



Jan 2024

OCBC OneCollect USER GUIDE

Help & Support

Click here for [General FAQ](#)

Call **603-8317 5200** from Monday to Friday,
9am to 6pm (excluding public holidays)

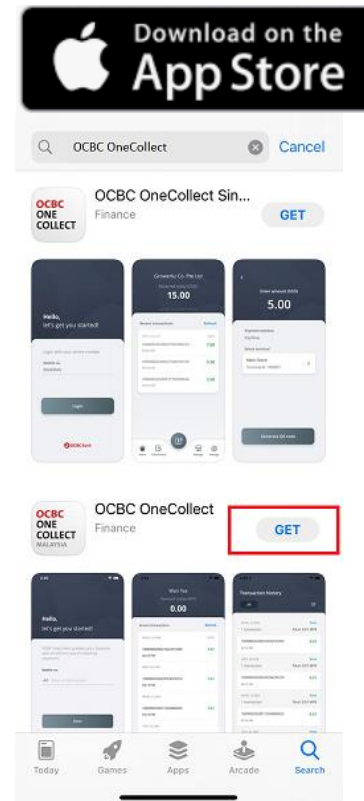
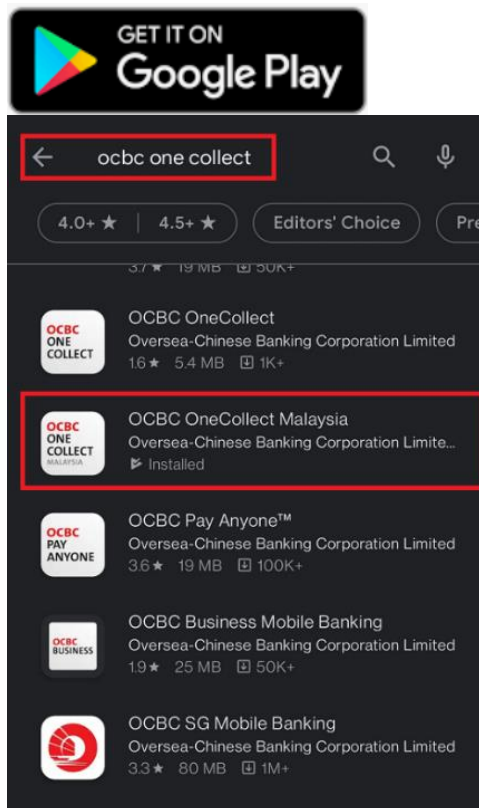
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Contents

Download OCBC OneCollect.....	3
Notes : There are OCBC OneCollect and OCBC OneCollect Malaysia. Please make sure to down the OCBC OneCollect Malaysia version	3
Create an OCBC OneCollect profile.....	4
Merchant Set Up	10
Manage Users	10
Manage Terminals	12
Manage and create new Business Profile	15
OCBC OneCollect Collections	16
Merchant DuitNow QR and PayNow QR Collections (Dynamic QR)	16
Merchant DuitNow QR Collections (Static QR)	20
Merchant Transactions	25
Check recent transactions.....	25
Check transaction history	27
Check transaction status.....	30
Merchant Settings	31
Manage Notification	31
Manage Printer	33
Manage Language	34
Merchant Web Portal	35
Appendix.....	42

Download OCBC OneCollect

OCBC OneCollect can be downloaded from Google Play Store or Apple AppStore. Search OCBC OneCollect and select “**OCBC OneCollect Malaysia**” app.



Notes : There are OCBC OneCollect and OCBC OneCollect Malaysia. Please make sure to down the **OCBC OneCollect Malaysia** version

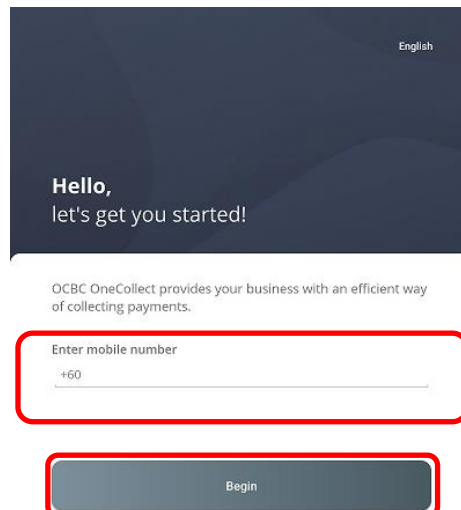
Create an OCBC OneCollect profile

Merchant onboarding and application

OCBC OneCollect (App) is a cashless collection solution and merchant platform that comprises the experience of both web portal and mobile application to enable retail collection with QR codes. This App offer both **DuitNow QR** and **PayNow QR** which opens your business to receive payment from both Malaysians and Singaporeans, in MYR and SGD currencies. By allowing the buyer to scan the merchant's generated DuitNow QR or PayNow codes using the buyer's mobile banking application, this allows merchants in Malaysia to receive payments in MYR from their buyers that wish to pay in either MYR or SGD.

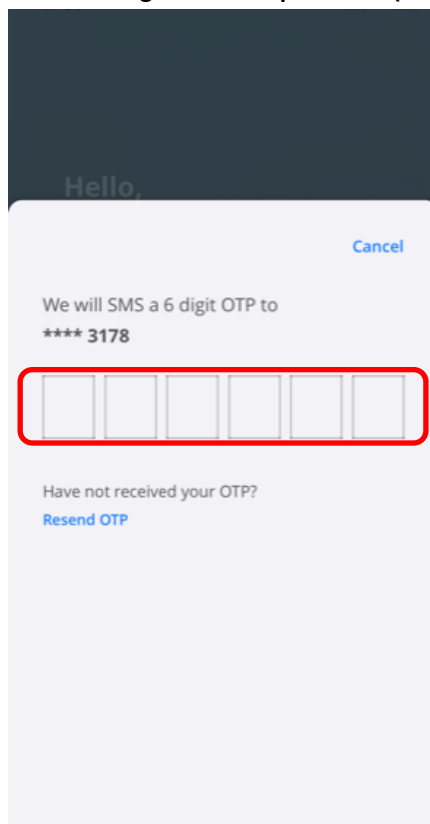
To set up OneCollect:

1. Download **OCBC OneCollect** from GooglePlay (*Android users*) or AppStore (*Apple users*). Once the App is downloaded, open the App and input in your mobile number as shown in the screen below. Then, select **Begin** to proceed.



The image shows the OCBC OneCollect app onboarding screen. At the top right, the word "English" is displayed. Below it, a dark blue banner contains the text "Hello, let's get you started!". Underneath the banner, a smaller text line reads "OCBC OneCollect provides your business with an efficient way of collecting payments.". Below this is a text input field labeled "Enter mobile number" with a pre-filled "+60" and a red rectangular highlight around it. At the bottom, there is a grey button labeled "Begin" with a red rectangular highlight around it.

2. You will then receive a SMS with **6-digit one time password (OTP)**. Enter the **6-digit OTP**.

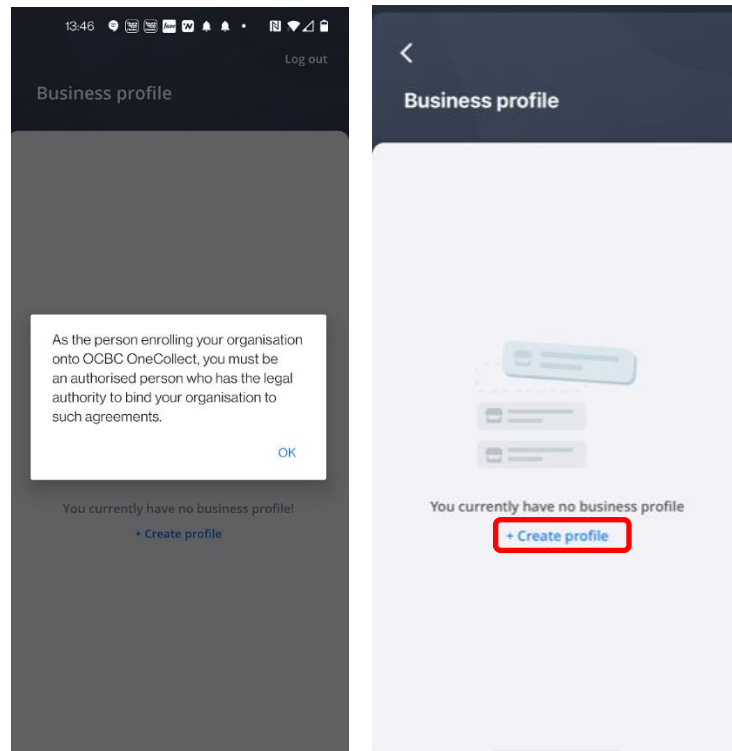


Cancel

We will SMS a 6 digit OTP to
**** 3178

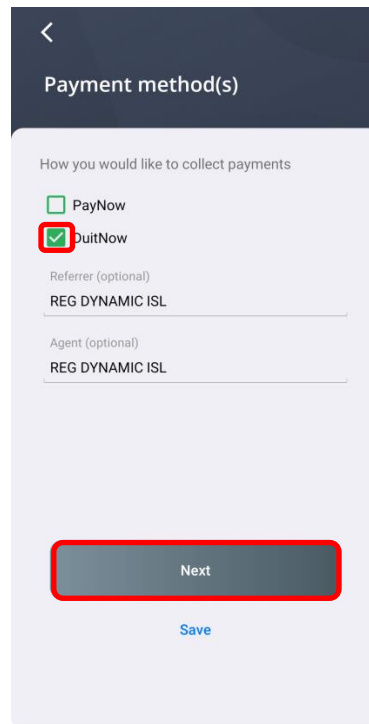
Have not received your OTP?
[Resend OTP](#)

3. (i) Create a new **business profile**. Only the Authorized Person or the Authorized Signatory of the bank account is allowed to create profile for the company. Select **+Create profile** to proceed.

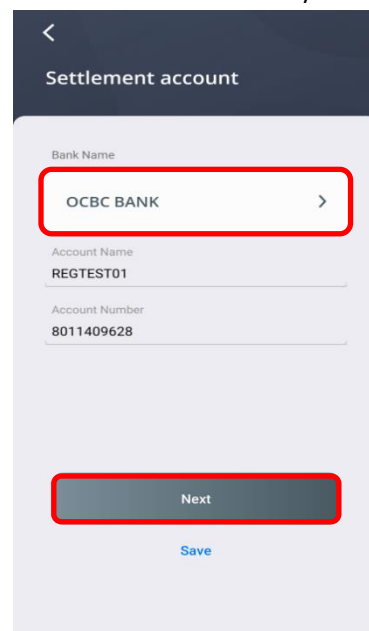


4. Select the preferred **payment method** that: 1) you (applicant) prefer to connect with our App. Then, select **Next** to proceed.

Referrer and **Agent** are optional fields. **Referrer** refers to the person who refers you (applicant) to download this App. **Agent** refers to the OCBC Relationship Manager (RM) that is currently assisting you (applicant) to input the following fields. There will be a **Save** button for you to save the information filled in and continue later.

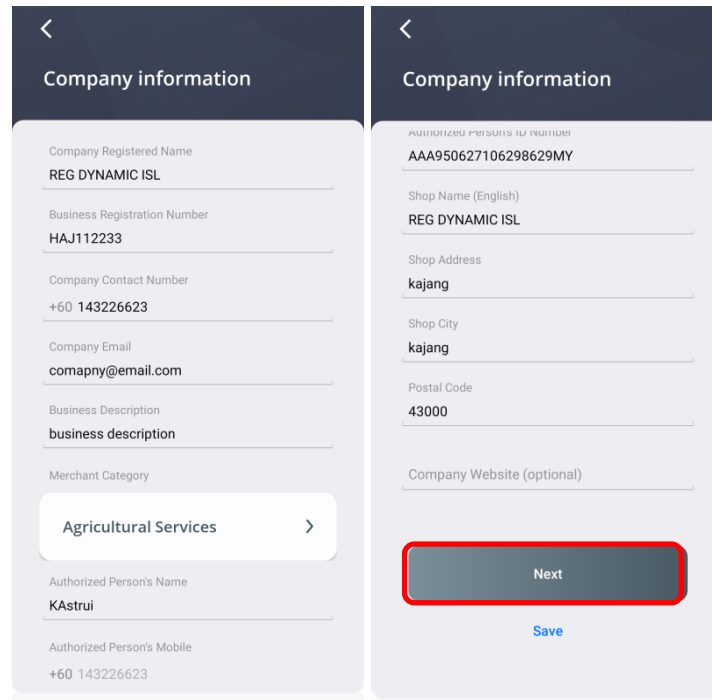


5. Input your **Settlement Account Information** by selecting your preferred **Bank** from the dropdown list; enter bank **Account Name** and bank **Account Number**. Then, select **Next** to proceed. There will be a **Save** button for you to save the information filled in if you wish to continue later.

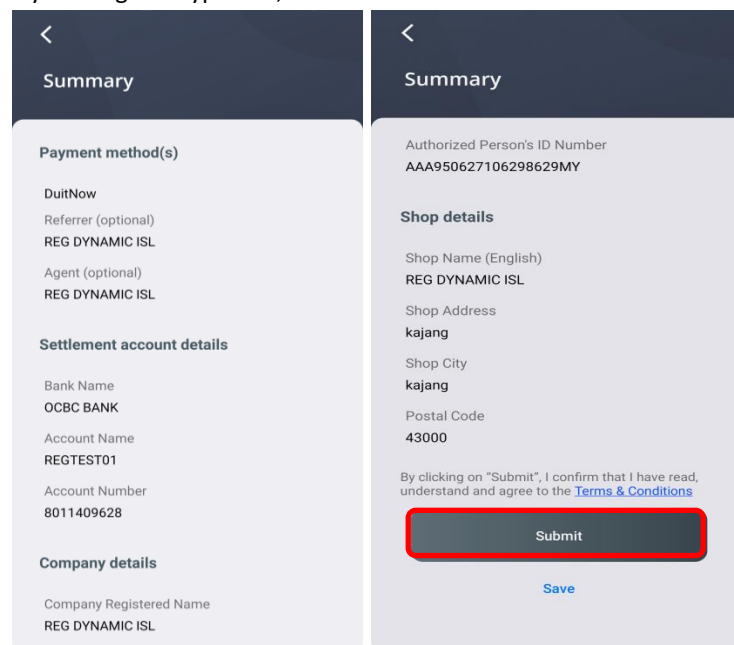


6. Complete all **mandatory fields** under **Company information** section. Select **Next** to proceed. There is a **Save** button for you to save the information filled in and continue later. For the “Merchant Category, if you are not sure which category to put under, you can refer to **Appendix** at **page 40**. For the “Shop

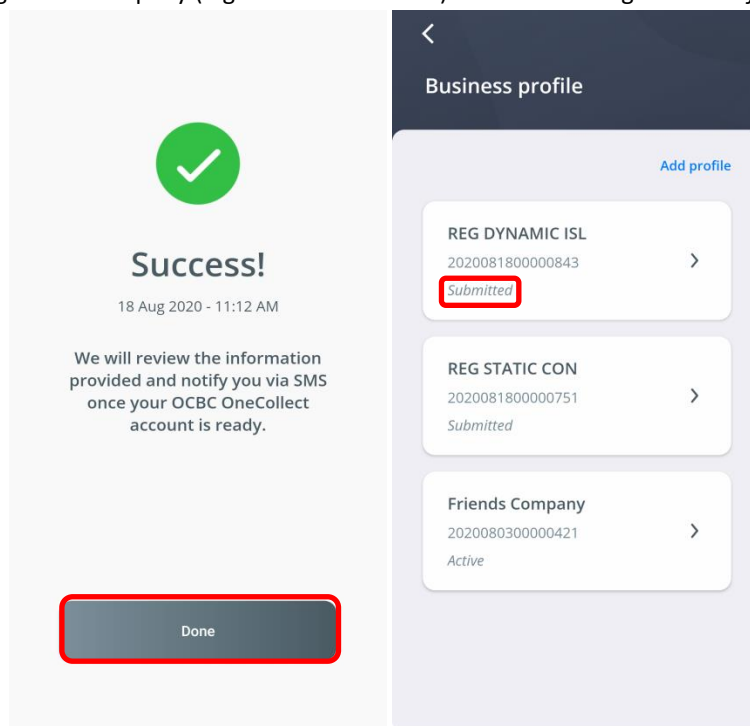
Address” section, kindly filled your company’s address (the address you entered when you first opened Business Current Account with OCBC Bank Malaysia).



