# CIMB BizConverter - Guideline for Bulk Payments

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# Section A

# Download CIMB BizConverter

1) Login into www.cimb-bizchannel.com.my website

2) Go to **“Online Tools”** > Click on **“Download Centre”**

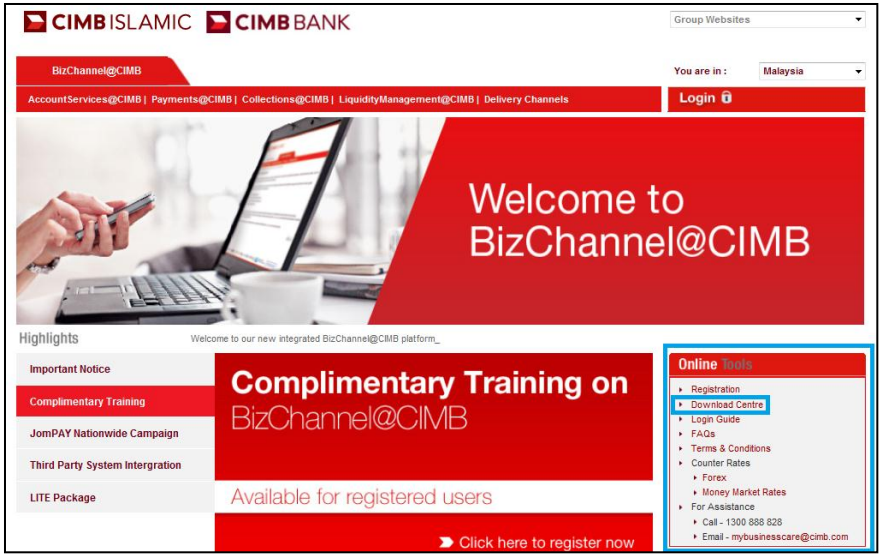
3) Click on **“CIMB BizConverter”**

4) On the disclaimer page, tick the checkbox to agree with the Terms & Conditions **>** Click on **“Proceed”**

5) Click on **CIMB BizConverter v1.2.0.0**

6) Click on **“Save”** and choose the location to save the file

2)



Section B

# CIMB BizConverter Excel Template

## Get Template & Fill Up Company Information

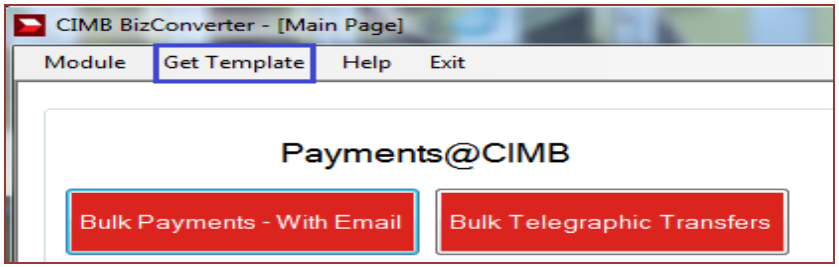
1) Open the "**CIMB BizConverter"** application & click on **"Get Template"**

2) Click on **"Company Info"** worksheet in the CIMB BizConverter Excel Template

3) Please fill up mandatory columns A and B
   **Column A: Company Name**
   > Max length , 40 characters only
   **Column B : Autopay Organisation Code**
   > Organisation Code assigned by the Bank will be sent to BizChannel Contact Person via email

4) "**Company Info**" is a mandatory tab to be updated for the first time. Subsequently, customer may amend the details as and when is required

1)




2)

3)

| A | B |
|---|---|
| | Bulk Payments |
| Length: 40 (Char) | Length : 5 (Num Only) |
| Company Name | Autopay Organisation Code |
| TESTING A SDN BHD | 12345 |

Section C

# PART 1: Bulk Payments Without Email

## Fill Up Beneficiary Details

1) Click on **"Bulk Payments – Without Email"** worksheet

2) Please fill up columns A – G, columns in red are mandatory fields. Save the excel file once done

3) Description for selected columns:

**Column B : Beneficiary ID**

> Recipient NRIC Number / Business Registration Number (no special character & spacing)

**Column C : BNM code**

> Select the Bank Code from the dropdown list

**Column F : Reference number**

> Create own reference number.
Example: Invoice Number

**Column G : Payment Description**

> Describe the type of payment.
Example: Salary / Fund Transfer

1)

2)

| A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|
| Length : 40 (Char without '-' or '/') | Length: 20 (Char without '-' or '/') | Length: 2 (Num Only) | Length: 16 (Num only) | Length: 11(Num only) | Length : 30 (Char without '-' or '/') | Length: 20 (Char) |
| *Beneficiary Name | Beneficiary ID | *BNM Code | *Account Number | *Payment Amount | Reference Number | Payment Description |
| TEST A SDN BHD | 12345T | 35-CIMB Bank Berhad | 8000000001 | 10.00 | INV 1234 | INVOICE 1234 |

