Global Payment Hub

Swift MyStandards User Guide

November 6, 2023 Ver1.0

COMSUITE
GLOBAL TRANSACTION BANKING SOLUTIONS

MUFG Bank, Ltd.
Transaction Banking Division
A member of MUFG, a global financial group

MUFG

Preface

About this document

This document explains how to use Swift MyStandards for Global Payment Hub (“GPH”) provided by MUFG Bank, Ltd ("MUFG Bank")

Notes

- ✧ MyStandards is a standards management tool operated by Swift and is not owned by MUFG.
- ✧ For the above reason, the screenshots in this document may differ from the actual screen due to enhancement by Swift.

Intended User

This document is for the following User:

- GPH customers who applies some payment service with MT or MX format option

Related documentation provided by Swift

It is recommended to access Service Description before getting started.

- Service Description
- Swift MyStandards User Guide
- Swift MyStandards Readiness Portal User Guide
- Swift MyStandards FAQ

Revision History

Date	Version	Updated contents
2023/11/1	1.0	First edition

Table of Contents

I. Introduction 5
1. What is Swift MyStandards? 6
1) Overview 6
2) Benefits 7
2. GPH Implementation Procedure in Swift MyStandards 9

II. Getting Started 10
1. Create account 11
1) Swift.com Account 11
2) Swift MyStandards Account 12
2. Swift MyStandards Login 13
3. Join the Community for Usage Guidelines and Portals 14
1) Process Overview 14
2) Detailed Process 14

III. How to use Usage Guidelines 17
1. Data specification storage structure of MUFG 18
1) Structure Overview 18
2) Naming Convention for Collection and Usage Guideline 19
2. How to Obtain All Information to Start Your Development 21
3. Access to Collection and Usage Guideline 22
4. Confirm the Specification on Web screen 24
1) Display Details of a Usage Guideline 24
2) Content view vs. Result view 26
3) Important Notes on Use 27
5. Confirm the Specification with Export Functionality 29
1) What is Export Functionality? 29
2) Our Recommendation 29
3) Download/Export Excel file of Usage Guideline 29
4) Download/Export PDF File of Usage Guideline 32
5) Download/Export XSD file of Usage Guideline 33
6. Obtain All Related Materials 35
7. Confirm the Specification with Compare Functionality 36
1) What is Compare Functionality? 36
2) How to use Compare Functionality? 36

IV. How to use Readiness Portals 37
1. Access to Readiness Portal 38
2. Validate Sample Messages on Swift MyStandards 40
1) Upload the sample message 40
2) Confirm the result of validation 40
3) Investigate the cause of the error 41
4) Modify the sample message and re-test 42
3. Restriction of Readiness Portal for GPH 43
1) For MX format 43
2) For MT format 45

V. How to Get Notifications from Swift MyStandards 46
1. Get Notification Email Automatically 47
2. Get Information on Swift MyStandards Web Screen 49

VI. How to Request Support from MUFG 51

1. Contact your MUFG Representative via Email 52
2. Contact Helpdesk via Swift MyStandards (Unrecommended) 53

VII. Appendix 56

1. FAQ 57
2. Glossary 58

Disclaimer 60

I. Introduction

1. What is Swift MyStandards?

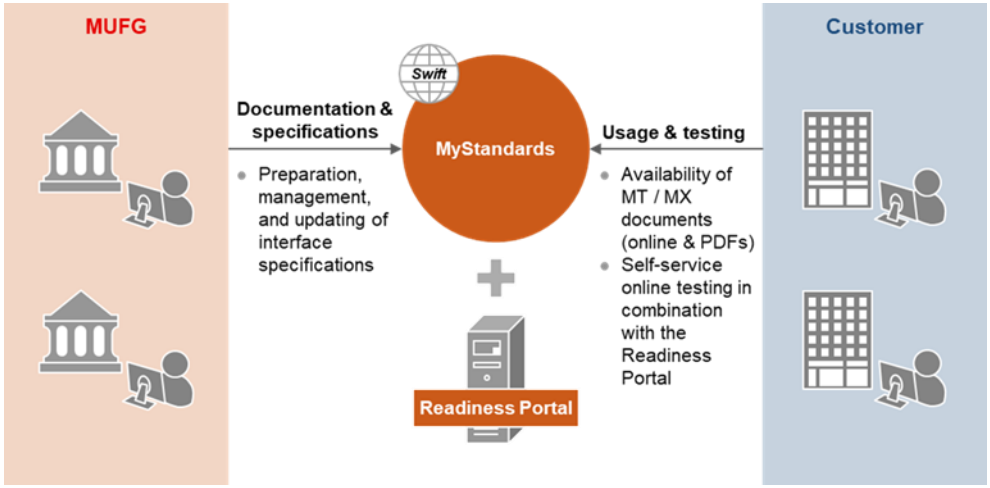
- **Swift MyStandards is a standards management tool operated by Swift and is not owned by MUFG.**
- **For the above reason, the detailed explanation about Swift MyStandards should be referred to related documentations provided bySwift in Preface of this manual.**

1) Overview

1.1 Fundamental Concepts of Swift MyStandards:

- "Swift MyStandards" is a collaborative web platform that helps banks, market infrastructures, and market practice groups to create, publish and share their message specifications and interface specifications with ease.

This service enables unified management of specification information and test verification by customers using Swift MyStandards (Readiness Portal) provided by Swift.



1.2 By using "MUFG Swift MyStandards," you will be able to:

- Find documents related to MUFG GPH (Global Payment Hub) including interface specifications and lists of status codes for international payments and some local-based payments.
- Automatically verify the accuracy of the sample messages with Swift MyStandards online.

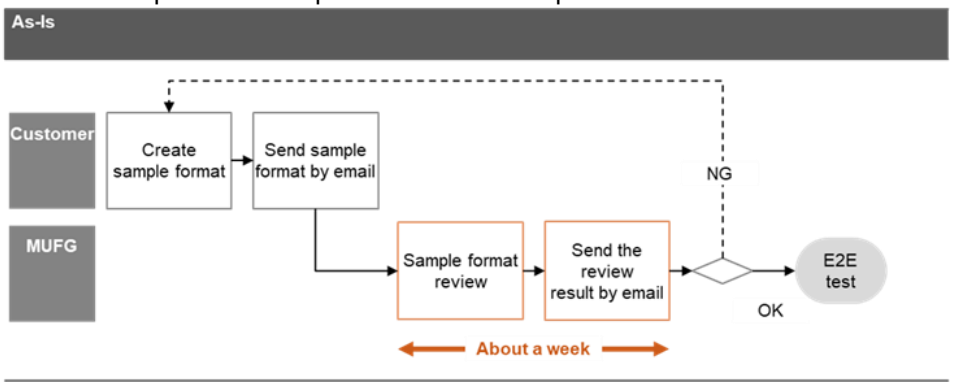
2) Benefits

2.1 Validation of sample format is always available:

- Customers can perform sample format test by themselves using Readiness portal.

Without Swift MyStandards;

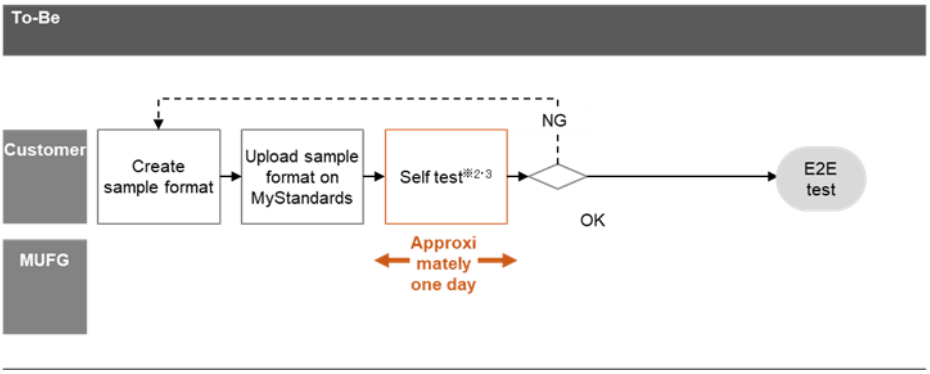
- ✧ Customer needs to send sample format to MUFG by email.
- ✧ MUFG's PIC manually checks if the customer's sample format meets MUFG's specification rules and provides feedbacks through email.
- ✧ Time required for sample format review depends on PIC's availabilities.



- **Input rules such as fixed values, number of digits, and date can be verified within Swift MyStandards, but <u>some details need to be checked with your MUFG representative</u>.**

By using Swift MyStandards;

- ✧ Customers will directly upload sample formats to Swift MyStandards Readiness Portal.
- ✧ Swift MyStandards will automatically validate the formats and provide feedbacks within a few minutes.



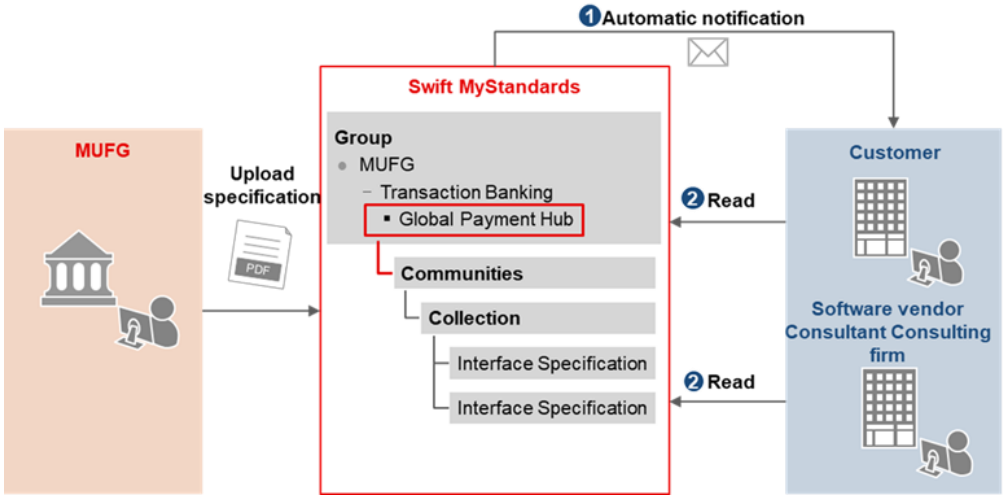
2.2 Latest interface specifications are always available:

- The latest MUFG interface specifications can always be confirmed on Swift MyStandards.

- **Please change Collection setting to "Following" to receive notifications.**
- **For details, please refer toV-1. Get notification email automatically.**

1 Automatic Notification
Customers can receive Automatic notification emails by Swift MyStandards when specifications are modified.

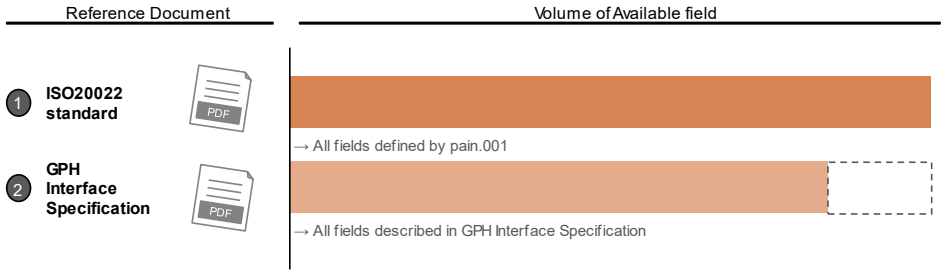
2 Read
Not only customers themselves but software venders and consultants can directly view the latest MUFG Specifications under each collection on Swift MyStandards.



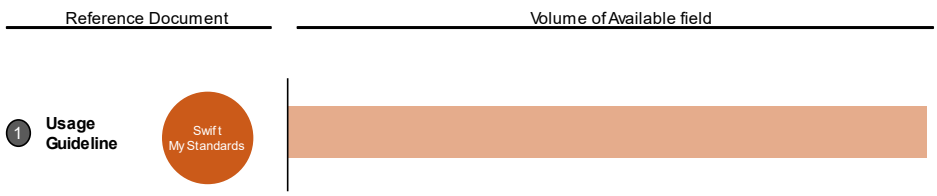
2.3 Reduce the workload of requirement definition phase in development:

- By checking the Bank's data specification via Swift MyStandards, the workload of comparing available fields of Bank's data specification and the original format specification will be unnecessary.

Without Swift MyStandards
(e.g. In case create payment instruction file with pain.001.001.03)

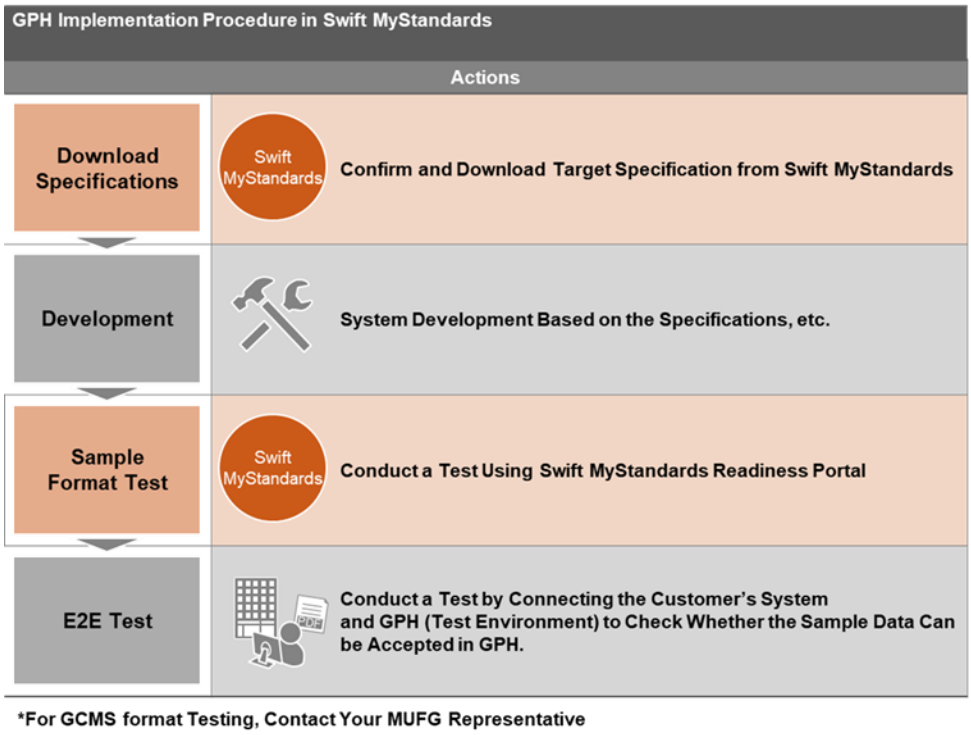


With Swift MyStandards
(e.g. In case create payment instruction file with pain001.001.03)



2. GPH Implementation Procedure in Swift MyStandards

- **Download and Confirm data specifications via Swift MyStandards**
- **Conduct Sample Format Test**
  Please note that Input rules such as fixed values, number of digits, and date can be verified with Swift MyStandards, but some details need to be checked with your MUFG representative.



II. Getting Started

1. Create account

- **Swift MyStandards is available in the swift.com infrastructure.**
- **Customers who are subscribed to Swift MyStandards and Swift MyStandards Readiness Portal will not have access to other restricted areas on swift.com.**

✧ There are two ways to access to Swift MyStandards as below.
1) Be a Swift.com user
2) Be a subscriber of Swift MyStandards

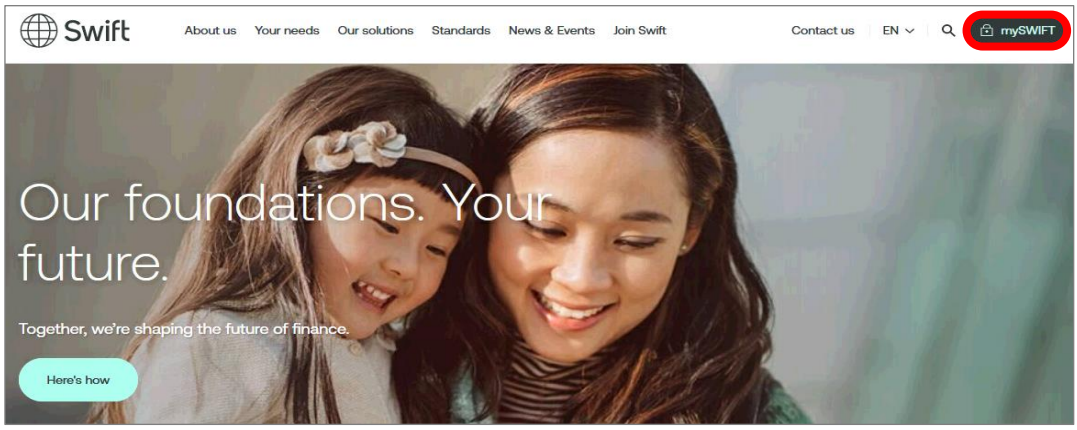
✧ Please skip to Chapter I-2 “Swift MyStandards Login” if Swift.com or Swift MyStandards accounts are already available.

✧ Please choose either way and find the descriptions on how to create an account.