- Kindly check all your inputs on the **Summary** page. If all details are input correctly, read the *Terms and Conditions* by clicking the hyperlink, then select **Submit**.

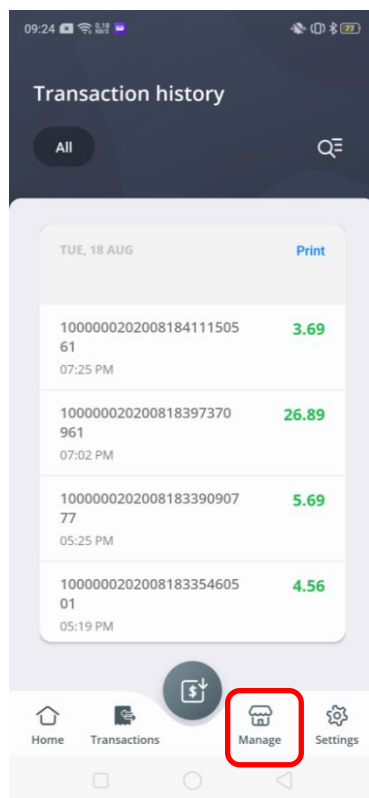


8. Your application will be processed by the bank. Kindly note that the business profile status for this newly registered company (e.g. *REG DYNAMIC ISL*) status will change from *draft* to *submitted*.



Merchant Set Up

The merchant may manage Users, Shop and Business profile through the App. Select **Manage** on the App's main page.

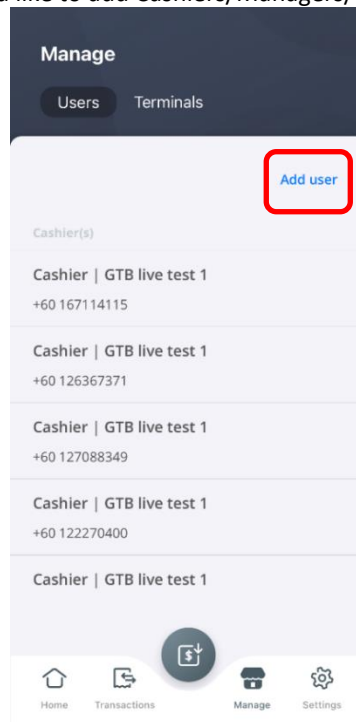


Manage Users

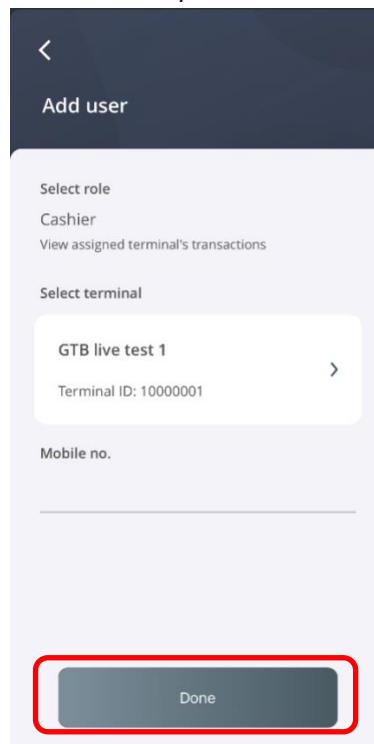
1. In OCBC OneCollect, there are user roles such as Cashier/Manager/Outlet Manager/Finance Manager that can be created. Each user role has their specific functions which can be elaborated as below :

Function/ Role	Business Owner	Finance Manager	Outlet Manager	Manager	Cashier
Add/Delete Finance Manager	✓	X	X	X	X
Add/Edit new outlet	✓	✓	X	X	X
Add/Delete Manager	✓	✓	X	X	X
Add/Delete Cashier	✓	✓	✓	✓	X
Generate QR Codes	✓	✓	✓	✓	✓
Get Credit Notifications	✓	✓	✓	✓	✓
Access Merchant Web Portal to view regional transactions	✓	✓	X	X	X
Access Merchant Web Portal to view assigned terminal transactions	X	X	✓	X	X

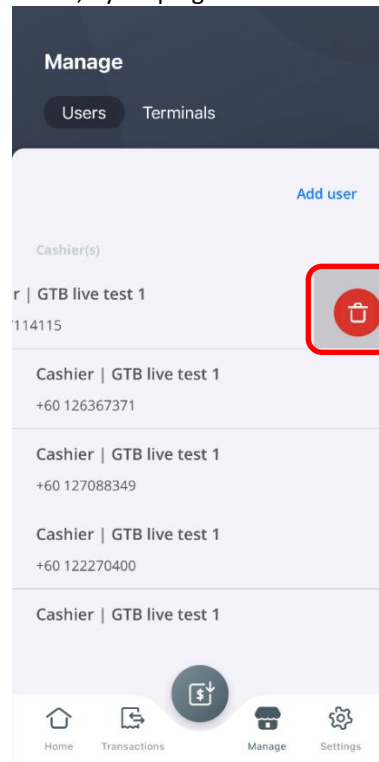
2. Select **Add Users** if you would like to add Cashiers/Managers/Outlet Managers/Finance Managers.



3. Select the *Role (i.e. Cashier, Manager, Outlet Manager, Finance Manager)*, *Terminal* and fill in the *Mobile no.* Input at the respective mandatory fields. Once completed, select **Done**.

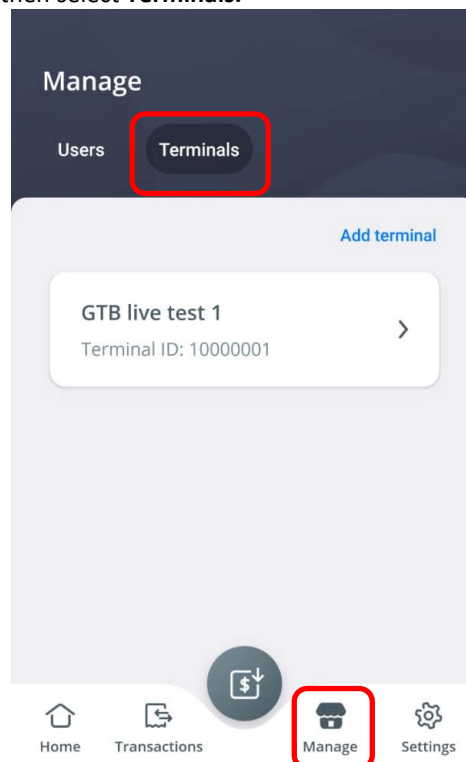


- You are able to delete the users, by swiping left on the user and select the trash symbol.

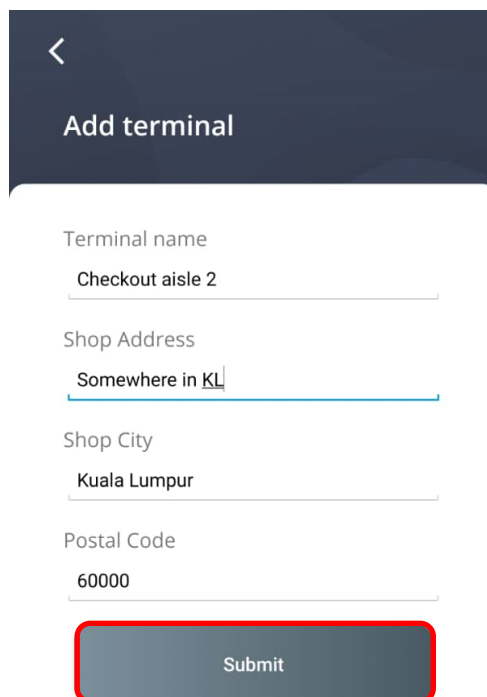


Manage Terminals

- Select the **Manage** page then select **Terminals**.



2. Select *Add Terminal* as shown below to add terminal and shops' details. Input the mandatory fields. Once completed, select **Submit**.



<

Add terminal

Terminal name

Checkout aisle 2

Shop Address

Somewhere in KL

Shop City

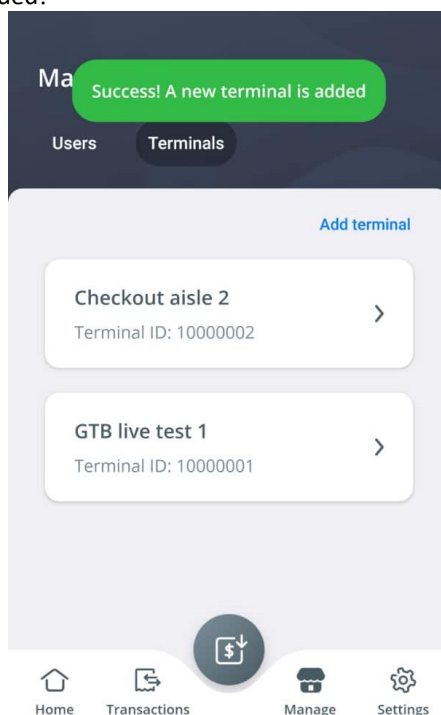
Kuala Lumpur

Postal Code

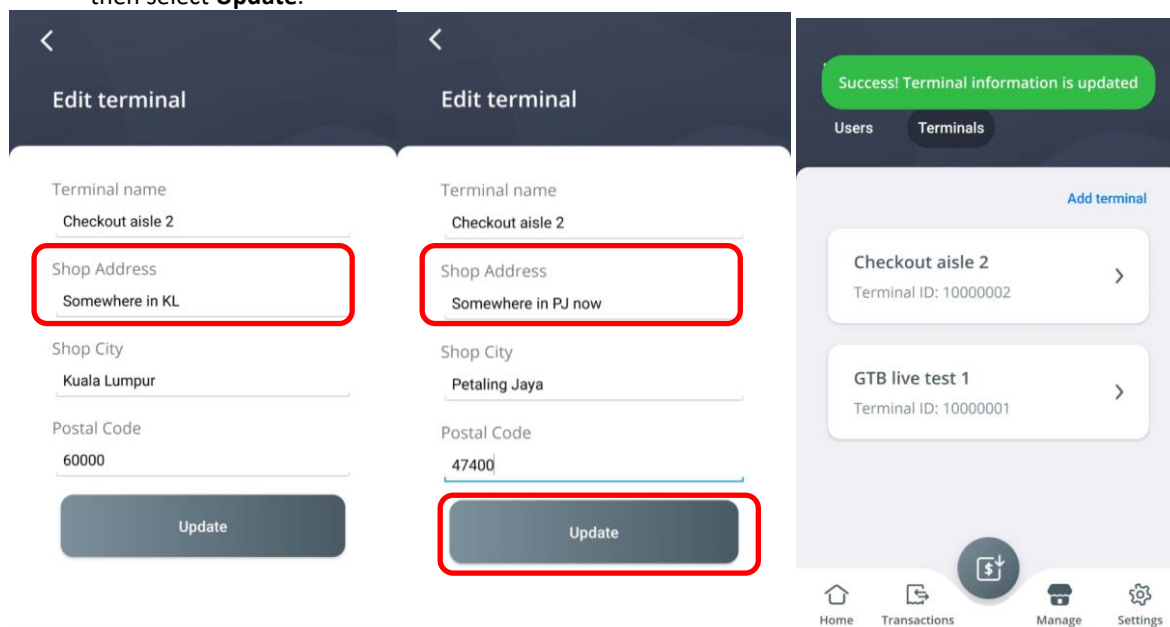
60000

Submit

3. A new terminal is now added!

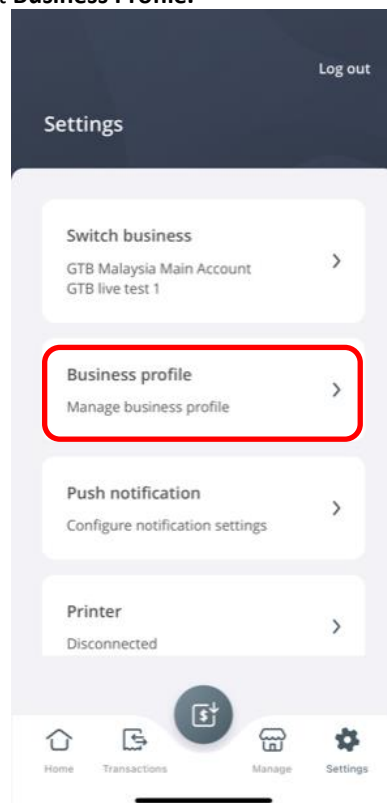


4. You are able to modify the shop details by selecting the terminal you wish to modify, change the fields then select **Update**.

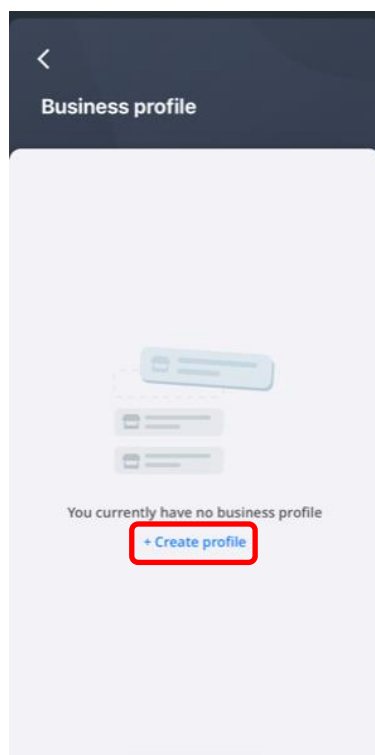


Manage and create new Business Profile

1. Should you wish to register another business entity for OCBC OneCollect, you may do so by going to the **Settings** page and select **Business Profile**.



