

USER GUIDE: FINANCING REQUEST USING BUSINESS INTERNET BANKING PLUS

Important Notes:

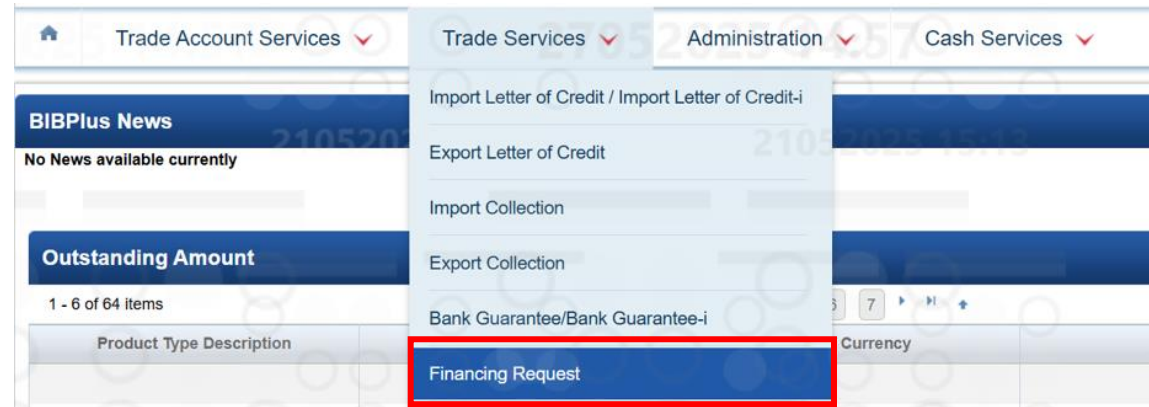
- User access right must be granted by Company Administrator.
- You may send financing requests for Import Invoice Financing (IF) or Banker's Acceptance (BA), request to repay trade loans and send message to the Bank. If you request for BA financing, the BA draft must be submitted to the Bank on the next banking day.
- You may also make inquiries on the history of the financing and access related advices.
- You may upload supporting documents via the File Upload function.

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1. Apply for Import Financing

1.1 Invoice Financing

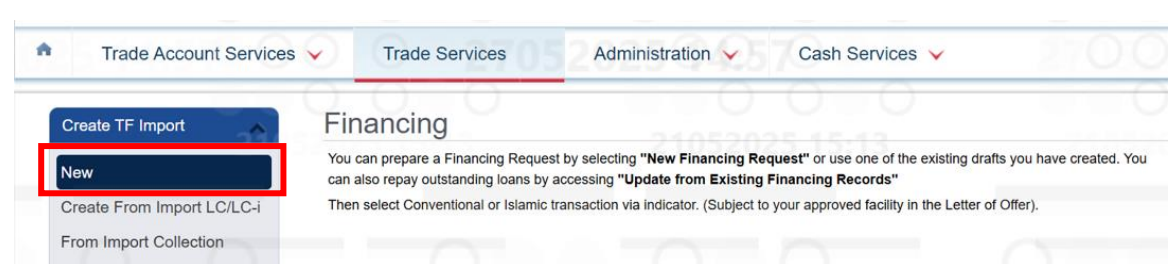
Step 1



The screenshot shows the UOB Trade Services menu. The 'Trade Services' dropdown is open, displaying options: Import Letter of Credit / Import Letter of Credit-i, Export Letter of Credit, Import Collection, Export Collection, Bank Guarantee/Bank Guarantee-i, and **Financing Request** (highlighted with a red box).

From Top Menu Bar, select Trade Services > Financing Request.

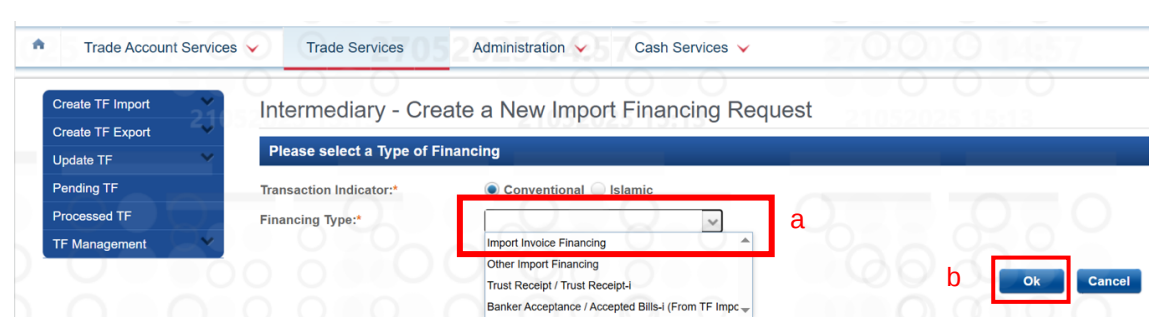
Step 2



The screenshot shows the UOB Financing page. The 'Create TF Import' dropdown is open, displaying options: **New** (highlighted with a red box), Create From Import LC/LC-i, and From Import Collection.

From the Left Navigation Menu, select Create TF Import > New.

Step 3



The screenshot shows the 'Intermediary - Create a New Import Financing Request' form. The 'Please select a Type of Financing' section is visible. The 'Transaction Indicator' is set to 'Conventional'. The 'Financing Type' dropdown is open, showing options: **Import Invoice Financing** (highlighted with a red box and labeled 'a'), Other Import Financing, Trust Receipt / Trust Receipt-i, and Banker Acceptance / Accepted Bills-i (From TF Impc). The 'Ok' button is highlighted with a red box and labeled 'b'.

Select the Transaction Indicator, followed by:

- Financing Type: 'Import Invoice Financing'.
- Click "OK".

