

CMS Singapore

Beneficiary / Debtor Maintenance User Guide

Beneficiary / Debtor Maintenance

COMSUIITE Portal

Global Cash Balance

Customer: ALL | Base Currency: JPY [Rate by Bank] Settings

Total | O a/c
110.0
90.0

Others | O a/c
50.0
30.0

EMEA O a/c 10.0
East Asia O a/c 50.0
North America O a/c -50.0
Asia Pacific O a/c 50.0
Central & South America O a/c -50.0

To Do - Detail

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

Services

Beneficiary/Debtor Maintenance

Listing

ID	Beneficiary/Debtor Name	Account No.	Payment Mode
<input checked="" type="checkbox"/>	JANE DOE	6677889900	GIRO/FAST Domestic Transfer Foreign Remittance/Demand Draft Cheque Issuance
<input checked="" type="checkbox"/>	JOHN DOE	987654	Book Transfer Third Party GIRO/FAST Domestic Transfer Foreign Remittance/Demand Draft Cheque Issuance

Download

1 Login to COMSUIITE & click on

2 Click on

3 Click on

- To add new beneficiary, click & proceed to (←click here)
- To modify a beneficiary, click on the ID (e.g. JOHN DOE) , scroll all the way down on the next screen, click & proceed to (←click here)
- To delete beneficiary(ies), select beneficiary(ies) , click on & proceed to (←click here)

Beneficiation Details

Beneficiary/Debtor Maintenance - Add

Beneficiary/ Debtor Maintenance

Beneficiary/ Debtor ID * **1** Account No. **2**

Email Address **3** Deactivate

Product Information

Provider * **4**

Products *

Products

Beneficiary/ Debtor ID

Account No.

Listing

<input type="checkbox"/>	Product Name	Product Description
<input type="checkbox"/>	Cheque Issuance (SG)	Cheque Issuance (SG)
<input type="checkbox"/>	GIRO Collection (SG)	GIRO Collection (SG)
<input type="checkbox"/>	GIRO Payment (SG)	GIRO Payment (SG)
<input type="checkbox"/>	GIRO Salary1 (SG)	GIRO Salary1 (SG)
<input type="checkbox"/>	GIRO Salary2 (SG)	GIRO Salary2 (SG)
<input type="checkbox"/>	RM-Book Transfer to Own (SG)	RM-Book Transfer to Own (SG)
<input type="checkbox"/>	RM-Book Transfer to Third Party (SG)	RM-Book Transfer to Third Party (SG)
<input type="checkbox"/>	RM-Demand Draft (SG)	RM-Demand Draft (SG)
<input type="checkbox"/>	RM-Domestic Transfer (SG)	RM-Domestic Transfer (SG)
<input type="checkbox"/>	RM-FAST Collection (SG)	RM-FAST Collection (SG)
<input type="checkbox"/>	RM-FAST Payment (SG)	RM-FAST Payment (SG)
<input type="checkbox"/>	RM-Foreign Remittance (SG)	RM-Foreign Remittance (SG)
<input type="checkbox"/>	Remittance (SG)	Remittance (SG)

5 **6**

● – required | ● – optional

1 Enter Beneficiary / Debtor ID (to identify your beneficiary and not editable on Modify mode)

2 Enter Account No. (not applicable to Cheque Issuance)

3 Enter Email Address (notify your beneficiary via email of the payment details)

4 Click  to select Product

5 Select Product(s):
(refer to respective pages if you have selected multiple Products)

- Cheque Issuance (SG)

Page 4 ([←click here](#))

- GIRO Payment / GIRO Salary 1 & 2 / GIRO Collection (SG)

Page 5 ([←click here](#))

- RM-FAST Payment / RM-FAST Collection (SG)

Page 5 ([←click here](#))

- RM-Book Transfer to Third Party (SG)

Page 6 ([←click here](#))

- RM-Domestic Transfer (SG)

Page 7 ([←click here](#))

- RM-Foreign Remittance (SG)

Page 8 ([←click here](#))

6 Click

Cheque Issuance Section

Cheque Issuance

Beneficiary Name
JOHN SMITH **1**

Mailing Address
7 Straits View 23-01 Marina One
East Tower Singapore 018936 **2**

Beneficiary Country
SG - SINGAPORE **3**

Attention
JOHN SMITH **4**

• – required | • – optional

- 1 Scroll to down to Cheque Issuance section & Enter Beneficiary Name
 - 2 Enter Mailing Address (MUFG will send the cheque to your beneficiary)
 - 3 Select Beneficiary Country (SG – SINGAPORE)
 - 4 Enter Attention or Addressee (if Mailing Address is filled-in)
- Proceed to **Page 10** (←click here) for submission

