

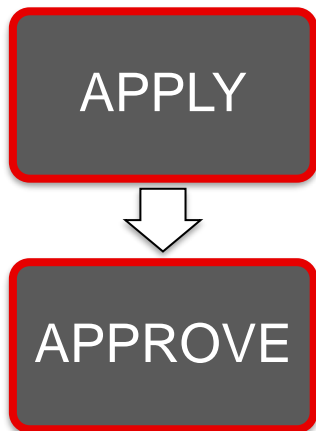
GCMS Plus

CREATION OF BENEFICIARY MASTER LIST



NOTE:

Beneficiary Master List Process

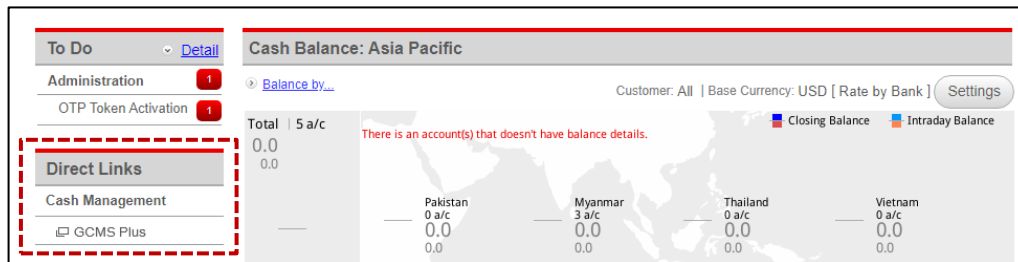


1. One User **or** Administrator (**applier**) to create the beneficiary list.
2. One Administrator (**approver**) to approve the applied beneficiary list.

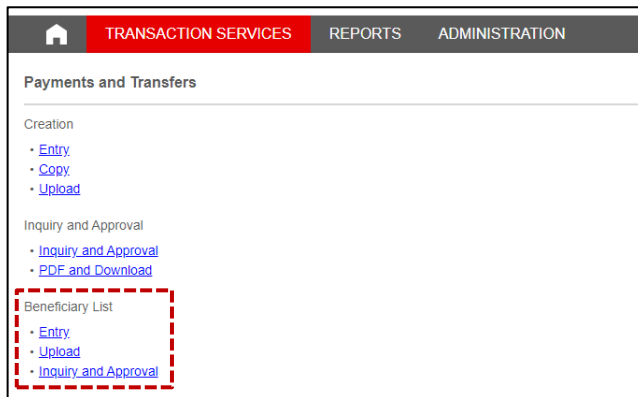
- ❑ The Beneficiary List should be registered **before** it can be used for live Payments and Transfers instructions.
- ❑ Please ensure to comply with the character limitations to avoid possible payment errors and system rejection.
- ❑ Beneficiary List for Foreign Remittance payments should be aligned with ISO20022 character limitations and requirements.

Step #1: Go to the GCMS Plus page

- ❑ Upon successful login, click *[GCMS Plus]*




- ❑ From the TRANSACTION SERVICES Menu, click *[Entry]* under Payments and Transfers – Beneficiary List.










Step #2: Enter the Beneficiary Information

Beneficiary List: Input TR200501

Status :

*: Mandatory  : Items having this icon cannot be modified on an instruction creation screen.

Beneficiary Information	
Reference	<input type="text"/>
Name * 	<input type="text"/>
Postal Address	Address / Street Name 
	City / Town Name
	<input type="text"/>
	Country 
	

Country (SEPA Credit Transfer)	
LEI (Legal Entity Identifier)	<input type="text"/>
	ISO20022
Account No. * 	Account No. IBAN
	<input type="text"/> 
Beneficiary e-mail Address	<input type="text"/>
	<p>- Separate e-mail addresses with ;</p> <p>- Up to 2 e-mail addresses can be set.</p> <p>For Domestic - Interbank GIRO and Domestic - RTGS / NEFT, more than 2 e-mail addresses can be set if the total length is no more than 150 characters.</p>