Step 4.1 General Details

General Details	
Transaction Indicator:	Conventional
BIB Ref:	TF20110000298484
Customer Reference:	
Application Date:	26/11/2020 (dd/mm/yyyy)
a Requested Issue Date:*	(dd/mm/yyyy)
Tenor (days):*	
b Maturity Date:*	(dd/mm/yyyy) (Subject to bank's approval)
Financing Type:*	Import Invoice Financing
Related Reference:	
Description of Goods:	

- I) Fill in the required details in this whole section.
- II) Take note of the following:
 - a) Input the "Requested Issue Date" and "Tenor (days)".
 - b) "Maturity Date" will be defaulted.
- III) Input fields indicated by an * are mandatory fields.
- IV) Tenor requested is subjected to bank's approval.

Step 4.2 Financing Details

Applicant Details	
Company ID:*	 a
Name:*	
Address:*	
Financing Bank	
Financing Bank Name:*	UOBM
Amount Details	
b Financing Amount:*	
c Additional Details	

Indicate the financing details as follows:

- a) Applicant Details - select the Company ID from List of Companies by clicking 
- b) Amount Details - If MYR financing, select MYR and update amount. If foreign currency financing, select the relevant currency and input foreign currency amount. (Please take note the currency and amount should follow the financing amount)
- c) Additional Details – input other required information. e.g. foreign exchange contract and payment institution.

Step 4.3 Instructions to the Bank

Instructions for the Bank Only

Principal Account:
Account Currency:
Fee Account:
Account Currency:
Other Information:







[Show Form Summary | Top](#)

- a) Leave 'Principal Account' and 'Account Currency' blank.
- b) Under 'Fee Account' field, click  and select MYR account (the corresponding 'Account Currency' will be defaulted).
- c) Indicate other instructions to the Bank under Other information. e.g. Use this financing to settle other outstanding loans or remit proceeds to overseas.

Step 4.4 File Upload Details

File Upload Details (Max 5 files)

No files

Add a file

[Save](#) [Submit](#) [Cancel](#) [Help](#)

File Details

Title:
File:

Choose File

 No file chosen



[Cancel](#)

Add



[Save](#) Save as draft to be edited another time.

[Cancel](#) Cancel transaction without saving.

[Help](#) Access online User Help Guide.

[Add a file](#) Attach supporting documents.

You may upload file to this financing request:

- a) Click 'Add a File' and 'File Details' conversation box will pop-up.
- b) Click 'Choose File' to select the desired file.
- c) Click 'Add' to upload the files.
- d) You may insert a name under 'Title' for the uploaded file (optional).

File Upload Details (Max 5 files)

Show Form Summary | Top

	Title	File Name	
	File 1	Testing Excel.xlsx	 
	File 2	Testing PDF.pdf	 
	File 3	Testing Word.docx	 
	File 4	Testing Text.txt	 

Add a file

Save

Approve Later

Submit

Cancel

Help

The uploaded files will be displayed as above. The file extension allowed to be uploaded are .xls, .doc, .pdf and .txt. Click  to download the files again and click  to delete the uploaded file. Once file upload is completed, click

Submit

 to submit transaction.

Step 5

Submit Request for Financing

The submission to the Bank is successful.

BIB Ref: TF16060000378044

a

Click here to view and print transaction details

a) Upon successful submission, above screen will be displayed. You may click on this link to view and print the transaction details.

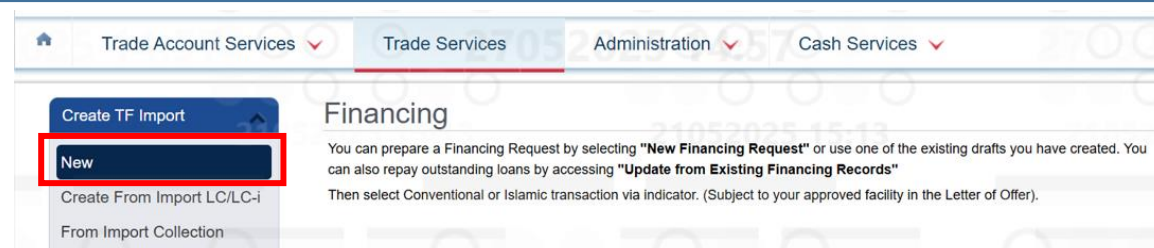
1.2 Bankers Acceptance

Step 1



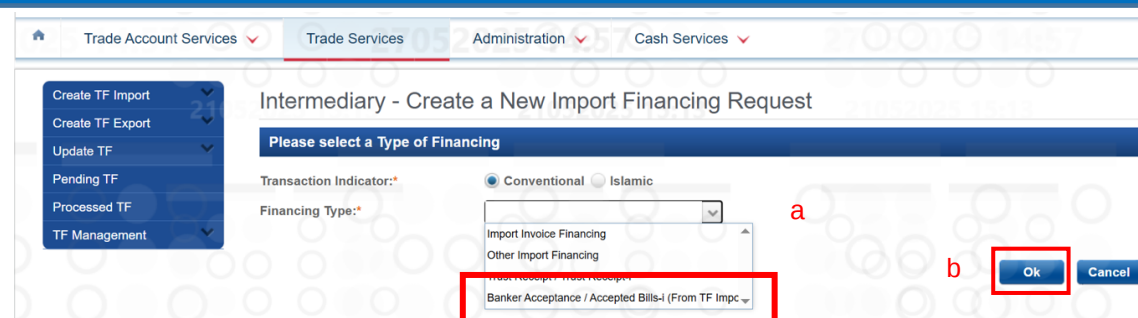
From Top Menu Bar, select Trade Services > Financing Request.

Step 2



From the Left Navigation Menu, select Create TF Import > New.

Step 3



Select the Transaction Indicator, followed by:

- Financing Type: 'Bankers Acceptance'.
- Click "OK"

Step 4.1 General Details

General Details

Transaction Indicator: Conventional

BIB Ref: TF25050001240840

Customer Reference:

Application Date: 27/05/2025 (dd/mm/yyyy)

a Requested Issue Date:* (dd/mm/yyyy)
(Subject to bank's approval)

Financing Type:* Banker Acceptance / Accepted Bills-i (F)

Related Reference:

Description of Goods:

b BA Type / AB-i Type:* 3-Purchase from Resident

c Earliest Document Date:* (dd/mm/yyyy)

- I) Fill in the required details in this whole section.
- II) Take note of the following:
 - a) Input the "Requested Issue Date".
 - b) Select "3-Purchase from Resident"/"4-Purchase from Non-Resident".
 - c) Insert Earliest Document Date.
- III) Input fields indicated by an * are mandatory fields.

