

Multi-transaction Approval User Guide



◆ Use Case

A corporate financial staff needs to handle various transfers and remittances between companies every day. To ensure the accuracy and security of the remittance information, when a payment instruction is submitted, another authorized person is often required to approve the instruction through logging on the authorization ID of the Bank's Corporate Internet Banking. With the increase in the volume of remittance transactions, approving a large number of pending authorization instructions one by one is extremely time-consuming. In order to solve this pain point, our Corporate Internet Banking specially launched the “multi-transaction approval” function to make corporate financial work more efficient.

◆ Function Introduction

Multi-transaction approval means that a corporate customer can authorize multiple remittance/transfer instructions at one time through the ICBC Singapore Corporate Internet Banking system.

◆ Features

- **Efficient - Allowing to authorize different submission IDs simultaneously**

After the authorized person logs on to the Bank's Corporate Internet Banking, he/she may approve the remittance/transfer instructions of a number of different accounts under the authorized ID at a time, instead of authorization one by one, thereby greatly improving the work efficiency.

- **Convenient - Supporting mobile banking operations**

When the authorized person is inconvenient to log on to the Bank's Corporate Internet Banking by computer, he/she can also use the function through the Bank's corporate mobile banking. It is especially suitable for urgent transfer/remittance requirements when the quantity is large and the authorized person is out of the office. With the function, it is easy to work anytime and anywhere, and ensure the timely outward remittance of corporate funds.

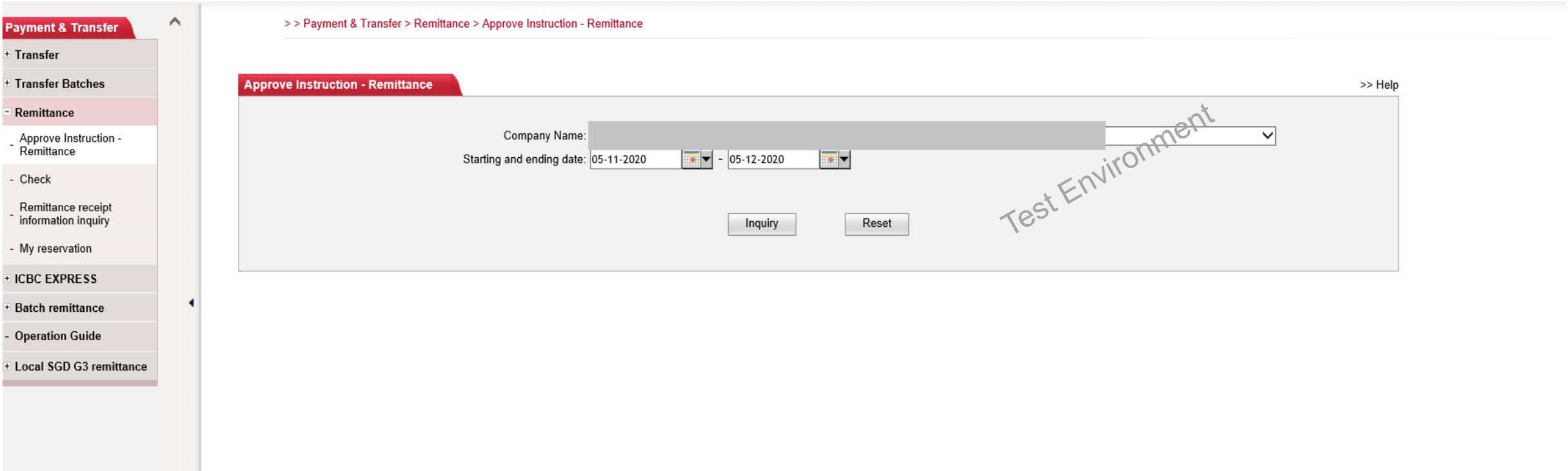
- **Flexible - Supporting the authorization for multiple payment businesses**

At present, a number of payment businesses of our Corporate Internet Banking support this multi-transaction approval function, such as **transfer**, **local SGD transfer**, **remittance** and **ICBC Express**. The authorized person only needs to enter the corresponding payment menu to easily achieve one-time authorization and meet the diversified payment needs.

