

Our awards:

- 

BEST SME BANK (CASH MANAGEMENT) IN SINGAPORE 2008 – 2011
- 

RISING STAR CASH MANAGEMENT AWARD IN MALAYSIA 2011
- 

BEST TRADE FINANCE BANK IN MALAYSIA (FOREIGN BANK CATEGORY) 2010 – 2011
- 

BEST TRADE FINANCE BANK IN MALAYSIA 2007
- 

VOTED BEST LOCAL CASH MANAGEMENT BANK IN SINGAPORE BY LARGE CORPORATES 2007 & 2010
- 

VOTED BEST FOREIGN CASH MANAGEMENT BANK IN MALAYSIA BY CORPORATES 2008 – 2010
- 

BEST CORPORATE/INSTITUTIONAL INTERNET BANK IN MALAYSIA 2009

- 

BEST CASH MANAGEMENT BANK IN SINGAPORE 2010 – 2011
- 

BEST TRADE FINANCE BANK IN SINGAPORE 2011
- 

BEST CASH MANAGEMENT BANK IN SINGAPORE 2007 – 2009
- 

BEST TRADE FINANCE BANK IN SINGAPORE 2010

- 

BEST MOBILE PAYMENTS & AUTHORISATION SOLUTION IN SOUTHEAST ASIA 2009
- 

BEST CASH MANAGEMENT SOLUTION BANK IN SINGAPORE 2008
- 

BEST TRADE FINANCE BANK IN SINGAPORE 2008



Oversea-Chinese Banking Corporation Limited
 65 Chulia Street OCBC Centre Singapore 049513
www.ocbc.com

Co-Reg. No.: 193200032W V50 06/2011

Getting started

— Ranked by Bloomberg Markets —
WORLD'S STRONGEST BANK



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Velocity@ocbc is OCBC Bank's award-winning corporate Internet banking portal that lets you manage your payment, collection and trading activities anytime, anywhere in the world.

This guide covers frequently-used functions which will get you up-and-running on Velocity@ocbc in no time.

For hands-on session guided by our experienced Implementation Managers, join us for our complimentary **Velocity@ocbc Academy** classes, held weekly at OCBC Centre. Please refer to the last page for details.

There are 4 main roles in the typical transaction workflow via Velocity@ocbc.

1. The **Account Inquirer** – is able to access the company's statement of accounts.
2. The **Creator** – prepares the banking transaction (e.g. a GIRO Payment) via Velocity@ocbc. The **Creator** will then submit the prepared transaction to an **Authoriser** for approval. The **Creator** is not empowered to authorise the transaction for processing.
3. The **Authoriser** – is empowered to authorise banking transactions prepared by the **Creator** in Velocity@ocbc. Each transaction must be fully authorised, either singly or jointly (this arrangement is specified at point of application) before it will be processed by the Bank.

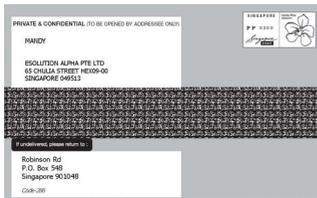
In the case of **Basic Plus Service Package** with transacting capability, the **Creator** and **Authoriser** is the same user.

4. The **Administrator** – manages all Users. This role allows them to reset Passwords, create new/additional Users, etc. To regulate the use of Velocity@ocbc in the organisation, any action initiated by one **Administrator** must be approved by another **Administrator**. This role is not available if your company has signed up for the **Basic Service Package**.

Should you have further queries or feedback on Velocity@ocbc, you can contact us at **(65) 6538 1111*** or email us at **velocity@ocbc.com**.

* Hotline operating hours: Weekdays 8:30am to 6:00pm

Have your Password Mailer and Digipass ready before you log in to Velocity@ocbc for the first time.

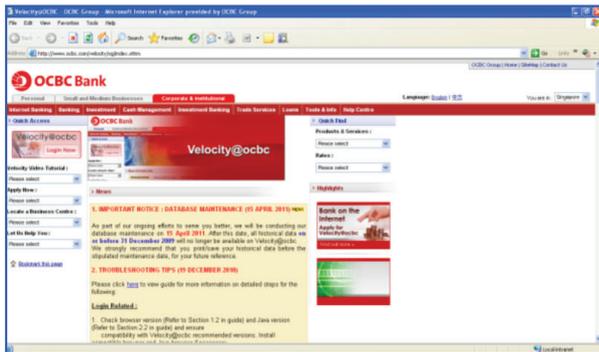


Password Mailer



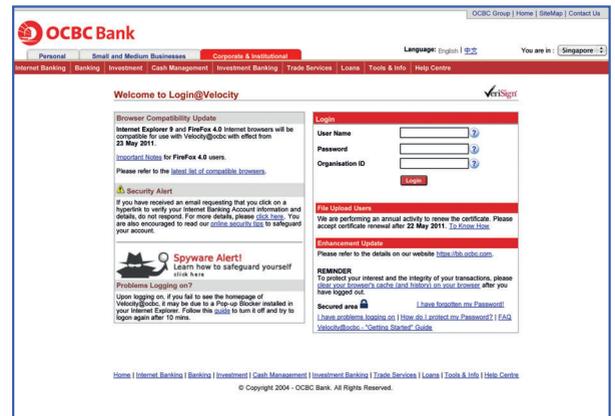
Digipass

Launch the **Microsoft Internet Browser** and type this URL into the Address bar located at the top of the browser: <https://bb.ocbc.com/>. You will see the following page.



Click on the icon located at the top-left corner labelled **Velocity@ocbc – Login Now**.

The following Velocity@ocbc login page will appear.



Logging in for the 1st Time

For security reasons, upon your 1st login to Velocity@ocbc, you will need to activate your Digipass and change your given password. After this, the Digipass will be uniquely registered to you and must be used for all subsequent logins.