2. To create a new business profile, you can do so by selecting **+Create profile**.

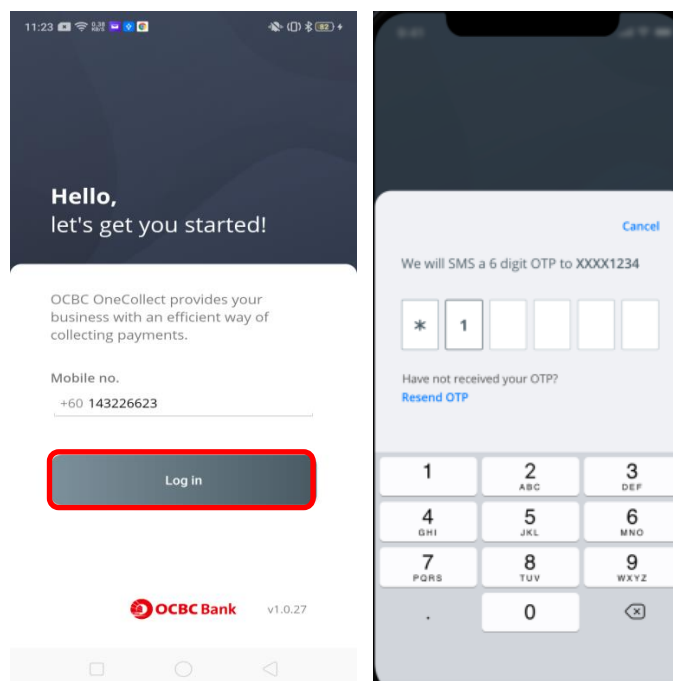


OCBC OneCollect Collections

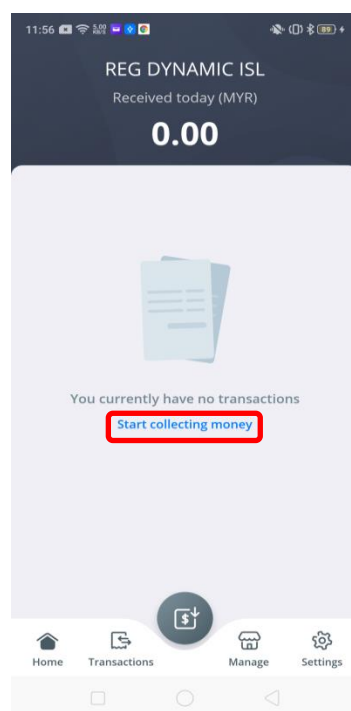
Merchant DuitNow QR and PayNow QR Collections (Dynamic QR)

To collect payments from customer through **DuitNow Dynamic QR** after application is approved:

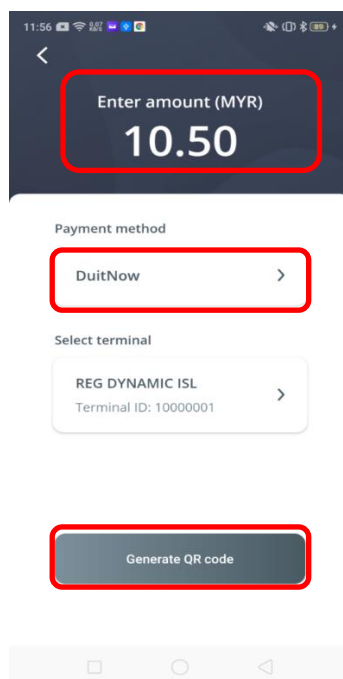
1. **Log in** with your phone number. You will then receive a SMS with 6-digit one time password (OTP). Enter the 6-digit OTP.



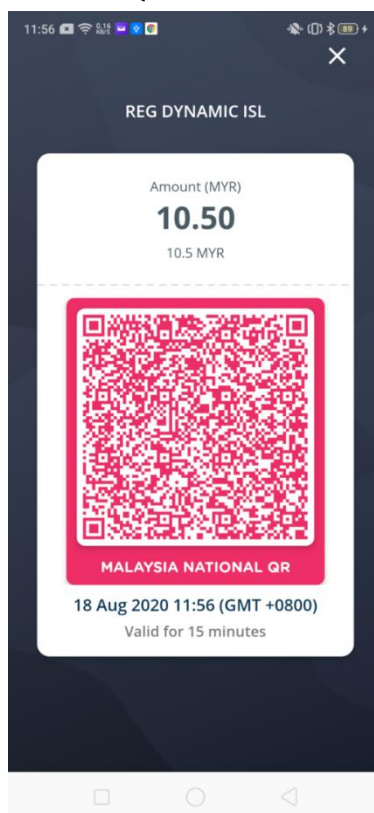
2. You will be directed to the main collection page. Select **Start collecting money**.



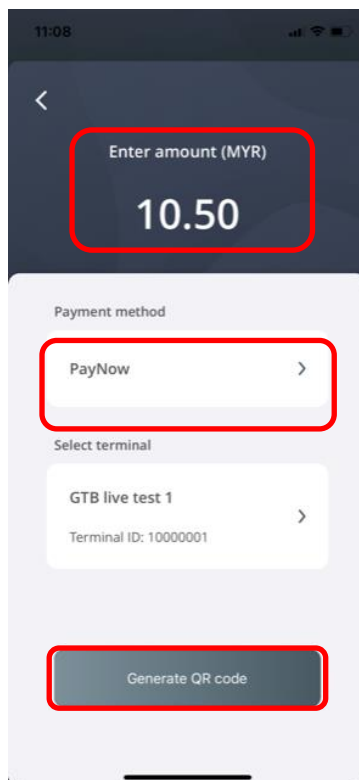
3. I) Enter preferred **amount (MYR)**. If you wish to generate **DuitNow QR**, select **DuitNow** as the payment method and select preferred terminal. Then, select **Generate QR code**.



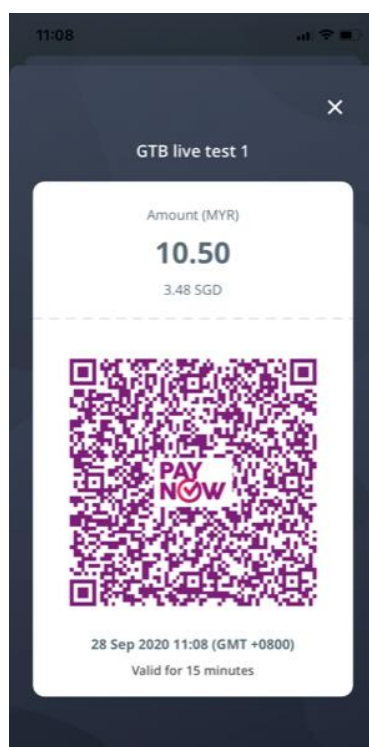
II) The App will generate the DuitNow QR code with the desired Amount(MYR) as shown below.



4. (I) As for PayNow QR, repeat flow 1 to 3. Then, enter preferred amount (MYR). If you wish to generate PayNow QR, select PayNow as the payment method and select preferred terminal. Then, select Generate QR code.



(II) The App will generate a PayNow QR code with the transaction Amount in both currencies of MYR and SGD as shown below.



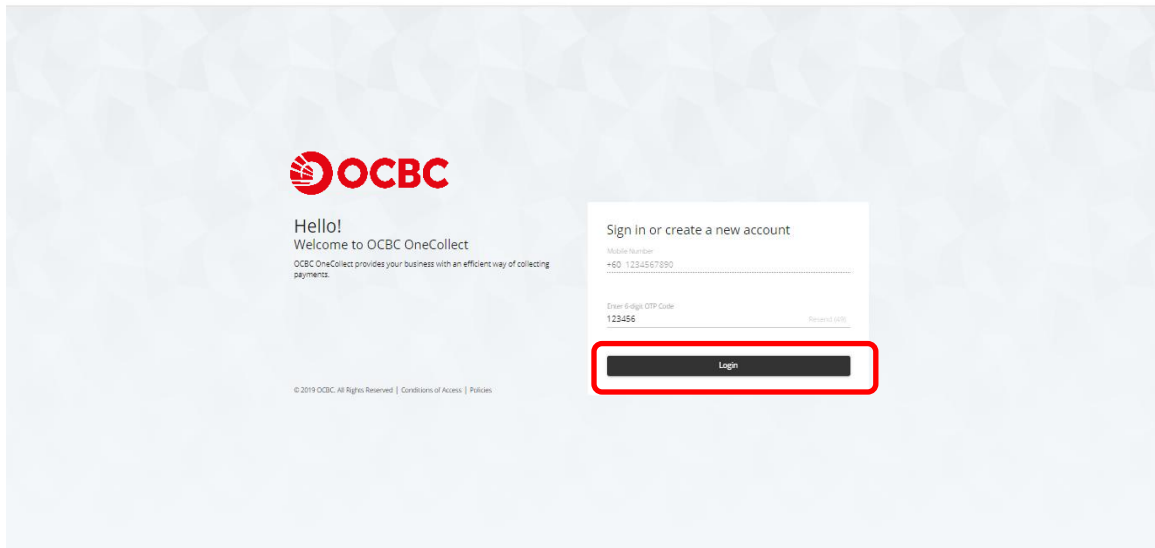
Merchant DuitNow QR Collections (Static QR)

You can generate DuitNow static QR from OneCollect Merchant Web Portal or OCBC Velocity.

To generate DuitNow static QR:

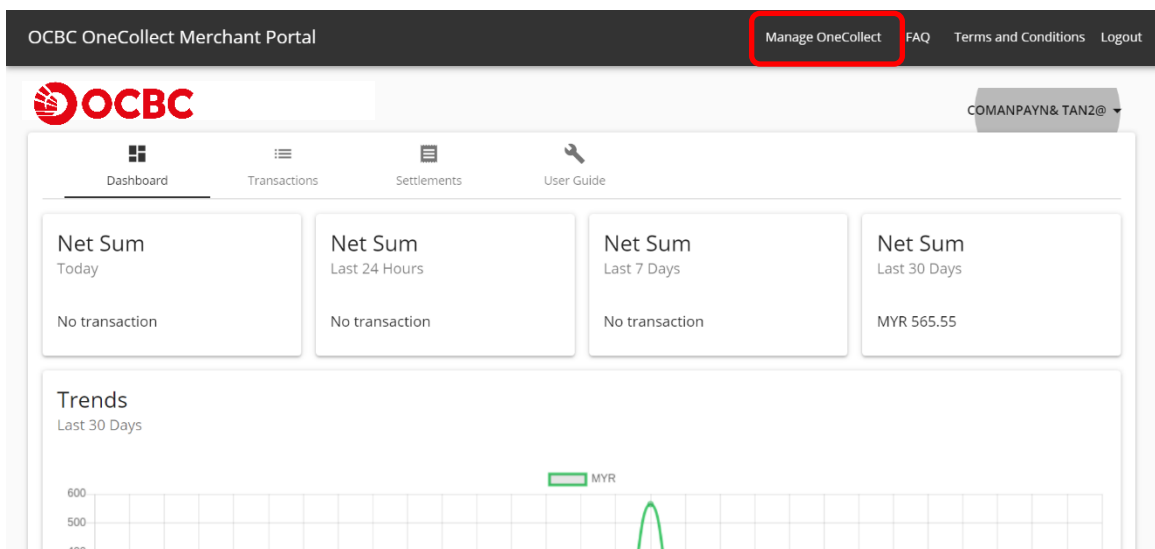
On OneCollect Merchant Web Portal

1. Login into Merchant Web Portal <https://onecollect.ocbc.com/>, input Mobile Number, you will then receive a SMS with 6-digit one time password (OTP). Enter the 6-digit OTP. Select Login to proceed.

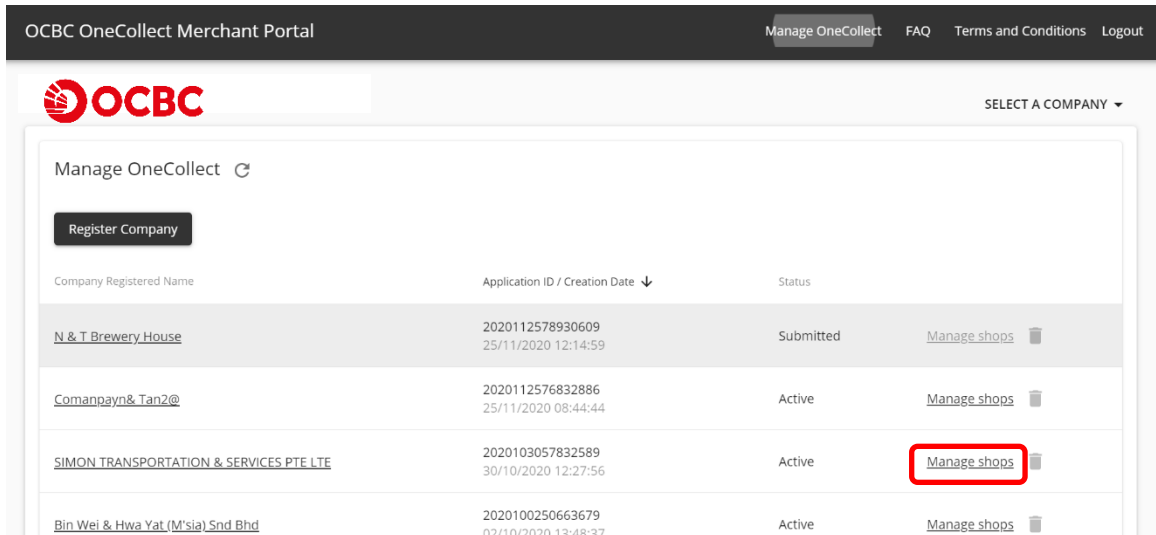


The image shows the OCBC OneCollect login page. It features the OCBC logo and a welcome message. A sign-in form is present with fields for 'Mobile Number' (containing '+60 1234567890') and 'Enter 6-digit OTP Code' (containing '123456'). A 'Login' button is highlighted with a red rectangle.

2. Navigate to “Manage OneCollect” Tab.







- Then, select and click on your choice of company (with business profile that are in “Active” status) and select “Manage shops”.