◆ Operation Guidelines (Take remittance business as an example)

STEP 1

Log on to Corporate Internet Banking with the **authorization ID**, click **Payment & Transfer – Remittance – Approve Instruction-Remittance**, select the company name and the starting and ending date, and click Inquiry.



>> Payment & Transfer > Remittance > Approve Instruction - Remittance

Approve Instruction - Remittance >> Help

Company Name: [Redacted] [Dropdown Arrow]

Starting and ending date: 05-11-2020 [Calendar Icon] - 05-12-2020 [Calendar Icon]

[Inquiry] [Reset]

Test Environment

- Payment & Transfer
 - + Transfer
 - + Transfer Batches
 - Remittance
 - Approve Instruction - Remittance
 - Check
 - Remittance receipt information inquiry
 - My reservation
 - + ICBC EXPRESS
 - + Batch remittance
 - Operation Guide
 - + Local SGD G3 remittance

◆ Operation Guidelines (Take remittance business as an example)

STEP 2 After clicking Inquiry, all remittance instructions waiting for authorization under the authorization ID will be displayed. Check all the instructions you want to authorize in the box on the left, and click Submit.

Payment & Transfer

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>> Payment & Transfer > Remittance > Approve Instruction - Remittance

Approve Instruction - Remittance

>> Help

Select all on the page/Cancel selecting all on the page <input type="checkbox"/>	Instruction No.	ID of Submit Person	Submit On	Remittance A/C	Currency	Receiving A/C	Receiving Currency	Remittance Amount	Instruction Status
<input type="checkbox"/>	ACC6610690103	25-11-2020 18:20:13	USD	CNY	CNY00	Wait for authorization
<input type="checkbox"/>	ACC661569c.0103	05-12-2020 15:03:36	USD	CNY	CNY00	Wait for authorization
<input type="checkbox"/>	ACC661570c.0103	05-12-2020 15:04:39	USD	CNY	CNY00	Wait for authorization
<input type="checkbox"/>	ACC661571c.0103	05-12-2020 15:05:23	USD	CNY	CNY00	Wait for authorization
<input type="checkbox"/>	ACC661572c.0103	05-12-2020 15:06:43	USD	CNY	CNY00	Wait for authorization

◆ Operation Guidelines (Take remittance business as an example)

STEP 3 After submission, the page will automatically display the total transaction, total amount, and every single instruction details. Check and enter the dynamic password generated by the "ICBC E-token" and click Confirm to complete the one-time authorization.

Payment & Transfer

- + Transfer
- + Transfer Batches
- Remittance
 - Approve Instruction - Remittance
 - Check
 - Remittance receipt information inquiry
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>> Payment & Transfer > Remittance > Approve Instruction - Remittance

Approve Instruction - Remittance

>> Help

Total Transaction: 5

Total Amount: CNY 00

Operation type: Approved Rejection

Instruction No.	ID of Submit Person	Submit On	Remittance A/C	Currency	Receiving A/C	Receiving Currency	Remittance Amount	Instruction Status
ACC661069	 c.0103	25-11-2020 18:20:13	 	USD	 	CNY	CNY 00	Wait for authorization
ACC661569	 c.0103	05-12-2020 15:03:36	 	USD	 	CNY	CNY 00	Wait for authorization
ACC661570	 c.0103	05-12-2020 15:04:39	 	USD	 	CNY	CNY 00	Wait for authorization
ACC661571	 c.0103	05-12-2020 15:05:23	 	USD	 	CNY	CNY 00	Wait for authorization
ACC661572	 c.0103	05-12-2020 15:06:43	 	USD	 	CNY	CNY 00	Wait for authorization

Please press [OK] on the token and finish the transaction as quickly as you can before timeout.

Dynamic Password:

For more details, please scan the QR code on the left and follow our **WeChat official account**!



For more information of ICBC Corporate Internet Banking, please visit our Website:
WWW.ICBC.COM.SG.

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If you have any queries or need any help, please contact your **RM in-charge** or contact us.

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