

BIBPlus Quick Guide

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Welcome to UOB Business Internet Banking Plus (BIBPlus)

UOB BIBPlus is the internet banking platform to meet our customers' growing business needs. The platform offers intuitive, end-to-end solutions that allows for better control and visibility of your cash management and trade finance transactions, thus helping you to manage your cash and trade needs more efficiently.

Things to note before you get started

1. Recommended System Requirements:

Check your computer system to ensure it meets the recommended settings to run BIBPlus.

Please refer to question on system requirements in the FAQ on our website. (www.uobgroup.com/hk/bibplus)

2. Three Key Roles in BIBPlus

There are three key roles in BIBPlus. The following explains the different functions each role can perform within BIBPlus.

a. Company Administrator (CA) can:

- create Company Users (CUs) and assign security token and initial password for CU
- activate or disable the company's user ID
- reset the password when it is forgotten by the CU
- assign Product & Account access to user

b. Company Signatory (CS) can:

- enquire on account information
- create transactions
- approve transactions

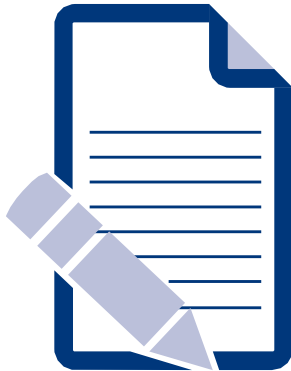
c. Company User (CU) can:

- enquire on account information
- create transactions

BIBPlus Login

Before you login to BIBPlus for the first time, please ensure that you have received the three items listed below:

- 1 User ID Letter**
(Acknowledgement Slip)



Please ensure that you have signed and returned the Acknowledgement Slip to the Bank. Alternatively, you can activate your BIBPlus access online via the login page upon receipt of your BIBPlus token. Please refer to [section 1.2](#) on the steps.

- 2 Token**
(required for login to BIBPlus and to allow signatories to approve transactions)



You will receive your token in a separate mailer from the User ID letter.

- 3 Password Mailer**
(required for access to BIBPlus)




You will receive your password mailer separately within 1 – 2 days of receiving the User ID letter.

1.1 First Time Login

Please go to BIBPlus login page located at <https://hk.bibplus.uobgroup.com/BIB/public>

⚠ Before you login to BIBPlus for the first time, your ID needs to be activated.



Welcome!

Language:

Group ID

User ID

Password

[Login](#)
[Activate User/Reset Password](#)

For more information, please go to [FAQ](#).

1 Enter your login credentials

2 Click [Login](#)

BIBPlus Login

- 3 Read the “Service Agreement” and click  .

Group ID: BIBPLUS
User ID: JCHIA165

UOB BUSINESS INTERNET BANKING SERVICE AGREEMENT

1. Definition and Interpretation

1.1 In this Agreement, the following words and expressions shall have the meanings set out hereunder unless the context otherwise requires:

“Account” means any account of the Customer with any UOB Group Bank.

“Agreement” means this Business Internet Banking Service Agreement and all documents and supplementary terms issued by any UOB Group Bank incorporating such amendments and variations as may be effected by any UOB Group Bank from time to time in accordance with any of the provisions hereof.



“Application” means an application to any UOB Group Bank in such form and substance and made in such manner as may be required by or otherwise acceptable to such UOB Group Bank for the provision to the Customer of any one or more of the facilities, services or products which any UOB Group Bank may from time to time make available or provide through the Business Internet Banking.

“Applicable Laws” means all statutes, laws, rules, regulations, directives, circulars, notices (whether of governmental body or authority or self-regulatory organisations in relation to which any UOB Group Bank is a member, or otherwise), whether in or outside Singapore which are applicable to any UOB Group Bank and/or the Customer and/or to which any UOB Group Bank and/or the Customer is subject.


“Banking Day” means a day on which any UOB Group Bank is open for business in Singapore.


“Business Internet Banking” means the business internet banking system from time to time made available by any UOB Group Bank, enabling the Customer to communicate with such UOB Group Bank through any electronic or telecommunications equipment or medium (including the Internet, any computer or other electronic or telecommunications equipment, terminal or system or otherwise).


I agree with the Terms and Conditions

- 4 Enter the One-Time Password (OTP) from your BIBPlus token.

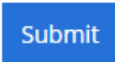


Press and hold  on the token to generate one-time password (OTP).



Token Serial Number:*****26

ENTER 6-DIGIT OTP



● Press  to obtain OTP

● Enter OTP

● Click 

BIBPlus Login

- 5 Upon entering the OTP, you will be prompted to change to a new password (the existing password is the bank-issued password on your password mailer). Passwords must be alpha-numeric of between 8 and 20 characters with no spaces or special characters (password is case sensitive).

! You may change your User ID during your first time login. (This is the ID you will use for future login to BIBPlus. After first time login, this User ID cannot be changed subsequently).

Change Password

Group ID: JOINTBASE
User ID: GVHKPAUSER2

Change User ID

New User ID:

Current Password:

New Password:

Confirm New Password:

BIBPlus Login

1.2 Activate User/Password Reset

To provide greater convenience to our customers, we have added the following functionalities to BIBPlus Login page:

- User ID Activation - to activate BIBPlus access
- Password Reset - to reset password when password is forgotten
- Unlock User - to unlock user when customer cannot login


1 From login screen > click on Activate User/Reset Password link.

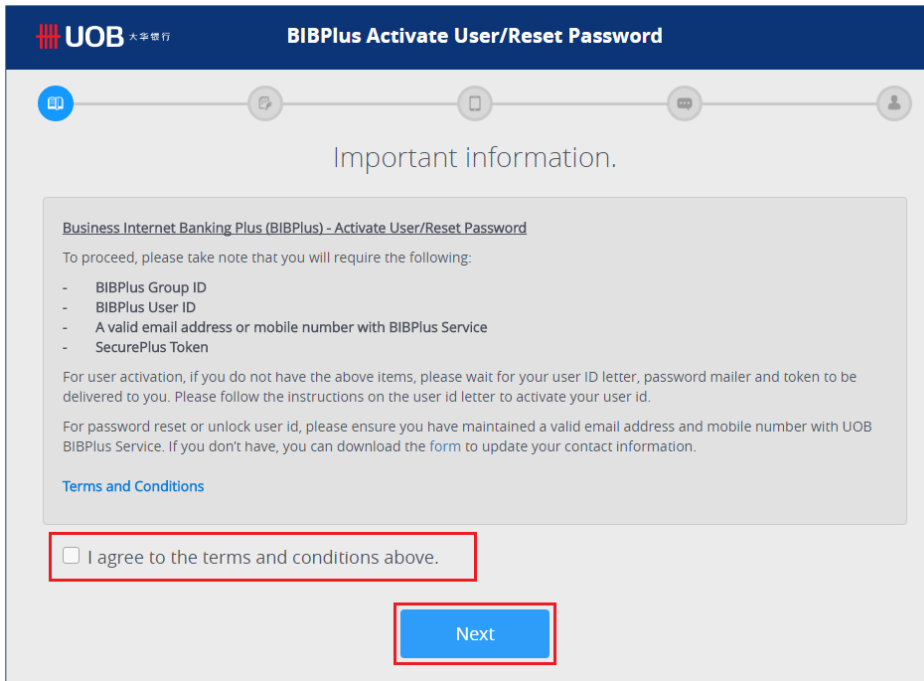
The screenshot shows the BIBPlus login interface. At the top is the BIBPlus logo and a 'Welcome!' message. Below this is a 'Language:' dropdown menu currently set to 'English'. Underneath are three input fields labeled 'Group ID', 'User ID', and 'Password'. At the bottom left is a blue 'Login' button. To its right is a red-bordered link that reads 'Activate User/Reset Password'. Below this link is a small text line: 'For more information, please go to [FAQ](#).'

⚠ To perform Online Activation/Password Reset, User must have the following:

- BIBPlus Group ID
- User ID
- BIBPlus token
- The email address or mobile number used when signing up for BIBPlus Service. For existing BIBPlus customers who would like to update their email address/mobile number, they will have to submit the BIBPlus Maintenance Form.

BIBPlus Login

- 2 After reading the terms and conditions, check the “I agree ..” box & click  .



The screenshot shows the 'BIBPlus Activate User/Reset Password' screen. At the top, there is a progress bar with five icons; the first icon is highlighted in blue. Below the progress bar, the text 'Important information.' is displayed. A grey box contains the following text:

Business Internet Banking Plus (BIBPlus) - Activate User/Reset Password

To proceed, please take note that you will require the following:


- BIBPlus Group ID
- BIBPlus User ID
- A valid email address or mobile number with BIBPlus Service
- SecurePlus Token

For user activation, if you do not have the above items, please wait for your user ID letter, password mailer and token to be delivered to you. Please follow the instructions on the user ID letter to activate your user id.

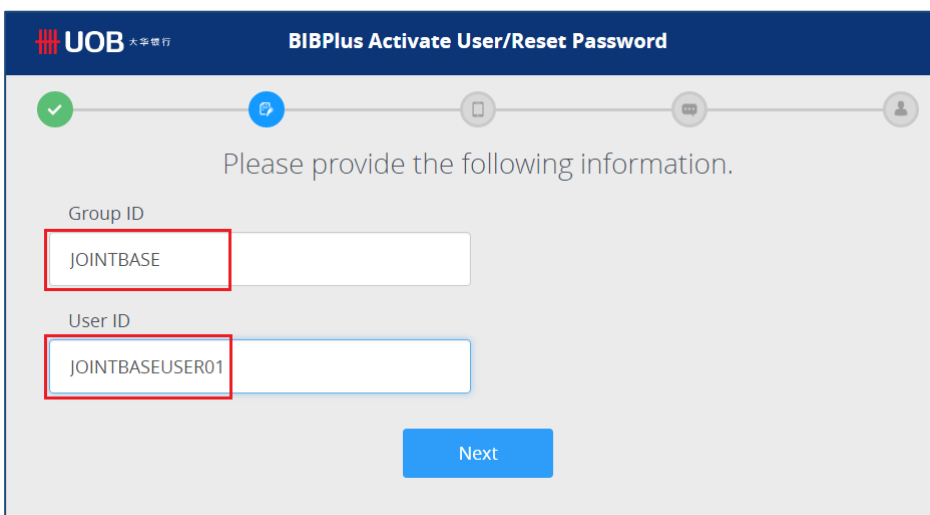
For password reset or unlock user id, please ensure you have maintained a valid email address and mobile number with UOB BIBPlus Service. If you don't have, you can download the [form](#) to update your contact information.

[Terms and Conditions](#)

I agree to the terms and conditions above.




- 3 Input Group ID & User ID.



The screenshot shows the 'BIBPlus Activate User/Reset Password' screen. At the top, there is a progress bar with five icons; the first icon is highlighted in green. Below the progress bar, the text 'Please provide the following information.' is displayed. Two input fields are shown:

Group ID

User ID



BIBPlus Login

- 4 Select the option for Code to be sent to email or mobile.

UOB 大華銀行 **BIBPlus Activate User/Reset Password**

Please select and confirm email or mobile number.

A Code will be sent to the email or mobile number

XXXXnt@uobgroup.com

XXXX3267

This is the email/mobile you left us when this account is created. Please confirm and click 'Next' to proceed.
If this is not your latest email/mobile number, click [here](#) to download the form to update your email/mobile number.

Next [Cancel](#)



If contact number is not a valid mobile number, the option to send code to mobile will not be displayed.

- 5 Follow the instructions on the OTP Confirmation screen.



The CODE in point 2 refers to that received in the SMS/email message.

UOB 大華銀行 **BIBPlus Activate User/Reset Password**

OTP Confirmation

1. Press **OK** button on the SecurePlus token.
2. Enter the Code which has been sent to your email/mobile phone onto your SecurePlus Token.
3. Press **OK** button again.
4. SecurePlus token will display the 6 digit code.
5. Input the code into the field below.
6. Click "Next" to complete.

6 Digits in the OTP

If you do not receive the code in the next 2 minutes, please click 'Get another code'.

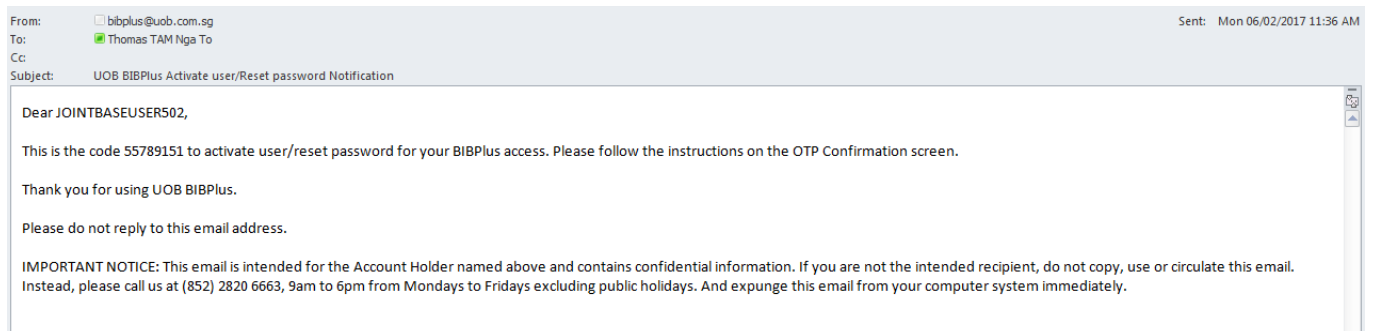
Next [Get another code](#)

BIBPlus Login

Sample SMS with Code.

This is the code
63232561 to activate
user/reset password for
your BIBPlus access.
Please follow the
instructions on the OTP
Confirmation screen.

Sample Email with Code.



If incorrect OTP is entered more than 5 times, you will be prompted to repeat steps 1 to 4 again.

UOB 大华银行

BIBPlus Activate User/Reset Password

OTP Confirmation

! You have exceeded the maximum number of retries. Please start over, via the BIBPlus Login screen.

BUSINESS

1. Press **OK** button on the SecurePlus token.
2. Enter the Code which has been sent to your email/mobile phone onto your SecurePlus Token.
3. Press **OK** button again.
4. SecurePlus token will display the 6 digit code.
5. Input the code into the field below.
6. Click "Next" to complete.

