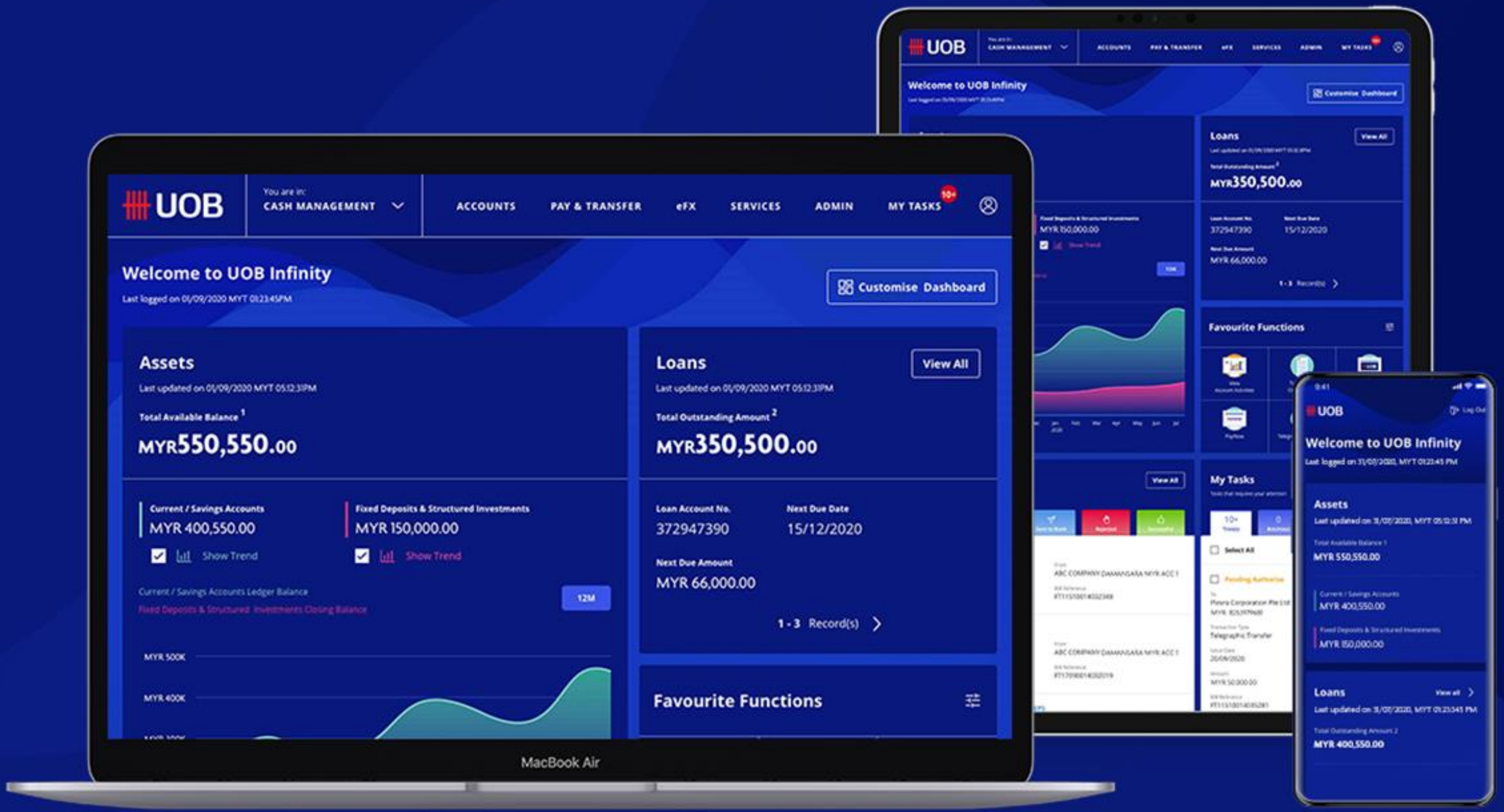
INFINITY
User Guide



UOB

14.08.2025 (v 1.4)

Bulk Payments

Bulk Payments

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1. How to Create New Bulk Transactions

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How to Create New Bulk Transactions

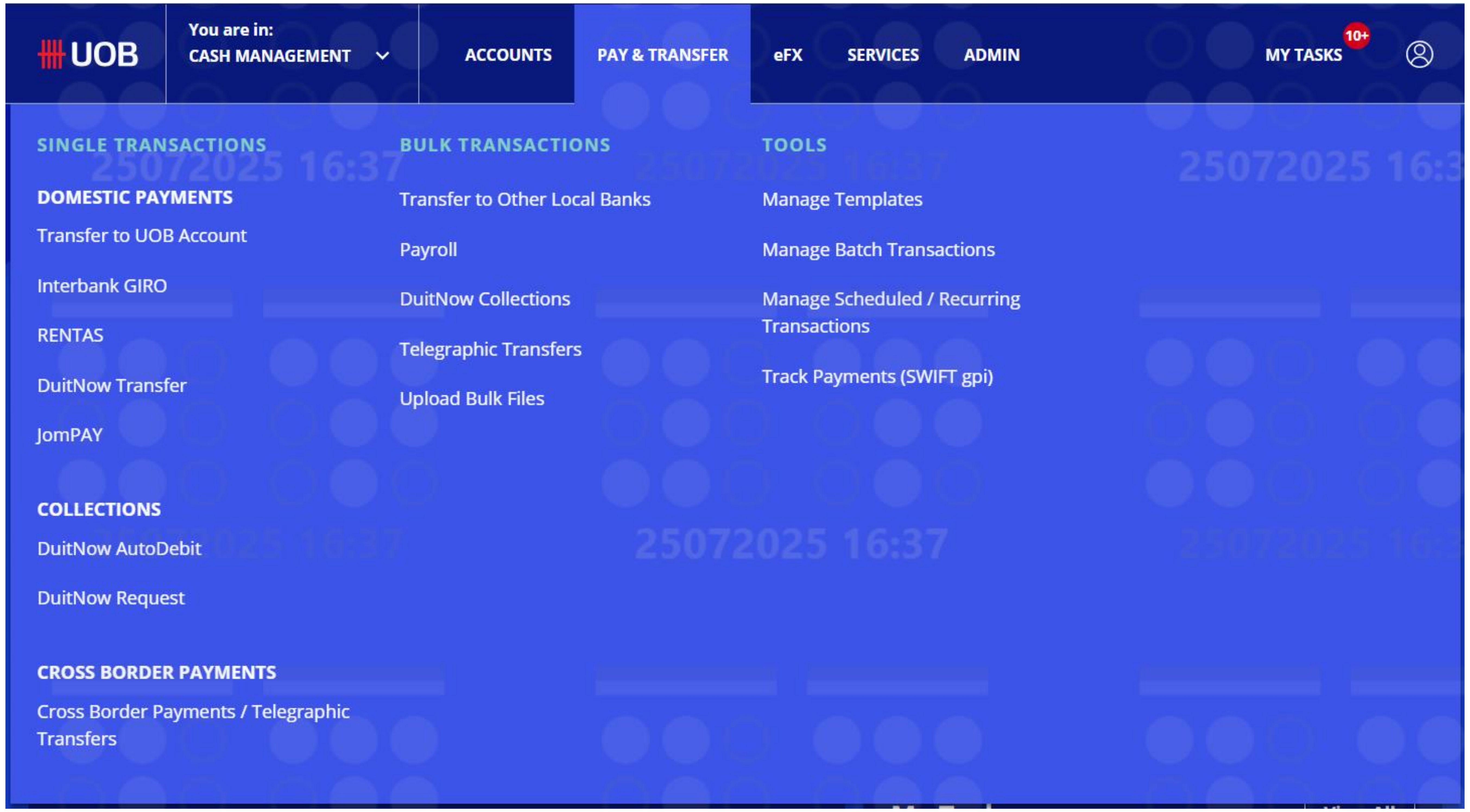
Bulk Transactions

You can create transactions to multiple parties via bulk online creation or bulk file upload.

Types of available bulk transactions are as below:

- Transfer to Other Local Banks
- Payroll
- DuitNow Collections
- Telegraphic Transfers
- Upload Bulk Files

Top Mega Menu (Default View)



1.1. Transfer to Other Local Banks

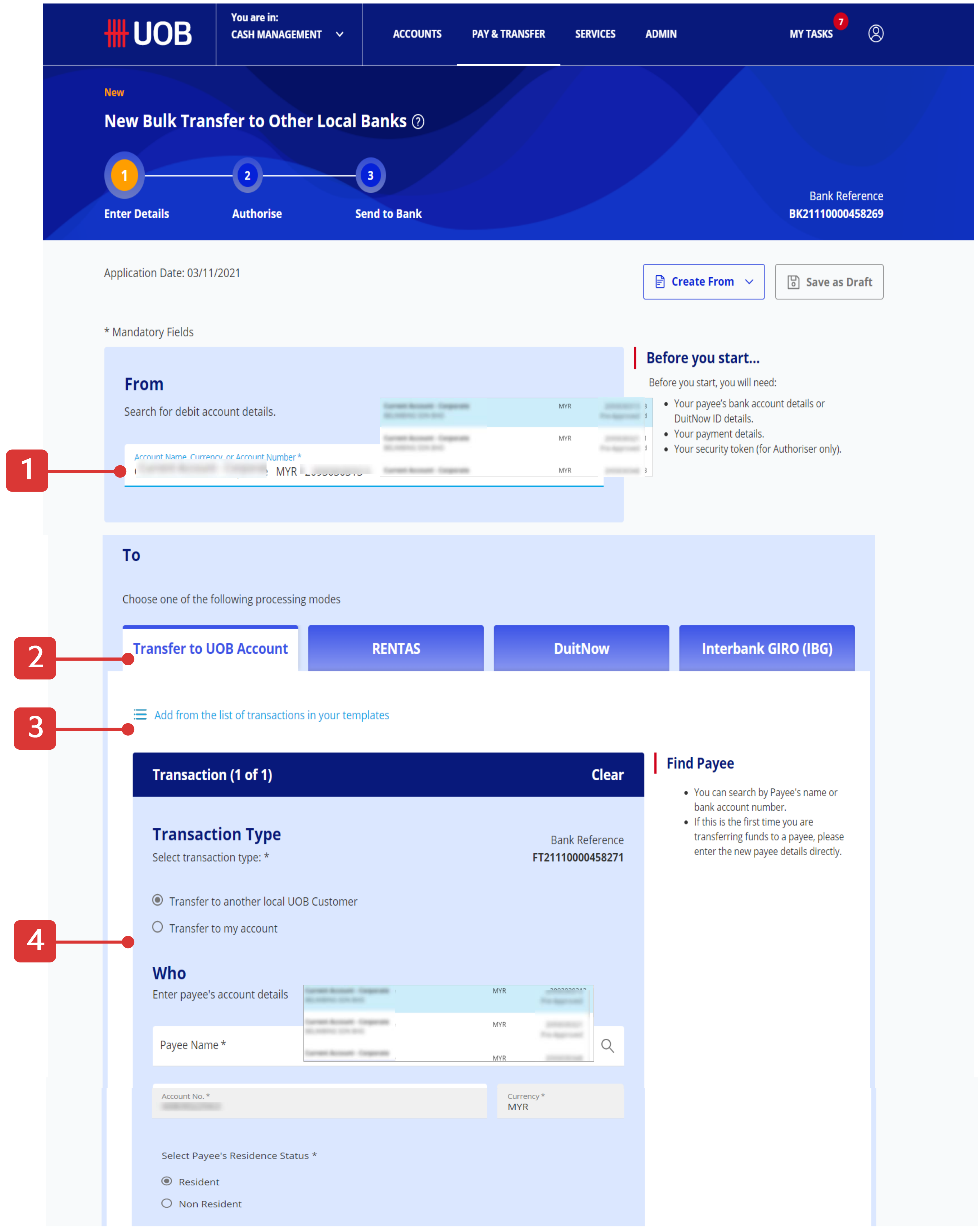
How to Create New Bulk Transactions

Transfer to Other Local Banks

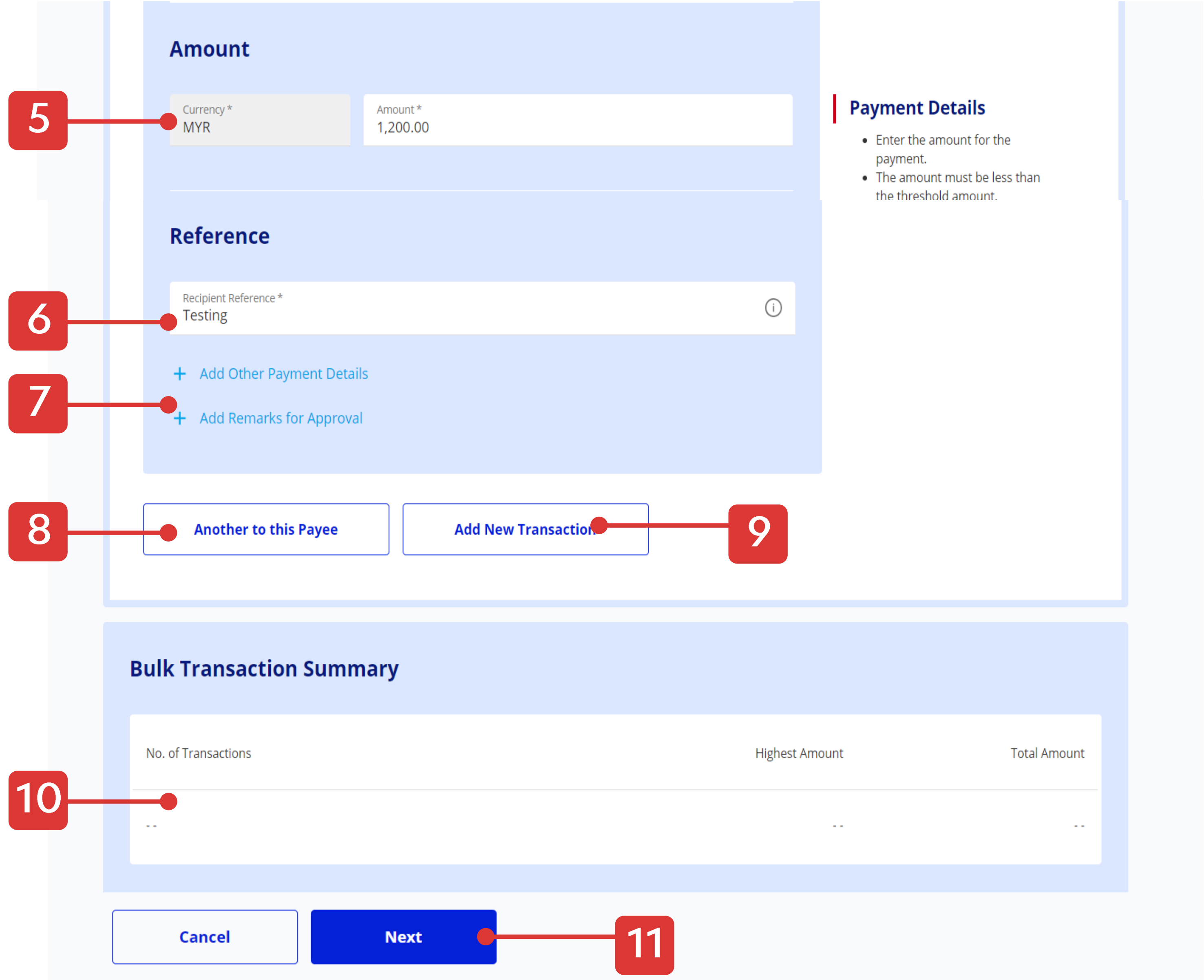
From the top menu bar, hover over “Pay & Transfer” and click select “Transfers to Other Local Banks” under “Bulk Transactions” column.

1. In the “From” section, select which of your account to be used as a debiting account for this bulk transaction.
2. After entering the originating accounts in the “From” section (similar to making single payments), user will be shown 4 tabs at the “To” section:
   - “Transfer to UOB Account”. You may select this tab if you want to submit bulk within UOB accounts.
   - “RENTAS”. You may select this tab if you want to submit bulk RENTAS.
   - “DuitNow”. You may select this tab if you want to submit bulk DuitNow RENTAS or bulk DuitNow GIRO.
   - “Interbank GIRO (IBG)”. You may select this tab if you want to submit bulk Interbank Giro by providing the beneficiaries’ bank/branch codes.
3. You can select your transactions from your existing template list.
4. Providing payee details:

- If you are making payment to an existing payee, please select accounts from the drop down list.
- If you are making payment to a new payee, please enter the payee details manually into the textboxes.



Note: Ultimate Payee Name is more applicable for client who is a Financial Institutions (FI) where you are making a payment to a beneficiary who is receiving on behalf of another party.



5. Input the desired amount. For local bank transfers, the currency will be defaulted to MYR.
6. Input payee reference.
7. All the optional fields are hidden and it will only be shown upon clicking the labels.
8. Click [Another to this Payee] to create another transaction to the same payee within the same bulk.
9. Click [Add New Transaction] to create a new transaction record. You must click this button to add the current record (that you are creating) into the bulk.
10. Once a record is successfully added to the bulk, the number of transactions in the bulk will be updated in the “Transaction Summary” table.
11. Click [Next] button to proceed.

1.2. Payroll

How to Create New Bulk Transactions

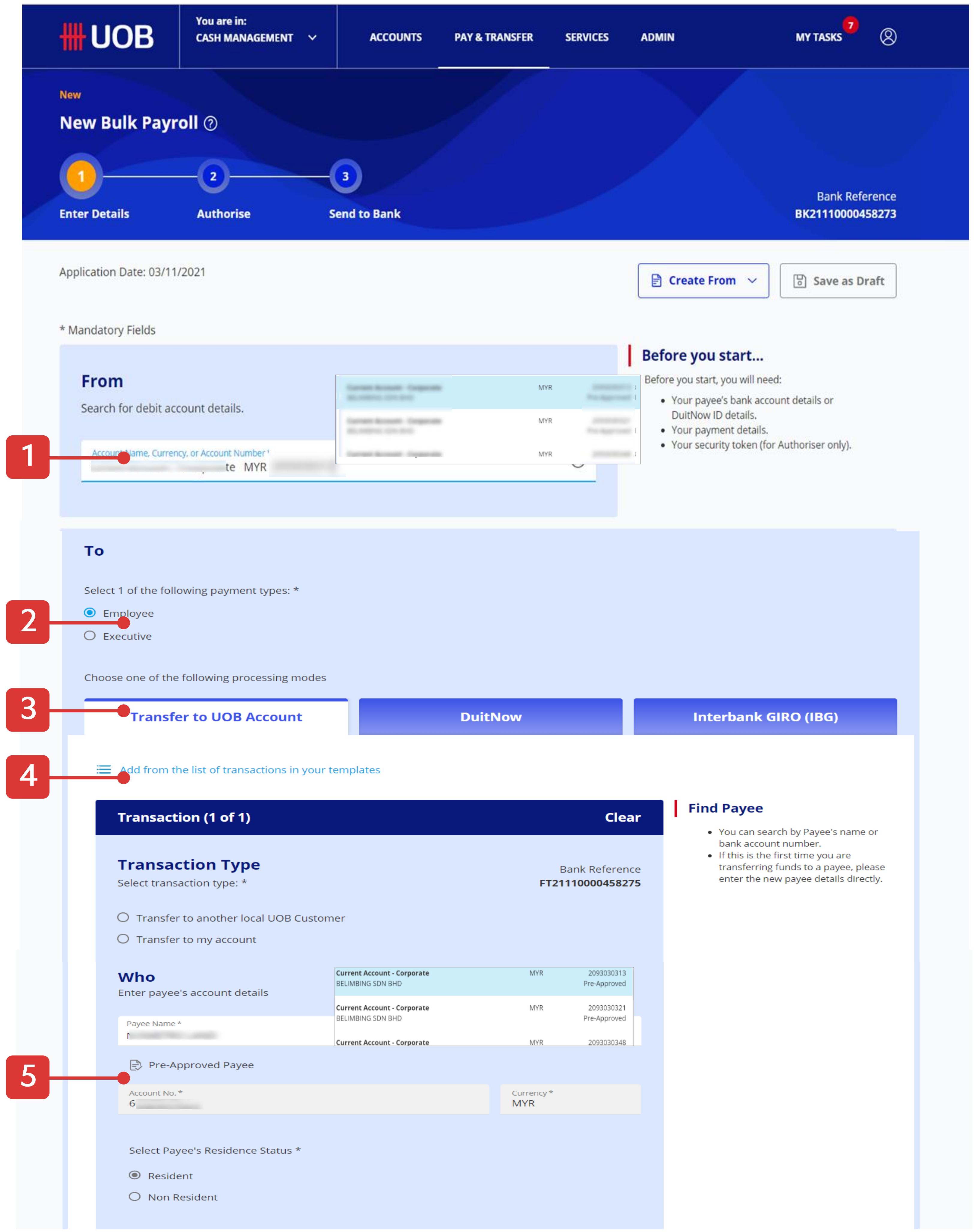
UOB

Payroll

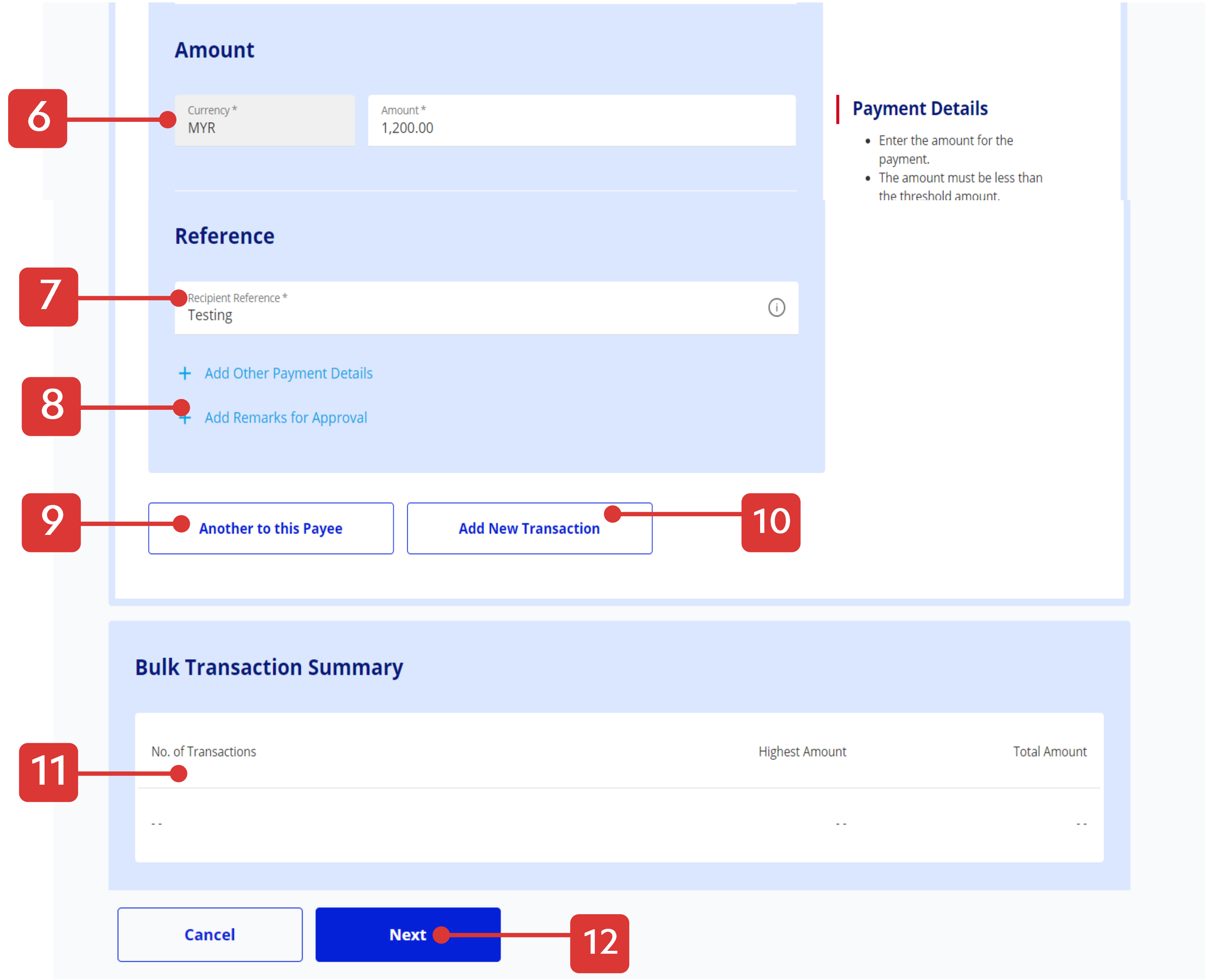
From the top menu bar, hover over "Pay & Transfer" and click select "Payroll" under "Bulk Transactions" column.

