply for, and approve payment instructions.

“Stt (Inst/Others)” (instruction/transaction privileges):

These are privileges to apply for and/or approve other instructions. In the next section, “Function Permitted”, it is possible to grant more specific privileges for application and approval for each service.

Chapter 2: Initial Setup

- Place checkmarks in the applicable fields under the “Function Permitted” section.

Function Permitted						
<ul style="list-style-type: none"> • “Execute” is the privilege to Approve the transaction which is applied by oneself. • “Correct & Approve” is the privilege to change the value date and Approve. 						
Function	Inquire All	Operate All	Apply All	Approve All	Correct & Approve All	Execute All
Account Report	<input type="checkbox"/>					
Outstanding Transaction Report (Time Deposit)	<input type="checkbox"/>					
Outstanding Transaction Report (Loan)	<input type="checkbox"/>					
Outstanding Transaction Report (Foreign Exchange Contract)	<input type="checkbox"/>					
Payments and Transfers Instruction	<input type="checkbox"/>		New <input type="checkbox"/> Upload <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payments and Transfers Beneficiary Master	<input type="checkbox"/>		New <input type="checkbox"/> Upload <input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Restricted Confidential Payment Instruction	<input type="checkbox"/>					
Tax Payment Instruction	<input type="checkbox"/>		New <input type="checkbox"/> Upload <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SEPA Credit Transfer Instruction	<input type="checkbox"/>					
SEPA Credit Transfer Instruction (Local Format)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
SEPA Direct Debit Instruction	<input type="checkbox"/>		New <input type="checkbox"/> Upload <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SEPA Direct Debit Instruction (Local Format)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Domestic Credit Transfer (Europe) Instruction	<input type="checkbox"/>					
File Transfer Instruction	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mail	<input checked="" type="checkbox"/>					
Customer Administration	<input type="checkbox"/>					
Approval Flow Administration	<input type="checkbox"/>		<input type="checkbox"/> ●	<input checked="" type="checkbox"/> ★		
Base CCY & Ex. Rate Administration	<input type="checkbox"/>		<input type="checkbox"/> ●	<input checked="" type="checkbox"/> ★		
A/C & Company Code Administration	<input type="checkbox"/>					
User Profile Administration	<input type="checkbox"/>		<input type="checkbox"/> ●	<input checked="" type="checkbox"/> ★		
My Profile Profile Revision / Inquiry	<input checked="" type="checkbox"/>					
Reference Cutoff Time	<input checked="" type="checkbox"/>					
Reference Holiday	<input checked="" type="checkbox"/>					
Reference Time Zone	<input checked="" type="checkbox"/>					
Reference Currency	<input checked="" type="checkbox"/>					
Reference Bank Code	<input checked="" type="checkbox"/>					
Reference Public Key Download	<input checked="" type="checkbox"/>					
Mapping Definition		<input type="checkbox"/>				
Log User Activity Log	<input checked="" type="checkbox"/>					
Instruction Amendment Log / User Profile Download	<input type="checkbox"/>					

For each service function, place checkmarks to select the functions the user is entitled to inquire, apply for, approve, correct and approve, and execute.

“Operate”

Required when using UK Low Value Payment

“Correct & Approve”

Enables the user to fix the value date of applied instructions when approving

“Execute”

Enables the user to approve instructions made by themselves. Any payment process can be completed by a single user. Without this privilege, it is not possible to make payments by oneself even if apply and approve privileges are granted

(Generally, the applicant and approver of payment instructions should be different users in order to prevent financial fraud.)

“●”: Automatically granted to administrators. Available for any user

“★”: Only available for administrators

Chapter 2: Initial Setup

- Place a checkmark in the “Additional Setting” section if necessary.

Additional Setting

Setting Name

Payments and Transfers Confidential

☐ Confidential ☐ Confidential (Summary Only)

Working Hours [UTC]

Day	From	To
Mon.	0000	2400
Tue.	0000	2400
Wed.	0000	2400
Thu.	0000	2400
Fri.	0000	2400
Sat.	0000	2400
Sun.	0000	2400

“Payment and Transfers Confidential”

Place a check mark if the user creates confidential instructions (Salary / Bonus payment). Without the confidential privilege, the user can not create, upload, submit applications, approve, and display lists/details of Confidential instructions and beneficiary masters.