If you are an **Authoriser**, you will be required to acknowledge on the **Authoriser Acknowledgment Slip** found in the **Starter Kit**. The bank will activate **Authoriser's** Digipass for Velocity@ocbc within 5 working days.

1. Enter your **User Name**, **Password** and **Organisation ID** as indicated in the Password Mailer in the **Login** box.
2. Click **Login**.

The **Digipass Activation** screen will be displayed.

3. To activate your Digipass:

- i. Enter the 10-digit **Digipass Serial No.**, which is found at the back of your Digipass, in the relevant field. Do not enter hyphens.
- ii. Press the red button on the Digipass. A 6-digit **Security Code** will be generated.
- iii. Enter the **Security Code** in the relevant field.
- iv. Click **Submit**.
- v. A message confirming the successful activation of your Digipass will appear. Click **OK**.

4. To change your given password:

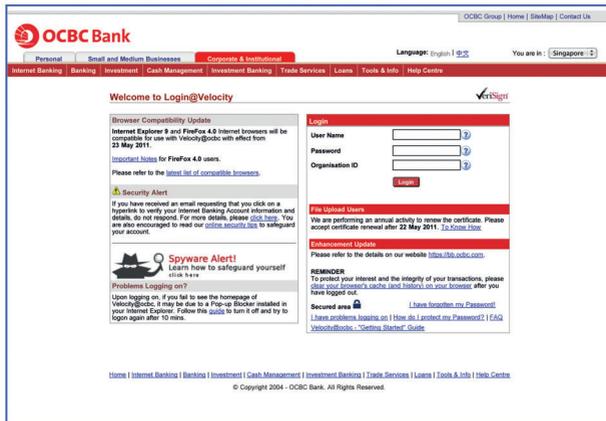
- i. Enter your **Old Password** (as indicated in the Password Mailer).
- ii. Enter a **New Password** (take note of the Password rules).
- iii. To confirm, re-enter your New Password in the **Confirm Password** Field.
- iv. Click **OK**.

Password rules:
 6 to 12 characters
 → Must contain at least 2 letters & 2 numerals
 → Characters cannot be repeated more than twice
 → 1st two characters must be different from your User Name
 Example of a Password <velocity01>

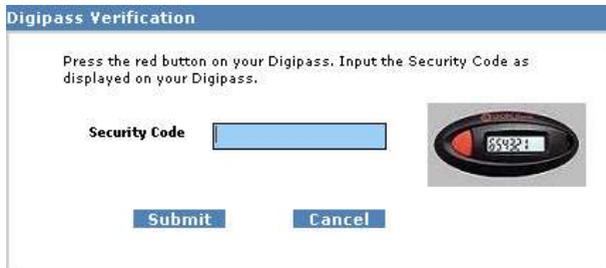
5. Once you have successfully changed your password, the Velocity@ocbc Homepage will be displayed.

Subsequent Logins

Proceed to the login page as before.



1. Enter your **User Name**, **Password** and **Organisation ID** in the relevant fields.
2. Click **Login**. The **Digipass Verification** screen will be displayed.



3. Press the red button located on the front of the Digipass.
4. Enter the 6-digit **Security Code** that is displayed on your Digipass into the **Security Code** field.
5. Click **Submit**.

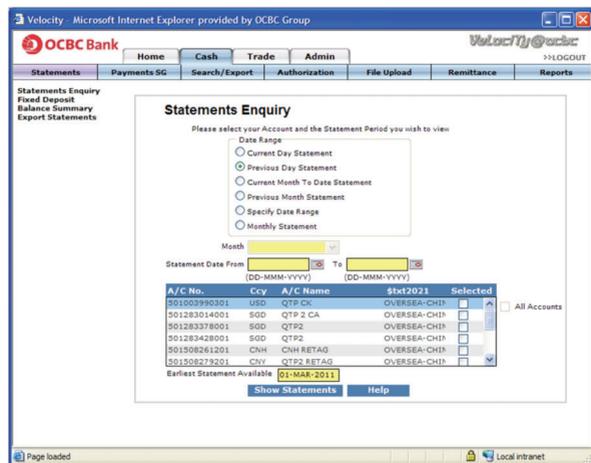
The Velocity@ocbc Homepage will be displayed.

2 View a Bank Statement

The Statements Enquiry function offers you round-the-clock access to your account statement and transactional movements. Check out the latest account status or view historical transaction records for up to 60 days.

To access the **Statements Enquiry** function and view the account status:

1. Select **Cash**.
2. Select **Statements**.
3. Select **Statements Enquiry**.



There are 6 options for viewing statements.

4. Enter the selection criteria as prompted and click **Show Statements** to view.

Note: Acrobat Reader version 8.0 is recommended for viewing statements online.

If you wish to view all accounts for Current Day Statement, please check the **'All Accounts'** box.

5. To obtain a printout of your statements, click **Print Summary** to view your statements in Acrobat Reader format. Click **Print** to have it printed out.

The Balance Summary function offers you round-the-clock access to your real time balance summary of your accounts. Check out the latest accounts balance summary or view historical balance summary of your accounts.