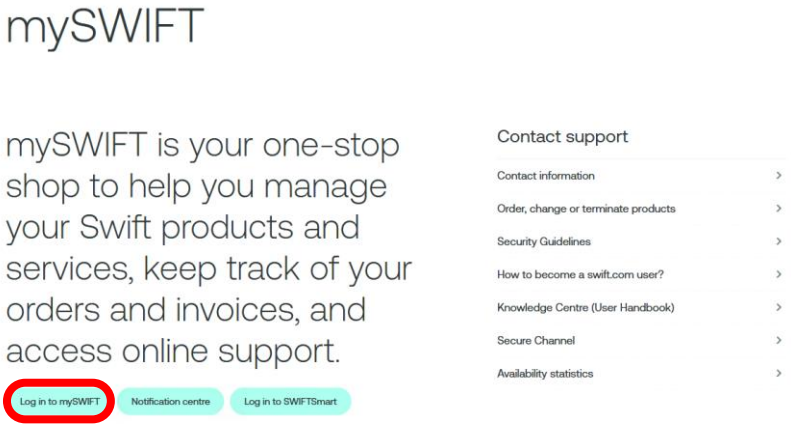
1) Swift.com Account

1.1.1 Go to www.swift.com

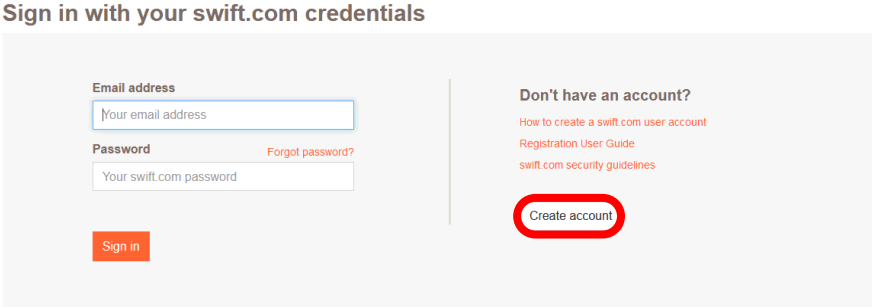
1.1.2 Click on “mySWIFT”



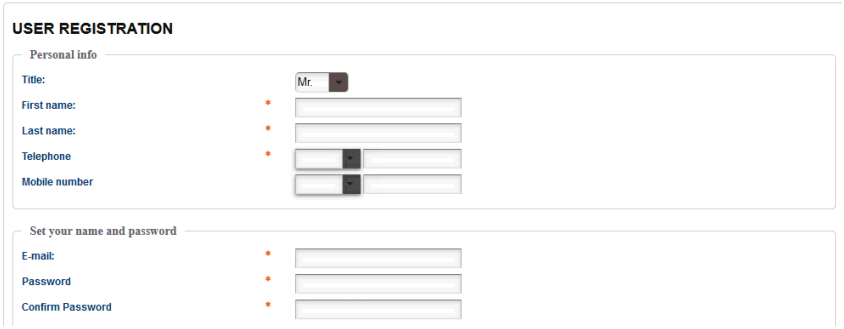
1.1.3 Click on “Log in to mySWIFT”



1.1.4 Click on “Create account”



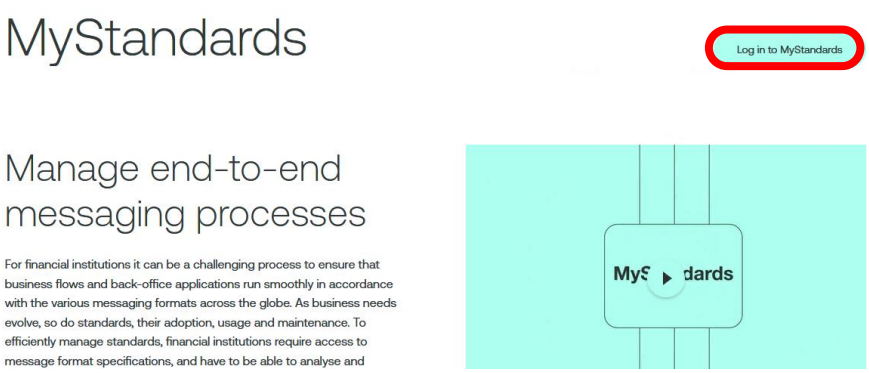
1.1.5 Fill in the mandatory fields and follow the instructions in the registration process.



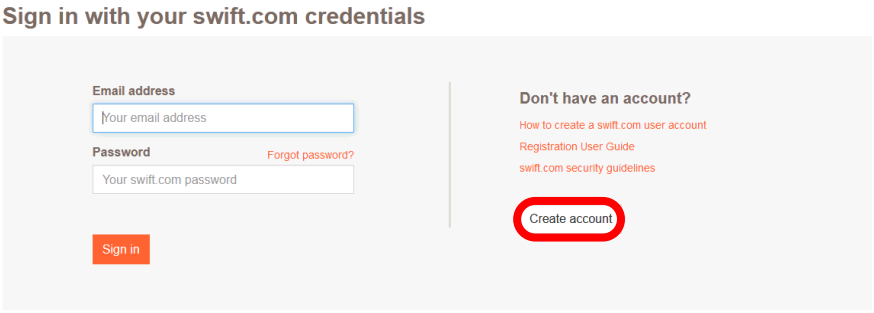
2) Swift MyStandards Account

1.2.1 Go to https://www.swift.com/standards/Swift MyStandards-and-swift-translator

1.2.2 Click on “Log in to Swift MyStandards”



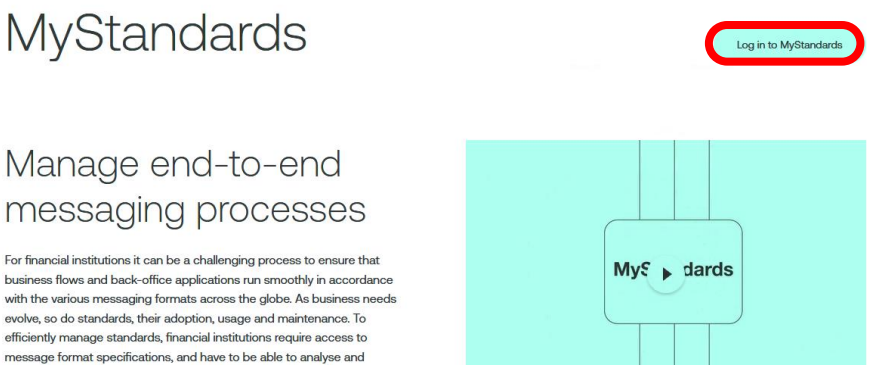
1.2.3 Click on “Create account”



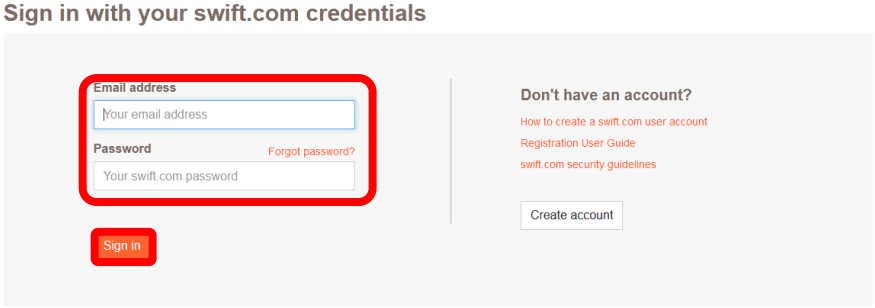
1.2.4 Fill in the mandatory fields and follow the instructions in the registration process.

2. Swift MyStandards Login

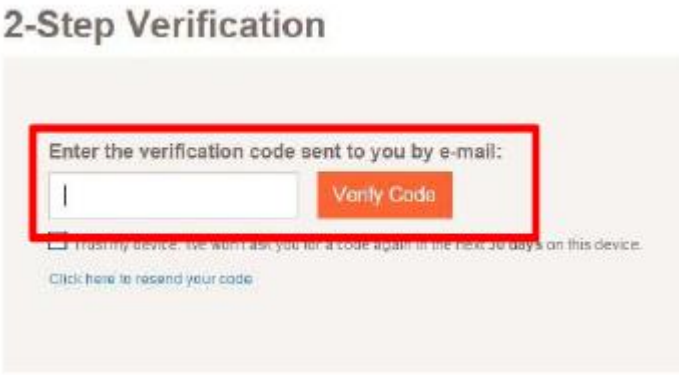
2.1. Go to https://www.swift.com/standards/Swift MyStandards-and-swift-translator.
2.2. Click on “Log in to Swift MyStandards”.

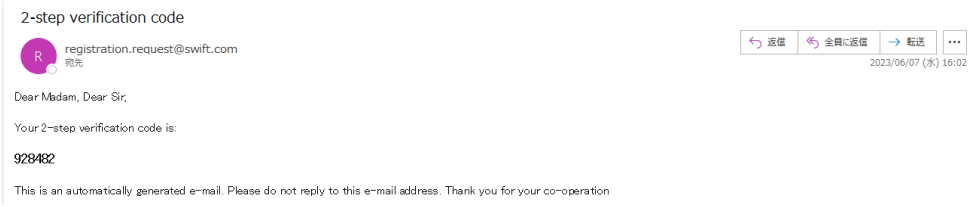


2.3 Sign in with filling in your Email address and Password.



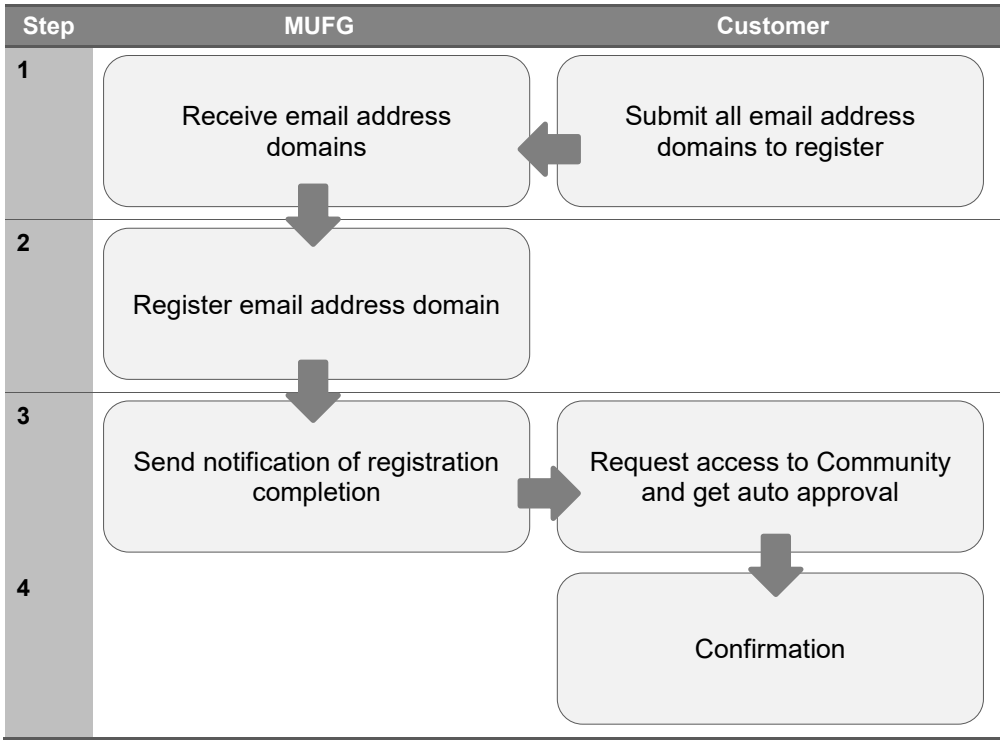
2.4 Verify your account by entering the verification code.
(The verification code will be sent by email or SMS based on your registration.)





3. Join the Community for Usage Guidelines and Portals

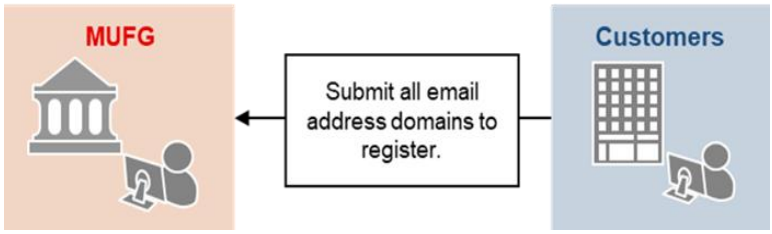
1) Process Overview



2) Detailed Process

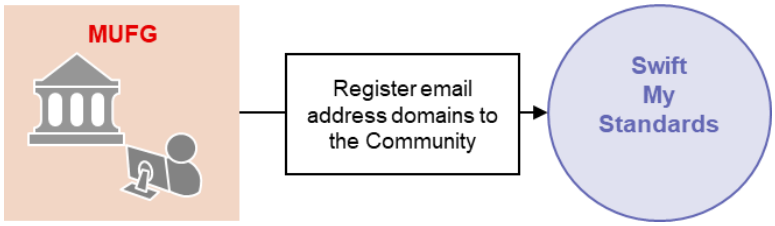
Step1. Submit all email address domains to register.

- Please submit all email address domains to register to your MUFG representative.



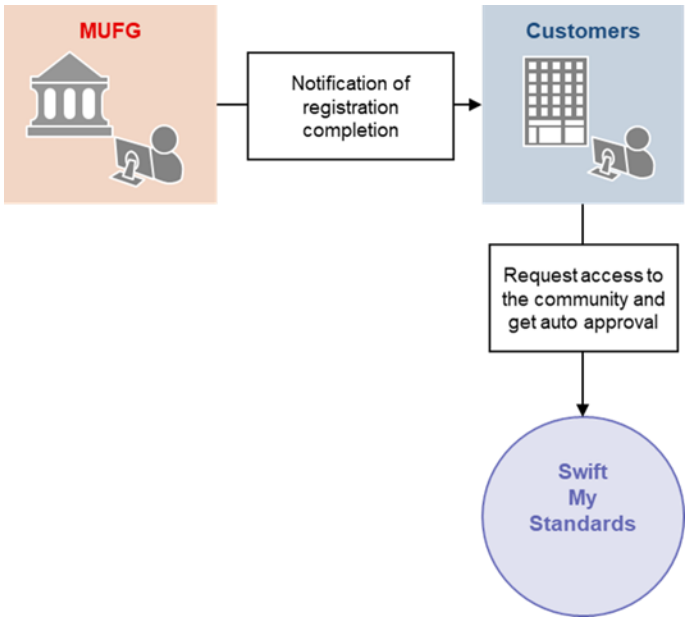
Step2. Register email address domain

- MUFG representative will register the submitted email address domains to Swift MyStandards.

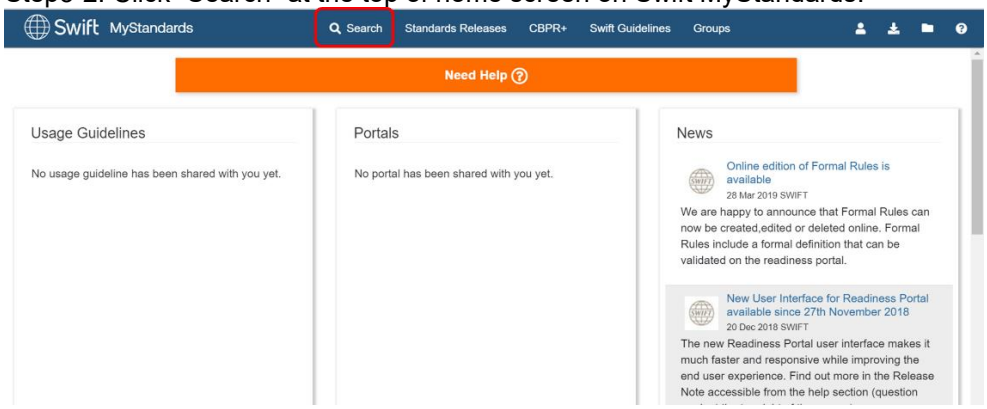


Step3. Request access to Community and get auto approval

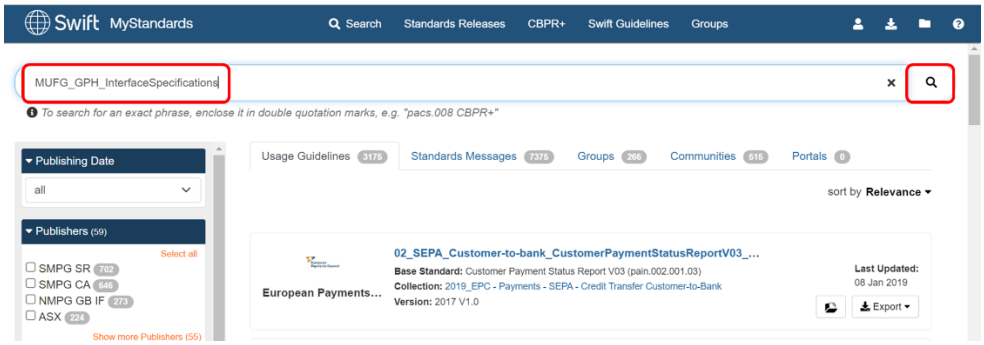
- Once you get the notification of email address domain registration being completed from your MUFG representative, please request access to the community you wish to join and get auto approval.



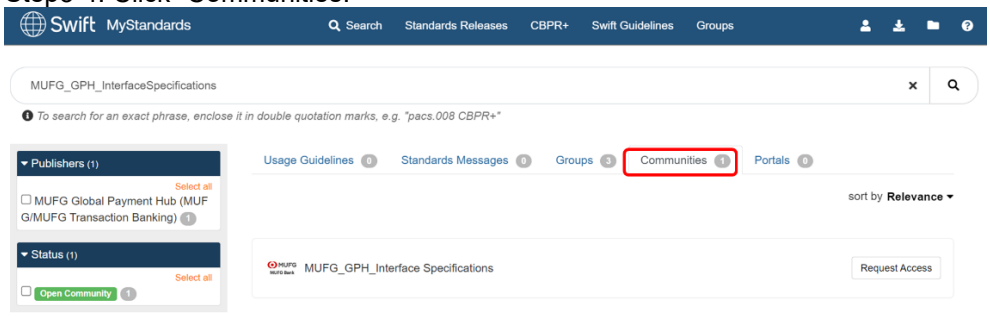
Step3-1. Log in to Swift MyStandards (Refer to II-2. Swift MyStandards login) .
Step3-2. Click “Search” at the top of home screen on Swift MyStandards.