For available settlement account branch for confidential payment, see : online manual Appendix [Available Payment Types by Branch/Office & Entry Screen Fields].

Apply

Save as Draft

Reset

- Scroll down to the bottom of the page and click [Apply].

User Profile Revision / Inquiry: Confirm

CM050303

?

Please confirm User Profile data below.
To proceed, click on "Apply" button.

Status : (Revision)

User Profile

Branch Name	eBIT1
Customer ID	A0150408
Customer Name	WWW
User Name	WWWWWWWWW
User ID	AMSADMIN01
Administrator	Yes
User Short Name	WWWWWWWWW
e-mail Address	xxxxxxxxxxxxxxxx@xxx.com
e-mail Notification for Approval Flow	Yes
Max Number of Daily Transfers	99999
Limit Amount of Transfer Per Transaction [USD]	9,999,999,999,999.00
Limit Amount of Daily Transfers [USD]	9,999,999,999,999.00

Valid Duration

Effective Date

Expiration Date

Apply


Chapter 2: Initial Setup

- Confirm the result.

*To set privileges for other users, click [Go to User List].

User Profile Revision / Inquiry: Result

CM050304

 User Profile data has been Applied.

Status : Applied(Revision)

[Go to User List](#)

Chapter 2: Initial Setup

Approve User Privileges

- Click the number in the “Waiting for Approval” column of “User Profile Administration” under “To Do List”.

The screenshot shows the COMSUITE interface with the 'To Do List' section. The 'Waiting for Approval' column for 'User Profile Administration' has a red box around the number '1' with a red arrow pointing to it.

	Waiting for Approval	Rejected
User Profile Administration	1	0

- Click the link for the User ID.

The screenshot shows the 'User Profile: List' section. The 'User List' table has a red box around the 'AMSADMIN*1' link in the 'User ID' column, with a red arrow pointing to it.

User ID	Customer ID ▲	Branch Name	A	Effective Date	Expiration Date	Operation	Status	R
AMSADMIN*1	A0150408	eBIT1	*			Revision	Applied	
WWW	WWW							

Chapter 2: Initial Setup

- Scroll down to the bottom of the page and click [Approve/Reject].

User Profile: Details CM050302 [Print Page](#)

Status : Applied(Revision)

User Profile	
Branch Name	eBIT1
Customer ID	A0150408
Customer Name	WWW
User Name	WWWWWWWWW
User ID	AMSADMIN01
Administrator	Yes
User Short Name	WWWWWWWWW

Process History			
Processed Date [UTC]	Status	User ID	User Name
2022.02.09 06:54:10	Applied	EUADMIN01	WWWWWWWWW

Approve/Reject

- Enter the transaction authorization code following the on-screen guidance and click [Approve].

User Profile Revision / Inquiry: Approval CM050306

Status : Applied(Revision)

User Profile	
Branch Name	eBIT1
Customer ID	A0150408
Customer Name	WWW
User Name	WWWWWWWWW
User ID	AMSADMIN01

Valid Duration	
Effective Date	
Expiration Date	

Transaction Authorization (To reject, entering Transaction Authorization Code is not required.)

i. Press the "3"(SIGN) button of the OTP token.

ii. Enter the challenge code to the OTP token and press the "OK" button.

iii. Enter the displayed code to the Transaction Authorization Code field.

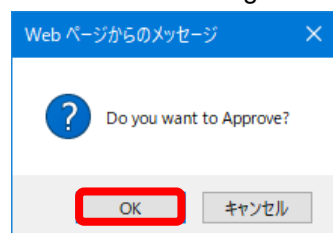
Challenge Code	042300
Transaction Authorization Code	

Click the "Approve" button to finish transaction authorization.

Approve **Reject**

Chapter 2: Initial Setup

- Confirm the dialog box message and click [OK].



- Confirm the result.

*To set or approve privileges for other users, click [Go to User List].

Reference: COMSUITE Email Notifications

The email address registered for password reset and Physical or Mobile OTP token activation notifications and Mobile Phone Number registered for Mobile OTP Token activation notifications can be changed in COMSUITE.