To access the **Balance Summary** function and view the balance summary of your accounts:

1. Select **Cash**.
2. Select **Statements**.
3. Select **Balance Summary**.

Operating Accounts	Stmt Date	A/C No.	A/C Name	Bank Name	Opening Balance	Closing Balance
05-MAY-2011	501003990301-UI QTP CK	OVERSEA-CHINE	150,332,349.09	150,332,039.14		
05-MAY-2011	501508241201-CI CNH RETAG	OVERSEA-CHINE	101,015.77	101,015.77		
05-MAY-2011	501508279201-CI QTP2 RETAG	OVERSEA-CHINE	115,145.00	115,145.00		
05-MAY-2011	501508287201-CI CNY	OVERSEA-CHINE	105,155.00	105,155.00		
05-MAY-2011	501508293201-CI ABC-CNY	OVERSEA-CHINE	100,165.00	100,165.00		
05-MAY-2011	501508303201-CI ABC-CNH RET	OVERSEA-CHINE	100,422.66	100,422.66		
05-MAY-2011	501508309201-CI QTP2	OVERSEA-CHINE	100,195.00	100,195.00		
05-MAY-2011	501283014001-SI QTP 2 CA	OVERSEA-CHINE	177,644.92	177,644.92		
05-MAY-2011	501283378001-SI QTP2	OVERSEA-CHINE	1,774,519,569.55	1,774,519,569.55		
05-MAY-2011	501283428001-SI QTP2	OVERSEA-CHINE	309,572.68	309,572.68		

Fixed Deposit Accounts	A/C No.	A/C Status	No. of Deposits	Ccy	Total Amount
501000327401-USD	4	USD	30,204.61		
501000368401-AUD	7	AUD	373,292.02		
501000368401-USD	2	USD	211,880.00		
5010005987401-CNH	1	CNH	69,000.00		
5010005987401-CNY	2	CNY	134,500.00		

* Click **Retrieve Latest** to obtain real time balance information.

* Click **Print** if you wish to have a printout of the balance summary information.

3 Create a GIRO Payment

A GIRO Payment is a Singapore Dollar funds transfer to your Beneficiary, who has an account with any bank in Singapore. The Beneficiary will receive the funds one business day after the value date.

To create a GIRO Payment:

1. Click **Creator** to login and select **Cash** tab.
2. Select **Payments SG**.
3. Select **GIRO Payment**.
4. Click **New** to create a new payment.

The screenshot shows the OCBC Bank Velocity@ocbc web interface. The main navigation bar includes Home, Cash, Instructions, Trade, and Admin. The left sidebar lists various transaction types: Cashier's Order Draft, Internal Transfer, Own Acct Transfer, MEPS Payment, Giro Payment, Giro Payroll, Giro Collection, Telegraphic Transfer, Stop Cheque, Bill Payment, and Billing Orgs List. The main content area is titled 'GIRO Payment [New Mode]' and contains a form with the following fields:

- Debit A/C No. (dropdown)
- On Behalf Of (dropdown)
- Total Debit Amount (text field)
- Total Credit Items (text field)
- Value Date (text field, set to 13-MAY-2009)
- Customer Ref. No. (text field)
- Quot. Batch Number (text field)
- Item No. (text field, set to 1)
- Amount (text field, set to 500.00)
- Payee (text field)
- A/C No. (text field)
- Payee Bank (text field)
- Bank No. (text field)
- Branch Code (text field)
- Transaction Code (dropdown, set to Sandy Credit)
- Giro Payment Particulars (text field)
- Reference (text field)

Buttons on the right side of the form include: New, Edit, Save, Cancel, Delete, and Delink. At the bottom, there are navigation buttons: First Item, Prev Item, Next Item, Last Item, and Show All. A note at the bottom states: 'Please note that the cut-off time for submission of GIRO Payment for value next clearing day is 6pm. Mon to Fri.'

Note: Blue fields are mandatory. Information in the Yellow fields will be generated automatically.

5. Proceed to complete the information. GIRO payments are organised in a "batch" concept, i.e. one or more GIRO Payments (also known as "item" as indicated above) are grouped into a batch.
6. Please ensure that you complete the **Bank No.** and **Branch Code**. Payment will be rejected if no information is provided for these two fields. Check that your **Payee A/C No.**, **Bank No.**, and **Branch Code** are correct. Incorrect information in these fields may result in unsuccessful payment to your **Payee**.
7. Click **Save** on the right, to save details entered, and to create the next GIRO "item".

8. When you have completed creating GIRO items for this batch, click **Save** at the top-left of the screen.

This screen will be displayed.

The screenshot shows the OCBC Bank Velocity@ocbc web interface. The main navigation bar includes Home, Cash, Instructions, Trade, and Admin. The left sidebar lists various transaction types: Cashier's Order Draft, Internal Transfer, Own Acct Transfer, MEPS Payment, Giro Payment, Giro Payroll, Giro Collection, Telegraphic Transfer, Stop Cheque, Bill Payment, and Billing Orgs List. The main content area is titled 'GIRO Payment' and contains a table of payment items. The table has the following columns: Value Date, Cust Ref No., Amount, Ccy, Status, Item Count, and Src. The table shows several items with a status of ENTERED. A 'Save' button is visible at the top left of the table area. Below the table, there are fields for 'On Behalf Of', 'Next Signatory', and 'Authorized By', each with a dropdown menu. The 'On Behalf Of' field is set to 'SOLUTIONS ALPHA PTE'. The 'Bank Ref No.' is 'BANCL10209191126' and the 'Debit A/C No.' is '00139100001-800'.

9. To add or modify payments in an existing batch, click **Open**, and click **Edit**.

10. To submit this GIRO batch for authorisation, click **Submit for Auth**.

Once the GIRO batch is submitted for authorisation, the status will change from **ENTERED** to **READY2AUTH**. Notify your **Authoriser(s)** to log in to verify and approve prior to the GIRO cut-off time, **at least** one day before the Value Date.

4 Use a GIRO Payment Model

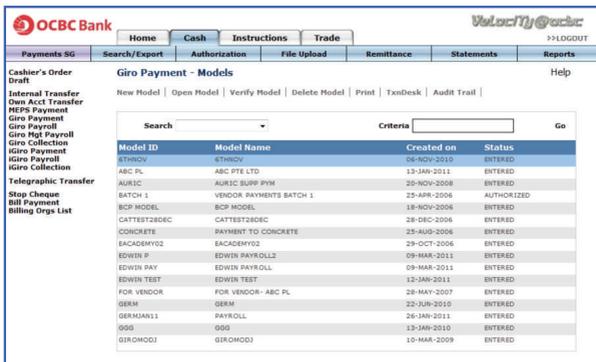
Do you pay the same supplier or beneficiary regularly, with varying amounts each time? If so, using Models will certainly save you time from having to enter the same information over and over again.

