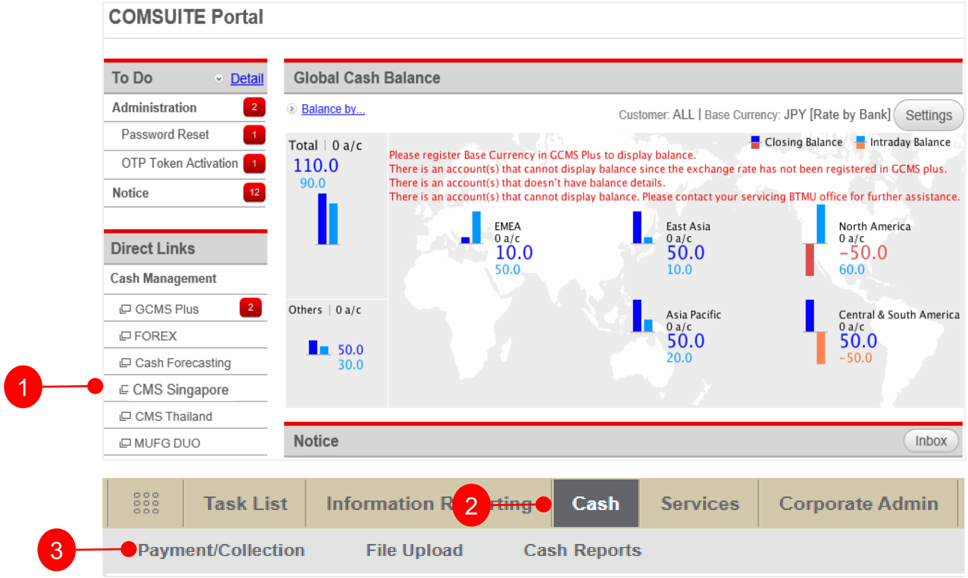
CMS Singapore
Payment Creation Guide – GIRO/ Salary (New Beneficiary)

Payment & Collection

1. Log in to “COMSUITE” portal and click “CMS Singapore”
   - For detailed login steps, please refer to Guide C1
2. Click “Cash”
3. Click “Payment/ Collection”

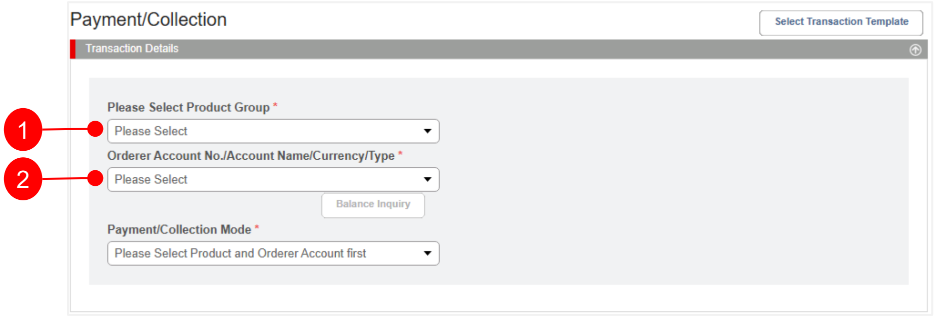


Product Group

1. Select “Product Group”
    - “GIRO Payment” – For non-urgent electronic payments in Singapore Dollars within Singapore, suitable for single or bulk staff transfers (e.g., bills, staff claims, taxes, miscellaneous expenses, etc.)
    - “GIRO Salary 1” or ““GIRO Salary 2” – For non-urgent electronic salary payments in Singapore Dollars within Singapore, suitable for single or bulk staff transfers
2. Select “Orderer Account No.”
    - This is your MUFG account from which money will be debited

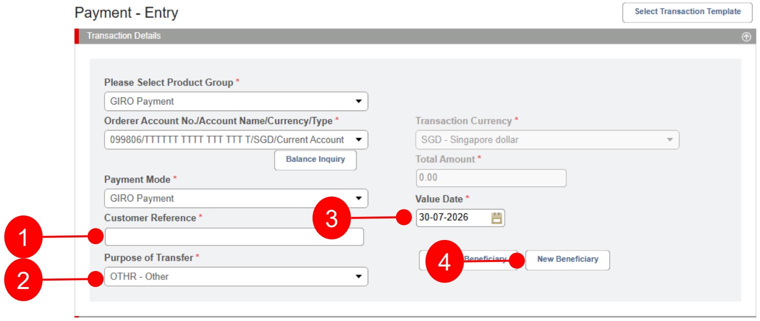
Note:

- Refer to Guide Z1 for the cut-off time table and standard bank charges



Transaction Details

1. Enter “Customer Reference”
   - For a single beneficiary transaction, you may provide extra details such as invoice numbers or specific reference numbers.
   - For a multiple beneficiaries transaction, you may provide a generic description or payment purpose (e.g., “Vendor Payment,” “Staff Payroll,” etc.)
   - Some other banks may not be able to display or process this information
2. Select “Purpose of Transfer”
   - OTHR – Other (commonly used for GIRO Payment)
   - SALA – Salary (commonly used for Salary Payment)
3. Select “Value Date”
4. Click “New Beneficiary”



Beneficiary Details

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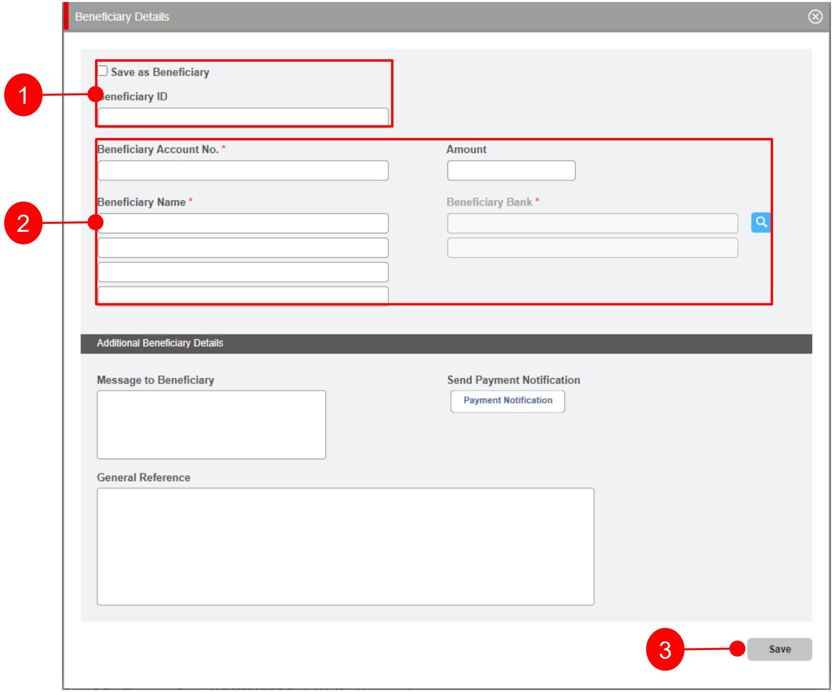
1. If you wish to save the beneficiary for future use, tick "Save as Beneficiary" and enter "Beneficiary ID" (optional)
2. Complete the following under "Beneficiary Details" section:
    - Beneficiary Account No.
    - Beneficiary Name
    - Amount
    - Beneficiary Bank (choose from the bank listing by clicking on)
3. Click "Save"
4. Repeat Step 4 on Page 4 to add another beneficiary if needed