1. In the "From" section, select which of your account to be used as a debiting account for this bulk transaction.
2. The selection of "Employee" or "Executive" is to help the companies/entities that group their staff payroll according to the staff's position/level.
3. After entering the originating accounts in the "From" section (similar to making single payments), user will be shown 4 tabs at the "To" section:
    - "Transfer to UOB Account". You may select this tab if you want to submit bulk within UOB accounts.
    - "DuitNow". You may select this tab if you want to submit bulk DuitNow RENTAS or bulk DuitNow GIRO.
    - "Interbank GIRO (IBG)". You may select this tab if you want to submit bulk Interbank Giro by providing the beneficiaries' bank/branch codes.
4. You can select your transactions from your existing template list.
5. Providing payee details:

- If you are making payment to an existing payee, please select accounts from the drop down list.
- If you are making payment to a new payee, please enter the payee details manually into the textboxes.



Note: Ultimate Payee Name is more applicable for client who is a Financial Institutions (FI) where you are making a payment to a beneficiary who is receiving on behalf of another party.



6. Input the desired amount. For local bank transfers, the currency will be defaulted to MYR.
7. Input payee reference.
8. All the optional fields are hidden and it will only be shown upon clicking the labels.
9. Click **Another to this Payee** to create another transaction to the same payee within the same bulk.
10. Click **Add New Transaction** to create a new transaction record. You must click this button to add the current record (that you are creating) into the bulk.
11. Once a record is successfully added to the bulk, the number of transactions in the bulk will be updated in the "Transaction Summary" table.
12. Click **Next** button to proceed.

1.3. Telegraphic Transfers

How to Create New Bulk Transaction

Telegraphic Transfers

You may transfer funds to an overseas account via Telegraphic Transfer.

Create a Bulk Online Telegraphic Transfers

1. From the top menu bar, hover over "PAY & TRANSFER" and click select "Telegraphic Transfer" under "BULK TRANSACTIONS" column.
2. In the "From" section, select which of your account to be used as a debiting account for this transaction.
3. Select the transaction currency and enter the Value Date.
4. After selecting the debiting account, "To" section will appear. Enter payee's account details.
5. Or you can select your transactions from your existing template list.
6. Input Address details either Semi Structure or Structure address;

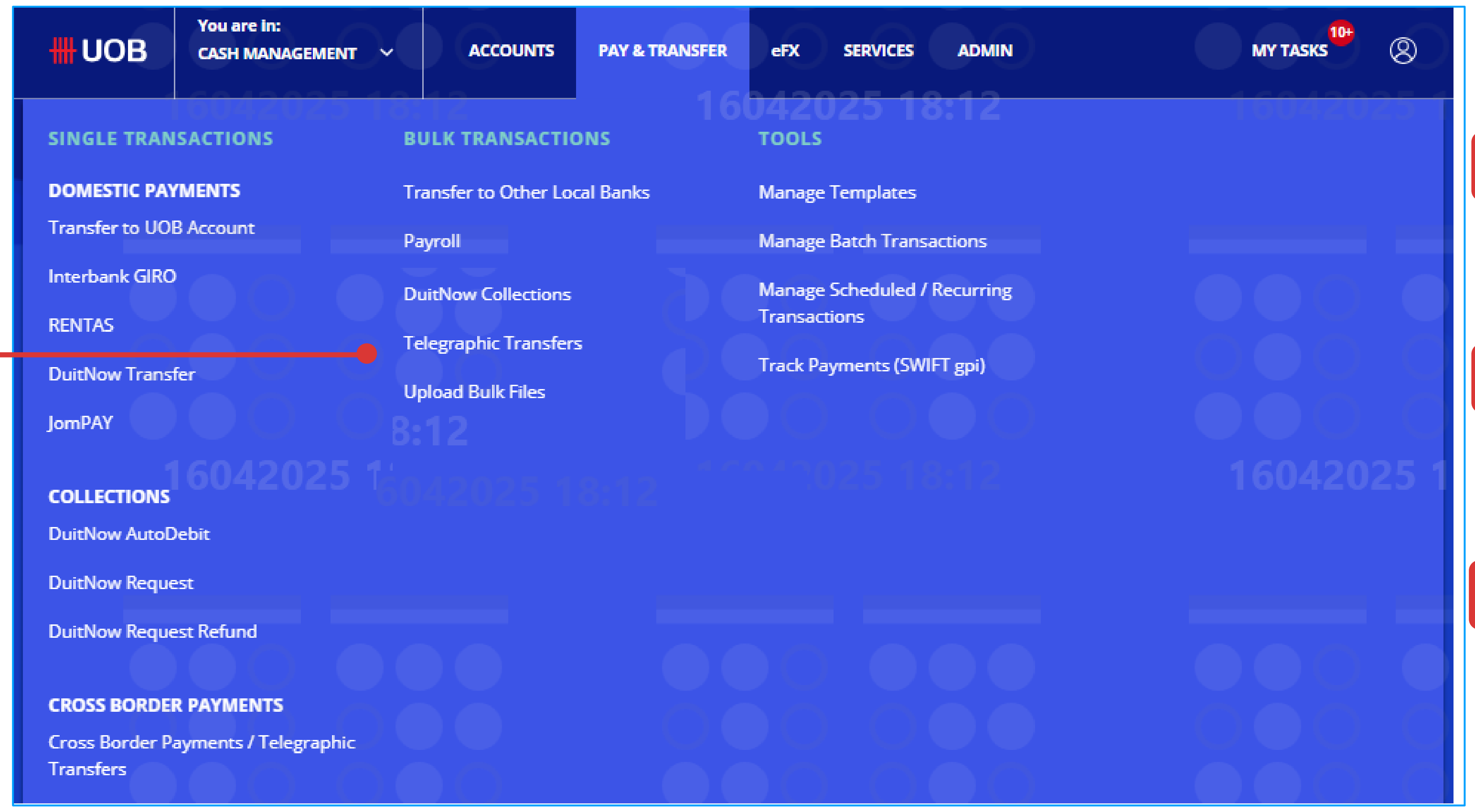
   Semi Structure –

   Country + Town + 4 lines of unstructured (4 x 35 chars)

   Structured – 6 mandatory structured fields

   - Country, State, Postal Code, Town Name, Building Number, Street name
7. The Bank Name and BIC list can only be selected after Bank Country is selected. If your beneficiary bank does not exist, you can enter the bank details manually.
8. Input payee IBAN/account number.
9. Tick the checkbox if you want to use intermediary Bank for your payment.
10. Select Payee's Residence status and type of account to transfer to.

A Top Mega Menu



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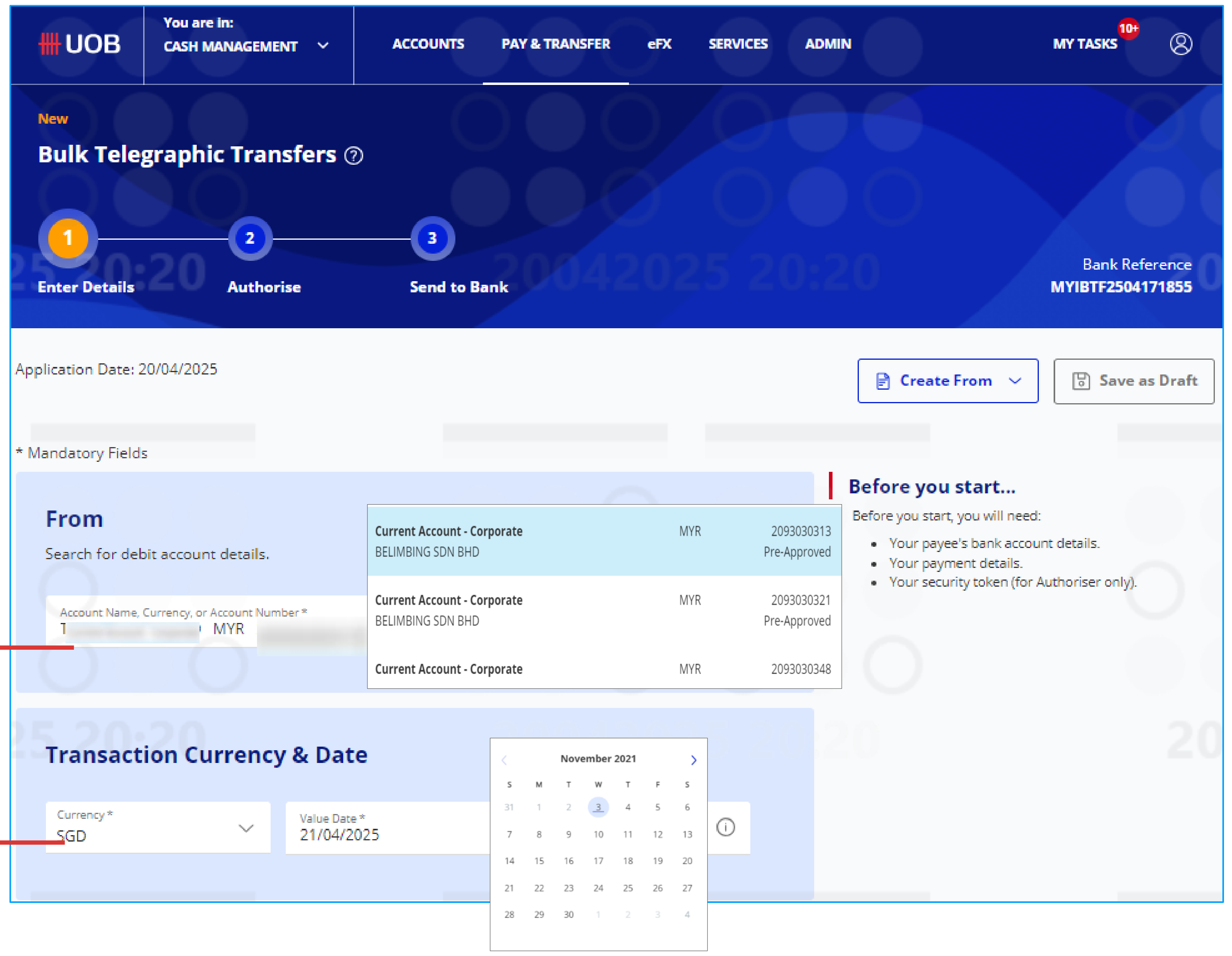
B Bulk Telegraphic Transfers



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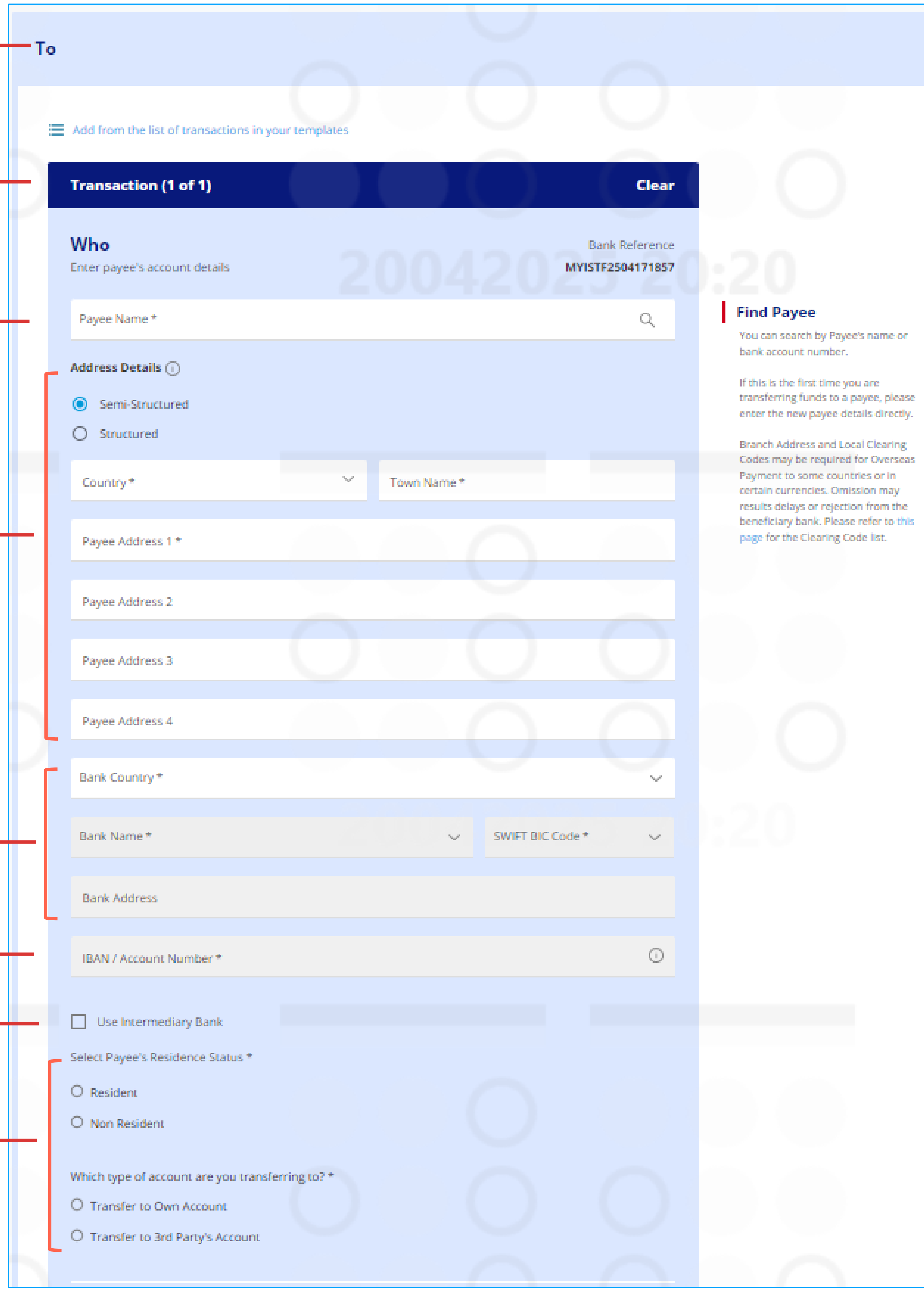
C Bulk Telegraphic Transfers



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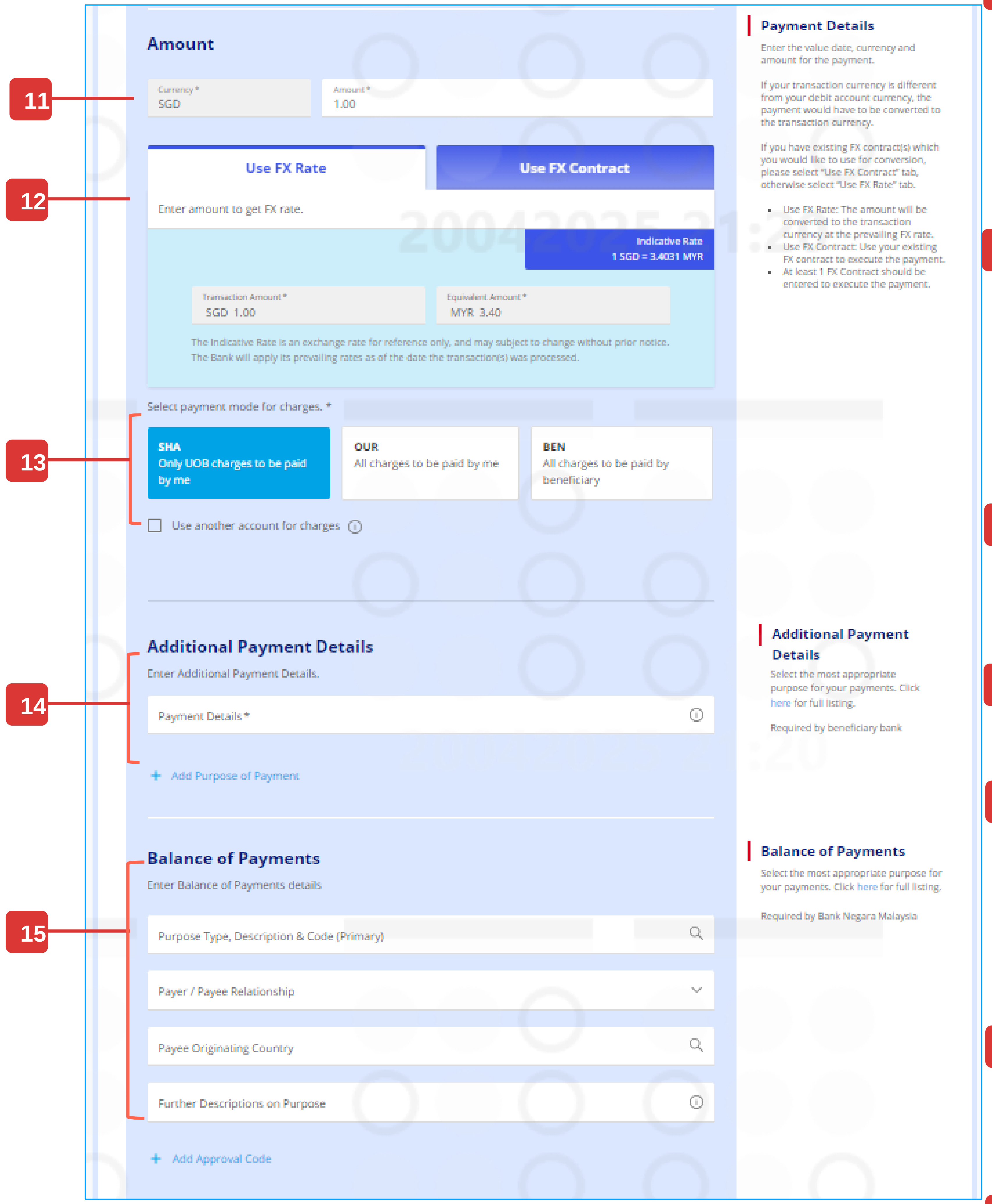
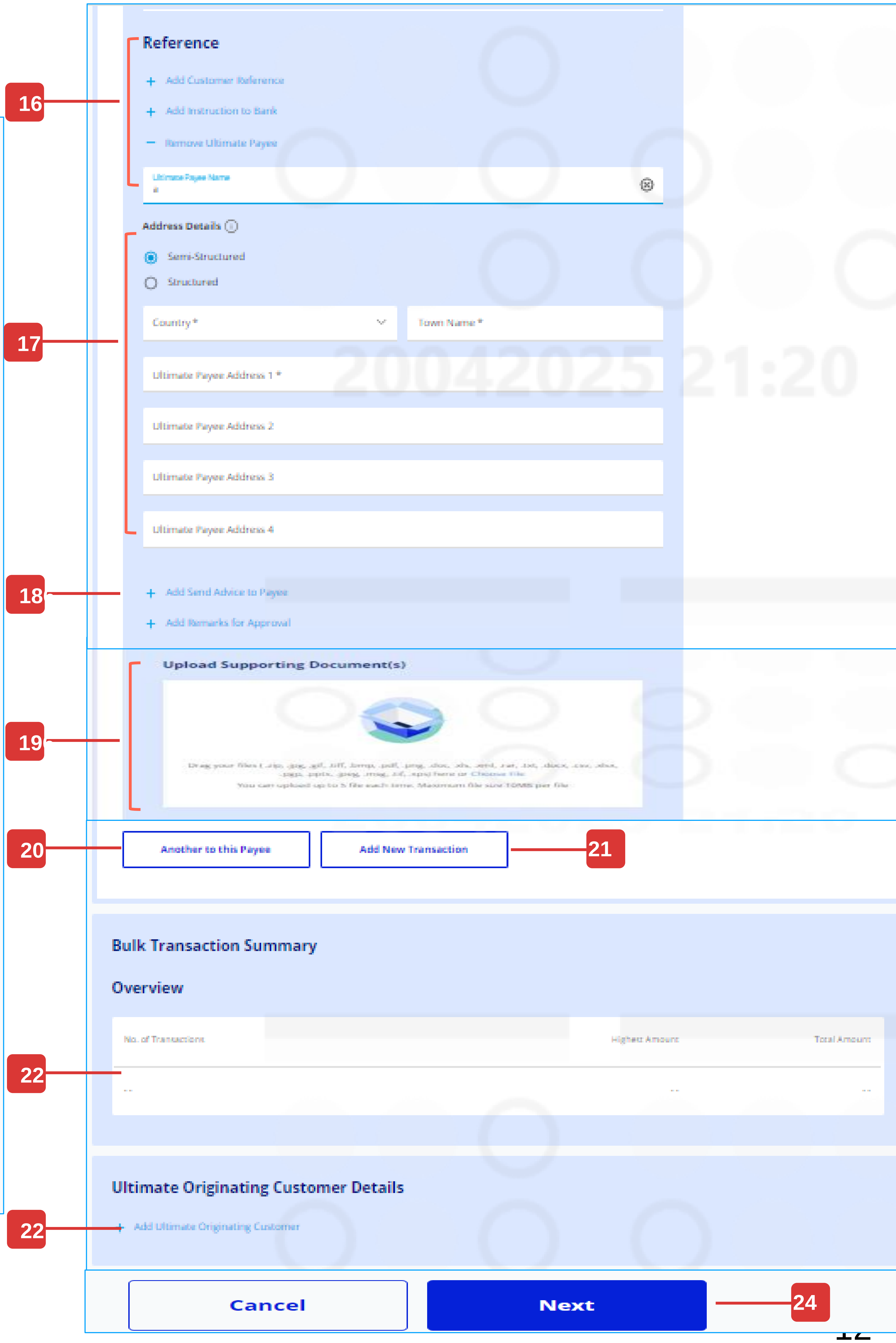
How to Create New Bulk Transaction (con't)

Create a Bulk Online Telegraphic Transfers

11. Input the amount detail.
12. Select to use FX Rate or use FX Contract, then input the transaction amount.
13. If you select "SHA" or "OUR" as the mode, you must select the debited account for charges and input the payment details.
14. In the "Additional Payment Details" section, please input payment details. Whereas "Purpose of Payment" is required by beneficiary bank if any.
15. In the "Balance of Payments" section, select the purpose type, payer/payee relationship and payee originating country.
16. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.
17. Optional field : There is address details required in Ultimate Payee when ultimate payee name is provided.
18. You can send advice to payee.
19. You can upload up to 5 files as supporting documents.
20. Click Another to this Payee to create another transaction to the same payee within the same bulk.
21. Click Add New Transaction to create a new transaction record. You must click this button to add the current record (that you are creating) into the bulk.
22. Once a record is successfully added to the bulk, the number of transactions in the bulk will be updated in the "Transaction Summary" table.
23. Optional field : Ultimate Originating Payee.
24. Click Next button to proceed.





