

# CMS Singapore

Notification Setup User Guide

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## Things to note

- Notification Setup requires two (2) Administrators:

**A** 1st Administrator → Set up Notification (starts on **Page 3** [←click here](#)) & 2nd Administrator → Approve Notification Setup (starts on **Page 7** [←click here](#))

## Corporate Admin — Notification Setup

Notice

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 Corporate Admin

3 Click on Notification Setup

## Select User

Notification Setup - Users

■ Company Information

Company Code  Company

■ User Listing

<input type="checkbox"/>	User ID	User Role	Mobile No.	Email Address
<input type="checkbox"/>	<a href="#">USER001</a>			johnsmith@johnsmith.com

[× Delete](#) [Add](#)

1

1 Click [Add](#)

2 Click [Search](#)

3 Click on the User ID (e.g. [USER001](#)) to select a user

■ Company Information

Company Code  Company

User ID  [Search](#)

2

■ User Listing

User ID	User Role	Mobile No.	Email Address
<a href="#">USER001</a>			johnsmith@johnsmith.com

3

[< Back](#)

## Notification Setup Screen

Notification Configuration				
Event	Secured Inbox	Email Address	SMS	Threshold Amount
<b>Workflow Notification</b>				
Maker Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Settings
Returned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Settings
Recalled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Settings
Pending Verification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Settings
Pending Authorisation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Settings
Pending Release	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Settings
Declined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Settings
Submitted to Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Settings
<b>Bank Host Notification</b>				
Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Settings
Successful	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Settings
Bank Rejected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Settings
<b>Event Notification</b>				
Event Reminder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Report Generated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notification of Inward Book Transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Notification of Inward Domestic Transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Notification of Inward Export Bill Settlement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Notification of Inward Foreign Remittance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Notification of Inward FAST Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Notification of Inward Giro Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

[< Back](#)

Submit

4

1 Select the following applicable Notification Types under Workflow Notification:  
(see **Page 10** ([←click here](#)) for Notification Type Glossary)

For Makers:

Maker Notification

Returned

Declined

Submitted to Bank

For Approvers:

Pending Authorisation

Recalled

Submitted to Bank

For Verifiers:

Pending Verification

Recalled

Submitted to Bank

2 Select the following applicable Notification Types under Bank Host Notification:  
(see **Page 10** ([←click here](#)) for Notification Type Glossary)

Successful

Bank Rejected

3 Select the following applicable Notification Types under Event Notification:

4 Click **Submit**

## Submission



- Task submitted. Please get another Administrator to approve the Notification Setup (refer to next page)
- Go back to **Page 4** ([←click here](#)) to set up another user (if any)

## Pending Authorisation

**Notice** Inbox

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[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 ≡

## Notification Setup Approval

Task List

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

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"/>	<a href="#">Notification Setup</a>	2112070030127	-	07 Dec 2021	-	-	-	Pending Authorisation (Create)	

Recall Return Decline Approve

1

2

1 Tick on [Notification Setup](#)

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
Notification Setup	1

Challenge Code: 753405  
Response Code:

[A](#)

3

4

A

Confirm to approve?

5



## Notification Setup Completed

### 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
Notification Setup	2112070030127	-	07 Dec 2021	-	-	-	-	Successful.	1

OK

1 Task approved. Click

## Event & Bank Notification Glossary

Maker Notification	<ul style="list-style-type: none"> <li>Notification to Maker whenever there is an event triggered by a Verification / Authorisation / Release and when transaction is Successful / Bank Rejected.</li> <li>Notification will be sent to the Maker who submitted the task. Once there is a return and submit, the subsequent notification will then be sent to the new Maker who submitted the task (and not the previous one unless it is the same Maker).</li> </ul>
Returned	<ul style="list-style-type: none"> <li>Notification to Maker when his task is returned by Verifier / Authoriser / Releaser.</li> <li>Notification will be sent to the latest Maker who submitted the task.</li> </ul>
Recalled	<ul style="list-style-type: none"> <li>Notification to the latest Verifier or Authoriser when Maker recalled his task.</li> <li>Notification will be sent to the latest Verifier who verified the task when task is recalled from Pending Verification stage.</li> <li>Notification will be sent to the latest Authoriser who authorised the task when task is recalled from Pending Authoriser stage.</li> </ul>
Pending Verification	<ul style="list-style-type: none"> <li>Notification to Verifier when there is an incoming task.</li> <li>This is a notification to all verifiers who can verify the task (based on Signature Matrix configuration matching with Role).</li> </ul>
Pending Authorisation	<ul style="list-style-type: none"> <li>Notification to Authoriser when there is an incoming task.</li> <li>Notification is sent based on priority of authorisers configured in Signature Matrix Engine, i.e. authorisers in first priority will all receive notification first and after first priority is met, only then notification to authorisers in priority 2 is sent.</li> </ul>
Declined	<ul style="list-style-type: none"> <li>Notification when Verifier, or Authoriser, or Releaser declines the task.</li> <li>Send notification to all who previously actioned on the task</li> </ul>
Submitted to Bank	<ul style="list-style-type: none"> <li>Notification when Status of the Task is updated to Submitted to Bank.</li> <li>Send notification to all who previously actioned on the task</li> </ul>
Successful	<ul style="list-style-type: none"> <li>Send notification to all who previously actioned on the task.</li> </ul>
Bank Rejected	<ul style="list-style-type: none"> <li>Send notification to all who previously actioned on the task.</li> </ul>

- Go back to **Page 5** ([←click here](#)) for Notification Setup Screen

### Note:

- Successful & Bank Rejected applies to GIRO & FAST Payment only