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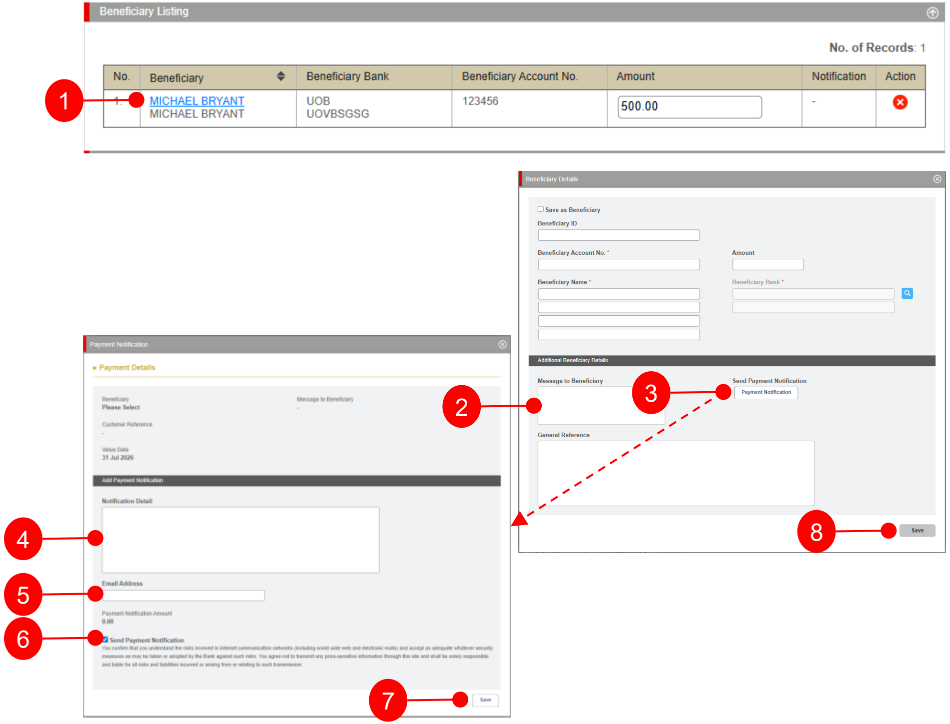
Other Information & Payment Notification

You may skip this page if you do not intend to provide additional information to your beneficiary

1. Click “Beneficiary/ Debtor ID” to select a beneficiary (e.g. MICHAEL BRYANT)
2. Enter “Message to Beneficiary” (optional)
    - Give your beneficiary extra details, such as invoice or reference numbers via bank statement
    - Some other banks may not be able to process or display this information
3. Click “Payment Notification” (optional)
    - This will enable payment advice to be sent to your beneficiary via email
    - Not applicable to Salary Payment
4. Enter “Notification Detail” (optional)
    - Give your beneficiary extra details, such as invoice or reference numbers via email
5. Enter “Email Address”
    - You may enter multiple email addresses, separated by a semi-colon “;” (e.g. michaelbryant@abc.com; abcholdings@abc.com)
6. Tick “Send Payment Notification”
7. Click “Save”
8. Click “Save”



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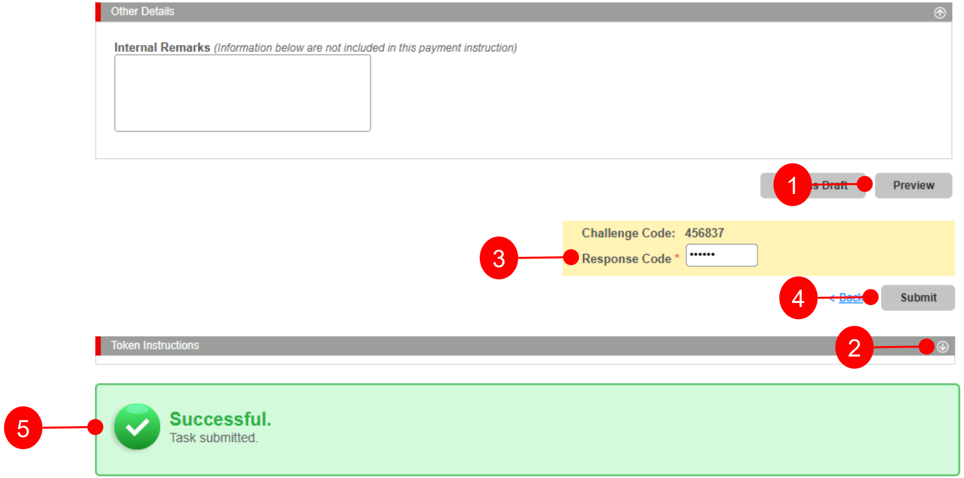
Preview & Submission

1. Click “Preview”
2. For “Token Instructions”, click
3. Enter “Response Code”
4. Click “Submit”
5. Transaction has been submitted



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