- (1) Click [Administration] on the Top Page, then [Revision/Inquiry] under “My Profile”
- (2) Revise the email address or Mobile Phone Number and click [OK]. (This operation does not require any approval.)

#	Service	Contracting Branch	Customer ID	User ID	Registration Date
1	GCMS Plus	Ho Chi Minh City Br.	A9999999	ADMIN01	2022.03.04
2	CMS Thailand	Ho Chi Minh City Br.	36310001	ADMIN01	2022.03.04

This is the end of the user privileges setup.

Chapter 3: Payments

Overview of the Payments Menu

- This service allows you to make a Payments instruction to the bank.
- The applicant creates a Payments instruction which is then approved by the approver. The approved Payments instruction is sent to the bank, thus completing the request.

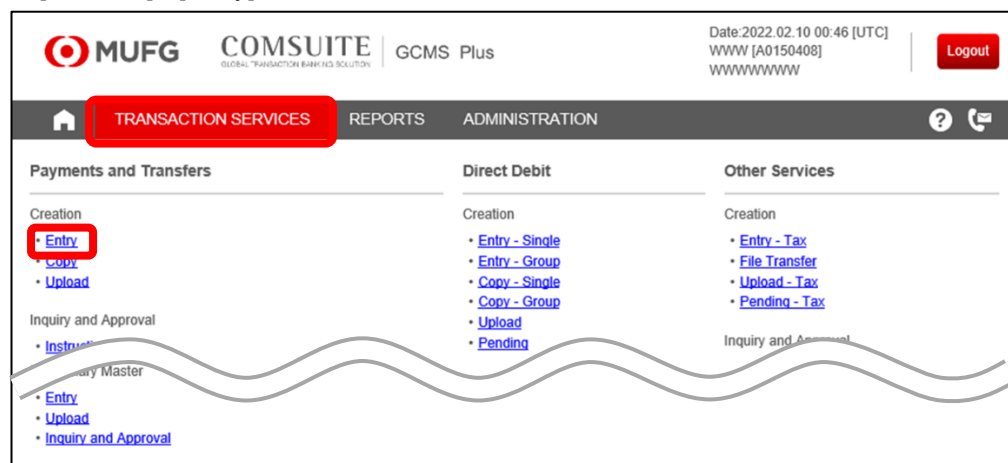
#	Operation	Applicant	Approver
1	Create and apply for a payment instruction	■	
2	Approve the payment instruction application		■

- There are 3 ways to create a Payments instruction:
 - (1) **Create by entering new data:** “Entry”
Create a new instruction from a blank screen. (Explained in this chapter)
 - (2) **Create by using a past instruction** “Copy”
Create a new instruction by using a previously approved or saved instruction.
 - (3) **Create by uploading data** “Upload”
Create new instructions by uploading instruction data into GCMS Plus.

Chapter 3: Payments

Create and Apply for a New Payments Instruction

- This section describes how to enter instruction details on screen and apply for approval.
- From the [Transaction Services] Mega Menu in the upper part of Top Page, click [Payments and Transfers] - [Creation] - [Entry].



- Select the account from the [Account] pull-down and available payment types are listed in the [Payment Type] field.
- Select the appropriate payment type and click the [Next] button.

Creation: Select TR200101

STEP1: Create

Select Settlement Account & Payment Type and input details

STEP2: Confirm and Complete

Confirm Input details and complete

*: Mandatory

Settlement Information

Account * EUR 0123456789 Current Deposit / WWWWWW / Amsterdam

Payment Type *

☐ Foreign Remittance

☒ Domestic (Single) - Target2 / CHAPS

☐ Domestic - SEPA

☐ Domestic (Confidential) - SEPA

☐ Book Transfer

Next

For Available payment types, see : online manual Appendix [Available Payment Types by Branch/Office & Entry Screen Fields]

Chapter 3: Payments

- Enter the contents of the instruction. Once entry is done, scroll down to enter comments in the [Applier's Comments] field as needed and click the [Apply] button.

