

USER GUIDE: IMPORT COLLECTION USING BUSINESS INTERNET BANKING PLUS

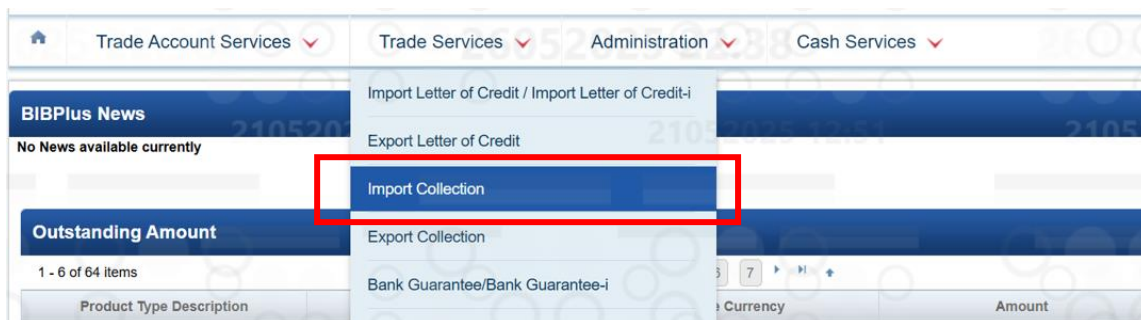
Important Notes:

- User access right must be granted by Company Administrator.
 - You may send requests related to Import Collection to provide acceptance/settlement instructions and send message to the Bank.
 - You may also make inquiries on the history of the Import Collection and access related advices (e.g. Collection Notice and Debit Advice).
 - You may upload supporting documents via file upload function.
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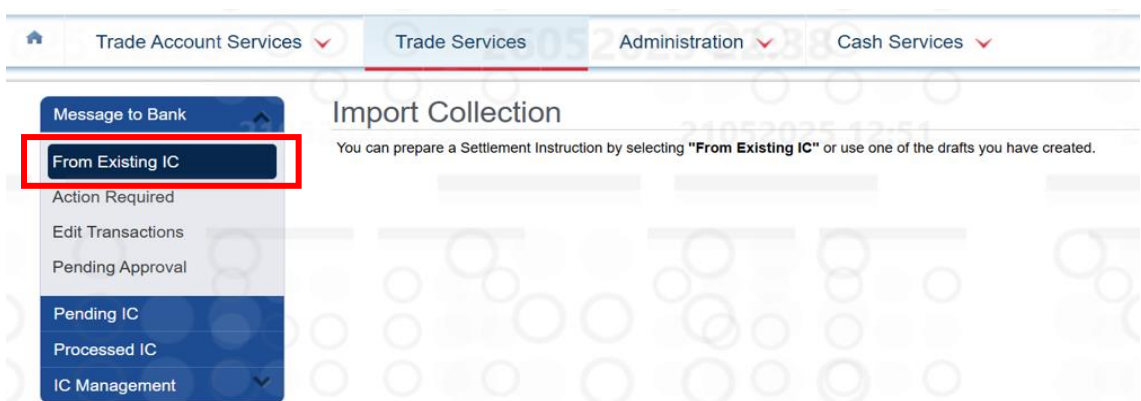
1. Import Collection Acceptance/Settlement