2. How to Submit Bulk Transactions

How to Submit Bulk Transactions

Confirmation of transactions

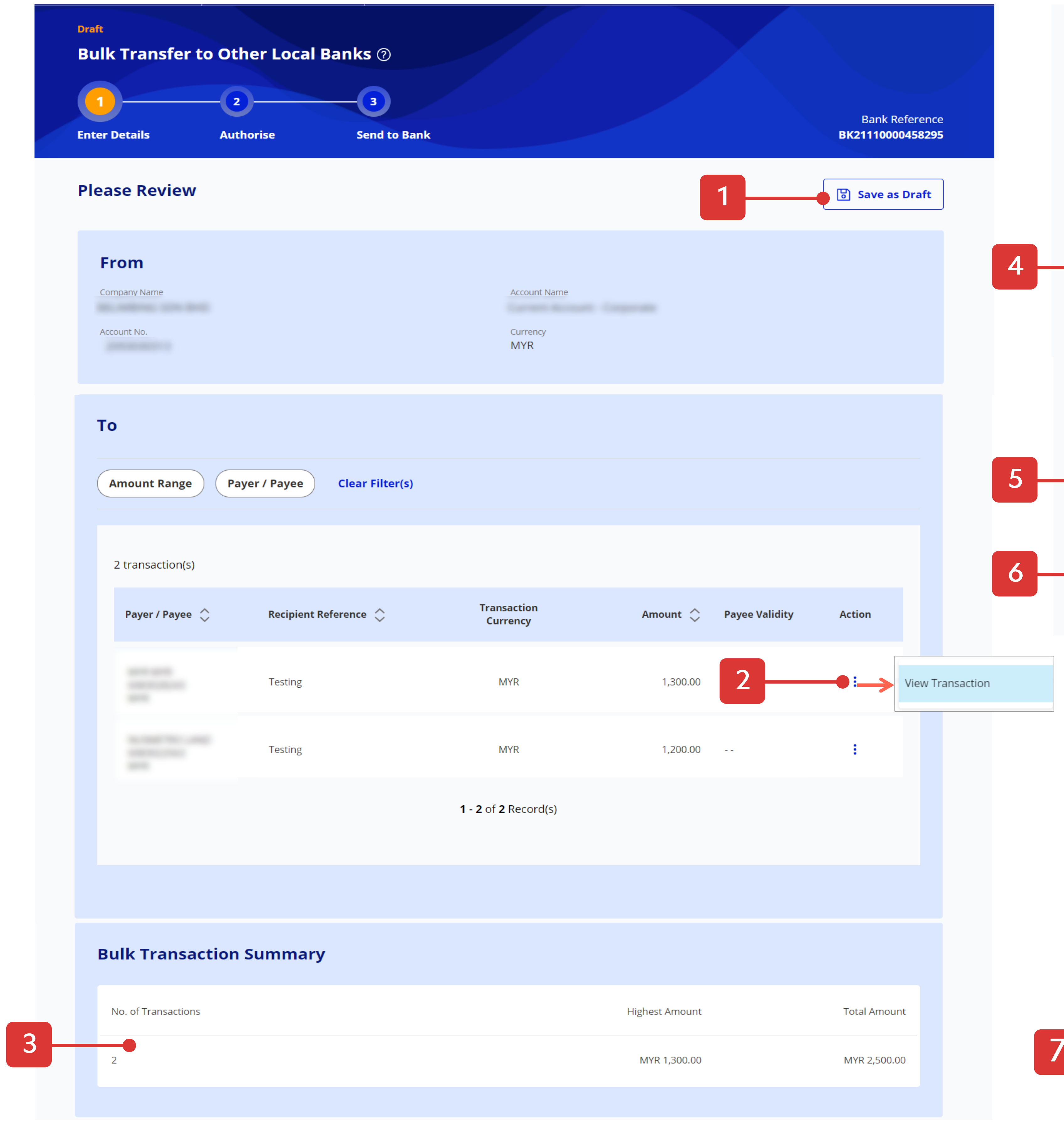
Upon user clicking “Next” button, you will be directed to a “Review” page containing the details of all the records inside your bulk transaction.

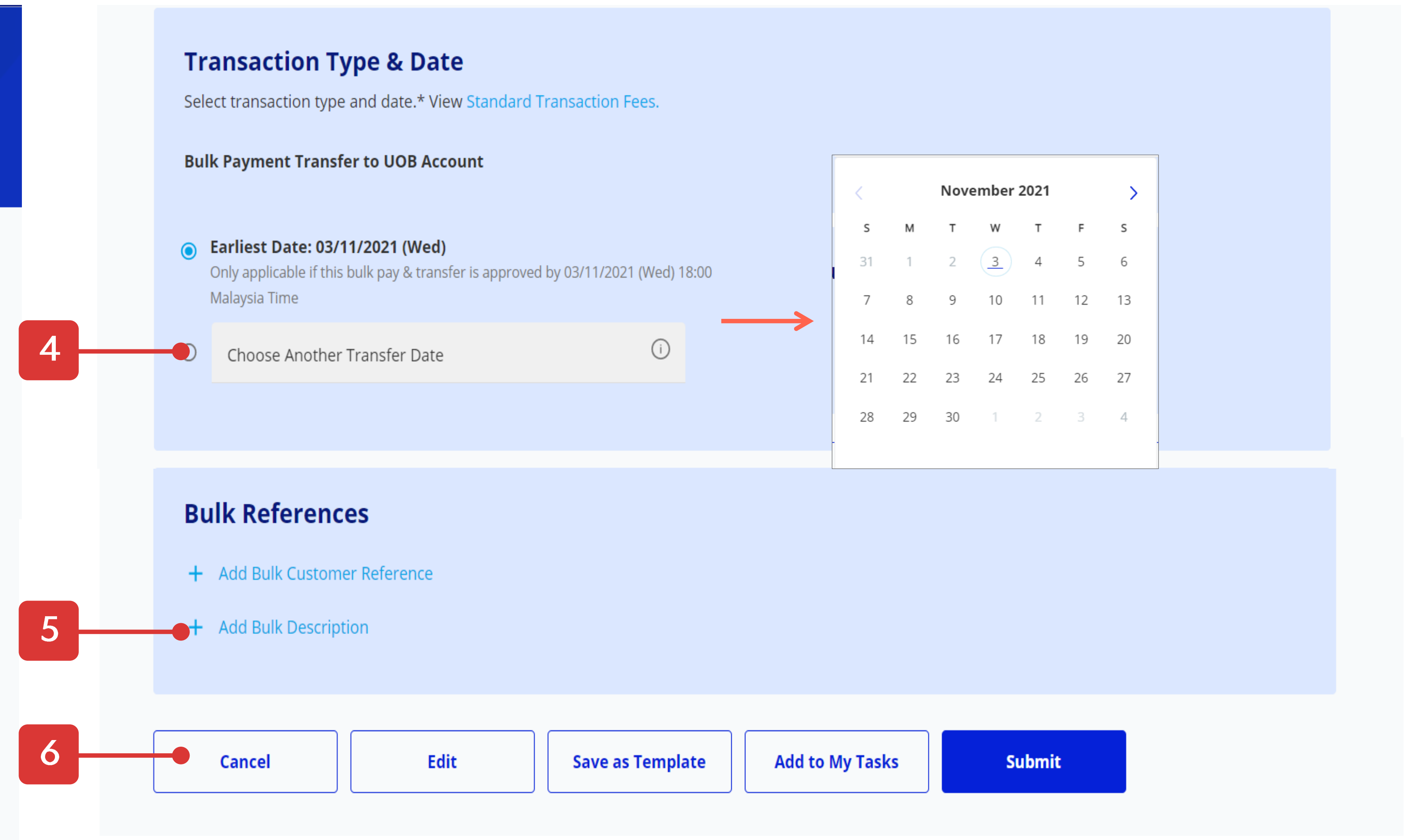
1. Click “Save as Draft” to save the bulk transactions for future use..
2. Action Menu - Allows you to (1) view/edit transactions, (2) delete transactions and (3) move transactions to another draft.
3. Total number of transactions will be displayed in this section.
4. Select the value date.
5. Bulk Customer Reference will be defaulted to the transaction reference (“BIB” followed by 14 numeric characters) if you leave it empty.
6. Options available:

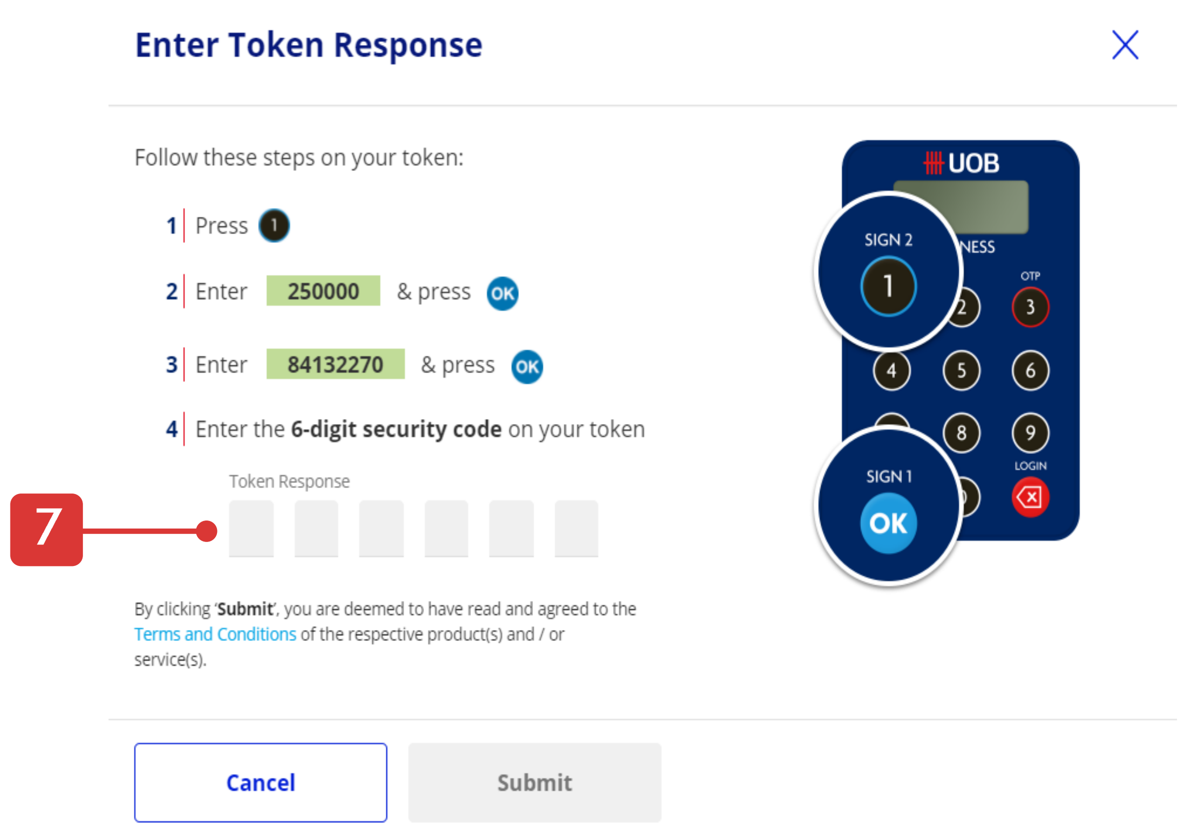
- Cancel : If you proceed with this, the transaction will be cancelled and will not be saved as draft.
- Edit : If you proceed with this, you will be directed back to the previous transaction creation page.
- Add to My Tasks : This button will only appear if, based on your authorisation mandate, you are allowed to authorise your own transaction. Transaction will be added to “My Tasks” and you can approve it later.
- Submit : confirm and submit transaction for authentication (if you are approver).

7. Enter Token Response code and Click Submit to proceed.

Please refer next slide for more detail, if you are a maker.







How to Submit Bulk Transactions

UOB

Submit for approval and Notify approver

Based on company's authorisation mandate, if you are not allowed to approve the transaction, the following confirmation screen will be shown and the transaction status will be displayed as "Pending Authorise" at the top heading.

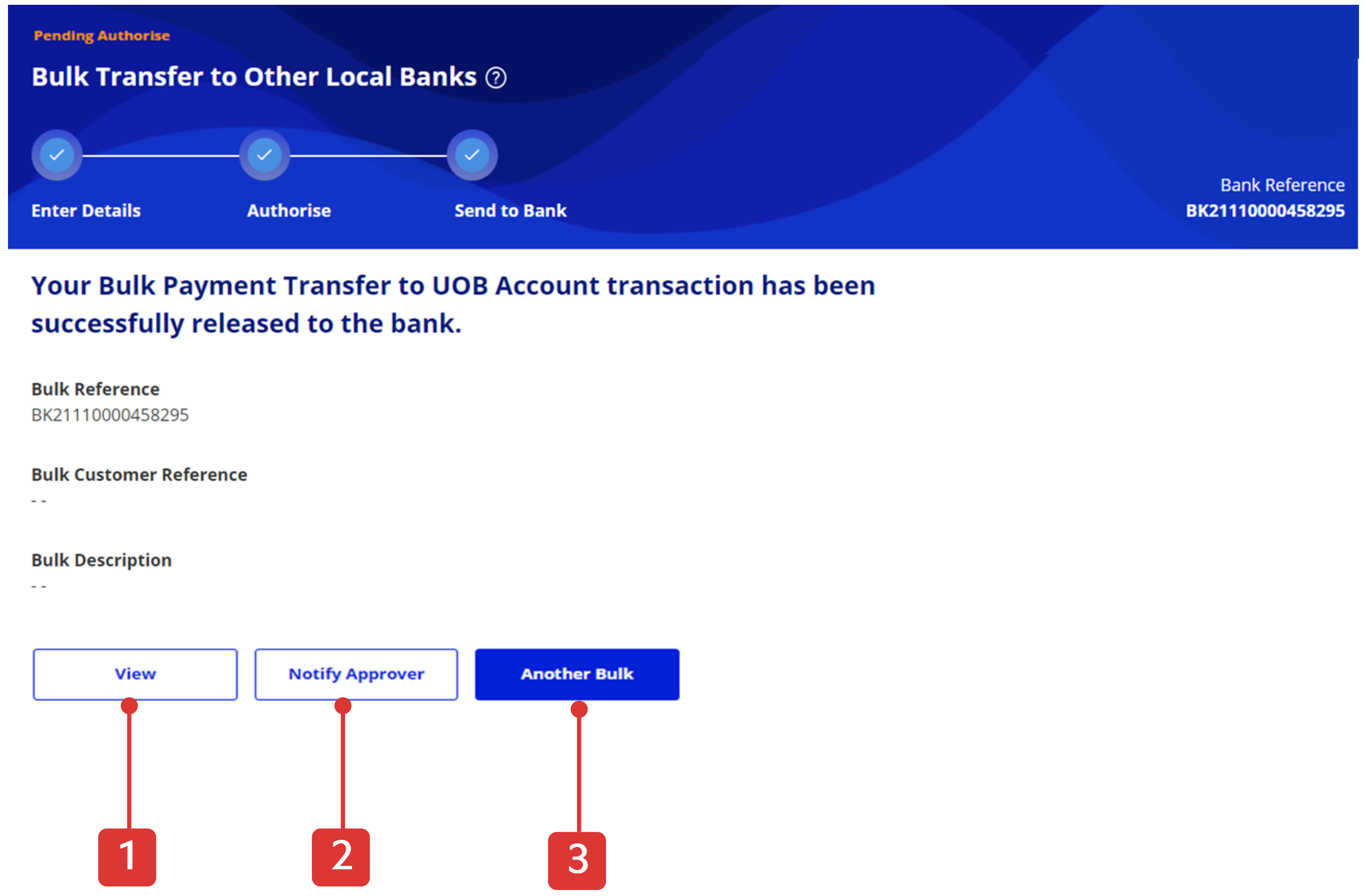
In this page, there are three buttons located at the bottom of the page, namely;

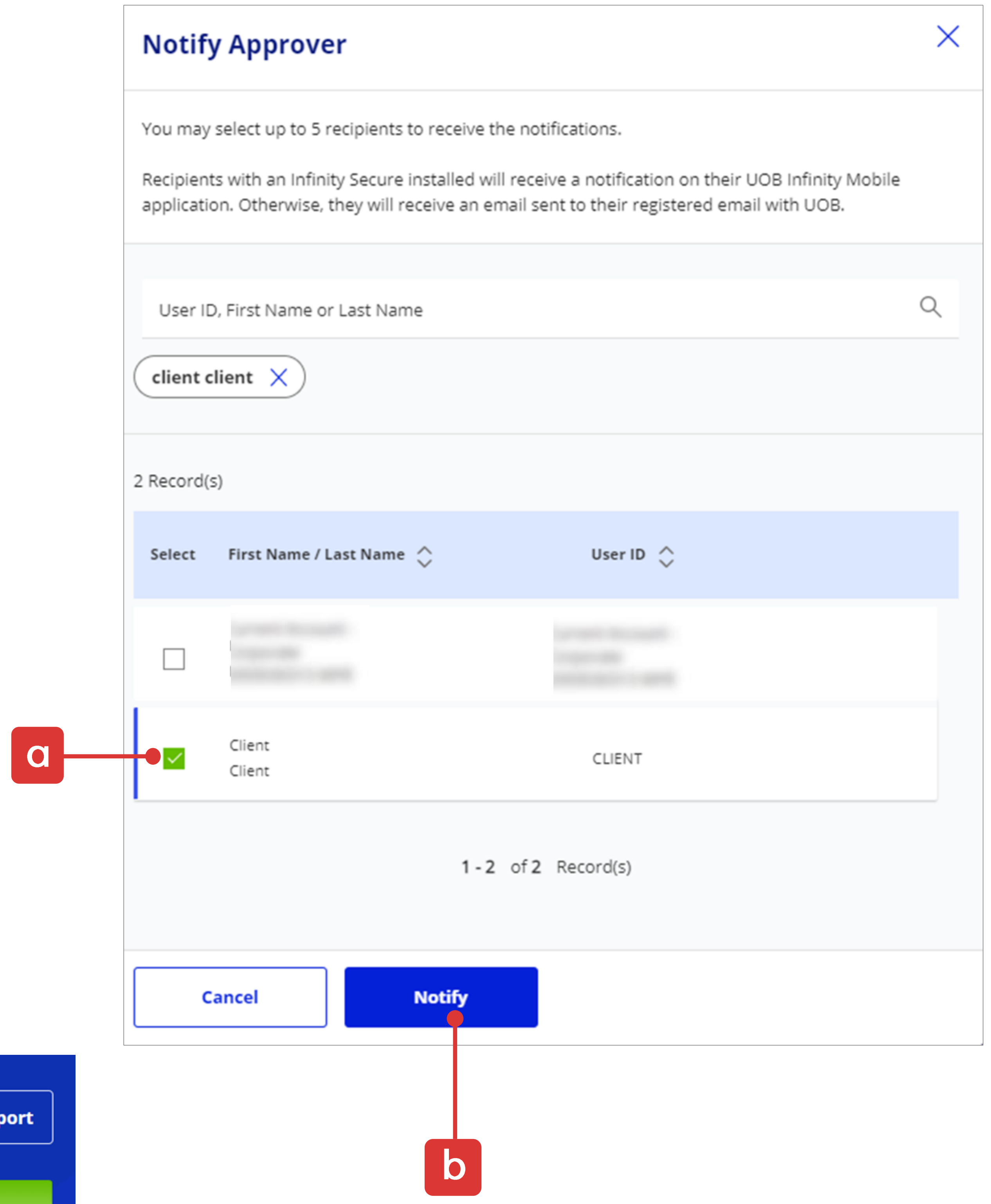
1. **View** : It allows user to view the submitted transaction detail.
2. **Notify Approver** : A dialog box will appear showing a list of approvers who are eligible to approve the transaction.

