



CMS Singapore Payment Creation Guide – GIRO/ Salary (Existing 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 'To Do' and 'Direct Links' sections. The 'To Do' section lists 'Administration' (2), 'Password Reset' (1), 'OTP Token Activation' (1), and 'Notice' (12). The 'Direct Links' section lists 'Cash Management' with sub-links: 'GCMS Plus' (2), 'FOREX', 'Cash Forecasting', 'CMS Singapore' (marked with a red circle and '1'), 'CMS Thailand', and 'MUFG DUO'. The main content area is titled 'Global Cash Balance' and shows a world map with regional balance data. A 'Notice' section is at the bottom. A navigation bar at the very bottom contains tabs: 'Task List', 'Information Reporting', 'Cash' (marked with a red circle and '2'), 'Services', and 'Corporate Admin'. Below this bar, the 'Payment/Collection' tab is selected (marked with a red circle and '3'), with sub-tabs for 'File Upload' and 'Cash Reports'.

Region	Closing Balance	Intraday Balance
Total	110.0	90.0
Others	50.0	30.0
EMEA	10.0	50.0
East Asia	50.0	10.0
Asia Pacific	50.0	20.0
North America	-50.0	60.0
Central & South America	50.0	-50.0

1. Select "Product Group"

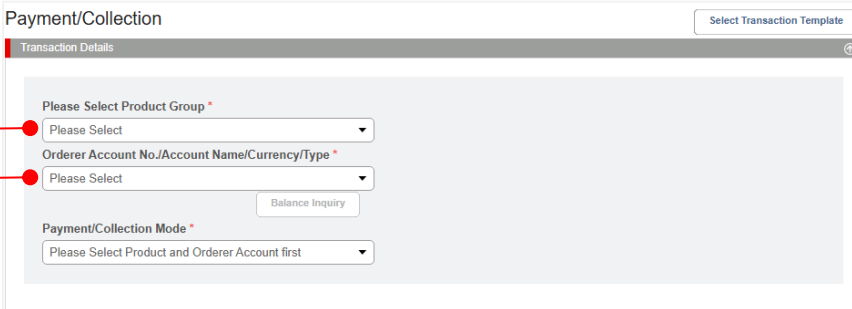
- "GIRO Payment" – For non-urgent electronic payments in Singapore Dollars within Singapore, suitable for single or bulk staff transfers (e.g., bills, staff claims, taxes, miscellaneous expenses, etc.)
- "GIRO Salary 1" or "GIRO Salary 2" – For non-urgent electronic salary payments in Singapore Dollars 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 "Existing Beneficiary"
5. Select a beneficiary or multiple beneficiaries
 - If not listed, register the beneficiary first – Refer to [Guide A1](#)
6. Click "OK"
7. Enter "Amount"

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

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

Existing Beneficiary

New Beneficiary

Beneficiary/Debtor Listing

Beneficiary/Debtor ID

Beneficiary/Debtor Name

Beneficiary/Debtor Account No.

Search

Listing

Beneficiary/Debtor ID	Beneficiary/Debtor	Bank Name	Beneficiary/Debtor Account No.	Security Group
☒	MICHAEL BRYANT	UOB UOVBSGSG	123456	-

OK

Beneficiary Listing

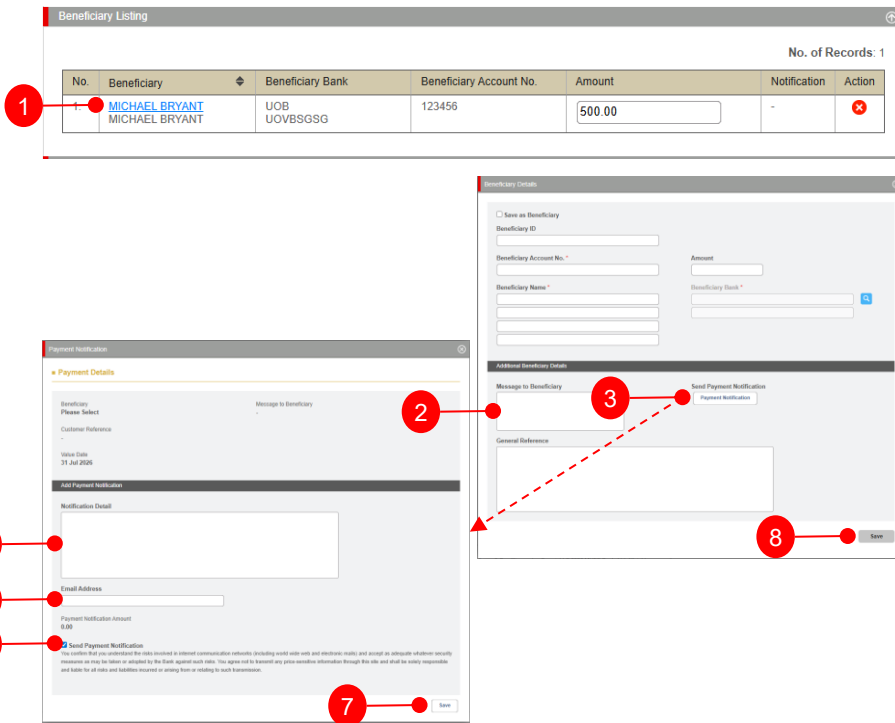
No. of Records: 1

No.	Beneficiary	Beneficiary Bank	Beneficiary Account No.	Amount	Notification	Action
1.	MICHAEL BRYANT MICHAEL BRYANT	UOB UOVBSGSG	1234	10,000.00	-	

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 steps for 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 a checkbox for Send Payment Notification. Red callouts 1 through 8 indicate the sequence of actions: 1. Select beneficiary, 2. Enter message, 3. Click Payment Notification, 4. Enter notification detail, 5. Enter email address, 6. Tick Send Payment Notification, 7. Click Save, and 8. Click Save.

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

☐ General Reference

Payment Notification

Payment Details

Beneficiary: Please Select

Customer Reference:

Valid Date: 31 Jul 2025

Add Payment Notification

Notification Detail:

Email Address:

Payment Notification Amount: 5.00

☒ Send Payment Notification

Preview & Submission

1. Click "Preview"
2. Click "Submit"
3. Transaction has been submitted

Other Details

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

1 Draft Preview

Other Details

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

-

< Back Save Template Submit

2

3 Successful.
Task submitted.