Step 4.2 BA Draft Details

BA Draft Details

No BA Draft Details

Add BA Draft Details

a BA Draft Number:*

b BA Draft Amount:* MYR

c BA Tenor(days):*

d BA Draft Maturity Date:* (dd/mm/yyyy)

e

- I) Fill in the required details in this section.
- II) Take note of the following:
 - a) Please insert Invoice Number (the last 6 digits of Invoice Number).
 - b) Input financing amount (subject to a minimum of RM50,000-00 rounded downwards to the nearest RM1,000-00).
 - c) Insert number of days (subject to a minimum of 21 days and maximum tenor not to exceed the approved financing tenor).
 - d) "Maturity Date" will be defaulted.
 - e) Click "Save".

Step 4.3 Financing Details

Amount Details

Finance Amount:*

MYR

Counterparty Details

Counterparty Name:*

BEI:

Street Name:

Post Code:

Town:

Country Sub Division:

Country:

Documents

No documents

Add document

Applicant Details

Company ID:*

Name:*

Address:*

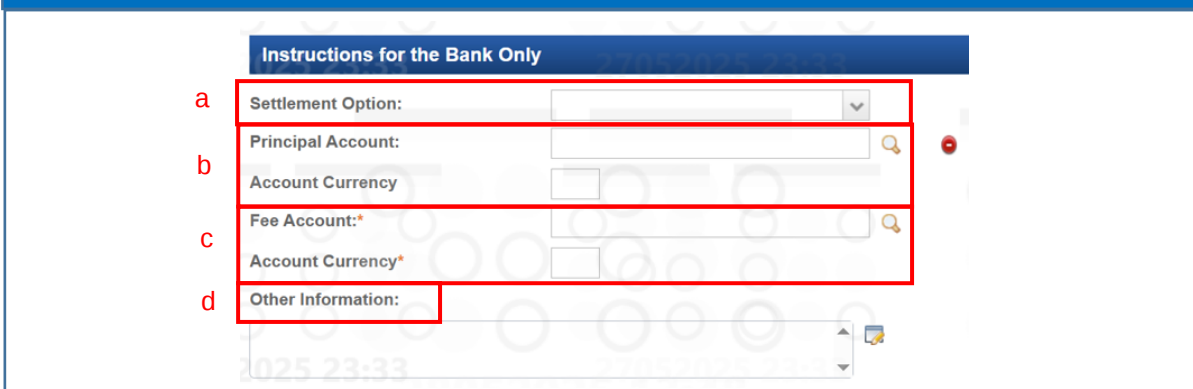
Financing Bank

Financing Bank Name:*

UOBM

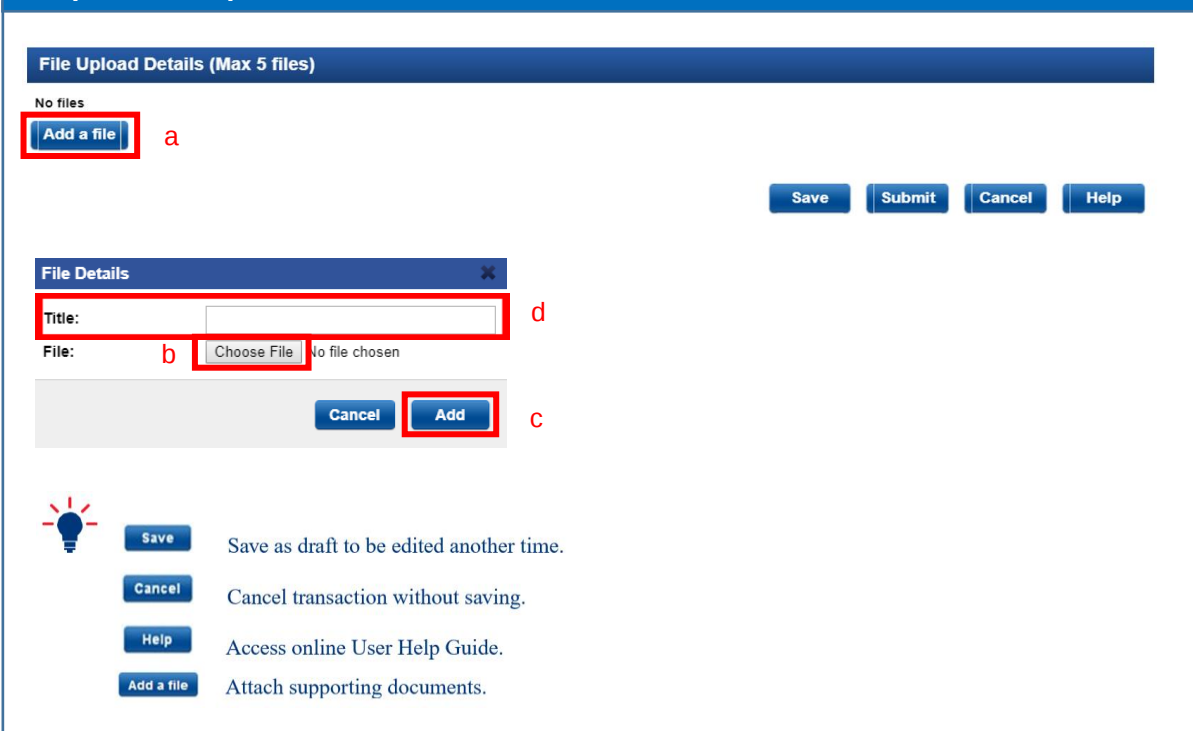
- I) Fill in the details in this whole section.
- II) Amount Details – input the financing amount.
- III) Counterparty Name – select the counterparty from the list by clicking 
- IV) Applicant Details - select the Company ID from List of Companies by clicking 
- V) Input fields indicated by * are mandatory fields.