Creation: Input TR200102

STEP1 : Create STEP2 : Confirm and Complete

Select Settlement Account & Payment Type and input details Confirm Input details and complete

+ Payment Type and Settlement Account Information

*: Mandatory

- Transaction Details

Value Date YYMMDD

Currency *

Amount *

Exchange Method * NOEX

Forward Contract No. Select

Purpose of Remittance List

Customer Reference

RTGS (Urgent) ☐

Bank Charge *

Charge Account

- Beneficiary Details Beneficiary Master List

Beneficiary Information

Name *

Address

City

Country

Account No. * IBAN

Beneficiary Bank Information

☒ SWIFT BIC Select

☐ Bank / Branch

Bank Name

Branch Name

Address

Country

- Internal Comments (Information below will not be included in this payment instruction)

Applier's Comments

Approver's Comments

Apply **Save as Draft** Back to Previous Cancel

The instruction entry page is displayed according to the selected payment type.

For details of each field, see: online manual Appendix [Available Payment Types by Branch/Office & Entry Screen Fields].

Beneficiary Master

The Beneficiary Master function enables you to register beneficiary and beneficiary bank information as master data and use it when you create instructions. Click [Beneficiary Master List] and you can select beneficiary information from the registered beneficiary master list.

Chapter 3: Payments

- Confirm the information entered and click [Apply].

Creation: Confirm TR200103

STEP1 : Create STEP2 : Confirm and Complete

Select Settlement Account & Payment Type and input details Confirm input details and complete

? Please confirm the instruction below.
To proceed, select Approval Flow and click on "Confirm" button.

Confirm Back to Previous

Mandatory

Approval Flow

Approval Flow Name *

Payment Type and Settlement Account Information

Payment Type	Foreign Remittance
Entry No.	
Entry	New

Confirm Back to Previous

Approval Flow Name

Select an Approval Flow in the [Approval Flow Name] field if the pull-down is available.

Using the default Approval Flow, you can complete remittance in the two steps (application and approval). Under this flow, all of the users who have the Approve privilege can perform approval.

You cannot change the Approval Flow if it has been set on the beneficiary master.

- Two-Factor Authentication (one-time password / login password) will be required when applying for or approving transaction that use a European account for settlement.

*Approval includes intermediate approval.

Transaction Authorization (To Save as Draft / Reject, entering Transaction Authorization Code is not required.)

i. Press the "3"(SIGN) button of the OTP token.

ii. Enter the challenge code to the OTP token and press the "OK" button.
(6 digits based on Amount and Beneficiary Account No.)

Challenge Code 105456

iii. Enter the displayed code to the Transaction Authorization Code field.


Transaction Authorization Code

iv. Enter your login password to the Password field.

Password

Click the "Confirm" button to finish application for transaction.

Confirm Back to Previous



Chapter 3: Payments

■ Confirm the result.

*To create another instruction, click [Continue].

Creation: Complete


TR200104

STEP1 : Create

STEP2 : Confirm and Complete

Select Settlement Account & Payment Type and input details

Confirm Input details and complete

 **Instruction has been successfully applied.**
To continue applying instruction, click on "Continue" button.

Continue

Exit

Instruction Information

Total Amount / Number of Transactions

Currency	Amount	Number of Instructions	Number of Transactions
JPY	10,000	1	1
Total Number		1	1

Instruction List

#	Value Date	Beneficiary Name / Group Name	Amount	Trans.	Settlement Account	Payment Type	Approval Flow
1		TEST	JPY 10,000	1	EUR 0123456789 Current Deposit	Foreign Remittance	Poypoy - pattarn

This is the end of the payment creation.

Chapter 3: Payments

Approve a Payments Instruction Application

- Click the number in the “Waiting for Approval” column of “Payments Instruction” under “To Do List”.

COMSUITE GCMS Plus

Date: 2022.02.10 05:22 [UTC]
WWW [A0150408]
WWW

Logout

TRANSACTION SERVICES REPORTS ADMINISTRATION

[To our customers who have accounts in Amsterdam](#)

[Introduction about "Rapport", free software for fraud prevention](#)

Language English

To Do List	Waiting for Approval	Rejected
Payments and Transfers Instruction	2	0

- Place a checkmark to select the instruction for approval under “Instruction List” and click [Approve].