.....

If you do not receive the code in the next 2 minutes, please click 'Get another code'.

Restart

BIBPlus Login

6a To activate User ID, the below screen will be displayed.

UOB 大華銀行 **BIBPlus Activate User/Reset Password**

✓ ✓ ✓ ✓

Your login information.

GROUP ID: JOINTBASE USER ID: GEBHKUSER1

I want to activate my User ID and set password.

New Password

8 to 24 alphanumeric characters (Case Sensitive)

Confirm Password

Submit

UOB 大華銀行 **BIBPlus Activate User/Reset Password/Unlock User**

✓ ✓ ✓ ✓

Your login information.

GROUP ID: JACKYC USER ID: JCHIA165

I want to activate my User ID and set password.

New Password

Confirm Password

Success!

You have successfully activated your BIBPlus User ID and set your password. You can now proceed to login to BIBPlus. Thank you for banking with us.

Login

BIBPlus Login

6b To reset password, the below screen will be displayed.

UOB 大華銀行 **BIBPlus Activate User/Reset Password**

Your login information.

GROUP ID: JOINTBASE LOGIN ID: JOINTBASEUSER01

I forgot my password. I wish to reset my password.

New Password

8 to 24 alphanumeric characters (Case Sensitive)

Confirm Password

Submit

UOB 大華銀行 **BIBPlus Activate User/Reset Password**

Your login information.

GROUP ID: JOINTBASE LOGIN ID: JOINTBASEUSER01

I forgot my password. I wish to reset my password.

New Password

Confirm Password

Success!

You have successfully reset your password. You can now proceed to login to BIBPlus. Thank you for banking with us.

Login

BIBPlus Login

6c To unlock user, the below screen will be displayed.

UOB 大華銀行 **BIBPlus Activate User/Reset Password**

✓ — ✓ — ✓ — ✓ —

Your login information.

GROUP ID: JOINTBASE LOGIN ID: JOINTBASEUSER01

I forgot my password. I wish to reset my password.
 I remember my password. I will use current password to unlock.

New Password

8 to 24 alphanumeric characters (Case Sensitive)

Confirm Password

Submit

UOB 大華銀行 **BIBPlus Activate User/Reset Password**

✓ — ✓ — ✓ — ✓ —

Your login information.

GROUP ID: JOINTBASE LOGIN ID: JOINTBASEUSER01

I forgot my password. I wish to reset my password.
 I remember my password. I will use current password to unlock.

Success!

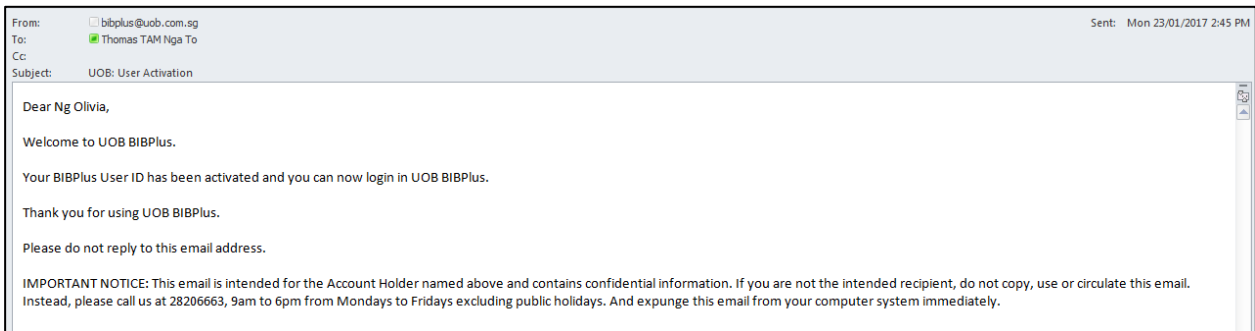
You have successfully unlocked your BIBPlus User ID. You can now proceed to login to BIBPlus. Thank you for banking with us.

Login

BIBPlus Login

7 Confirmation SMS and Email notification for Activate User/Reset Password.

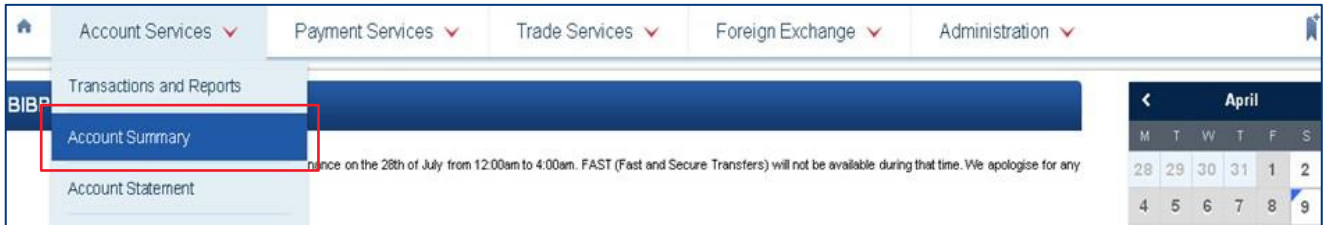
Welcome to UOB
BIBPlus
JOINTBASEUSER01.
Your User ID has been
activated. Please call
[28206663](tel:28206663) for
assistance.



Account Enquiry

2.1 Account Summary

1 From Top Menu Bar, select Account Services > AccountSummary.



Use [Search Options](#) to filter accounts to be viewed. For Group setup, you may click on to select the specific Company ID, Account Number and Equivalent Currency, and click [Search](#) to proceed. For Single Entity Setup, the Company ID will be pre-filled.

[Search Options](#)

Group ID: JACKYC Account Number:

Company ID:* Currency:

Equivalent Balance Currency:*

[Search](#)

[Download File](#)

List of Current/Savings Accounts

1 - 8 of 8 items 10 | 25 | **50** | 100 1

Account	Ccy	Ledger Balance	Available Balance	Equivalent Available Balance (SGD)
3519680988 Global Current Account - CORPORATE	CNH	107,881,580.53	107,881,580.53	22,023,269.49
1073021095 Current Account - Corporate	SGD	99,283,722,659.94	99,283,722,659.94	99,283,722,659.94
Total for All Current/Savings Accounts in SGD for Company: RB20051400L				99,305,745,929.43
3513452207 Current Account - Corporate	SGD	3,438,548.60	3,438,548.60	3,438,548.60
Pre Approved Bene Payment Account				
3513449648 Current Account - Corporate	SGD	35,607,869.75	35,607,869.75	35,607,869.75
Non PreApproved Bene Payment Account				
3019900655 Global Current Account - CORPORATE	USD	270,436,873.01	270,436,873.01	342,102,644.35
Payroll Account				
Total for All Current/Savings Accounts in SGD for Company: RC959728242C				381,149,062.70



You can select [Download File](#) to download the Account Summary as PDF, CSV or Spreadsheet.

Account Enquiry

2.2 Account Statement

- 1 From Top Menu Bar, select Account Services > Account Statement.



- 2 Click on  to select Account number, choose the Period of data to view, and click **Search** to proceed.

The screenshot shows a search form for account details. It includes fields for Group ID (JACKYC), Company ID (RS53030933E), Account Number (with a magnifying glass icon), and Currency. There are radio buttons for Date Range: Current Day (selected), Previous Day, Current Month, and Previous Month. Below these are 'From' and 'To' date pickers. A 'Search' button is highlighted with a red box. A 'Download File' link is visible at the bottom right.

View account history for the past one year by using the Date Range option (view up to 2 months each time). Current Month and Date Range options can only display transactions up to yesterday. Please select Current Day option to view today's transactions.



You can select **Download File** to download the Account as PDF, CSV, Spreadsheet or Fixed Length.

The screenshot shows the 'Account Details' page. At the top right, a 'Download File' button is highlighted with a red box. The page displays account information in two columns:

Company ID:	RB20051400L	Account Number:	3513693352
Account Type:	Current Account	Account Name:	
Account Currency:	SGD	Ledger Balance:	66,408.27
Account Branch:	UOB	Available Balance:	266,408.27
Overdraft Facility:	0.00	Total Float:	0.00
Overdraft Interest Rate(%):	0.00		

Below the details is the 'Movement Details - From: 01 Mar 2016 To: 31 Mar 2016' section. It shows a table with 2 items (out of 84 total):

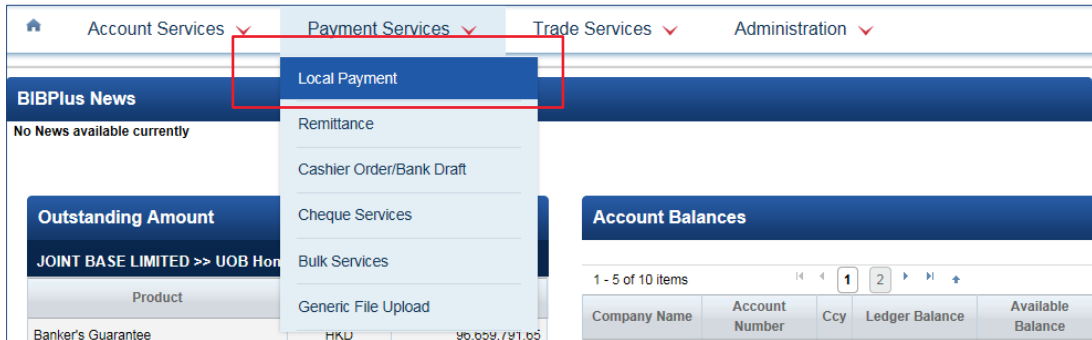
Value Date	Transaction Date	Timestamp	Description	Deposit	Withdrawal	Balance
01/03/2016	22/09/2015	08:04:32 AM	Funds Transfer CRTSQ12788 FT15090000397128 BRed	12,788.22		35,531.25
01/03/2016	22/09/2015	16:28:28 PM	Misc Debit NONE 1OR509220013C01 EB NONPAB-WITHSWIFTCODE-31AUG2015-		30.00	35,501.25

Payment Services

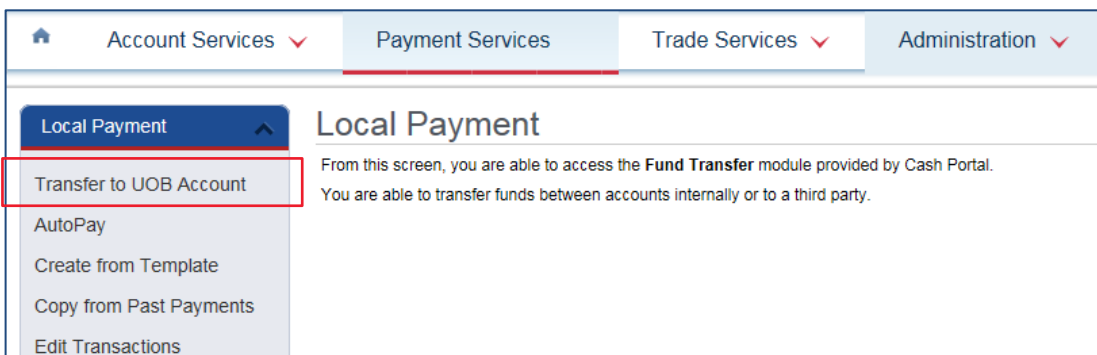
3.1 Create Local Payment

BIBPlus allows you to transfer funds from your account to any beneficiary accounts within Hong Kong.


- 1 From Top Menu Bar, select Payment Services > Local Payment.

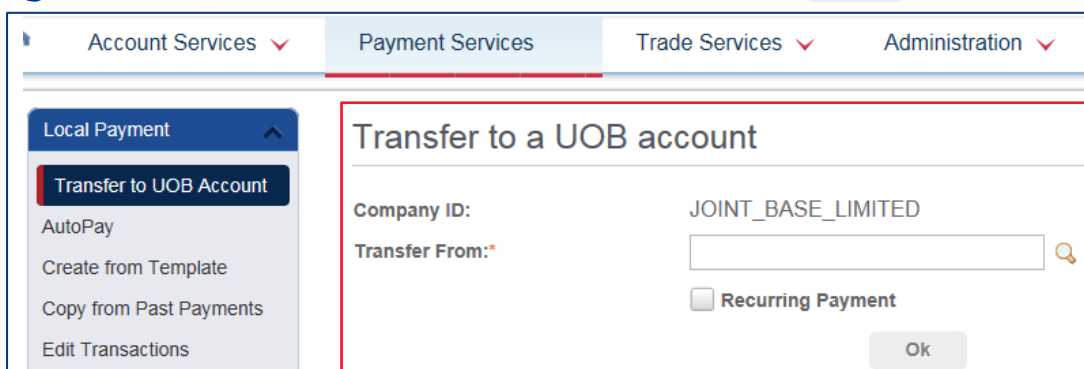


- 2 Eg. To create a payment to UOB, from Left Navigation Menu, select Transfer to UOB Account.



You can also create transactions by clicking "Create From Template" or "Copy from Past Payments".

- 3 Click on  to select Company ID and funding account. Click to proceed.



Recurring Payment Checkbox
 Unchecked - To create a one time payment
 Checked - To create recurring payments over a period of time

Payment Services


4 Scroll down and fill in all required details indicated with an *. Click **Submit** to proceed.



For Single Control Setup, please refer to Page 24 Steps 5 & 6 for steps on Approval after this step. For Dual Control Setup, please refer to Page 20.

All transactions on BIBPlus will have its unique BIB Reference number.



Manually input Beneficiary details or click on  to retrieve pre-saved beneficiary data.



Save

Saves as draft to be edited another time.

Template

Save transaction as a template for future use. You will need to input a Template Name.

Cancel

Cancel transaction without saving.