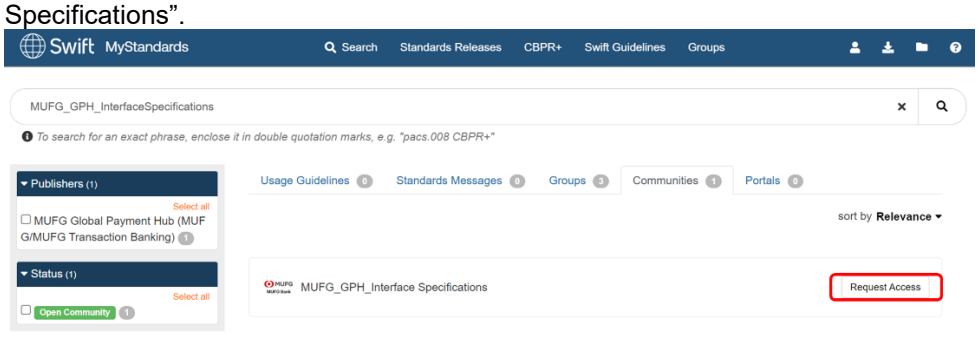
Step3-3. Click the search bar, enter “MUFG_GPH_Interface Specifications” and Click “ ”.



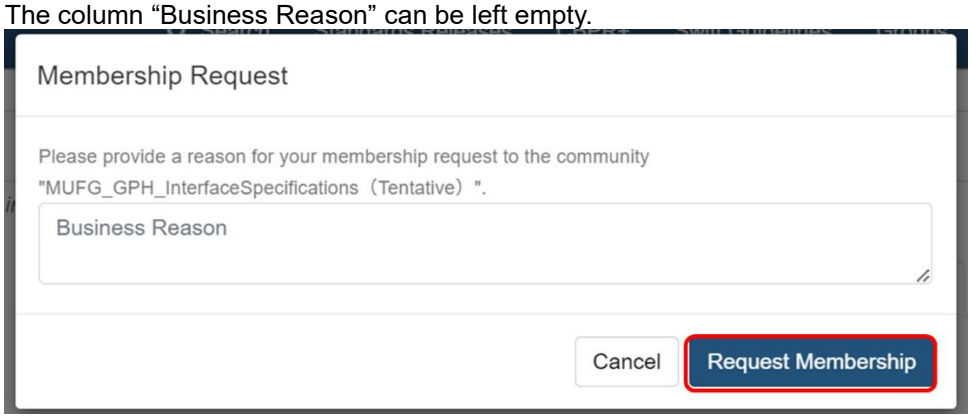
Step3-4. Click “Communities.



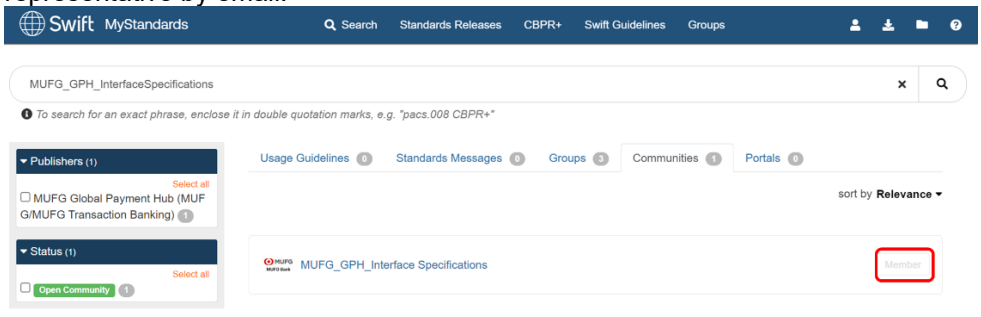
Step3-5. Click “Request Access” at the right of “MUFG_GPH_Interface Specifications”.



Step3-6. Click “Request Membership”.
The column “Business Reason” can be left empty.



Step3-7. Confirm that the “Request Access” button changes to “Member”.
If the status does not change in few minutes, please contact your MUFG representative by email.

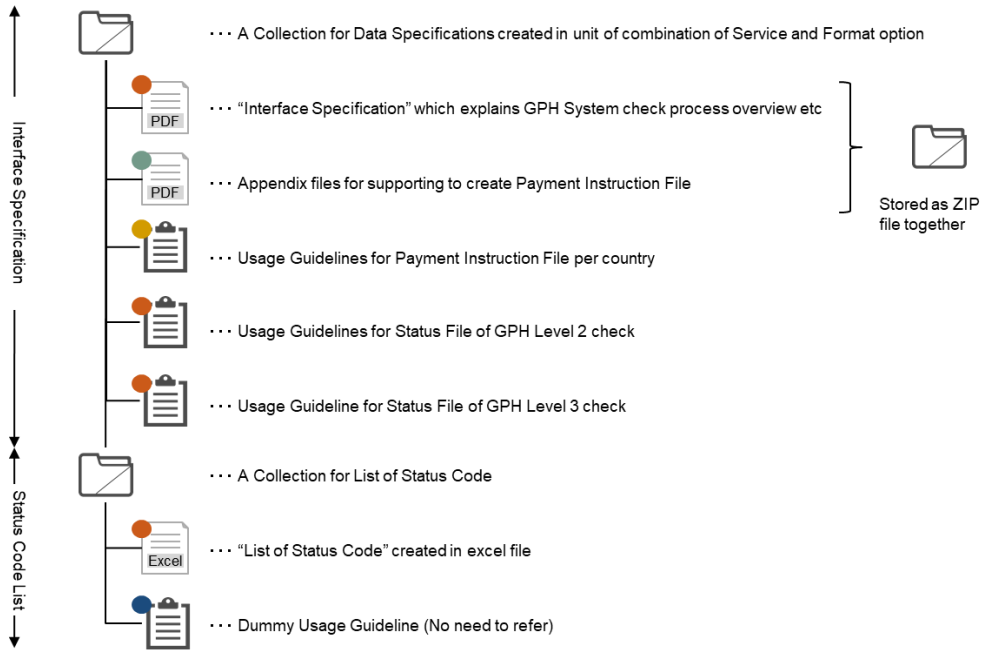


III. How to use Usage Guidelines

1. Data specification storage structure of MUFG

1) Structure Overview

All information you should gain are shown below. Please find the 1) Interface Specification of GPH service you would like to apply and 2) Status Code List from each collection.



<Legends>

Color	Description
Orange	✓ It is mandatory required to confirm this document / Usage Guideline. ✓ They are stored in all collections for Interface Specification.
Yellow	✓ It is mandatory required to confirm this Usage Guideline. ✓ They are stored in all collections for Interface Specification. ✓ Unit of Usage Guideline for Payment Instruction File are described in Chapter III-1-2) Naming Convention for Collection and Usage Guideline.
Green	✓ It is mandatory required to confirm this document if it is stored.
Blue	✓ No need to refer this Usage Guideline.

2) Naming Convention for Collection and Usage Guideline

2-1 Collection

- Collection is the logical organization of related usage guidelines, typically representing the associated business process message flow.
- MUFG has created collections in units of combination of service name and format option.
- Please don't forget to download List of Status Code which is the description of status codes reflected in status files such as pain.002.001.10 and MT199 because List of Status Code is stored in the Collection for List of Status Code separately. It cannot be found in the same Collection for Payment Institution File and Status File.

[Pattern 1] Payments Service

Parameter	Description	Example
1	Institution Name	MUFG (Fixed Value)
2	Product Name	GPH (Fixed Value)
3	Service Name	Payments (Fixed Value)
4	Region	Japan / AsiaOceania / Europe etc.
5	Format	pain.001.001.03 / MT101 etc.
6	Structured / Unstructured	Structured / Unstructured

[Pattern 2] Low Value Payment Service

Parameter	Description	Example
1	Institution Name	MUFG (Fixed Value)
2	Product Name	GPH (Fixed Value)
3	Service Name	SEPACreditTransfer / JapanZenginPayment etc.
4	Format	pain.001.001.03 / MT101 etc.
5	Structured / Unstructured (If necessary)	Structured / Unstructured

[Pattern 3] List of Statue Code

Parameter	Description	Example
1	Institution Name	MUFG (Fixed Value)
2	Product Name	GPH (Fixed Value)
3	Service Name	ListOfStatusCode (Fixed Value)

2-2 Usage Guideline

- Usage Guideline is a description of how base standards should be used in certain specific business contexts. This notion covers a variety of terms recognized in the industry: market practice, implementation guideline, formatting rule, recommendation, functional specification, or template.
- MUFG has created collections in units of combination of service name and format option.
- Usage Guideline for both Payment Instruction File and Status File are stored in the same collection.

[Pattern 1] Payments Service

Parameter	Description	Example
1	Institution Name	MUFG (Fixed Value)
2	Product Name	GPH (Fixed Value)
3	Service Name	Payments (Fixed Value)
4	Country	Japan / Singapore / UnitedKingdom etc
5	Format	pain.001.001.03 / MT101 etc
6	Structured / Unstructured	Structured / Unstructured
7	Return Level of Status File *(Only for pain.002 and MT199)*	Lv2 / Lv3

[Pattern 2] Low Value Payment Service

Parameter	Description	Example
1	Institution Name	MUFG (Fixed Value)
2	Product Name	GPH (Fixed Value)
3	Service Name	SEPACreditTransfer / JapanZenginPayment etc.
4	Country (If necessary)	India / Malaysia / Vietnam / Philippine etc.
	Payment Type	PI / Bulk / International etc.
5	Format (If necessary)	pain.001.001.03 / MT101 etc.
6	Structured / Unstructured (If necessary)	Structured / Unstructured
7	Return Level of Status File *(Only for pain.002 and MT199)*	Lv2 / Lv3

[Pattern 3] List of Statue Code

Parameter	Description	Example
1	Institution Name	MUFG (Fixed Value)
2	Product Name	GPH (Fixed Value)
3	Service Name	ListOfStatusCode
4	No need to refer this Usage Guideline. All you should do is to download the attached documents in the same collection.	Dummy (Fixed Value)

2. How to Obtain All Information to Start Your Development

Step	Action	Obtained Information	Reference
1	Via e-mail, ask your MUFG representative all the name of GPH service you would like to apply for.	● All name of GPH Service you would like to apply for.	-
2	Access Swift MyStandards.	-	II-2
Obtain Interface Specifications per Service If two or more service and/or account will be applied for, please repeat Step3 to Step7.			
3	Access Collection for Interface Specification.	-	III-3
4	Obtain the attached ZIP file in Collection.	● GPH Interface Specification – System Check Process Overview – Data Specification for Status File of GPH Level 1 check – System Check Specifications ● Appendix document	III-6
5	Access Usage Guideline for Payment Instruction File.	● Usage Guideline for Payment Instruction File – Screen view – Excel File – PDF File – XSD File	III-4 III-5
6	Access Usage Guideline for Status File of GPH Level 2 check.	● Usage Guideline for Status File of GPH Level 2 check – Screen view – Excel File – PDF File – XSD File	III-4 III-5
7	Access Usage Guideline for Status File of GPH Level 3 check.	● Usage Guideline for Status File of GPH Level 3 check – Screen view – Excel File – PDF File – XSD File	III-4 III-5
Obtain List of Status Code			
8	Access Collection for List of Status Code.	-	III-3
9	Obtain the attached PDF file in Collection.	● GPH_StatusCode_yyyymmdd.pdf	III-6

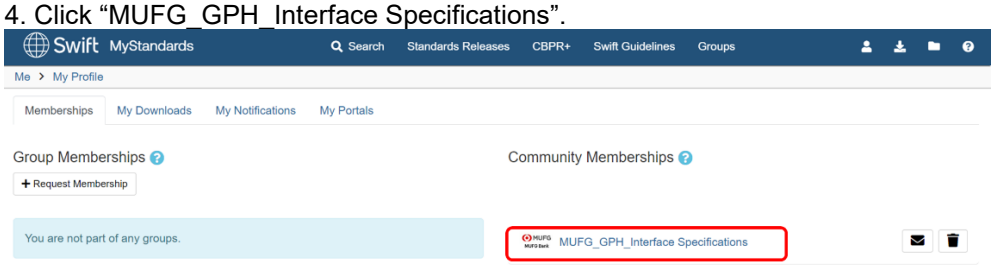
3. Access to Collection and Usage Guideline

1. Log in to Swift MyStandards (Refer to II-2. Swift MyStandards login).

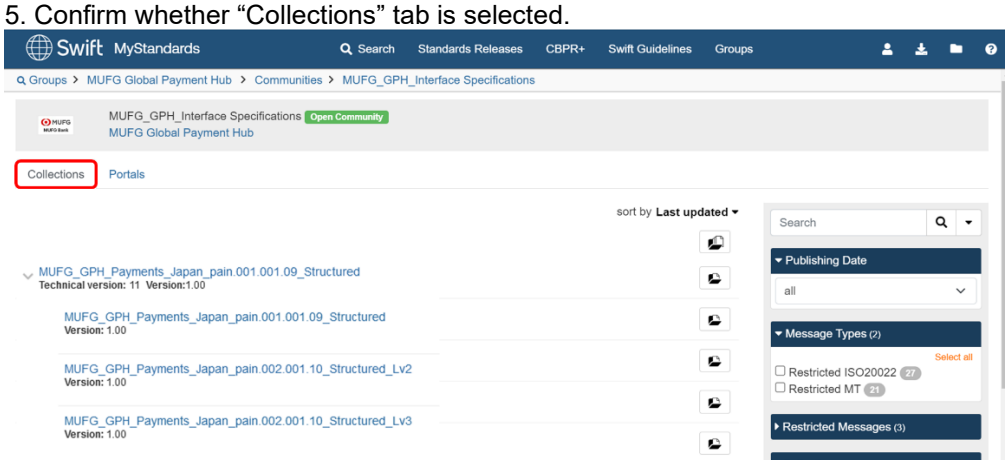
2. Click “” at the top of home screen on Swift MyStandards.

3. Click “My Profile”.

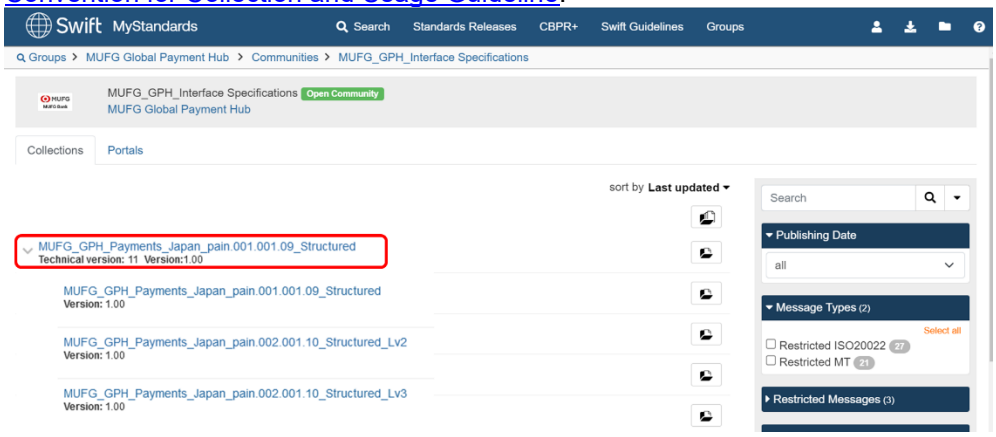
4. Click “MUFG_GPH_Interface Specifications”.



5. Confirm whether “Collections” tab is selected.



6. Click the Collection you would like to check by referring to III-1-2) Naming Convention for Collection and Usage Guideline.



7. Click the Usage Guideline you would like to check by referring to III-1-2) Naming Convention for Collection and Usage Guideline.

4. Confirm the Specification on Web screen

- **Do not forget to confirm information written in (NOTE) in the detailed information of Usage Guideline. There are some errors that could not be detected by Readiness Portal of Swift MyStandards.**
- **This occurs with the differences between the validation logic of Swift MyStandards and the one for GPH.**

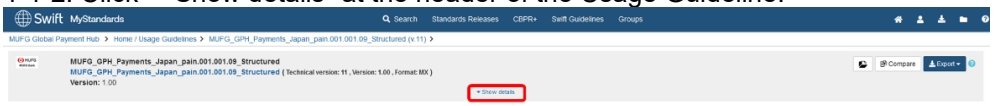
1) Display Details of a Usage Guideline

1-1. Information in header

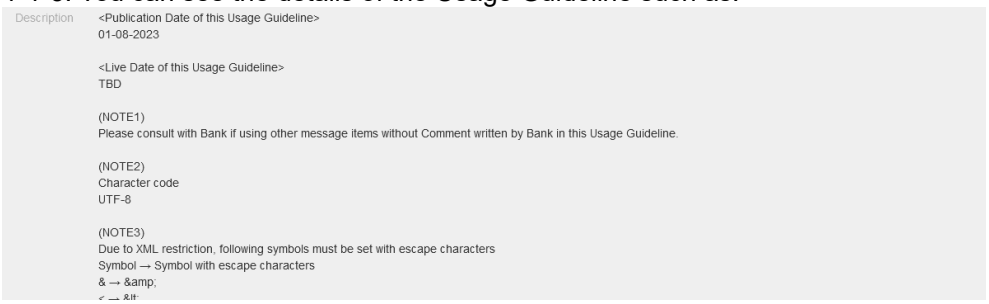
- The following basic information of Usage Guideline could be checked in the header.
  - Name of Collection
  - Name of Usage Guideline
  - Version of Usage Guideline
- You can also check:
  - Latest Publication Date
  - Latest Live Date
  - (NOTE): Important Note for creating payment instruction file

1-1-1. Display the Usage Guideline you wish to confirm. For steps to find the Usage Guideline, please refer to III-1-2) Naming Convention for Collection and Usage Guideline.