Inquiry and Approval: Search TR200401

Action

Action Item ☐ Inquiry ☐ Apply / Edit ☐ Withdraw ☐ Delete ☒ Approve / Reject

+ Search Criteria

Search Clear

Instruction Information

Instruction List

#	All	Value Date	Group Name	Beneficiary Name	Amount	Trans.	Payment Type	Status	Upload / Master	Uploaded File Name
1	<input checked="" type="checkbox"/>			TEST	USD 100.00	1	Foreign Remittance	Applied		
2	<input type="checkbox"/>			TEST	JPY 10,000	1	Foreign Remittance	Applied		

Total Amount / Number of Transactions

Currency	Amount	Number of Instructions	Number of Transactions
JPY	10,000	1	1
USD	100.00	1	1
Total Number		2	2

Approve Overwrite Value Date Reject

To check the detail of instructions, click the icon in the Instruction List.

Chapter 3: Payments

- Enter the transaction authorization code following the on-screen guidance and click [Confirm].

Inquiry and Approval: Confirm TR200402

? Please confirm the instructions below.
To proceed, click on "Confirm" button.

Internal Comments (Information below will not be included in this payment instruction)

Approver's Comments

Transaction Authorization (To reject, entering Transaction Authorization Code is not required.)

i. Press the "3"(SIGN) button of the OTP token.

ii. Enter the challenge code to the OTP token and press the "OK" button.
(6 digits based on Amount and Beneficiary Account No. or DuitNow ID)


Challenge Code

iii. Enter the displayed code to the Transaction Authorization Code field.

Transaction Authorization Code

Click the "Confirm" button to finish transaction authorization.

Confirm **Back to Previous**



- Two-Factor Authentication (one-time password / login password) will be required when applying for or approving transaction that use a European account for settlement.

*Approval includes intermediate approval.

Transaction Authorization (To Save as Draft / Reject, entering Transaction Authorization Code is not required.)

i. Press the "3"(SIGN) button of the OTP token.

ii. Enter the challenge code to the OTP token and press the "OK" button.
(6 digits based on Amount and Beneficiary Account No. or DuitNow ID)

Challenge Code

iii. Enter the displayed code to the Transaction Authorization Code field.


Transaction Authorization Code

iv. Enter your login password to the Password field.

Password

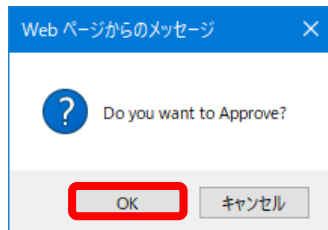
Click the "Confirm" button to finish transaction authorization.

Confirm **Back to Previous**

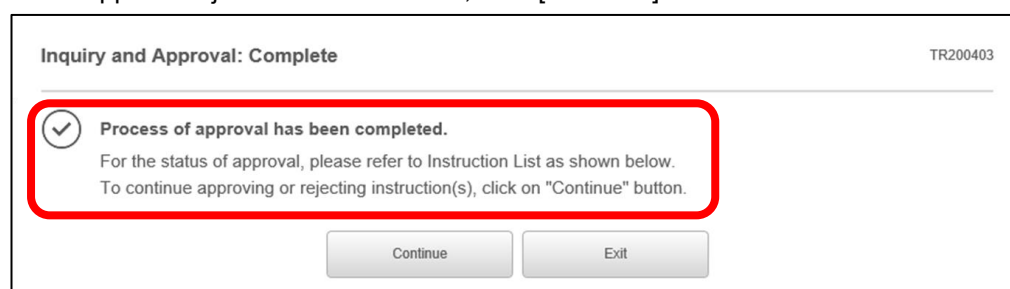


Chapter 3: Payments

- Confirm the dialog box message and click [OK].



- Confirm the result.
*To approve/reject other instructions, click [Continue].