Under Beneficiary Information, set the following:

a. **Reference**

- enter necessary references (e.g., internal number, beneficiary's nickname)
- up to 20 alphanumeric characters

b. **Name ***

- up to 140 alphanumeric characters

c. **Postal Address**

- Address / Street Name
 - up to 70 alphanumeric characters
- City / Town Name *
 - up to 35 alphanumeric characters

- Country *
 - select the country from the pull-down menu

d. **Account No. ***

- up to 34 alphanumeric characters

e. **Beneficiary e-mail Address (if applicable)**

- use a semicolon (;) to separate addresses
- can include up to 2 email addresses
- up to 34 alphanumeric characters

Step #3: Enter the Beneficiary Bank Information

Specify the SWIFT BIC or the Bank:

a. SWIFT BIC

- to choose from the listed codes, click [Select]

b. Bank

- Bank Name**
 - up to 140 alphanumeric characters.
 - specify the branch name as necessary
- Branch Name**
 - up to 70 alphanumeric characters.
 - specify the branch name of the beneficiary bank as necessary
- Address / Street Name**
 - up to 70 alphanumeric characters
- City / Town Name**
 - up to 35 alphanumeric characters
- Country**
 - select the country from the pull-down menu

Beneficiary Bank Information

SWIFT BIC

Select

SWIFT BIC (SEPA Credit Transfer)

Select

Bank

Bank Name

Branch Name

Address / Street Name

City / Town Name

Country

+

Select SWIFT BIC

*: Mandatory

Search Criteria

Bank Name

MUFG

Branch Name

SWIFT BIC

Country *

Philippines : PH

Search

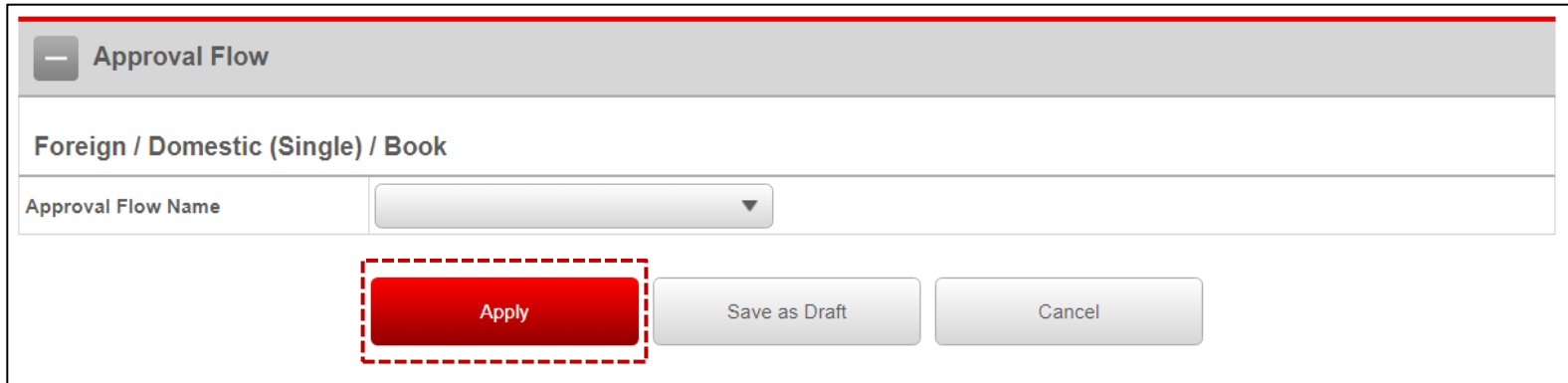
Bank List			
#	Bank Name	Branch Name	SWIFT BIC
1	<input checked="" type="radio"/> MUFG BANK, LTD., MANILA BRANCH	CITY OF MAKATI / MANILA BRANCH	BOTKPHMMXXX