A **Model** is a template where information such as Payee Name, Account No., Bank and Branch Codes can be entered and saved for repeated use. When you are ready to pay, pull out this Model and provide just the payment amount and value date to create the new payment for this Payee.

The following sections will cover the steps in creating, authorising and actually applying a GIRO Model in making a payment.

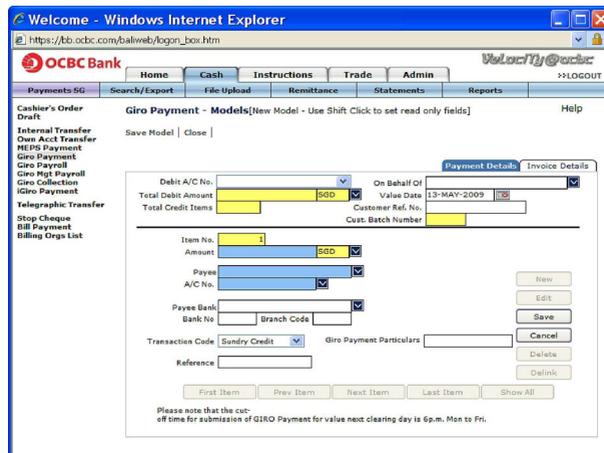
A. Create a GIRO Payment Model

1. **Creator** to log in and select **Cash** tab.
2. Select **Payments SG**.
3. Select **GIRO Payment**.
4. Click **Models**.
5. Click **New Model**.



Model ID	Model Name	Created on	Status
STHNOV	STHNOV	06-NOV-2010	ENTERED
ABC PL	ABC PTE LTO	13-JAN-2011	ENTERED
AURIC	AURIC SUPP P/M	20-NOV-2008	ENTERED
BATCH 1	VENDOR PAYMENTS BATCH 1	12-JAN-2006	AUTHORIZED
BCP MODEL	BCP MODEL	18-NOV-2006	ENTERED
CATTST280EC	CATTST280EC	28-DEC-2006	ENTERED
CONCRETE	PAYMENT TO CONCRETE	25-AUG-2006	ENTERED
SAC-DEWVEZ	SAC-DEWVEZ	29-OCT-2006	ENTERED
EDWIN P	EDWIN PAYROLL	09-MAR-2011	ENTERED
EDWIN PAY	EDWIN PAYROLL	09-MAR-2011	ENTERED
EDWIN TEST	EDWIN TEST	12-JAN-2011	ENTERED
FOR VENDOR	FOR VENDOR-ABC PL	28-MAY-2007	ENTERED
GERM	GERM	22-JUN-2010	ENTERED
GERMAN11	PAYROLL	26-JAN-2011	ENTERED
955	955	13-JAN-2010	ENTERED
DIRLOWD2	DIRLOWD2	10-MAR-2009	ENTERED

6. Enter the Payee payment details in the respective fields. **Payee Name** (maximum 20 characters, including spaces), **Payee A/C No.**, **Bank No.** and **Branch Code** are essential information.



Debit A/C No. [BDD] On Behalf Of [13-MAY-2009] Value Date
Total Debit Amount [BDD] Customer Ref. No. []
Total Credit Items [] Cust. Batch Number []

Item No. [1] Amount [BDD] Payee [BDD] Payee A/C No. [BDD] Payee Bank [BDD] Bank No. [] Branch Code [] Transaction Code [Sandy Credit] Giro Payment Particulars []

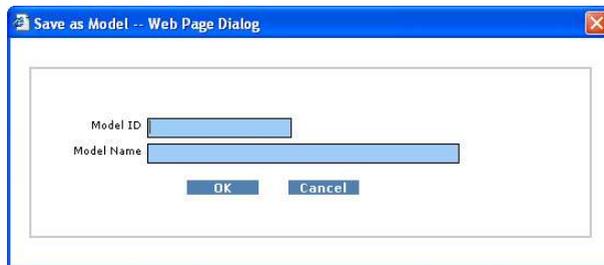
Reference []

Buttons: New, Edit, Save, Cancel, Delete, Delink, First Item, Prev Item, Next Item, Last Item, Show All

Please note that the cut-off time for submission of GIRO Payment for value next clearing day is 6p.m. Mon to Fri.

7. If you wish to prevent changes to any fields in the Model, you can set 'read-only' fields. Hold down the 'Shift' key on the keyboard and left-click on the mouse. 'Read-only' fields are grey in colour.
8. Click **Save** on the right.
9. You will be prompted to enter a **Model ID** and a **Model Name**. This will help to identify the **Model** when you use it for an actual payment.

*Note: **Model ID** and **Model Name** once saved, cannot be edited or changed.*



Model ID []
Model Name []

Buttons: OK, Cancel

10. After saving the **Model**, you can continue to enter payment details for the second Payee and soon. Remember to click **Save** after completing each entry.

- To view previous or next Payee's details, you can navigate with the buttons located at the bottom of the screen.



- Once you have completed entering all payment details, click **Save Model**.
- Notify your **Authoriser(s)** to log in to verify and authorise the created **Model**.