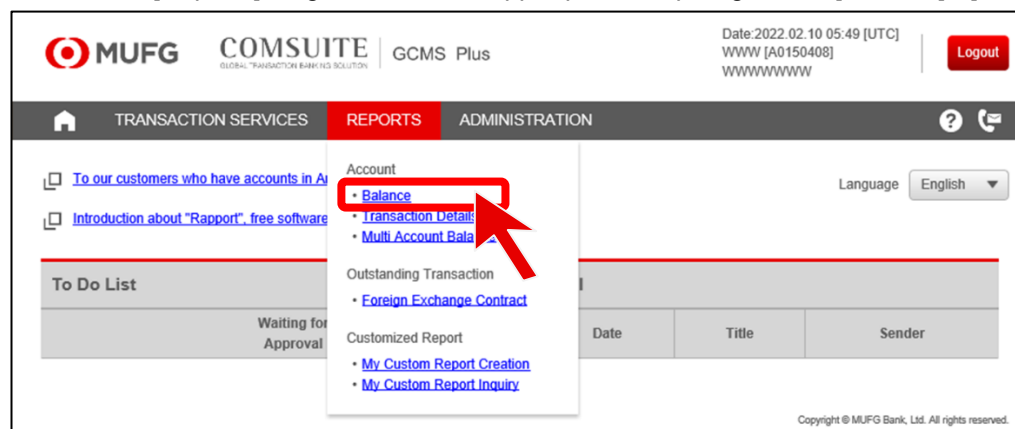
Chapter 4: Inquiries

Overview of the Inquiry Service

- The following submenus are available under “Account Report”:
 - (1) Display the balance of one account: “Balance”
 - (2) Display transactions for one account: “Transaction Details”
 - (3) Display the balances of multiple accounts: “Multi Account Balance”

Balance

- From the [Reports] Mega Menu in the upper part of Top Page, click [Account] - [Balance].



- Specify a date / date range and an account, then click [View (Balance (Booking Date Base))].

Balance: Select Inquiry Account IQ010101

Current
The latest information is displayed.

Search Criteria (Data Retention Period: 13 months)

Date / Date Range

Balance (Booking Date Base)

Balance (Including Back Value Transactions) / Interest

☒ Current
☐ Past Date: DDMMYY
☐ Past Date Range: From To DDMMYY
☐ Month: MMY

Account List

Bank Name	Account Type	Account No.
Branch Name	Currency	Account Name
<input checked="" type="radio"/> MUFG Bank (Malaysia)	Current Account	6445110000189889
Kuala Lumpur Branch	USD	ABCD TRADING SDN BHD
<input type="radio"/> MUFG Bank	Current Account	6795122000123456
Hong Kong Branch	HKD	ABC Corp
<input type="radio"/> MUFG Bank (China)	Current Account	679HKD5122000123456
Shanghai Branch (CC)	CNY	ABC Corp
<input type="radio"/> MUFG Bank	Current Account	123456
Singapore Branch	USD	ABC Corp

View(Balance (Booking Date Base)) **View(Balance (Including BV Trans.) / Int.)**

Inquires can be made for dates up to 13 months ago, but any data not in the system cannot be viewed on GCMS.

Chapter 4: Inquiries

■ Confirm the balance details.

Balance: Balance Details IQ010102

Date / Date Range : 03.09.2022 - 04.10.2022

Account Details

Bank Name	MUFG Bank (Malaysia)	Account Type	Current Account
Branch Name	Kuala Lumpur	Account No.	6445110000189889
Currency	USD	Account Name	ABCD TRADING SDN BHD

◆ : Intraday Transaction

Balance Details

"Booking Date"
You can confirm transaction details by clicking on the link under "Booking Date".

Booking Date ▲			Total No. of Debit	Total Debit	Total No. of Credit	Total Credit
01.10.2022	1,550,946.04	1,550,946.04	6	17,199.31	2	222,600.00
04.10.2022 ◆	1,664,086.28	1,664,086.28	0		2	