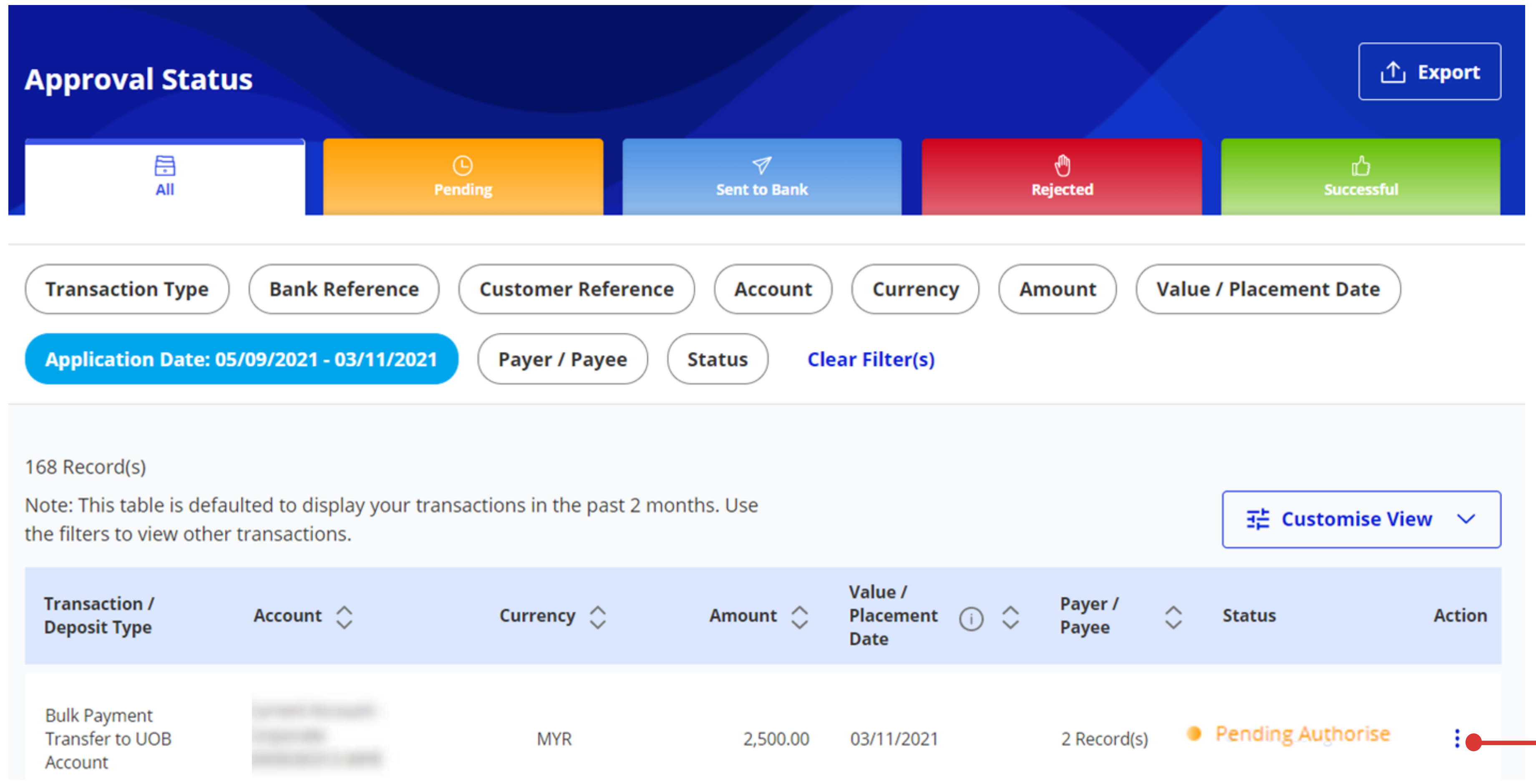
   a. User can select up to 5 approvers.
   b. Click **Notify**

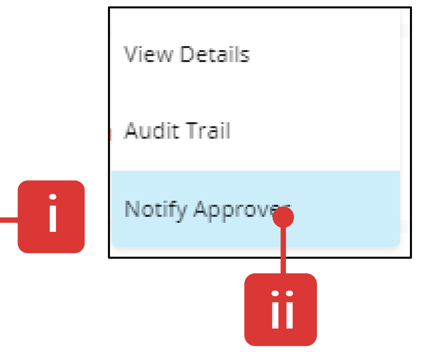
   If the approver has setup the digital token (Infinity Secure), a push notification will be shown on the approver's mobile device screen otherwise an email will be sent to the selected approver(s).

   Notify Approver can be retriggering for transactions, which are still under pending for authoriser to approve, via Approval Status (i and ii)
3. **Another Bulk** : It allows user to create another bulk transaction, therefore user will be directed back to transaction input screen.









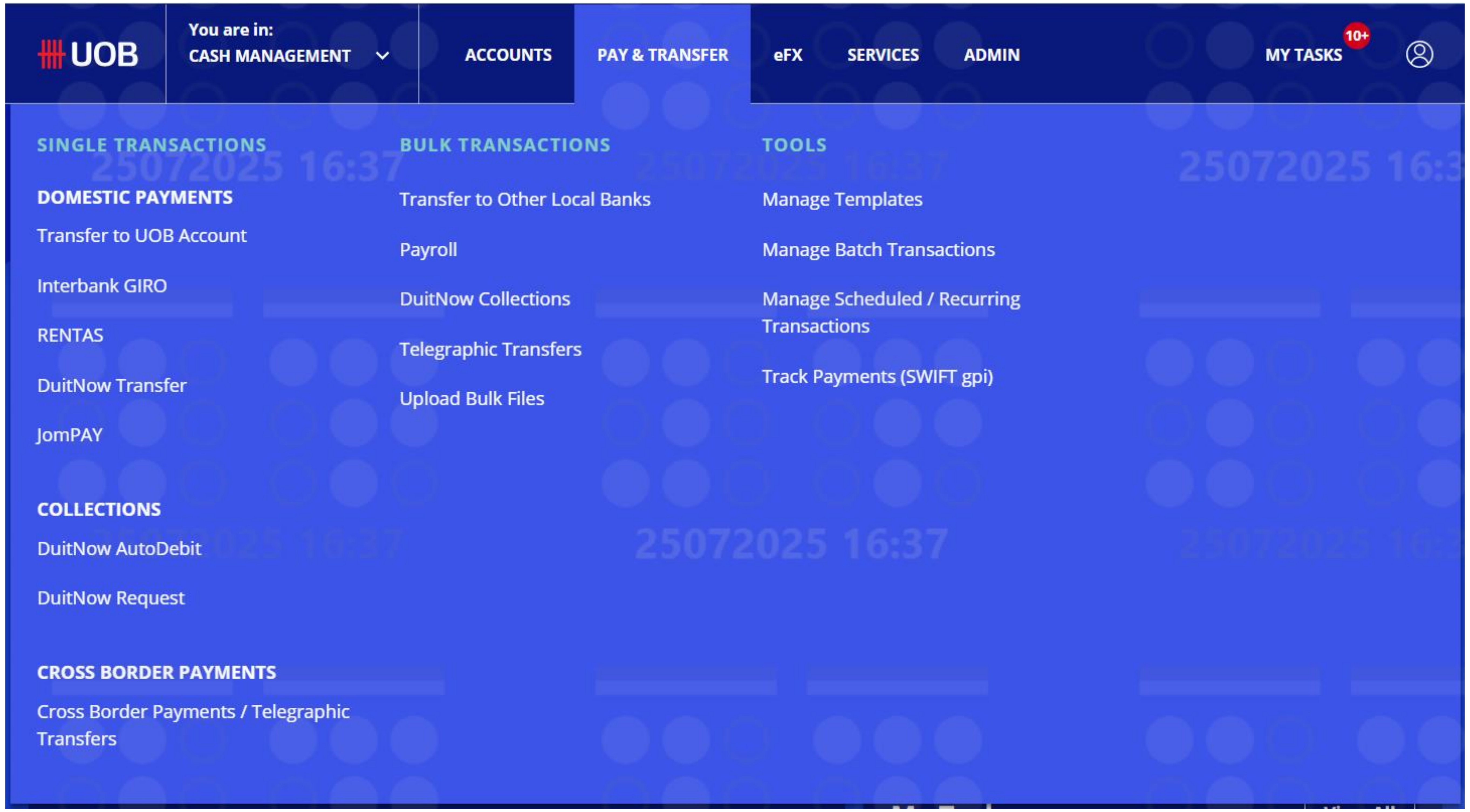
3. How to Upload Bulk Files

How to Upload Bulk Files

Bulk Files Upload

You can upload your bulk transactions. The format of the uploaded files must follow UOB file specifications.

Top Mega Menu (Default View)

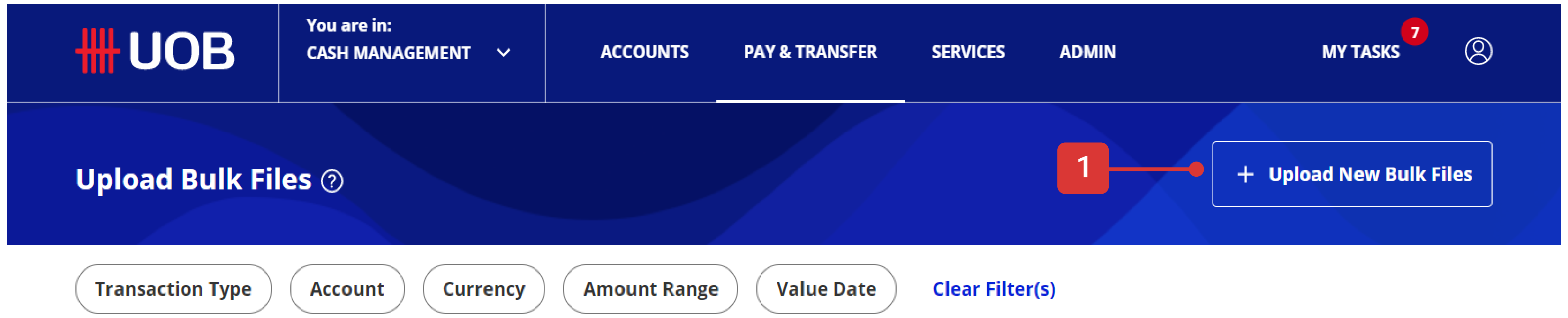


How to Upload Bulk Files

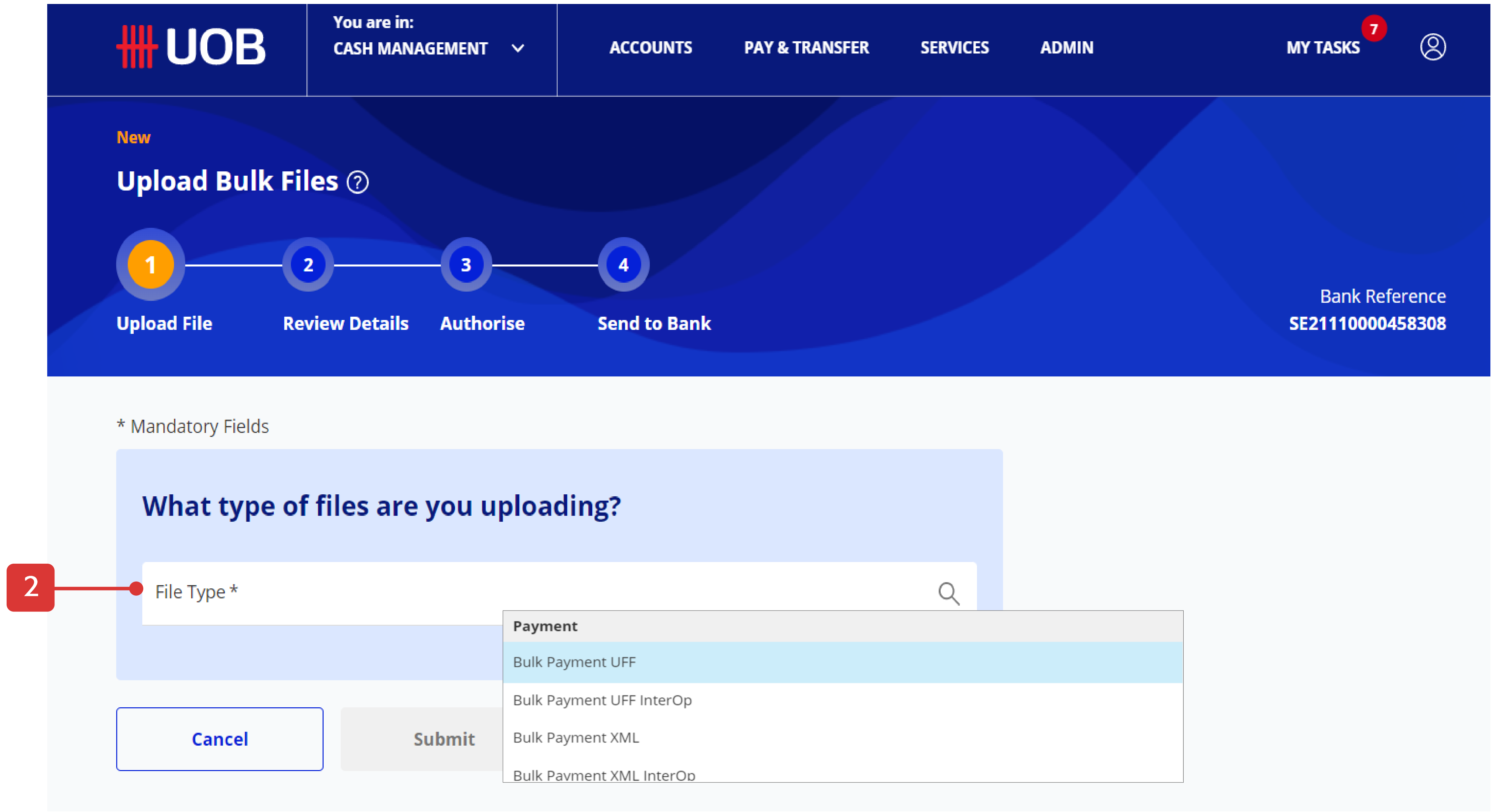
Bulk Files Upload

Click “Upload new bulk files”, the following next page will be displayed.

Upload bulk files lists



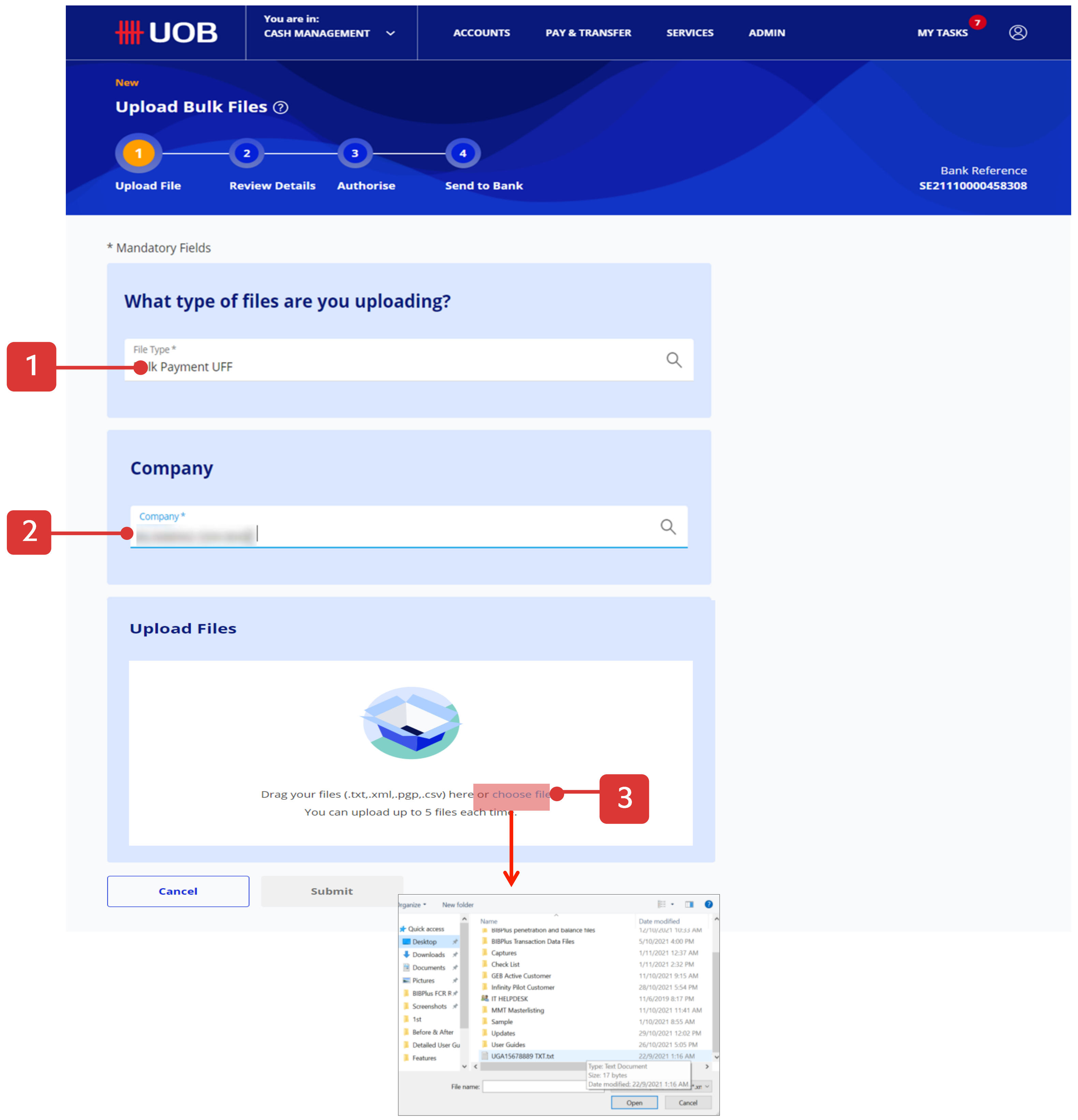
Upload bulk files (Default View)

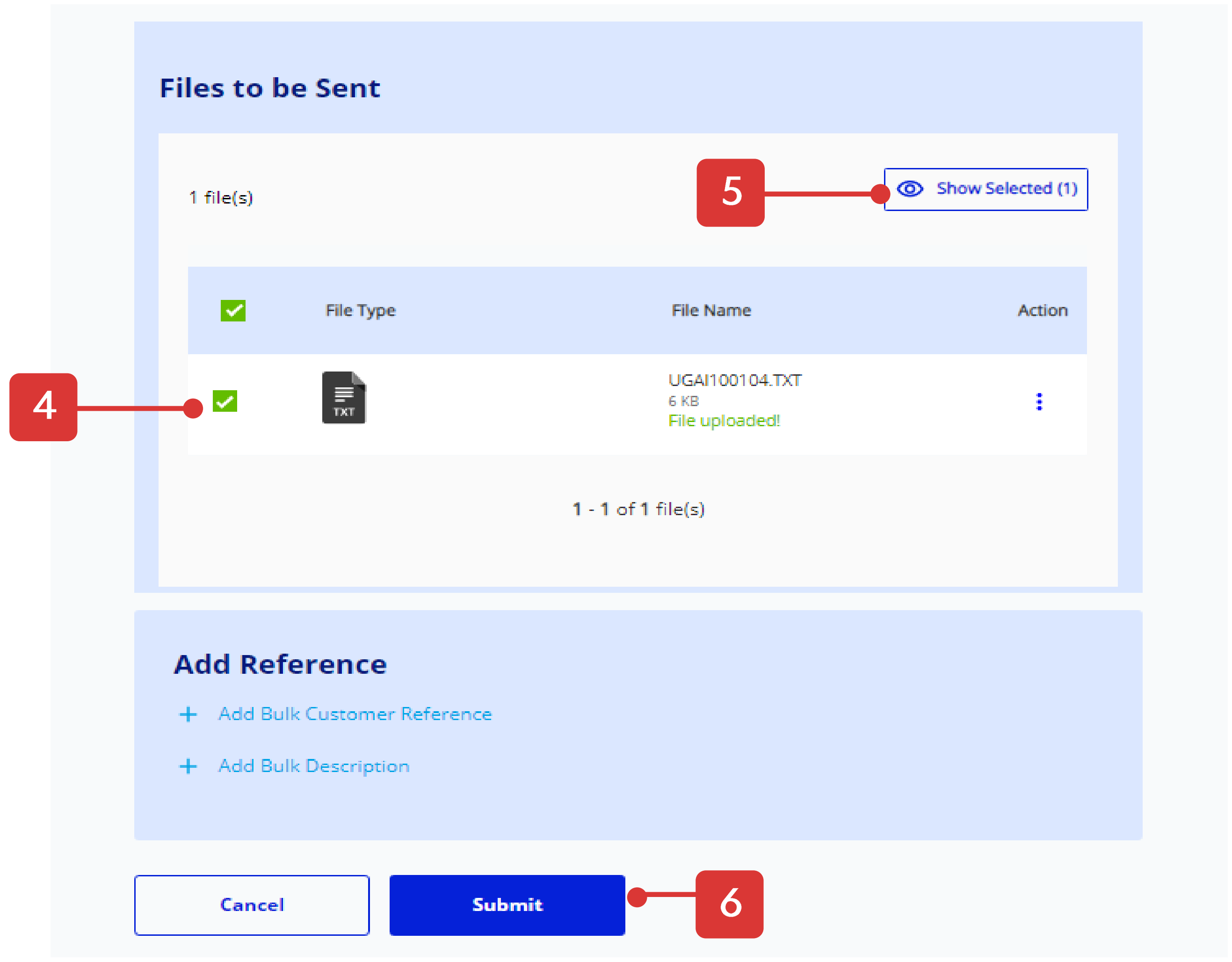


How to Upload Bulk Files

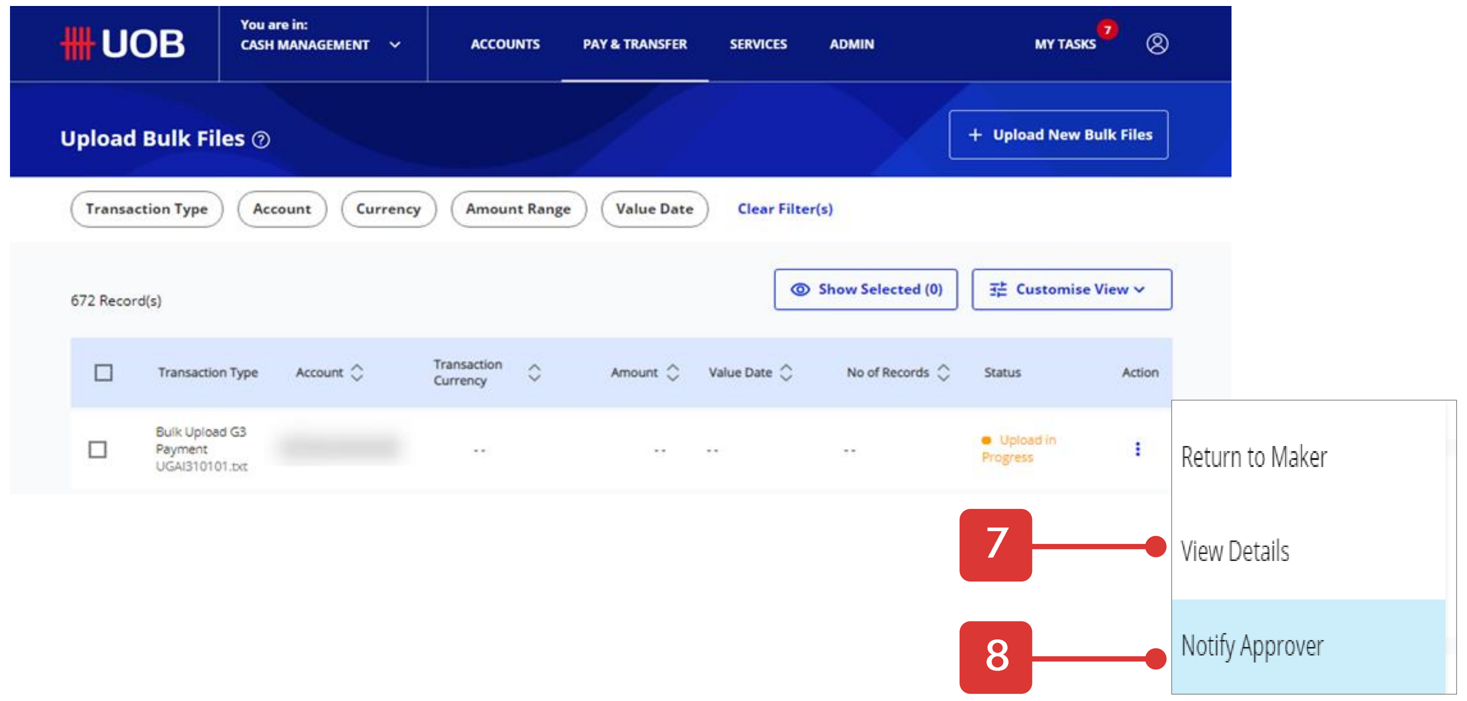
Bulk Files Upload

1. Select the bulk file type to be uploaded.
2. Provide your Company ID.
3. Choose the file to upload and please follow our file format specification to avoid any rejection.
4. After uploading the file, you need to tick the file to be submitted. The files that are not ticked will not be submitted and will be automatically removed from the system.
5. You can view the selected bulk file upload by clicking "Show Selected" button.
6. Click **Submit** to proceed with transaction.
7. You can view all the transaction details of the uploaded bulk file using the "View Details" function. The initial status of the bulk file will be "Upload in Progress".
   - If the file format is correct, the status will change to "Pending", which means, the approver can proceed to authorise the file via "My Task" screen.
   - If the file format is incorrect, the status will change to "Upload Failed".
8. You can download the file that you upload by going to the action menu and click the "Download" button. If the status has changed to "Pending", the maker can use "Notify Approver" function to trigger a push notification to the approver.