Step 4.4 Instructions to the Bank



- Select RENTAS/GIRO/SWIFT/Credit to supplier account with UOB/Credit to our account with UOB/Issue Cashier's Order in the name of the supplier.
- Leave 'Principal Account' and 'Account Currency' blank.
- Under 'Fee Account' field, click  and select MYR account (the corresponding 'Account Currency' will be defaulted).
- Indicate other instructions to the Bank under Other information.

Step 4.5 File Upload Details



You may upload file to this financing request:

- Click 'Add a File' and 'File Details' conversation box will pop-up.
- Click 'Choose File' to select the desired file.
- Click 'Add' to upload the files.
- You may insert a name under 'Title' for the uploaded file (optional).

File Upload Details (Max 5 files)
Show Form Summary | Top

	Title	File Name	
	File 1	Testing Excel.xlsx	 
	File 2	Testing PDF.pdf	 
	File 3	Testing Word.docx	 
	File 4	Testing Text.txt	 

Add a file

Save
Approve Later
Submit
Cancel
Help

The uploaded files will be displayed as above. The file extension allowed to be uploaded are .xls, .doc, .pdf and .txt. Click  to download the files again and click  to delete the uploaded file. Once file upload is completed, click Submit to submit transaction.

Step 5

Submit Request for Financing

The submission to the Bank is successful.

BIB Ref: TF16060000378044

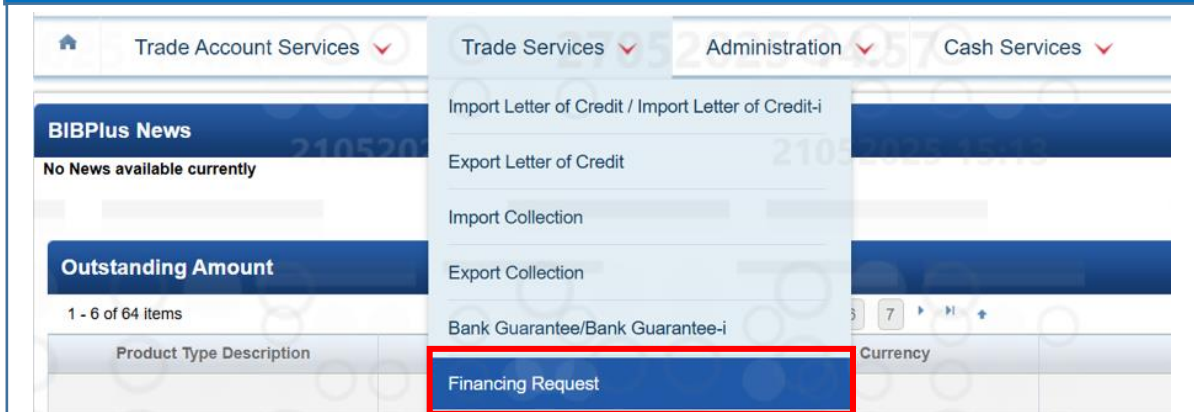
a

Click here to view and print transaction details

- b) Upon successful submission, above screen will be displayed. You may click on this link to view and print the transaction details.

2. Repay Outstanding Loan

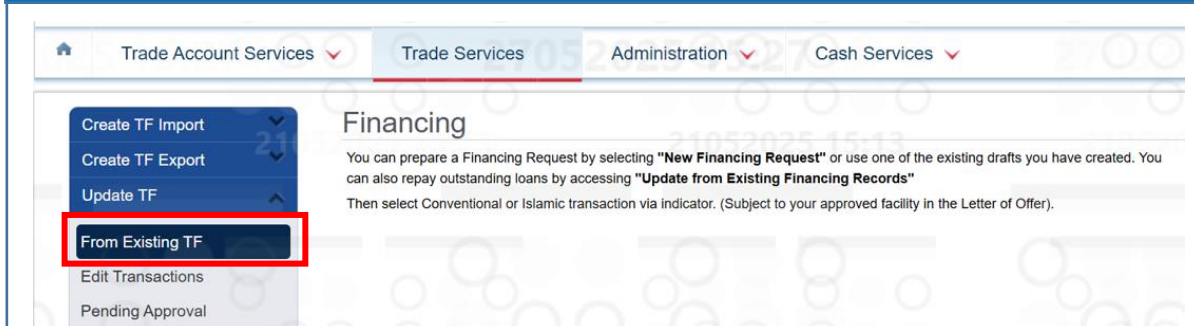
Step 1



The screenshot shows the UOB Trade Account Services interface. The 'Trade Services' dropdown menu is open, displaying options: Import Letter of Credit / Import Letter of Credit-i, Export Letter of Credit, Import Collection, Export Collection, Bank Guarantee/Bank Guarantee-i, and **Financing Request** (highlighted with a red box). The background shows a 'BIBPlus News' section with 'No News available currently' and an 'Outstanding Amount' section with '1 - 6 of 64 items'.

From Top Menu Bar, select Trade Services > Financing Request.