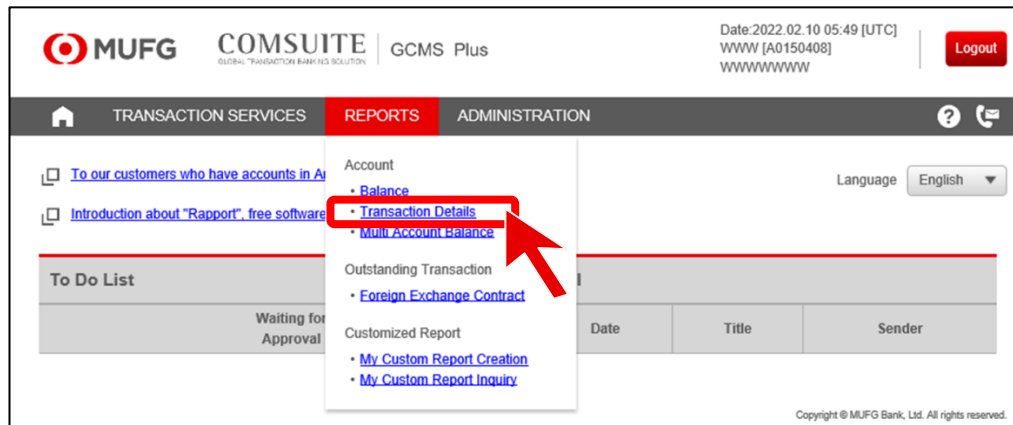
[PDF / Download]
The data retention period for account information is 13 months maximum. It is recommended that you save your reports within the retention period by downloading the data as necessary.

PDF **Download**

Chapter 4: Inquiries

Transaction Details

- From the [Reports] Mega Menu in the upper part of Top Page, click [Account] – [Transaction Details].



- Specify a date / date range and an account, then click [View].

Transaction Details: Select Inquiry Account IQ010201

Search Criteria (Data Retention Period: 13 months)

Date / Date Range

Debit / Credit

☒ Current

☐ Past Date: DDMMYY

☐ Past Date Range: From To DDMMYY

All

Account List

Bank Name	Account Type	Account No.
Branch Name	Currency	Account Name
<input checked="" type="radio"/> MUFG Bank (Malaysia)	Current Account	6445110000189889
Kuala Lumpur	USD	ABCD TRADING SDN BHD
<input type="radio"/> MUFG Bank (Malaysia)	Current Account	6445110000189889
Kuala Lumpur	MYR	ABCD TRADING SDN BHD
<input type="radio"/> MUFG Bank (Malaysia)	Current Account	665521000036333JPY
Kuala Lumpur	JPY	ABC Corp

View

Chapter 4: Inquiries

■ Confirm the transaction details.

Transaction Details: Transaction List

IQ010202

Date / Date Range : 27.09.2022 - 30.09.2022

Debit / Credit : All

Account Details

Bank Name	MUFG Bank (Malaysia)	Account Type	Current Account
Branch Name	Kuala Lumpur	Account No.	6445110000189889
SWIFT BIC		Account Name	ABCD TRADING SDN BHD
Currency	USD	IBAN	

◆ : Intraday Transaction red: Canceled

Transaction List

Search Criteria: Debit / Credit All Search Page: 1/3 → →I ↺

All	Booking Date ▲	Debit	Credit	Opening / Closing Balance	Transaction Type	Customer Reference	Bank Reference
<input type="checkbox"/>	(Value Date)				Residual Information		
	27.09.2022 ◆				Balance		
	(27.09.2022)						
<input type="checkbox"/>	27.09.2022						
	(27.09.2022)				TTP-755555-00(TRA)INWARDREMITTANCE		

Page: 1/3 → →I ↺

PDF Output Form

Full Detail Information & Bank Reference ☒ Included ☐ Not included

PDF

PDF (Selected Details)

Download

Back to Select Inquiry Account

Go to Balance Details

[PDF / Download]

The data retention period of account information is 13 months maximum. It is recommended that you save your reports within the retention period by downloading the data as necessary.

Chapter 4: Inquiries

Multi Account Balance

- From the [Reports] Mega Menu in the upper part of Top Page, click [Account] – [Multi Account Balance].



- Specify a date / date range and the accounts, then click [View].


The screenshot shows the 'Multi Account Balance: Select Inquiry Account' form. The top right corner displays the ID 'IQ010301'. The form has a 'Search Criteria (Data Retention Period: 13 months)' section. Below this, there is an 'Inquiry Date' section with two radio buttons: 'Current' (selected) and 'Past Date: [] DDMYY'. A red box highlights the 'Current' radio button. To the right of the radio buttons, a dashed box contains the text: "Current" The latest information is displayed. Below the 'Inquiry Date' section is an 'Account List' table. The table has four columns: 'All', 'Bank Name', 'Account Type', and 'Account No.'. The 'All' column contains checkboxes for each row. The first four rows are selected, and their checkboxes are highlighted with a red box. The 'View' button at the bottom right is highlighted with a red box and a red arrow pointing to it.

