

CMS Singapore

File Upload User Guide

File Upload

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 Cash

3 Click on File Upload

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

Payment/Collection **File Upload** Cash Reports

Browse File

Select upload file

Profile *
GIRO

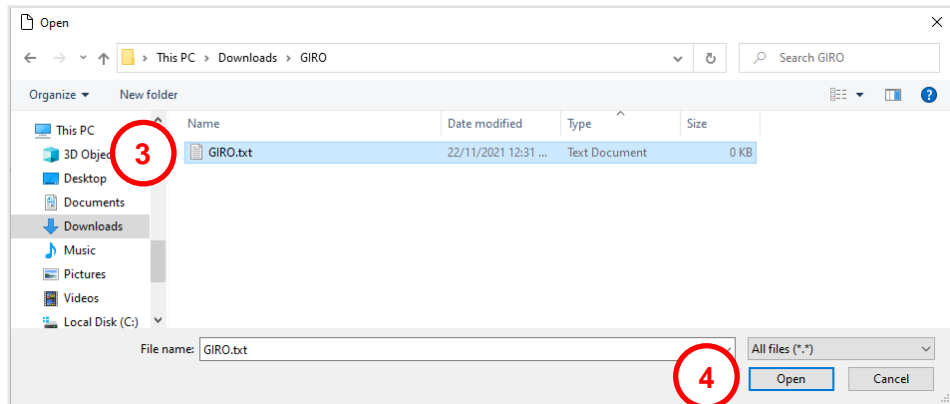
Product
GIRO Payment (SG)

File Format
PIF

File Name *
C:\Desktop\GIRO.tx

Max File Size 5MB

Upload File(s)



Select upload file

File is pending validation. Please click [here](#) to view the status. File Reference FL2111280027896

Profile *
GIRO

Product
GIRO Payment (SG)

File Format
PIF

File Name *
C:\Desktop\GIRO.tx

Max File Size 5MB

Upload File(s)

1 Select Profile

(if Profile is empty or not applicable, please create a new Upload Profile first in order for the system to identify the payment that you are going to upload – refer to [Page 6](#))

2 Click

3 Locate and select your file

4 Click

5 Click

6 File is pending validation. Click on [here](#) to see if successful or failed upload

(refer to [Page 4](#) for successful upload or [Page 5](#) for failed upload)

File Uploaded

Upload Date	Product	File Reference	File Name	File Format	User ID - User Name	File Upload Status	Batch/Transaction Reference No.	Value Date	Count
24 Nov 2021 14:56:44	GIRO Payment (SG)	FL2111240027877	GIRO.bt	PIF	MKR80005 - NLS91116	File Uploaded	-	-	3

1

B1

☰☰☰	Task List	Information Reporting	Cash	Services	Corporate Admin
Task List	Transaction Status Inquiry	Cheque Status Inquiry	File Upload Status Inquiry		

B2

C1

☰☰☰	Task List	Information Reporting	Cash	Services	Corporate Admin
Task List	Transaction Status Inquiry	Cheque Status Inquiry	File Upload Status Inquiry		

C2

1 File Uploaded:

- To view the transaction status, click on **Task List** **B1** **Transaction Status Inquiry** **B2**
- To recall & delete the transaction, click on **Task List** **C1** **Task List** **C1** & refer to **Page 8**

File Rejected

Upload Date	Product	File Reference	File Name	File Format	User ID - User Name	File Upload Status	Batch/Transaction Reference No.	Value Date	Count
24 Nov 2021 14:57:37	GIRO Payment (SG)	FL2111240027878	GIRO.bt	PIF	MKR80005 - NLS9111 6	File Rejected		-	-

1

File Upload Error List

File Upload Error List	
Line 1 :	Beneficiary/Debtor Account No. must be numeric. [936004011] Error occurred during processing file. [801004005]

- 1 File Rejected. Click on [File Rejected](#) to see the details

(refer to the File Upload Error List on which field(s) is / are causing the error that needs to be corrected from the source (e.g. your Accounting / ERP System, Conversion Program, Excel Offline Tool, etc.). Please do file upload again once the error(s) has / have been fixed from the source)

- Go back to [Page 2](#) for file upload again

Create Upload Profile

The screenshot displays the COMSUIE interface with the following elements:

- Left Sidebar:** Contains navigation options such as 'MUFG DUO', 'Trade Finance', 'Trade Manager', 'Securities Management', 'WEBINQ', 'Service Catalog', 'Cash Management', 'Netting', 'CMS Singapore', 'CMS Hong Kong', 'Trade Finance', 'Payables Finance', and 'Service Links'.
- Notice Section:** Lists various notices with dates and times, including 'Expiration of electronic certificate is approaching', 'System maintenance schedule', and 'We launch new service'.
- To Do - Detail Table:** A table showing the status of tasks in the COMSUIE Portal.
- Services Menu:** A horizontal menu with options like 'Task List', 'Information Reporting', 'Cash', 'Services', and 'Corporate Admin'. The 'Services' option is highlighted.
- Upload Profile - Inquiry Form:** A form with a 'Product' dropdown menu (set to 'Please Select'), a 'Profile Name' input field, and a 'Search' button. An 'Add' button is located at the bottom right.

Red circles and arrows indicate the steps for creating an upload profile:

1. Click on 'CMS Singapore' in the left sidebar.
2. Click on 'Services' in the top navigation menu.
3. Click on 'Upload Profile' in the 'Services' sub-menu.
4. Click on the 'Add' button in the 'Upload Profile - Inquiry' form.

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

2 Click on **Services**

3 Click on **Upload Profile**

4 Click on **Add**

Upload Profile Settings

Upload Profile - Add

Enter Details

Host to Host Profile * Yes No

File Format * 1

Product * 2

Profile Name * 3

File Location

Path Check Match file path and submit, do not accept file from other locations

Duplicate File Check Check duplicate files and reject duplicates

Skip Value Date Checking * Yes No

Country Look Up * None ISO Country Code

Beneficiary Look Up * None Account No. Beneficiary/Debtor ID

Batch Split Based On Amount Tiers

[< Back](#) 4

[< Back](#) 5

[< Back](#) 6

DM – Domestic Transfer | FR – Foreign Remittance | BTT – Book Transfer to Third Party | FP – FAST Payment

- 1 Select File Format (PIF)
- 2 Select Product:
 - GIRO Payment (SG)
 - GIRO Salary 1 (SG)
 - Remittance (SG) – for DM / FR / BTT / FP
 - Cheque Issuance (SG)
- 3 Enter Profile Name (to identify your Upload Profile)
- 4 Click
- 5 Click
- 6 Click

Recall Transaction

Task List

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

Orderer Account No.: All | Value Date: From: To: Search Advanced Search

<input checked="" type="checkbox"/>	Product	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary/Debtor	Customer Reference	Status	Orderer
<input checked="" type="checkbox"/>	GIRO Payment (SG)	SG2111240199196	- FL2111240027877	25 Nov 2021	SGD 60,000.00	3	SG2111240199196 GIRO bt	Pending Authorisation	

Recall

1 Select transaction(s)

2 Click **Recall**

3 Click **OK** to confirm

4 Transaction(s) has / have been recalled. Click **OK**

- Proceed to next page for deletion

CMS Singapore says:

Confirm to recall?

3 **OK** Cancel

Task Summary

Successful.
Task recalled.

Product	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary/Debtor	Customer Reference	Orderer	Task Status	Task Message
GIRO Payment (SG)	SG2111240199196	- FL2111240027877	25 Nov 2021	SGD 60,000.00	3	SG2111240199196 GIRO bt		Successful.	

OK

Delete Transaction

Task List

Company: Product/Function: Status:

Orderer Account No.: Value Date: From To

[Advanced Search](#)

<input checked="" type="checkbox"/>	Product	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary/Debtor	Customer Reference	Status	Orderer
<input checked="" type="checkbox"/>	GIRO Payment (SG)	SG2111240199196	- FL2111240027877	25 Nov 2021	SGD 60,000.00	3	SG2111240199196 GIRO.td	Recalled	

1 Select transaction(s)

2 Click

3 Click to confirm

4 Transaction(s) has / have been deleted. Click

CMS Singapore says:

Confirm to delete?

Task Summary

Successful.
Task deleted.

Product	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary/Debtor	Customer Reference	Orderer	Task Status	Task Message
GIRO Payment (SG)	SG2111240199196	- FL2111240027877	25 Nov 2021	SGD 60,000.00	3	SG2111240199196 GIRO.td		Successful.	