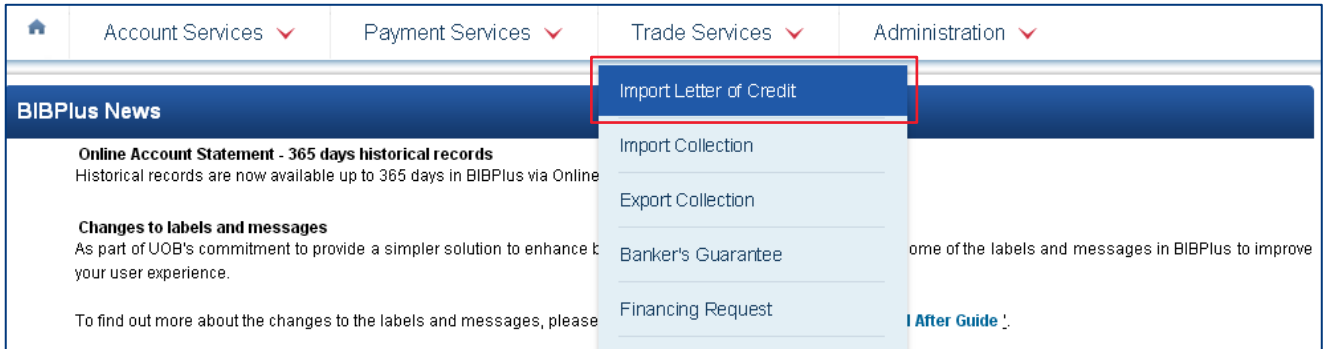
Help

Access online User Help Guide.

Trade Services

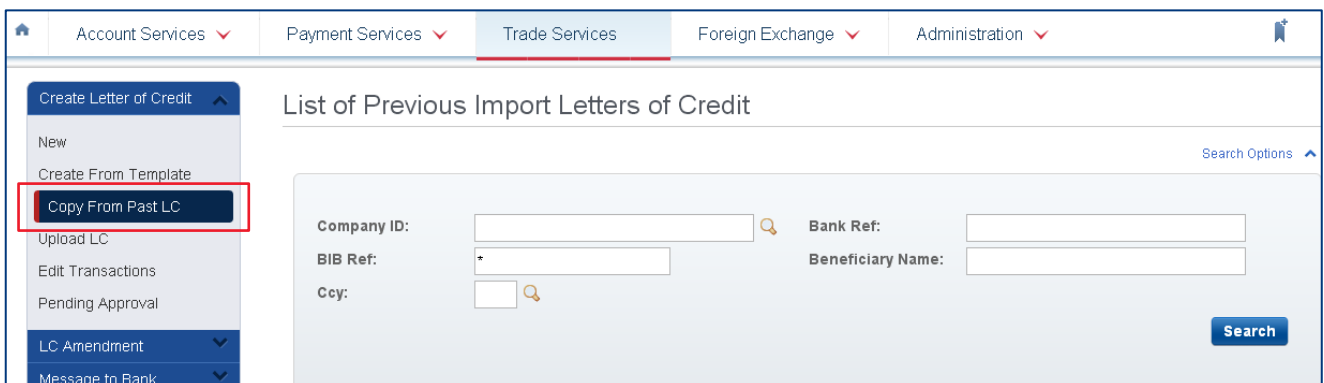
4.1 Create Import Letter of Credit

- 1 From Top Menu Bar, select Trade Services > Import Letter of Credit.



The screenshot shows the top navigation bar of the BIBPlus system. The 'Trade Services' menu item is selected, and a dropdown menu is visible. The 'Import Letter of Credit' option is highlighted with a red box. Other options in the dropdown include 'Import Collection', 'Export Collection', 'Banker's Guarantee', and 'Financing Request'. Below the menu bar, there is a 'BIBPlus News' section with several news items.

- 2 Eg. Create Import Letter of Credit using Copy From Past LC. From Left Navigation Menu, select Copy From Past LC.



The screenshot shows the 'List of Previous Import Letters of Credit' page. The 'Trade Services' menu item is selected in the top navigation bar. In the left navigation menu, the 'Copy From Past LC' option is highlighted with a red box. The main content area displays a search form with fields for 'Company ID', 'BIB Ref', 'Ccy', 'Bank Ref', and 'Beneficiary Name', along with a 'Search' button.



You can also create transactions by clicking “New” or “Create From Template”.

Trade Services

3 Select the LC to copy from.

BIB Ref	Company ID	Bank Ref	Beneficiary Name	Ccy	Amount	Issue Date	Expiry Date
LC16050000364742	RC199015250R	1CMLC576728	IBM PVT LTD	SGD	15,000.00	18/02/2020	20/02/2020
LC16050000364613	RC199015250R	1CMLC576727	IBM PVT LTD	USD	10,153.00	18/02/2020	20/07/2020
LC16050000364612	RC199015250R	1CMLC576726	IBM PVT LTD	SGD	20,503.00	18/02/2020	10/08/2020

4 Scroll down and fill in all required details indicated with an *. Pre-filled content will be duplicated from the selected LC. You may change the details in the fields accordingly. Click **Submit** to proceed.



For Single Control Setup, please refer to Page 24 Step 5 & 6 for steps on Approval after this step. For Dual Control Setup, please refer to Page 20.



Save

Saves as draft to be edited another time.

Template

Save transaction as a template for future use. You will need to input a Template Name.

Cancel

Cancel transaction without saving.

Help

Access online User Help Guide.



You can use shortcuts to navigate to specific sections of the form.

Transaction Approval

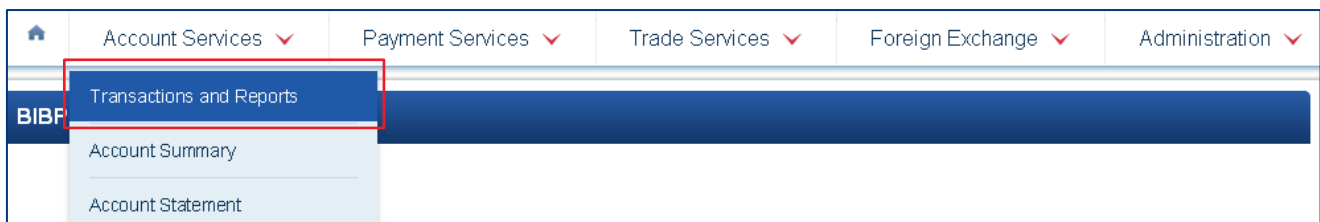
The authoriser can approve a transaction from either one of the following menus:

- To Do List
- Pending Approval

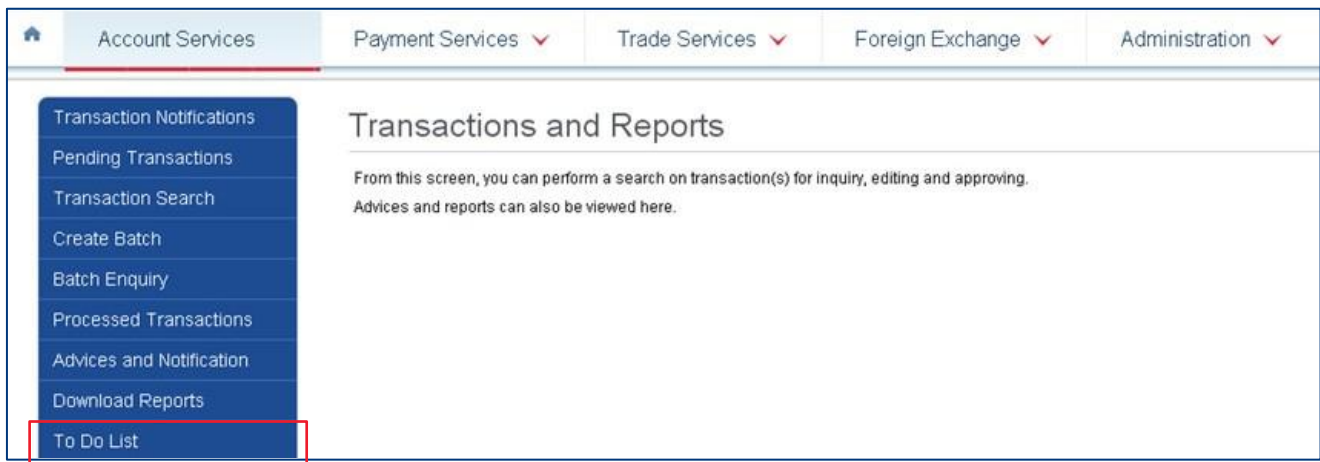
5.1 Approving From To Do List

 To Do List is not applicable to Single Control Setup.

1 From Top Menu Bar, select Account Services > Transactions and Reports.




2 From Left Navigation Menu, select To Do List.



You may also access and approve transactions from Pending Transactions. Pending Transactions shows transaction status such as incomplete transactions, submitted transactions and transactions pending approval.

Transaction Approval

3 Select the transaction to approve by clicking  and click **Submit** to proceed.

To Do List

Search Options ▾

61 - 70 of 157 items 10 | 25 | 50 | 100

<input type="checkbox"/>		BIB Ref	Product	Product Type	Customer Reference	Ccy	Amount	Maturity Date	Beneficiary / Counterpart	Account Number	Status	Audit Trail
<input checked="" type="checkbox"/>		FT16030000360770	Fund Transfer	Telegraphic Transfer	CR24Marct	USD	12.04	24/03/2016	Name1234E	3513220373	Pending (Authorise)	
<input checked="" type="checkbox"/>		FT16030000360089	Fund Transfer	MT 103 for Financial Institutions		SGD	333.00	03/05/2017	123	3513220373	Pending (Authorise)	
<input checked="" type="checkbox"/>		FT16030000359261	Fund Transfer	Transfer to a UOB account		SGD	11.00	17/03/2016	TO3513220-22DEC-2015-QC12968-UAT	3513220403	Pending (Authorise)	
<input type="checkbox"/>		FT16020000358998	Fund Transfer	Transfer to a UOB account		SGD	10.00	27/02/2016	GLS SEAFOOD PTE LTD	3519022182	Pending (Authorise)	
<input type="checkbox"/>		FT16020000358997	Fund Transfer	Transfer to a UOB account		SGD	100.00	26/02/2016	GLS SEAFOOD PTE LTD	3519022212	Pending (Authorise)	
<input type="checkbox"/>		FT16020000358996	Fund Transfer	Transfer to a UOB account		SGD	100.00	26/02/2016	GLS SEAFOOD PTE LTD	3519022212	Pending (Authorise)	
<input type="checkbox"/>		FT16020000358934	Fund Transfer	Transfer to a UOB account	GEB	SGD	11.00	25/02/2016	IAFT-LIKE-20112015-TEST	3513220373	Pending (Authorise)	
<input type="checkbox"/>		FT16010000354461	Fund Transfer	MT 202 for Financial Institutions		USD			bene ins name	3513220373	Pending (Authorise)	
<input type="checkbox"/>		FT16010000353980	Fund Transfer	MT 202 for Financial Institutions	TR123456	USD			bene ins name	3513220373	Pending (Authorise)	
<input type="checkbox"/>		FT15120000352371	Fund Transfer	MT 202 for Financial Institutions	TR100days	USD			bene ins name	3513220373	Pending (Authorise)	

Submit



You can select multiple transactions for approval by checking the transactions you wish to approve.

4 Review the transaction and click **Submit** to proceed with approval.

General Details

Company ID:	RS53030933E	Bank:	UOB Singapore
Transfer From:	SGD 3513220403 CurrentAccount-Corporate	BIB Ref:	FT16030000359261
Payment Type	Transfer to a UOB account	Application Date:	03/03/2016 (dd/mm/yyyy)

Beneficiary Details

Transfer To:	Beneficiary
Name:	TO3513220373-22DEC-2015-QC12968-UAT
Account Number:	SGD 3513220373 Pre-Approved Beneficiary

Transaction Details

Amount:	SGD 11.00	Transfer Date:	17/03/2016 (dd/mm/yyyy)
---------	-----------	----------------	-------------------------

Submit
Reject
Preview
Cancel
Help



Reject

Reject the transaction.

Preview

Preview allows you to download or print transaction details.

Cancel

Cancel transaction without saving.

Help

Access online User Help Guide.

Transaction Approval

- 5 Follow the instructions on the Authentication pop-up message box to obtain the Token Response code from your token. Enter Token Response code, and click **Submit** to proceed.

Authentication

1. Press SIGN 2 button on your token.
2. Enter Code 1 into the token and press OK button.
3. Enter Code 2 into the token and press the OK button again.
4. The token will display a 6 digit code.
5. Input the 6 digit code into the Token Response field.
6. Click "Submit" button to complete the authorisation.

Code 1 1100

Code 2 35132203

Token Response

By clicking "Submit", you are deemed to have read & agreed to the terms and conditions of the respective **product(s) and/or service(s)**.

- 6 The transaction is successfully submitted.

Submit Local Payment

The submission to the Bank is successful.

BIB Ref: FT16030000359261

[Click here to view and print transaction details](#)



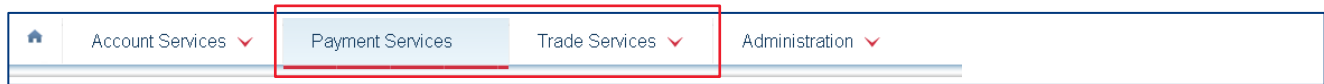
You may click on this link to view and print the transaction details.

Transaction Approval

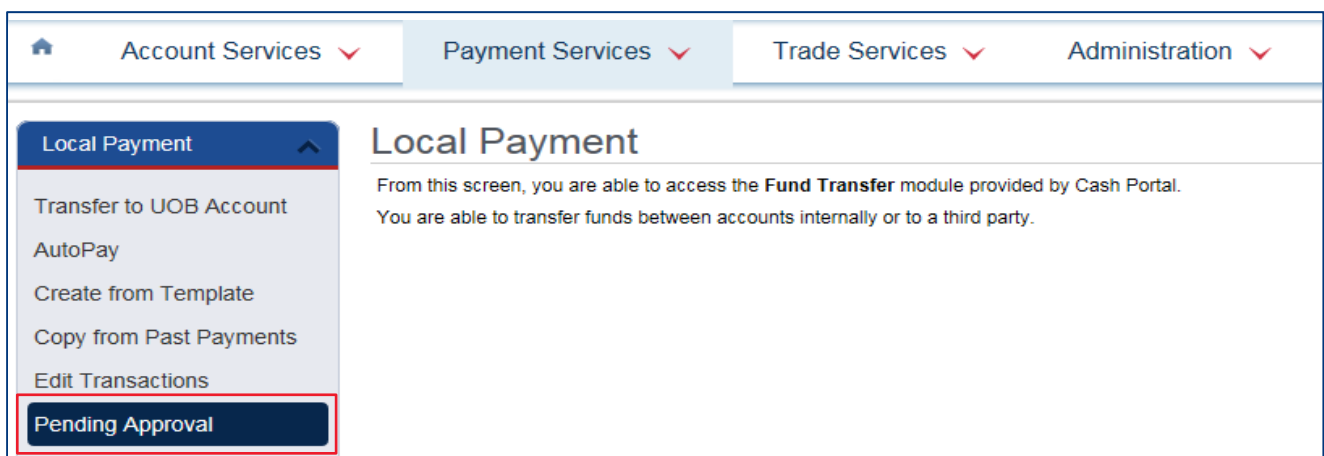
5.2 Approving From Pending Approval

Select the specific product screen to approve the transaction.