GIRO / FAST Section

GIRO/FAST

Beneficiary Name	Beneficiary Bank
<input type="text" value="JOHN SMITH"/>	<input type="text" value="DBSSSGSG"/>
<input type="text"/>	<input type="text" value="DBS BANK LTD"/>
<input type="text"/>	DDA Ref. No.
<input type="text"/>	<input type="text"/>

• – required | • – optional

- 1 Scroll to down to GIRO / FAST section and Enter Beneficiary Name
 - 2 Click  to select Beneficiary Bank
 - 3 Enter DDA Ref. No. (applicable to GIRO Collection only)
- Proceed to **Page 10** ([←click here](#)) for submission

Book Transfer Third Party Section

Book Transfer Third Party

Beneficiary Name

JOHN SMITH 1

Beneficiary Address

7 Straits View 23-01 Marina One 2

East Tower Singapore 018936

• – required | • – optional

- 1 Scroll to down to Book Transfer Third Party section and Enter Beneficiary Name
 - 2 Enter Beneficiary Address
- Proceed to **Page 10** ([←click here](#)) for submission

Domestic Transfer Section

Domestic Transfer

Beneficiary Name & Address	Beneficiary Bank
<input type="text" value="JOHN SMITH"/>	SWIFT BIC
<input type="text" value="7 Straits View 23-01 Marina One"/>	<input type="text" value="DBSSSGSG"/>  3
<input type="text" value="East Tower Singapore 018936"/> 1	Bank Name & Address
<input type="text" value="Beneficiary Name or Address"/>	<input type="text" value="DBS BANK LTD"/>
Beneficiary Country	<input type="text" value="Beneficiary Bank Name or Address"/>
<input type="text" value="SG - SINGAPORE"/> 2	<input type="text" value="Beneficiary Bank Address"/>
	<input type="text" value="Beneficiary Bank Address"/>
	Beneficiary Bank Country
	<input type="text" value="SG - SINGAPORE"/>

- 1 Scroll to down to Domestic Transfer and section Enter Beneficiary Name & Address (Address is optional)
 - 2 Select Beneficiary Country (SG – Singapore)
 - 3 Click  to select Beneficiary Bank
- Proceed to **Page 10** ([←click here](#)) for submission

Foreign Remittance Section

Foreign Remittance/ Demand Draft

Beneficiary Name & Address
City name is required

JOHN SMITH

7 Straits View 23-01 Marina One

East Tower Singapore 018936

Beneficiary Address

Beneficiary Country

SG - SINGAPORE

Beneficiary Bank
Applicable to Foreign Remittance only

SWIFT BIC
DBSSSGSG

Bank Name & Address
City name is required
DBS BANK LTD.

HEAD OFFICE (SINGAPORE)

12MARINA BLVD,DBS ASIA CTRL M.

BAY FIN CTR TWR 3,SINGAPORE 0

Beneficiary Bank Country

SG - SINGAPORE

1

2

A1

3

A2

A3

1 Scroll to down to Foreign Remittance section Enter Beneficiary Name & Address (City name is required in Address)

2 Select Beneficiary Country

3 Click  to select Beneficiary Bank

- Proceed to **Page 10** (←click here) for submission

Note:

- To enter manually the Beneficiary Bank details instead,

select Bank Name & Address **A1**, enter the Bank Name & Address **A2** & select Beneficiary Bank Country **A3**