Step 1



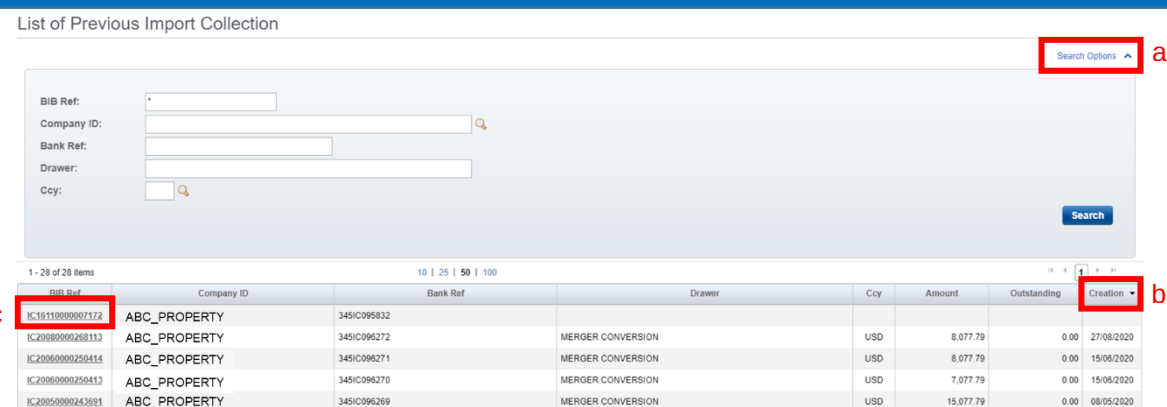
From the Top Menu Bar, select Trade Services > Import Collection.

Step 2



From the Left Navigation Menu, select Message to Bank > From Existing IC.

Step 3



- Click the Search Options and the outstanding Import Collection will be displayed.
- Click 'Creation' to sort the date in descending order.
- Select the outstanding IC for acceptance/settlement.

Step 4 General Details

Create Message

General Details

BIB Ref: IC20010000226175
 Bank Reference: 345IC096268
 Message Type*: Request For Settlement/Acceptance b
☐ Waive Remitting Bank Charges

Collection Amount: USD 8,077.79
 Debit Amount*: USD 0.00 c (Debit amount of settlement instruction only applies to Collection Amount) Show Form Summary | Top

Please indicate the proportion you would like to settle by debiting account and indicate account for debiting in principal account below. The remaining amount will be applied under Trust Receipt in MYR with prevailing board rate automatically. If you would like to apply other type of financing or finance in other currency, please indicate the type of financing, financing currency, and FX contract (if any) in the free format message below. For more information on our trade financing products and services, please refer to the corporate website at: <http://www1.uob.com.my>

Financing Type*: Financing Type-Trust Receipt d
 Principal Account: 2093015659 AC NAME1 2093015659 e
 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 0.00
Tolerance Rate: 4.8995749		Equivalent Amount: MYR 4.90

Indicate instructions in the respective fields. Fields with an * are mandatory.

- a) Click to view Collection Bill Details.
- b) Select "Request For Settlement/Acceptance".
- c) Indicate full amount or the amount you would like to debit from your account for settlement. If financing is required, indicate "0" and select Financing Type.
- d) Select the type of financing (TR or BA) and provide the required details corresponding to the type of financing selected. Refer subsequent steps hereafter.
- e) If financing is not required, indicate the account for settlement under Principal Account. Indicate the account for debiting the related charges under Fee Account.

Step 4.1 Financing Type – Trust Receipt

General Details

BIB Ref: IC20010000226175
 Bank Reference: 345IC096268
 Message Type*: Request For Settlement/Acceptance
☐ Waive Remitting Bank Charges

Collection Amount: USD 8,077.79
 Debit Amount*: USD 0.00 (Debit amount of settlement instruction only applies to Collection Amount) Show Form Summary | Top

Please indicate the proportion you would like to settle by debiting account and indicate account for debiting in principal account below. The remaining amount will be applied under Trust Receipt in MYR with prevailing board rate automatically. If you would like to apply other type of financing or finance in other currency, please indicate the type of financing, financing currency, and FX contract (if any) in the free format message below. For more information on our trade financing products and services, please refer to the corporate website at: <http://www1.uob.com.my>

Financing Type*: Financing Type-Trust Receipt a

Finance CCY*: MYR
 Contract Number:
 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 0.00
Tolerance Rate: 4.8995749		Equivalent Amount: MYR 4.90

- a) Select 'Financing Type - Trust Receipt' and provide the required details.

