

# Corporate PayNow User Guide



# PAYNOW is now in business

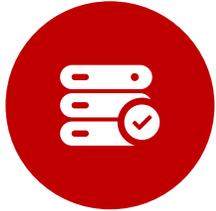
Register for ICBC PayNow:

- 1 Log in ICBC Corporate Internet Banking
- 2 Select Payment&Transfer → Local SGD  
G3 remittance → PayNow management
- 3 Complete registration

 Free Registration

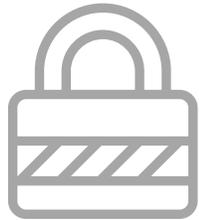
 Cashless Payment

 Real-time Transfer



## Introduction

Corporate PayNow is a service that allows your business to collect and make payments in Singapore dollars instantly.



## Secure

Receive payments into your SGD current account with your Unique Entity Number (UEN).



## Simple

Make payments to individuals and businesses without revealing your account number.



## Seamless

Use QR code to facilitate instant transactions through Scan & Pay.

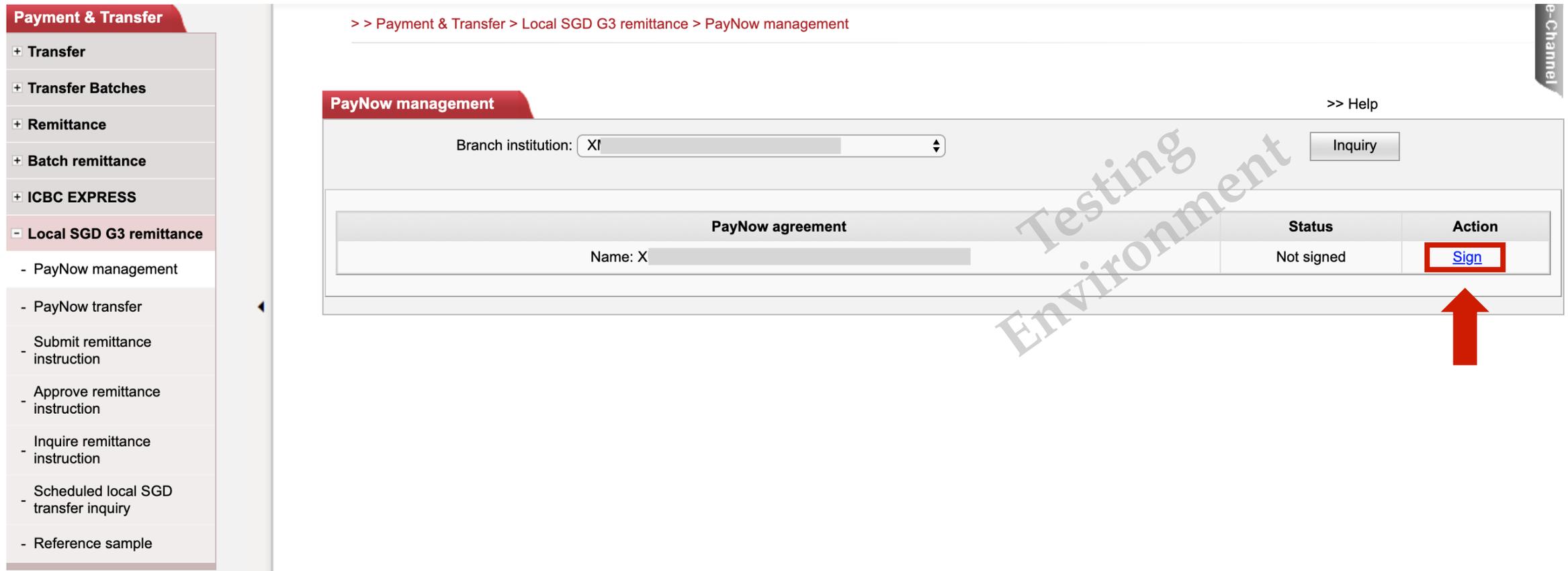
# PayNow participating banks and institutions

A total of 15 local banks and 3 payment institutions offer PayNow services



# How to register for Corporate PayNow

**STEP 1** Log in to corporate internet banking, click **Payment&Transfer** → **Local SGD G3 remittance** → **PayNow Management**, choose the account and click **Sign**:



>> Payment & Transfer > Local SGD G3 remittance > PayNow management

Branch institution: XI

>> Help

PayNow agreement	Status	Action
Name: X	Not signed	<a href="#">Sign</a>

# How to register for Corporate PayNow

**STEP 2** Fill in the **UEN**, select the associated **SGD current account** as the receiving account. Fill in your **mobile number** to receive notifications and an SMS confirmation after successful registration.

PayNow management
>> Help

Name:

UEN:  ←

Branch institution:  ▼

Account No.:  ▼

Currency:  ▼

Cell phone number:

**Already read [PayNow agreement](#)**

If you have registered corporate PayNow using UEN in another bank, you can add the suffix like "001"



## How to use Corporate PayNow Transfer

**STEP 1** Click **Payment & Transfer** → **Local SGD G3 remittance** → **PayNow Transfer**, fill in the transaction details, check then click **Transfer**.