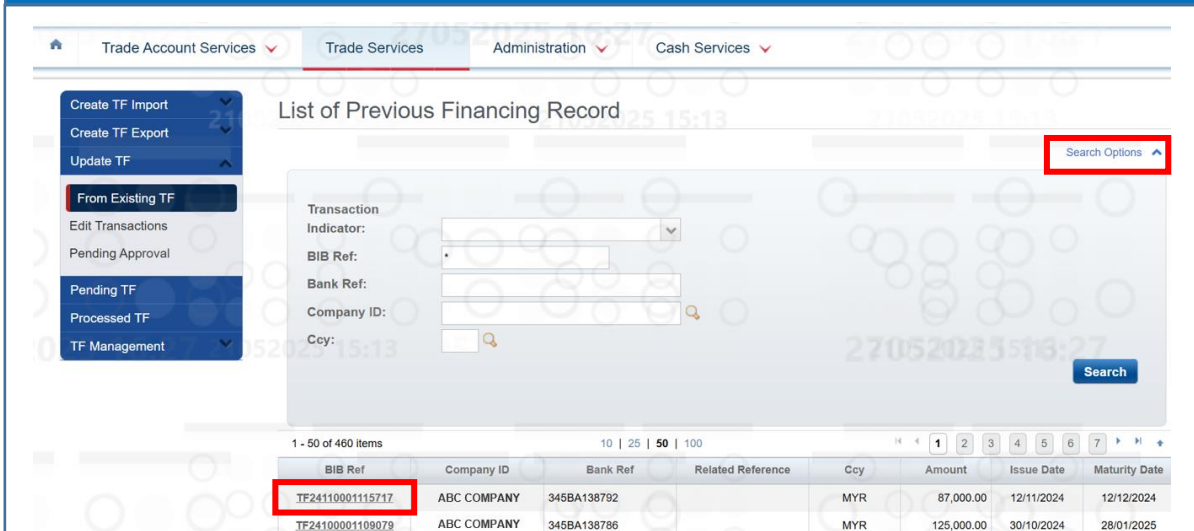
Step 2



The screenshot shows the UOB Financing page. The 'Trade Services' dropdown menu is open, displaying options: Create TF Import, Create TF Export, Update TF, **From Existing TF** (highlighted with a red box), Edit Transactions, and Pending Approval. The main content area is titled 'Financing' and contains instructions: 'You can prepare a Financing Request by selecting "New Financing Request" or use one of the existing drafts you have created. You can also repay outstanding loans by accessing "Update from Existing Financing Records". Then select Conventional or Islamic transaction via indicator. (Subject to your approved facility in the Letter of Offer).'

From the left Navigation Menu, select Update TF > From Existing TF.

Step 3



The screenshot shows the 'List of Previous Financing Record' page. The 'Trade Services' dropdown menu is open, displaying options: Create TF Import, Create TF Export, Update TF, **From Existing TF** (highlighted with a red box), Edit Transactions, Pending Approval, Pending TF, Processed TF, and TF Management. The main content area contains a search form with fields for Transaction Indicator, BIB Ref, Bank Ref, Company ID, and Ccy, and a 'Search' button. Below the search form is a table with the following data:

BIB Ref	Company ID	Bank Ref	Related Reference	Ccy	Amount	Issue Date	Maturity Date
TF24110001115717	ABC COMPANY	345BA138792		MYR	87,000.00	12/11/2024	12/12/2024
TF24110001109079	ABC COMPANY	345BA138786		MYR	125,000.00	30/10/2024	28/01/2025

The first row of the table is highlighted with a red box. The 'Search Options' button is also highlighted with a red box.

Select the outstanding loan to repay.

Step 4

Trade Account Services Trade Services Administration Cash Services

Create TF Import
Create TF Export
Update TF
From Existing TF
Edit Transactions
Pending Approval
Pending TF
Processed TF
TF Management

Update an Existing Financing Record

Save Approve Later Submit Cancel Help

Show Form Summary | Top

General Details

BIB Ref: TF24100001109079
Customer Reference: 2394953
Bank Reference: 345BA138786
Issue Date: 30/10/2024 (dd/mm/yyyy)
Maturity Date: 28/01/2025

Message Type:
Correspondence
Partial Payment
Final/Full Payment

Other Information

Select "Partial Payment" or "Final/Full Payment".

Step 5

Update an Existing Financing Record

General Details

BIB Ref: TF24100001109079
Customer Reference: 2394953
Bank Reference: 345BA138786
Issue Date: 30/10/2024 (dd/mm/yyyy)
Maturity Date: 28/01/2025

Message Type: Partial Payment

Outstanding Amount: MYR 125,000.00
Interest Amount: MYR
As of 21/05/2025

Repayment Mode:
☒ Principal
☐ Principal+Interest

Repayment Amount: MYR
Repayment amount for Final/Full Payment instruction will be determined by bank upon the date of processing of the transaction.

Settlement Method:

Principal Account:
Account Currency:
Fee Account:
Account Currency:

a

b

Show Form Summary | Top

Fill in the required details and take note of the following:

- Ensure either 'Final/ Full Payment' or 'Partial Payment' is selected.
- Indicate the 'Principle Account' for settlement of loan principle amount and 'Fee Account' for settlement of Interest/Charges.

Step 5.1 Process for Partial Payment (foreign currency)

Transaction Indicator:	Conventional		
BIB Ref:	TF18070000067958		
Bank Reference:	381IF092813		
Issue Date:	11/05/2018 (dd/mm/yyyy)		
Maturity Date:	18/10/2018		
Message Type:	Partial Payment		
Outstanding Amount:	USD	10,000.00	
Interest Amount:	USD		
	As of 22/10/2018		
Repayment Mode:	☐ Principal ☒ Principal+Interest		
Repayment Amount:	USD	5,000.00	
Repayment amount for Final/Full Payment instruction will be determined by bank upon the date of processing of the transaction.			
Settlement Method:	Debit Account		
Principal Account:	1949000481 AC NAME1 2500086098 AC N/		
Account Currency:	USD		
Fee Account:	1943068459 AC NAME1 2500086098 AC N/		
Account Currency:	MYR		

- a) Under Repayment Mode, select settlement of Principal only or both Principal + Interest.
 b) Select the Principal Account to be debited.