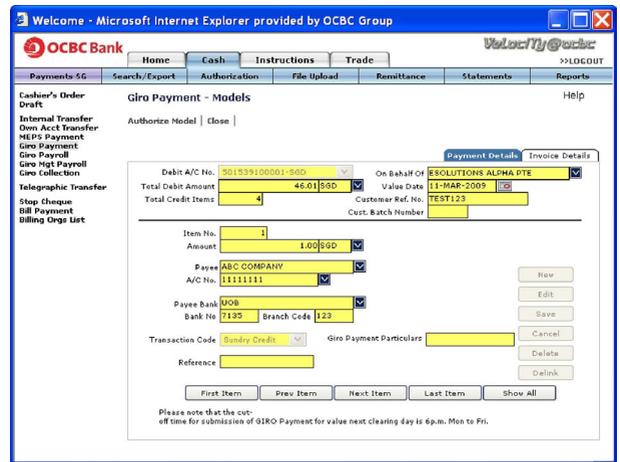
*Note: The status of the **Model** you have just created will indicate **ENTERED**. This **Model** must be authorised by an **Authoriser** before it can be used as a template for future transactions.*

B. Authorising a GIRO Payment Model

- Authoriser** to log in and select **Cash** tab.
- Select **Payments SG**.
- Select **GIRO Payment**.
- Click **Models** and select the **Model** that requires authorisation.
- Click **Verify Model** and confirm that details are correct.



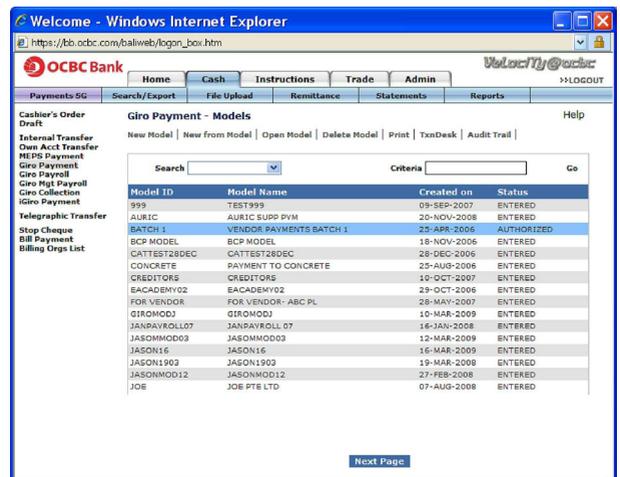
- Click **Authorise Model** to approve the **Model**.



*Note: Once approved, status of Model will change from **ENTERED** to **AUTHORISED**.*

C. Using the GIRO Payment Model

- Creator** to log in and select **Cash** tab.
- Select **Payments SG**.
- Select **GIRO Payment**.
- Click **Models** and select the **Model** which you wish to use for Payment.
- Click **New from Model**.



6 Create a Telegraphic Transfer

6. To edit the details of the items, click **Edit** on the right.

7. Enter information such as **Payment Amount, Value Date** and **Payment Details**.
8. If you are not making payment to a particular **Payee** in the Model, you can delete the item from this GIRO batch you are creating. Select and click **Delete** on the right.
9. After making sure all information is correct, click **Save**.
10. To view the GIRO batch, click **Txn Desk** to go to the GIRO Payment Transaction page.
11. Submit the prepared transaction to the **Authoriser** by selecting it and click **Submit for Auth.**

*Note: Once the transaction is submitted for Authorisation, its status will change from **ENTERED** to **READY2AUTH**. Authorisation must be done prior to the GIRO cut-off time, at least one day before value date.*

Use Telegraphic Transfers if you wish to make a foreign currency or cross border (overseas) transfer to your beneficiaries' bank accounts.

To create a **Telegraphic Transfer**:

1. **Creator** to log in and select **Cash** tab.
2. Select **Payments SG**.
3. Select **Telegraphic Transfer**.
4. Click **New** to create a new Telegraphic Transfer.

5. Proceed to enter all information:
 - a) **Customer Reference No.** – To be used for any correspondence with OCBC Bank on this transaction.
 - b) **Debit A/C No.** – The account from which you wish to make the payment.
 - c) **Value Date** – The date on which OCBC Bank effects the payment.
 - d) **Remit Ccy** – The currency in which you wish to remit the Transfer.
 - e) **Remit Amount** – The amount which you wish to remit.
 - f) **Charges:**

	Local charges borne by	Overseas charges borne by
SHARED	You	Beneficiary
BENEFICIARY	Beneficiary	Beneficiary
OURSELVES	You	You

- g) **Intermediary Bank Details** – The details of the Bank which the Beneficiary Bank maintains account with. Check with your Payee if this information is required.
- i. Enter the SWIFT code directly or select the SWIFT code from the lookup icon . Click on the look-up icon and select a Bank. Specify the beneficiary bank details or select the beneficiary bank details from the lookup icon . If the SWIFT code is selected through lookup icon , the beneficiary bank details will be auto-populated.
- ii. If SWIFT details are not available, please input Name and Full Address with country of location of Beneficiary Bank.
- iii. If you have the identification codes like FedWire Code / ABA / Sort Code / BSB Code, enter these codes into Beneficiary Bank Details. We can process your instruction without the SWIFT Code.
- h) **Beneficiary Bank Details** – Details of the bank which your beneficiary maintains account with.
For inputting of SWIFT code details, please refer to (g i-iii).
- i) **Beneficiary Details** – Beneficiary's Name and Account No.

Incorrect account number formats Correct account number formats

ACCT NO: 896932407	896932407
321-324325-001	321324325001
234/213496/21	23421349621
USD 98632540	98632540
GB09 BOFA 8046 3800 1111 1111	GB09BOFA8046380011111111
IBANCH9300762011623852957	CH9300762011623852957

Notes: Do not include symbols or spacing when submitting above information.

Ignore the prefix 'IBAN' during inputting of BAN a/c numbers.

If the Beneficiary's name is too lengthy, please continue to input the name on the second line.

- j) **Payment Details** – Information for your beneficiary on the nature of this payment.
Additional information is required for payment made to the following countries:

Country	Information
Osaka, Japan	Provide the full address of Applicant in Payment Details field.
Thailand	Provide clear description of payment with Invoice Details (if applicable) in Payment Details field. Example: Purchase of goods/salary/investment, etc.

