

# GCMS Plus

CREATION  
OF DOMESTIC REMITTANCE



## NOTE:

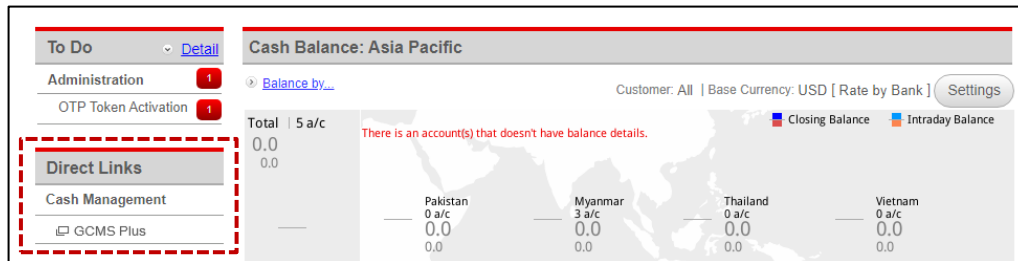
Classification and Cutoff Time					
Payment Type	CCY	Settlement System	Description	Beneficiary Bank	Cutoff Time [PHL]
Domestic (Single)	PHP	RTGS	High Value Payment to PH account holder	Local Bank in the Philippines (e.g., Security Bank)	14:00
	PHP	PESONet	Low Value Batch Payment to PH account holder		14:00
	USD	PDDTS	Dollar Payment to PH account holder		14:00
Domestic - PESONet	DO NOT USE				

### ☐ For Domestic Remittance:

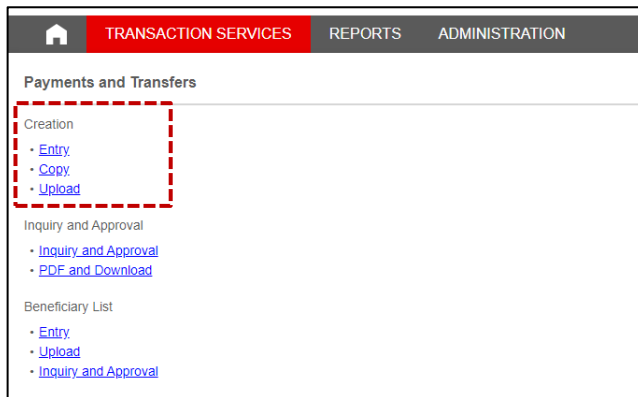
- In the Beneficiary Information, it is best to provide complete address information including City and Country name.
- In the Beneficiary Bank, the '*SWIFT BIC*' or the '*Bank*' information is **required**.

## 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 – Creation



## Step #2: Set the Settlement Account and Payment Type

Creation: Select

STEP1: Create STEP2: Confirm and Complete

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

\*: Mandatory

**Settlement Information**

Account \* PHP [REDACTED] Current Account / WWWWWW / Manila Branch

Payment Type \*

☐ Foreign Remittance (ISO20022)

☒ Domestic (Single)

☐ Domestic - PESONet

☐ Book Transfer

☐ Foreign Remittance (Date to become unavailable: 2025.09.15)

Next

Under Settlement Information, set the following:

**a. Account**

- the account from which the funds will be debited
  - in the drop-down list, the maker-applier should select the appropriate settlement account number.

**b. Payment Type \***

- select 'Domestic (Single)'

❑ Click [Next]

### Step #3: Navigate the *Creation: Input* page

Creation: Input


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

**Group Information**

Group Name	<input type="text"/>
Value Date	<input type="text"/>  YYMMDD

Under Group Information, set the following:

**a. Group Name**

- *enter any name to help you identify the instruction.*
- *up to 35 alphanumeric characters*

**b. Value Date**

- *date when the settlement account will be debited*
- *allows future value date but only up to 20 calendar days in advance*

❏ Click *[New]*

**Transaction Information**

**Transaction List**

## Step #4.1: Enter the Transaction Details

Transaction Details	
Currency *	<input type="text"/>
Amount *	<input type="text"/>
Exchange Method *	<div>NOEX ▼</div>
Forward Contract No.	<div>NOEX</div> <div>SPOT</div> <div>CONT</div> <div>Select</div>
Purpose of Remittance *	<div>CONT</div> <div>List</div>

