



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 C.1](#)
2. Click “Cash”
3. Click “Payment/ Collection”

The screenshot shows the COMSUITE Portal interface. On the left is a sidebar with a 'To Do' list (Administration: 2, Password Reset: 1, OTP Token Activation: 1, Notice: 12) and 'Direct Links' (Cash Management: GCMS Plus: 2, FOREX, Cash Forecasting, CMS Singapore, CMS Thailand, MUFG DUO). A red circle with the number '1' points to the 'CMS Singapore' link. The main content area is titled 'Global Cash Balance' and shows a world map with regional balance data. A red circle with the number '2' points to the 'Cash' tab in the top navigation bar. Below the navigation bar, a red circle with the number '3' points to the 'Payment/Collection' link. The 'Global Cash Balance' section displays a total of 110.0 and regional balances: EMEA (10.0), East Asia (50.0), North America (-50.0), Asia Pacific (50.0), and Central & South America (-50.0). A notice at the bottom states: 'Please register Base Currency in GCMS Plus to display balance. There is an account(s) that cannot display balance since the exchange rate has not been registered in GCMS plus. There is an account(s) that doesn't have balance details. There is an account(s) that cannot display balance. Please contact your servicing BTMU office for further assistance.'

Region	Balance
Total	110.0
EMEA	10.0
East Asia	50.0
North America	-50.0
Asia Pacific	50.0
Central & South America	-50.0

1. Select "Product Group"

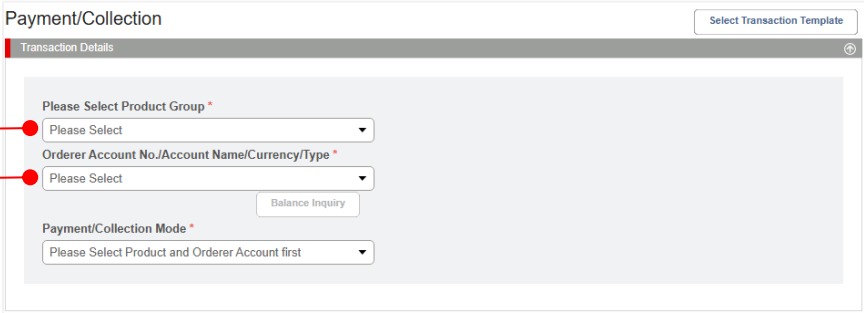
- "GIRO Payment" – For non-urgent electronic payments in Singapore Dollars within Singapore, suitable for single or bulk staff transfers (e.g., bills, staff claims, taxes, miscellaneous expenses, etc.)
- "GIRO Salary 1" or "GIRO Salary 2" – For non-urgent electronic salary payments in Singapore Dollars 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



Payment/Collection Select Transaction Template

Transaction Details

Please Select Product Group *

Please Select

Orderer Account No./Account Name/Currency/Type *

Please Select

Balance Inquiry

Payment/Collection Mode *

Please Select Product and Orderer Account first

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"