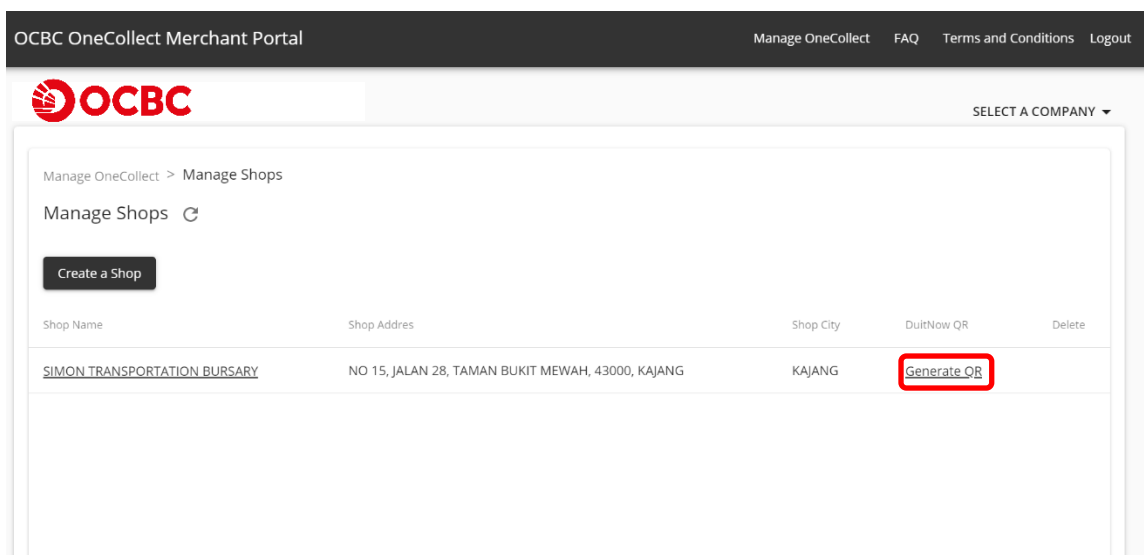
OCBC OneCollect Merchant Portal

Manage OneCollect

Register Company

Company Registered Name	Application ID / Creation Date ↓	Status	
N & T Brewery House	2020112578930609 25/11/2020 12:14:59	Submitted	Manage shops 
Comanpayn& Tan2@	2020112576832886 25/11/2020 08:44:44	Active	Manage shops 
SIMON TRANSPORTATION & SERVICES PTE LTE	2020103057832589 30/10/2020 12:27:56	Active	Manage shops 
Bin Wei & Hwa Yat (M'sia) Snd Bhd	2020100250663679 02/10/2020 13:48:37	Active	Manage shops 

- On the Manage Shops screen , based on your preferred shop, click on “Generate QR”. Select your preferred format “PDF” or “JPEG” to generate QR.




OCBC OneCollect Merchant Portal

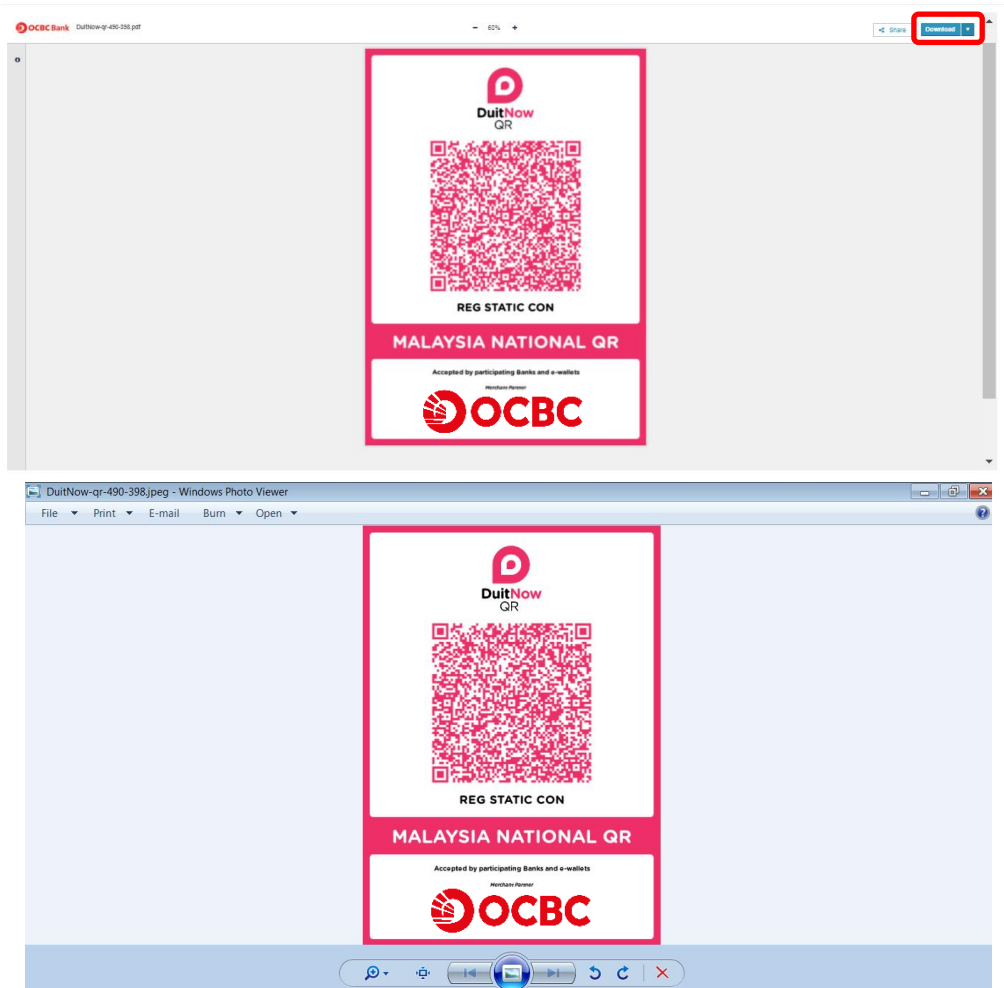
Manage OneCollect

Manage Shops

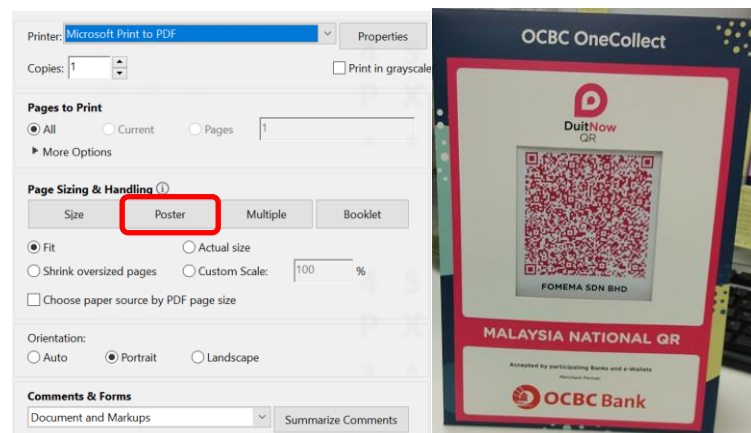
Create a Shop

Shop Name	Shop Address	Shop City	DuitNow QR	Delete
SIMON TRANSPORTATION BURSARY	NO 15, JALAN 28, TAMAN BUKIT MEWAH, 43000, KAJANG	KAJANG	Generate QR	

- The DuitNow QR will be generated in the selected format, you'll be able to click on the "Download" button and print it out to be displayed for your buyers to scan.



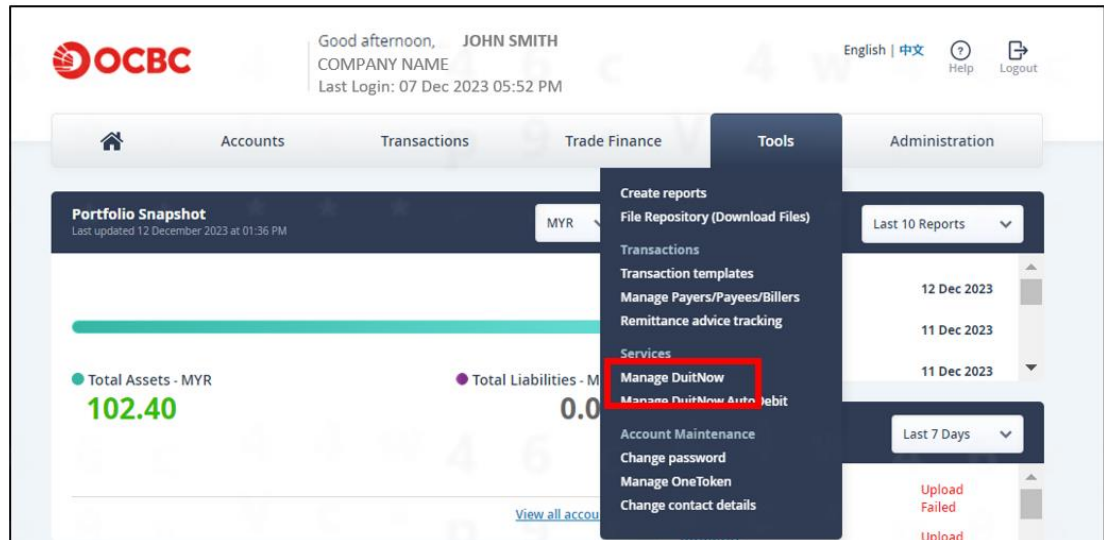
- Select page size format as "Poster" if you wish to print out and fit into the OneCollect Merchant Kit Standee.



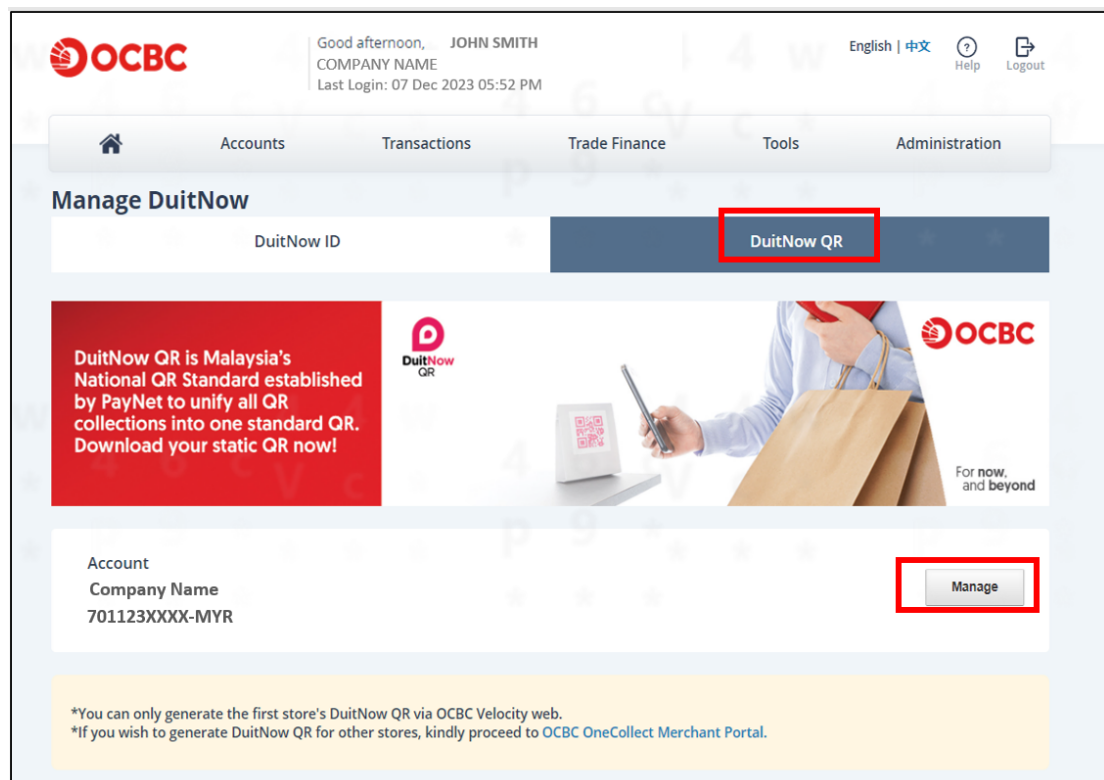
On OCBC Velocity web

*You can only generate your first store's DuitNow QR via OCBC's Business Banking Internet portal, OCBC Velocity.

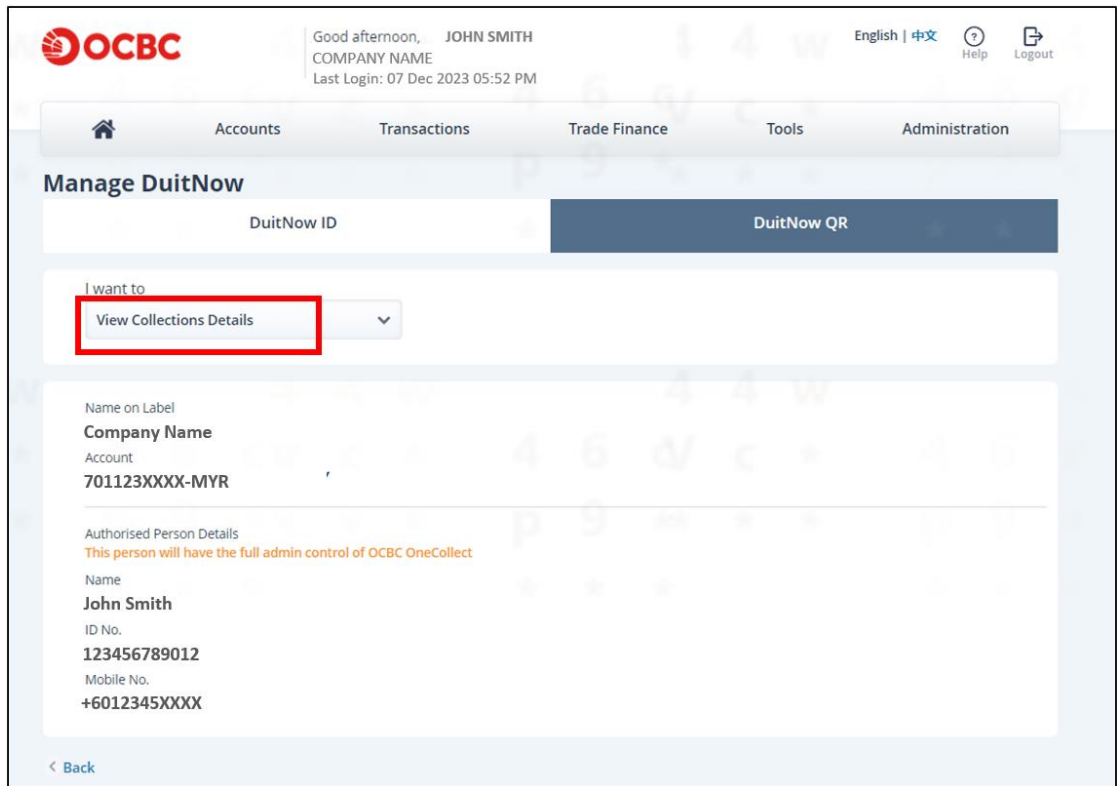
1. Login to OCBC Velocity as Maker or Authoriser, select **Tools** from the top menu tabs.
2. Select **Manage DuitNow**.