All	Bank Name	Account Type	Account No.
<input checked="" type="checkbox"/>	Branch Name	Currency	Account Name
<input checked="" type="checkbox"/>	MUFG Bank (Malaysia)	Current Account	6445110000189889
<input checked="" type="checkbox"/>	Kuala Lumpur	USD	ABCD TRADING SDN BHD
<input checked="" type="checkbox"/>	MUFG Bank (Malaysia)	Current Account	6445110000189889
<input checked="" type="checkbox"/>	Kuala Lumpur	MYR	ABCD TRADING SDN BHD
<input type="checkbox"/>	MUFG Bank	Current Account	111111
<input type="checkbox"/>	London	GBP	ABC Corp (Europe)


Chapter 4: Inquiries


- Confirm the balances of the bank accounts.

Multi Account Balance: Multi Account Balance DetailsIQ010302

Inquiry Date :  04.10.2022

Account terms and conditions may vary depending on the type of account hold.
For details of the interest rate(s) shown, please confirm the account holding office.

 : Intraday Transaction

Balance Details					
Account Name	Booking Date	Currency	Balance	Available Balance	Depo Int. Rate
Account No.				Available Amount (Today)	O/D Int. Rate
ABCD TRADING SDN BHD 6445110000189889	04.10.2022 	USD			
ABCD TRADING SDN BHD 6445110000189889	04.10.2022	MYR			
ABC Corp (Europe) 111111	04.10.2022	GBP	3,111,222.00	3,111,222.00	0.00
					1.575

Total Balance				
		Balance	Available Balance	Available Amount (Today)
Sub Total	GBP	3,111,222.00	3,111,222.00	0.00
	MYR	220,219,218.00	220,219,218.00	
	USD	58,682.22	58,682.22	
Grand Total in Base Currency USD		7,761,171.77	7,761,171.77	0.00

PDF Download

[Back to Select Inquiry Account](#)

"Booking Date"

You can confirm transaction details by clicking the link under "Booking Date".

[PDF / Download]

The data retention period of account information is 13 months maximum. It is recommended that you save your reports within the retention period by downloading the data as necessary.

Chapter 5: Help

Online Manuals and Contact Information

- Online manuals for this service can be obtained in PDF format via the [Question] button on the top right of each page. If you have any questions about the service, you can view the contact information for your branch via the [Phone / Mail] button.

COMSUITE Top Page

COMSUITE Portal ECM010101

To Do [Detail](#)

- Administration 2
- Password Reset 1
- OTP Token Activation 1
- Notice 12

Global Cash Balance

Customer: ALL | Base Currency: JPY [Rate by Bank] [Settings](#)

■ Closing Balance ■ Intraday Balance

Total | 0 a/c
110.0
90.0

Please register Base Currency in GCMS Plus to display balance.
There is an account(s) that cannot display balance since the exchange rate has not been registered in GCMS plus.
There is an account(s) that doesn't have balance details.
There is an account(s) that cannot display balance. Please contact your servicing BTMU office for further assistance.

EMEA 0 a/c 10.0
East Asia 0 a/c 50.0
North America 0 a/c -50.0

GCMS Plus Top Page

GCMS Plus

Date: 2022.02.09 04:43 [UTC]
WWW [A0150408]
WWWWW

[TRANSACTION SERVICES](#) [REPORTS](#) [ADMINISTRATION](#)

[To our customers who have accounts in Amsterdam](#)

[Introduction about "Rapport", free software for fraud prevention](#)

Language: English

To Do List

Waiting for Approval	Rejected

Mail

Date	Title	Sender

GCMS Plus Helpdesk in Japan

- If you have any questions about the operational methods and procedures for the service, please contact the following:

MUFG Bank GCMS Plus Helpdesk

0570-003636 (Available only in Japan. Local call rate will be charged.)

Weekdays 9:00 am – 5:00 pm