- From Top Menu Bar, select the Product page (Eg. Payment Services or Trade Services).



- Eg. To approve from Payment Services, from Left Navigation Menu, select Pending Approval.



- Select the transaction(s) to approve.

1 - 50 of 52 items													Search Options	
10 25 50 100														
<input type="checkbox"/>	BIB Ref	Product Type	Ccy	Amount	Customer Reference	Last Modified Date	Beneficiary	Account Number	User Name	Status	PAB	Audit Trail	Execution	
<input checked="" type="checkbox"/>	FT17010000170786	Transfer to a UOB account	HKD	1,000.00		03/01/2017	JOINT BASE LIMITED	0863003031	Wong Peter	Pending (Authorise			03/01/2017	
<input checked="" type="checkbox"/>	FT16110000169922	Transfer to a UOB account	HKD	1,024.00	triptitoacc	28/11/2016	JOINT BASE LIMITED	0863003031	user2 gv	Pending (Authorise			28/11/2016	
<input checked="" type="checkbox"/>	FT16110000169921	Transfer to a UOB account	USD	1,024.00	tripti2	28/11/2016	JOINT BASE LIMITED	0863003031	user2 gv	Pending (Authorise			28/11/2016	
<input type="checkbox"/>	FT16110000169920	Transfer to a UOB account	HKD	1,234.00	Tripti1	28/11/2016	JOINT BASE LIMITED	0863003031	user2 gv	Pending (Authorise			28/11/2016	
<input type="checkbox"/>	FT16110000169913	Transfer to a UOB account	HKD	11.00		28/11/2016	PABIAFT1	0813900318	user2 gv	Pending (Authorise	Yes		29/11/2016	
<input type="checkbox"/>	FT16110000169912	Transfer to a UOB account	HKD	21.00		28/11/2016	GNT OIL CO LTD PAB	0863010038	user2 gv	Pending (Authorise	Yes		29/11/2016	



You can select multiple transactions for approval by checking the transactions you wish to approve.

Transaction Approval

- 4 Review the transaction details and click **Submit** to proceed with approval.

General Details			
Company ID:	JOINT_BASE_LIMITED	Bank:	UOB Hong Kong
Transfer From:	HKD 0863003031 Current Account - Corporate	BIB Ref:	FT17010000170786
Payment Type:	Transfer to a UOB account	Application Date:	03/01/2017 (dd/mm/yyyy)
Beneficiary Details			
Transfer To:	My Account		
Name:	JOINT BASE LIMITED		
Account Number	HKD 0819500141		
Transaction Details			
Amount:	HKD 1,000.00	Transfer Date:	03/01/2017 (dd/mm/yyyy)



Reject

Reject the transaction.

Preview

Preview allows you to download or print transaction details.

Cancel

Cancel transaction without saving.

Help

Access online User Help Guide.

- 5 Follow the instructions on the Authentication pop-up message box to obtain the Token Response code from your token. Enter Token Response code, and click **Submit** to proceed.

Authentication	
1. Press SIGN 2 button on your token. 2. Enter Code 1 into the token and press OK button. 3. Enter Code 2 into the token and press the OK button again. 4. The token will display a 6 digit code. 5. Input the 6 digit code into the Token Response field. 6. Click "Submit" button to complete the authorisation.	
Code 1	0300
Code 2	63337712
Token Response	<input type="text" value="....."/>
By clicking "Submit", you are deemed to have read & agreed to the terms and conditions of the respective product(s) and/or service(s) .	
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

- 6 The transaction is successfully submitted.

Submit Local Payment
The submission to the Bank is successful.
BIB Ref: FT16050000367572
Click here to view and print transaction details



You may click on this link to view and print the transaction details.

Guide for Company Administrators

As a Company Administrator (CA), you can:

- Create Company User (CU) *[currently not available for HK]*
- Assign Product & Account access
- Reset the password for the CU
- Enable or disable users
- View entity authorisation matrix
- View audit logs

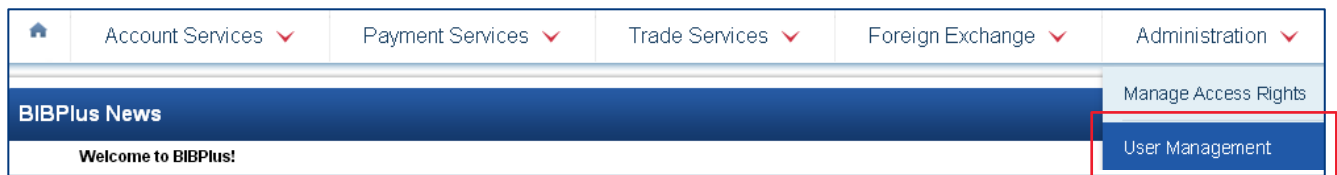
Create a New Company User (CU) *[currently not available for HK]*

To create a new user, Company Administrator needs to:

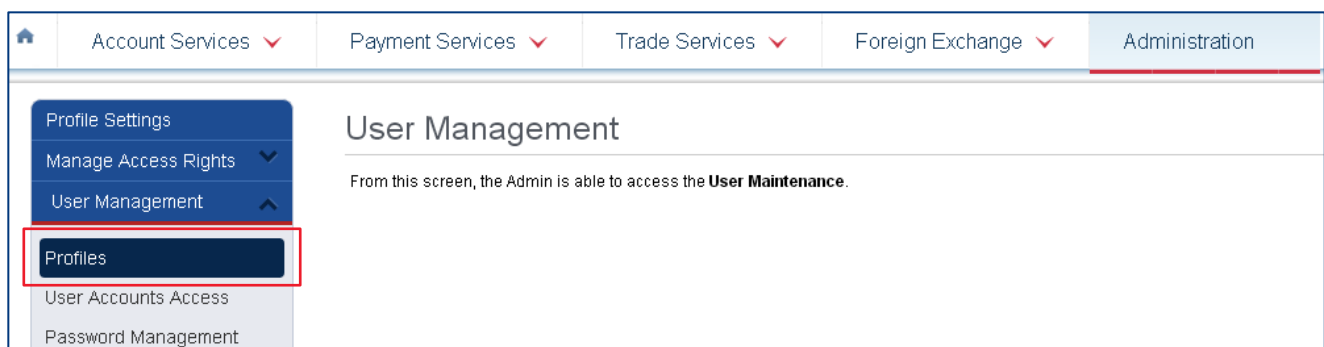
- 1) Create user profile
- 2) Assign accounts and products to user
- 3) Assign password
- 4) Activate user status
- 5) Activate user

6.1 Create User Profiles

- 1 From Top Menu Bar, select Administration > UserManagement.



- 2 From Left Navigation Menu, select Profiles.



Guide for Company Administrators

- 3 Click **Add a new user**.

List of Customers		
		Search Options ▾
1 - 10 of 238 items		10 25 50 100
Last Name, First Name	Login	
062501, Customer User	GEB062501	
1, Customer User	GEB062201	
11512 retest, user	11512USER	
ALTURA GEBJ100201, Azela	GEBJ100201	
Admin-1801989037, I am Admin	IAMADMIN	
Ahlers GEB071001, Jaco	GEB071001	
Ahokas GEB071002, Antti	GEB071002	
Ahsan Ahsan Ahsan Ahsan AhGEB071202, Mohammad Mohammad Mohammad Mohammad	GEB071202	
Alexander GEB071004, Lonny	GEB071004	
Allen, Ray	GEB062901	

Add a new user



You may edit existing user details by clicking on .

- 4 Enter all required details indicated by *. Click on to select Country code where the User's ID is registered, select ID Type (NRIC, Passport, FIN.) and input ID number.

Main Details	
Group ID:	JOINTBASE
Login ID:*	<input type="text"/>
First Name:*	<input type="text"/>
Last Name:*	<input type="text"/>
ID No:*	<input type="text"/> * <input type="text"/> <input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/>
Country Code:*	HK
Status Details	
Status:*	Inactive <input type="text"/>

- New User's status is Inactive by default. Status can only be changed to Active after password has been assigned.

Guide for Company Administrators

5 Input contact details for the User. BIBPlus SMS/Email alerts will be sent to these contact details.

Preferences	
Time Zone:*	Asia/Hong_Kong
Language / Locale:*	English
Base Currency:*	HKD
Other Details	
Mobile Number:*	85298765432 (Please include Country Code and Area Code as part of the Mobile Number)
Fax:	
E-mail:*	testing@test.com

6 Assign Group Roles to the User Profile.

Roles
<div style="border: 1px solid gray; padding: 5px;"> 50 Audit Queries Trade Bill Summary </div>
<div style="display: flex; justify-content: center; gap: 10px;"> Add ↓ Remove ↑ </div>
<div style="border: 1px solid gray; padding: 5px;"> 20 User Admin 20 User Portlets </div>

Select the Group level roles to be assigned to the User.

User - Admin	Able to maintain data maintenance (e.g. Beneficiary master bank/phases/counterparty, etc)
User - Portlets	Able to access landing page portlets

Guide for Company Administrators

7 Assign Entity Access and Entity level roles to the User.

Entity

Default Company:* 78 STRONG PTE LTD 1

	Company ID	Authorisation	Limit Amount (Per Day)	Roles
<input checked="" type="checkbox"/>	78 STRONG PTE LTD	3 3	3	2 0 Role(s) 2
<div style="border: 1px solid red; padding: 5px;"> <div style="font-size: 0.8em; margin-bottom: 5px;"> 4 00 All Account Services 01 All Bulk Paymt - Create 01 All Bulk Paymt - Upload 01 All Cash - Transact 01 All Trade - Transact 02 All Bulk Payment - View 02 All Cash - View 02 All Trade - View 10 Enquiry Trade 20 User Trade </div> <div style="text-align: center; margin-top: 5px;"> Add ↓ Remove ↑ </div> </div>				
5 <input type="checkbox"/>	ABC PTE LTD	5	5	5 0 Role(s) 5
<input type="checkbox"/>	SMOOTH RUNNING PTE LTD	5	5	5 0 Role(s) 5
<input type="checkbox"/>	FAST & SLICK PTE LTD	5	5	5 0 Role(s) 5

- 1 Select the Default Entity. Token fee, if applicable, will be charged to the Default Entity.
- 2 Click here to open ADD/REMOVE roles table.
- 3 The Signatory Authorisation Group and Daily Approval Limit amount is not applicable for Company User roles.
- 4 Select the Entity level roles to be assigned to the User & click Add ↓. See table in the next page for User Roles & Permissions, or refer to Appendix 3 for complete Summary of User Permissions.
- 5 You can also grant the User access to other entities by checking the corresponding boxes to the entities.

Guide for Company Administrators

S/No.	Role	Description of Role	BIBPlus Roles to assign
1	User (Enquiry Only)	View accounts summary & statement	All the "00"
		View Transactions	All the "02" (Cash, Trade, Bulk transactions)
2	User (Enquiry + Create Transactions)	View accounts & Transactions	All the "00" + "02" (Cash, Trade, Bulk transactions)
		Prepare transactions for approval	All the "01" (Exclude those with payroll)
3	Create/Approve Pre-Approved Beneficiary	Create / maintain & approve Pre-approved beneficiary setups in the Beneficiary Master	50 PAB Create + 50 PAB Approve (to add to other roles assigned)
4	Payroll User	Prepare Payroll transactions for approval	All the "01" Payroll EMPL/EXEC-Upload/ Create" + "33 Payroll amount access" + "33 Payroll Details Access"
5	Payroll Signatory (Note: The signatory group & authorisation limits can only be setup by the bank)	Create and approve Payroll transactions	All the "01 Payroll EMPL/EXEC-Approve"
		View transaction details and total amount but cannot view individual payroll record's amount; cannot view highest amount on record	"33 Payroll Details list"
		View total amount, highest amount, cannot view payroll transactions details	"33 Payroll amount access"
6	Verifier	Verify transaction data input by User before submitting to Signatory	50 verify + All the "01" (Exclude payroll)
7	Sender	Release fully authorised transaction to bank for processing	50 send + All the "01" (Exclude payroll)
8	Proxy Authoriser	Remote Authorisation permissions to authorise transactions on behalf of Signatory	50 Proxy Signatory + All the "01" (Exclude those with payroll)

Remarks: Refer to appendix 2 for more detailed description of the various entity roles available for selection.

8 Assign Token to User.

8a Click on **Assign** to open the User Token Detail screen to assign a Token.

OTP Token Assignment

Token Serial No:	<input type="text"/>
Token Type:	<input type="text"/>
Charge Type:	<input type="text"/>
Token Status:	<input type="text"/>
Remarks:	<input style="height: 30px;" type="text"/>
Private Token:	<input type="text"/>
Assigned Date:	<input type="text"/>
Assigned By:	<input type="text"/>
<input type="button" value="Assign"/>	

Guide for Company Administrators

8b Click on  to open the list of available tokens.



User Token Assignment

User Token Details

Token Serial No.* 

Token Type:

Charge Type:

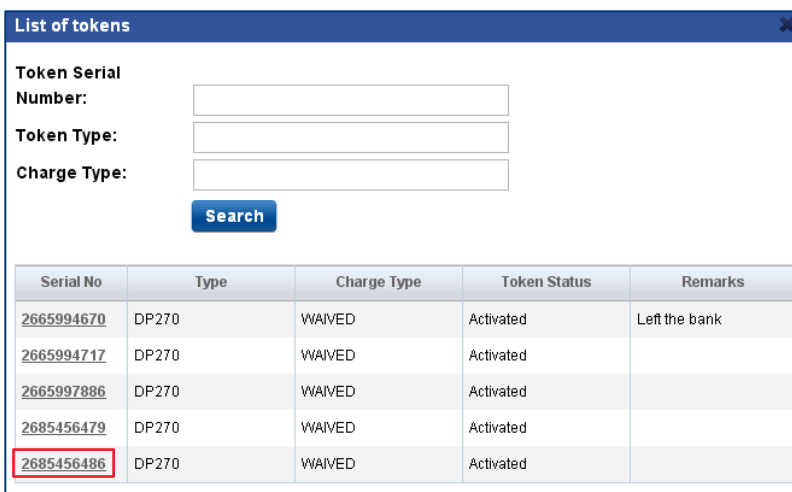
Token Status:

Remarks:

Cancel Ok

 You may need to buy additional tokens from the Bank.

