

CMS Singapore

User Setup Guide

Things to note

- User Setup requires two (2) Administrators:

A 1st Administrator → Apply User Rights (starts on **Page 3** [←click here](#)) & 2nd Administrator → Approve User Rights (starts on **Page 9** [←click here](#))

Corporate Admin — Subscriber Maintenance

The screenshot shows the COMSUIE interface with the following elements:

- Left Navigation Menu:** MUFG DUO, Trade Finance, Trade Manager, Securities Management, WEBINQ, Service Catalog, Cash Management, Netting, CMS Singapore (circled with 1), CMS Hong Kong, Trade Finance, Payables Finance, Service Links, Belgium, Trade Finance, Trade Manager.
- Notice Section:** A list of notices with dates and titles such as "Expiration of electronic certificate is approaching" and "System maintenance schedule".
- To Do - Detail Table:**

COMSUIE Portal	Waiting for Application	Waiting for Approval	Rejected
Password Reset	-	1	-
OTP Token Activation	1	2	-
- Bottom Navigation Bar:** Task List, Information Reporting, Cash, Services, Corporate Admin (circled with 2), Force Release, Subscriber Maintenance (circled with 3), Signatory Matrix Setup, Notification Setup, UFX, User Audit Log, Admin Reports.

1 Login to COMSUIE & click on **CMS Singapore**

2 Click on **Corporate Admin**

3 Click on **Subscriber Maintenance**

4 Enter Response Code

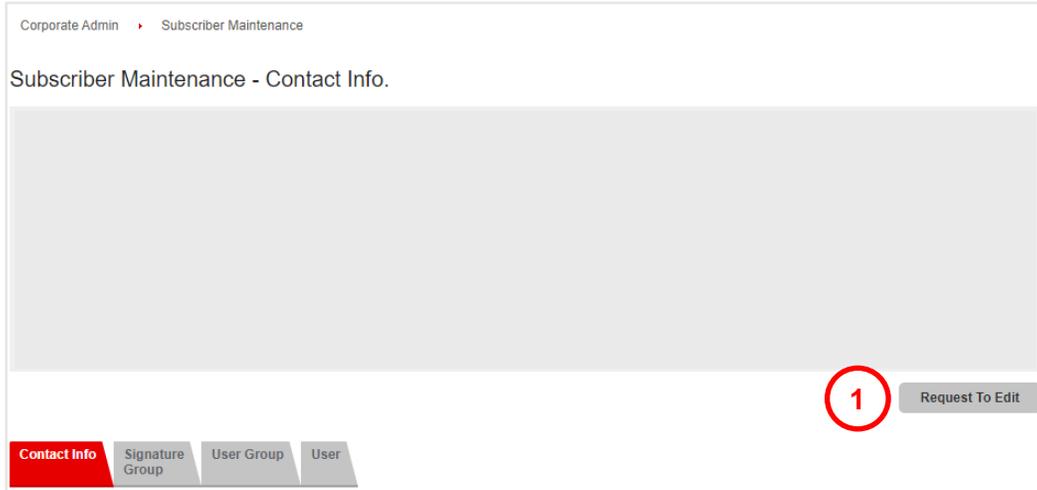
(click on   for instructions how to enter Response Code)

5 Click **OK**

The screenshot shows a "Re-authentication" dialog box with the following elements:

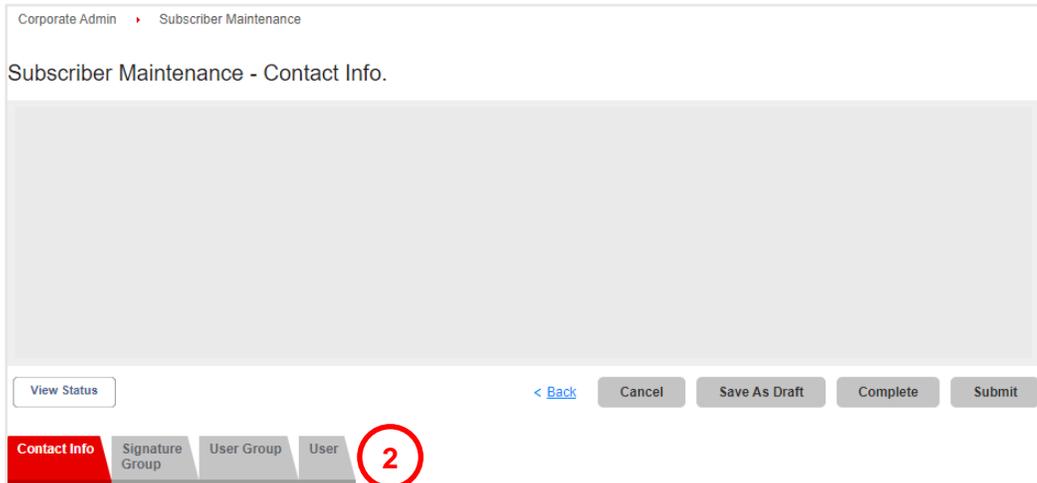
- Challenge Code:** 181253
- Response Code:** A text input field with a masked response code (circled with 4).
- Buttons:** OK (circled with 5) and a help icon (A) with a down arrow.
- Footer:** Token Instructions

Subscriber Maintenance — Request to Edit



1 Click on Request to Edit

2 Click on User



User Listing & Setup Screen

No.	User ID	User Name	Mobile No.	Email Address	User Access Type	Can View Sensitive Details	Restricted Template Maker	Action	Transaction Status
1	MAKER001	MAKER001			Role Restricted	N	N		
2	APPROVER001	APPROVER001			Role Restricted	N	N		
3	APPROVER002	APPROVER002			Role Restricted	N	N		

Version 1

No.	User Group	Description
<input type="checkbox"/>	01.Default	Default
<input type="checkbox"/>	02.Administrator	Administrator
<input type="checkbox"/>	03.Information Reporting	Information Reporting
<input type="checkbox"/>	04.Payment Maker	Payment Maker
<input type="checkbox"/>	05.Salary Maker	Salary Maker
<input type="checkbox"/>	06.Payment Approver	Payment Approver
<input type="checkbox"/>	07.Salary Approver	Salary Approver

Version 2

No.	User Group	Description
<input type="checkbox"/>	01.View_IR	01.View_IR
<input type="checkbox"/>	02.Make_Coll	02.Make_Coll
<input type="checkbox"/>	02.Make_Payt	02.Make_Payt
<input type="checkbox"/>	02.Make_Sal1/2	02.Make_Sal1/2
<input type="checkbox"/>	04.Auth_Payt & Coll	04.Auth_Payt & Coll
<input type="checkbox"/>	04.Auth_Sal1/2	04.Auth_Sal1/2

- 1 Click on the User ID (e.g. [MAKER001](#)) to select a user
- 2 Scroll down to **Assigned User Group** and tick on the following applicable user rights/groups: (if you have your own customized User Grouping(s), tick on your customized User Group(s) that is/are applicable)

Viewer rights (please choose the group that is available)

- [03.Information Reporting](#) **OR** [01.View IR](#) (view statement, advices, reports, etc.)

Maker rights (please choose the group(s) that is/are available)

- [04.Payment Maker](#) **OR** [02.Make Payt](#) (create non-salary payments)
- [05.Salary Maker](#) **OR** [02.Make Sal1/2](#) (create salary payment)

Approver rights (please choose the group(s) that is/are available)

- [06.Payment Approver](#) **OR** [02.Auth Payt & Coll](#) (approve non-salary payments)
- [05.Salary Approver](#) **OR** [02.Auth Sal1/2](#) (approve salary payment)

Approver rights (Additional settings)

- Please see next page on additional settings for Approver rights

Additional Approver Rights Setting

Assigned Signature Group

	No.	Signature Group	Priority
<input type="checkbox"/>	1	A	1
<input type="checkbox"/>	2	B	1
<input type="checkbox"/>	3	C	1

1

2

- 1 Select the applicable Signature Group
(skip this page if there is no available Signature Group)
- 2 Set the Priority level accordingly – see Single Group & Multiple Group Setting Samples for reference)
(skip this step if the Approver is going to be assigned into a single group only)

Single Group Setting Sample

Assigned Signature Group

	No.	Signature Group	Priority
<input checked="" type="checkbox"/>	1	A	1
<input type="checkbox"/>	2	B	1
<input type="checkbox"/>	3	C	1

Multiple Group Setting Sample

Assigned Signature Group

	No.	Signature Group	Priority
<input checked="" type="checkbox"/>	1	A	1
<input checked="" type="checkbox"/>	2	B	2
<input type="checkbox"/>	3	C	1

Submission

■ Action List

No.	Action	Transaction Status
1		

< Back Print Save

Corporate Admin > Subscriber Maintenance

Subscriber Maintenance - Contact Info.