3. Click on **DuitNow QR** tab, then click on **Manage**.



- You will then be able to view collections details.



OCBC

Good afternoon, JOHN SMITH
COMPANY NAME
Last Login: 07 Dec 2023 05:52 PM

English | 中文 Help Logout

Accounts Transactions Trade Finance Tools Administration

Manage DuitNow

DuitNow ID DuitNow QR

I want to

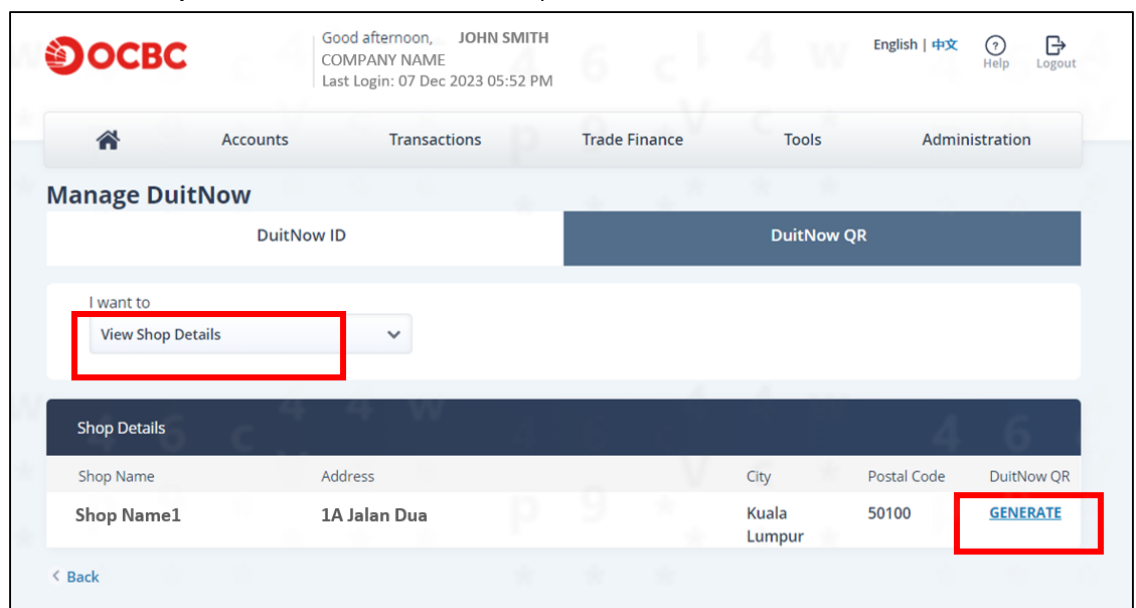
View Collections Details

Name on Label
Company Name
Account:
701123XXXX-MYR

Authorised Person Details
This person will have the full admin control of OCBC OneCollect
Name
John Smith
ID No.
123456789012
Mobile No.
+6012345XXXX

< Back

- Select **View Shop Details** from the 'I want to' drop down list and click **"GENERATE"**.



OCBC

Good afternoon, JOHN SMITH
COMPANY NAME
Last Login: 07 Dec 2023 05:52 PM

English | 中文 Help Logout

Accounts Transactions Trade Finance Tools Administration

Manage DuitNow

DuitNow ID DuitNow QR

I want to

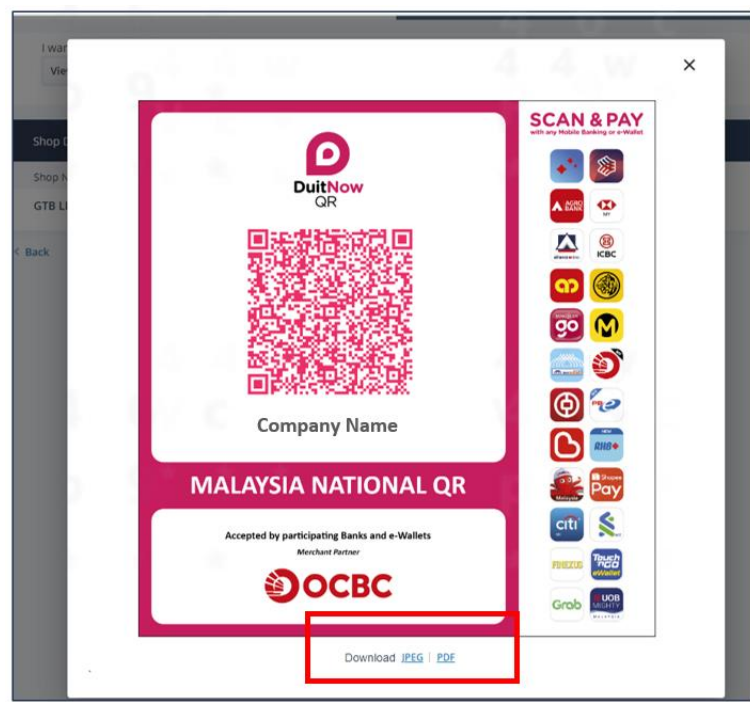
View Shop Details

Shop Details

Shop Name	Address	City	Postal Code	DuitNow QR
Shop Name1	1A Jalan Dua	Kuala Lumpur	50100	GENERATE

< Back

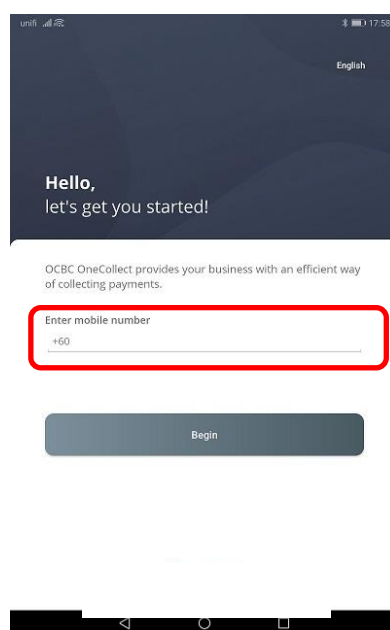
6. DuitNow QR will be displayed, and you can select in either JPEG or PDF. Download the required format, save, or print accordingly.



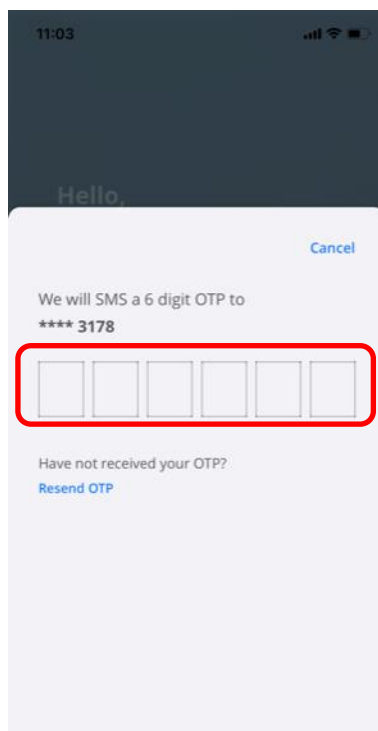
Merchant Transactions

Check recent transactions

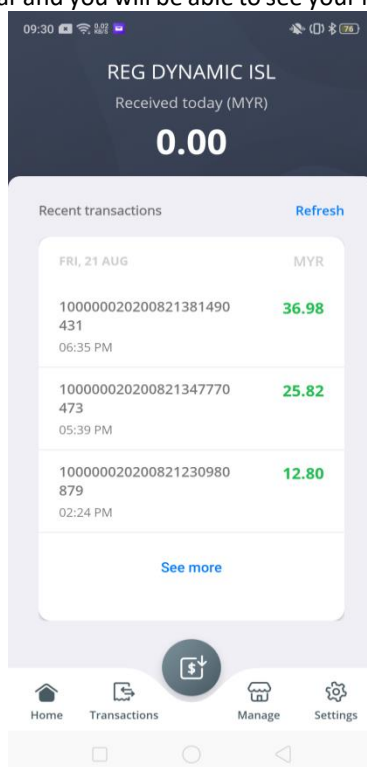
1. Open the App and input in your mobile number as shown in the screen below. Then, select **Begin** to proceed.



- You will then receive a SMS with **6-digit one time password (OTP)**. Enter the **6-digit OTP**.

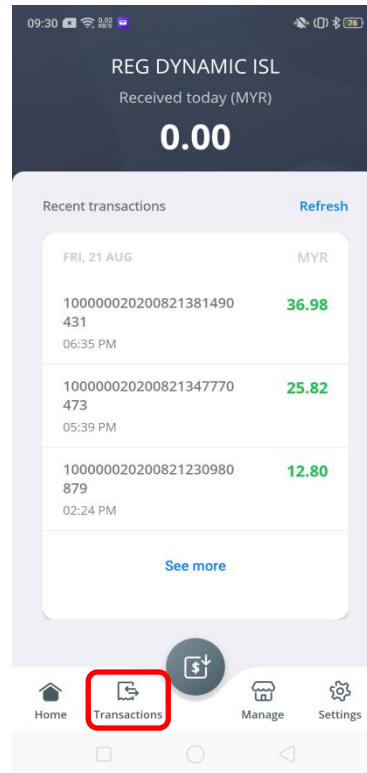


- The screen below will appear and you will be able to see your recent transactions with your customers.

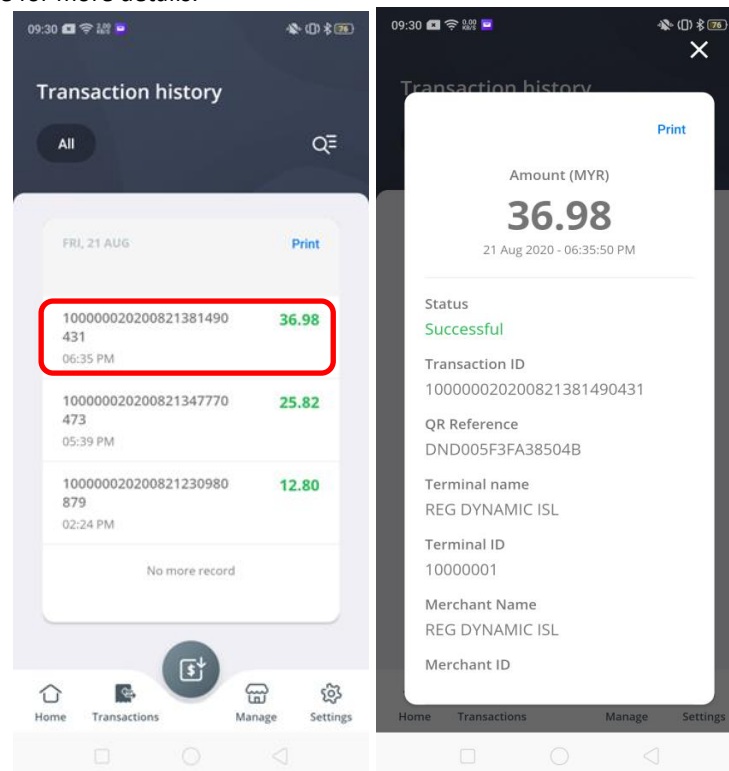


Check transaction history

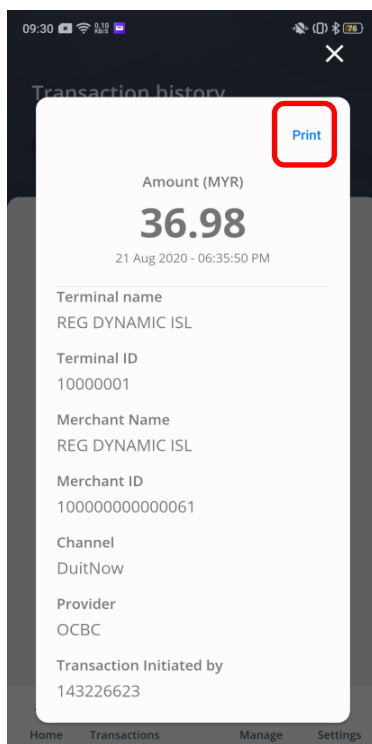
1. To view past transactions, select **Transactions**.



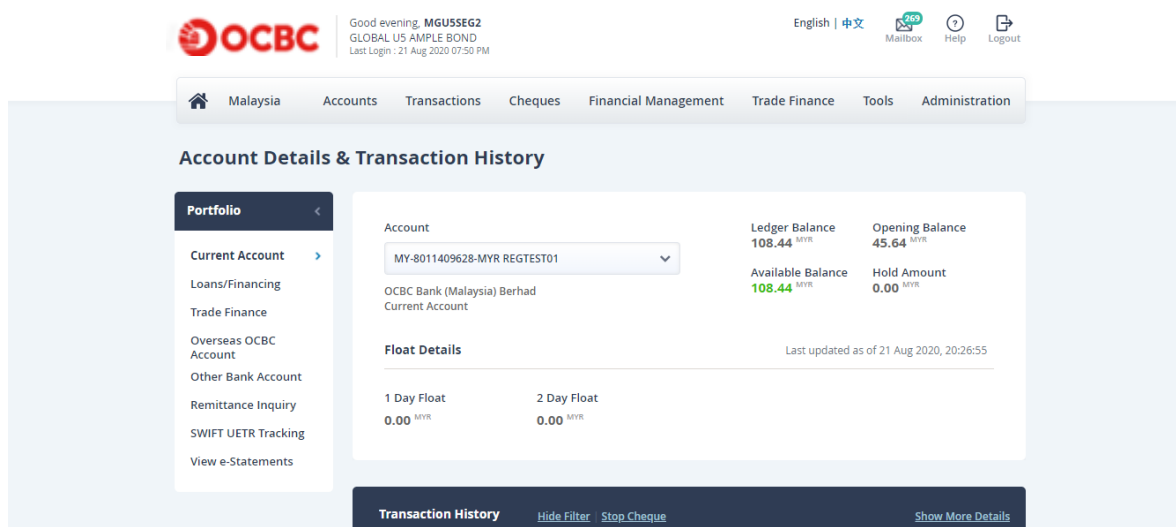
2. The **Transaction history** section will be displayed as shown below. Click on any past transaction you wish to see for more details.



- If you wish to print out your past transaction, you are able to connect to your printer remotely (through Bluetooth) and print out the statements by clicking on the printer symbol as shown below.



- You are able to view your past transactions thru OCBC Velocity web portal (only for DuitNow QR transactions) as shown below too.