1-1-2. Click “Show details” at the header of the Usage Guideline.

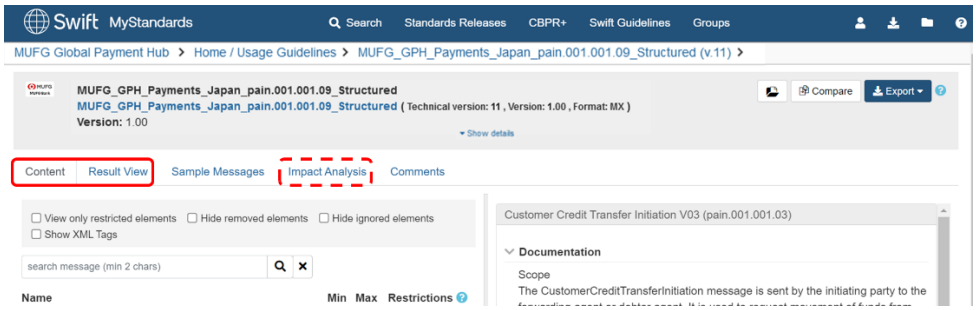


1-1-3. You can see the details of the Usage Guideline such as:



1-2. Different tabs in the Usage Guideline

- The following different tabs are provided by Swift as standard features.
  - Content
  - Result View
  - Sample Messages
  - Impact Analysis (For premium license user only)
  - Comments
- Only the following tabs are available for Usage Guideline of MUFG.
  - Content
  - Result View
  - Impact Analysis (For premium license user only).



- **"Is Removed" defines that this is an optional field or element that cannot be populated.**

  GPH will REJECT your payment instruction file if these fields or elements are used.
- **"Is Ignored", defines that this field or element may be populated but does not reach the receiver.**

  GPH will ACCEPT your payment instruction file if these fields and elements are used.

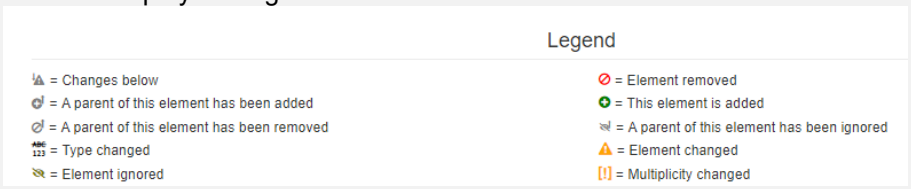
2) Content view vs. Result view

There are two models to confirm the content of Usage Guideline provided by Swift. Please confirm 1) Content Model at first to explore all Restrictions settings in MUFG format and then, 2) Result View Model to see the tags available in MUFG format.

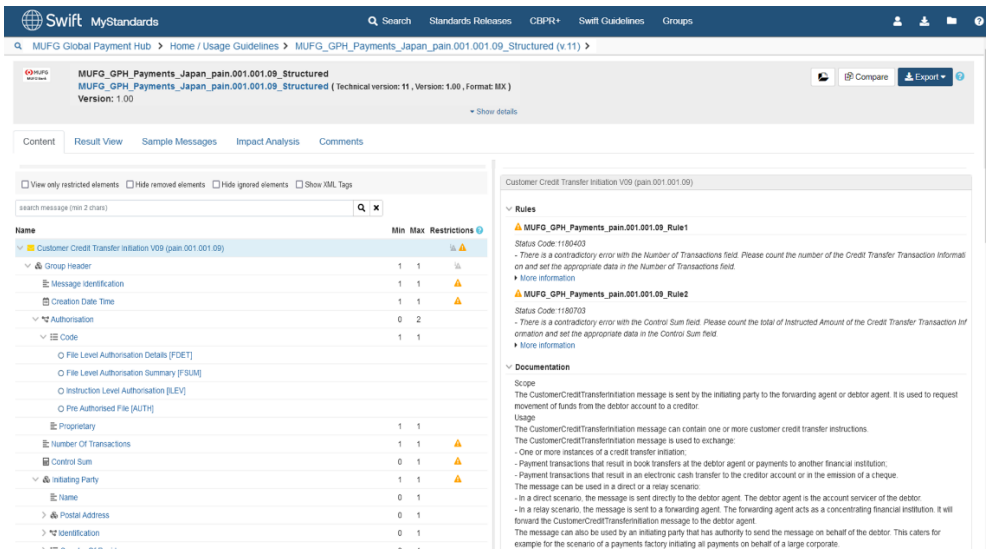
2-1. Content Model

Content Model shows all the restrictions made to the basic ISO20022 message.

- "" will display the legends as shown below:

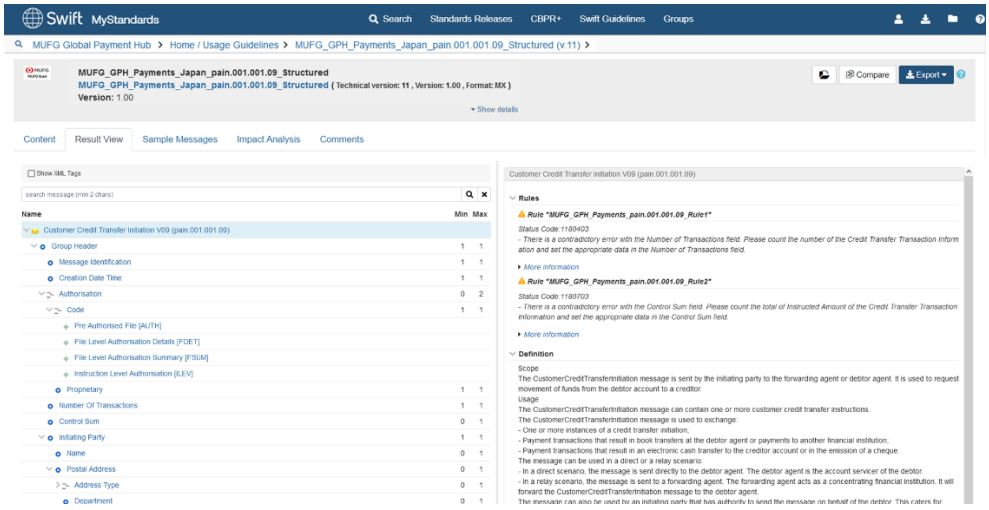


- The original message values will be displayed. (e.g. multiplicity on the Min – Max columns.)
- The right side shows the ISO definition values for each tag (multiplicity, data type, etc.) as well as the changes that are made. Changes are always marked with the sign "".



2-2. Result View Model

- Result View Model shows only the restrictions registered by the author of Usage Guidelines.
- Restriction column is not shown
- Displays the multiplicity defined in the Usage Guideline
- The original datatype is not displayed. ; Only the applied 'Type' is exposed
- The "⚠" sign only appears when an annotation, a textual rule or a formal rule have been applied to a tag.



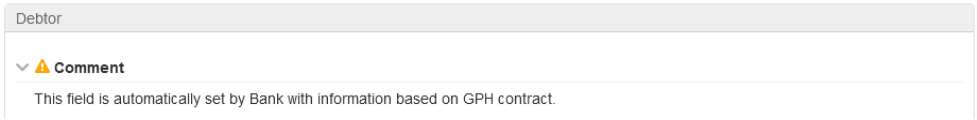
3) Important Notes on Use

For specific GPH definition per each tag, two types of rules will be added.

3-1. Textual Rule

- It is documented inside Swift MyStandards in a textual form
- It is present across the documentation chain
- It cannot be tested in the Readiness Portal
- Some textual rule can be validated in GPH, but some cannot.
  (See the note described in the left of III-4-1) Display details of a Usage Guideline)

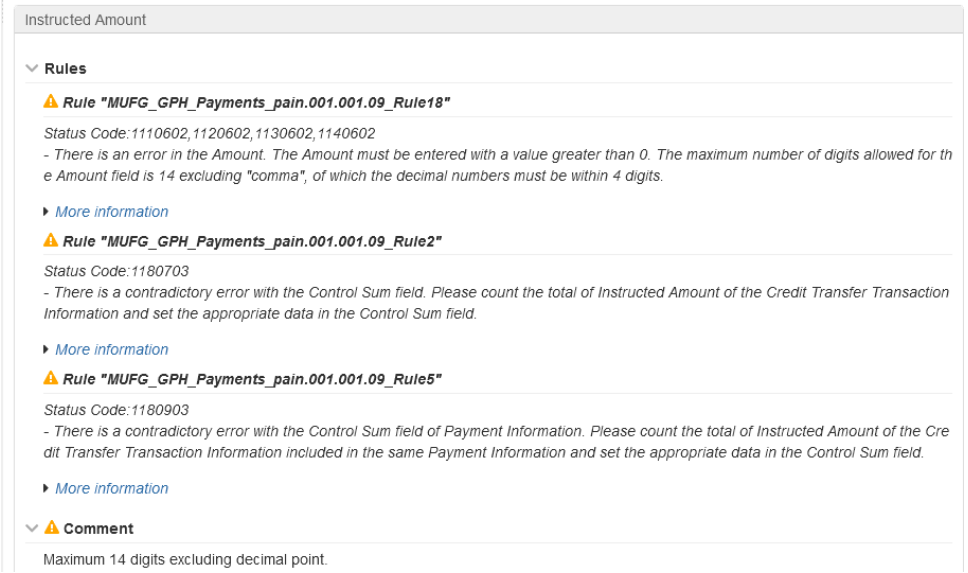
(e.g. <Dbtr> tag)



3-2. Formal Rule

- It is a cross-element rule that can be tested in the Readiness Portal
- It will be validated in GPH.
  (Please note that a few formal rules have validation logic different from GPH)

(e.g. <InstrdAmt> tag)



5. Confirm the Specification with Export Functionality

1) What is Export Functionality?

This function is provided by Swift. A Usage Guideline may always be consulted online, but it is also possible to download or export different formats depending on your needs:

- an Excel spreadsheet
- a PDF version of the Usage Guideline
- the XML schema (XSD)

2) Our Recommendation

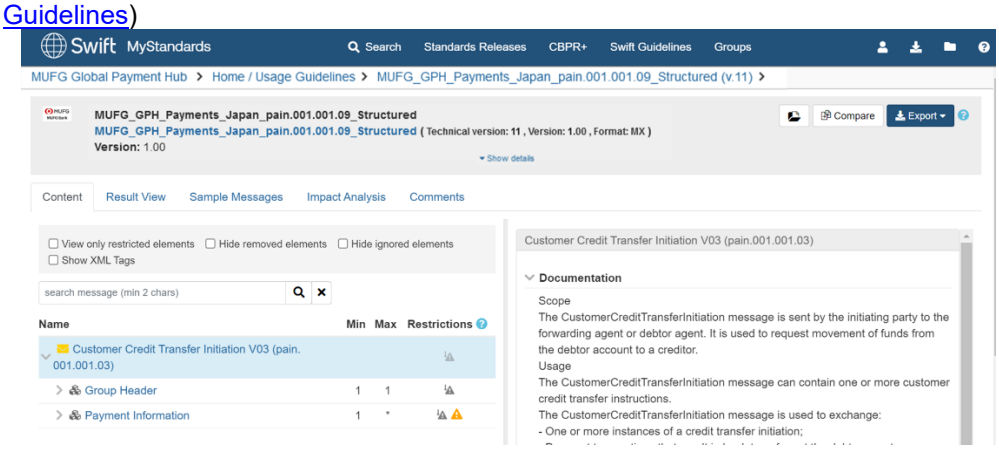
- If you would like to know:
  - GPH specific definition：Please find the Excel spreadsheet
  - Basic standard definition: Please find PDF version of Usage Guideline
- If you would like to reduce your workload for development in DD/CT phase:
  - Please utilize the XSD file

3) Download/Export Excel file of Usage Guideline

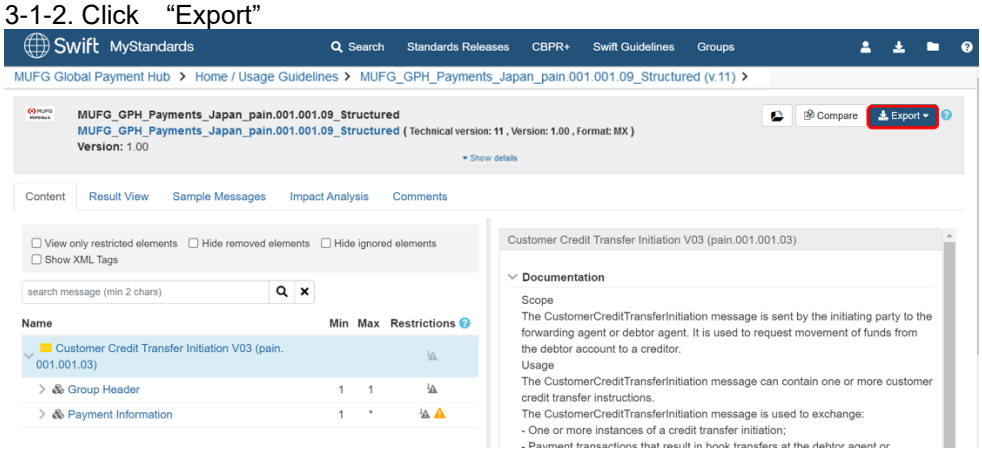
3-1. Download Excel file

- Excel file will be generated by Swift MyStandards automatically as Swift MyStandards standard function.

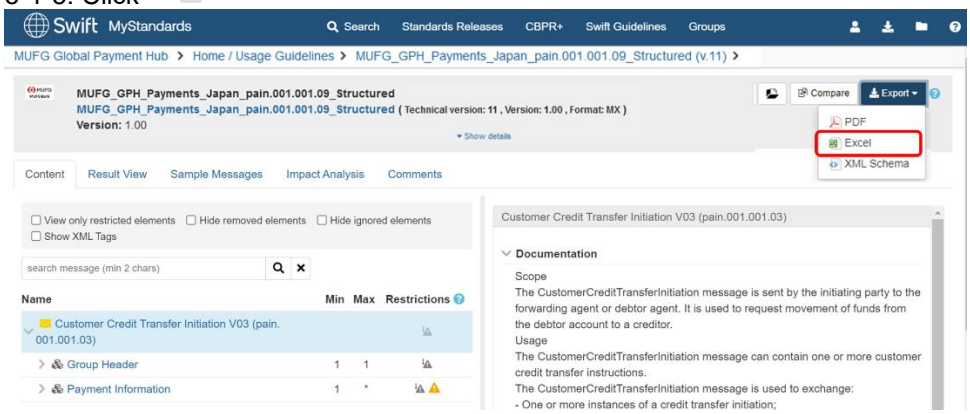
3-1-1. Access to Usage Guideline. (Refer to III-3. Access to Collection and Usage Guidelines)



3-1-2. Click “Export”



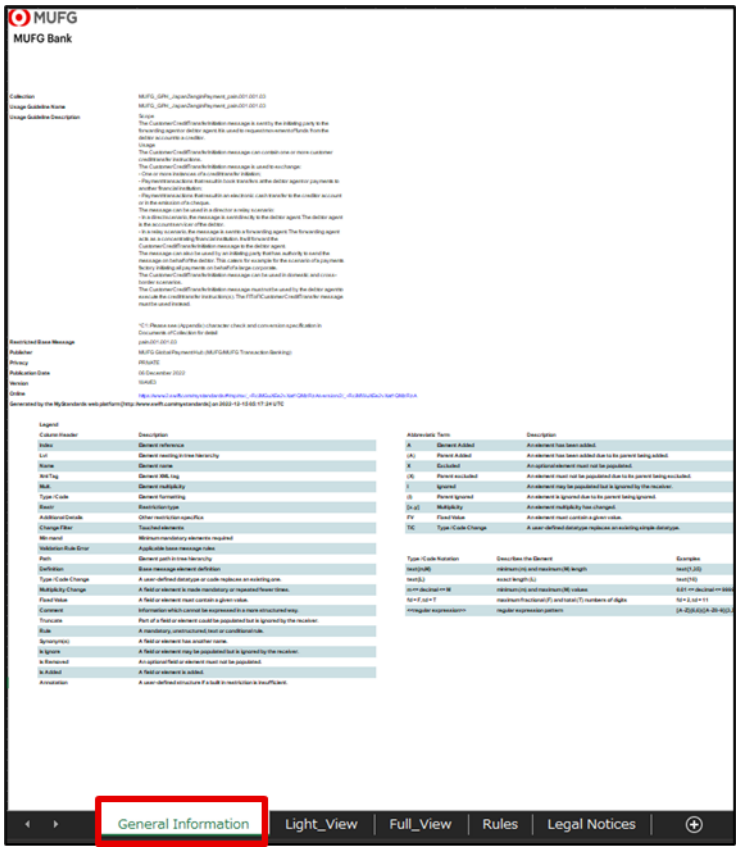
3-1-3. Click “ Excel ”



3-2. Confirm GPH specific definition

- The following description defines GPH specific definition on Excel.