View transaction details page



Important Note:

- Users with access to "Upload Bulk Files" function can download failed bulk files submitted by other users.

4. How to Approve Bulk Transactions

How to Approve Bulk Transactions

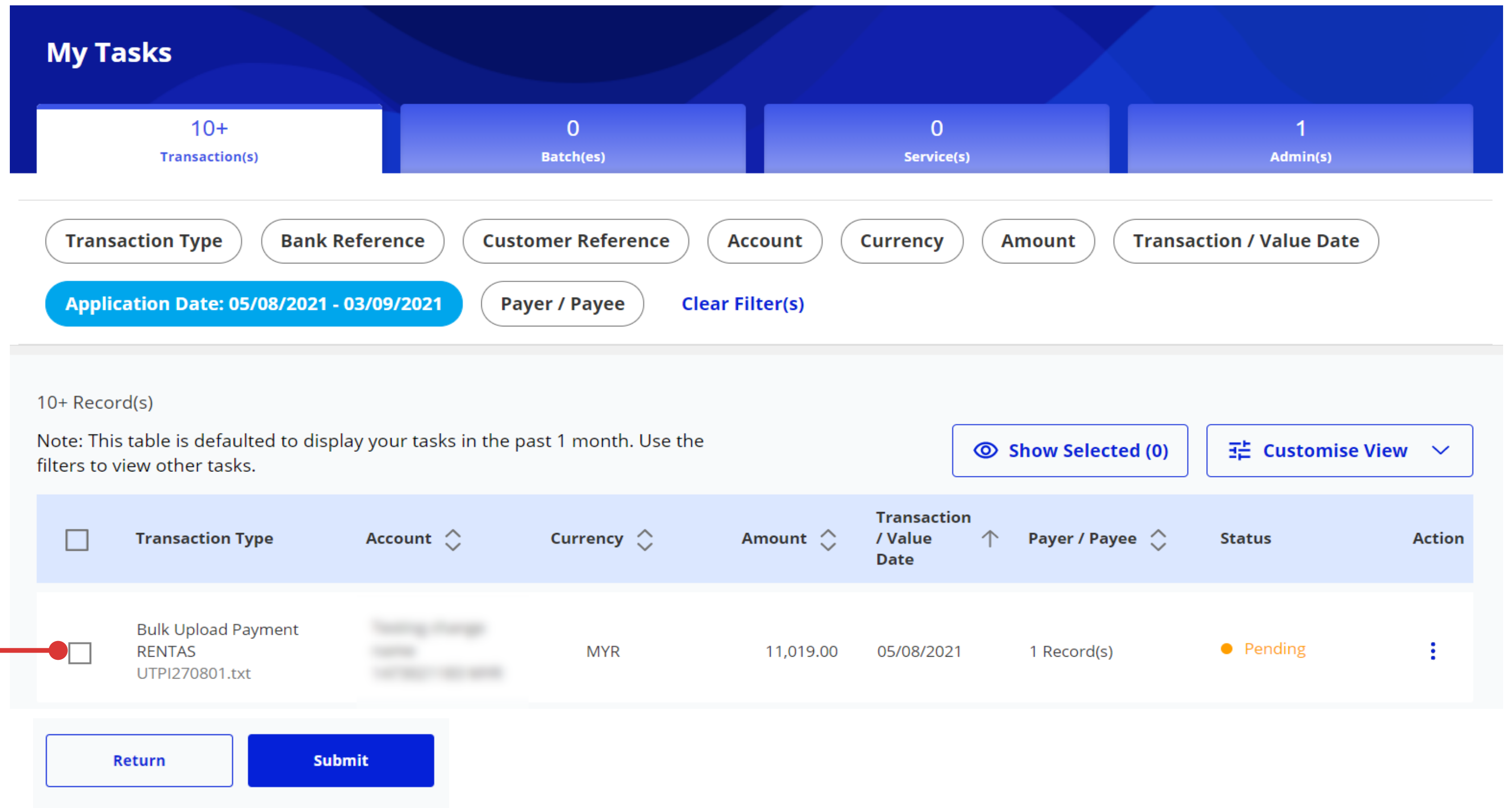
UOB

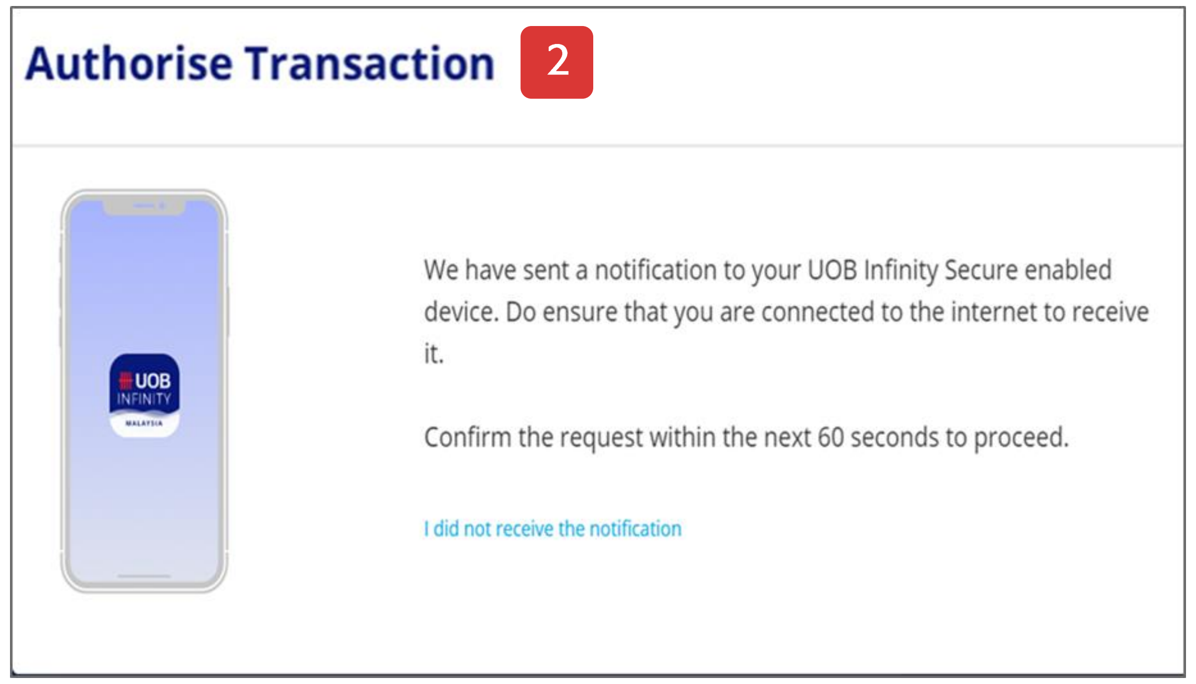
Method #1 – Self Push Notification

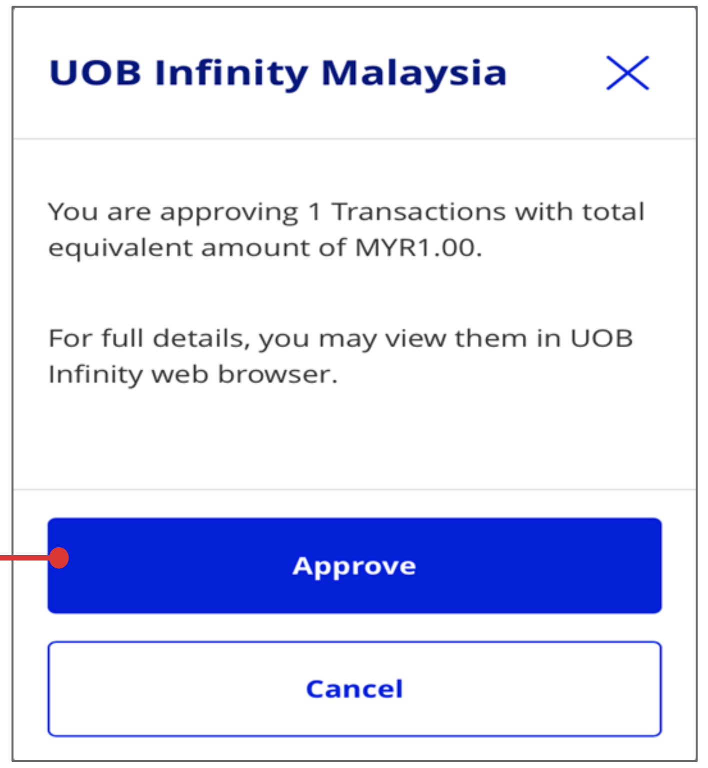
This method will only work if you have registered and activated Infinity Secure and you must complete all the steps within 60 seconds.

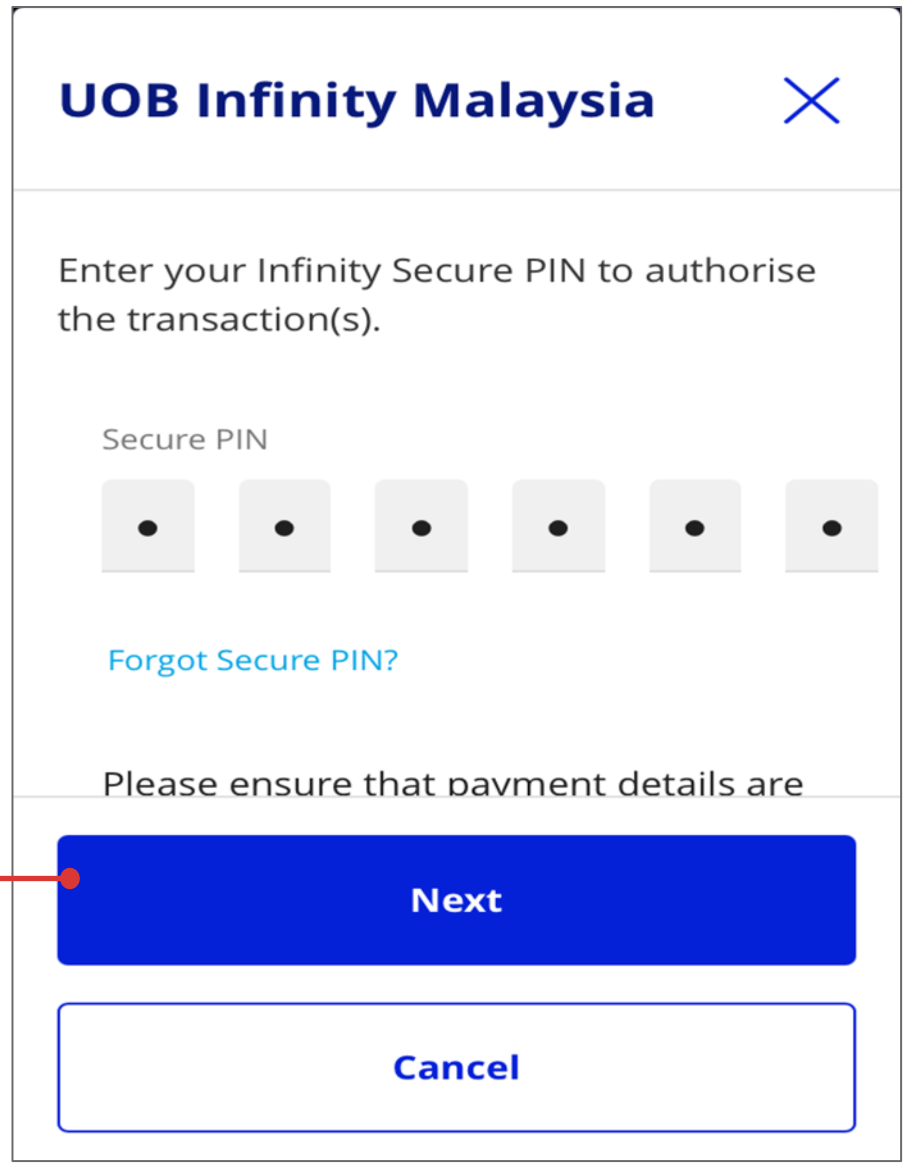
1. Go to "My Task", tick the transaction that you want to approve and click Submit button.
2. Upon seeing the "Authorise Transaction" popup at your browser, you will receive a push notification on your mobile phone from "UOB Infinity Malaysia". Tap on the push notification.
3. The Infinity app will be automatically opened and you will see an authorisation popup with options to Cancel or Approve the transaction. Tap on Approve.
4. Provide the Infinity Secure PIN and tap on Next. A successful message will be displayed on your phone and on your browser.

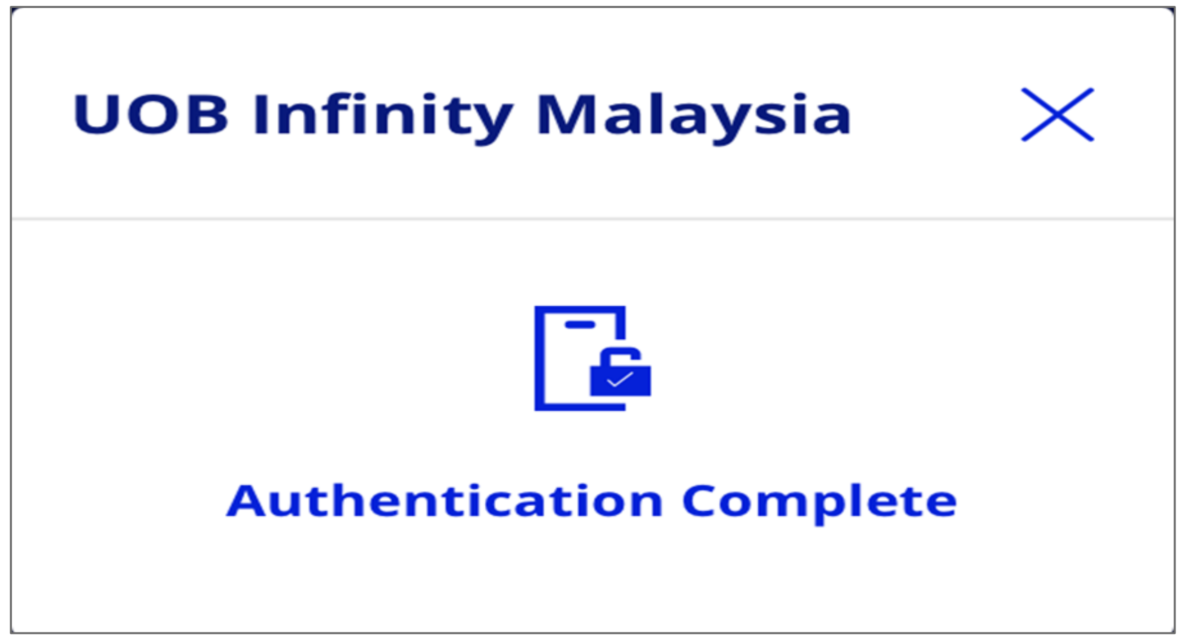
The transaction maker will also be able to use "Notify Approver" option if you, as the authoriser, has activated your Infinity Secure. With this flow, as you will receive a push notification triggered by the maker, please follow step 2 to 4 to authorise.

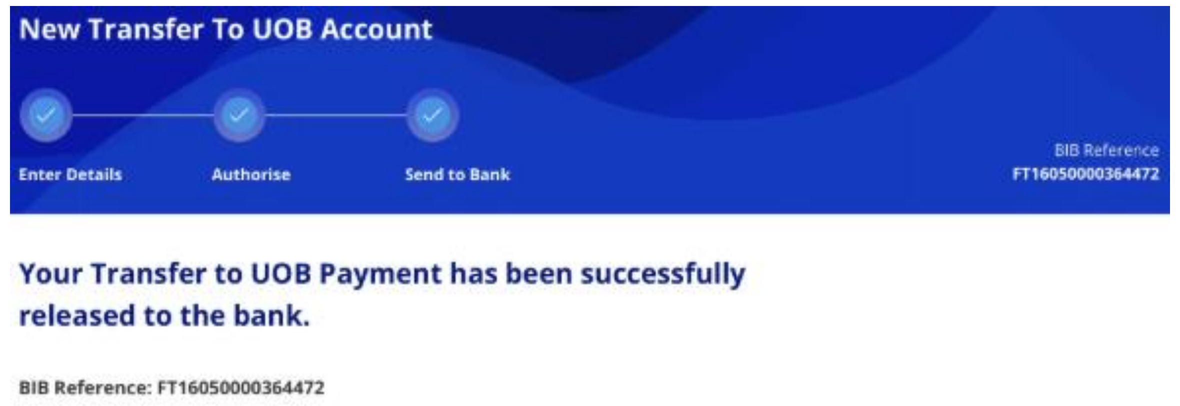












Successful Message on Browser

How to Approve Bulk Transactions

Method #2 – Push Notification Sent by Maker

This method will only work if you have activated the digital token (Infinity Secure) and have enabled the push notification function on your mobile device.

1. Once the maker sends a push notification to you (as the approver) via “Notify Approver” function, you will receive a push notification on your device (Infinity Secure). Tap on the push notification.

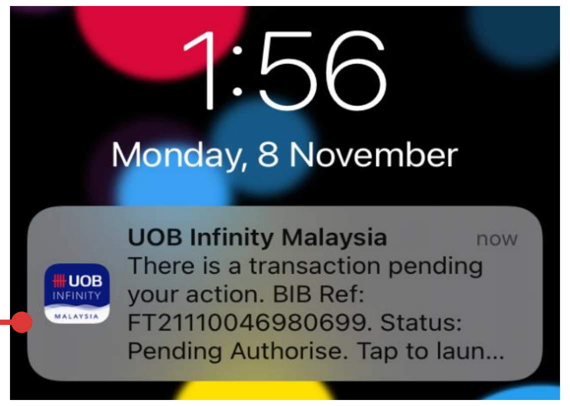
2. The UOB Infinity app will be launched and you will see the UOB Infinity login screen. Kindly proceed to login.

3. After a successful login authentication, you will see the details of the transaction submitted by the maker. Click Submit.