Step 4.2 Financing Type - Banker Acceptance

General Details

BIB Ref:

IC20010000226175

Bank Reference:

345IC096268

Message Type:

Request For Settlement/Acceptance

☐ Waive Remitting Bank Charges

Collection Amount:

USD 8,077.79

Debit Amount:

USD 0.00

(Debit amount of settlement instruction only applies to Collection Amount)

Please indicate the proportion you would like to settle by debiting account and indicate account for debiting in principal account below. The remaining amount will be applied under Trust Receipt in MYR with prevailing board rate automatically. If you would like to apply other type of financing or finance in other currency, please indicate the type of financing, financing currency, and FX contract (if any) in the free format message below. For more information on financing products and services, please refer to the corporate website at: <http://www1.uob.com.my>

Financing Type:

Banker Acceptance

BA Type / AB-I Type:

Earliest Document Date:

(dd/mm/yyyy)

BA Draft Details

No BA Draft Details

Add BA Draft Details

Finance Amount:

The remaining amount difference derived from the rounding down to the nearest thousand which is not eligible under BA financing, will be debited from your 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 0.00

Tolerance Rate:

4.8995749

Equivalent Amount:

MYR 4.90

a) Select 'Financing Type – Banker Acceptance' and provide the required details. Take note that the BA draft has to be submitted to the bank by the next working day.

UOBM/BIBPlus/User Guide/Import Collection (250530)

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RESTRICTED

STEP 4.3 Other Information & File Upload Details

Other Information

Final/Full Payment

a

File Upload Details (Max 5 files)

No files

b

f

Save Submit Cancel Help

File Details

Title:

d

c

Choose File No file chosen

Cancel Add

e

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.

You may provide other information/instruction and attach supporting documents here:

- Indicate other instructions to the Bank under free format message box. e.g. to mail the document to you or to self-collect the document from UOB branches.
- Click 'Add a file' and 'File Details' conversation box will pop-up.
- Click 'Choose File' to select the desired file.
- You may insert a name under 'Title' for the uploaded File (optional).
- Click 'Add' to upload the files.
- Once file upload is completed, click 

Step 5

Submit Free Format Message

The submission to the Bank is successful.

BIB Ref: IC14070000329444

[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.