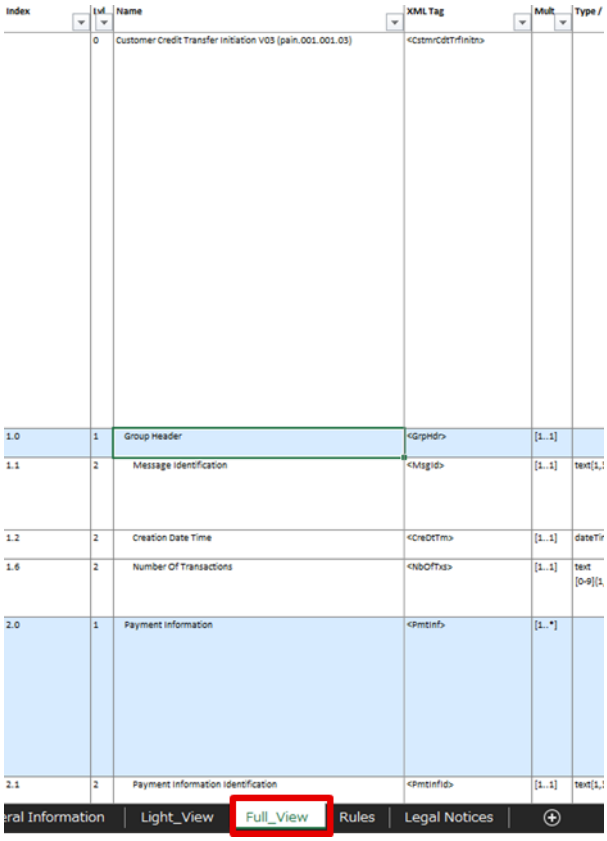
3-2-1. Select “General Information” sheet



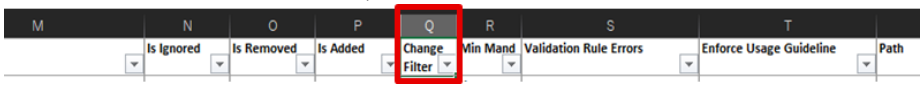
3-2-2. Confirm important notes with “Usage Guideline Description”

Usage Guideline Description	Scope The CustomerCreditTransferInitiation message is sent by the initiating party to the forwarding agent or debtor agent. It is used to request movement of funds from the debtor account to a creditor. Usage The CustomerCreditTransferInitiation message can contain one or more customer credit transfer instructions. The CustomerCreditTransferInitiation message is used to exchange: - One or more instances of a credit transfer initiation; - Payment transactions that result in book transfers at the debtor agent or payments to another financial institution; - Payment transactions that result in an electronic cash transfer to the creditor account or in the emission of a cheque. The message can be used in a direct or a relay scenario: - In a direct scenario, the message is sent directly to the debtor agent. The debtor agent is the account servicer of the debtor. - In a relay scenario, the message is sent to a forwarding agent. The forwarding agent acts as a concentrating financial institution. It will forward the CustomerCreditTransferInitiation message to the debtor agent. The message can also be used by an initiating party that has authority to send the message on behalf of the debtor. This caters for example for the scenario of a payments factory initiating all payments on behalf of a large corporate. The CustomerCreditTransferInitiation message can be used in domestic and cross-border scenarios. The CustomerCreditTransferInitiation message must not be used by the debtor agent to execute the credit transfer instruction(s). The FIToFICustomerCreditTransfer message must be used instead. *C1: Please see (Appendix) character check and conversion specification in Documents of Collection for detail If customer uses ordering party name / beneficiary name conversion option, above is applied to after the conversion data

3-2-3. Select “Full View” sheet



3-2-4. Filter “Yes” for column Q



■ **Do not forget to confirm other columns such as “Multiplicity Change”, “Comment”**

3-2-5. Only GPH specific definition will be displayed.

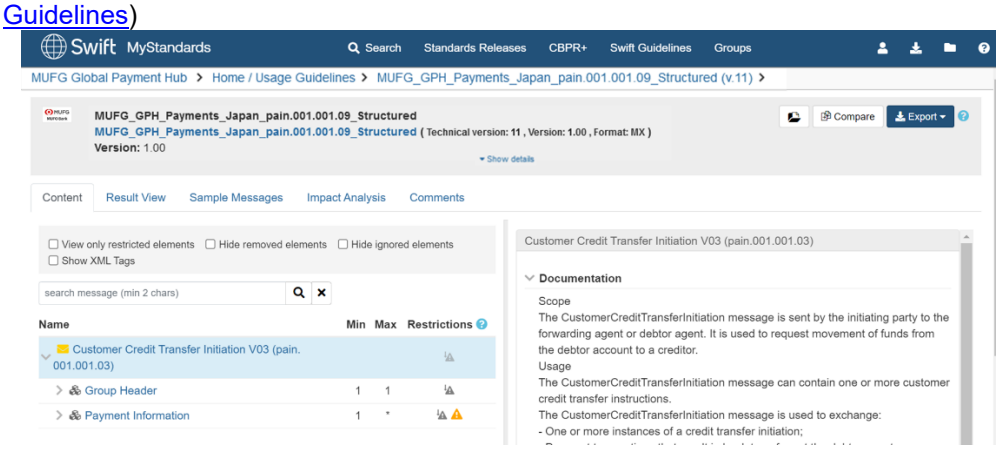
Lvl	Name	XML Tag	Mult	Type / Code	Re
0	Customer Credit Transfer Initiation V03 (pain.001.001.03)	<CstmrCdtTrfInitn>			
1	Group Header	<GrpHdr>	[1..1]		
2	Message Identification	<MsgId>	[1..1]	text{1,35}	
2	Creation Date Time	<CreDtTm>	[1..1]	dateTime	
2	Authorisation	<Authstn>	[0..2]	Choice	
3	Code	<Cd>	[1..1]	text	
4	Pre Authorised File			AUTH	
4	File Level Authorisation Details			FDET	
4	File Level Authorisation Summary			FSUM	
4	Instruction Level Authorisation			ILEV	
3	Proprietary	<Prtry>	[1..1]	text{1,128}	
2	Number Of Transactions	<NbOfTxs>	[1..1]	text [0-9]{1,15}	T/
2	Control Sum	<CtrlSum>	[0..1]	decimal td = 18 fd = 17	

4) Download/Export PDF File of Usage Guideline

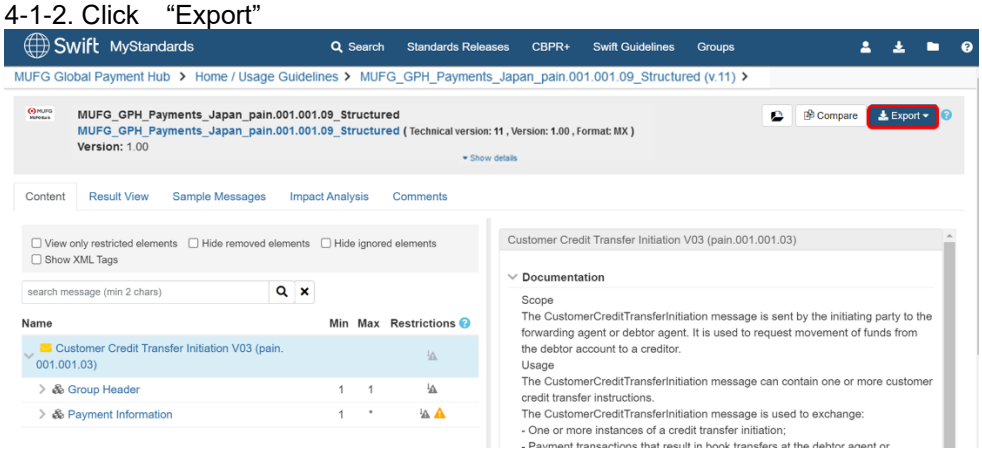
4-1. Download PDF file

- PDF file will be generated by Swift MyStandards automatically as Swift MyStandards standard function.

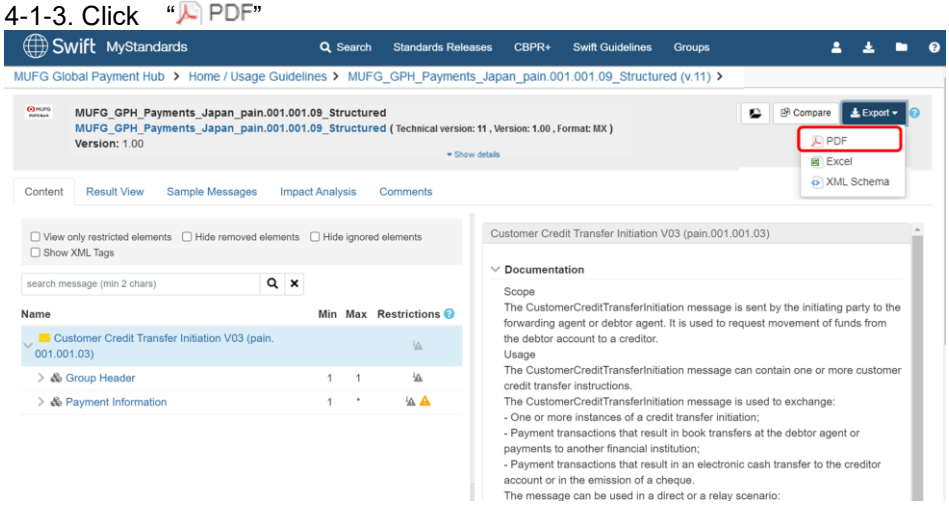
4-1-1. Access to Usage Guideline. (Refer to III-3. Access to Collection and Usage Guidelines)



4-1-2. Click “Export”



4-1-3. Click “PDF”



4-2. Base standard definition

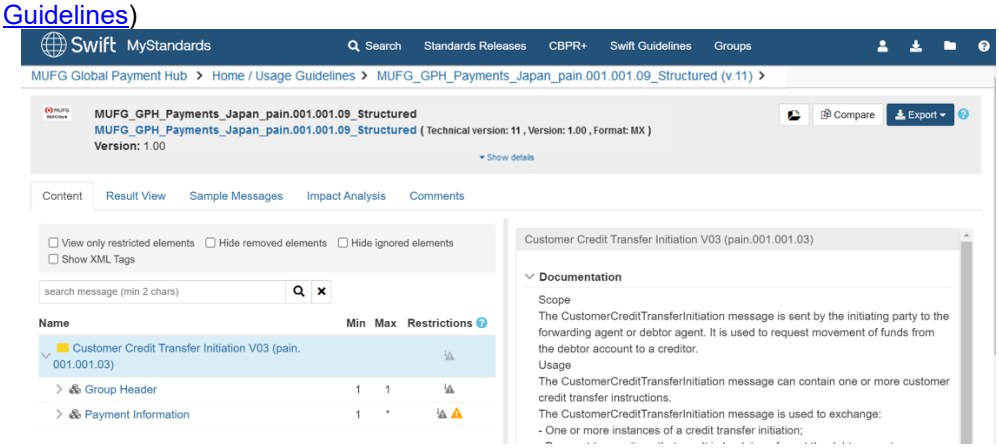
- Base standard definitions for all elements / tags are described in PDF file.
- You can find them easily with the PDF file.

5) Download/Export XSD file of Usage Guideline

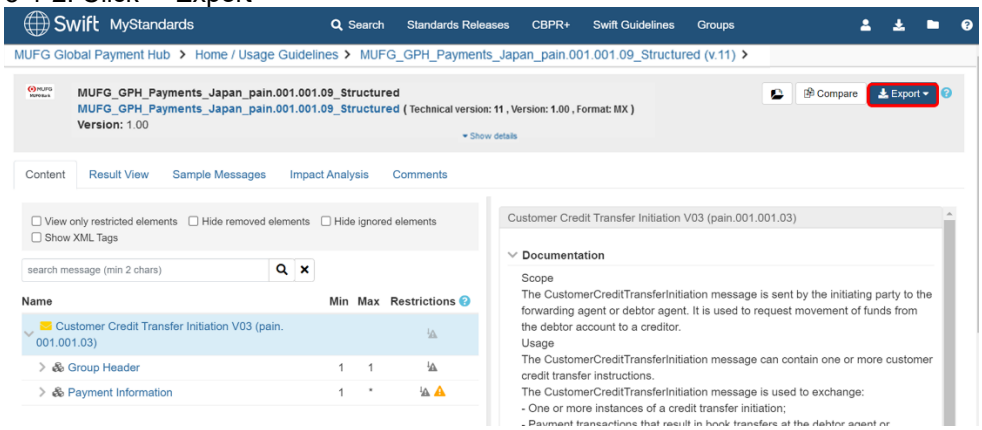
5-1. Download XSD file

- XSD file will be generated by Swift MyStandards automatically as Swift MyStandards standard function.

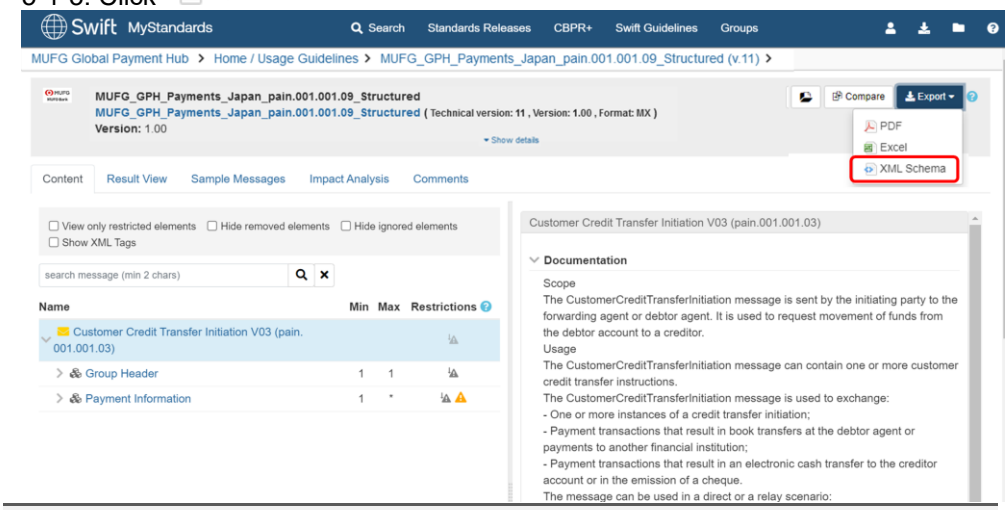
5-1-1. Access to Usage Guideline. (Refer to III-3. Access to Collection and Usage Guidelines)



5-1-2. Click “Export”



5-1-3. Click “ XML Schema ”



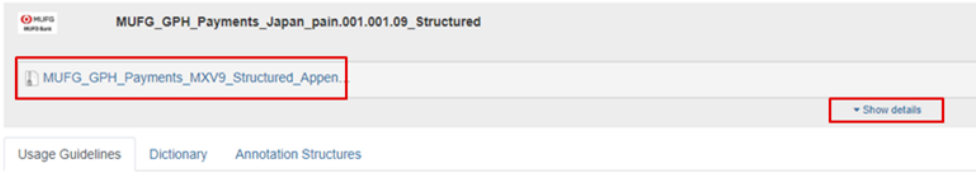
5-2. Utilize the XSD file

- Please note that additional development in accordance with the GPH specification is needed when using exported XSD file.
- GPH may detect errors if not supported.

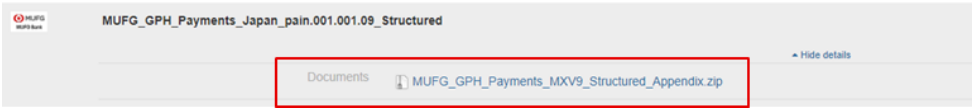
6. Obtain All Related Materials

- **As described in III-1-1) Structure overview, the attached related materials are all stored together as ZIP file.**
- **Please check all the materials inside once you download the ZIP file. All the information will help your understanding to create payment instruction file.**

1. Access to Collection. (Refer to III-3. Access to Collection and Usage Guidelines)
2. Click “Show details” in the header.



3. Select the attached document name.



7. Confirm the Specification with Compare Functionality

1) What is Compare Functionality?

This function is provided by Swift. The compare action will run the comparison feature against all the selected usage guidelines. Depending on the chosen action, it will either generate an Excel file for download or run a web-based comparison.

2) How to use Compare Functionality?

This mechanism allows to quickly and easily see the differences and similarities between several usage guidelines. The way to use them differs depending on the license.

For more details, please find the following URL provided by Swift.