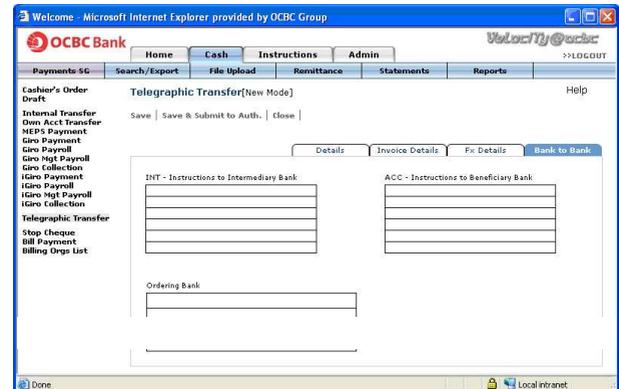
- k) **Instructions** – Additional information is required for payment made to the following countries:

Country	Information
Taiwan	Select PHOB under the Instructions field and provide the beneficiary's contact number .
Korea	Select PHOB under the Instructions field and provide the beneficiary's contact number .
Hong Kong	For payments in Hong Kong Dollars to countries outside Hong Kong. Select TELE under the Instructions field.

6. Select the **Bank to Bank** tab if further instructions are to be given to the Beneficiary or Intermediary Bank.

ACC – Instructions to Beneficiary Bank : for you to input the exact branch address of the Beneficiary Bank.

INT – Instructions to Intermediary Bank : for you to input account number of the Beneficiary Bank maintained with the Intermediary Bank.



- If the transaction **Remit Currency** is different from the currency of your debit account, Foreign Exchange will be involved. Select the **Fx Details** tab and choose a **Mode of Contract**.

Foreign Exchange Modes of Contract:

Counter – The Bank will use the Board Rate for that day to process your transaction.

Dealer – The Bank will process your transaction based on your FX contract with the Bank.
Enter the FX contract number and the Buy Amount.

Multiple – Select 'Multiple' if you have multiple contracts for this payment.
Enter the Contract Numbers and Buy Amounts.

Special – Select 'Special' only if you have not been issued a contract number by your FX Dealer.
Enter the contracted FX Rate and Dealer Name.

- Click either:
 - Save** – to save transaction details.
 - Save & Submit to Auth** – to save and submit the transactions for Authoriser(s) to authorise.

*Note: Once the transaction is submitted for authorisation, its status will change from **ENTERED** to **READY2AUTH**. Notify your **Authoriser(s)** to log in to verify and authorise the transaction before the Telegraphic Transfer cut-off time on the value date.*

The **Reports** function allows you to view the various transactions which you have created or processed via Velocity@ocbc. There are different types of reports and they can be found in either the **Cash** or **Admin** folders.

The **GIRO Module Report** provides an overview of all GIRO transactions which were processed via Velocity@ocbc.

To illustrate, we will walk through the steps to print a GIRO Module Report.

- Creator** to log in and select **Cash** tab.
- Select **Reports**.
- Select **Payments**.
- Select **GIRO Module Report (SG)**.
- Click **Open**.

This screen will be displayed:

- Specify the search criteria by completing the fields to narrow your search. For example, search for the report by specifying the range of value dates of the transactions.
- Click **Launch Report**.
- The report will be displayed in Acrobat Reader format.
- Proceed to print the report.

Other useful reports you can use:

- Telegraphic Transfer Payment Report.
- GIRO Processed Rejected/Returned Transactions Report.
- Stop Cheque Payment Report.

To print other reports, select from our list of reports and repeat the steps described above.

7 Authorise a Transaction

All financial transactions must be fully authorised by the Authoriser before they are submitted to the Bank for processing.

To authorise a payment transaction:

1. Log in as an **Authoriser**.
2. Select **Cash**.
3. Select **Authorisation**.



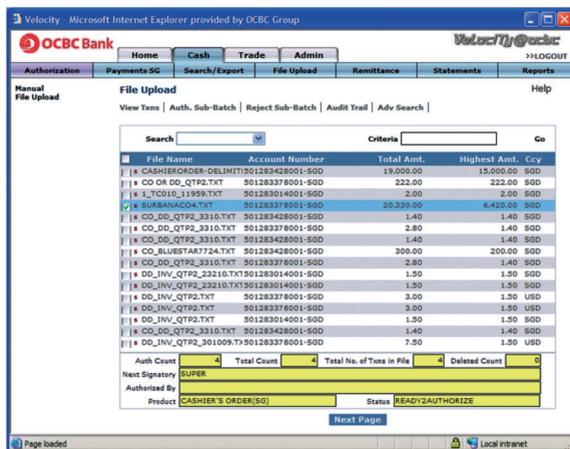
4. Select either **Manual** or **File Upload**.

Manual – if your Creator has prepared a transaction by manually entering the payment details.

File Upload – if your Creator has prepared the transactions by uploading a file that is Velocity@ocbc format-compliant.

The screen will display only those transactions in **READY2AUTH** status and are within your authority to authorise.

5. Select the transactions that you wish to authorise. You can select multiple items by checking the checkbox next to the transaction you wish to authorise.



6. Select one of these options:

- a) **Authorise**
- b) **Verify sub-batch**
- c) **Auth sub-batch**

7. The **Digipass Verification** screen will be displayed.



8. Switch on your Digipass by pressing the red button.

9. A 6-digit **Security Code** will appear on the screen.

10. Enter this 6-digit **Security Code** in the **Security Code** field.

11. Click **Submit**.

12. A dialogue box will prompt with a message indicating that your transaction has been authorised successfully.

If your transaction(s) requires more than one **Authoriser** to authorise, the next **Authoriser(s)** will need to repeat the steps described above. When completed, your transaction(s) will be sent to OCBC Bank for processing.

*Note: The status of your transaction when fully authorised will change from **READY2AUTH** -> **AUTHORISED** -> **SUBMIT2BANK**.*

8 Check Your Transaction Status

After authorisation, you should check on the status of the transaction if it has been accepted by the bank.