Centralized payment of global cash management   Manage A/C   Receivable   Payroll Service   **Payment & Transfer**   Cash Pool Management   Documentation and trade finance   Fixed Deposit   Online Loan

ICBC Messaging   Customer Services   Liquidity management   Cross-border/cross-group instruction   Cross-border B2B payment   FX Trade

- + Transfer
- + Transfer Batches
- + Remittance
- + ICBC EXPRESS
- + Batch remittance
- Operation Guide
- Local SGD G3 remittance
  - PayNow management
  - **PayNow transfer**
  - PayNow refund
  - Submit remittance instruction
  - Inquire remittance instruction
  - Scheduled local SGD transfer inquiry
  - Reference sample
- + Instruction Check

>> Payment & Transfer > Local SGD G3 remittance > PayNow transfer

**PayNow transfer** >> Help

**Collection information:**

Collection method:  Cell phone number  NRIC/FIN  UEN  VPA

UEN:

**Transfer information:**

Ordering Customer:

Payment Account:

Currency:  Usable Balance:

**Amount Details:**

Transfer amount: SGD

Transfer postscript:

Transfer purpose:

## How to use Corporate PayNow Refund

**STEP 1** Click **Payment & Transfer** → **Local SGD G3 remittance** → **PayNow Refund**, choose the transaction then click **Refund**.

Centralized payment of global cash management   Manage A/C   Receivable   Payroll Service   **Payment & Transfer**   Cash Pool Management   Documentation and trade finance   Fixed Deposit   Online Loan

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>> Payment & Transfer > Local SGD G3 remittance > PayNow refund

**PayNow refund** >> Help

Company Name:    Account:    Date: 01-03-2021 - 31-05-2021

**Inquiry**

Seq.	Transaction Time	Summary	Amount	Transaction Details	Action
1	16-03-2021 13:30:28				Refunded
2	16-03-2021 16:33:46				<a href="#">Refund</a>
3	17-03-2021 10:36:41				<a href="#">Refund</a>
4	17-03-2021 10:43:01				<a href="#">Refund</a>

# How to use Corporate PayNow Refund

**STEP 2** Please fill in the amount to refund, check then click **Submit**.

PayNow refund
>> Help

transfer type: PayNow

Message No.:

Payer name:

Payment account number:

Currency: SGD

Payee name:

Original payment amount:

➔ Refund amount: SGD

Transfer purpose: REFUND

Transfer postscript:

➔

Testing Environment

# How to use Corporate PayNow Refund

**STEP 3** Please key in your **Dynamic Password** and click **Confirm** to complete the transaction.

PayNow refund

>> Help

transfer type: PayNow  
 Message No.:   
 Date of transfer application: 01-03-2022  
 Ordering Customer:   
 Payment Account:   
 Currency: SGD  
 Banking Charges:   
 Payee's name:   
 Transfer amount:   
 Transfer purpose: REFUND  
 remarks:

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

Dynamic Password:

Confirm

Cancel

Testing Environment

## How to perform Enquiries and Reconciliation

### STEP 1

Click **Manage A/C** → **Current Account Statements** → click **Inquiry** → under **Business Type**, search for **PayNow** before checking the transaction details:

The screenshot displays the ICBC Corporate PayNow interface. On the left, a navigation menu is visible with 'Current Account Statements' highlighted. The main area shows search filters for Company Name, Account, Currency (SGD), and Date (01-07-2020 to 01-01-2021). The 'Inquiry' button is highlighted with a red box. Below the filters, account details for 'Industrial and Commercial Bank Of China Singapore Branch' are shown. A table of transactions is displayed, with the last two rows (4 and 5) highlighted in red, showing 'PayNow Transfer' transactions.

Seq.	Transaction Time	Value Date	Business Type	Summary	Credit Amount	Debit Amount	Balance	Certificate number	ICBC Account	Counterpart Account	Transaction Details	Transaction Details	Action
1	01-07-2020 12:28:48	01-07-2020				24.00	183,631.04						Get E-Receipt
2	02-07-2020 19:47:00	02-07-2020				760.00	182,871.04						Get E-Receipt
3	02-07-2020 20:00:05	02-07-2020	REMITTANCE		760.00		183,631.04						Get E-Receipt
4	05-07-2020 07:07:39	05-07-2020	PayNow	PayNow Transfer	0.01		183,631.05						Get E-Receipt
5	05-07-2020 07:24:31	05-07-2020	PayNow	PayNow Transfer	0.01		183,631.06						Get E-Receipt



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](http://WWW.ICBC.COM.SG)**.

HOME >**Commercial Bank Business >Internet Banking >Corporate Internet Banking**

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

Attn: **Cash Management Hub**

Email: **[cmh@sg.icbc.com.cn](mailto:cmh@sg.icbc.com.cn)**

DID: **(65)6436 6508**