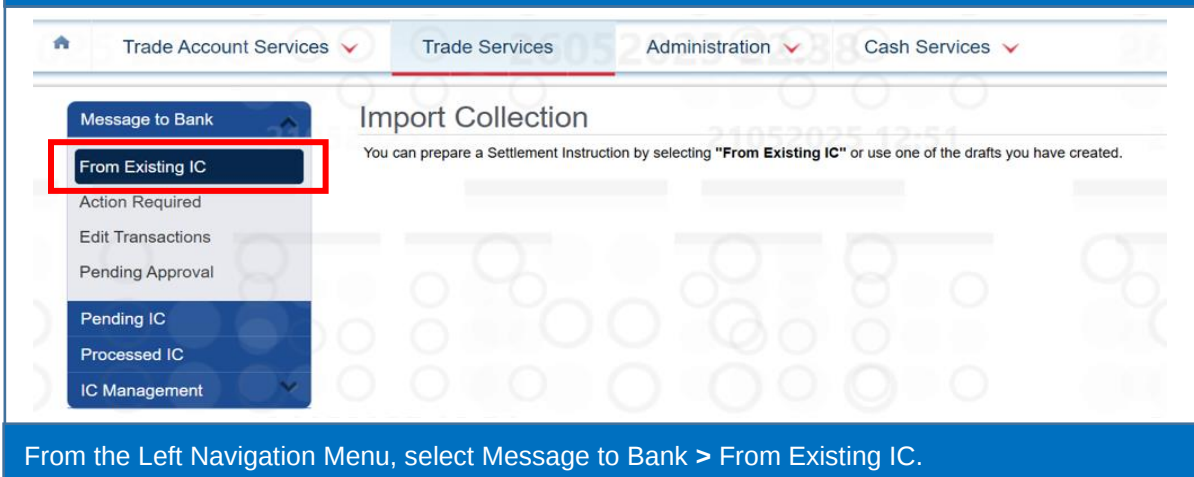
2. Send a Message to the Bank

Step 1



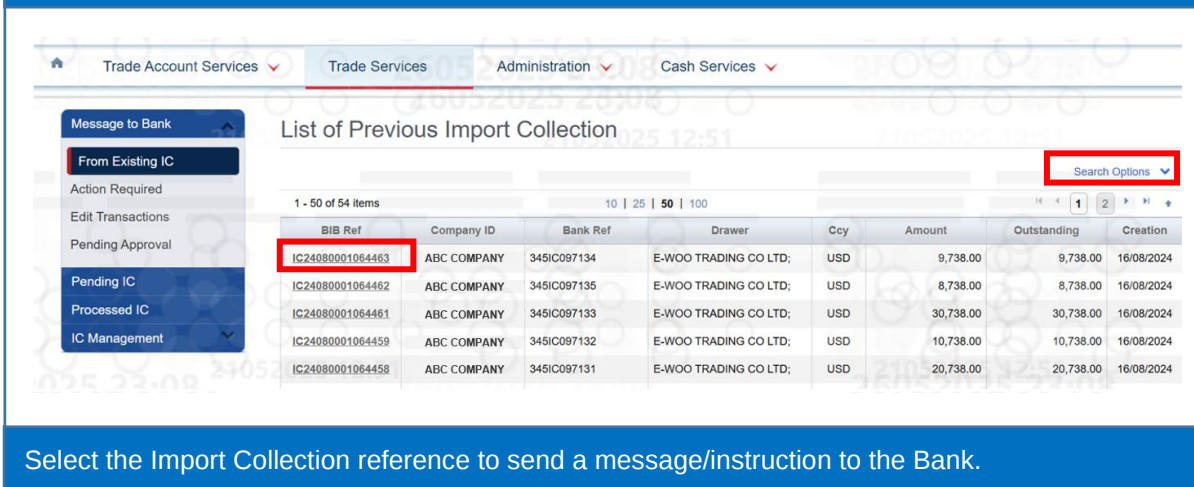
From the Top Menu Bar, select Trade Services > Import Collection.

Step 2



From the Left Navigation Menu, select Message to Bank > From Existing IC.