8c Select a token to assign to the User.



List of tokens

Token Serial Number:

Token Type:

Charge Type:

Search

Serial No	Type	Charge Type	Token Status	Remarks
2665994670	DP270	WAIVED	Activated	Left the bank
2665994717	DP270	WAIVED	Activated	
2665997886	DP270	WAIVED	Activated	
2685456479	DP270	WAIVED	Activated	
2685456486	DP270	WAIVED	Activated	

Guide for Company Administrators

8d To submit User Profile for Approval, click **Submit** .

! For customers with single administrator setup, this step will approve the request.

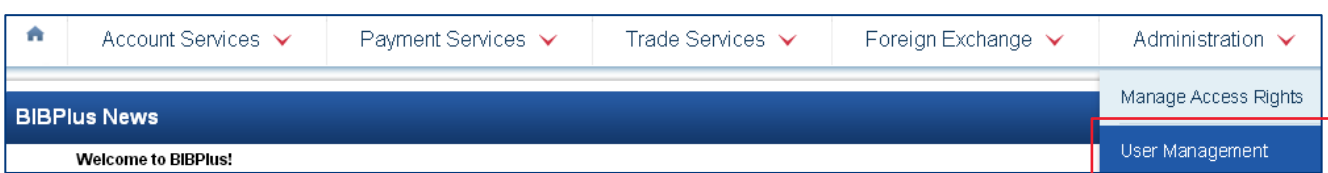
OTP Token Assignment

Token Serial Number:	<input type="text" value="2685456486"/>
Token Type:	<input type="text" value="DP270"/>
Charge Type:	<input type="text" value="WAIVED"/>
Token Status:	<input type="text" value="Activated"/>
Remarks:	<div style="border: 1px solid #ccc; height: 20px; background-color: #f0f0f0;"></div>
Private Token:	<input type="text" value="No"/>
Assigned Date:	<input type="text"/>
Assigned By:	<input type="text"/>
Action:	<input type="text" value="Assign User Token - Manual Assign(Entity F"/>

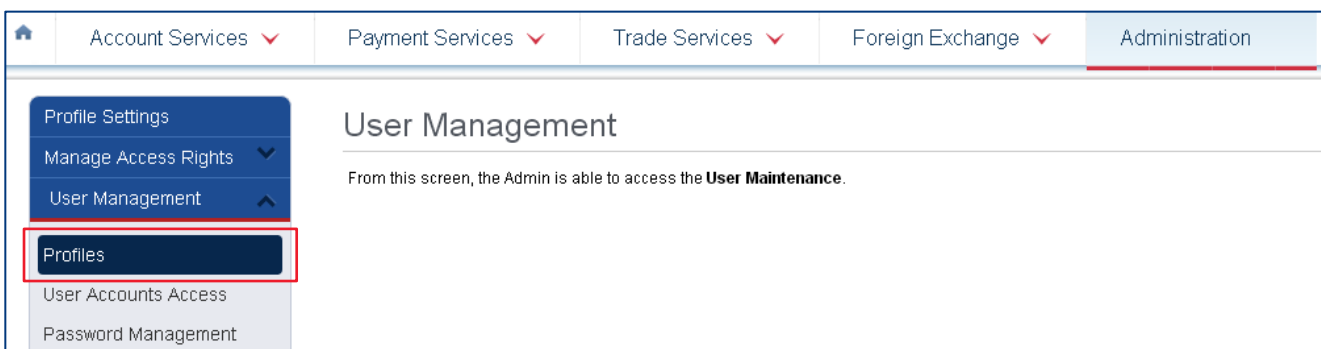
9 Approve New User Profile.

! This approval step only applies for customers with dual administrator setup.

9a From Top Menu Bar > Administration > User Management.






9b From Left Navigation Menu, select Profiles.



Guide for Company Administrators

9c Click on  to open the User Profile page for approval.

Last Name, First Name	Login	Status	Maker User	
USER, NEW	NEWUSER	Awaiting for Approval (New)	LACUNA	  

9d Check that User Profile details are in good order and click **Approve** to proceed with approval.

Default Company: GLS SEAFOOD PTE LTD

Company ID	Authorisation	Limit Amount (Per Day)	Roles
JACKY CHAN FILM AND COMPANY PRIVATE			280 Role(s)▼
GLS SEAFOOD PTE LTD			72 Role(s)▼
CHANGE ENTITY NAME TO MORE THAN 20			75 Role(s)▼

OTP Token Assignment

Token Serial Number: 2651292360
Token Type: DP270
Charge Type: WAIVED
Token Status: Activated
Private Token: Yes
Assigned Date: 2016-04-15 11:38:42.084
Assigned By: TBA03

Comments (for return)

Approve
Reject
Return
Cancel

10 Follow the instructions on the Authentication pop-up message box to obtain the Token Response code from your token. Enter the Token Response code, and click **Submit** to proceed.

Authentication

1. Press OTP button on your token.
2. The token will display a 6 digit code.
3. Enter the 6 digit code into the Token Response field.
4. Click "Submit" button on screen to complete the authorisation.

Token Response

By clicking "Submit", you are deemed to have read & agreed to the terms and conditions of the respective **product(s) and/or service(s)**.

Cancel
Submit

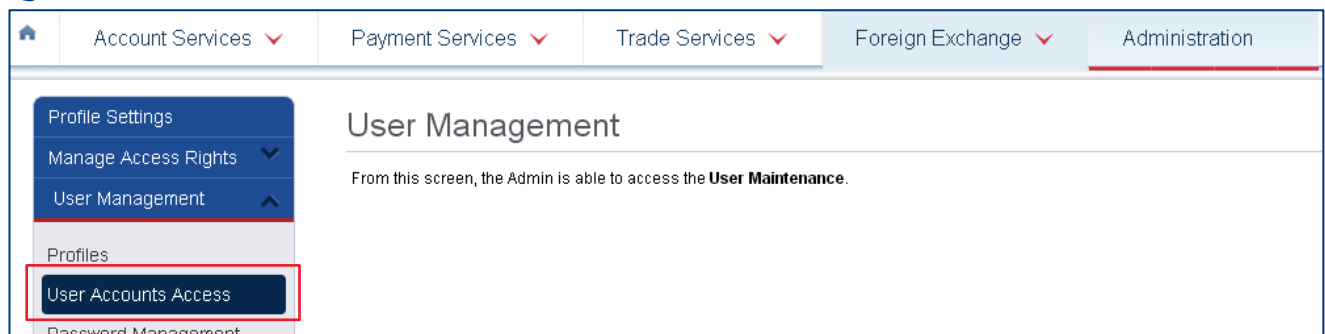
Guide for Company Administrators

6.2 Assign access to Accounts and Products





1 From Top Menu Bar, select Administration > User Management.



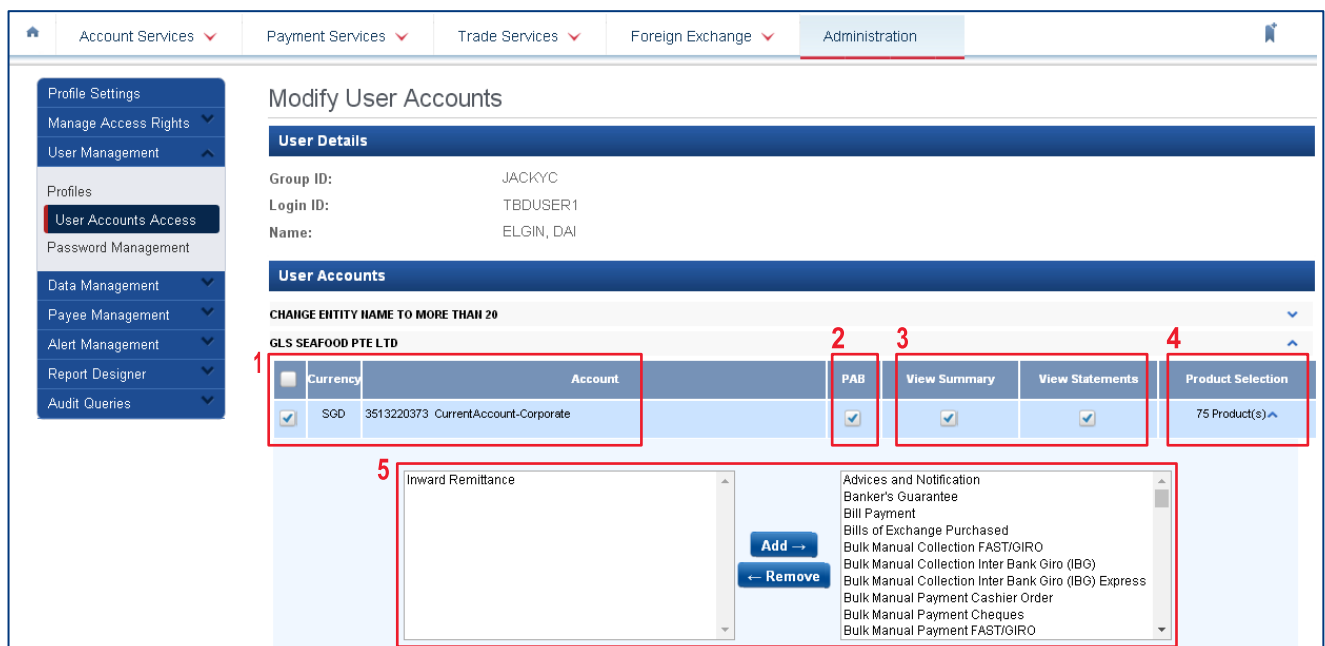
2 From Left Navigation Menu, select User Accounts Access.



3 Click on  for the selected user.

Last Name, First Name	Login	Status	Maker User	
Doe, John062804	GEB062804			 
ELGIN, DAI	TBDUSER1			 

4 Add Accounts and Products Access.



- 1 Select the Accounts to be accessed by User.
- 2 Select PAB if the new User is to be restricted to using Pre-Approved Beneficiary.
- 3 Select if the new User is allowed to view the Summary and/or Statement for this Account.
- 4 Click here to open Product list.
- 5 Select the products that the User can use the account for.

Guide for Company Administrators

5 To submit the User Account setup for Approval, click on **Submit** .

⚠ For customers with single administrator setup, this step will approve the request.

6 Approve the New User Account Setup.





⚠ This approval step only applies for customers with dual administrator setup.

6a From Top Menu Bar > Administration > User Management.

6b From Left Navigation Menu, select User Account Access.

Guide for Company Administrators

6c Click on  to open the User Account page for approval.

Last Name, First Name	Login	Status	Maker User	
ELGIN, DAI	TBDUSER1	Awaiting for Approval (Modified)	TBDUSER1	   

6d Check that all User Account setup are in good order and click **Approve** to proceed with approval.

- Profile Settings
- Manage Access Rights
- User Management
- Profiles
- User Accounts Access
- Password Management
- Data Management
- Payee Management
- Alert Management
- Report Designer
- Audit Queries

Approve or Reject or Return User Accounts

User Details

Group ID: JACKYC
Login ID: TBDUSER1
Name: ELGIN, DAI

User Accounts

GLS SEAFOOD PTE LTD

Comments (for return)

Approve
Reject
Return
Cancel

7 Follow the instructions on the Authentication pop-up message box to obtain the Token Response code from your token. Enter the Token Response code, and click **Submit** to proceed.

Authentication

1. Press OTP button on your token.
2. The token will display a 6 digit code.
3. Enter the 6 digit code into the Token Response field.
4. Click "Submit" button on screen to complete the authorisation.

Token Response

By clicking "Submit", you are deemed to have read & agreed to the terms and conditions of the respective **product(s) and/or service(s)**.

Cancel
Submit

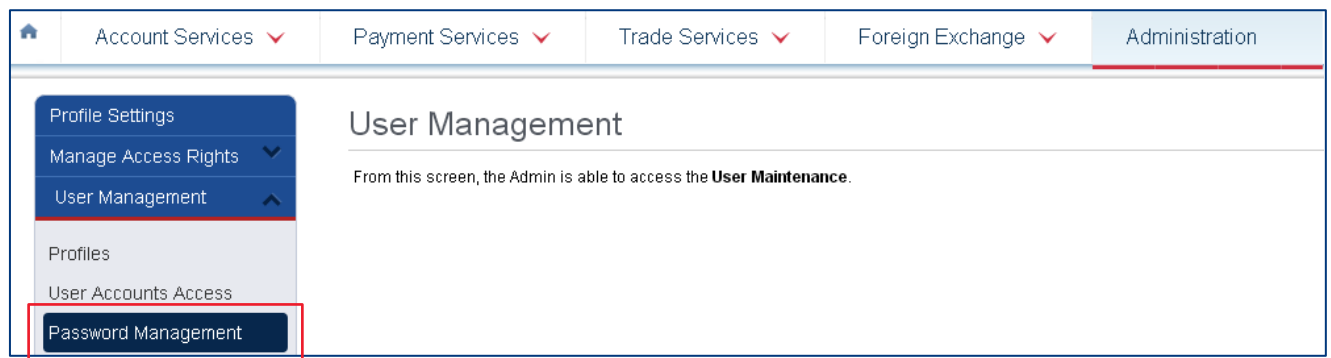
Guide for Company Administrators

6.3 Assign/Reset User Password


- 1 From Top Menu Bar, select Administration > User Management.




- 2 From Left Navigation Menu, select Password Management.



- 3 Click on  to open the Password Management page.

Last Name, First Name	Login	Status	Maker User	
JACKYC, 3	JCID3			

- 4 Select Manual Type option and input new password for the User.

 Note: User is required to change this password upon first time login.

Password

Type: System Manual

Password:*

Confirm Password:*

- 5 Click to send new Password for Approval.

