

# 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

**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	-

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

Force Release Subscriber Maintenance Signatory Matrix Setup Notification Setup UFX User Audit Log Admin Reports

Re-authentication

Challenge Code: 181253

Response Code \*

OK

Token Instructions

1 Login to COMSUIE & click on CMS Singapore

2 Click on Corporate Admin

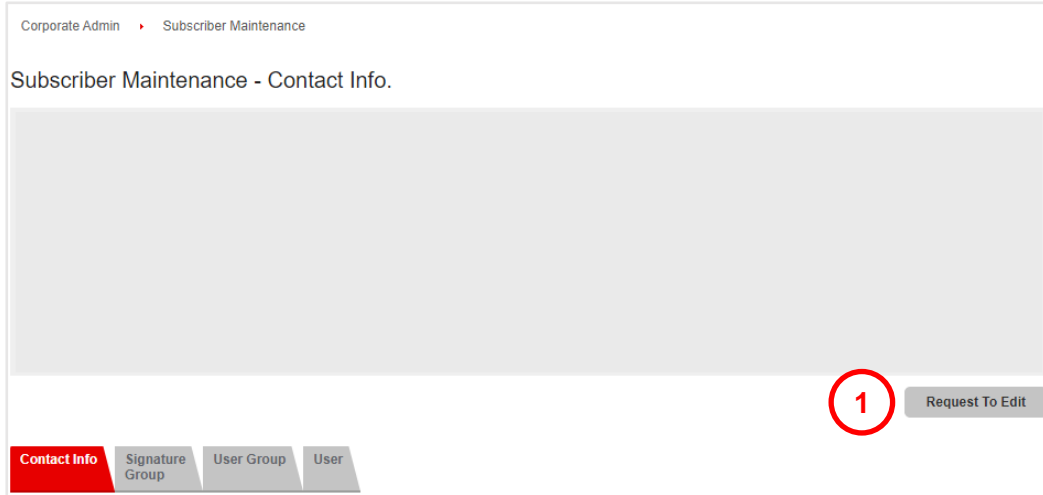
3 Click on Subscriber Maintenance

4 Enter Response Code

(click on A for instructions how to enter Response Code)

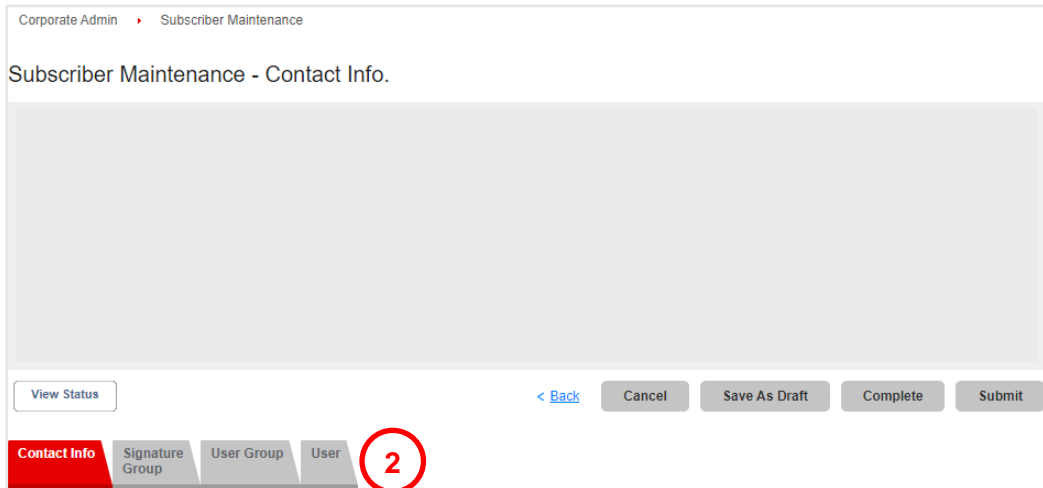
5 Click OK

## Subscriber Maintenance — Request to Edit



1 Click on Request to Edit

2 Click on User



## User Listing & Setup Screen

User Listing										
No.	User ID	User Name	Mobile No.	Email Address	User Access Type	Can View Sensitive Details	Restricted Template Maker	Action	Transaction Status	
1	<a href="#">MAKER001</a>	MAKER001			Role Restricted	N	N			
2	<a href="#">APPROVER001</a>	APPROVER001			Role Restricted	N	N			
3	<a href="#">APPROVER002</a>	APPROVER002			Role Restricted	N	N			

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

Assigned User Group *			
No.	User Group	Description	
<input type="checkbox"/>	<a href="#">01.View IR</a>	01.View_IR	
<input type="checkbox"/>	<a href="#">02.Make Coll</a>	02.Make_Coll	
<input type="checkbox"/>	<a href="#">02.Make Payt</a>	02.Make_Payt	
<input type="checkbox"/>	<a href="#">02.Make Sal1/2</a>	02.Make_Sal1/2	
<input type="checkbox"/>	<a href="#">04.Auth Payt &amp; Coll</a>	04.Auth_Payt & Coll	
<input type="checkbox"/>	<a href="#">04.Auth Sal1/2</a>	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

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

### Maker rights

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

### Approver rights

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

- See next page for Additional Approver Rights Setting

## 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"/>	<a href="#">Subscriber Maintenance</a>	2111050030031	-	05 Nov 2021	-	-	-	Pending Authorisation (Modify)	-

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



## Pending Authorisation

The screenshot shows the MUFG DUO interface. On the left is a navigation menu with categories like Trade Finance, Securities Management, Service Catalog, Cash Management, Netting, CMS Singapore (circled with a red '1'), CMS Hong Kong, Trade Finance, Payables Finance, and Service Links. The main content area has a 'Notice' section with a list of messages, including 'Expiration of electronic certificate is approaching' and 'System maintenance schedule'. Below this is a 'To Do - Detail' table:

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**

The screenshot shows the COMSUIE Home dashboard. At the top are navigation tabs: Task List, Information Reporting, Cash, Services, and Corporate Admin. Below are several widgets: 'You Have', 'Tasks' (with 'Pending Authorisation' circled in red and a red '2'), 'Shortcuts', 'Bulletin Board', 'Bulletin Board Messages', and '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  [A](#) 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:  [A](#)

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

1 Task approved. Click