



CMS Singapore Payment Creation Guide – FAST (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 on “Cash”
3. Click on “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 red notice banner is present. At the bottom is a navigation bar with tabs: 'Task List', 'Information Reporting', 'Cash' (marked with a red circle and '2'), 'Services', and 'Corporate Admin'. Below the 'Cash' tab are sub-tabs: 'Payment/Collection' (marked with a red circle and '3'), 'File Upload', and 'Cash Reports'.

COMSUITE Portal

To Do ▾ [Detail](#)

- Administration 2
- Password Reset 1
- OTP Token Activation 1
- Notice 12

Direct Links

Cash Management

- GCMS Plus 2
- FOREX
- Cash Forecasting
- CMS Singapore** 1
- CMS Thailand
- MUFG DUO

Global Cash Balance

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

Balance by...

Total | 0 a/c

110.0
90.0

Closing Balance Intraday Balance

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.

Others | 0 a/c

50.0
30.0

EMEA 0 a/c
10.0
50.0

East Asia 0 a/c
50.0
10.0

North America 0 a/c
-50.0
60.0

Asia Pacific 0 a/c
50.0
20.0

Central & South America 0 a/c
50.0
-50.0

Notice [Inbox](#)

Navigation Bar:

- Task List
- Information Reporting
- Cash** 2
 - Payment/Collection** 3
 - File Upload
 - Cash Reports
- Services
- Corporate Admin

1. Select "Product Group"
 - "RM-FAST Payment" – Instant Singapore Dollar transfers within Singapore, with an industry-level cap SGD 200,000 per transaction
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

1 Please Select Product Group *
Please Select

2 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"
 - Give your beneficiary extra details, such as invoice or reference numbers via bank statement.
 - Some other banks may not be able to display or process this information
2. Select "Purpose of Transfer"
 - OTHR – Other (commonly used for FAST Payment)
3. Enter "Transaction Amount"
4. Select "Value Date"

Payment - Entry Select Transaction Template

Transaction Details

Please Select Product Group *
RM-FAST Payment

Orderer Account No./Account Name/Currency/Type *
099806/TTTTTT TTTT TTT T/SGD/Current Account

Transaction Currency *
SGD - Singapore dollar

Transaction Amount *
0.00

Value Date *
29-07-2026

Payment Mode *
FAST Payment

Customer Reference *
[Empty field]