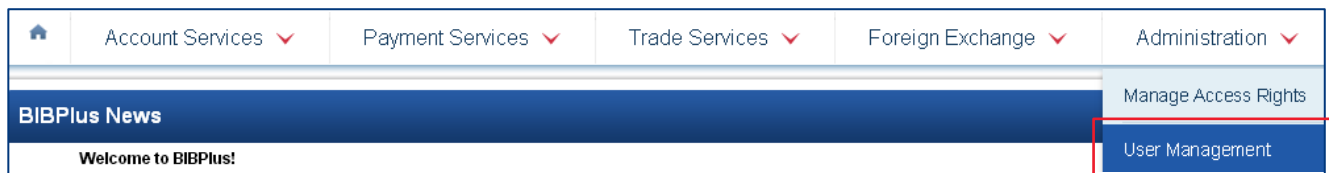
 For customers with single administrator setup, this step will approve the request.

Guide for Company Administrators

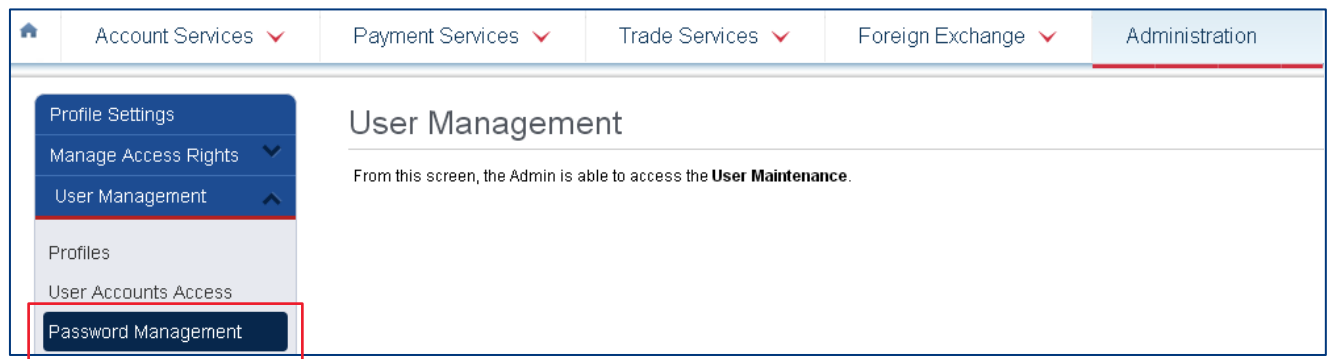
6 Approve New User Password.

⚠ This approval step only applies for customers with dual administrator setup.

6a From Top Menu Bar, select Administration > User Management.



6b From Left Navigation Menu, select Password Management.



6c Click on ? to open the Password Management page for approval.

Last Name, First Name	Login	Status	Maker User	
JACKYC, 3	JCID3	Awaiting for Approval (User Authentication Modified)	JCHIA165	

Guide for Company Administrators

6d Click on **Approve** to proceed with approval.

Approve or Reject User Password Management

User Details

Group ID:	JACKYC
Login ID:	JCID3
Name:	JACKYC, 3

Approve **Reject** **Cancel**

7 Follow the instructions on the Authentication pop-up message box to obtain the Token Response code from your token. Enter the Token Response code, and click **Submit** to proceed.

Authentication

1. Press OTP button on your token.
2. The token will display a 6 digit code.
3. Enter the 6 digit code into the Token Response field.
4. Click "Submit" button on screen to complete the authorisation.

Token Response

By clicking "Submit", you are deemed to have read & agreed to the terms and conditions of the respective **product(s) and/or service(s)**.

Cancel **Submit**

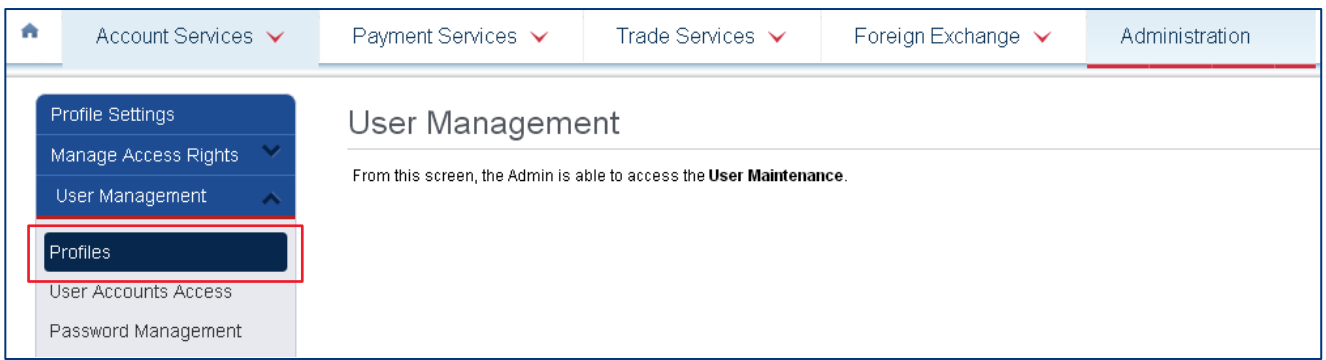
Guide for Company Administrators

6.4 Activate User Status

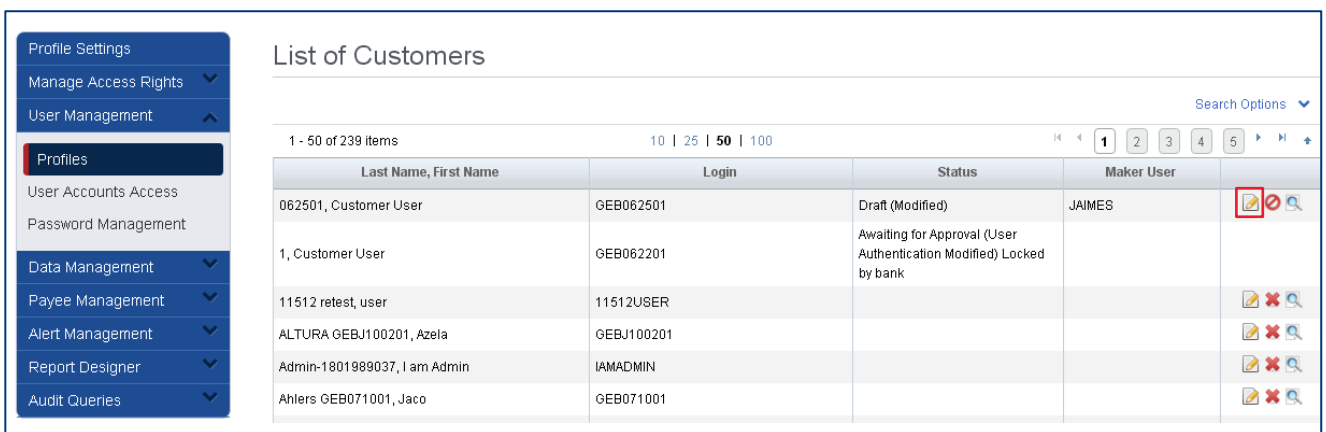
1 From Top Menu Bar, select Administration > User Management.



2 From Left Navigation Menu, select Profiles.



3 Click on  to select the User to activate.



Guide for Company Administrators

- 4 Change default status from “Inactive” to “Active” to activate new User.

! Users can only login if their ID status is ACTIVE.

Modify User Profile (Draft)

Main Details

Group ID: JACKYC
 Login ID: GEB062501
 First Name:*
 Last Name:*
 ID No:* *NRIC
 Address:

 Country Code:*

Status Details

Status:*

- 5 To send User Activation for approval, click **Submit** .

! For customers with single administrator setup, this step will approve the request.

OTP Token Assignment

Token Serial Number:
 Token Type:
 Charge Type:
 Token Status:
 Remarks:
 Private Token:
 Assigned Date:
 Assigned By:

Modify **Replace** **Unassign**

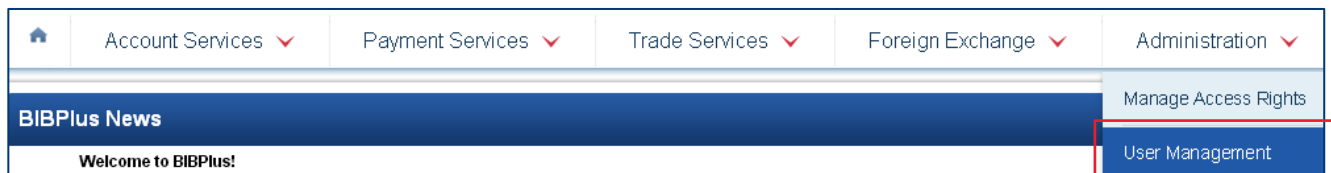
Save **Submit** **Cancel** **Help**

Guide for Company Administrators

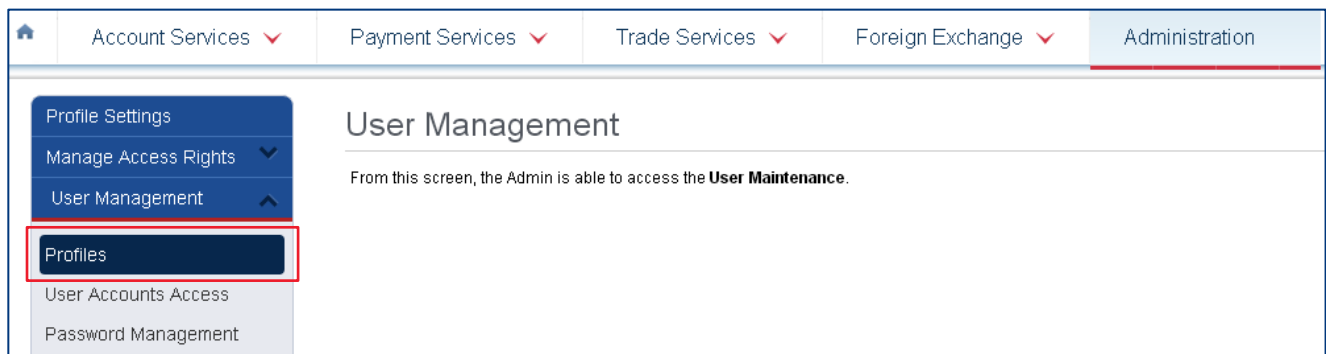
6 Approve Activation of New User Status.

⚠ This approval step only applies for customers with dual administrator setup.





6a From Top Menu Bar, select Administration > User Management.



6b From Left Navigation Menu, select Profiles.



6c Click on ? to open the User Profile page for approval.

Last Name, First Name	Login	Status	Maker User	
062501, Customer User	GEB062501	Awaiting for Approval (Modified)	TBDUSER1	   

Guide for Company Administrators

6d Check that all User Profile details are in good order and click **Approve** to proceed with approval.

OTP Token Assignment

Token Serial Number:	2695569596
Token Type:	DP270
Charge Type:	CHARGED
Token Status:	Activated
Private Token:	No
Assigned Date:	2015-11-13 11:40:40.581
Assigned By:	JASON

Comments (for return)

Approve **Reject** **Return** **Cancel**

7 Follow the instructions on the Authentication pop-up message box to obtain the Token Response code from your token. Enter the Token Response code, and click **Submit** to proceed.

Authentication

1. Press OTP button on your token.
2. The token will display a 6 digit code.
3. Enter the 6 digit code into the Token Response field.
4. Click "Submit" button on screen to complete the authorisation.

Token Response

By clicking "Submit", you are deemed to have read & agreed to the terms and conditions of the respective **product(s) and/or service(s)**.

Cancel **Submit**

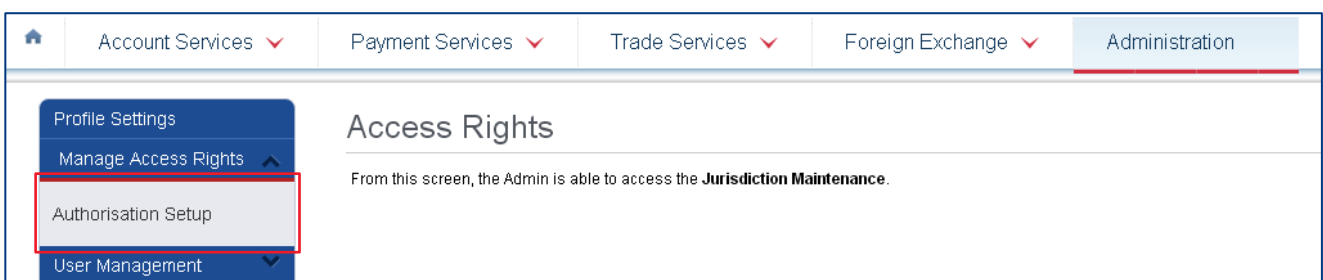
Guide for Company Administrators

6.5 View Entity's Authorisation Matrix

1 From Top Menu Bar, select Administration > Manage Access Rights.



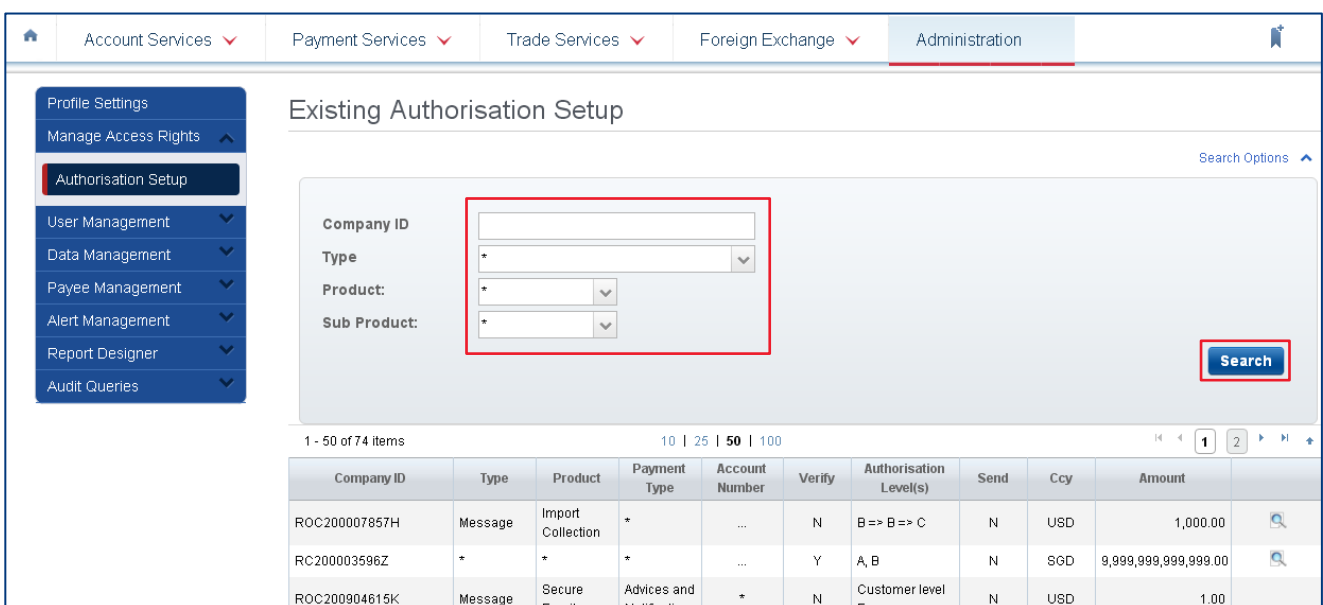
2 From Left Navigation Menu, select Authorisation Setup.