Checking Status of GIRO Transactions

On Submission Date:

1. Login and select **Cash**.
2. Select **Payments SG** and **GIRO Payroll, GIRO Payment, GIRO Mgmt Payroll** or **GIRO Collection**.
3. Leave the fields for **Search, Criteria** and **Filter By** empty.
4. Click **Go**.
5. Select the transaction items you wish to check. If the status is PreProcAcpt, this means that all GIRO transaction items have been pre-processed and accepted.
6. Otherwise, click on **Status View** and **Rejected**. To view the Rejection reason, refer to the **Remarks** column at the bottom.

On Value Date:

1. Login and select **Cash**.
2. Select **Statements** and **Statements Enquiry**.
3. Select **Current Day Statements**, account number and click on **Show Statements**.
4. Click on Detail at the top right. Check that the transaction amount has been deducted from your account.

Business Day after Value Date at 3pm

1. Login and select **Cash**.
2. Select **Payments SG** and **GIRO Payroll, GIRO Payment, GIRO Mgmt Payroll** or **GIRO Collection**.
3. Leave the fields for **Search, Criteria** and **Filter By** empty.
4. Click **Go**.
5. Select the transaction items you wish to check. If the status is BackOffAcpt, this means that the transactions have been accepted after processing.
6. Otherwise, click on **Status View** and **Returned**. To view the Returned reason, refer to the **Remarks** column at the bottom.

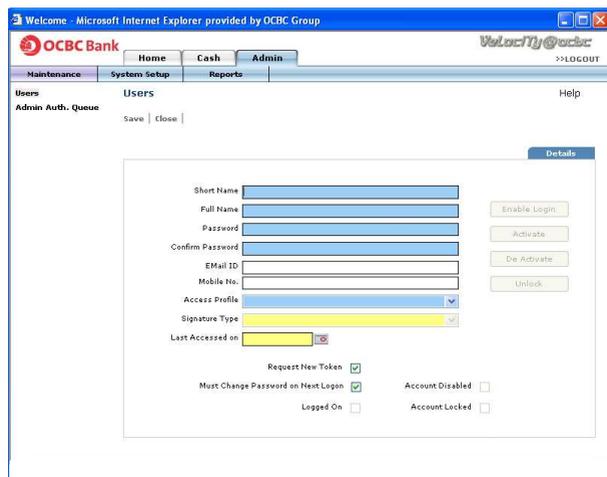
Checking Status of Other Transactions

1. Login as either the **Creator** or **Authoriser**.
2. Select **Cash** and **Search Payment**.
3. Key in value date of transaction and click on **Search**.
4. Once the bank has received the transaction, it will be processed on Value Date. The final status will be updated to BACKOFFACPT (successful) or BACKOFFREJT (rejected).

The Administrators nominated on the Velocity@ocbc application form are empowered to manage Creator profiles. Authoriser profiles are managed by OCBC Bank.

A. Creating A New User – Creator

1. **Administrator 1** to log in and select **Admin** tab.
2. Select **Maintenance**.
3. Select **Users**.
4. Click **New**.



The screenshot shows the 'Users' management interface in the Velocity@ocbc Admin system. The 'Admin' tab is selected, and the 'Users' section is active. The form contains the following fields and options:

- Short Name: [Text Input]
- Full Name: [Text Input]
- Password: [Text Input]
- Confirm Password: [Text Input]
- Email ID: [Text Input]
- Mobile No.: [Text Input]
- Access Profile: [Dropdown Menu]
- Signature Type: [Dropdown Menu]
- Last Accessed on: [Text Input]
- Request New Token:
- Must Change Password on Next Login:
- Logged On:
- Account Disabled:
- Account Locked:

Buttons: Enable Login, Activate, De-Activate, Unlink.

5. Provide the **User** with a **Short Name** and **Full Name**.
Short Name refers to the User's login Name.
Full Name refers to the name of the User.
6. Give the **User** a temporary password and re-enter the temporary password in the 'confirm password' field.
7. Go to **Access Profile** and assign the new User with a 'Role' and click **Save**.
8. To issue a new Digipass, ensure the **Request New Token** box is checked. Note that charges apply for each token request.

A new token will be sent to the primary **Contact Person** indicated in the Velocity@ocbc application form.

9. If you do not require a new Digipass to be issued, uncheck the **Request New Token** box.
10. **Administrator 2** will log in and approve this change – see Section E.

Note: The new User will be required to change the temporary password upon login.

*Note: To create new/delete Authorisers, only OCBC Bank can facilitate this. Please complete the **Velocity@ocbc User Request Form** and send it to us for processing – download at bb.ocbc.com under **Quick Find** → **Products & Services** → **Forms**.*

Note: Users who no longer use Velocity@ocbc should be removed, so that their Digipasses can be re-used by any other New Users.

B. Resetting a Creator's Password

1. **Administrator 1** to log in and select **Admin** tab.
2. Select **Maintenance**.
3. Select **Users**.
4. Select the **User** concerned and click **Open**.
5. Click **Edit**.
6. **Overwrite the existing Password** with a temporary password. To confirm, enter the temporary password in **Confirm Password** field.
7. Click **Save**.
8. **Administrator 2** will log in and approve this change – see Section E.

C. Unlock/Activate A Creator

1. **Administrator 1** to log in and select **Admin** tab.
2. Select **Maintenance**.
3. Select **Users**.
4. Select the **User** and click **Open**.

The screenshot shows the OCBC Velocity Admin interface. The 'Admin' tab is selected, and the 'Users' section is active. The 'Details' tab for a user named 'TESTUSERS' is open. The user's full name is 'ANDY'. The 'Access Profile' is set to 'TEST PROFILE ADMIN/CREATE/VIEW'. The 'Signature Type' is 'SUPER'. The 'Last Accessed' date is '30-OCT-2006'. There are buttons for 'Enable Login', 'Activate', 'De Activate', and 'Unlock'. Checkboxes for 'Account Disabled' and 'Account Locked' are visible, with 'Account Locked' checked.