4. Provide your Infinity Secure PIN.

5. Click the Next button to complete transaction approval.

1



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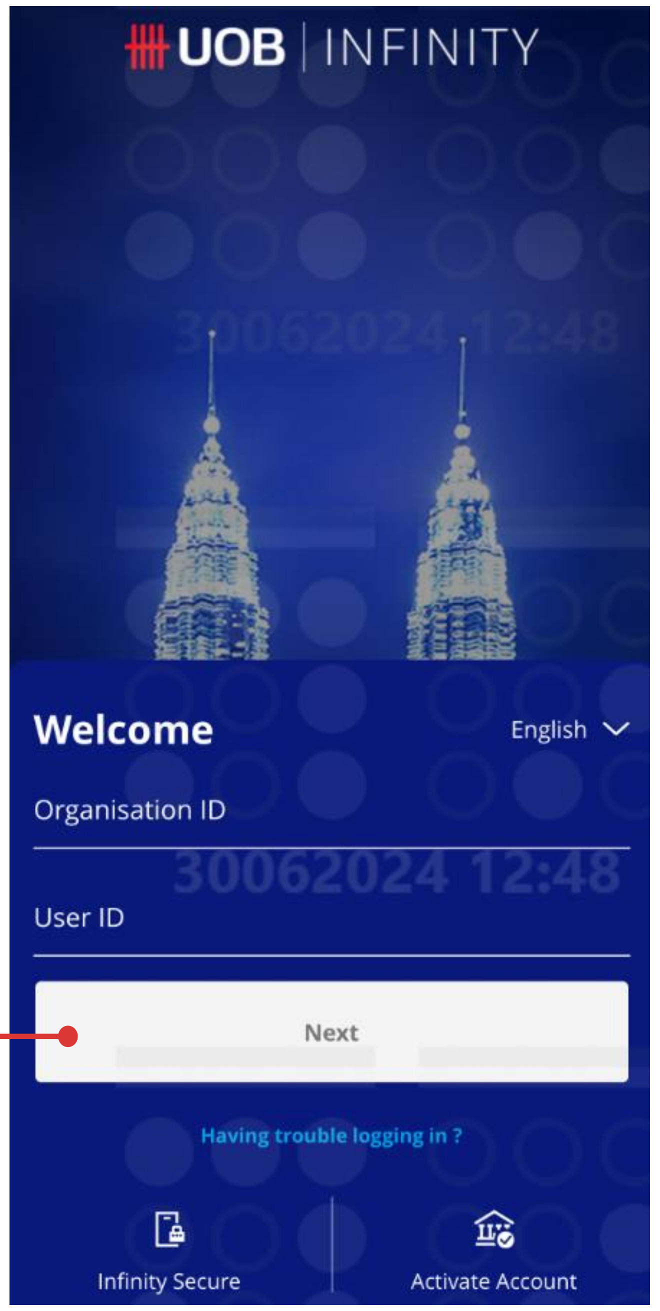

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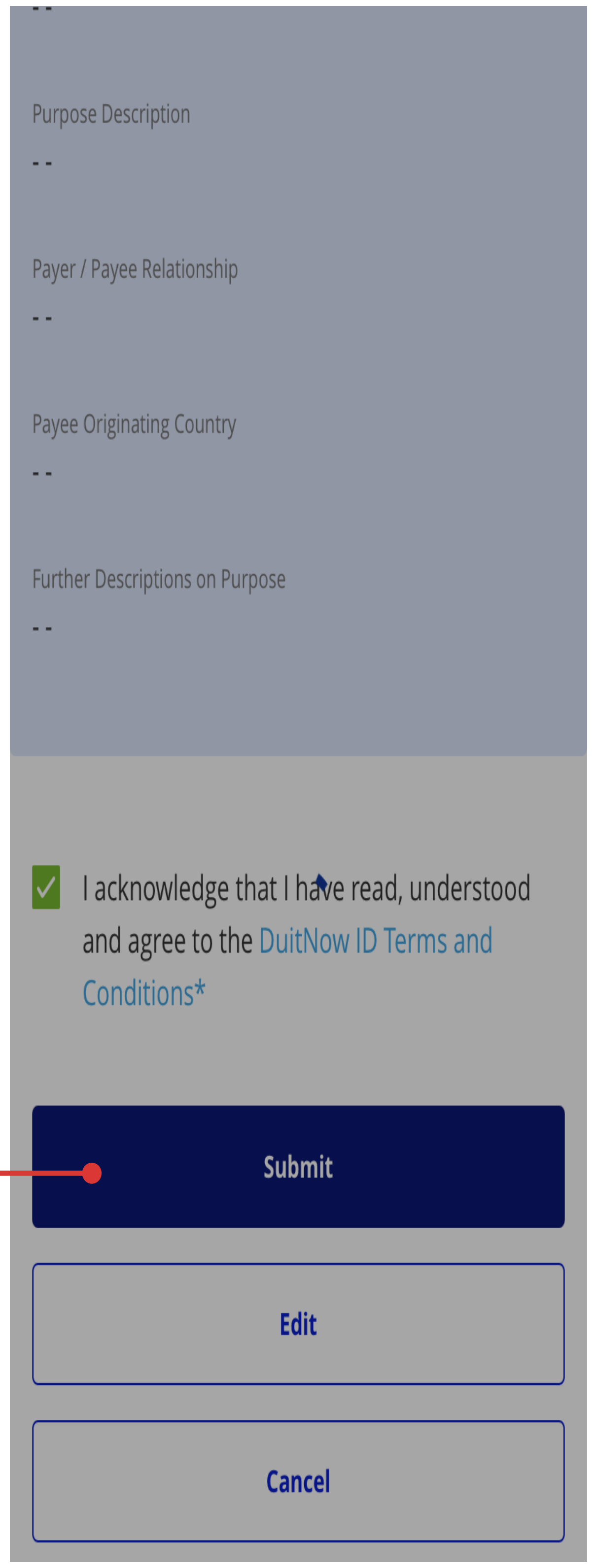

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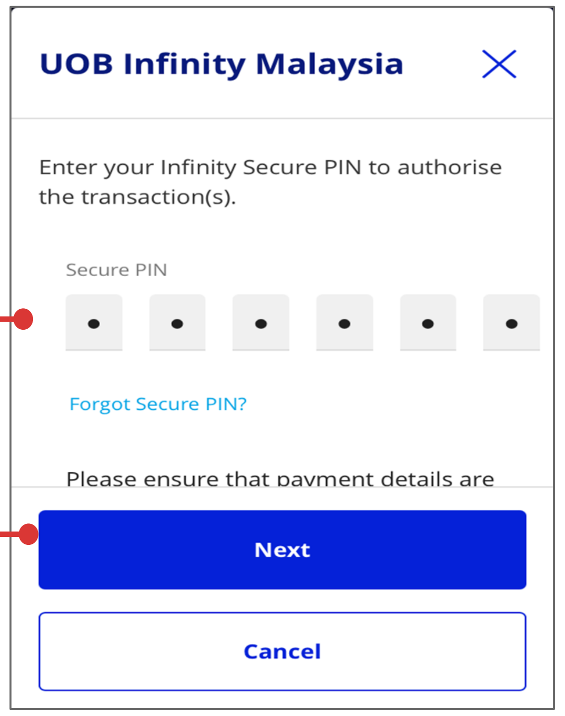
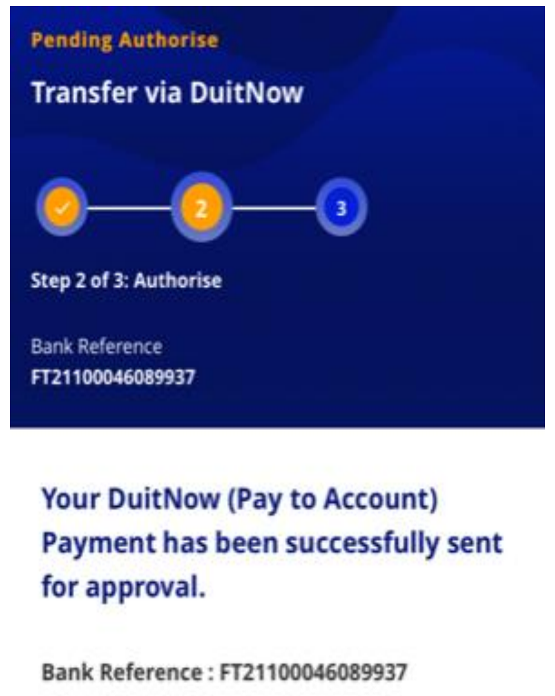


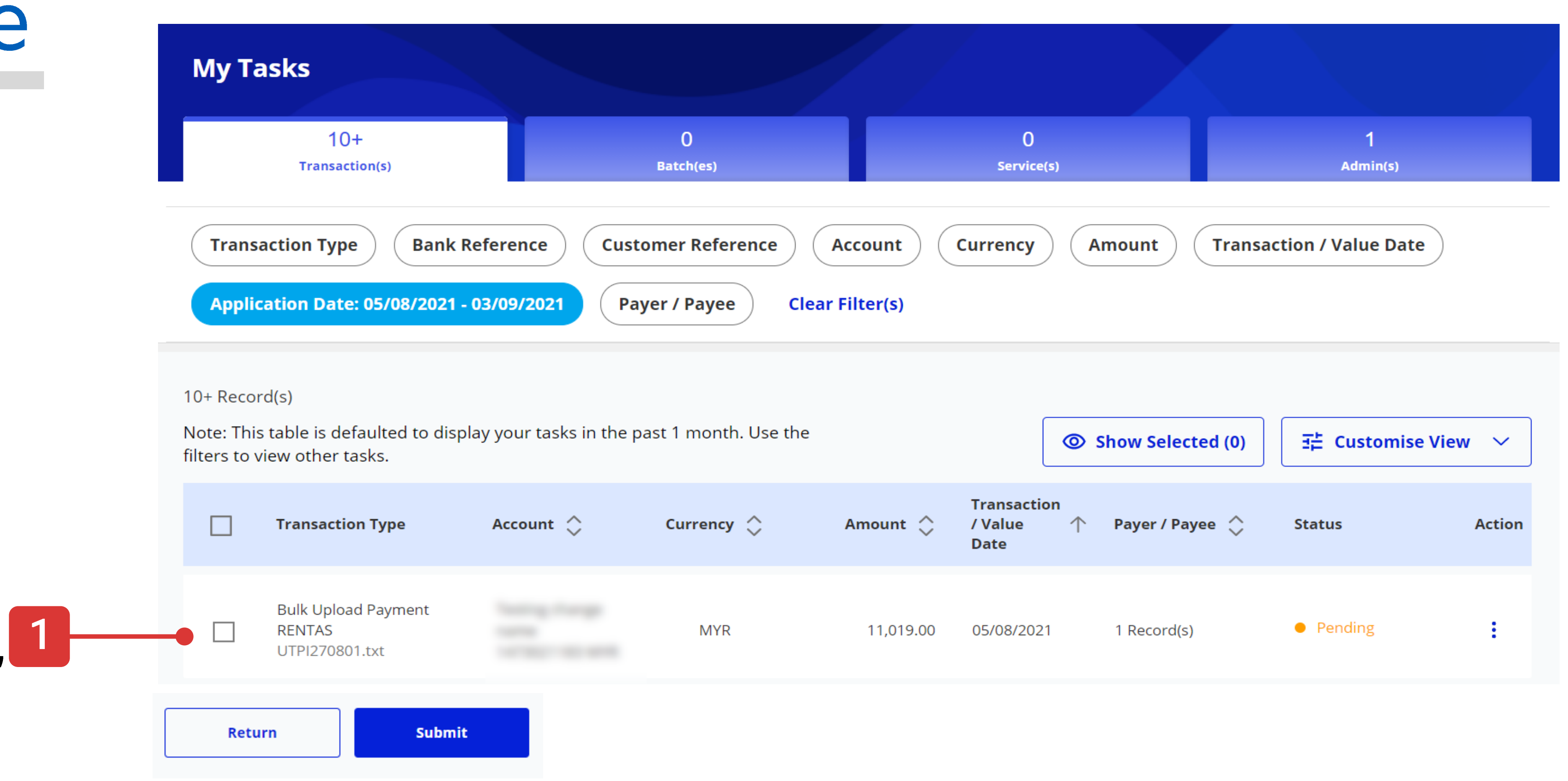


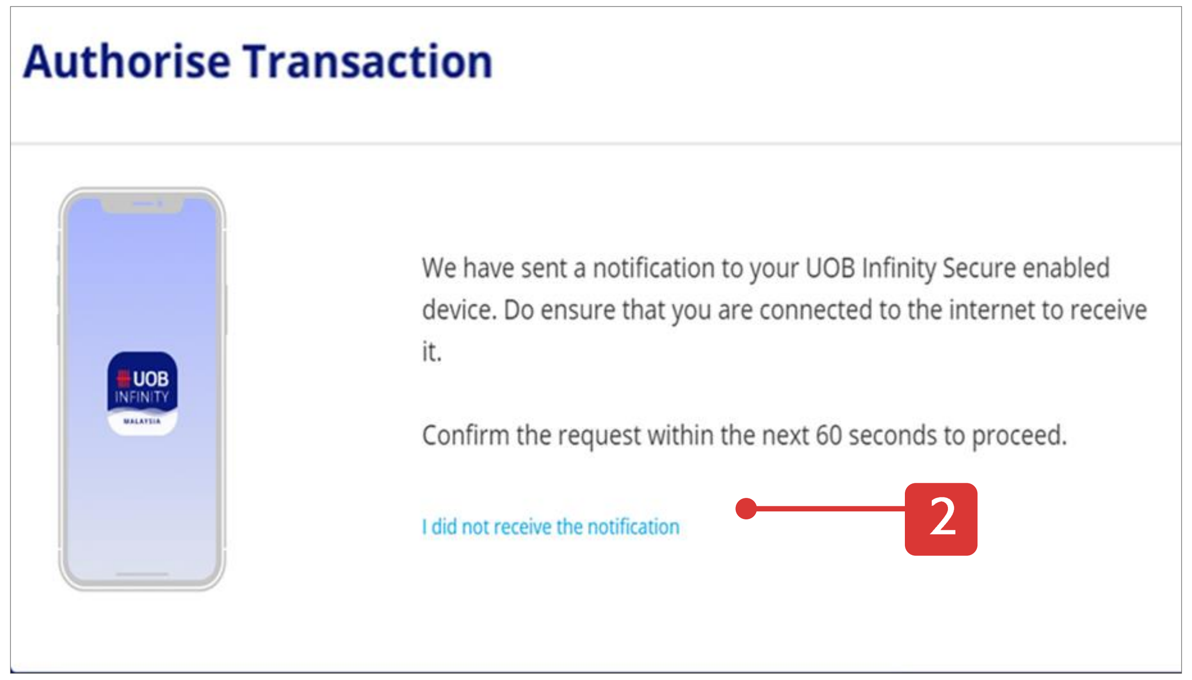
How to Approve Bulk Transactions

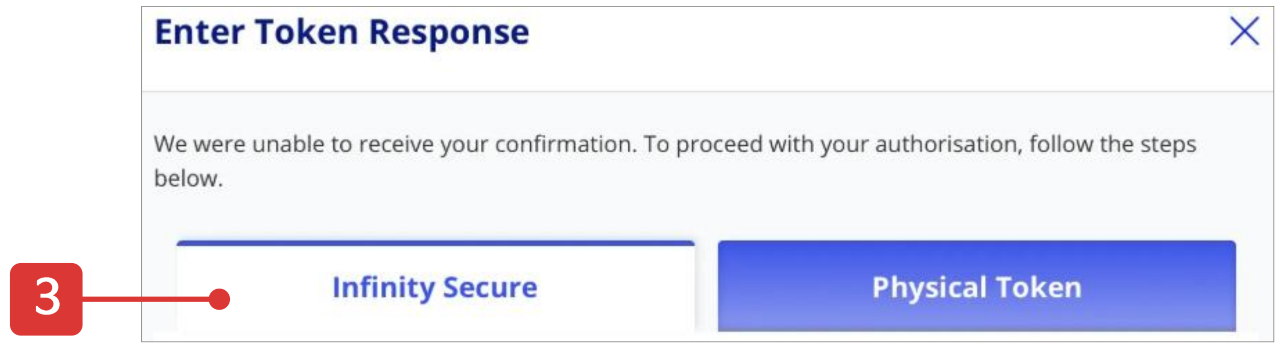
Method #3 – Generate Token Response using Infinity Secure

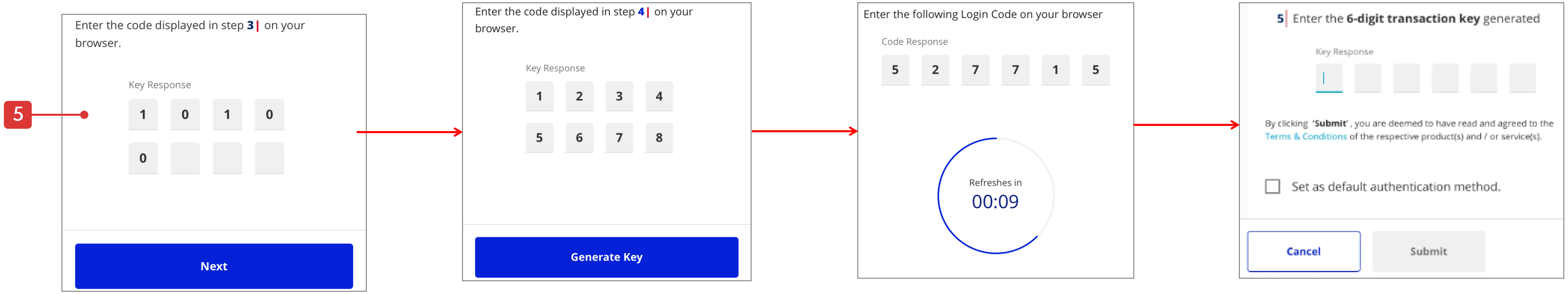
This method will only work if you have registered and activated Infinity Secure.

1. Go to "My Task", tick the transaction that you want to approve and click Submit button.
2. Upon seeing the "Authorise Transaction" popup at your browser, click on "I did not receive the notification". Please remove/dismiss the "UOB Infinity Malaysia" app push notification on your mobile.
3. You will see 2 tabs. If you are not on the "Infinity Secure" tab, click on the "Infinity Secure" tab.
4. Open the Infinity mobile app and tap on "Infinity Secure" on the login page. Select "Transaction Key II", enter the 6-digit Infinity Secure PIN and tap on Next button.
5. Enter the code displayed on your browser's Step 3 into your phone, tap on Next . Enter the code displayed on your browser's Step 4 into your phone, tap on Generate Key . Input the generated numbers into your browser and click Submit .