View Status < Back Cancel Save As Draft Complete Submit

Contact Info Signature Group User Group User

Confirm to proceed?

OK Cancel

1 Click Save

• Go back to Page 5 to set up another user (if any)

2 Click Submit

3 Click OK to confirm

Setup Submitted

Task List ▶ Task List

Task List

 **Successful.**
Task submitted.

Company: Product/Function: Status:

Orderer Account No.: Value Date: From To

[Advanced Search](#)

<input type="checkbox"/>	Product	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary/Debtor	Customer Reference	Status	Orderer
<input type="checkbox"/>	Subscriber Maintenance	2111050030031	-	05 Nov 2021	-	-	-	Pending Authorisation (Modify)	-

- Task submitted. Please get another Administrator to approve the User Setup (refer to next page)

Pending Authorisation

Notice Inbox

26.Apr.2020 12:00 ■ [Expiration of electronic certificate is approaching](#)
20.Apr.2020 12:00 [System maintenance schedule](#)
18.Apr.2020 12:00 [We launch new service](#)
11.Apr.2020 12:00 [\[Be careful!\] Spam mail reported](#)
09.Apr.2020 12:00 [Confirmation NO.0123456](#)
05.Apr.2020 12:00 ■ [Expiration of electronic certificate is approaching](#)
02.Apr.2020 12:00 [\[Campaign\] Chance to upgrade your customer stage: Introduction of our updated policy for tran...](#)
28.Mar.2020 12:00 [We launch new service](#)
17.Mar.2020 12:00 [Confirmation NO.0123456](#)
16.Mar.2020 12:00 [Confirmation NO.7890234](#)
06.Mar.2020 12:00 ■ [\[Be careful!\] Spam mail reported](#)
12.Feb.2020 12:00 ■ [System maintenance schedule](#)

[Page Top](#)

To Do - Detail

COMSUIE Portal	Waiting for Application	Waiting for Approval	Rejected
Password Reset	-	1	-
OTP Token Activation	1	2	-

1 Login to COMSUIE & click on CMS Singapore

2 Click on Pending Authorisation

Task List | Information Reporting | Cash | Services | Corporate Admin

Home

You Have ≡

Tasks

Pending Authorisation 2

Shortcuts ≡

Bulletin Board ≡

Bulletin Board Messages ●●●●

File Repository ≡

Setup Approval

Task List • Task List

Task List

Company: All | Product/Function: All | Status: Pending Authorisation

Orderer Account No.: All | Value Date: From To | Search | [Advanced Search](#)

Product	Transaction Reference No.	Batch Ref. No. / File Ref. No.	Value Date	Amount	Beneficiary/Debtor	Customer Reference	Status	Orderer
<input checked="" type="checkbox"/> Subscriber Maintenance	2111050030031	-	05 Nov 2021	-	-	-	Pending Authorisation (Modify)	

Buttons: Recall, Return, Decline, Approve

1

2

1 Tick on [Subscriber Maintenance](#)

2 Click

3 Enter Response Code

(click on for instructions how to enter Response Code)

4 Click

5 Click to confirm

Approval Confirmation

You are approving 1 non-financial transactional task(s) and 0 financial transactional task(s).

■ Summary of Non-Financial Transactional Task(s)

Product	No. of Transaction
Subscriber Maintenance	1

Challenge Code: 929580

Response Code:

Buttons:

3

4

A

Confirm to approve?

Buttons:

5

Setup Approved

Task List > Task List

Task Summary

 **Successful.**
Task approved.

Product	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary/Debtor	Customer Reference	Orderer	Task Status	Task Message
Subscriber Maintenance	2111070030032	-	07 Nov 2021	-	-	-	-	Successful.	1

OK

1 Task approved. Click