Step 5.2 Process for Partial Settlement with FX Conversion

General Details			
BIB Ref:	TF20020000230389		
Bank Reference:	345IL094703		
Issue Date:	13/02/2020 (dd/mm/yyyy)		
Maturity Date:	12/06/2020		
Message Type:	Partial Payment		
Outstanding Amount:	USD	10,000.00	
Interest Amount:	USD	317.90	
	As of 16/12/2020		
Repayment Mode:	☒ Principal ☐ Principal+Interest		
Repayment Amount:	USD	3,000.00	
Repayment amount for Final/Full Payment instruction will be determined by bank upon the date of processing of the transaction.			
Settlement Method:	Debit Account		
Principal Account:	2093015632 AC NAME1 2093015632		
Account Currency:	MYR		
Fee Account:	2093015632 AC NAME1 2093015632		
Account Currency:	MYR		
Exchange Rate			
Foreign Exchange Rates:	☒ Use Prevailing Board Rates ☐ Utilise FX Contract(s)		
Exchange Rate:	4.2605000	The rate is indicative only.	Equivalent Amount: MYR 12,781.50
Tolerance Rate:	4.8995749		Equivalent Amount: MYR 14,698.72

- a) Select MYR Principal Account for settlement.
 b) Indicate the Exchange Rate.

Step 5.3 Process for Full / Final Settlement with FX Conversion

General Details

BIB Ref:

TF20020000230389

Bank Reference:

345IL094703

Issue Date:

13/02/2020 (dd/mm/yyyy)

Maturity Date:

12/06/2020

Message Type:

Final/Full Payment

Outstanding Amount:

USD 10,000.00

Interest Amount:

USD 317.90

As of 16/12/2020

Repayment Mode:

☐ Principal
 ☐ Principal+Interest

Repayment Amount:

USD 10,317.90

Repayment amount for Final/Full Payment instruction will be determined by bank upon the date of processing of the transaction.

Settlement Method:

Debit Account

Principal Account:

2093015659 AC NAME1 2093015659

Account Currency:

MYR

Fee Account:

2093015632 AC NAME1 2093015632

Account Currency:

MYR

Exchange Rate

Foreign Exchange Rates:

☒ Use Prevailing Board Rates
 ☐ Utilise FX Contract(s)

Exchange Rate:

4.2605000

The rate is indicative only.

Equivalent Amount:

MYR 43,959.41

Tolerance Rate:

4.8995749

Equivalent Amount:

MYR 50,553.32

- Select MYR Principal Account for settlement.
- Indicate the Exchange Rate.

Step 5.4 Other Information & File Upload Details

Other Information

Final/Full Payment

File Upload Details (Max 5 files)

No files

Add a file

Save

Approve Later

Submit

Cancel

Help

Save

Cancel

Help

Add a file

Approve Later

Save as draft to be edited another time.

Cancel transaction without saving.

Access online User Help Guide.

Attach supporting documents.

To submit and approve by batch later. Only applicable for single level matrix.

- Indicate other instructions to the Bank.
- Upload file, if any.
- Upon completion, click **Submit**

Step 6

Submit Request for Financing

The submission to the Bank is successful.

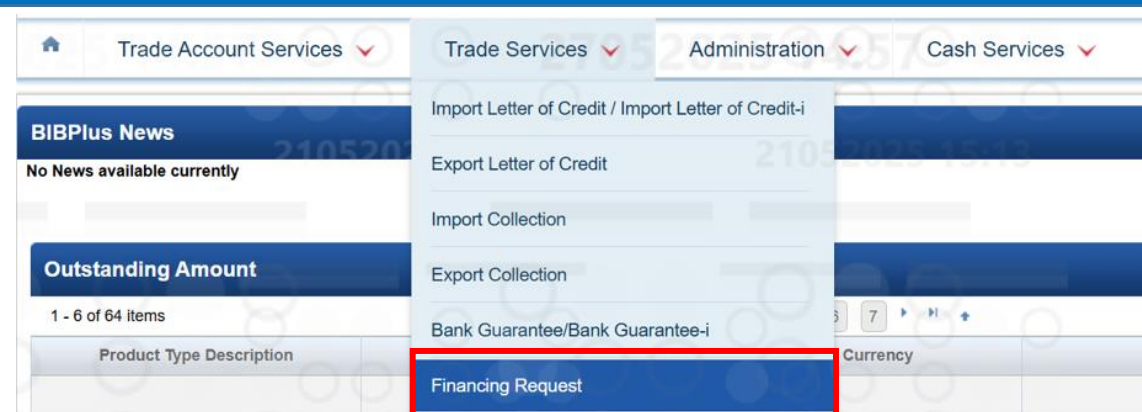
BIB Ref: TF16060000378044

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

- a) Upon successful submission, above screen will display. You may click on this link to view and print the transaction details.

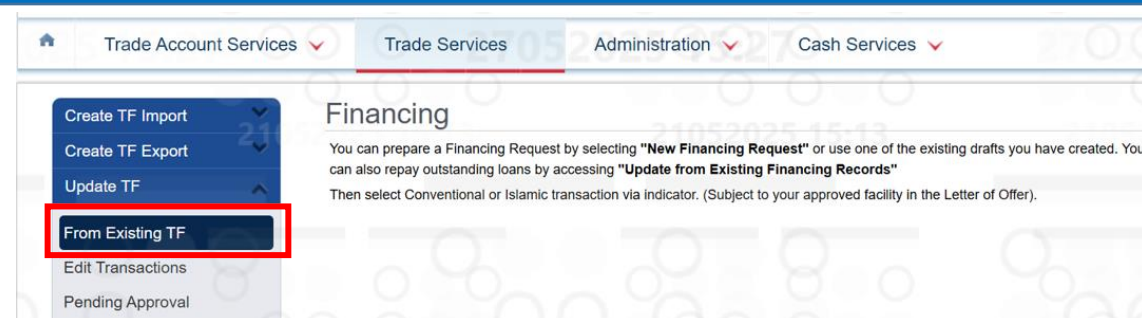
3. Send a Message to the Bank

Step 1



From Top Menu Bar, select Trade Services > Financing Request.

Step 2



From the left Navigation Menu, select Update TF > From Existing TF.