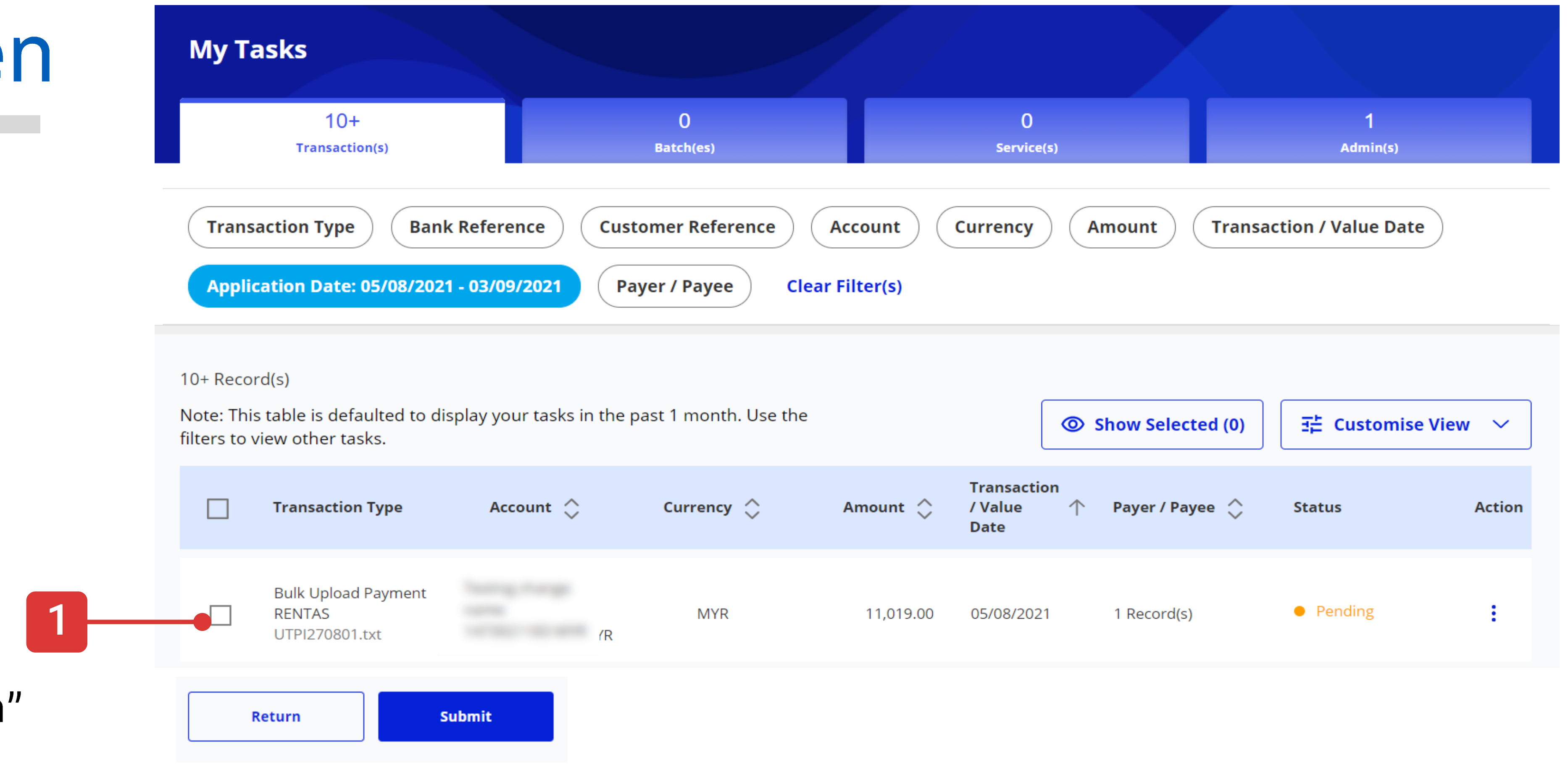


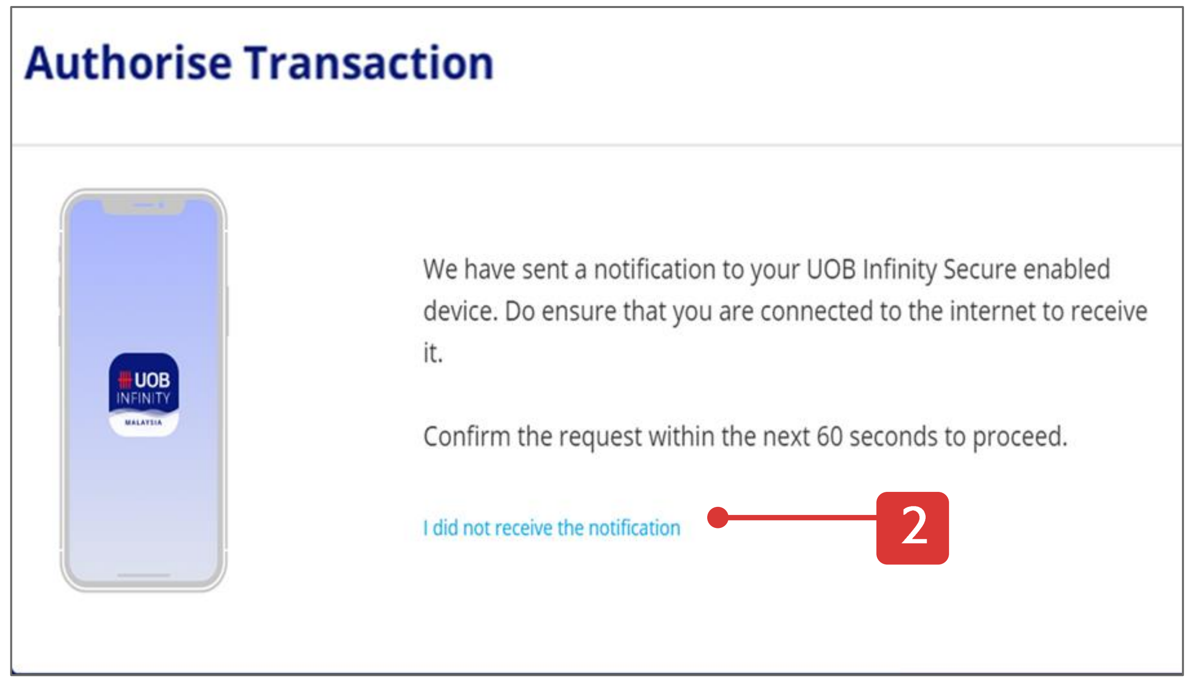
How to Approve Bulk Transactions

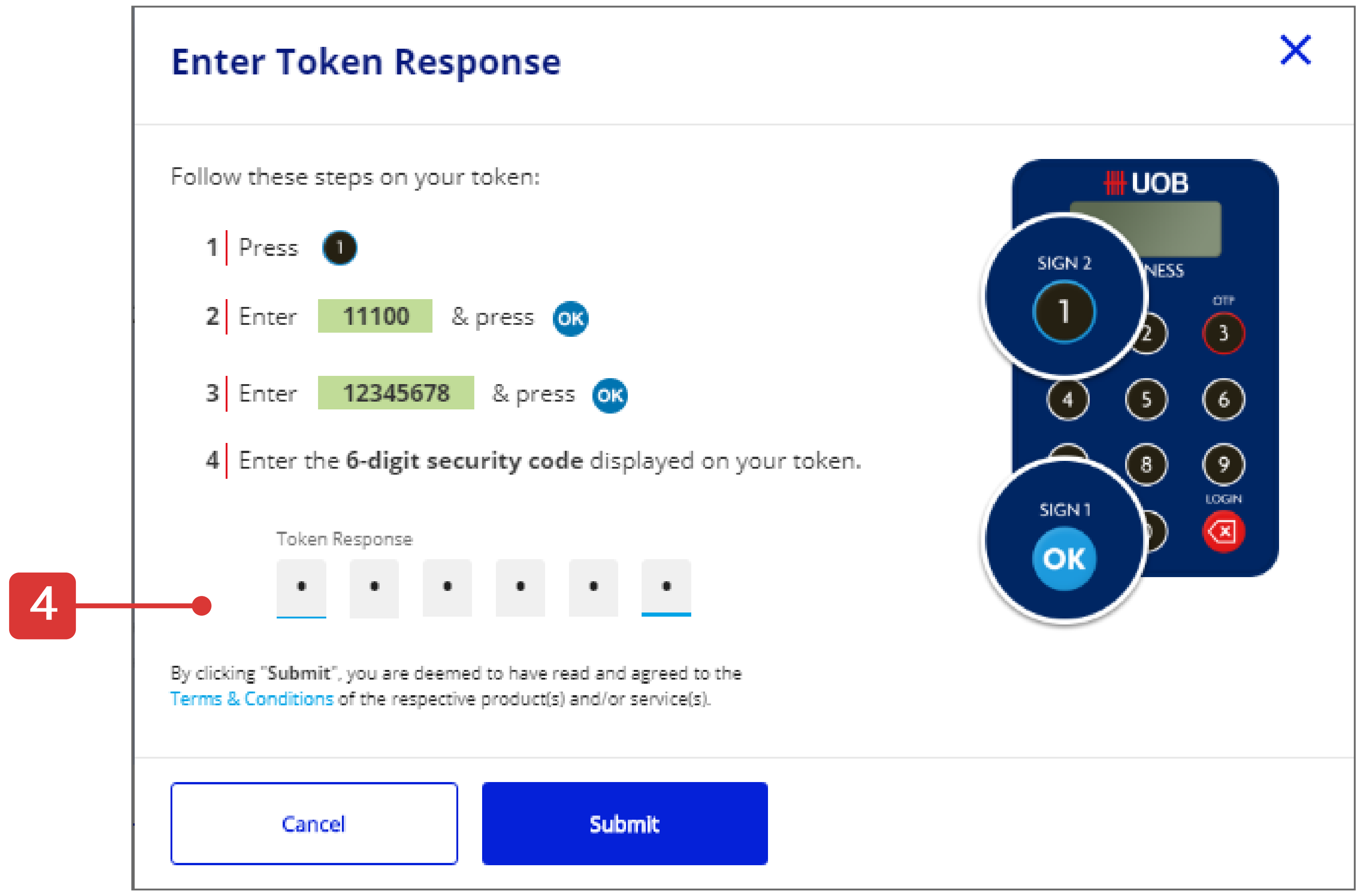
Method #4 – Generate Token Response using Physical Token

This method will only work if you have registered and activated Infinity Secure.

1. Go to “My Task”, tick the transaction that you want to approve and click Submit button.
2. Upon seeing the “Authorise Transaction” popup at your browser, click on “I did not receive the notification”. Please remove/dismiss the “UOB Infinity Malaysia” app push notification on your mobile.
3. You will see 2 tabs. If you are not on the “Physical Token” tab, click on the “Physical Token” tab.
4. Follow the on-screen instruction to generate the token response using your physical token and input the generated numbers into your browser and click Submit .







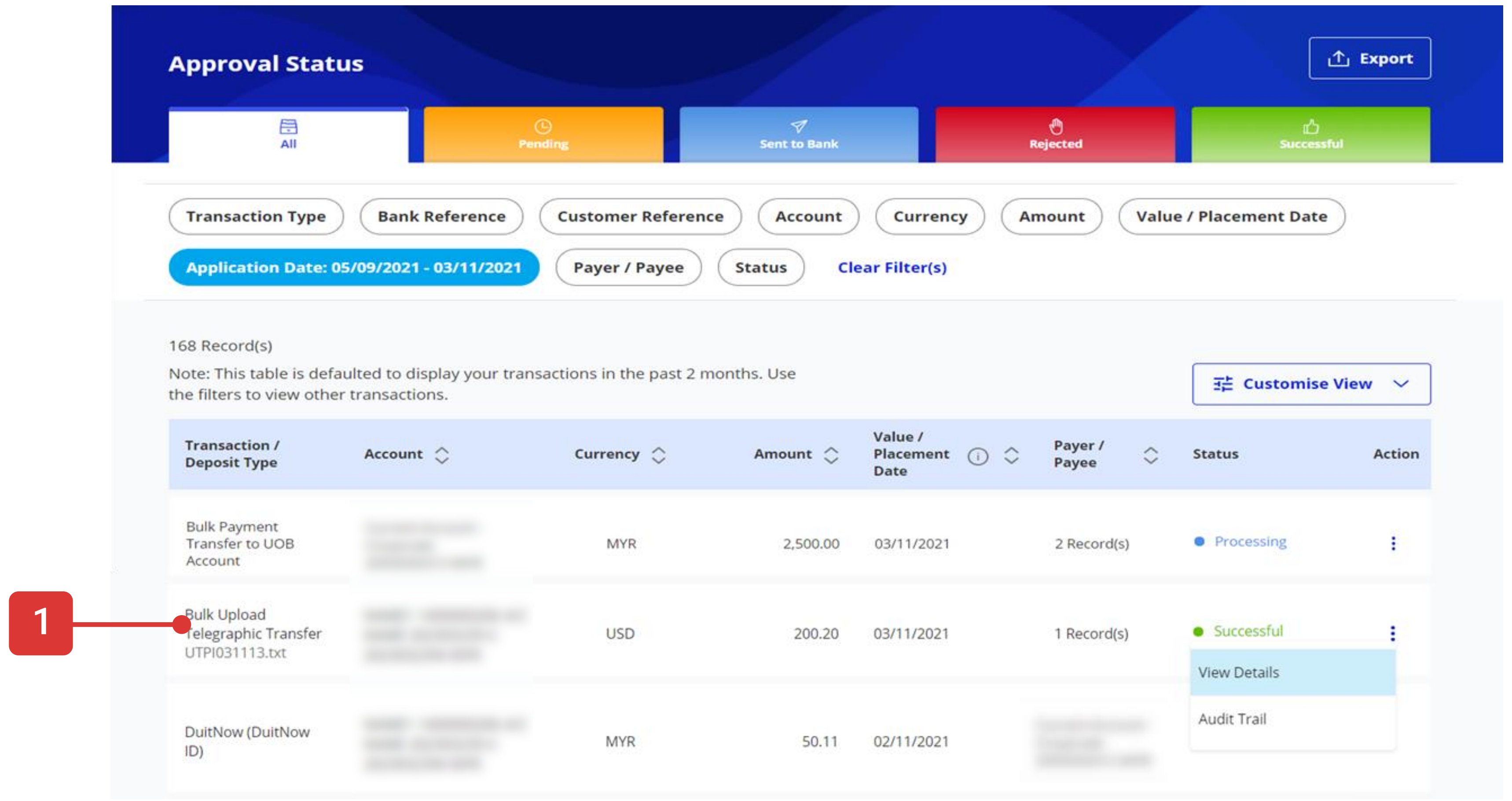
5. How to Retrieve Fate Files

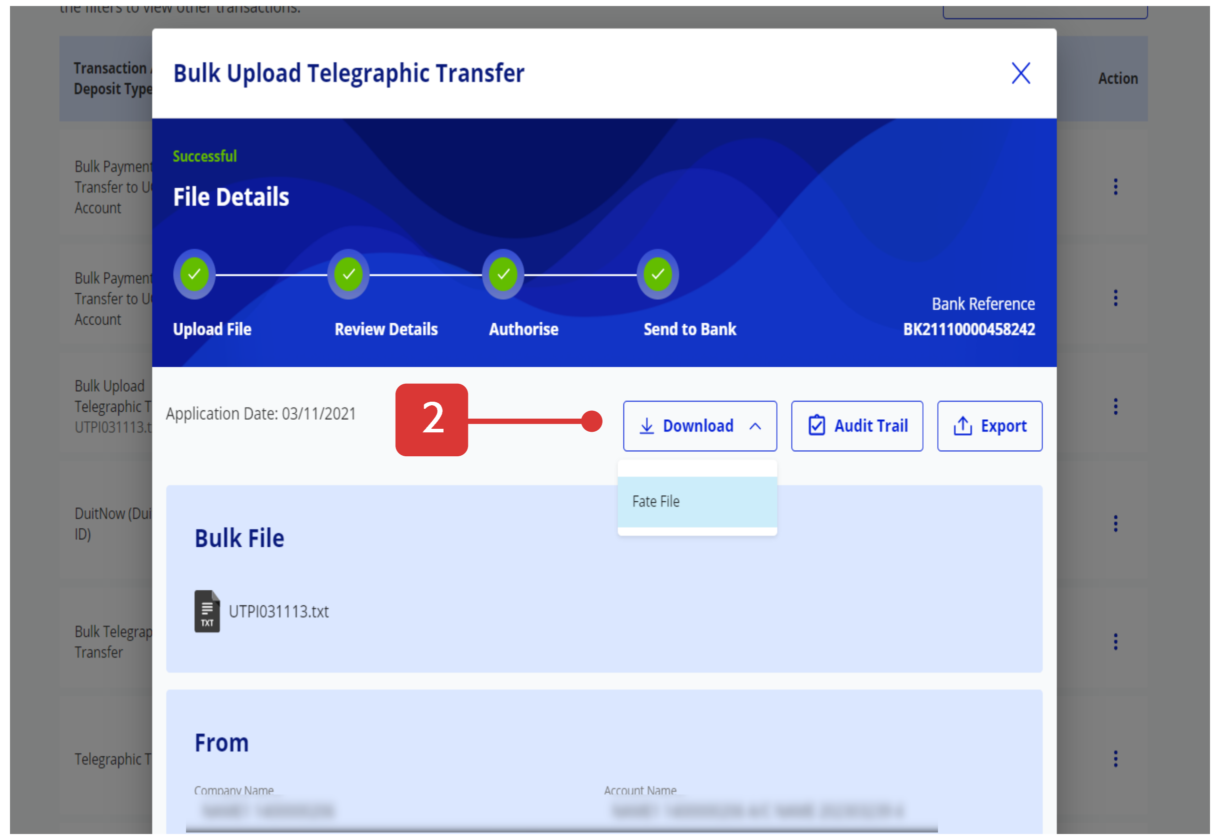
How to Retrieve Fate Files

Retrieve Fate File

1. In the “Approval Statuses” screen, if the bulk transaction status changes to “Successful”, the user will be able to download the fate file by clicking the action menu and click “View Details.

2. Click “Download” and select “Fate File” from drop down list.





Sample of Fate File

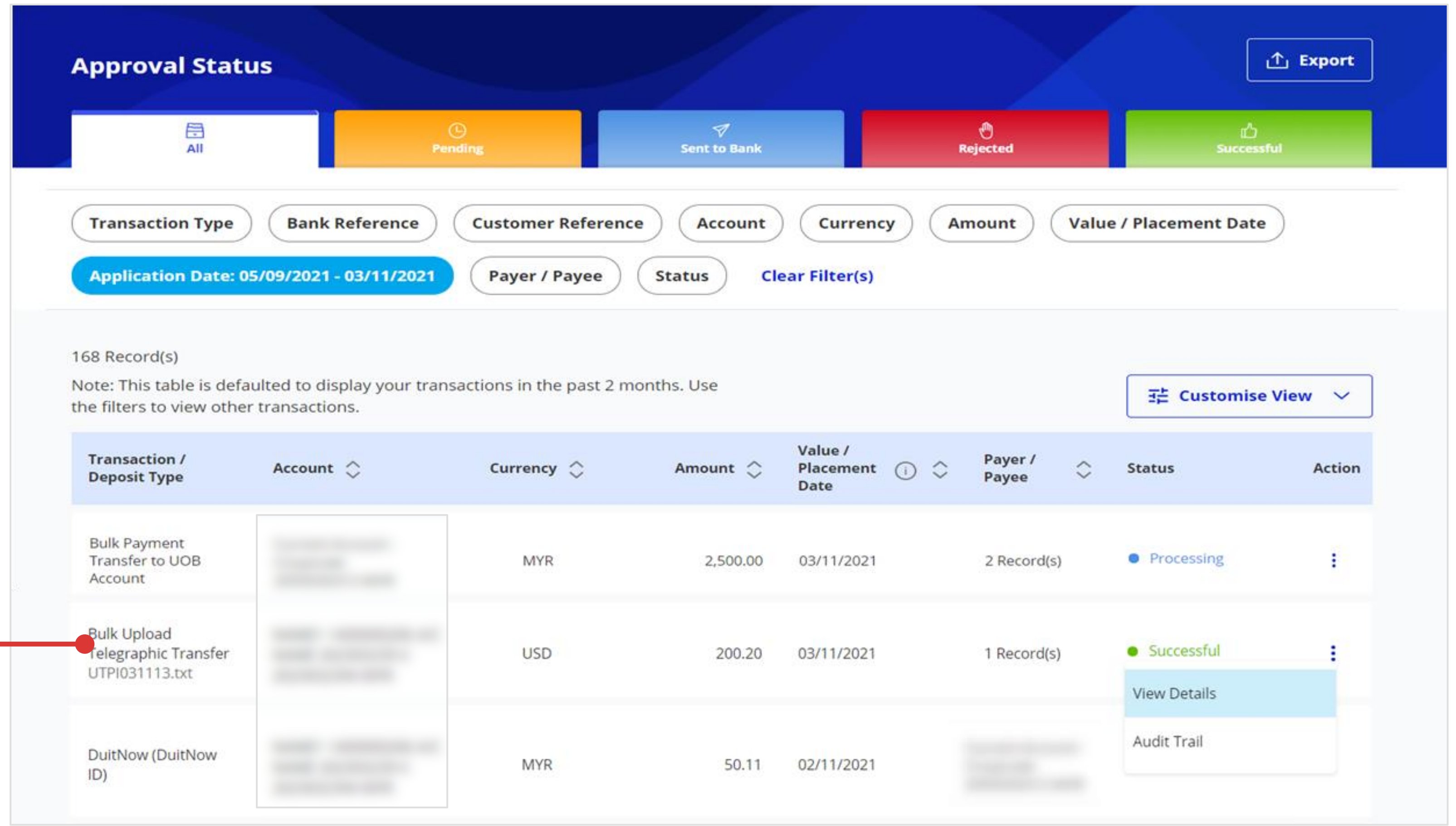
```
100000000000000000002
2TT USD00000000002002020211103AL/[illegible]                MYR0000000000861440000
900000001000000000008614400000000000000000000000000
```

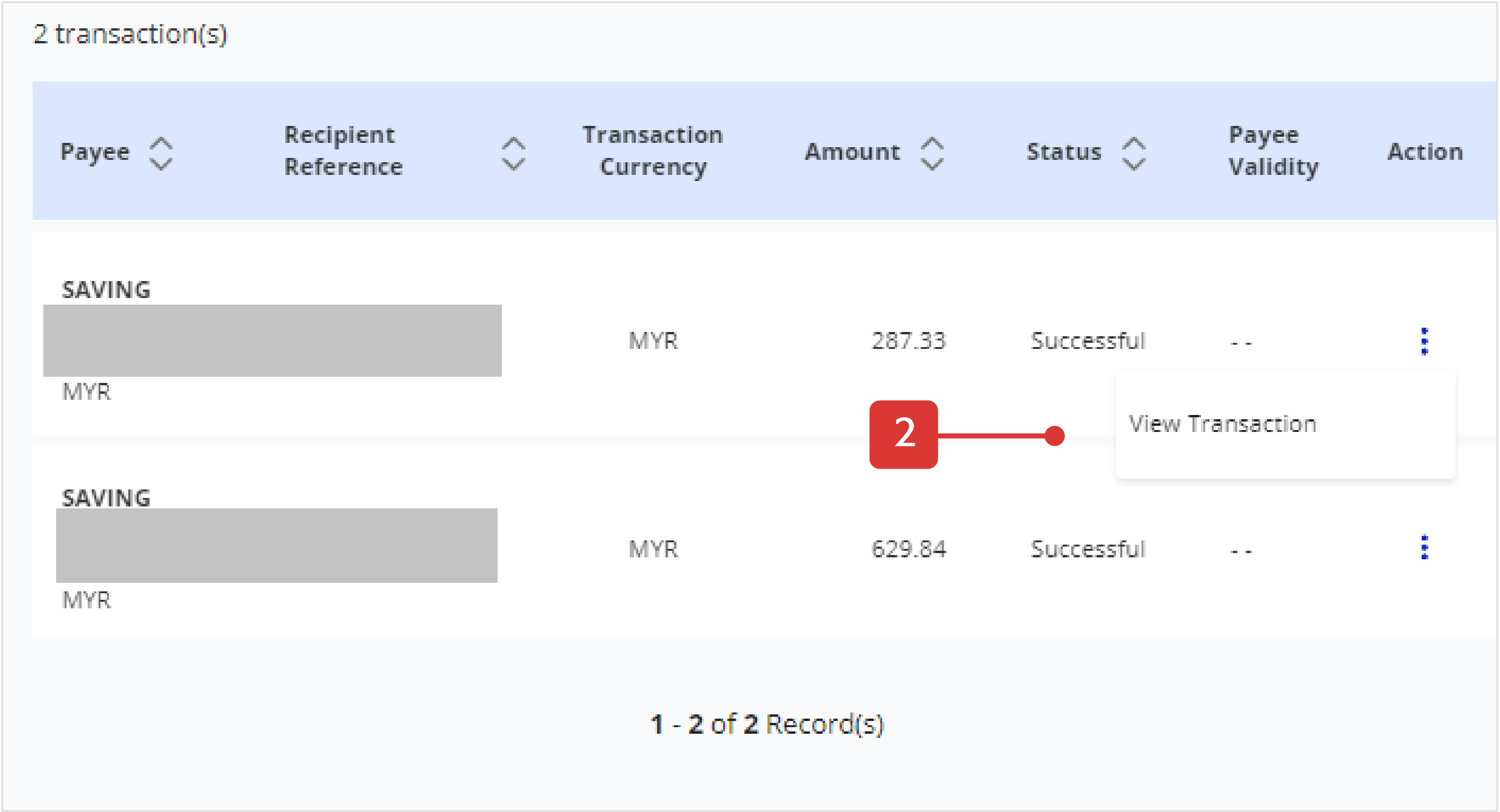
6. How to Retrieve Individual Transaction Details

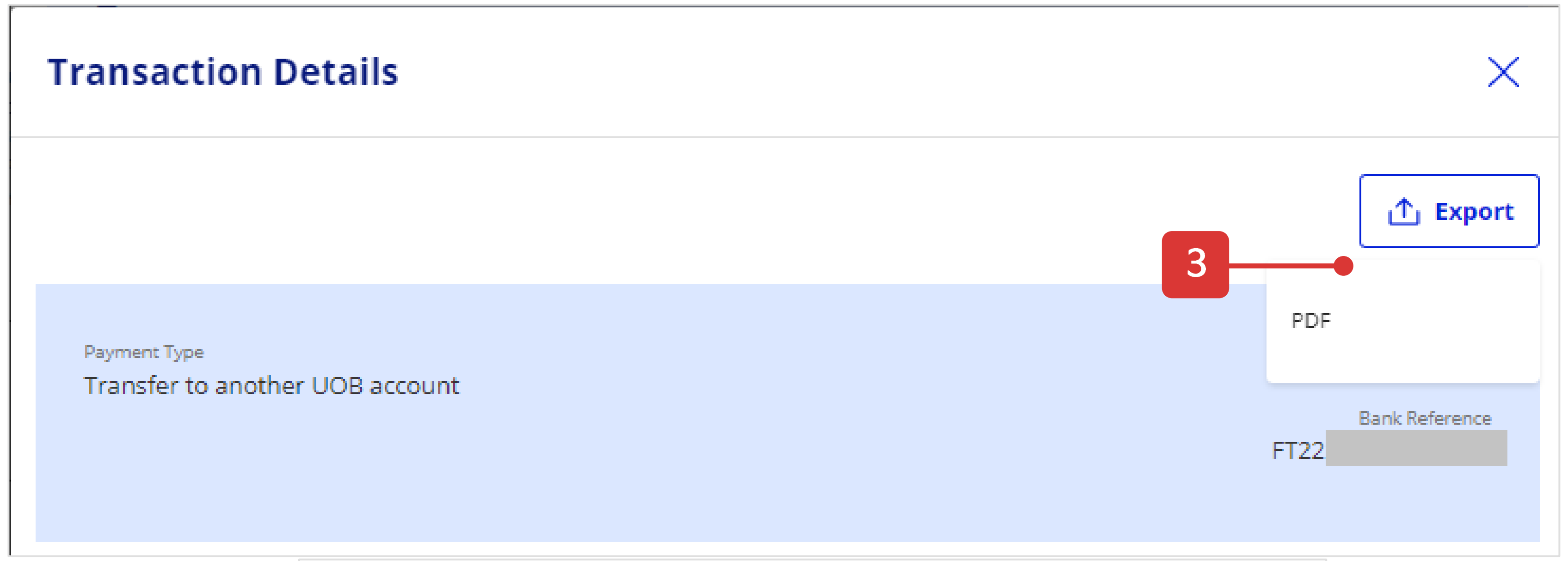
How to Retrieve Individual Transaction Details