- Non premium license users
- Premium license users

IV. How to use Readiness Portals

1. Access to Readiness Portal

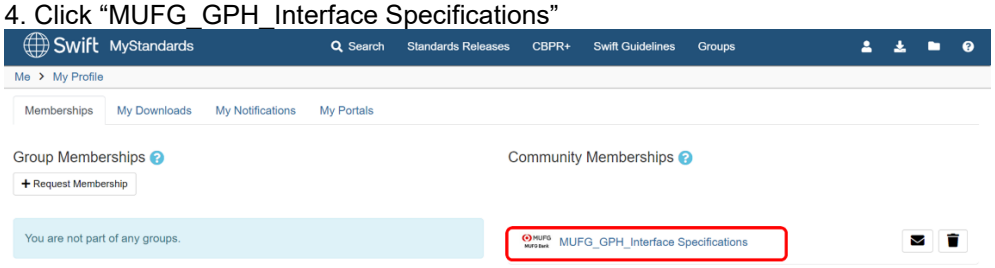
- **Swift MyStandards Readiness Portal provides capabilities for testing the compliance of sample messages with the specifications provided in the Usage Guidelines.**
- **The tool offers direct links to the documentations in Swift MyStandards, including access to sample messages attached to each Usage Guidelines.**

1. Log in to Swift MyStandards (Refer to II-2. Swift MyStandards login)

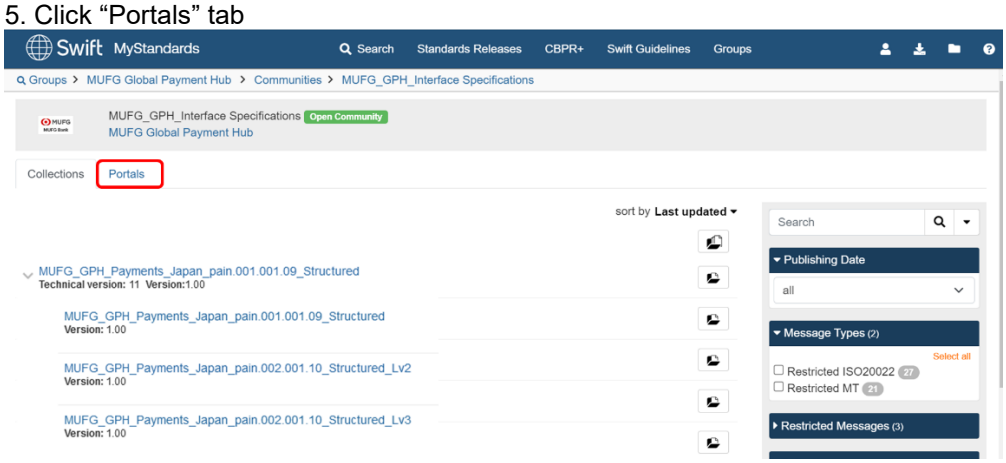
2. Click “” of top of home screen of Swift MyStandards,

3. Click “My Profile”.

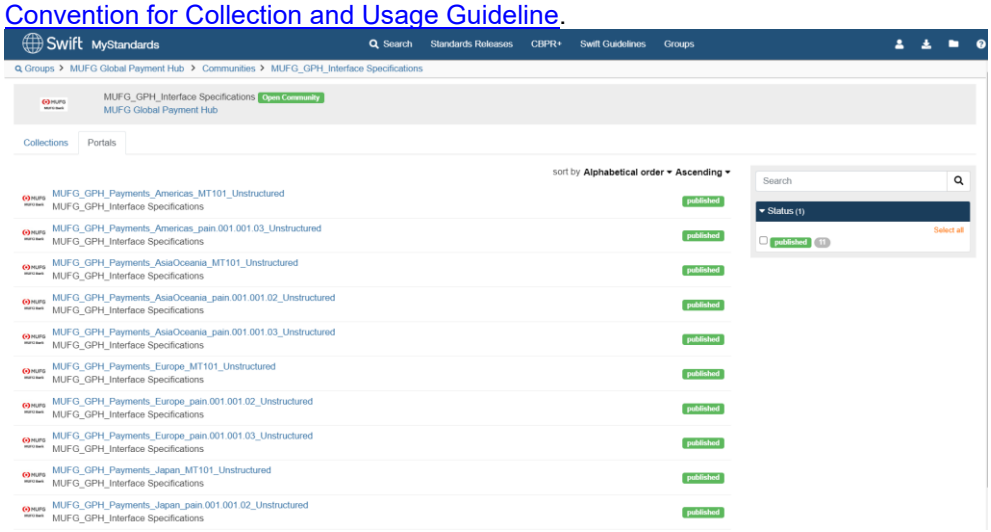
4. Click “MUFG_GPH_Interface Specifications”



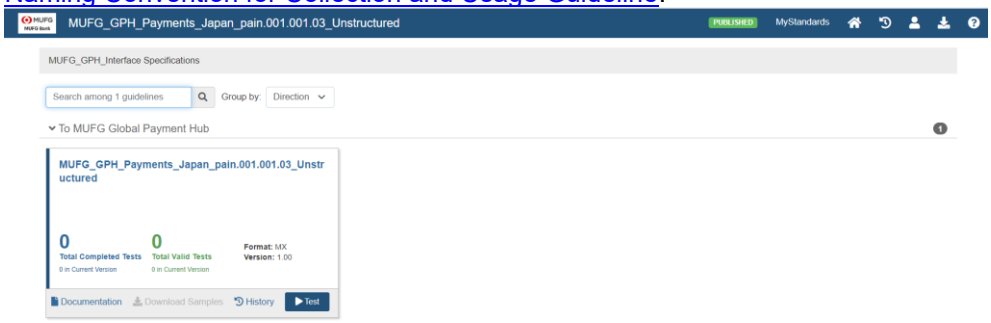
5. Click “Portals” tab



6. Click the Collection you would like to validate by referring to III-1-2) Naming Convention for Collection and Usage Guideline.



7. Find the Usage Guideline you would like to validate by referring to III-1-2) Naming Convention for Collection and Usage Guideline.

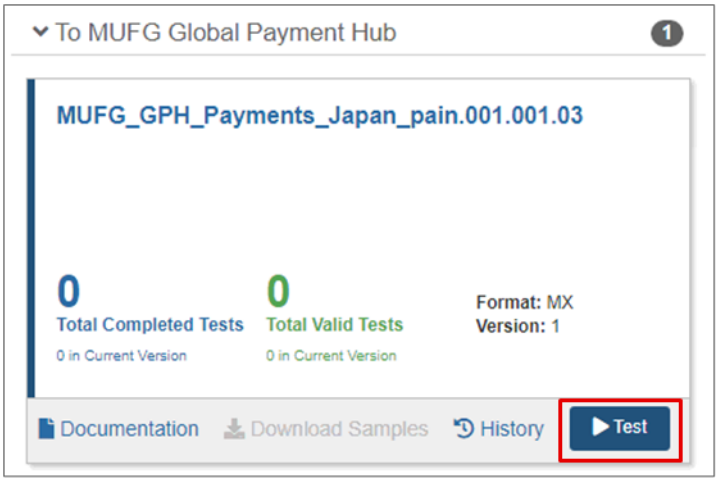


2. Validate Sample Messages on Swift MyStandards

- **All users can monitor their own progress and results using the tool.**

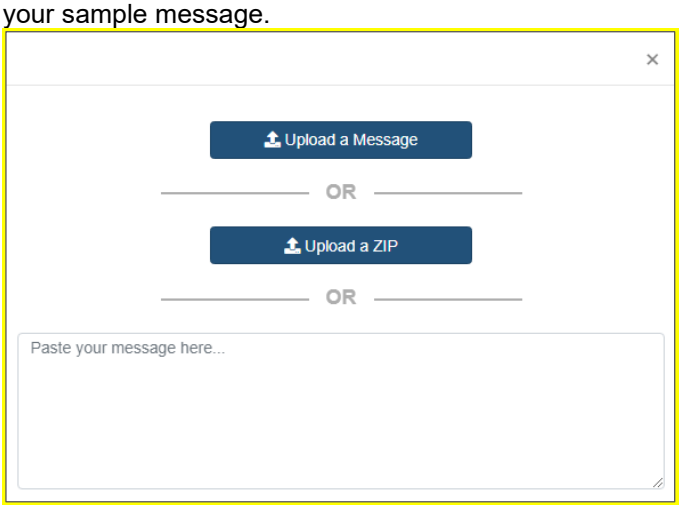
1) Upload the sample message

1-1. Click the “Test” button that corresponds to the Usage Guidelines you wish to validate.



- **Alternately, if you would like to validate a batch of messages, please save them as a ZIP file and upload it via “Upload a ZIP” button.**

1-2. A pop-up window will appear. Click the “Upload a Message” button to upload your sample message.

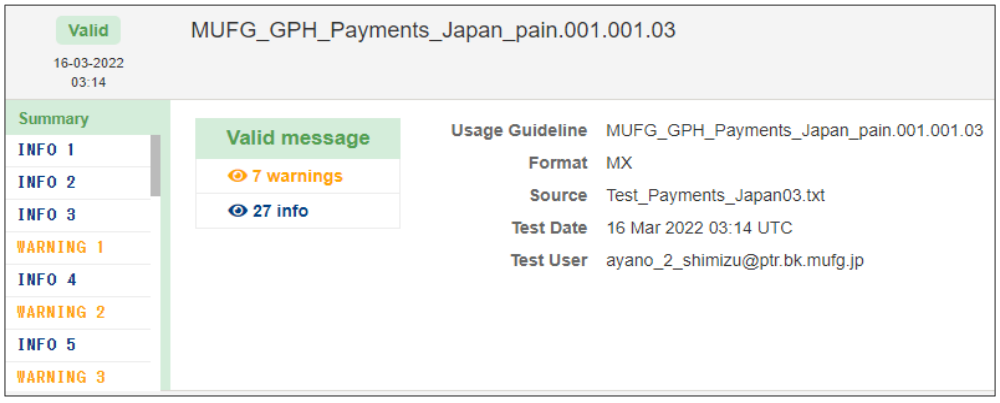


2) Confirm the result of validation

2-1. The result of the test will appear instantly.

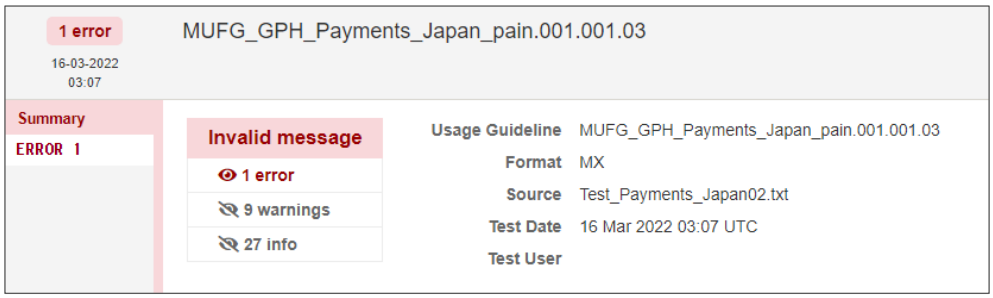
- If the message is valid, “Valid message” will appear on the Summary screen as shown below.

- **Please note that even if the test result is valid, some errors will not be detected by Readiness Portal of Swift MyStandards due to the differences between the validation logic of Swift MyStandards and GPH.**



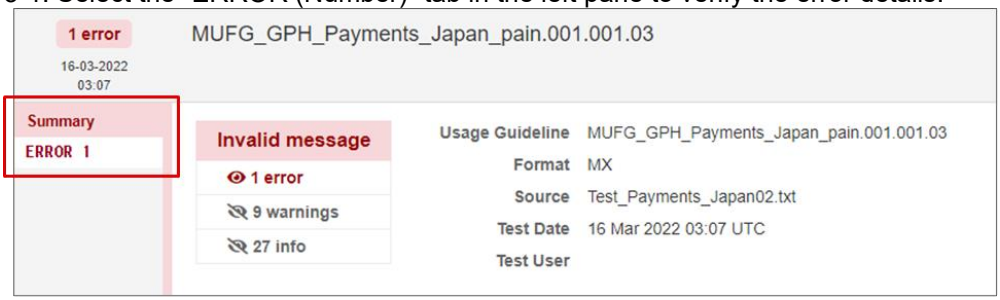
- **Please be sure to confirm VI-3. Restrictions of Readiness Portal for GPH in advance.**

  - If the message is invalid, “Invalid message” will appear on the Summary screen as shown below.

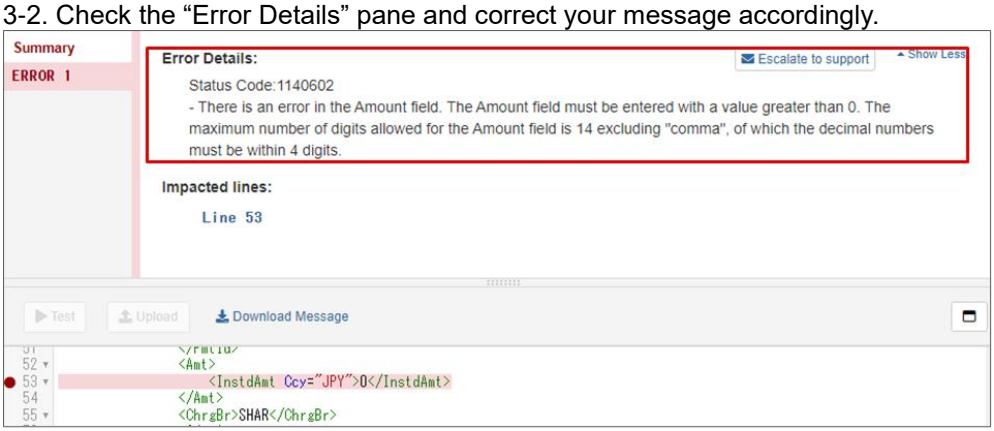


3) Investigate the cause of the error

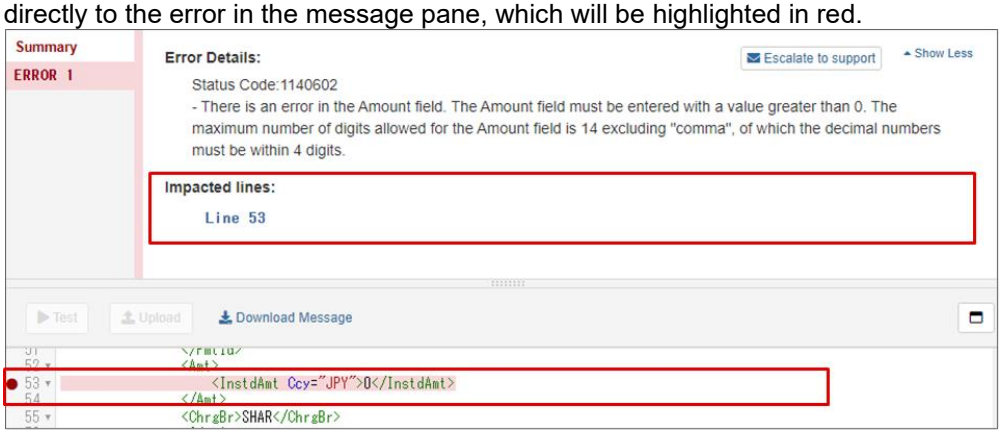
3-1. Select the “ERROR (Number)” tab in the left pane to verify the error details.



3-2. Check the “Error Details” pane and correct your message accordingly.



3-3. If you click the line number shown under “Impacted lines”, you can move directly to the error in the message pane, which will be highlighted in red.

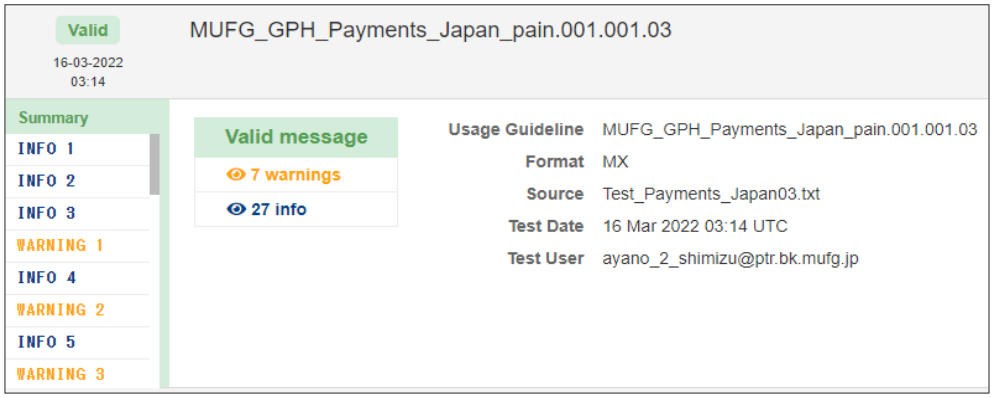


4) Modify the sample message and re-test

4-1. Modify the message directly in the browser

4-2. Once you modified the message, the “Test” button will turn blue.

4-3. Once re-tested with correct data element, the sample message will appear as valid.



4-4 Once your system is updated to adhere this modification, upload the new sample message again by referring to VI-2-1) Upload the sample message.

4-5. Please inform your MUFG representative by e-mail when completing all steps for Swift MyStandards sample format review.
Once the test result is confirmed, you can move on to “End to End testing phase”.

3. Restriction of Readiness Portal for GPH

1) For MX format

1-1. Unexpected Error Message

・Due to the system restriction, the following 3 errors might occur when the payment instruction file which fits GPH specifications is uploaded on Swift MyStandards Readiness Portal.

・Please ignore these errors and go ahead to End to End testing phase via GPH test environment.

1-1-1. <InitgPty> tag

- GPH specification expects <InitgPty></InitgPty> or <InitgPty/> (Accordance with the XML specification, tag must be presented but it needs to be left empty.)
- Swift MyStandards Readiness Portal detects the error when the payment instruction with the above setting is uploaded as shown below.