5. Click **Unlock** or

The screenshot shows the OCBC Velocity Admin interface. The 'Admin' tab is selected, and the 'Users' section is active. The 'Details' tab for a user named 'AUTH01' is open. The user's full name is 'KEVIN TAY'. The 'Access Profile' is set to 'BLUESTAR - ADMINHALLPRODAUTH'. The 'Signature Type' is 'SUPER'. The 'Last Accessed' date is '27-OCT-2006'. There are buttons for 'Enable Login', 'Activate', 'De Activate', and 'Unlock'. Checkboxes for 'Request New Token', 'Account Disabled', and 'Account Locked' are visible, with 'Account Disabled' checked.

6. Click **Activate**.
7. **Administrator 2** will log in and authorise this change – see Section E.

D. Delete A Creator

1. **Administrator 1** to log in and select **Admin** tab.
2. Select **Maintenance**.
3. Select **Users**.
4. Select the **User**.
5. Click **Delete**.
6. **Administrator 2** will log in and authorise this change – see Section E.

E. Authorising the Change

1. **Administrator 2** to log in and select **Admin** tab.
2. Select **Maintenance**.
3. Select **Users**.
4. Click **Pending**.
5. Select the entry and click **Verify**.
6. Check the details of the entry and click **Authorise**.

These are commonly used Payment Instruments available on Velocity@ocbc.

1. Cashier's Order

A Cashier's Order is a local currency cheque issued by the Bank on behalf of the Applicant and made payable to the Payee indicated on the Cashier's Order.

2. Draft

A Draft is a cheque issued by the Bank on behalf of the Applicant and made payable to the payee indicated on the Draft. This is normally used for transactions in a foreign currency or when the Applicant and the Payee are located in different countries.

3. Internal Transfer

An Internal Transfer is the transfer of funds from your OCBC account to another OCBC account.

4. Own Account Transfer

An Own Account Transfer is the transfer of funds between your OCBC accounts. In order to create such a transaction, note that the accounts must be subscribed to Velocity@ocbc.

5. MEPS Payment

A MEPS Payment is a Singapore Dollar transaction, from one account to another, between banks in Singapore. This is typically used for high-value transactions which must reach your beneficiary on an urgent basis.

6. GIRO Payment

A GIRO Payment is a Singapore Dollar payment to your beneficiary who has an account with any bank in Singapore. This is typically used for low-value payments to your beneficiary, who will receive the funds one business day after the payment value-date.

7. GIRO Payroll

A GIRO Payroll is a special form of GIRO payment to your employees, whose payroll information is kept separate from the other GIRO payments in Velocity@ocbc.

8. GIRO Mgt Payroll

A GIRO Mgt Payroll is a special form of GIRO payment to your managerial employees, should you wish to segregate their payroll information from the other employees in Velocity@ocbc.

9. GIRO Collection

A GIRO Collection is used to collect funds from your customer who has an account with any bank in Singapore. However, note that your customer must have already signed a Direct Debit Authorisation form before you can effect this transaction.

10. Telegraphic Transfer

A Telegraphic Transfer is a transfer of funds to your beneficiary who has an account with either a bank overseas or locally. This can be in Singapore Dollar or a foreign currency, and is typically used for high-value payments.

11. Stop Cheque

The Stop Cheque function allows you to instruct the bank to stop a Corporate Cheque which was issued to a Beneficiary. This function can be used to stop the transaction of a single/multiple cheque(s) which run in consecutive sequence.

12. Bill Payment

The Bill Payment function can be used to pay your company's bills to selected Billing Organisations (BOs), for example, to pay for Utilities and Telcom bills.

List of Transaction Status

Terms	Full Name	Description
General		
Entered	Entered	Transaction has been created successfully.
Ready2Auth	Ready2Authorise	Transaction has been submitted for Authorisation by the Creator.
Authorised	Authorised	Transaction has been fully authorised by the Authorisers.
SubMToBk	Submit to Bank	Transaction has been submitted to the Bank for processing.
BackOffAcpt	BackOffice Accepted	Transactions have been accepted after processing.
BackOffRejt	BackOffice Rejected	Transactions have been rejected after processing.
GIRO		
PreProcAcpt	PreProc Accept	All GIRO transaction items have been pre-processed and accepted.
PreProcPartAcpt	PreProc PartAccept	Some GIRO transaction items have been rejected.
PreProcRjt	PreProc Reject	All GIRO transaction items have been rejected prior to processing.
PostProcPart Acpt	PostProcessed Partial Accept	Some GIRO transaction items have been rejected after processing.

Attend our complimentary course and be equipped with the basics of using Velocity@ocbc for all your cash management and trade financing needs!

Course Details

Date: Every Wednesday (except public holidays)

Time: 9:30am to 12:30pm

① Download our course schedule at:
http://www.ocbc.com/velocity/sg/Ann_Seminar_Schedules.shtm

To Register

Call **(65) 6538 1111**, email **velocity@ocbc.com** or fax this registration form to **(65) 6530 4405** at least **one week before** the preferred course date.

Course Date: _____

Name: _____

Company: _____

Designation: _____

Contact No.: _____

Email: _____

No. of Participants: _____

① Seats are allocated based on a first -come-first-served basis. We will confirm your registration via email. Please note that the course will be conducted in English.

Velocity@ocbc Academy is located at:

65 Chulia Street, OCB Centre, West Lobby, The Academy
 #11-00, Singapore 049513

Nearest Bus Stop:

0.06 km away. Buses: SBS 51, 61, 63, 80, 124, 145, 166, 174, 196, 197, 851 and 961

Nearest MRT Station:

0.27 km away.
 MRT: Raffles Place (EW14-NS26);
 Clarke Quay (NEL)