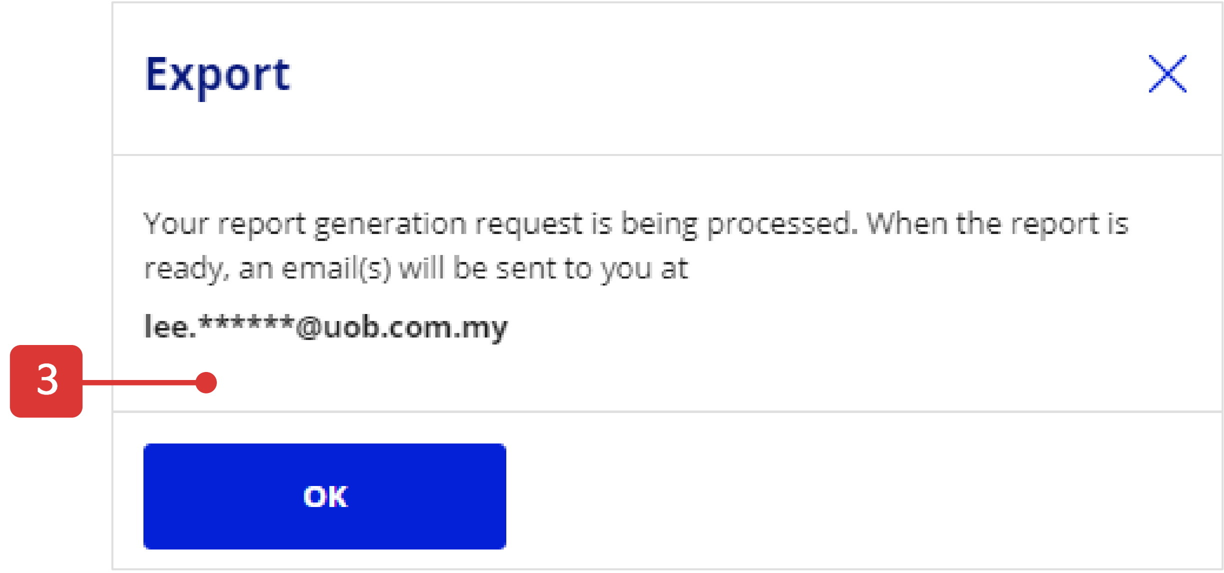
Retrieve Individual Transaction Details

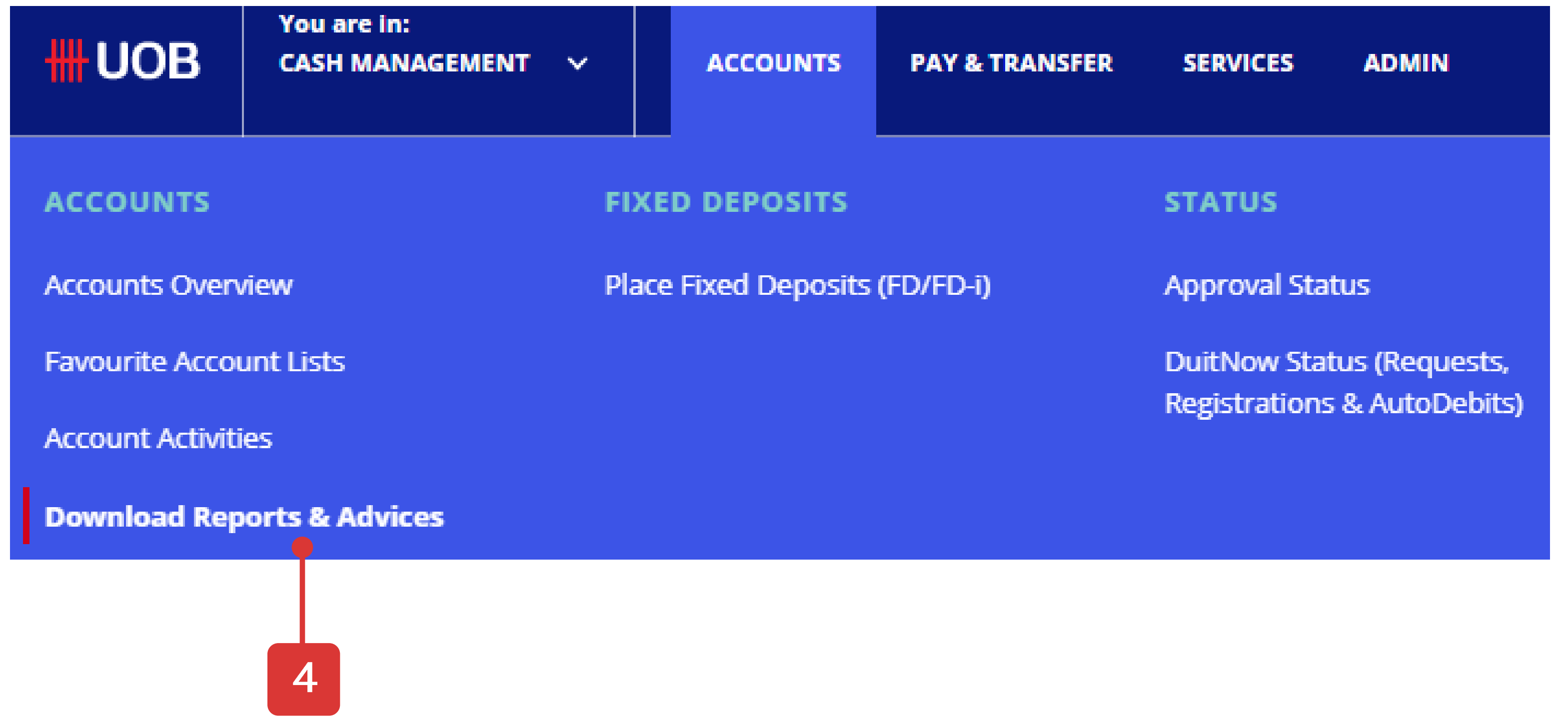
1. In the "Approval Statuses" screen, click the "Action" button of the bulk transaction. Then click "View Details".
2. In the "File Details" screen, scroll down to look for the individual transaction. click the "Action" button of the transaction. Then click "View Transactions".
3. In the "Transaction Details" screen, click "Export" button. Then click "PDF". The report will be generated.
4. In the "Accounts" menu, click "Download Reports & Advices".
5. In the "Download Reports & Advices" screen, click "User Generated Reports" tab, then click "Download" button to download the individual transaction details.

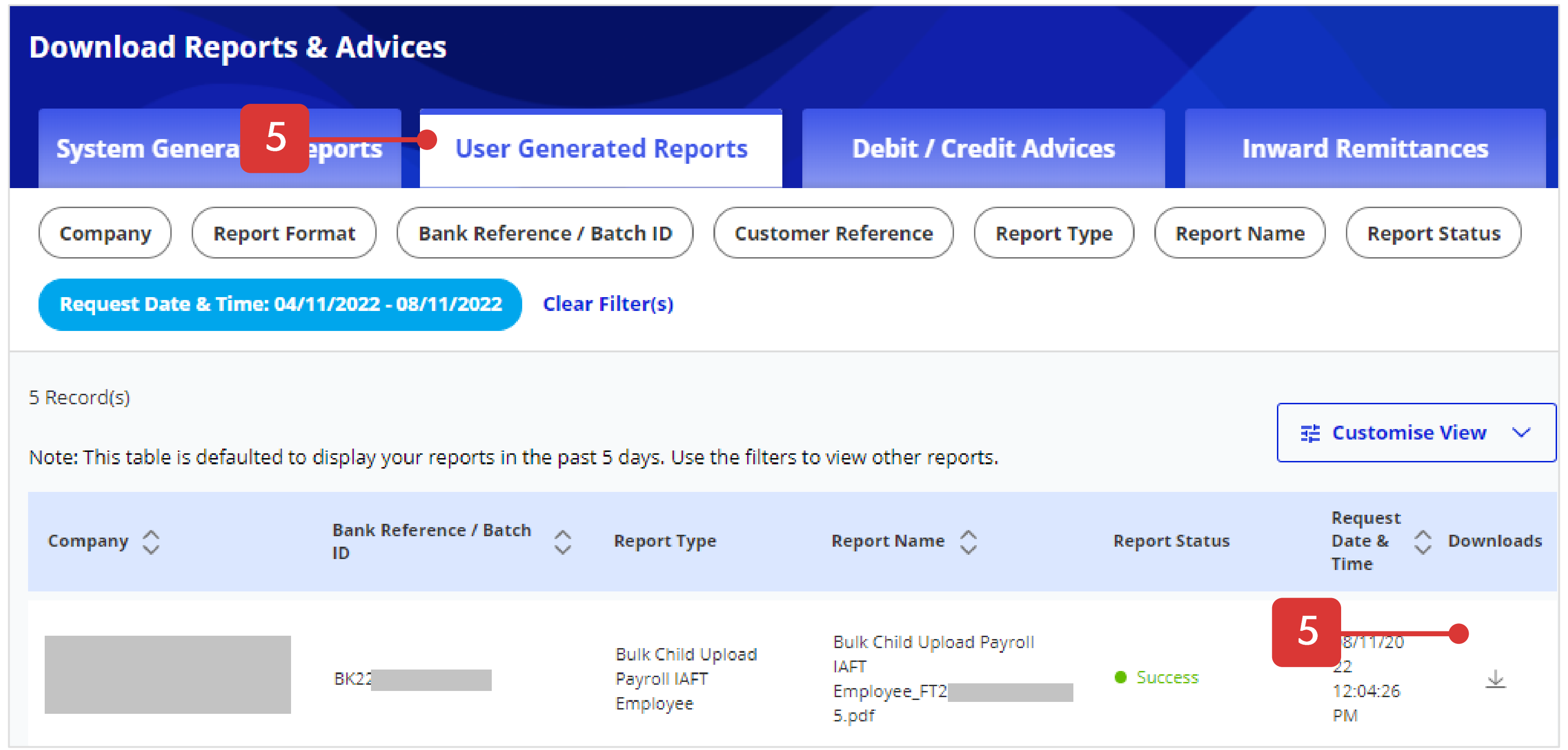










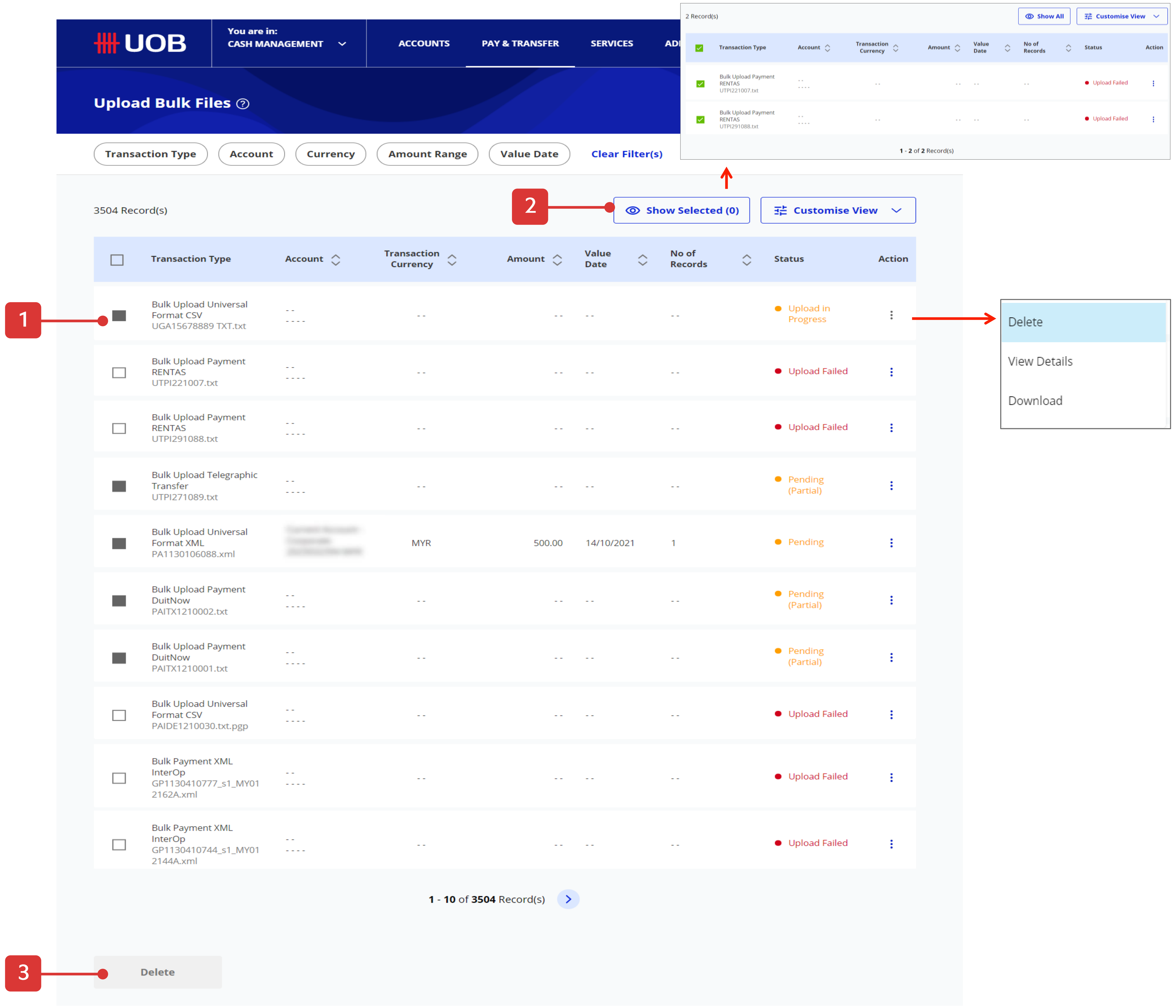


7. How to Delete the Uploaded Bulk Files

How to Delete the Uploaded Bulk Files

Delete Bulk File

1. Tick the bulk transaction that you want to delete.
2. You can view the selected bulk file upload once you tick text box from the lists of bulk files.
3. Click “Delete” button.



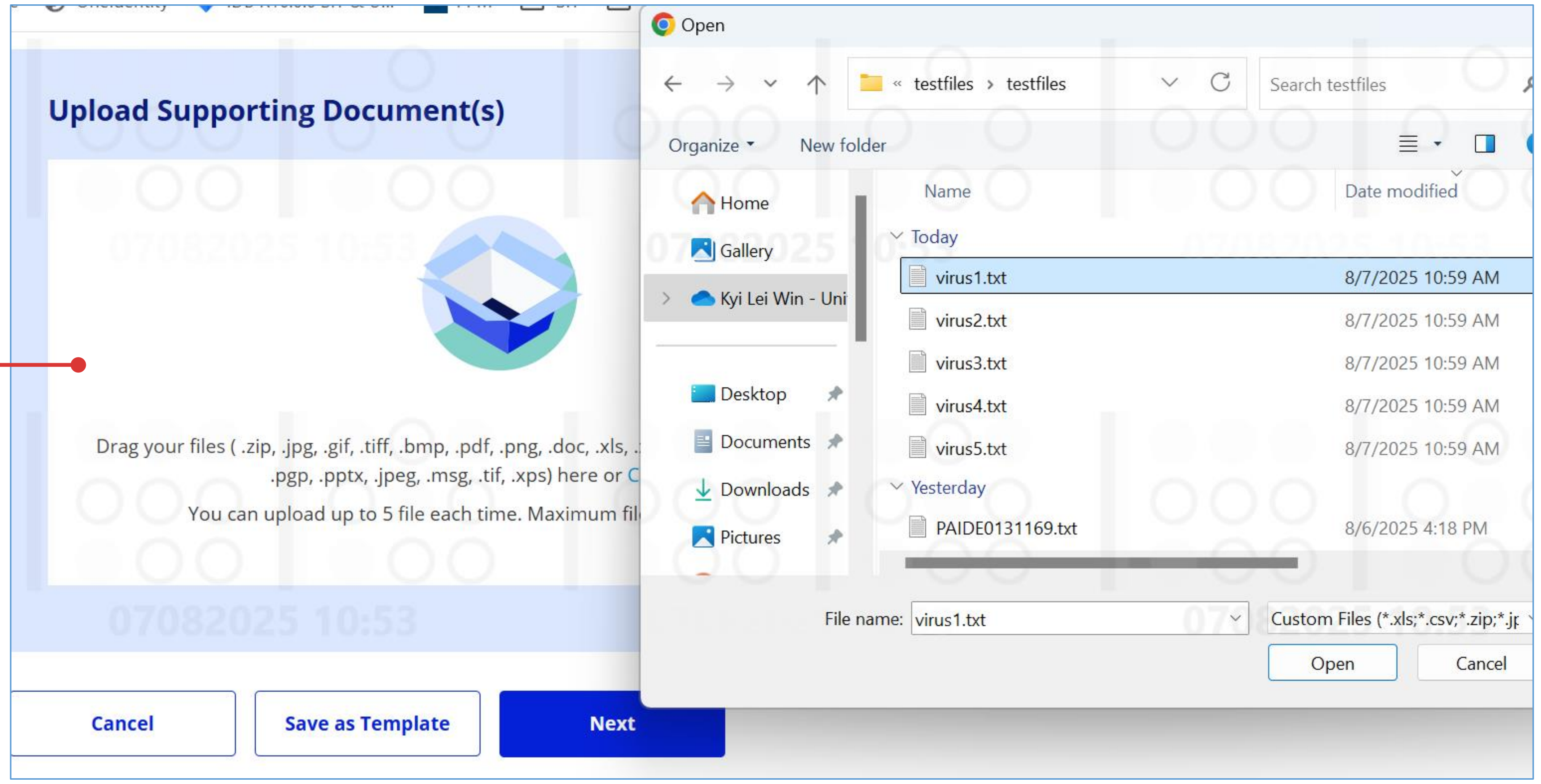
8. Anti Virus Scanning for File Upload

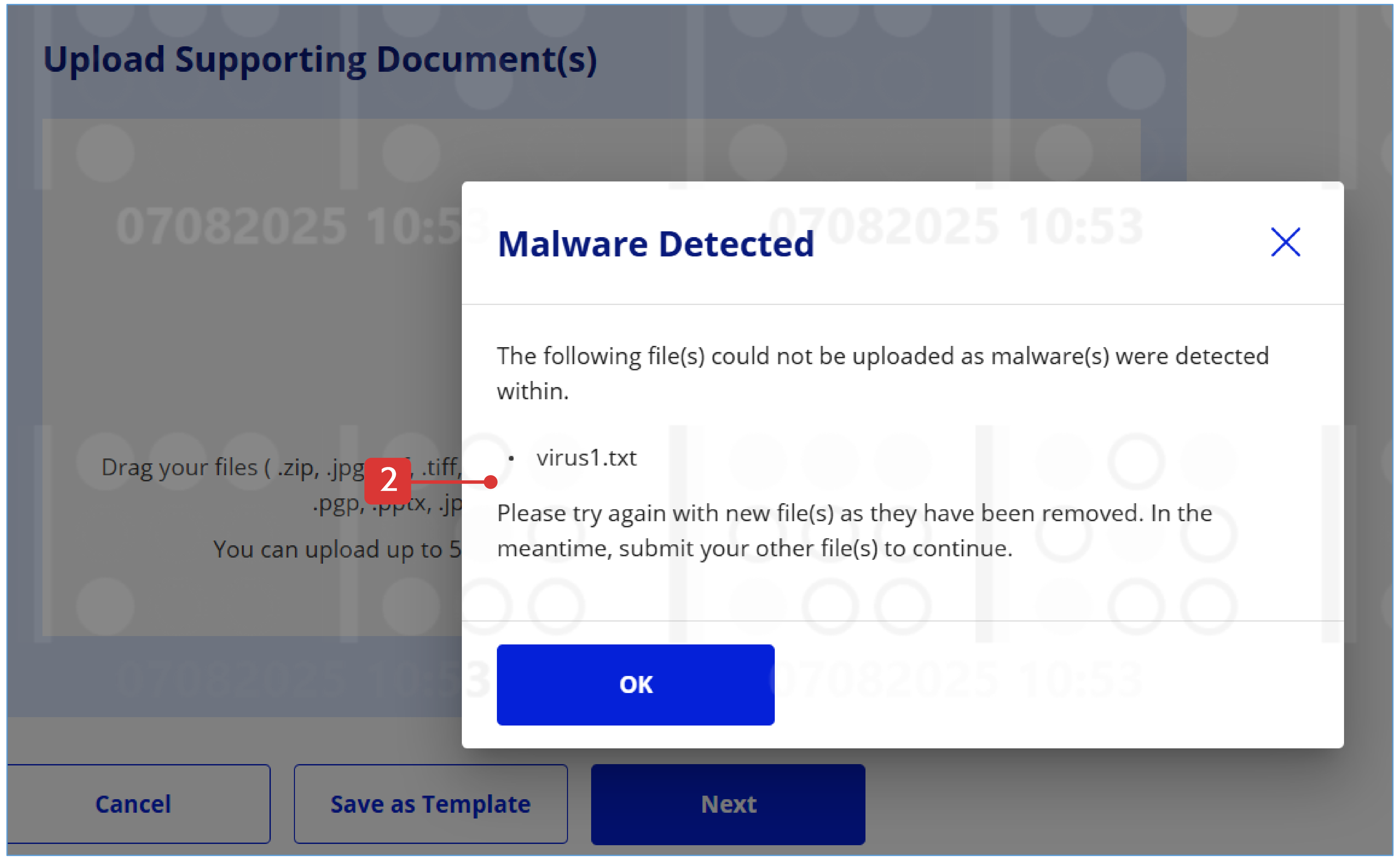
Anti Virus Scanning for File Upload

Anti Virus Scanning

1. For selected payment types with supporting document upload and payment file upload function, the Bank will perform virus scan on the uploaded documents and payment files.
2. Should there be virus detected in the uploaded documents and payment files, the documents will not be uploaded. The user is advised to upload a new documents and payment files without virus.
3. For multiple documents and payment files upload, the remaining documents and payment files without detected virus will be uploaded.

1





Right By You