

# CMS Singapore

File Upload User Guide

# File Upload

**Global Cash Balance**  
Customer: ALL | Base Currency: JPY [Rate by Bank] Settings

Total | 0 a/c  
110.0  
90.0

Others | 0 a/c  
50.0  
30.0

Regional Data:  
EMEA O/a/c: 10.0, 50.0  
East Asia O/a/c: 50.0, 10.0  
North America O/a/c: -50.0, 60.0  
Asia Pacific O/a/c: 50.0, 20.0  
Central & South America O/a/c: 50.0, -50.0

**To Do - Detail**

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

- 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

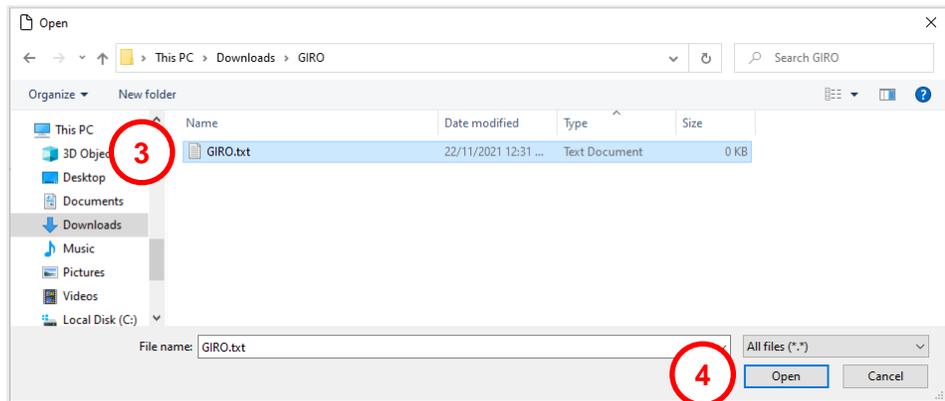
Product  
GIRO Payment (SG)

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 **Browse**
- 3 Locate and select your file
- 4 Click **Open**
- 5 Click **Upload File**
- 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

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**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	<a href="#">File Rejected</a>		-	-

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## 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 four numbered steps indicating the process:

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

The interface includes a sidebar with categories like Trade Finance, Securities Management, Service Catalog, Cash Management, Netting, CMS Singapore, CMS Hong Kong, Trade Finance, and Payables Finance. A 'Notice' section lists various alerts. A 'To Do - Detail' table shows the status of tasks:

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

The 'Upload Profile - Inquiry' form has fields for 'Product \*' (Please Select) and 'Profile Name', a 'Search' button, and an 'Add' button.

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:  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"/>	<a href="#">GIRO Payment (SG)</a>	SG2111240199196	- FL2111240027877	25 Nov 2021	SGD 60,000.00	3	SG2111240199196 GIRO bt	Pending Authorisation	

1 Select transaction(s)

2 Click

3 Click  to confirm

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

- Proceed to next page for deletion

CMS Singapore says: -

Confirm to recall?

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.	

## 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"/>	<a href="#">GIRO Payment (SG)</a>	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.	