☐ By value date range
 ☒ By month

From To

Select month
 August 2020

Total Debit: 0 Total Credit: 5 Total Debit Amount: 0.00 MYR Total Credit Amount: 108.44 MYR

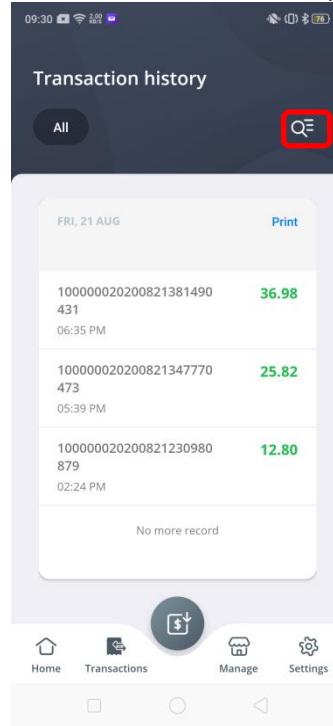
Post Date	Value Date	Transaction Description	Debit Amount	Credit Amount	Balance
18 Aug 2020	18 Aug 2020	DUITNOW QR		20.50	20.50
18 Aug 2020	18 Aug 2020	DUITNOW QR		12.34	32.84
21 Aug 2020	21 Aug 2020	DUITNOW QR		12.80	45.64
21 Aug 2020	24 Aug 2020	DUITNOW QR		25.82	71.46
21 Aug 2020	24 Aug 2020	DUITNOW QR		36.98	108.44

Protected by PIDM up to RM250,000 for each depositor

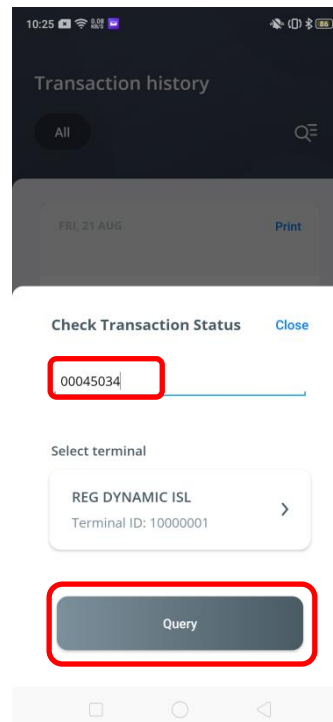
[Back](#)
[Download](#)

Check transaction status

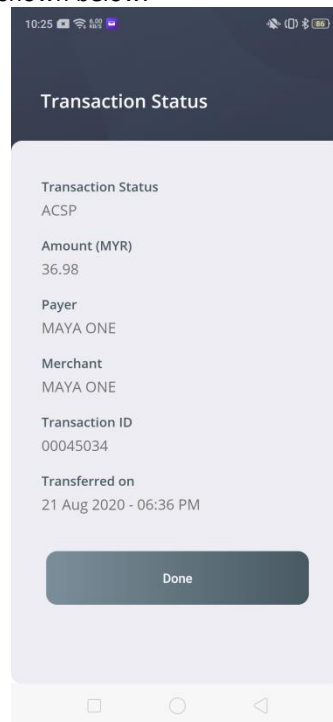
1. In the event of dispute, where your buyer's account has been debited but you have yet to receive any notification, you can search for a successful transaction inquiry by selecting the *search symbol*.



2. Then, enter the last 8-digit transaction number provided by the buyer, preferred terminal and select **Query**.



- Transaction status found as shown below.

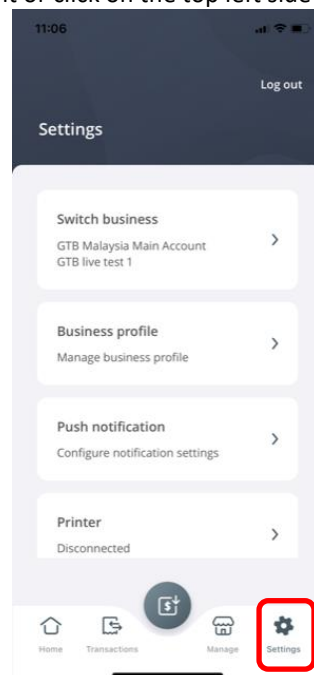


Merchant Settings

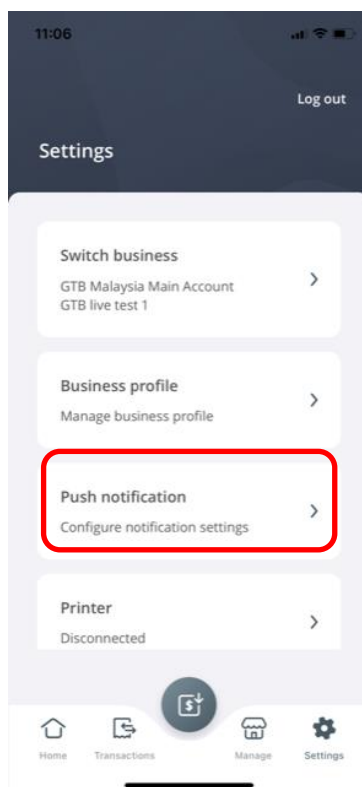
To make changes for the **App Settings**:

Manage Notification

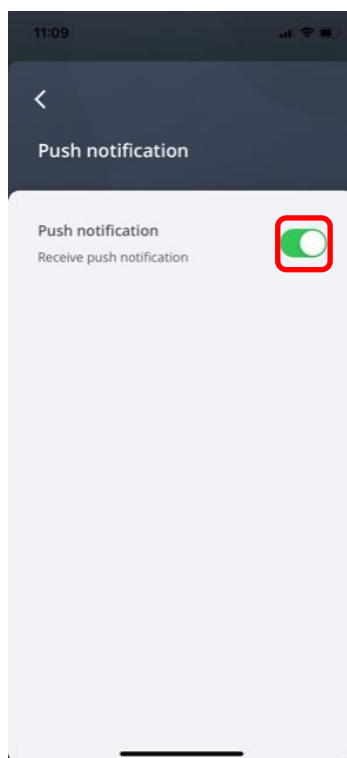
- Open the App and swipe right or click on the top left side of the App page. Select **App Settings**.



2. Select **Push notification**.

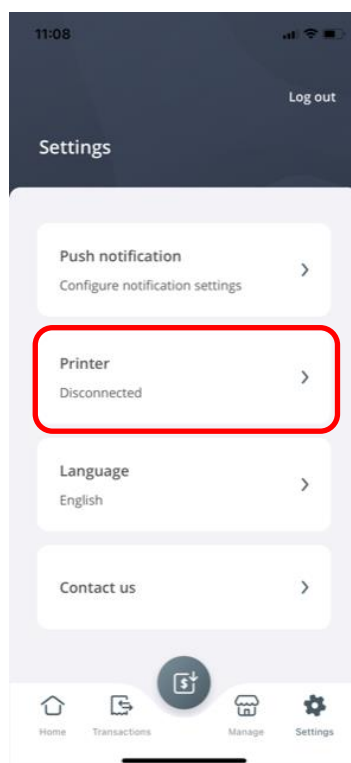


3. If you wish to receive **Notification** or **Voice Alert** for the App, kindly swipe it right (*green*). If you wish to not receive any **Notification** or **Voice Alert** for the App, kindly swipe it left (*gray*).

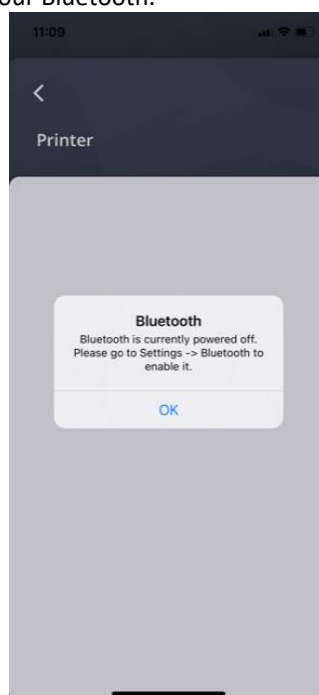


Manage Printer

1. Select **Printer**.

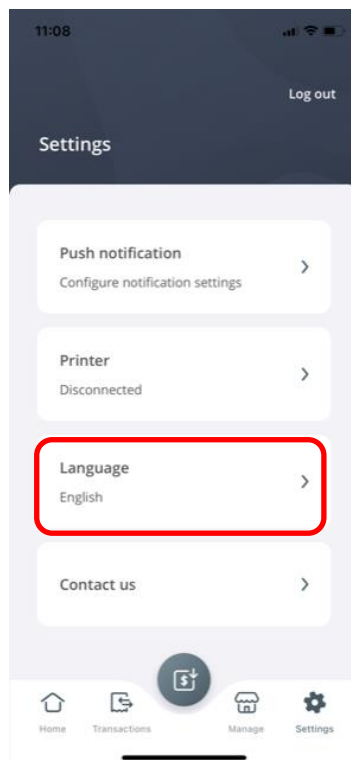


2. The App will auto connect to the nearby printers. Select the printer you wish to connect to the App. Kindly ensure to switch on your Bluetooth.



Manage Language

1. Default language would be in English. If you wish to change to *Simplified Chinese*, select **Language**.



2. Select on the language you wish to change to as shown below.

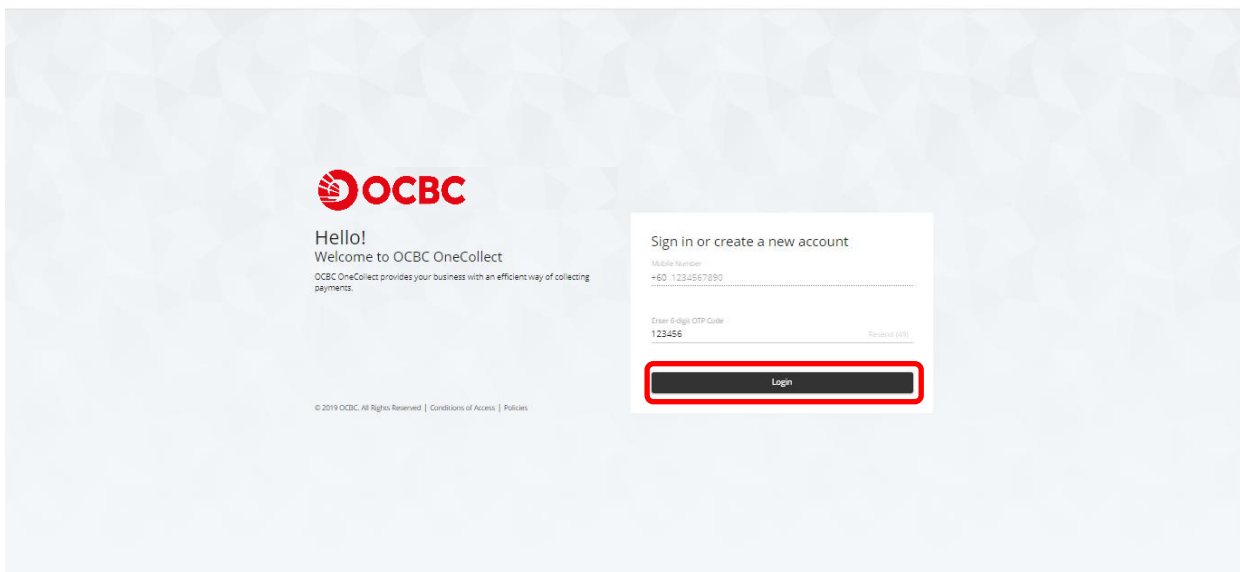


Merchant Web Portal

The Merchant Web Portal is an alternative platform (which complements the APP) in the facilitation of ease in reconciliation and App management for the merchant's business. Merchants that downloaded and signed up for OCBC OneCollect may access the Merchant Web Portal through their registered mobile number. The Merchant Web Portal consists of 4 portlets: **Dashboard, Transactions, Settlements** and **Manage OneCollect**.

The Merchant Web Portal URL is: <https://onecollect.ocbc.com/>

To login into Merchant Web Portal, Input Mobile Number, you will then receive a SMS with **6-digit one time password (OTP)**. Enter the **6-digit OTP**. Select **Login** to proceed.



OCBC

Hello!
Welcome to OCBC OneCollect
OCBC OneCollect provides your business with an efficient way of collecting payments.

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Sign in or create a new account