Payment - Entry

Select Transaction Template

Transaction Details

Please Select Product Group *

GIRO Payment

Orderer Account No./Account Name/Currency/Type *

099806/TTTTTT TTT TTT TTT T/SGD/Current Account

Balance Inquiry

Transaction Currency *

SGD - Singapore dollar

Total Amount *

0.00

Payment Mode *

GIRO Payment

Value Date *

30-07-2026

Customer Reference *

Purpose of Transfer *

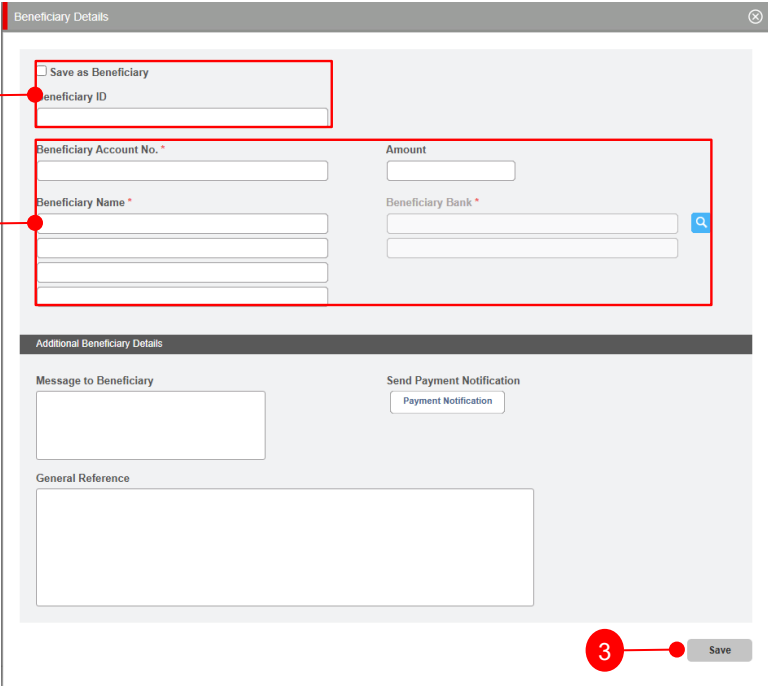
OTHR - Other

New Beneficiary

1 2 3 4

Beneficiary Details

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

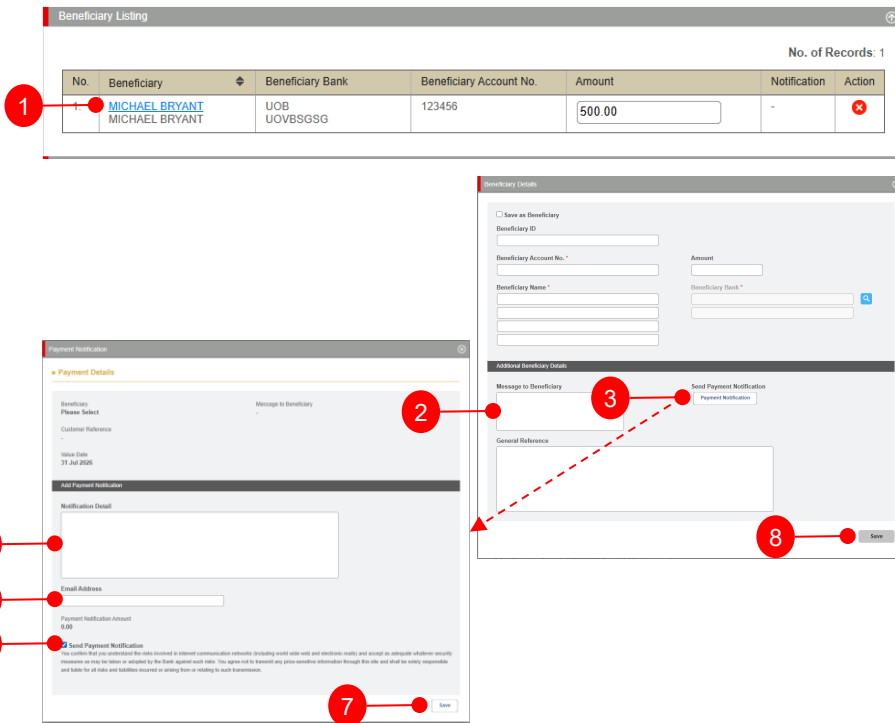


The screenshot shows the 'Beneficiary Details' form. A red box labeled '1' highlights the 'Save as Beneficiary' checkbox and the 'Beneficiary ID' field. Another red box labeled '2' highlights the 'Beneficiary Account No.', 'Amount', 'Beneficiary Name', and 'Beneficiary Bank' fields. A third red box labeled '3' highlights the 'Save' button at the bottom right. The form also includes sections for 'Additional Beneficiary Details', 'Message to Beneficiary', 'Send Payment Notification', and 'General Reference'.

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"



The screenshots illustrate the process of adding a beneficiary and sending a payment notification. The first screenshot shows the 'Beneficiary Listing' table with one entry for MICHAEL BRYANT. The second screenshot shows the 'Beneficiary Details' form with fields for Beneficiary ID, Beneficiary Account No., Beneficiary Name, and Beneficiary Bank. The third screenshot shows the 'Payment Notification' form with fields for Message to Beneficiary, Notification Detail, Email Address, and Payment Notification Amount. The fourth screenshot shows the 'Send Payment Notification' button and the 'Save' button.

No.	Beneficiary	Beneficiary Bank	Beneficiary Account No.	Amount	Notification	Action
1	MICHAEL BRYANT MICHAEL BRYANT	UOB UOVBSGSG	123456	500.00	-	

Beneficiary Details

☐ Save as Beneficiary

Beneficiary ID:

Beneficiary Account No.: Amount:

Beneficiary Name: Beneficiary Bank:

Additional Beneficiary Details

Message to Beneficiary:

Send Payment Notification:

General Reference:

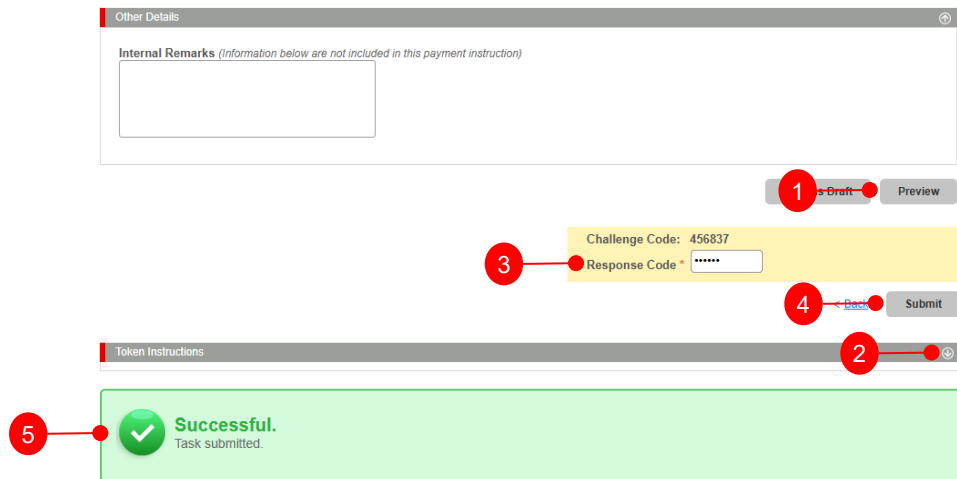
Payment Notification

Payment Notification Amount:

☐ Send Payment Notification

Preview & Submission

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



The screenshot displays the 'Other Details' section of the COMSUITE CMS Singapore interface. It features a form for 'Internal Remarks' and a 'Response Code' field. The process is guided by five numbered steps: 1. Click 'Preview' (indicated by a red circle and arrow pointing to the 'Preview' button). 2. For 'Token Instructions', click the download icon (indicated by a red circle and arrow pointing to the download icon). 3. Enter 'Response Code' (indicated by a red circle and arrow pointing to the 'Response Code' input field). 4. Click 'Submit' (indicated by a red circle and arrow pointing to the 'Submit' button). 5. Transaction has been submitted (indicated by a red circle and arrow pointing to the 'Successful. Task submitted.' message box).

Other Details

Internal Remarks (Information below are not included in this payment instruction)

Challenge Code: 456837

Response Code *

Submit

Token Instructions

Successful.
Task submitted.