Beneficiary Deletion

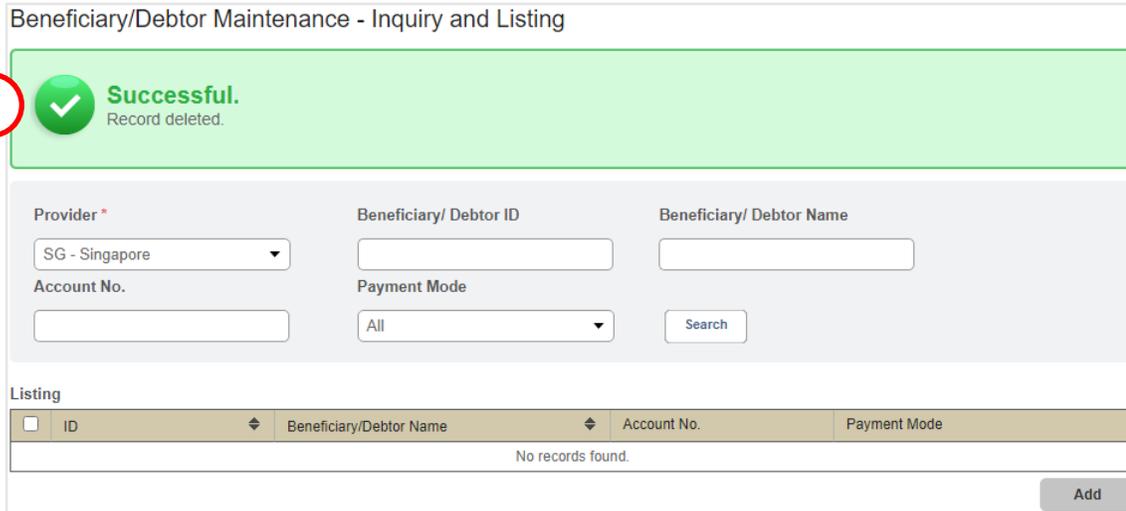


A confirmation dialog box with a grey header bar containing a close button (X). The main content area is white and contains the text "Confirm to delete?". A red circle with the number "1" is positioned over the top right corner of the dialog. At the bottom, there are two buttons: "OK" and "Cancel".

1 Click

2 Beneficiary(ies) has / have been deleted

- Go back to [Page 2](#) (←click here)



The screen title is "Beneficiary/Debtor Maintenance - Inquiry and Listing". A green success message banner at the top left contains a checkmark icon, the text "Successful.", and "Record deleted." A red circle with the number "2" is positioned over this banner. Below the banner are search filters: "Provider *" (dropdown menu with "SG - Singapore" selected), "Beneficiary/ Debtor ID" (text input), "Beneficiary/ Debtor Name" (text input), "Account No." (text input), "Payment Mode" (dropdown menu with "All" selected), and a "Search" button. Below the filters is a "Listing" table with columns: "ID", "Beneficiary/Debtor Name", "Account No.", and "Payment Mode". The table is currently empty, displaying "No records found." at the bottom. An "Add" button is located at the bottom right of the screen.

Beneficiary Submission

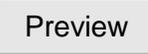
The screenshot shows the 'Beneficiary Submission' process. At the top right, there are buttons for '< Back', 'Save As Draft', and 'Preview'. A red circle with the number '1' is around the 'Preview' button. Below this, there is a yellow box containing 'Challenge Code: 655564' and 'Response Code' with a masked input field. A red circle with the number '2' is around the 'Response Code' field, and a red circle with the number '3' is around the 'Submit' button. Below the yellow box, there is a '< Back' button and a 'Submit' button. A blue circle with the letter 'A' is around the 'Submit' button. Below the 'Submit' button, there is a 'Token Instructions' section with a blue circle with the letter 'A' around it. The main content area is titled 'Beneficiary/Debtor Maintenance - Acknowledgement' and shows a green success message: 'Successful. Record added.' Below this, there is a 'Beneficiary/ Debtor Maintenance' section with fields for 'Beneficiary/ Debtor ID' (JOHN SMITH), 'Account No.' (9988776655), 'Email Address' (johnsmith@johnsmith.com), and a 'Deactivate' checkbox. Below this is a 'Product Information' section with 'Provider' (SG-Singapore) and a table of products. At the bottom right, there are 'Print' and 'OK' buttons. A red circle with the number '5' is around the 'OK' button.

< Back Save As Draft Preview 1

Challenge Code: 655564
Response Code: 2 3
< Back Submit
Token Instructions A
Beneficiary/Debtor Maintenance - Acknowledgement
Successful. Record added.
Beneficiary/ Debtor Maintenance
Beneficiary/ Debtor ID: JOHN SMITH Account No.: 9988776655
Email Address: johnsmith@johnsmith.com Deactivate
Product Information
Provider: SG-Singapore
Products

Product Name	Product Description
GIRO Payment (SG)	GIRO Payment (SG)
RM-Foreign Remittance (SG)	RM-Foreign Remittance (SG)

Print OK 5

- 1 Scroll all the way down and click 
- 2 Scroll all the way down and enter Response Code (for instructions how to enter the code, click on  )
- 3 Click 
- 4 Beneficiary has been added or modified. Click 

Note:

- Refer to GUIDE 13 – Payment and Approval for instructions how to create & approve payment(s)