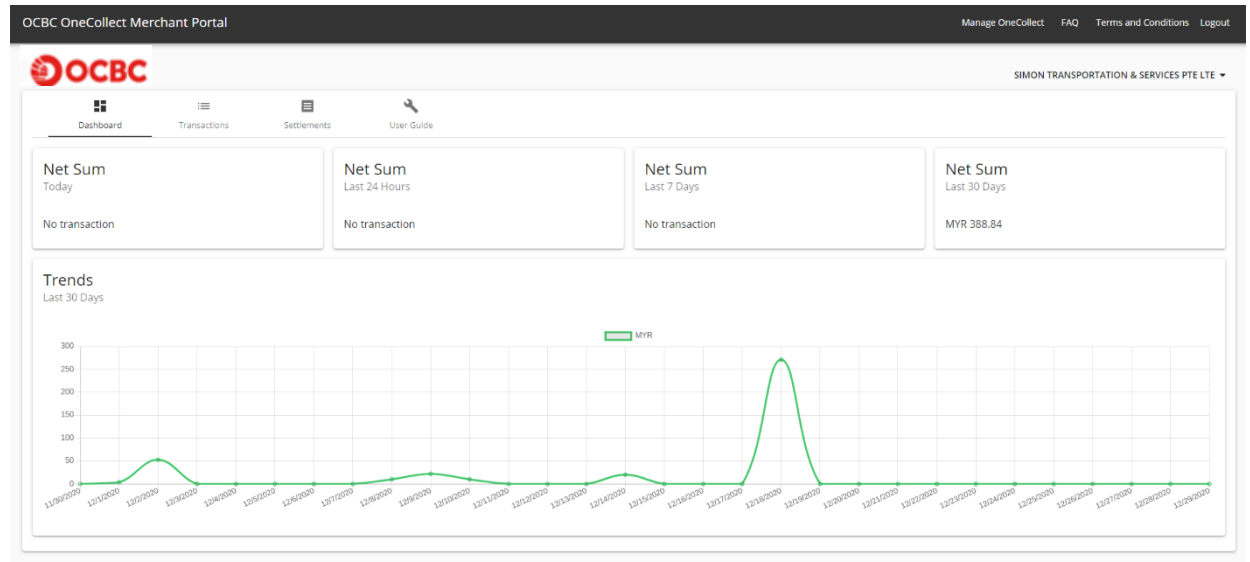
Mobile Number
+60 1234567890

Enter 6-digits OTP Code
123456 Received 10/10

Login

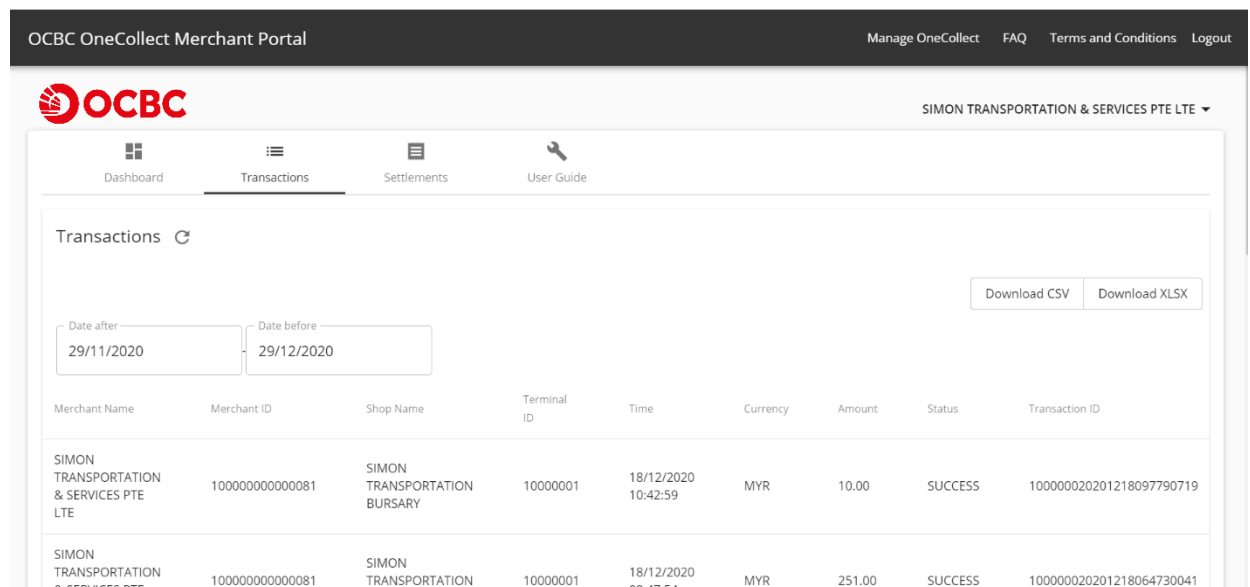
1. Dashboard

After successful login, the following Dashboard will be displayed. There are 5 types of portlets such as your business net sum today, within 24 hours, 7 days, 30 days, including the transaction trends for the past 30 day displayed on the dashboard and this will vary based on your App transaction and collection.



2. Transactions

To view earlier transactions, specify the search criteria- **Date after to Date before, Business Name**. You are able to download your transaction searches in **CSV or XLSX format**.



The screenshot shows the 'Transactions' section of the OCBC OneCollect Merchant Portal. It includes search filters and a table of transaction records.

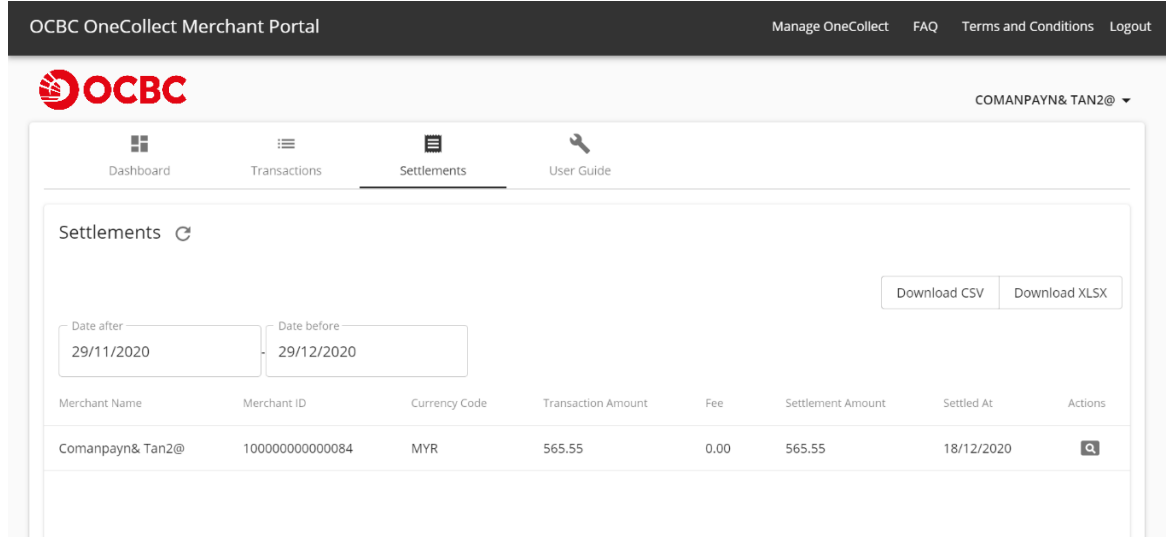
Search Filters:

- Date after: 29/11/2020
- Date before: 29/12/2020
- Download CSV
- Download XLSX

Merchant Name	Merchant ID	Shop Name	Terminal ID	Time	Currency	Amount	Status	Transaction ID
SIMON TRANSPORTATION & SERVICES PTE LTE	1000000000000081	SIMON TRANSPORTATION BURSARY	10000001	18/12/2020 10:42:59	MYR	10.00	SUCCESS	100000020201218097790719
SIMON TRANSPORTATION & SERVICES PTE	1000000000000081	SIMON TRANSPORTATION	10000001	18/12/2020 09:47:54	MYR	251.00	SUCCESS	100000020201218064730041

3. Settlements

To view settlements by the bank, specify the search criteria- **Date after** to **Date before**, the list of settlements would appear.



OCBC OneCollect Merchant Portal

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COMANPAYN& TAN2@

Dashboard Transactions **Settlements** User Guide

Settlements

Download CSV Download XLSX

Date after: 29/11/2020 Date before: 29/12/2020

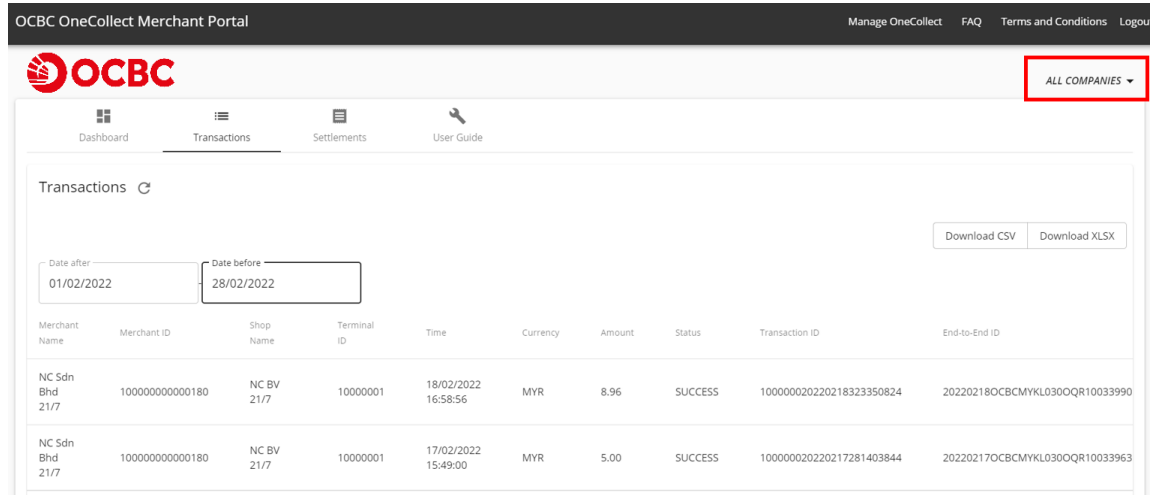
Merchant Name	Merchant ID	Currency Code	Transaction Amount	Fee	Settlement Amount	Settled At	Actions
Comanpayn& Tan2@	100000000000084	MYR	565.55	0.00	565.55	18/12/2020	

4. Consolidated Report

To view a consolidated report, select **"All companies"** from the top right corner of the dashboard.

The Dashboard will display a consolidated view of all available companies.

Upon selection of **"All companies"** Transaction & Settlement report downloaded/viewed will also reflect all available companies.



OCBC OneCollect Merchant Portal

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ALL COMPANIES

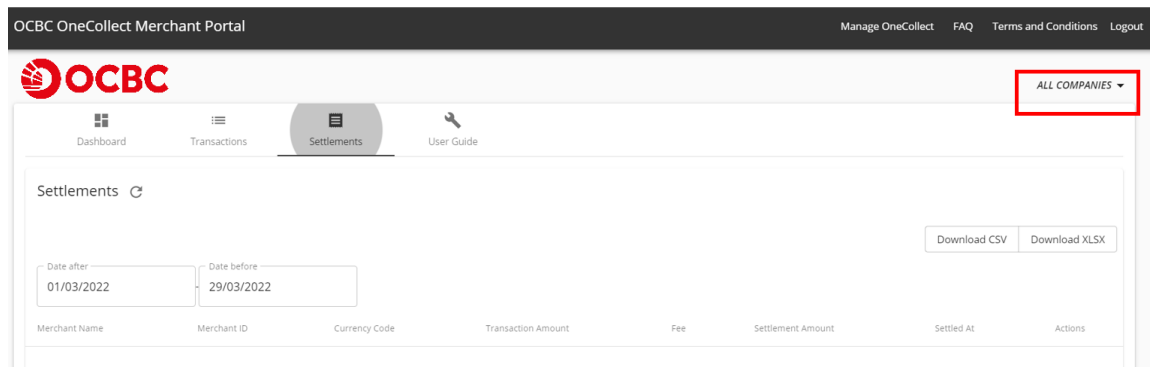
Dashboard Transactions **Settlements** User Guide

Transactions

Download CSV Download XLSX

Date after: 01/02/2022 Date before: 28/02/2022

Merchant Name	Merchant ID	Shop Name	Terminal ID	Time	Currency	Amount	Status	Transaction ID	End-to-End ID
NC Sdn Bhd 21/7	100000000000180	NC BV 21/7	10000001	18/02/2022 16:58:56	MYR	8.96	SUCCESS	100000020220218323350824	20220218OCBCMYKL030OQR10033990
NC Sdn Bhd 21/7	100000000000180	NC BV 21/7	10000001	17/02/2022 15:49:00	MYR	5.00	SUCCESS	100000020220217281403844	20220217OCBCMYKL030OQR10033963



OCBC OneCollect Merchant Portal

Manage OneCollect FAQ Terms and Conditions Logout

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ALL COMPANIES ▼

Dashboard Transactions Settlements User Guide

Settlements

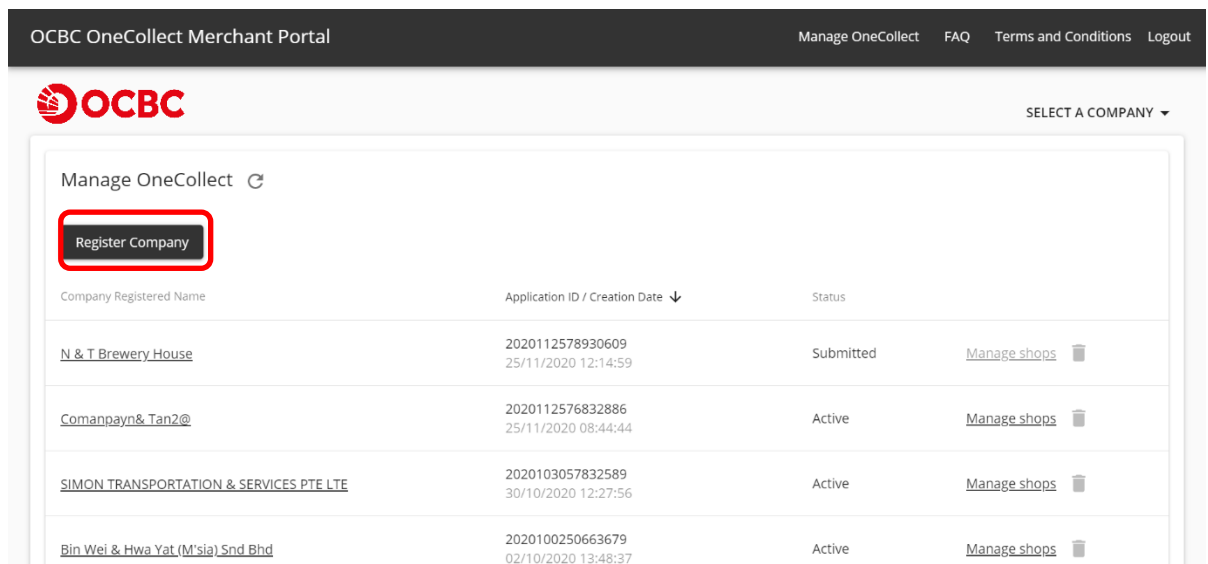
Date after: 01/03/2022 Date before: 29/03/2022

Download CSV Download XLSX

Merchant Name	Merchant ID	Currency Code	Transaction Amount	Fee	Settlement Amount	Settled At	Actions
---------------	-------------	---------------	--------------------	-----	-------------------	------------	---------

5. Manage OneCollect

- You are able to create a new application using your existing account at the web portal. Select **Register Company**.



OCBC OneCollect Merchant Portal





Manage OneCollect FAQ Terms and Conditions Logout

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SELECT A COMPANY ▼


Manage OneCollect

Register Company

Company Registered Name	Application ID / Creation Date ↓	Status	
N & T Brewery House	2020112578930609 25/11/2020 12:14:59	Submitted	Manage shops 
Comanpayn& Tan2@	2020112576832886 25/11/2020 08:44:44	Active	Manage shops 
SIMON TRANSPORTATION & SERVICES PTE LTE	2020103057832589 30/10/2020 12:27:56	Active	Manage shops 
Bin Wei & Hwa Yat (M'sia) Snd Bhd	2020100250663679 02/10/2020 13:48:37	Active	Manage shops 

- Choose Schemes:** Select the wallets or schemes you would like to sign up. Then, select **Next** to proceed. **Referrer** and **Agent** are optional fields. **Referrer** refers to the person who refers you (applicant) to download this App. **Agent** refers to the OCBC Relationship Manager (RM) that is currently assisting you (applicant) to input the following fields. There will be a **Save** button for you to save the information filled in and continue later.

OCBC OneCollect Merchant Portal
Manage OneCollect
FAQ
Terms and Conditions
Logout


SELECT A COMPANY ▼

1
2
3
4

Payment Method(s)
Settlement Account
Company Information
Summary

Select how you would like to collect payments.

☒ PayNow
☒ DuitNow


Referrer (Optional)

Agent (Optional)

Save
Next

- iii. **Settlement Account:** Input your **Settlement Account Information** by selecting your preferred **Bank** from the dropdown list; enter bank **Account Name** and bank **Account Number**. Then, select **Next** to proceed. There will be a **Save** button for you to save the information filled in if you wish to continue later and **Back** button for you to go back to previous page.