Under Transaction Details, set the following:

a. **Currency \***

- *currency to be remitted*


b. **Amount \***

- *up to 14 digits, including the decimal and commas*

c. **Exchange Method \***

- **Option 1: NOEX**
  - *the currency for remittance and settlement are the **same***
- **Option 2: SPOT**
  - *the currencies for settlement and remittance are **different**, and an exchange contract is **not used***
- **Option 3: CONT**
  - *the currencies for settlement and remittance are **different**, and an exchange contract is **used***

## Step #4.2: Enter the Transaction Details

Purpose of Remittance *	<input type="text"/>	 List
Customer Reference	<input type="text"/>	
Urgent	<input type="checkbox"/>	
Bank Charge *	<input type="button" value="▼"/>	
Charge Account	<div><div>Beneficiary</div><div>Applicant</div><div>Share</div></div>	<input type="button" value="▼"/>

Under Transaction Details, set the following:

d. **Purpose of Remittance \***

- to be provided based on the nature of payment transaction

e. **Urgent (if applicable)**

- **tick the Urgent box if the transaction will be sent via RTGS**
- fee: PHP 500 / transaction

f. **Bank Charge \***

- **Option 1: Beneficiary**
  - **Beneficiary** is responsible for paying both the remittance and handling fees charged by the beneficiary Bank
- **Option 2: Applicant**
  - **Applicant** is responsible for paying both the remittance and handling fees charged by the beneficiary Bank
- **Option 3: Share**
  - **Applicant** is responsible for paying the remittance fee, **while** the **Beneficiary** is responsible for paying the handling fee from the beneficiary Bank


g. **Charge Account**

- account from which the applicable charges will be debited
- if the same as Settlement Account, please leave this portion **blank**

## Step #5: Enter the Beneficiary Information

—

Beneficiary Details

 Beneficiary List

Beneficiary Information

Name \*

Address / Street Name

City / Town Name

Country

Account No. \*

Account No.

IBAN

Relationship

Under Beneficiary Information, set the following:

- Name \***
  - up to 50 alphanumeric characters
- Address / Street Name**
  - up to 50 alphanumeric characters
- City / Town Name**
  - up to 35 alphanumeric characters
- Country**
  - select the country from the pull-down menu
- Account No. \***
  - up to 34 alphanumeric characters



## Step #6: Enter the Beneficiary Bank Information

**Beneficiary Bank Information**

☐ Bank

Bank Name

Branch Name

Address / Street Name

City / Town Name

Country

☒ **SWIFT BIC**

☐ Bank Code / National Clearing Code

**Select SWIFT BIC**

\* Mandatory

Search Criteria

Bank Name

Branch Name

SWIFT BIC

Country \*

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

Specify the SWIFT BIC or the Bank:

a. **SWIFT BIC**

- tick the round button
- 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

## Step #7: Enter the Notification Details *(as needed)*

- ❑ Confirm all the details and then click *[Register]*

— Notification Details

Message

Message to Beneficiary

Appears on payee's statement

Instruction for Debtor Agent

Beneficiary Advice

Beneficiary e-mail Address

- Separate e-mail addresses with ;  
- Up to 2 e-mail addresses

Contents

Register

Back to Previous

Cancel

# Step #8: Apply the Payment Instruction

❑ Click [Apply]

Transaction Information

Transaction List

New

#	All		Beneficiary Name	Beneficiary Account No.	Amount
1	<input type="checkbox"/>		ABC CORP	1234567890	PHP 1,000.00

Total Amount / Number of Transactions

Currency	Total Amount	Total Number of Transactions
PHP	1,000.00	1

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

Apply

Save as Draft

Back to Previous

Cancel

## Step #9: Choose an Approval Flow

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

Creation: Confirm TR200107

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 \*

- ❑ To complete the application, click *[Confirm]*
- ❑ After confirming the payment instruction, the status should be '**Applied**' and it will be queued for approval.

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](mailto:cmsph_support@ph.mufg.jp)

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