

# **GCMS Plus**

APPROVAL PROCESS



MUFG Bank, Ltd. Manila Branch A member of MUFG, a global financial group 2025-0008

#### **Step #1:** Go to the GCMS Plus page

Upon successful login, click [GCMS Plus]



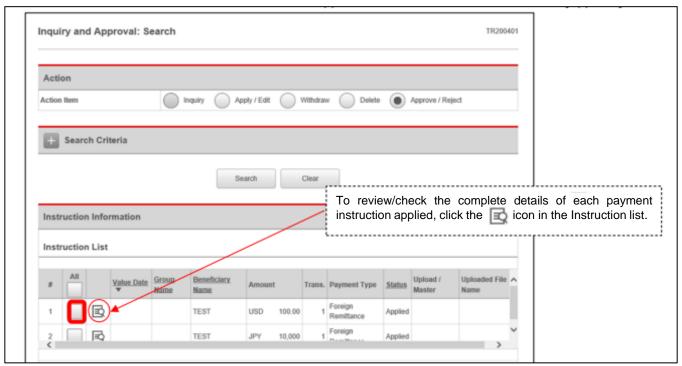
- ☐ From the ☐ Menu, pending items for approval are displayed in the **To Do List**.
- ☐ Under 'Waiting for Approval' column, click the [number] icon to proceed with the approval process.





# **Step #2.1:** Navigate the *Inquiry and Approval:* Search page

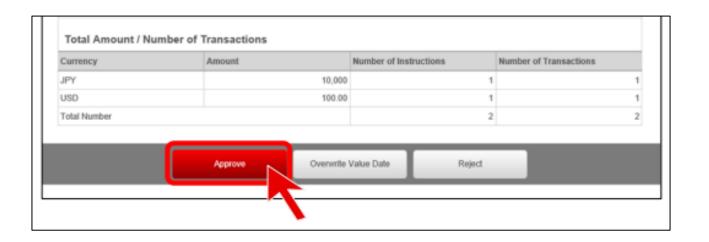
- ☐ From the Instruction List, tick the box of the payment instruction for review and approval.
- ☐ To perform bulk approval, select/tick the [All] box.





### Step #2.2: Navigate the Inquiry and Approval: Search page

☐ The total amount and total number of instructions / transactions are displayed below for quick and easy reference.

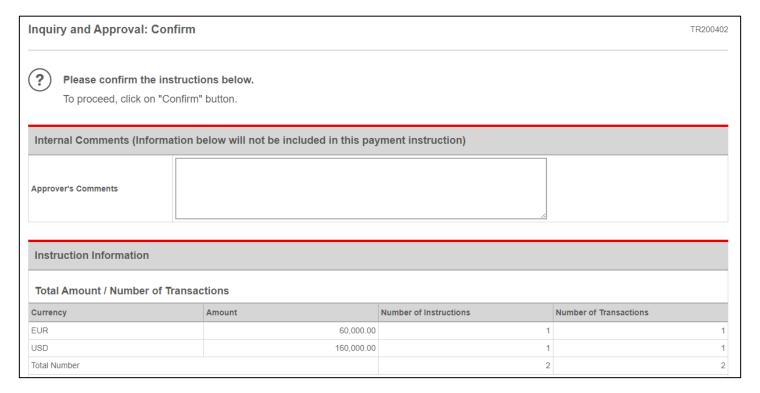


- To continue with the approval, click [Approve]
- ☐ To change the value date, click [Overwrite Value Date]
- ☐ To reject or cancel the payment instruction, click [Reject]



# **Step #3:** Navigate the *Inquiry and Approval: Confirm* page

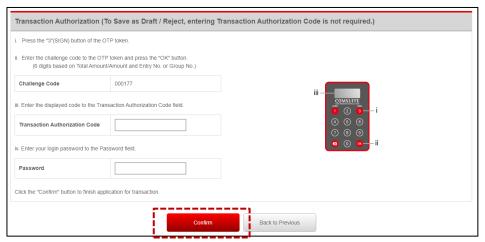
If needed, an approver's comment can be added (optional field).





# **Step #4:** Authorize the Transaction

☐ Follow the on-screen instructions on how to enter the transaction authorization code and then click [Confirm]





**Note:** *Inquiry and Approval: Complete* page will be displayed on the screen.

☐ Once the payment instruction is fully approved, it will be queued for Bank processing.

MUFG

Should you have any concerns, feel free to contact the Transaction Banking helpdesk at +632 8886 7371 local 8051-8073 or email us at cmsph\_support @ph.mufg.jp

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