(e.g. the message with <InitgPty></InitgPty>)

1-1-2. <Dbtr> tag

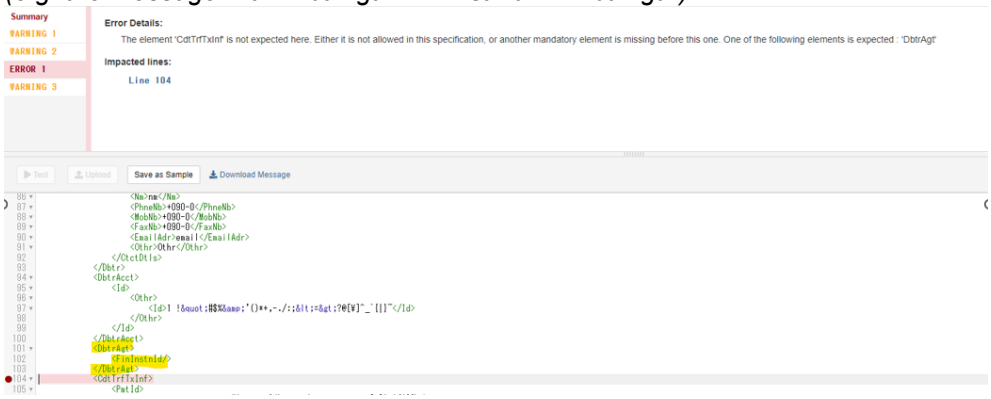
- GPH specification expects <Dbtr></Dbtr> or <Dbtr/> (Accordance with the XML specification, tag must be presented but it needs to be left empty.)
- Swift MyStandards Readiness Portal detects the error when the payment instruction with the above setting is uploaded as shown below.

(e.g. the message with <Dbtr></Dbtr>)

1-1-3. <DbtrAgt>/< FinInstnId> tag

- GPH specification expects <DbtrAgt>/< FinInstnId>< /FinInstnId></DbtrAgt> or <DbtrAgt><FinInstnId/></DbtrAgt>
  (Accordance with the XML specification, tag must be presented but it needs to be left empty.)
- Swift MyStandards Readiness Portal detects the error when the payment instruction with the above setting is uploaded as shown below.

(e.g. the message with<DbtrAgt><FinInstnId/></DbtrAgt>)



1-2. Unexpected Valid Message

・Due to the system restriction, the following unexpected valid message might be displayed even though the payment instruction file which does not fit GPH specifications is uploaded on Swift MyStandards Readiness Portal.

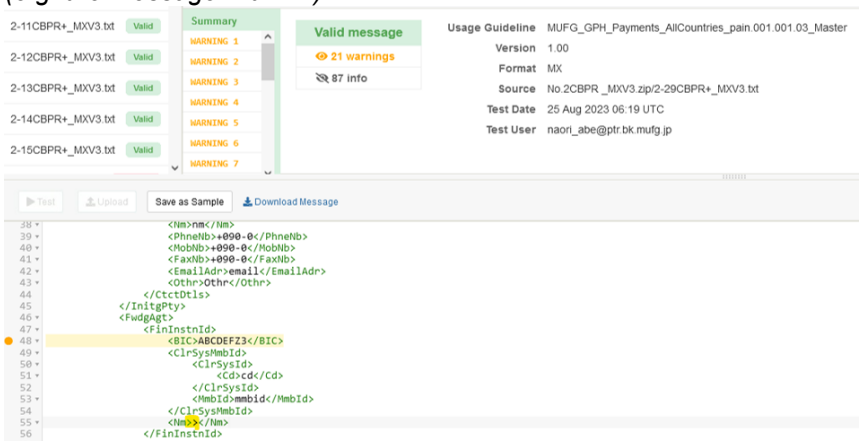
1-2-1. Symbol with escape characters

- GPH specification expects the following symbols must be set with escape characters.

Symbol	Escape Character
&	&
<	<
>	>
"	"
'	'

- Swift MyStandards Readiness Portal cannot detect the error when the payment instruction with the above highlighted symbol is uploaded as shown below.

(e.g. the message with ">")



2) For MT format

This is for GPH customers with SWIFT FileAct or Internet connectivity who wish to test the Usage Guideline with the title named “_Unstructured” at the end.

・GPH requires the customers to set FIN header based on SWIFT's documentation "FIN Operations Guide" (MT101 data without this FIN header will be rejected by GPH.)

・Due to the restriction of Swift MyStandards (Readiness Portal), the error will be detected when MT101 data with this FIN header is uploaded on Swift MyStandards (Readiness Portal).

・Therefore, for Sample Format Testing on Swift MyStandards (Readiness Portal), please upload MT101 which has no FIN header (MT101 without setting any value in the first line) and for End-to-End Testing on GPH, please send MT101 with FIN header.

V. How to Get Notifications from Swift MyStandards

1. Get Notification Email Automatically

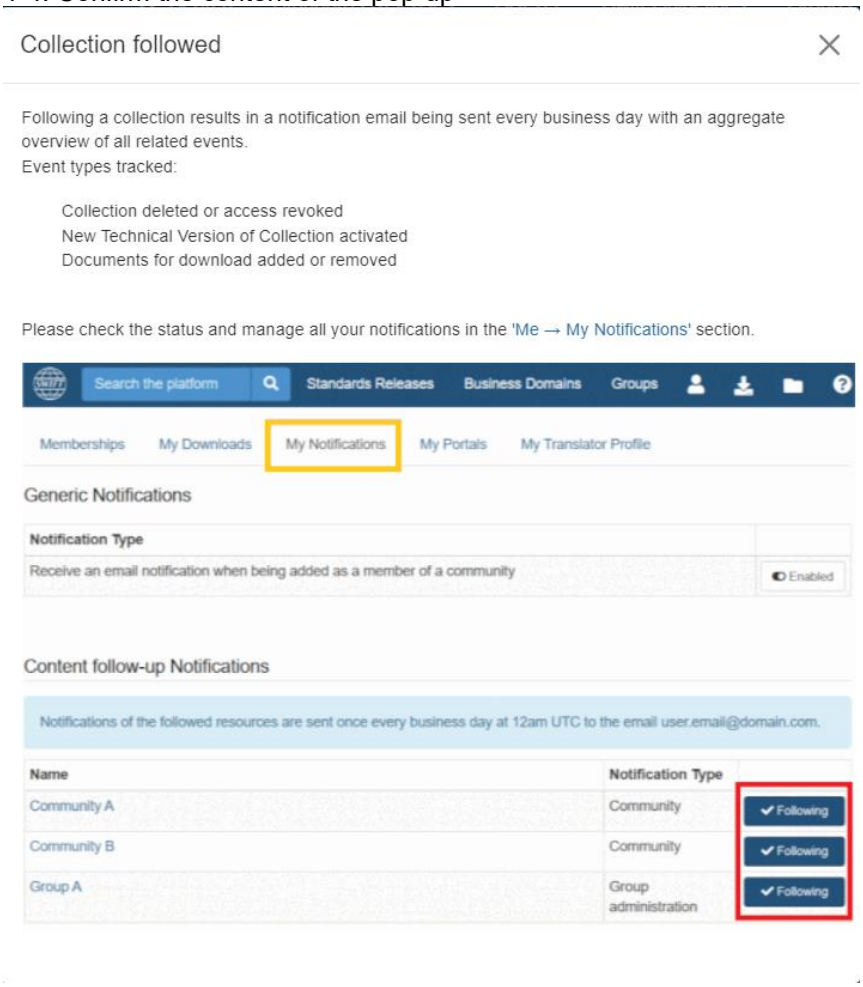
You will be able to track the following three events through notification emails.

- Collection deleted or access revoked.
- Usage Guidelines in the Collection modified.
- Supplemental documents added or removed.
- Check the following status of various Collections

1). To get notification email:

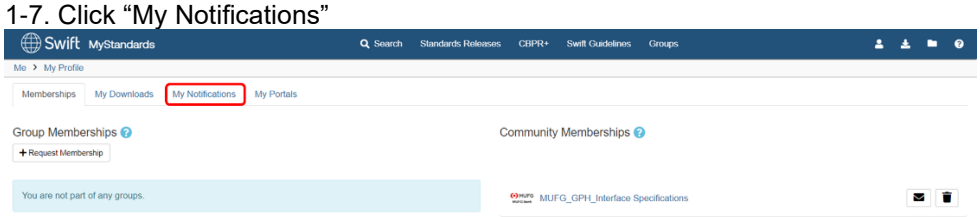
1-1. Log in to Swift MyStandards (Refer to II-2. Swift MyStandards login)
1-2. Access Collection. (Refer to III-3. Access to Collection and Usage Guidelines)
1-3. Click "+ Follow".

1-4. Confirm the content of the pop-up

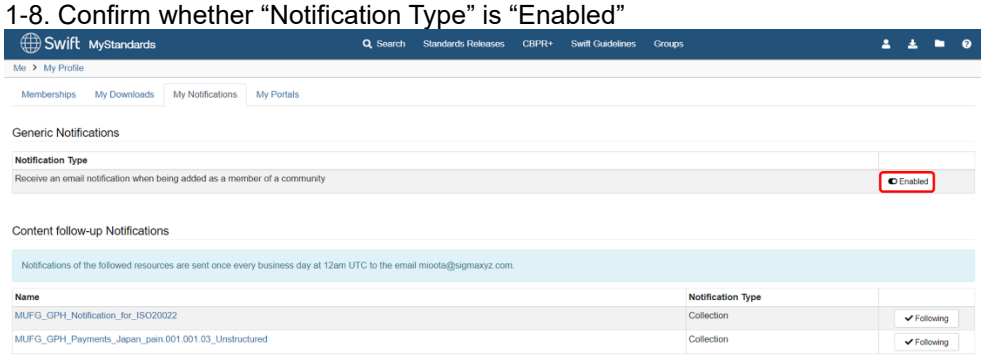


1-5. Click "" on top of home screen of Swift MyStandards
1-6. Click "My Profile".

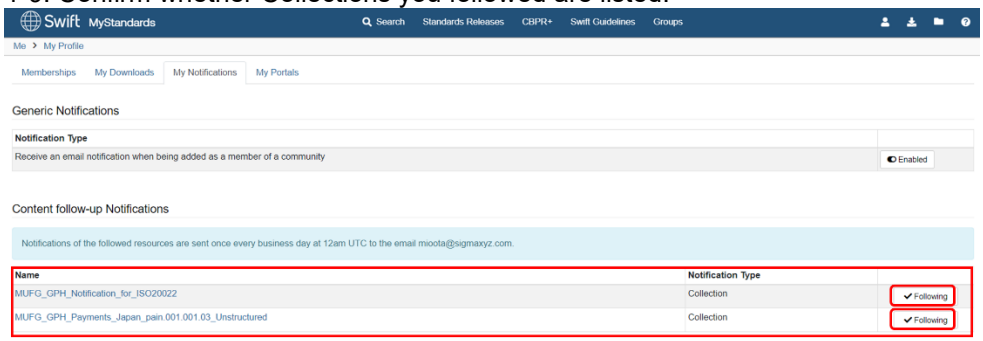
1-7. Click “My Notifications”



1-8. Confirm whether “Notification Type” is “Enabled”



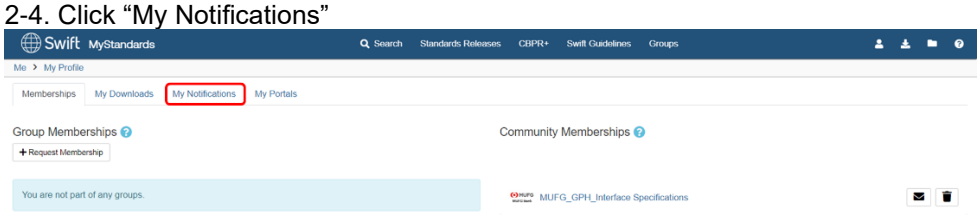
1-9. Confirm whether Collections you followed are listed.



1-10. The notification email will be sent when MUFG modifies the Collection or Usage Guidelines.

2).To stop getting notification email:

2-1. Log in to Swift MyStandards (Refer to II-2. Swift MyStandards login)
2-2. Click “ ” on top of home screen of Swift MyStandards
2-3. Click “My Profile”.
2-4. Click “My Notifications”



2-5. Click “ ✔Following ” to remove the follow.
2-6. The automatic notification email will stop.

2. Get Information on Swift MyStandards Web Screen

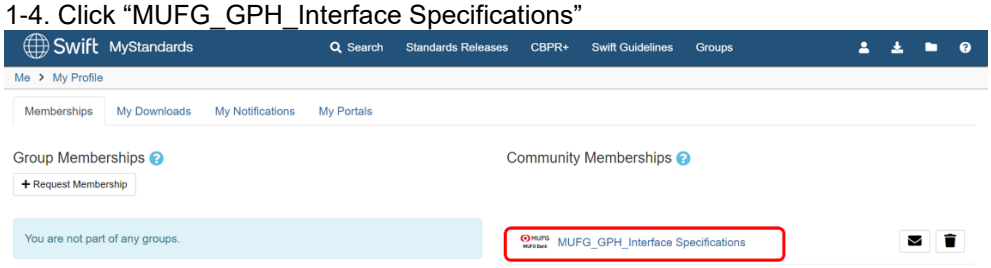
You will be able to get the information from the following two Swift MyStandards standard functions.

- Releases
- News

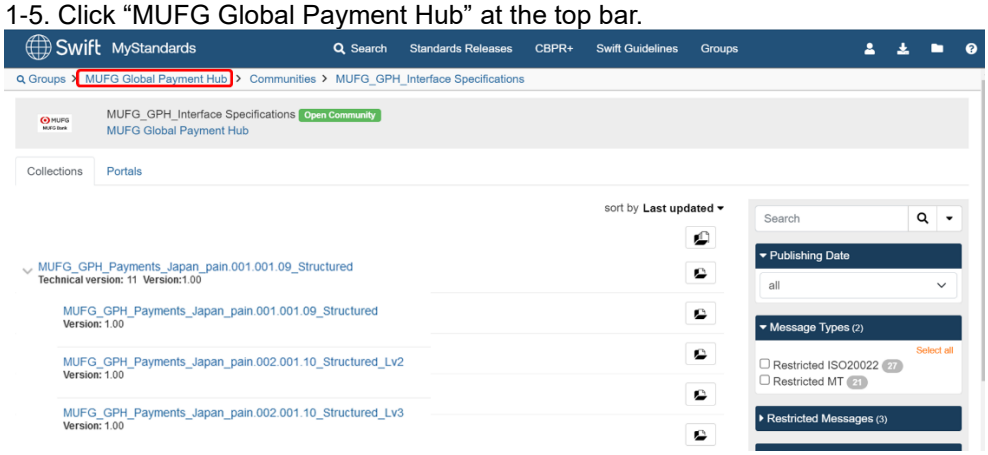
1). Releases

- Announce release schedule of Usage Guidelines in accordance with GPH enhancement etc.

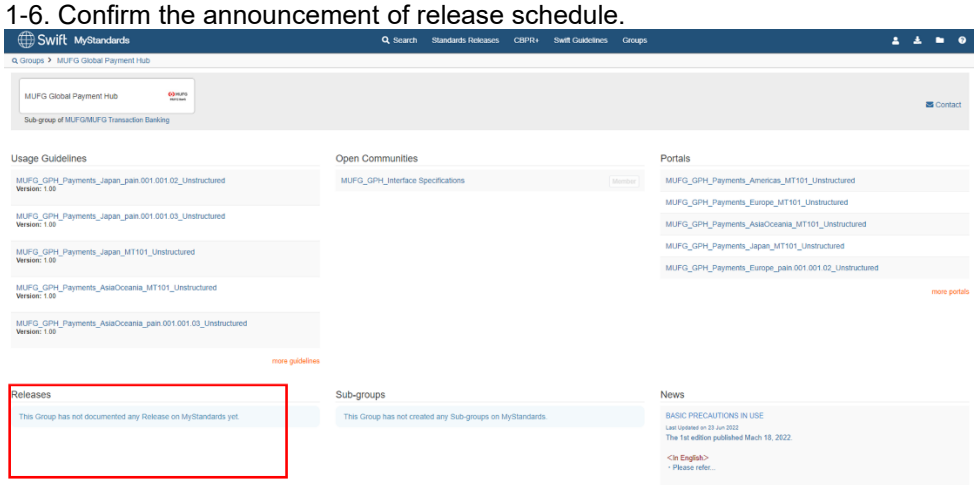
1-1. Log in to Swift MyStandards (Refer to II-2. Swift MyStandards login)
1-2. Click “ ” on top of home screen of Swift MyStandards
1-3. Click “My Profile”.
1-4. Click “MUFG_GPH_Interface Specifications”



1-5. Click “MUFG Global Payment Hub” at the top bar.



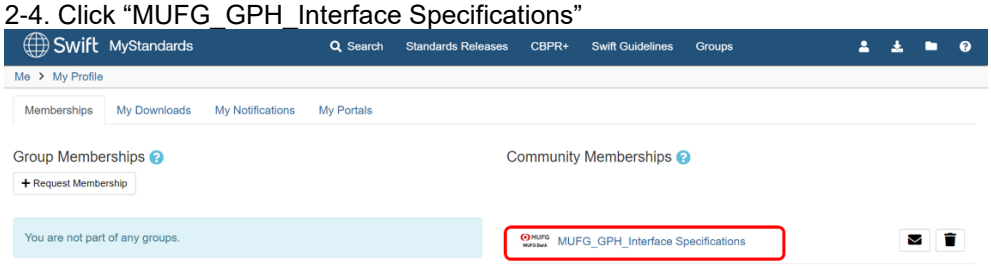
1-6. Confirm the announcement of release schedule.