3 Enter Company ID, Type, Product or Sub Product to access the list of Existing Authorisation Setup and click **Search**.



You may input wildcard (*) in the search fields to show all in the categories applied.



Guide for Company Administrators

4 Click on  to see Authorisation Matrix details screen.

Existing Authorisation Setup											
Search Options ▾											
1 - 50 of 71 items			10 25 50 100			⏪ 1 2 ⏩ ⏴ ⏵					
Company ID	Type	Product	Payment Type	Account Number	Verify	Authorisation Level(s)	Send	Ccy	Amount	Status	Maker User
R853030933E	*	Fund Transfer	Interbank Giro	*	N	A	N	SGD	9,999,999.00
G3UOB	*	Fund Transfer	Transfer to a UOB account	35134465	N	A	N	SGD	999,999.00
*	*	Invoice	*	...	N	A, B	N	SGD	9,999,999,999.00
R853030933E	*	*	*	...	N	F	Y	SGD	999,999,999.00
RB20051400L	*	*	*	...	N	D	Y	SGD	999,999,999.00
R853030933E	*	*	*	...	Y	A	N	SGD	100,000,000,000
RC959728242C	*	All Cash	*	*	Y	A=> B	N	SGD	15,000.00
RC959728242C	*	All Cash	*	*	N	A=> B	N	SGD	10,000.00

- 1 "*" means apply to All companies in the group (if applicable).
- 2 "*" means apply to All products/Accounts.
- 3 "A" means group A signatory can approve transactions up to SGD 9,999,999.
- 4 "All Cash" refers to only cash products debiting from any account.
- 5 "A, B" means for Invoice products where there is a need for 2 approvers - one each from Group A and B in any order. There is no need for a separate "Verifier" or "Sender".
- 6 There is no need for a separate "Verifier" but requires an assigned "Sender" to release the approved transaction to the bank.
- 7 "A => B" means one group A signatory can approve followed by one group B signatory (sequential) for all cash transactions up to SGD 15,000. Requires an assigned "Verifier" to verify transaction before A can approve but there is no need for a separate "Sender" to release the approved transaction to the bank.

Display Authorisation

Authorisation Setup

Company ID: G3UOB
 Type: *
 Product: Fund Transfer
 Payment Type: Transfer to a UOB account
 Account: 3513446525
 Limit Amount: SGD 999,999.00
 Verify: NO
 Send: NO
 Sequential: YES

Authorisation Level(s)

Authorisation Levels

A

➔ Authorisation Matrix details screen

Guide for Company Administrators

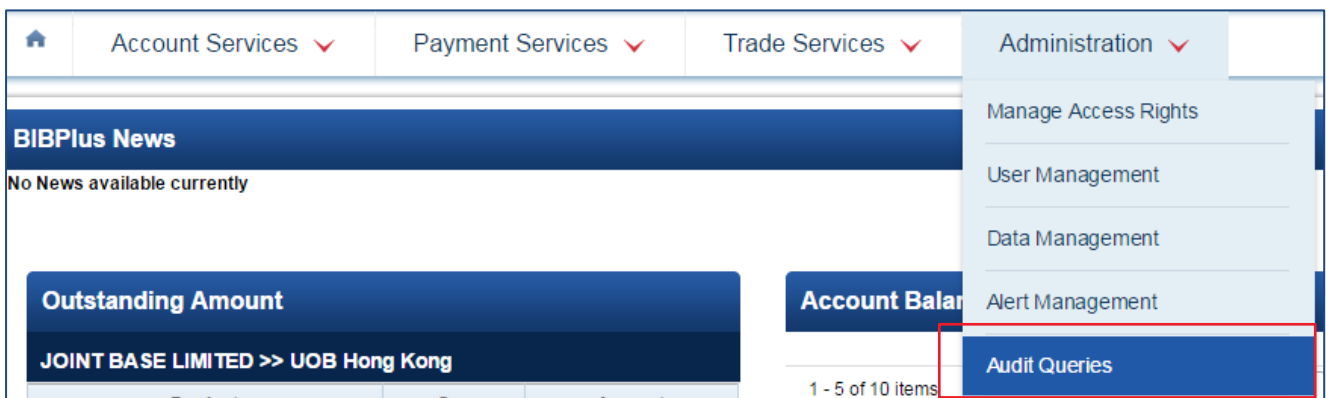
6.6 View Audit Log

The Audit logs/trails are categorised as follows:

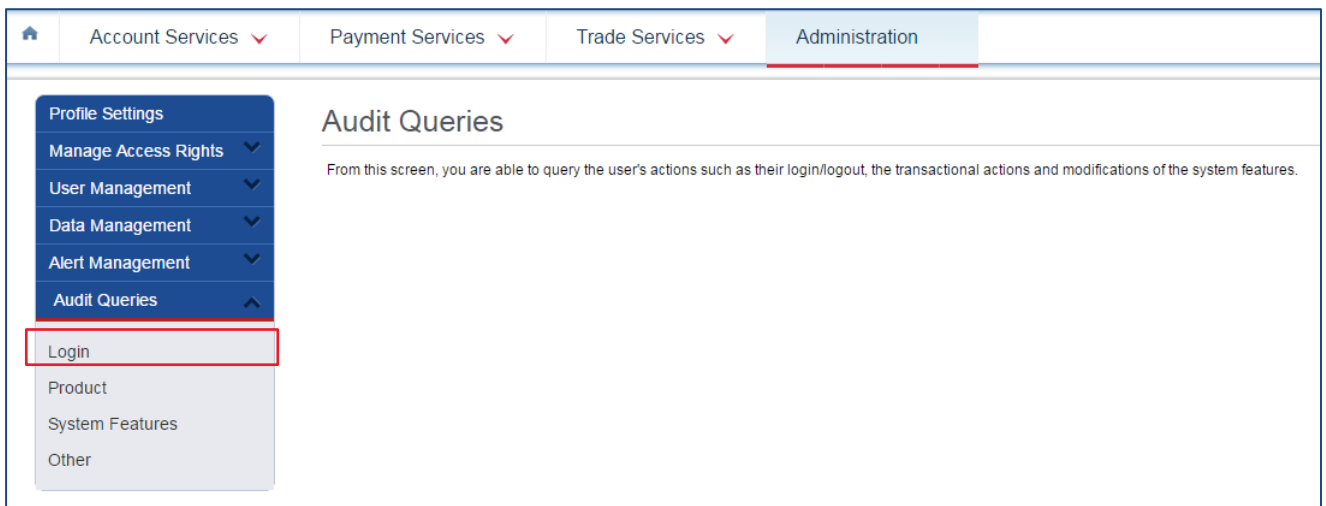
- Login – log of all login & logout activities
- Product – log of all transactional & enquiry activities by users
- System Features – log of all activities by the Bank & Company Administrators

6.6.1 Audit Query - Login

1 From Top Menu Bar, select Administration > Audit Queries.



2 From Left Navigation Menu, select Login.



Guide for Company Administrators

- Enter the period to view and select the specific result to narrow down the search, if required. Click **Search** to proceed.



You can input wildcard (*) in the search fields to show all in the categories applied.

The screenshot shows the 'Audit: Login List' interface. On the left is a navigation menu with 'Login' selected. The main area has search filters: 'From' (08/06/2016), 'To' (08/06/2016), 'User' (empty), and 'Result' (dropdown menu). The dropdown menu is open, showing options like 'Successful: ID or Password Login', 'Successful: Token Login', 'Terms and Conditions Accepted', 'Successful: Change Password (Force)', 'Unsuccessful: ID or Password Login', 'Unsuccessful: Token Login', 'Unsuccessful: Change Password (Force)', 'Successful: Logout', 'System Logout (Force)', and 'Unsuccessful: Technical Error'. A 'Search' button is visible on the right. Below the filters is a table with columns 'Action', 'User', and 'Result'. The table shows 1 - 12 of 12 items.

Action	User	Result
Login	JASON	Successful: ID or Password Login
Login	JASON	Successful: Token Login
Login	TBDUSER1	Successful: ID or Password Login
Login	TBDUSER1	Successful: Token Login
Logout	TBDUSER1	Successful: Logout

- Click on the link in the ACTION column to view details.

The screenshot shows the 'Audit: Login List' interface with search filters: 'From' (05/06/2015), 'To' (08/06/2016), 'User' (empty), and 'Result' (Successful: ID or Password Login). A 'Search' button is visible on the right. Below the filters is a table with columns 'Action', 'Date', 'User', and 'Result'. The table shows 1 - 50 of 9220 items. The 'Action' column contains links for 'Login'.

Action	Date	User	Result
Login	2015-07-14 17:33:19 SGT	GVCXUSER1	Successful: ID or Password Login
Login	2015-07-14 17:45:38 SGT	GVCXUSER1	Successful: ID or Password Login

The screenshot shows the 'Audit Dialog' window. It displays the following information:

- Date:** Tuesday, July 14, 2015 5:33:19 PM SGT
- Action:** Login
- User:** GVCXUSER1 (gan, tester1)
- Group ID:** JACKYC (JackyC Group of Companies RC110)
- Result:** Successful: ID or Password Login
- Type:** User
- Context:** LOGIN_ID: GVTESTER1-Redirecting to: accept_terms
COMPANY_ABBV_NAME: JACKYC
MESSAGE: Please Accept Terms And Conditions
- Type:** User
- Context:** LOGIN_ID: GVTESTER1-1FA Success
COMPANY_ABBV_NAME: JACKYC
MESSAGE: 1FA Success

An 'Ok' button is visible at the bottom right of the dialog.

Login Audit Log

Guide for Company Administrators

6.6.2 Audit Query - Product

1 From Top Menu Bar, select Administration > Audit Queries.

The screenshot shows the top navigation bar with the following items: Account Services, Payment Services, Trade Services, Foreign Exchange, and Administration. The Administration dropdown menu is open, showing options: Manage Access Rights, User Management, Data Management, Payee Management, Alert Management, Report Designer, and Audit Queries. The 'Audit Queries' option is highlighted with a red box. Below the menu, there are two main sections: 'Outstanding Amount' and 'Account Balances'. The 'Outstanding Amount' section shows a table for 'JackyC Group of Companies RC110 >> UOB Singapore' with columns for Product, Ccy, and Amount. The 'Account Balances' section shows a table with columns for Company Name, Account Number, Ccy, and Ledger.

Product	Ccy	Amount
Export Letter of Credit	SGD	59,339.99

Company Name	Account Number	Ccy	Ledger
1 - 5 of 7 items			

2 From Left Navigation Menu, select Product.

The screenshot shows the left navigation menu with the following items: Profile Settings, Manage Access Rights, User Management, Data Management, Payee Management, Alert Management, Report Designer, Audit Queries, Login, Product, System Features, and Other. The 'Product' option is highlighted with a red box. The main content area shows the 'Audit Queries' page with the following text: 'From this screen, you are able to query the user's actions such as their login/logout, the transactional actions and modifications of the system features.'

Guide for Company Administrators

- Enter the period to view and select the product transaction type from the drop down list.



You can input wildcard (*) in the search fields to show all in the categories applied.

Audit: Products List Search Options ^

Action: Search

From:

To:

User:

BIB Ref:

Result:

1 - 23 of 23 items 00

Action	Date	User	BIB Ref	Result
Generic File Upload		UATJ3017		Successful
Messages Enquiry		UATJ3017		Successful
Create New File Upload	2016-06-23 09:16:11 SGT	UATJ3017	SE16060000377683	Successful
List of Draft File Upload	2016-06-23 09:16:19 SGT	UATJ3017		Successful
Local Payment	2016-06-23 09:16:36 SGT	UATJ3017		Successful

- Click on the link in the ACTION column to view details.

- Profile Settings
- Manage Access Rights
- User Management
- Data Management
- Payee Management
- Alert Management
- Report Designer
- Audit Queries
- Login
- Product**
- System Features
- Other

Audit: Products List Search Options v

1 - 50 of 4325 items 10 | 25 | 50 | 100

Action	Date	User	BIB Ref	Result
Account Summary	2015-07-14 17:54:27 SGT	GVCXUSER1		Successful
Account Summary	2015-07-24 13:57:01 SGT	GEB070505		Successful
Account Summary	2015-08-03 14:30:55 SGT	FM		Successful
Account Summary	2015-08-05 14:29:27 SGT	#SGPRIUSER1#		Successful
Account Summary	2015-08-05 18:28:11 SGT	#SGPRIUSER1#		Successful
List of Account Balances	2015-08-05 18:29:18 SGT	#SGPRIUSER1#		Successful
Account Summary	2015-08-14 18:36:28 SGT	LITTLEMISSFAT		Successful
Account Summary	2015-08-14 18:36:57 SGT	LITTLEMISSFAT		Successful

Audit Dialog

Date: Wednesday, August 5, 2015 2:29:27 PM SGT

Action: Account Summary

User: #SGPRIUSER1# (primaryuser1, sg)

Group ID: JACKYC (JackyC Group of Companies RC110)

Result: Successful

OK

Product Audit Log

Guide for Company Administrators

6.6.3 Audit Query – System Features

1 From Top Menu Bar, select Administration > Audit Queries.

The screenshot shows the top navigation bar with the following items: Account Services, Payment Services, Trade Services, Foreign Exchange, and Administration. The Administration menu is open, showing a list of options: Manage Access Rights, User Management, Data Management, Payee Management, Alert Management, Report Designer, and Audit Queries. The 'Audit Queries' option is highlighted with a red box. Below the navigation bar, there is a 'BIBPlus News' section with a 'Welcome to BIBPlus!' message. To the left, there is an 'Outstanding Amount' section for 'JackyC Group of Companies RC110 >> UOB Singapore' with a table showing one row: 'Export Letter of Credit' with a Ccy of 'SGD' and an Amount of '59,339.99'. To the right, there is an 'Account Balances' section with a table showing '1 - 5 of 7 items' and columns for 'Company Name', 'Account Number', 'Ccy', and 'Ledger'.

