

GCMS Plus Quick Reference





April, 2018



MUFG Bank A member of MUFG, a global financial group

Attention

- This manual is provided based on the "GCMS Plus Basic Agreement" (hereinafter referred to as "Basic Agreement"). Provisions in the Basic Agreement are applied to this manual.
- For more information about "GCMS Plus Terms and Conditions", see "Terms and Conditions" on the COMSUITE pre-login screen.
- Note that the contents of this manual are subject to change without prior notice. The latest version of this manual is posted at "Customer Support" on the COMSUITE pre-login screen.
- Before using the Service, please be thoroughly familiar with and understand how to use the equipment and software as well as restrictions and other assumptions.
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- The screen samples in this manual are of Windows 7 if there are no other specific descriptions.

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(1) Preparation

For logging in, see COMSUITE Quick Reference.

(1) Administrators and Users

The following two types of users of the Service are granted with different privileges.

User Management Scheme for the Service



User privileges can be given to Administrators to perform account inquiries, creation/approvals of payment instructions and so on.

(2) Set Base Currency and Exchange Rates

"Base Currency" and "Exchange Rates" should be set before starting to use the Service. These settings are made by two Administrators. After an Administrator enters/applies for Base Currency setting and/or Exchange Rates, another Administrator approves.

Overview

"Base Currency" and "Exchange Rate" play an important role in the operations of the Service.

Bank GCI	of Tokyo-Mitsubishi UFJ MS Plus Derextee Ner 21 18 33 (FRA)	Solod May Profile Inger	O Hole O Contect us Log AU Mi	 Base Currency: "Base Currency" is the calculation basis for 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
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AUD	Australian Dollar	2		The number of units of base currency for one
rwo	New Taiwan Dollar	D		\square unit of the currency (e.g. USD1.00 = JPY100)
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INR	Indian Rupee	2		The number of units of the currency for one uni
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4 V E a	Applicable Time /alid Duration: Displays the effec effective end date and exchange rate	period : tive start date a of the base cur es currently disp	nd rrency blayed.	This "Exchange Rate" is used to calculate and check the Limit Amount in the Service. It is the assumption based rates, such as in-house exchange rates. Therefore it does not correspond with actual exchange rates in the market.



Enter and Apply Base Currency & Exchange Rate

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"Administration"

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Click "Administration"

Click <u>"Base CCY &</u> Ex. Rate Registration / Inquiry"

"Base CCY & Ex. Rate: List" Screen

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Click "Customer ID" link

Memo A blank row is shown when you log in for the first time and have not yet registered "Base Currency" and "Exchange Rate".



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COMSUITE GLOBAL TRANSACTION BANKING SOLUTIONS

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KWD	Kuwaiti Dinar		3				
RUB	RUSSIAN ROUBLE		2				
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"Base CCY & Ex. Rate Registration / Inquiry: Confirm" Screen

"Base CCY & Ex. Rate Registration / Inquiry: Result" Screen

Top Page				Select Menu	Profile Inquiry		∀ Go
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MYR	Malaysian Rin	siggit			2		
NR	Indian Rupee				2		
JPY	Yen				0		
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CAD	Canadian Dol	lar			2		
CINY	Yuan Renmin	bi			2		
GBP	Pound Sterlin	9			2		
MST	TestCurrency				0		
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Confirm the data entered and click

End of Flow

Check the status of Base Currency & Exchange Rate Application

(e.g.,) "Base CCY & Ex. Rate: List" Screen



 You can confirm the status of applied items in the status column on each of the related screens.

Saved	Indicates it has been temporarily saved
Applied	Indicates it has been applied
Partially Approved	Indicates approvals before the final one has been completed in case of a Multistep Approval
Approved	Indicates the final approval has been completed
* in R column	Indicates it has been rejected

Attention When you change the base currency, the limit amounts of transfers set for each user are cleared to zero. Users may not be able to approve payment instructions unless the limit amounts of transfers are reset. It is recommended to change the base currency after confirming there are no instructions waiting for approval.



Approve Base Currency & Exchange Rate

Top Page

	Date: 2013.06.11 10:28	MYS]		L	anguage English 🝷 🧕	
→ Top Page ⊐ Reporting ⊐ Payments	Welcome Mr./Ms. G	eorge Sato S] 2013.06.07 17:02:21				
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Click the number in "Waiting for Approval" column of "Base CCY & Ex. Rate Administration" in "To Do List"

Click "Customer ID" link

"Waiting for Approval List" Screen

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"Base CCY & Ex. Rate: Details" Screen

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"Base CCY & Ex. Rate Registration / Inquiry:

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INR	Indian Rupee	2			
JPY	Yen	0	1		
HUF	Hungary Forint	2			
PHP	Philippine Peso	2			
KWD	Kuwaiti Dinar	3			
CAD	Canadian Bollar	2			
CNY	Yuan Renminbi	2			
GBP	Pound Sterling	2	1.7		
MST	TestCurrency	0			
VND	Vietnam Dong	2			
HKD	Hang Kong Dollar	2			
SGD	Singapore Dollar	2	1.4		
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TWD	New Taiwan D	ollar			0		
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NR	Indian Rupee				2		
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 Confirm that the status has been changed to "Approved" in "Process History"

(3) Set User Privileges

User privileges must be set by two Administrators. After an Administrator enters/applies for User privileges, another Administrator approves.