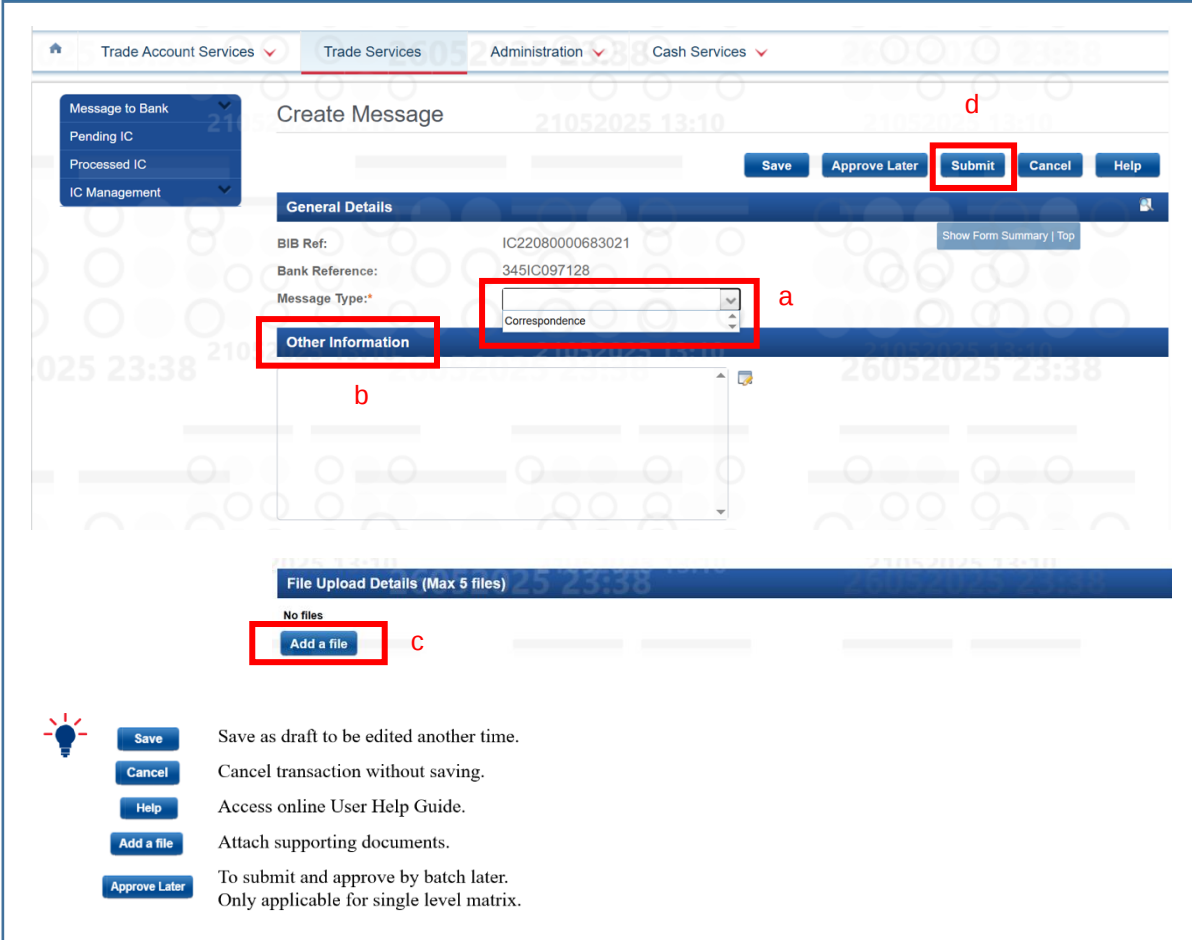
Step 3



Select the Import Collection reference to send a message/instruction to the Bank.

BIB Ref	Company ID	Bank Ref	Drawer	Ccy	Amount	Outstanding	Creation
IC24080001064463	ABC COMPANY	345IC097134	E-WOO TRADING CO LTD;	USD	9,738.00	9,738.00	16/08/2024
IC24080001064462	ABC COMPANY	345IC097135	E-WOO TRADING CO LTD;	USD	8,738.00	8,738.00	16/08/2024
IC24080001064461	ABC COMPANY	345IC097133	E-WOO TRADING CO LTD;	USD	30,738.00	30,738.00	16/08/2024
IC24080001064459	ABC COMPANY	345IC097132	E-WOO TRADING CO LTD;	USD	10,738.00	10,738.00	16/08/2024
IC24080001064458	ABC COMPANY	345IC097131	E-WOO TRADING CO LTD;	USD	20,738.00	20,738.00	16/08/2024

Step 4 General Details



Trade Account Services Trade Services Administration Cash Services

Message to Bank Pending IC Processed IC IC Management

Create Message

Save Approve Later **Submit** Cancel Help

General Details

BIB Ref: IC22080000683021 Show Form Summary | Top

Bank Reference: 345IC097128

Message Type: Correspondence

Other Information

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".
- Indicate your instructions to the Bank in free format message box under Other Information.
- You may attach supporting documents via "Add a File".
- Once file upload is completed, click **Submit**

Step 5

Submit Free Format Message

The submission to the Bank is successful.