2 From Left Navigation Menu, select System Features.

The screenshot shows the 'Audit Queries' page. The top navigation bar is the same as in the previous screenshot, but the 'Administration' menu is now highlighted. The left navigation menu is open, showing a list of options: Profile Settings, Manage Access Rights, User Management, Data Management, Payee Management, Alert Management, Report Designer, Audit Queries, Login, Product, System Features, and Other. The 'System Features' option is highlighted with a red box. The main content area is titled 'Audit Queries' and contains the text: 'From this screen, you are able to query the user's actions such as their login/logout, the transactional actions and modifications of the system features.'

Guide for Company Administrators

- Enter period to view and select the product transaction type from the drop down list.



You can input wildcard (*) in the search fields to show all in the categories applied.

Audit: System Features List

Search Options ^

Action:

From:

To:

User:

BIB Ref:

Result:

- Alert
- Jurisdiction
- Register Payee
- Password
- Report Design
- Report Execution
- Static Data
- User

Search

1 - 10 of 10 items 10 | 25 | **50** | 100

Action	Date	User	BIB Ref	Result
User Management	2016-06-08 09:57:08 SGT	TBDUSER1		Successful

- Click on the link in the ACTION column to view details.

Audit: System Features List

Search Options v

1 - 50 of 3697 items 10 | 25 | **50** | 100

Action	Date	User	BIB Ref	Result
User Management	2015-08-25 18:22:28 SGT	VERIFIER		Successful
Data Management	2015-09-09 14:29:25 SGT	USERB		Successful
List of Payer/Beneficiary Master	2015-09-09 14:29:46 SGT	USERB		Successful
Create a New Payer/Beneficiary	2015-09-09 14:29:54 SGT	USERB		Successful
Data Management	2015-09-09 16:34:38 SGT	GVSGUSER123456789012345678901234		Successful
List of Payer/Beneficiary Master	2015-09-09 16:34:42 SGT	GVSGUSER123456789012345678901234		Successful
Approve or Reject Payer/Beneficiary Master	2015-09-09 17:05:10 SGT	GVSGUSER123456789012345678901234	3523339425	Successful

Audit Dialog

Date: Tuesday, August 25, 2015 6:22:28 PM SGT

Action: User Management

User: VERIFIER (VERIFIER, Leonard)

Group ID: JACKYC (JackyC Group of Companies RC110)

Result: Successful

Ok

System Feature Audit Log

Appendix 1

Explanation of Transaction Status

Single/Bulk Transaction Status	Description
Incomplete (Draft)	1. Single Transaction SAVED by user 2. Manually created online bulk SAVED by user 3. Partially successfully uploaded file
Incomplete (Entry)	Transaction REJECTED by Authoriser/Verifier/Sender
Pending (Authorise)	Transaction SUBMITTED for (further) authorisation depending on the authorisation matrix
Pending (Verify)	Transaction SUBMITTED for verification
Pending (Send)	Fully authorised transaction pending RELEASE to bank for processing
Submitted (Sent)	Fully authorised transaction RELEASED to bank
Submitted (Post-Dated)	Fully authorised Future Valued transaction RELEASED to bank
Submitted (In-Process)	Fully authorised transaction RELEASED to bank and bank had started processing it
Processed	1. Single Transaction PROCESSED by bank 2. All items in bulk successfully processed by bank
Processed (Rejected)	1. Single Transaction REJECTED by bank 2. All items in bulk rejected by bank
Processed (Partially Approved)	Some items in bulk successfully processed by bank; others rejected

Bulk File Upload Status	Description
In-Process	Bulk File Uploaded but not sent/released to bank
Successful	Bulk File Uploaded but not sent/released to bank - No error shown on File details
Failed	Bulk File Uploaded but not sent/released to bank with errors found - failure due to errors in the file - Details of error are available in the error log via File details

Trade Related Status	Description
Amended	Amendment is being PROCESSED by bank
Cancelled	Cancelled LC/BG is being Cancelled successfully
Accepted	Accepted Discrepant or Term Bill is being ACCEPTED
Advise of Bill Arrival - Clean	Advise of Bill Arrival - Clean import Bill has arrived
Advise of Bill Arrival - Discrepant	Advise of Bill Arrival - Discrepant import Bill has arrived
Partial Settled	Partial Settled Outstanding Bill or Loan has been partially settled
Settled	Settled Outstanding Bill or Loan has been fully settled
Updated	Updated Request or advices has been processed or generated by bank successfully

Post-Dated and Recurring Transaction Status	Description
Pending	Transaction yet to be SUBMITTED/PROCESSED by Bank
Processed	Transaction PROCESSED by Bank
Rejected	Transaction REJECTED by Bank
Post-Dated Pending	Post-Dated transaction PENDING to be processed by bank
In Progress	Post-Dated/Recurring transaction currently being processed by bank
Cancelled	Post-Dated/Recurring transaction successfully STOPPED/CANCELLED by bank
Recurring Pending	Pending Recurring transaction PENDING first payment to be processed by bank
Recurring Transfer	A Recurring transaction successfully PROCESSED by bank
Recurring Rejected	A Recurring transaction REJECTED by bank
Last Recurring Completed	Final Recurring transaction successfully PROCESSED by bank
Last Recurring Rejected	Final Recurring transaction REJECTED by bank

Appendix 1

Explanation of Transaction Status (cont.)

Roles	Customer's Action	Batch Status
Maker	CreateBatch	Pending
Verifier	Verify Batch Verify single record	Pending Pending
Authoriser	ApproveBatch (another Authoriser required) Approve Batch (Sender required and no more Authoriser required) Approve Batch (fully authorised) Approve Batch (no Sender and no more Authoriser required but post-dated) Reject single record	Pending Pending Submitted Submitted Pending
Sender	Submit Submit (post-dated) Reject	Submitted Submitted Submitted
User	Cancel post-dated Transaction	Submitted

Cheque Inquiry Status	Description
Not Presented	The cheque has not been presented to the bank.
Presented	The cheque has been presented and cleared at the counter.
Cleared	The cheque has been presented and cleared (amount debited from account).
Returned	The cheque has been returned to the presenter.
Stopped	The issuer has placed a stop payment request.
Not on Record	Either the cheque has not been presented or it had been presented more than 60 days from the enquiry date.

Status of the batch and their definition are as follows:

Submitted	ALL transactions in the batch have been submitted to bank
Submitted (Partial)	SOME of the transactions in the batch have been submitted to bank
Pending	NONE of the transactions in the batch have been submitted bank

Appendix 2

Summary of User Permissions

Roles	Roles Description
00 All Account Services	Allow User to access 1) Account Summary 2) Account Statement 3) Inward Remittance enquiry 4) Advices and Notification 5) Download Reports 6) Generic File Upload
01 All Bulk Payment - Create	Allow User to create bulk payment manually 1. Telegraphic Transfer 2. Cheque 3. Cashier's Order 4. Autopay
01 All Bulk Payment - Upload	Allow User to create bulk payment via file upload 1. Telegraphic Transfer 2. Cheque 3. Cashier's Order 4. Autopay
01 All Cash - Transact	Allow User to View & Transact the following products 1. Cashier Order 2. Cheque Services 3. Demand Draft 4. IAFI 5. Autopay 6. Telegraphic Transfer 7. Fixed Deposit
01 All Trade - Transact	Allow User to View & Transact the following products 1. Banker Guarantee 2. Import Collection 3. Import Letter of Credit 4. Trade Financing 5. Shipping Guarantee
01 Bulk Collection - Create	Allow User to create online bulk collection manually for the following 1. Autopay
01 Bulk Collection - Upload	Allow User to upload the following bulk collection file 1. Autopay
01 Bulk Payroll EMPL - Approve	Allow User to create and approve Bulk Payroll (Employee) transactions for 1. Autopay
01 Bulk Payroll EMPL - Create	Allow User to create online Bulk Payroll (Employee) transactions for 1. Autopay
01 Bulk Payroll EMPL - Upload	Allow User to upload Bulk Payroll (Employee) transactions files for 1. Autopay
02 Bulk Payroll EMPL - View	Allow User to view Bulk Payroll (Employee) transactions
01 Bulk Payroll EXEC - Approve	Allow User to create and approve Bulk Payroll (Executive) transactions for 1. Autopay
01 Bulk Payroll EXEC - Create	Allow User to create online Bulk Payroll (Executive) transactions for 1. Autopay

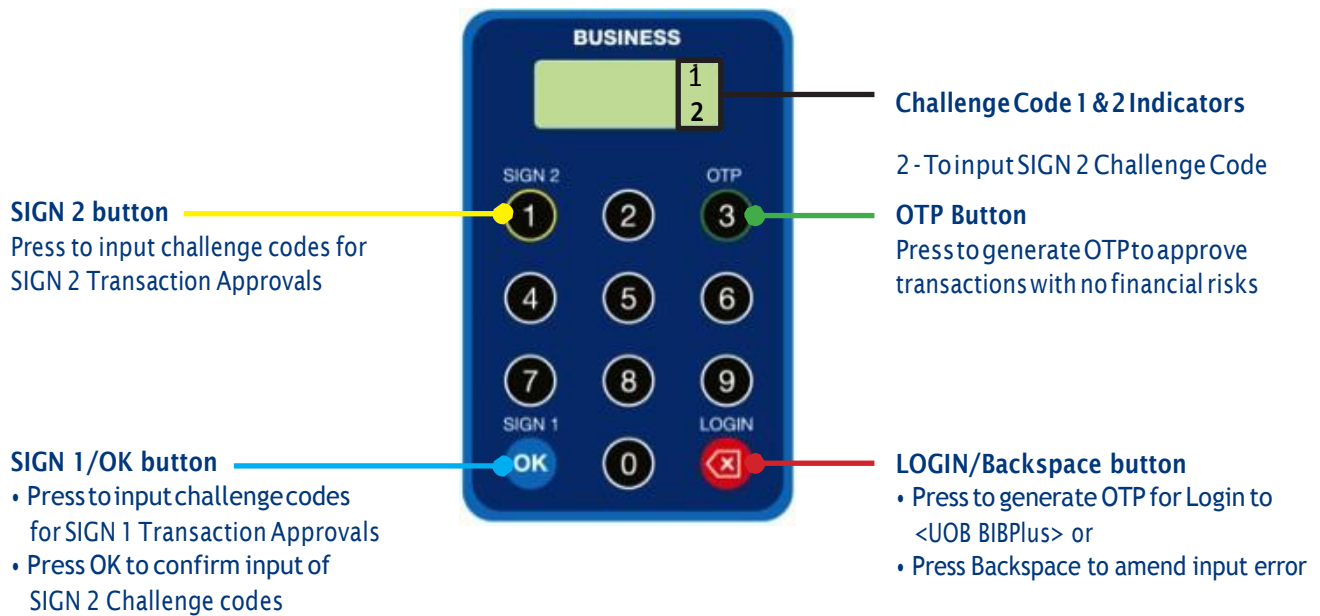
Appendix 2

Summary of User Permissions (cont.)

Roles	Roles Description
01 Bulk Payroll EXEC - Upload	Allow User to Upload Bulk Payroll (Executive) transactions files for 1. Autopay
02 All Bulk Payment - View	Allow User to view bulk payment transaction for 1. Telegraphic Transfer 2. Cheque 3. Cashier's Order 4. Autopay
02 All Cash - View	Allow User to only View the following products 1. Cashier Order 2. Cheque Services 3. Demand Draft 4. IAFI 5. Autopay 6. Telegraphic Transfer 7. Fixed Deposit
02 All Trade - View	Allow User to only View the following products 1. Banker Guarantee 2. Import Collection 3. Import Letter of Credit 4. Trade Financing
02 Bulk Collection - View	Allow User to view bulk collection transaction 1. Autopay
02 Bulk Payroll EXEC - View	Allow User to view Bulk Payroll (Executive) transactions
33 Payroll Amount Access	Allow User to view payroll transaction amount in the payroll file
33 Payroll Details Access	Allow User to view payroll transaction details in the payroll
50 Beneficiary Advice	Allow User to access beneficiary advice online
50 External Account	Allow User to access external account (MT940) summary and statement (MT942)
50 PAB - Approve	Allow User to create and approve Pre-Approved Beneficiary setup
50 PAB - Create	Allow User to create Pre-Approved Beneficiary setup
50 Proxy Signatory	Allow User to be Proxy Authorizer
50 Send	Allow User to release transaction to bank for processing - applicable only if Company had selected "Send" option in their approval setup
50 Verify	Allow User to verify transaction before its submitting to Signatory for approval - applicable only if Company had selected "Verify" option in their approval setup
Audit Queries	Allow User to access audit queries
User - Admin	Allow User to maintain data maintenance (e.g. counterparty/Beneficiary/bank/phases etc)
User - Customer Admin	Allow Company Administrator to create and maintain user profile/accounts and reset password
User - CA - User Profile	Allow Company Administrator to create and maintain user profile only
User - CA - User Account	Allow Company Administrator to create and maintain user account only
User - CA - User Authentication	Allow Company Administrator to reset user password only
User - Portlets	Allow User to access landing page portlets

Appendix 3

BIBPlus SecurePlus Token



Contact Us

If you have any questions, please feel free to contact us at **(852) 28206663**, 9am to 6.00pm from Mondays to Fridays excluding public holidays.

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