Set

Close

Step #4: Choose an Approval Flow

- ❑ From the pull-down menu, select the applicable *[Approval Flow Name]*



Approval Flow

Foreign / Domestic (Single) / Book

Approval Flow Name

Apply Save as Draft Cancel

- ❑ To proceed, click *[Apply]*
- ❑ To store this as a draft, click *[Save as Draft]*

Step #5: Confirm the Contents of Beneficiary

- ❑ To complete the application, click *[Confirm]*

Beneficiary List: Confirm

ⓘ Please confirm the beneficiary below.
To proceed, click on "Confirm" button.

Confirm

Back to Previous

Beneficiary List: Complete TR200503

✓ 1 beneficiary has been successfully applied.
To continue applying beneficiary, click on "Continue" button.

Continue

Exit

Beneficiary List

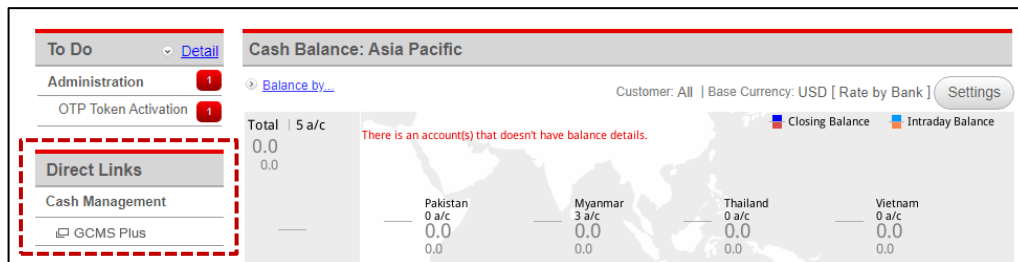
#	Reference	Beneficiary Name	Beneficiary Account No.	Beneficiary Bank	Upload	Status
1	Customer Reference	ABC TRADING SDN BHD	██████████	██████████		Applied


- ❑ Once applied, inform an administrator to **approve** the applied beneficiary list.

APPROVER

Step #1: Go to the GCMS Plus page


- ❑ Upon successful login, click *[GCMS Plus]*





- ❑ From the  Menu, pending for approvals are displayed in the **To Do List**.
- ❑ Click the *[number]* icon for Payments and Transfers Beneficiary List under 'Waiting for Approval' column.

To Do List		
	Waiting for Approval	Rejected
Payments and Transfers Instruction	14	2
Payments and Transfers Beneficiary List	2	2

Step #2: Navigate the *Beneficiary Inquiry and Approval: Search* page

- ❑ From the Beneficiary List, tick the box of the beneficiary/template for approval.
- ❑ To review/check the complete details of each applied, click the  icon in the list.
- ❑ To perform bulk approval, select/tick the *[All]* box.

Beneficiary List								
#	All <input type="checkbox"/>		Reference ▲	Beneficiary Name	Beneficiary Account No.	Beneficiary Bank	Upload	Status
1	<input type="checkbox"/>		AAAAAAA	ABCD Steel Company	<div></div>	<div></div>	Uploaded	Applied
2	<input type="checkbox"/>		BBBBBBBB	ABCD Corporation Malaysia	<div></div>	<div></div>		Applied

Apply

Approve

Apply to Revise

Apply to Delete

Download

Edit

Delete

Reject

- ❑ To continue with the approval, click *[Approve]*

Step #3: Authorize the Beneficiary List

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

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 Total Amount/Amount and Entry No. or Group No.)

Challenge Code	000177
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iii. Enter the displayed code to the Transaction Authorization Code field.

Transaction Authorization Code	<input type="text"/>
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iv. Enter your login password to the Password field.

Password	<input type="password"/>
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Click the "Confirm" button to finish application for transaction.

Confirm

Back to Previous



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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