Step 3

Trade Account Services Trade Services Administration Cash Services

Create TF Import
Create TF Export
Update TF
From Existing TF
Edit Transactions
Pending Approval
Pending TF
Processed TF
TF Management

List of Previous Financing Record

Search Options

Transaction Indicator:
BIB Ref:
Bank Ref:
Company ID:
Ccy:

Search

1 - 50 of 460 items

BIB Ref	Company ID	Bank Ref	Related Reference	Ccy	Amount	Issue Date	Maturity Date
TF24110001115717	ABC COMPANY	345BA138792		MYR	87,000.00	12/11/2024	12/12/2024
TF24110001109079	ABC COMPANY	345BA138786		MYR	125,000.00	30/10/2024	28/01/2025

Select the financing record to send a message to the Bank.

Step 4

Update an Existing Financing Record

Save Approve Later **Submit** Cancel Help

General Details

BIB Ref: TF20110000292301
Customer Reference: 556608
Bank Reference: 945BA090029
Issue Date: 02/11/2020 (dd/mm/yyyy)
Maturity Date: 01/01/2021
Message Type:

Show Form Summary | Top

Other Information

Correspondence
Partial Payment
Final/Full Payment

Please input other instruction (if any) here.

File Upload Details (Max 5 files)

No files

Add a file

 Save Save as draft to be edited another time.
Cancel Cancel transaction without saving.
Help Access online User Help Guide.
Add a file Attach supporting documents.
Approve Later To submit and approve by batch later.
Only applicable for single level matrix.

Select Correspondence from Message Type and input message to send to the Bank or attach supporting documents for the Bank's information. Click **Submit** upon completion.

Step 5

Submit Request for Financing

The submission to the Bank is successful.

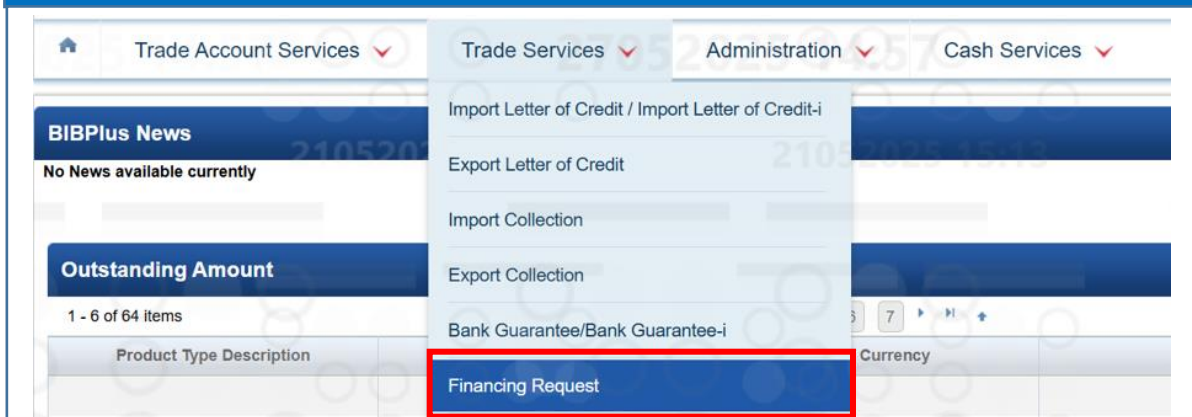
BIB Ref: TF16060000378044

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

- a) Upon successful submission, above screen will be displayed. You may click on this link to view and print the transaction details.

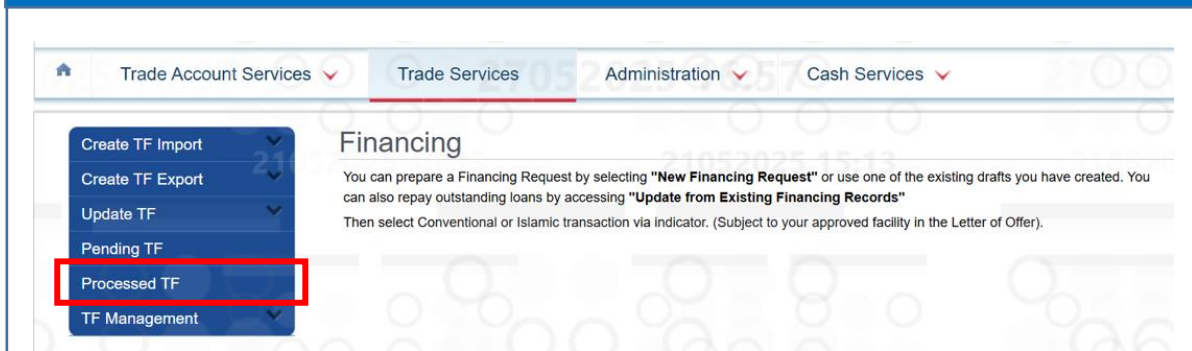
4. Perform Financing Request Inquiry

Step 1



From Top Menu Bar, select Trade Services > Financing Request.

Step 2



From the Left Navigation Menu, select Processed Trade Finance.

Step 3

List of Financing Transactions

Please enter the criteria to filter the transaction(s) search.

Company ID:

BIB Ref: **a**

Bank Ref:

Status:

Customer Reference:

Ccy:

Amount From: To:

Maturity Date From: To:

b 

Search

1 - 50 of 259 items 10 | 25 | 50 | 100 1 2 3 4 5 6

BIB Ref	Company ID	Bank Ref	Customer Reference	Ccy	Amount	Issue Date	Maturity Date	Status
TF20110000292301	ABC_PROPERTY	345IF090282	556608	MYR	81,000.00	02/11/2020	01/01/2021	Processed

Search for Financing Transactions:

- To search for specific TF, search by BIB Ref or Bank Ref.
You may use an asterisk (*) at the end of the BIB Ref or Bank Ref, to search for variable endings. For example: TF2011* will provide all possible search results with TF2011 at the front, including TF20110000292301, TF20110000456897 etc.
- Click the Folder for details.