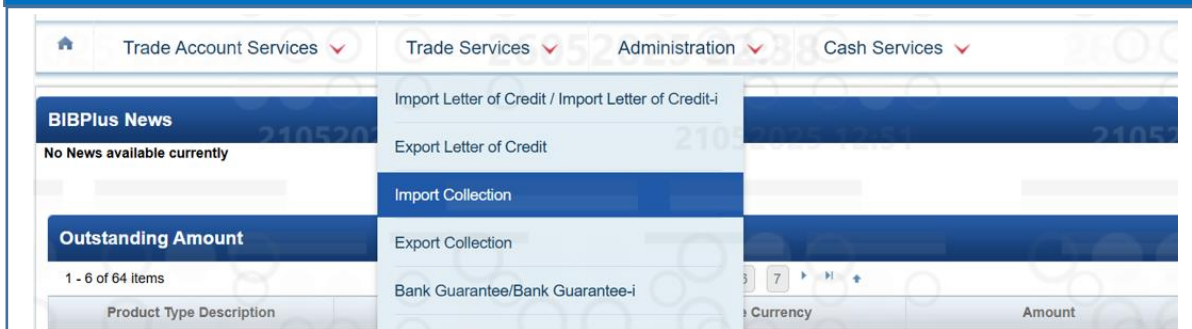
BIB Ref: IC16070000378948

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

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

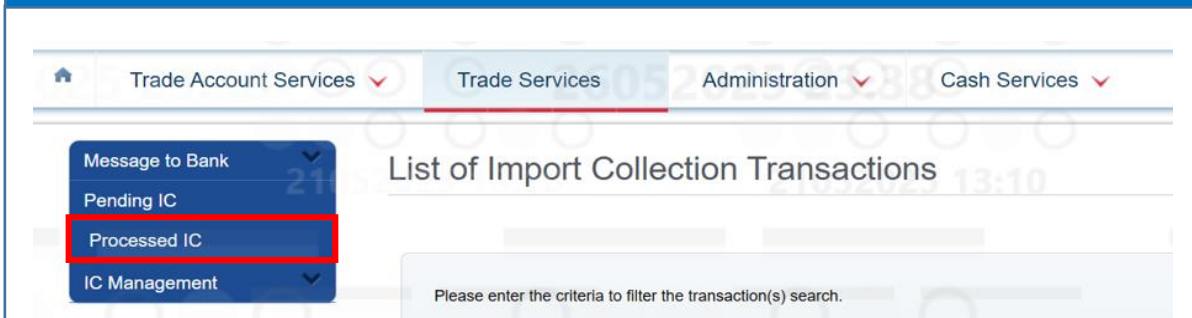
3. Import Collection Inquiry

Step 1



From the Top Menu Bar, select Trade Services > Import Collection.

Step 2



From the Left Navigation Menu, select Processed IC.

Step 3

List of Import Collection Transactions

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

Company ID:

BIB Ref: *

Bank Ref:

Drawer:

Status:

Ccy:

Amount From: To:

Search

1 - 29 of 29 items 10 | 25 | 50 | 100

	BIB Ref	Company ID	Drawer	Bank Ref	Ccy	Amount	Status
	IC20080000268113	ABC_PROPERTY	MERGER CONVERSION	345IC096272	USD	8,077.79	Updated
	IC20060000250414	ABC_PROPERTY	MERGER CONVERSION	345IC096271	USD	8,077.79	Settled

Search for Import Collections Transactions:

- To search for specific IC, 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: IC2008* will provide all possible search results with IC2008 at the front, including IC20080000268113, IC200800004820 etc.
- Click the Folder icon for details.

Step 3.1 Consolidated Summary View Page

Consolidated Summary

Import Collection

BIB Ref: IC20080000268113
 Bank Reference: 345IC096272
 Company ID: ABC PROPERTY
 Collection Amount: USD 8,077.79
 Outstanding Amount: USD 0.00

Actions

Message to the bank

Drawee Details

Name and: MERGER CONVERSION
 Address: ADDRESS LINE 1
 ADDRESS LINE 2
 ADDRESS LINE 2

Drawer Details

Name and: MERGER CONVERSION
 Bank Name: UOBM

1 - 4 of 4 items 10 | 25 | 50 | 100

Last Updated Date	Type	Status	Topic	Ccy	Amount	
27/08/2020	New	Processed	IC New	USD	8,077.79	
01/09/2020	Reporting	Updated	TRACER FOR PAYMENT			
07/09/2020	Reporting	Settled	IC Settled	USD	8,077.79	
07/09/2020	Reporting	Updated	DEBIT ADVICE			

Pending Transactions

0 items

Type	Status	Ccy	Amount	Input
No Records Found				

View the Consolidated Summary for:

- Collection Amount and Outstanding Amount.
- History of the Import Collection record and related advices.
- View pending transactions related to this Import Collection record.
- You may initiate to create an amendment/ message to the Bank for this Import Collection from this record.

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