User Privilege Setting Flow

One Administrator enters/applies for User privileges.

1



Another Administrator confirms/approves.



Enter & Apply for User Privileges

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- Click "Administration"

"Administration" Menu Screen

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≥ Top Page	Administration		
☑ Reporting			
≥ Payments	Customer Profile		
≥ Tax Payment	→ Profile Inquiry	→ Approval Flow Registration / Inquiry	
SEPA Credit Transfer	→ Base CCY & Ex. Rate Registration / Inquiry		
N Time Deposit	Account & Company Code		
≥ Import L/C	→ Account Inquiry	→ Company Code Inquiry	
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	→ <u>Cutoff Time</u>	→ Holiday	
	→ <u>Time Zone</u>	→ <u>Currency</u>	

- Click "<u>Profile Revision / Inquiry</u>" in "User Profile" sub menu



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"Account Permitted"

For each account, place a check mark in the box provided to select services that the user is entitled to inquire and/or apply/approve payment instructions.

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For each company code (CIF), place a check mark in the box provided to select services that the user is entitled to inquire and/or apply/approve payment instructions.

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"Function Permitted"

For each service function, place a check mark in the box provided to select the function the user is entitled to inquire/apply/approve/ correct & approve/execute.

"Additional Setting"

Place a check mark in the box provided to select the confidential privilege for each service.

"Working Hours"

Set the login hours in "From" and "To" fields for each day of the week.

lick Apply

To save the current entries or selected fields, click [Save as Draft].

"User Profile Revision/Inquiry: Confirm" Screen

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"User Profile Revision/Inquiry: Result" Screen

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Customer Administration	Yes	n.a.			
Approval Flow Administration	Yes	Yes	Yes		1.1
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Reference Cutoff Time	Yes	n.a.	n.a.	11.0.	F.A.
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Reference Time Zone	Yes	n.a.	na	1.3	e a
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Log User Activity Log	Yes	n.a.	0.8.	1.8.	6.8.
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Setting Name					
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Domestic Credit Transfer (Europe) Confidential	Yes				
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Confirm the data entered and click Apply

End of Flow

Check the status of User Privilege Application

"User Profile: List" Screen

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 You can confirm the status of the applied items in the status column on each of the related screen.

Saved	Indicates it has been temporarily saved
Applied	Indicates it has been applied
Partially Approved	Indicates approvals before the final one has been completed in case of a Multistep Approval
Approved	Indicates the final approval has been completed
* in R column	Indicates it has been rejected



Approve User Privilege

Top Page

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Click the number in "Waiting for Approval" column of "User Profile Administration" in "To Do List"

"Waiting for Approval List" Screen

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Click "User ID" link

"User Profile: Details" Screen

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Click Approve/Reject



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Customer ID		36440001							
Customor Name User Name		ABC Corp John Smith							
User ID Administrator		ADMIN02 Yes							
User Short Name		John Smith							
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					Master Statement Pooling Interest Payments	Yes n.a. Yes Yes			
					SEPA Credit Transfer SEPA Direct Debit Time Deposit	Yes Yes Yes Yes Yes Yes			
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					Group / Confidential Payment	Yes Yes			
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(1) Top Page

Top Page is the initial screen displayed after you log in.



(2) Cautions for Smooth Operations

This section describes those operations that may cause problems in the Service.

When using a browser



- (1) Do not enter a URL address directly in the Address bar. You cannot jump to any other menu or a site other than the Service by typing addresses directly after logging in.
- (2) Do not use the buttons on the browser address bar and toolbar such as [←], [→], [Ů], and [X].

They are not supported and may not function normally. Be sure to use only the buttons provided on the Service pages.

(3) Do not use [X] button in the upper-right corner of tabs and browsers.
 By clicking on [X] button, the system may not close normally. This can result in login failure at the next login attempt.
 To close the Service, click on [Logout] button in the upper-right corner of the screen.

When operating a mouse



(1) Use single-left-click only. (double-click is not supported)

Do not double-click any text link or button.

(2) Do not use "Back" or "Forward" of browsers.

Right-clicking on the browser and selecting the back or forward arrow may bring up an error message or cause irregular operations. Please be sure to use the text links or buttons on the Service pages to navigate.

Continue to the next page @



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When using a keyboard



- (1) Do not use the function key for updating the Service pages.
- (2) Do not use the function keys corresponding to [Forward] button and [Back] button of browsers.