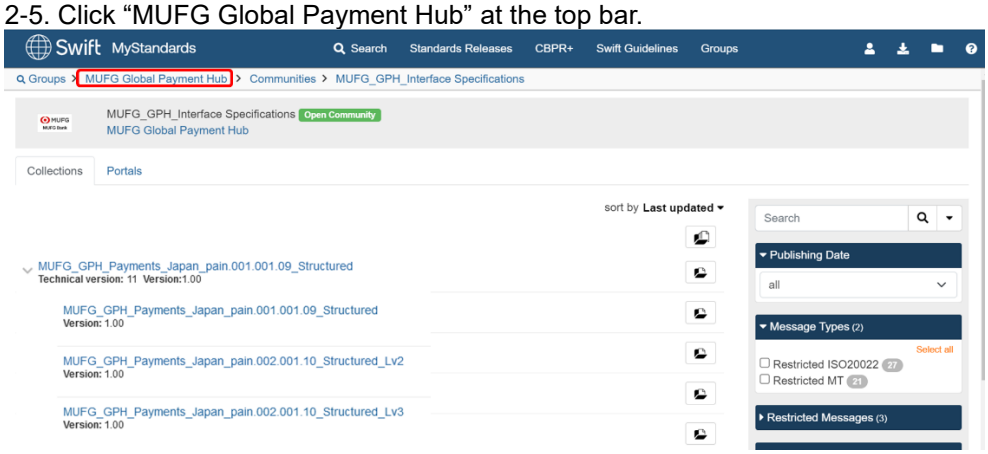
2). News

- Announce other information regarding GPH Swift MyStandards usage.

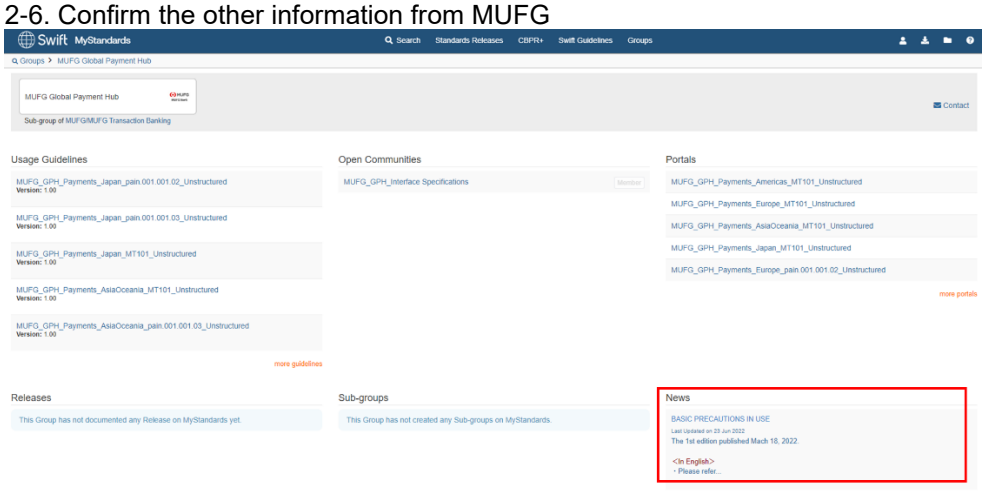
2-1. Log in to Swift MyStandards (Refer to II-2. Swift MyStandards login)
2-2. Click “ ” on top of home screen of Swift MyStandards,
2-3. Click “My Profile”.
2-4. Click “MUFG_GPH_Interface Specifications”



2-5. Click “MUFG Global Payment Hub” at the top bar.



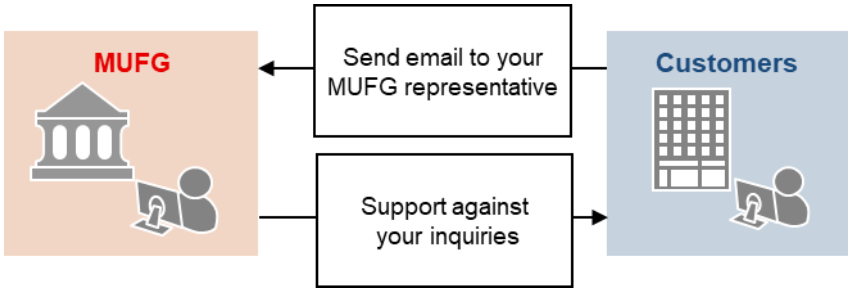
2-6. Confirm the other information from MUFG



VI. How to Request Support from MUFG

1. Contact your MUFG Representative via Email

In principle, please send email to your MUFG representative when you are in trouble.

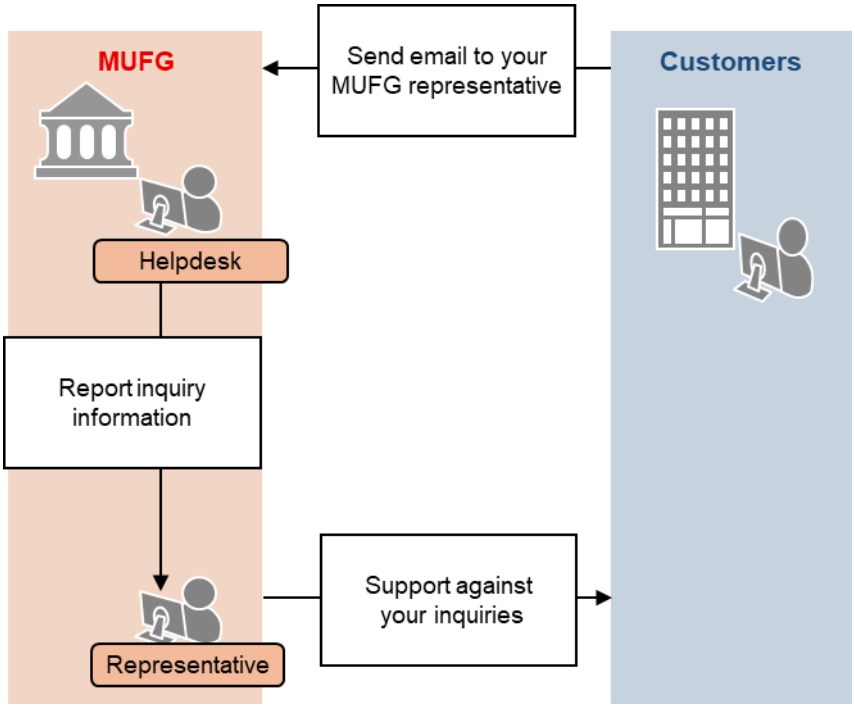


Please note that the inquiries regarding Swift MyStandards usage, it is preferable if you would first find the related documentations provided by Swift, which are described in Preface of this document before sending us the e-mail.

2. Contact Helpdesk via Swift MyStandards (Unrecommended)

You can contact MUFG helpdesk via Swift MyStandards, but it is not recommended to use this function because it takes much time as it is hard for us to identify your MUFG representative from your email address domain.

If you would like to use this function, please be sure to enter the name of your GPH contracting branch into the content of your inquiry.



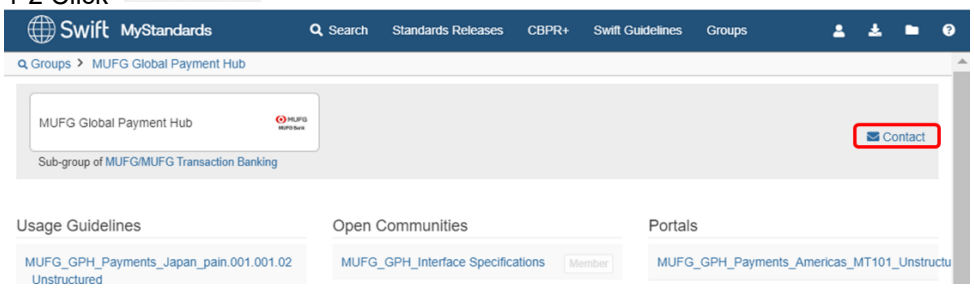
There are two ways for contacting the helpdesk via Swift MyStandards as shown below.

1). Contact:

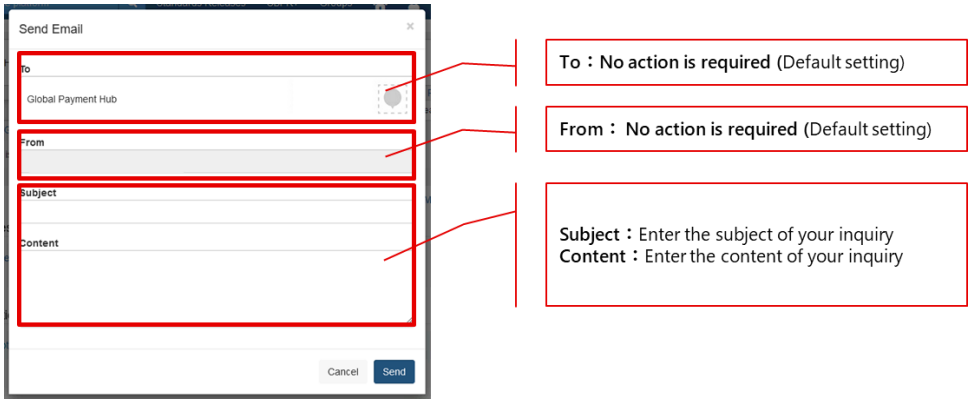
- We can support for inquiries regarding Swift MyStandards usage specific to GPH only.

1-1. Access the Group Page for MUFG_Transaction Banking_Global Payment Hub

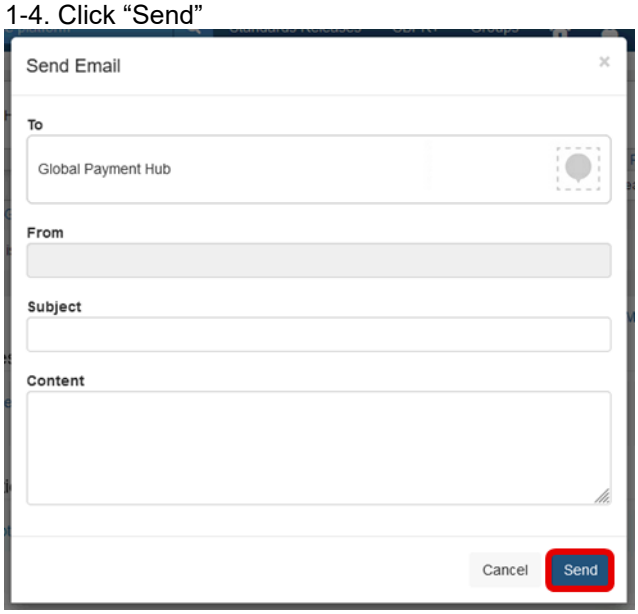
1-2 Click "Contact"



1-3. Fill in the information



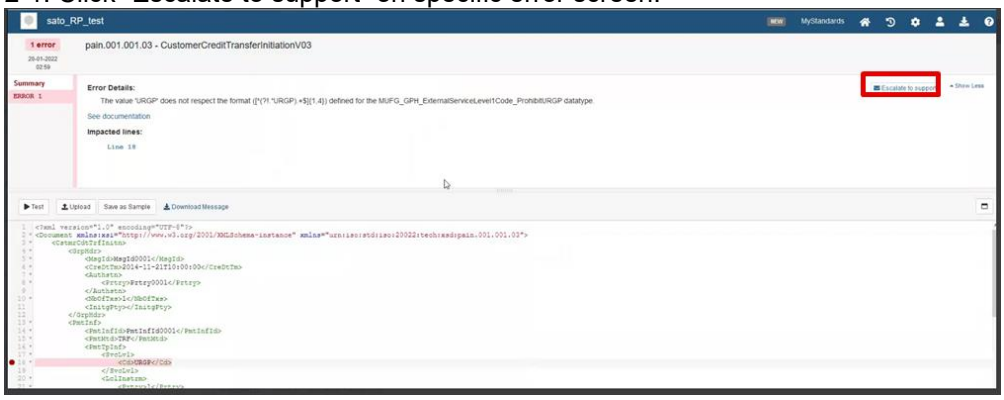
1-4. Click “Send”



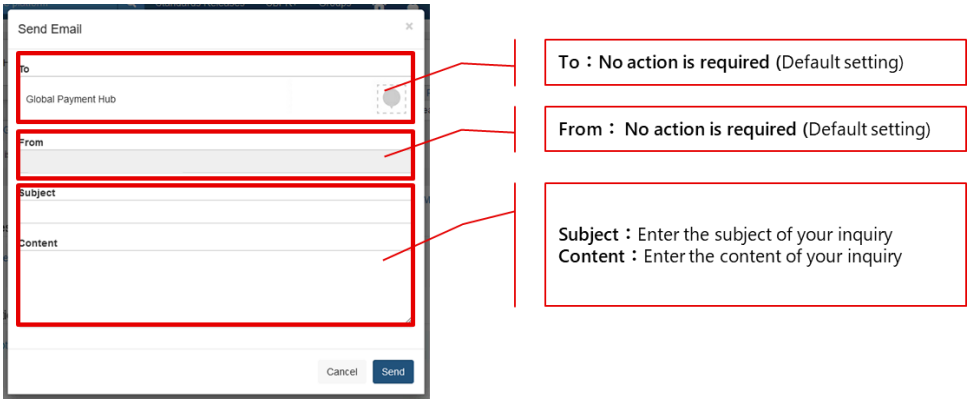
2). Escalation for support:

- We can support for inquiries regarding investigation of error cause specific to GPH only.

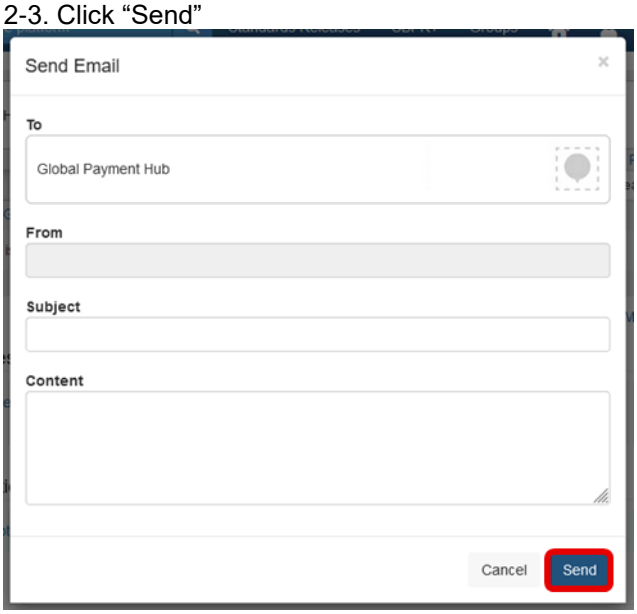
2-1. Click “Escalate to support” on specific error screen.



2-2. Fill in the information



2-3. Click “Send”



VII. Appendix

1. FAQ

Please refer to Swift MyStandards FAQ in advance.

No.	Question	Answer
1	Do I need to pay to use Swift MyStandards?	No charge needed.
2	Is Swift MyStandards available 24/7?	Basically yes, except under SWIFT maintenance days.
3	May I know what exactly "Domain" stands for? Why do I need to provide it to MUFG?	"Domain" or "Email Domain" is the part that comes after @ of your company email address (e.g. mufg.jp). You need to submit your domain to us by email to gain access to MUFG Specifications on Swift MyStandards.
4	Are there any Japanese banks registered to Swift MyStandards other than MUFG?	SMBC has been signing up for MyStandards already. Also, many Foreign Banks, such as Citibank, use it to share their Specifications.
5	Where should I contact if I have any questions regarding Swift MyStandards?	For contact information, please refer to the "Global Payment Hub Swift MyStandards Usage Instruction.pdf". Or if you are Swift MyStandards User already, you can contact MUFG members via "Contact Button" of Swift MyStandards.

2. Glossary

Word	Description
C	
Community	A list of users, managed by a group publisher or portal publisher, with whom Usage Guidelines or Readiness Portals are shared in a controlled and restricted way.
Community Member	A user who has been accepted into a Community. A Community member may be granted access to selected Usage Guidelines as configured by the group publisher.
Collection	The logical organization of related Usage Guidelines, typically representing the associated business process message flow.
G	
Group	A private workspace created for a subscribing organization and their trusted members. Premium features are unlocked at group level. A group member can benefit from and use these features as configured per user by the group owner. More detailed information about groups can be found in section Licensing.
P	
Portal (Readiness Portal)	A web application created by the portal publisher of a group with respect to a selected scope of usage guidelines, to provide access to: ● direct links for community members to the documentation in Swift MyStandards ● the provisioning by the group of sample messages for each usage guideline ● a validation service for community members to check that their message instances respect not only the base standard but also additional restrictions defined in the usage guideline ● the ability for the community members to share test messages with the group and analyze how much of the usage guidelines is covered by these messages
Portal User	Portals can be shared by portal publishers with individual users. This is, for example, used by a bank to provide their corporate customers with access to a portal. The portal users are therefore any user with whom a portal has been shared with by a portal publisher. This user does not necessary work for any organization represented as a group in Swift MyStandards.
R	
Readiness Portal (Portal)	A web application created by the portal publisher of a group with respect to a selected scope of usage guidelines, to provide access to: ● direct links for community members to the documentation in Swift MyStandards ● the provisioning by the group of sample messages for

Word	Description
	each usage guideline ● a validation service for community members to check that their message instances respect not only the base standard but also additional restrictions defined in the usage guideline the ability for the community members to share test messages with the group and analyze how much of the usage guidelines is covered by these messages
S	
Swift MyStandards web application	This application is the core of the Swift MyStandards product suite. It is accessible on the Swift MyStandards website and combines access to standards content (base standards and usage guidelines) with a range of features. See section Scope for more detailed information about the scope of each product in the suite.
U	
Usage Guideline	A description of how base standards should be used in certain specific business contexts. This notion covers a variety of terms recognized in the industry: market practice, implementation guideline, formatting rule, recommendation, functional specification, or template.

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