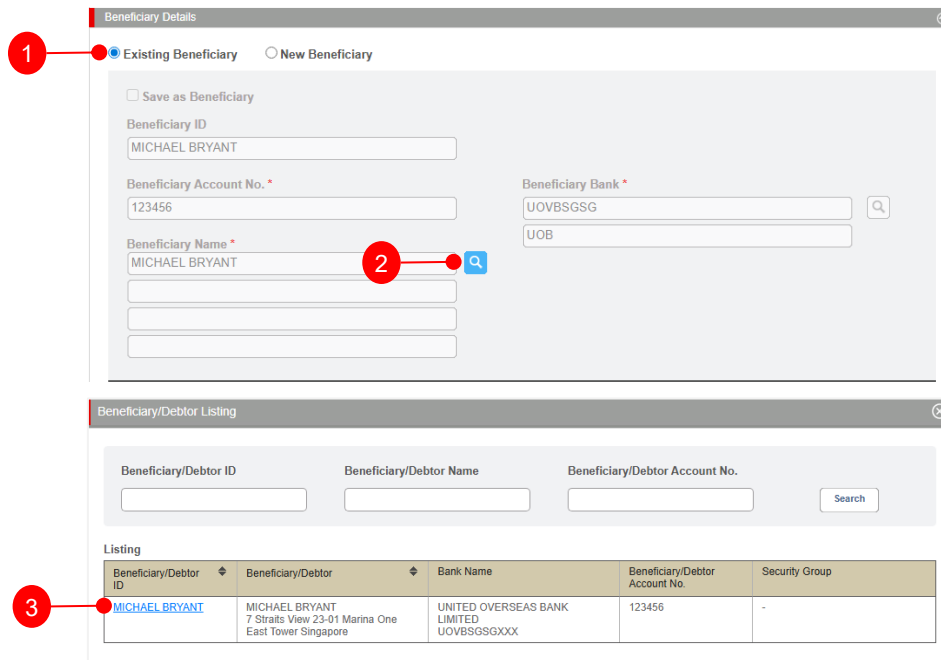
Purpose of Transfer *
Please Select

Balance Inquiry

1 2 3 4

Beneficiary Details

1. Select "Existing Beneficiary"
2. To select a beneficiary from the listing, click 
3. Click "Beneficiary/ Debtor ID" to select a beneficiary (e.g. [MICHAEL BRYANT](#))



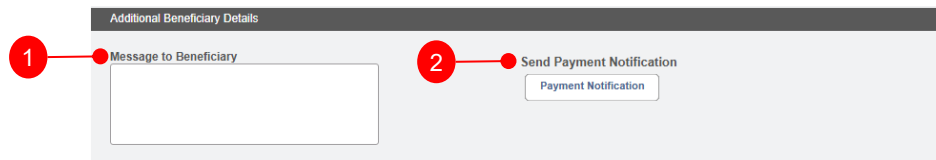
The screenshot shows two windows from the COMSUITE CMS Singapore interface. The top window, titled "Beneficiary Details", has a tab for "Existing Beneficiary" (indicated by callout 1). It contains several input fields: "Beneficiary ID" (filled with "MICHAEL BRYANT"), "Beneficiary Account No." (filled with "123456"), "Beneficiary Name" (filled with "MICHAEL BRYANT", with a search icon callout 2), and "Beneficiary Bank" (filled with "UOB"). There is also a "Save as Beneficiary" checkbox. The bottom window, titled "Beneficiary/Debtor Listing", shows a search bar and a table of results. Callout 3 points to the "MICHAEL BRYANT" entry in the "Beneficiary/Debtor ID" column of the table.

Beneficiary/Debtor ID	Beneficiary/Debtor Name	Bank Name	Beneficiary/Debtor Account No.	Security Group
MICHAEL BRYANT	MICHAEL BRYANT 7 Straits View 23-01 Marina One East Tower Singapore	UNITED OVERSEAS BANK LIMITED UOVBSGSGXXX	123456	-

1. 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 display or process this information
2. Click on "Payment Notification" (optional)
 - This will enable payment advice to be sent to your beneficiary via email

Note:

- If you have clicked "Payment Notification", please refer to next page



The screenshot shows a form titled "Additional Beneficiary Details". It contains two main sections. The first section, labeled with a red circle and the number "1", is titled "Message to Beneficiary" and features a large, empty rectangular text box. The second section, labeled with a red circle and the number "2", is titled "Send Payment Notification" and contains a button labeled "Payment Notification".

Payment Notification

1. Enter "Notification Detail" (optional)
 - Give your beneficiary extra details, such as invoice or reference numbers via email
2. Enter "Email Address"
3. Tick "Send Payment Notification"
4. Click "Save"

The screenshot shows a web form titled "Payment Notification". It is divided into two main sections: "Payment Details" and "Add Payment Notification".

Payment Details:

- Beneficiary: Please Select
- Message to Beneficiary: -
- Customer Reference: -
- Value Date: 31 Jul 2025

Add Payment Notification:

- Notification Detail:** A large text area for optional details, indicated by callout 1.
- Email Address:** A text input field, indicated by callout 2.
- Payment Notification Amount:** 0.00
- Send Payment Notification:** A checkbox that is currently checked, indicated by callout 3.
- Save:** A button at the bottom right, indicated by callout 4.

Below the "Send Payment Notification" checkbox, there is a disclaimer: "You confirm that you understand the risks involved in internet communication networks (including world wide web and electronic mails) and accept as adequate whatever security measures as may be taken or adopted by the Bank against such risks. You agree not to transmit any price-sensitive information through this site and shall be solely responsible and liable for all risks and liabilities incurred or arising from or relating to such transmission."

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 2 Complete Submit

3 Successful.
Task submitted.