OCBC OneCollect Merchant Portal
Manage OneCollect
FAQ
Terms and Conditions
Logout


SELECT A COMPANY ▼

✓
2
3
4

Payment Method(s)
Settlement Account
Company Information
Summary

Bank Name
OCBC Bank ▼


Account Name
TS Retail Milk

Account Number
4127903730

Back
Save
Next

- iv. **Company Information:** Complete all **mandatory fields** under this section. Select **Next** to proceed. There is a **Save** button for you to save the information filled in and continue later and **Back** button for you to go back to previous page.

OCBC OneCollect Merchant Portal
Manage OneCollect
FAQ
Terms and Conditions
Logout


SELECT A COMPANY ▼

✓

Payment Method(s)

✓

Settlement Account

3

Company Information

4

Summary

Company Registered Name

TS Retail Milk Sdn Bhd

Business Registration Number

12904903T

Company Contact Number

+60 273482133

Company Email

TS_info@ts.com

Business Description

Involve in the retail business of selling beverage.

Merchant Category

Retail Outlets ▼

Authorized Person's Name

Tan Tai Sing

Authorized Person's Mobile

+60 111122222

Authorized Person's ID Type

NRIC ▼

Authorized Person's ID Number

532020383033

Shop Name (English)

Best Milk Kepong

Shop Address

34, Jalan Tan Cheng Lok, Taman Putra,

Shop City

Kajang

Postal Code

42834

Company Website (Optional)

https://www.tsmilk.com.my

Back

Save

Next

- v. **Summary:** Kindly check all your inputs on this page. If all details are input correctly, read the Terms and Conditions by clicking the hyperlink, check on the tick box “*I confirm that I have read, understand and agree to the Terms & Conditions*” and select **Submit**. The application will be sent to us for approval.

OCBC OneCollect Merchant Portal

[FAQ](#) [Terms and Conditions](#) [Logout](#)

Shop Address

77, Taman Molek

Shop City

Tanjung

Postal Code

35640

Company Website
(Optional)

☒

I confirm that I have read, understand and agree to the [Terms and Conditions](#)

Back

Save

Submit

Appendix

MERCHANT CATEGORY	CLASSIFICATION
Agricultural Services	Agricultural Co-operatives
	Horticultural Services
	Landscaping Services
	Veterinary Services
Amusement and entertainment	Amusement Parks, Carnivals, Circuses, Fortune Tellers
	Aquariums, Sea-aquariums, Dolphinariums
	Bands, Orchestras, and Miscellaneous Entertainers (Not
	Betting (including Lottery Tickets, Casino Gaming Chips, Off-track
	Billiard and Pool Establishments
	Bowling Alleys
	Commercial Sports, Athletic Fields, Professional Sport Clubs, and
	Dance Halls, Studios and Schools
	Golf Courses – Public
	Membership Clubs (Sports, Recreation, Athletic), Country Clubs,
	Motion Picture Theaters
	Motion Pictures and Video Tape Production and Distribution
	Recreation Services (Not Elsewhere Classified)
	Theatrical Producers (Except Motion Pictures), Ticket Agencies
	Tourist Attractions and Exhibits
	Video Amusement Game Supplies
	Video Game Arcades/Establishments
	Video Tape Rental Stores
Automobiles and Vehicles	Automated Fuel Dispensers
	Automobile and Truck Dealers (Used Only)
	Automobile Supply Stores
	Automotive Parts, Accessories Stores
	Automotive Tire Stores
	Boat Dealers
	Car and Truck Dealers (New and Used) Sales, Service, Repairs,
	Motor Home Dealers
	Motorcycle Dealers
	Recreational and Utility Trailers, Camp Dealers
	Service Stations (with or without ancillary services)
	Snowmobile Dealers
	Advertising Services
	Automobile Parking Lots and Garages

Business services	Blueprinting and Photocopying Services
	Business Services, Not Elsewhere Classified
	Car Rental Companies (Not Listed Below)
	Cleaning and Maintenance, Janitorial Services
	Commercial Photography, Art and Graphics
	Computer Maintenance and Repair Services, Not Elsewhere
	Computer Programming, Integrated Systems Design and Data
	Consumer Credit Reporting Agencies
	Disinfecting Services
	Employment Agencies, Temporary Help Services
	Equipment Rental and Leasing Services, Tool Rental, Furniture
	Exterminating and Disinfecting Services
	Information Retrieval Services
	Management, Consulting, and Public Relations Services
	Motor Home and Recreational Vehicle Rentals
	Photofinishing Laboratories, Photo Developing
	Protective and Security Services – Including Armored Cars and
	Quick Copy, Reproduction and Blueprinting Services
	Stenographic and Secretarial Support Services
	Truck and Utility Trailer Rentals
Clothing outlets	Children's and Infant's Wear Stores
	Family Clothing Stores
	Furriers and Fur Shops
	Men's and Boy's Clothing and Accessories Stores
	Men's and Women's Clothing Stores
	Miscellaneous Apparel and Accessory Shops
	Shoe Stores
	Sports Apparel, Riding Apparel Stores
	Tailors, Seamstress, Mending, and Alterations
	Wig and Toupee Stores
	Women's Accessory and Specialty Shops
	Women's Ready-to-Wear Stores
	Air Conditioning Contractors – Sales and Installation
	Carpentry Contractors
	Contractors – Concrete Work
	Contractors – Special Trade, Not Elsewhere Classified
	Electrical Contractors
	General Contractors-Residential and Commercial
	Heating Contractors – Sales, Service, Installation

Contracted Services	Insulation – Contractors
	Masonry, Stonework Contractors
	Miscellaneous Publishing and Printing
	Plastering Contractors
	Roofing - Contractors
	Sheet Metal Work - Contractors
	Siding - Contractors
	Specialty Cleaning, Polishing, and Sanitation Preparations
	Stonework and Masonry Contractors
	Tile Settings Contractors
	Typesetting, Plate Making, & Related Services
Government services	Bail and Bond Payments
	Court Costs, including Alimony and Child Support
	Fines
	Government Services (Not Elsewhere Classified)
	Intra – Government Transactions
	Postal Services – Government Only
	Tax Payments
Miscellaneous outlets	Antique Reproductions
	Antique Shops – Sales, Repairs, and Restoration Services
	Art Dealers and Galleries
	Artist’s Supply and Craft Shops
	Bicycle Shops – Sales and Service
	Book Stores
	Camera and Photographic Supply Stores
	Card Shops, Gift, Novelty, and Souvenir Shops
	Caterers
	Cigar Stores and Stands
	Computer Software Stores
	Cosmetic Stores
	Direct Marketing – Catalog and Catalog and Retail Merchant
	Direct Marketing – Catalog Merchant
	Direct Marketing – Continuity/Subscription Merchant
	Direct Marketing – Inbound Teleservices Merchant
	Direct Marketing – Not Elsewhere Classified
	Direct Marketing – Travel Related Arrangements Services
	Direct Marketing- Insurance Service
	Direct Marketing- Outbound Telemarketing Merchant
	Door-to-Door Sales

	Drapery, Window Covering and Upholstery Stores
	Drinking Places (Alcoholic Beverages), Bars, Taverns, Cocktail
	Drug Stores and Pharmacies
	Eating places and Restaurants
	Electric Razor Stores – Sales and Service
	Electronic Sales
	Fast Food Restaurants
	Fireplace, Fireplace Screens, and Accessories Stores
	Floor Covering Stores
	Florists
	Fuel – Fuel Oil, Wood, Coal, Liquefied Petroleum
	Furniture, Home Furnishings, and Equipment Stores, Except
	Glassware/Crystal Stores
	Hearing Aids – Sales, Service, and Supply Stores
	Hobby, Toy, and Game Shops
	Household Appliance Stores
	Leather Goods Stores
	Mail Order Houses Including Catalog Order Stores, Book/Record
	Miscellaneous and Specialty Retail Stores
	Miscellaneous Home Furnishing Specialty Stores
	Music Stores, Musical Instruments, Piano Sheet Music
	News Dealers and Newsstands
	Orthopedic Goods Prosthetic Devices
	Package Stores – Beer, Wine, and Liquor
	Pawn Shops and Salvage Yards
	Pet Shops, Pet Foods, and Supplies Stores
	Record Shops
	Religious Goods Stores
	Sewing, Needle, Fabric, and Price Goods Stores
	Sporting Goods Stores
	Stamp and Coin Stores – Philatelic and Numismatic Supplies
	Stationery Stores, Office and School Supply Stores
	Swimming Pools – Sales, Service, and Supplies
	Tent and Awning Shops
	Typewriter Stores – Sales, Rental, Service
	Used Merchandise and Secondhand Stores
	Watch, Clock, Jewelry, and Silverware Stores
	Wrecking and Salvage Yards
	Accounting, Auditing, and Bookkeeping Services
	Architectural – Engineering and Surveying Services

Professional services and membership organizations	Automobile Associations
	Business and Secretarial Schools
	Charitable and Social Service Organizations
	Child Care Services
	Chiropractors
	Civic, Fraternal, and Social Associations
	Colleges, Junior Colleges, Universities, and Professional Schools
	Correspondence Schools
	Dentists and Orthodontists
	Doctors and Physicians (Not Elsewhere Classified)
	Elementary and Secondary Schools
	Hospitals
	Legal Services and Attorneys
	Medical and Dental Laboratories
	Medical Services and Health Practitioners (Not Elsewhere Classified)
	Membership Organizations (Not Elsewhere Classified)
	Nursing and Personal Care Facilities
	Opticians, Optical Goods, and Eyeglasses (no longer valid for first)
	Opticians, Opticians Goods and Eyeglasses
	Optometrists and Ophthalmologists
	Osteopaths
	Podiatrists and Chiropodists
	Political Organizations
	Professional Services (Not Elsewhere Defined)
	Religious Organizations
	Schools and Educational Services (Not Elsewhere Classified)
	Testing Laboratories (non-medical)
	Vocational Schools and Trade Schools
Repair services	Air Conditioning and Refrigeration Repair Shops
	Automotive Body Repair Shops
	Automotive Service Shops
	Car Washes
	Electrical And Small Appliance Repair Shops
	Furniture, Furniture Repair, and Furniture Refinishing
	Paint Shops – Automotive
	Radio Repair Shops
	Repair Shops and Related Services –Miscellaneous
	Tire Re-treading and Repair Shops
	Towing Services
	Watch, Clock, and Jewelry Repair

Retail Outlets	Welding Repair
	Bakeries
	Books, Periodicals, and Newspapers
	Candy Stores
	Chemicals and Allied Products, Not Elsewhere Classified
	Commercial Equipment, Not Elsewhere Classified
	Commercial Footwear
	Computers, Computer Peripheral Equipment, Software
	Confectionery Stores
	Construction Materials, Not Elsewhere Classified
	Dairy Products Stores
	Department Stores
	Discount Stores
	Drugs, Drug Proprietors, and Druggist's Sundries
	Durable Goods, Not Elsewhere Classified
	Duty Free Store
	Electrical Parts and Equipment
	Florists' Supplies, Nursery Stock and Flowers
	Freezer and Locker Meat Provisioners
	Glass Stores
	Grocery Stores
	Hardware Equipment and Supplies
	Hardware Stores
	Home Supply Warehouse Stores
	Industrial Supplies, Not Elsewhere Classified
	Lumber and Building Materials Stores
	Meat Provisioners – Freezer and Locker
	Medical, Dental Ophthalmic, Hospital Equipment and Supplies
	Men's Women's and Children's Uniforms and Commercial Clothing
	Metal Service Centers and Offices
	Misc. Food Stores – Convenience Stores and Specialty Markets
	Misc. General Merchandise
	Mobile Home Dealers
	Motor vehicle supplies and new parts
	Non-durable Goods, Not Elsewhere Classified
	Nurseries – Lawn and Garden Supply Store
	Nut Stores
	Office and Commercial Furniture
	Office, Photographic, Photocopy, and Microfilm Equipment
	Paint and Wallpaper Stores

	Paints, Varnishes, and Supplies
	Petroleum and Petroleum Products
	Piece Goods, Notions, and Other Dry Goods
	Plumbing and Heating Equipment and Supplies
	Precious Stones and Metals, Watches and Jewelry
	Stationery, Office Supplies, Printing, and Writing Paper
	Supermarkets
	Variety Stores
	Wallpaper Stores
	Wholesale Clubs
Service providers	Barber and Beauty Shops
	Buying/Shopping Services, Clubs
	Carpet and Upholstery Cleaning
	Clothing Rental – Costumes, Formal Wear, Uniforms
	Counseling Service – Debt, Marriage, Personal
	Dating and Escort Services
	Dry Cleaners
	Financial Institutions – Manual Cash Disbursements
	Financial Institutions – Manual Cash Disbursements
	Financial Institutions – Merchandise and Services
	Funeral Service and Crematories
	Health and Beauty Shops
	Insurance Premiums, (no longer valid for first presentment work)
	Insurance Sales, Underwriting, and Premiums
	Insurance, Not Elsewhere Classified (no longer valid for first
	Laundry – Family and Commercial
	Laundry, Cleaning, and Garment Services
	Lodging – Hotels, Motels, Resorts, Central Reservation Services
	Massage Parlors
	Miscellaneous Personal Services (not elsewhere classifies)
	Non-Financial Institutions – Foreign Currency, Money Orders (not
	Photographic Studios
	Security Brokers/Dealers
	Shop Repair Shops and Shoe Shine Parlors, and Hat Cleaning
	Sporting and Recreational Camps
	Tax Preparation Service
	Timeshares
	Trailer Parks and Camp Grounds
	Airlines, Air Carriers (not listed elsewhere)

Transportation	Airports, Airport Terminals
	Ambulance Services
	Boat Rentals and Leases
	Bus Lines, Including Charters, Tour Buses
	Courier Services – Air or Ground
	Cruise Lines
	Delivery Services – Local
	Flying Fields
	Freight Carriers
	Fright Forwarders
	Local/Suburban Commuter Passenger Transportation – Railroads,
	Marinas, Marine Service, and Supplies
	Motor Freight Carriers
	Moving and Storage Companies
	Package Tour Operators (For use in Germany only)
	Passenger Railways
	Steamship Lines
	Storage
	Taxicabs and Limousines
	Toll and Bridge Fees
	Tour Buses
	Transportation Services, Not elsewhere classified)
	Travel Agencies and Tour Operations
	Trucking – Local/Long Distance
	Warehousing, Public
Utilities	Cable and other pay television (previously Cable Services)
	Electric, Gas, Sanitary and Water Utilities
	Fax services
	Money Orders – Wire Transfer
	Telecommunication service including local and long distance calls,
	Telecommunications Equipment including telephone sales
	Telegraph services
	VisaPhone