Step 3.1 Consolidated Summary View Page

Consolidated Summary

Financing Request

BIB Ref: TF20110000292301
 Customer Reference: 556608
 Bank Reference: 945BA090029
 Company ID: ABC_PROPERTY

Amount Details: MYR 81,000.00 **a**
 Outstanding Amount: MYR 81,000.00

Applicant Details

Name and: NAME1 1400102179
 Address: ADDRESS LINE 1 SEQ 001
 ADDRESS LINE 2
 ADDRESS LINE 4
 Bank Name: UOBM
 Issuer's Ref: 000000001400102179 **b**

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

Last Updated Date	Type	Status	Topic	Ccy	Amount
02/11/2020	New	Processed	BA New	MYR	81,000.00 b

Pending Transactions

0 items **c**

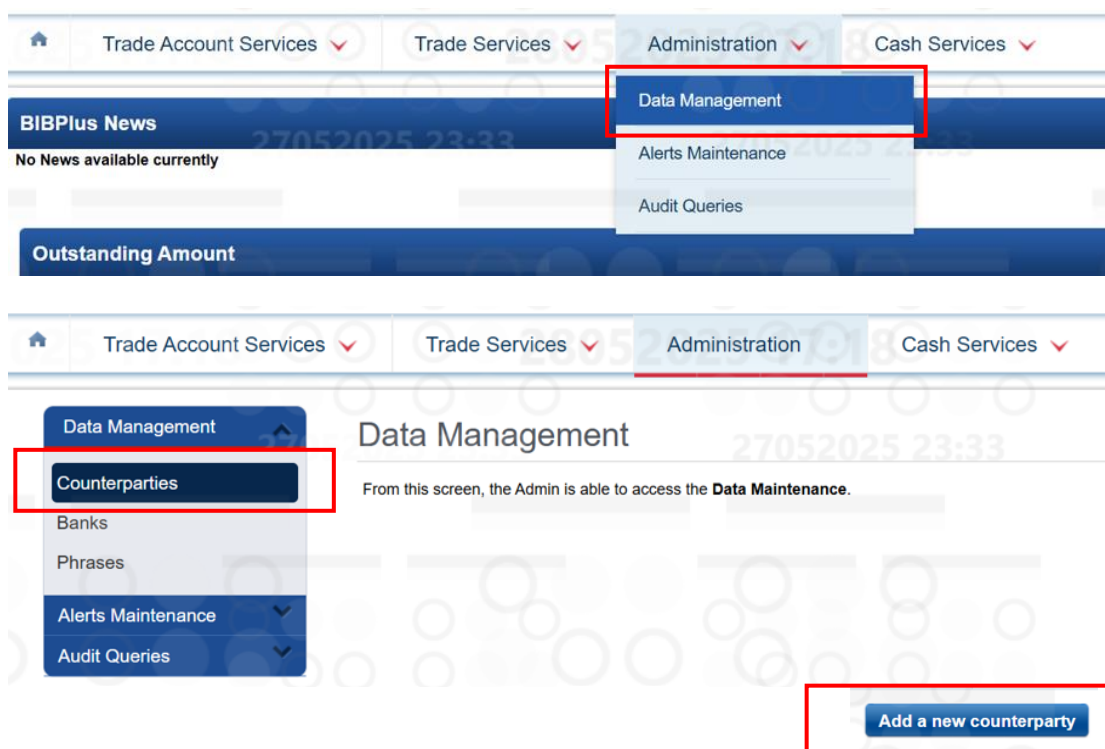
Type	Status	Ccy	Amount	Input
No Records Found				

View the Consolidated Summary for:

- Loan amount and Outstanding Amount.
- History of the Trade Financing record and related advices.
- View pending transactions related to this Trade Finance record.

5. Create Counterparty ID for BA

Step 1 Create Counterparty ID



The screenshot displays the UOB BIBPlus interface. At the top, the navigation bar includes 'Trade Account Services', 'Trade Services', 'Administration', and 'Cash Services'. The 'Administration' menu is expanded, showing 'Data Management', 'Alerts Maintenance', and 'Audit Queries'. The 'Data Management' option is highlighted. Below this, the left navigation bar shows 'Data Management' expanded, with 'Counterparties' highlighted. The main content area is titled 'Data Management' and includes a note: 'From this screen, the Admin is able to access the Data Maintenance.' At the bottom right, there is a button labeled 'Add a new counterparty'.

- I) From the Top Menu Bar, select Administration > Data Management.
- II) From the left Navigation Bar, select Data Management > Counterparties.
- III) Click "Add a new counterparty" at bottom right.

Step 2 Create Counterparty ID

Add Counterparty

Main Details

Company ID:*  a
Group ID:* b
Name:* c

☐ Open an access to the counterparty as part of an Early Payment programme
☐ Open an access to the counterparty as part of a Dealer Financing programme
☐ Open an access to the counterparty as part of an Invoice Discounting programme

Postal Address

SWIFT Address*

 d

Street Name:
Post Code:
Town:

Country Code:  e

Other Details

Contact Name:
Contact Number:
Fax:
Telex:
BEI:
E-mail:
Web Address:

g

Save

Cancel

Help

a) Click magnifying glass to select your Company ID.

b) Create a new counterparty by assigning a Group ID to it, e.g. XYZ.

c) Input the counterparty name, e.g. XYZ Sdn Bhd.

d) Fill in the required details. At SWIFT Address Tab, if there is no SWIFT address, insert a dot (".") at the 1st row.

e) Click magnifying glass to select Country Code of the counterparty.

f) Indicate other details in this section.

g) Click "Save"

Step 3 Create Counterparty ID

Confirmation



You are going to save the details of the current transaction. Please confirm.

Cancel

Ok



Tips:

Save

Save as draft to be edited another time

Cancel

Cancel transaction without saving

Help

Access online User Help Guide

a

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

b

c

- Click OK.
- Insert token number.
- Click Submit.

Save Counterparty

Your data has been successfully saved in the system.

Upon successful submission, above screen will be displayed.

=====End of User Guide=====