Section C

# PART 1 : Bulk Payments Without Email

## Generate Text File

1) Go to CIMB BizConverter application and click on **"Bulk Payment – Without Email"** under **Payments@CIMB**

2) Fill up the details below:

**Payment Date**

> Choose the file crediting date

**Source file**

> Browse to select the CIMB BizConverter Excel Template that you saved earlier

**Company Name**

> Select company name from the drop down list

**Save As**

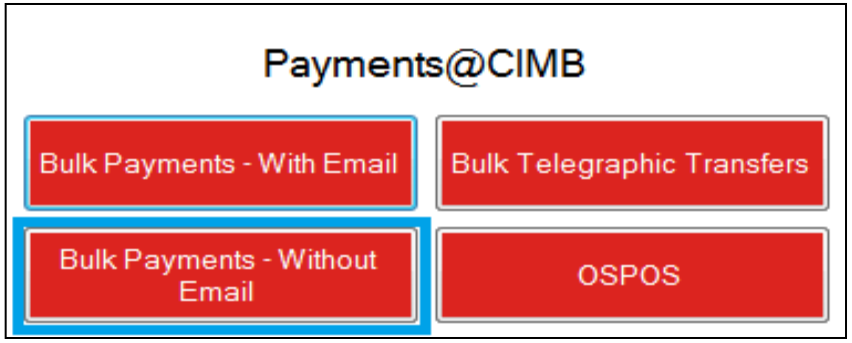
> Click on the browse option and choose the location to save the file

**Report**

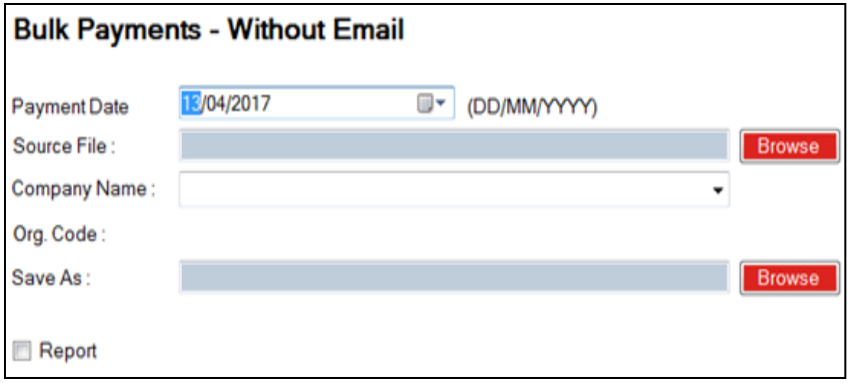
> Tick for summarized report in Excel Format (optional)

3) Click on **"Generate"**

1)




2)






CIMB

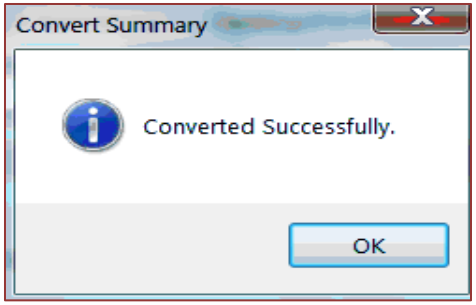
Section C

# PART 1 : Bulk Payments Without Email

4) Once generated, a pop-up message **"Converted Successfully"** will be shown

5) Take note of the location where the text file is saved (in notepad format), as the Maker will upload this file in BizChannel@CIMB to initiate payments

4)



Section C

# PART 2 : Bulk Payments With Email

## Fill Up Beneficiary Details

1) Click on **"Bulk Payments – With Email"** worksheet

2) Please fill up columns A to M, columns in red are mandatory fields. Save the Excel File once done

3) Description for selected columns:

**Column B: Beneficiary ID**
> NRIC Number (no special character & spacing)

**Column J: Payment Detail number**
> Create own reference number , e.g. Invoice Number

**Column K: Payment Detail Date**
> DD/MM/YY
(Indicate the payment date / crediting date)

**Column M: Payment Detail Amount**
> The amount customers want to transfer (Numbers only)

1)

2)

| A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Length : 40 (Char wit | Length: 20 (Char | Length: 2 (Num Only) | Length: 16 (Num o | Length: 11( | Length : 30 ( | Length: 70 (Char) | Length: 5 (C | Length: 20 (Cl | Length: 30 (Cha | Length: 10 (Date | Length: 500 ( | Length: 11 (Num Only) |
| *Beneficiary Name | Beneficiary ID | *BNM Code | *Account Number | *Payment Amount | Reference Number | *Beneficiary Email Address | *Payment Reference Number | Payment Description | *Payment Detail Number | *Payment Detail Date (DD/MM/YYYY) | *Payment Description | *Payment Detail Amount |
| TESTING A | 9000001920191 | 35-CIMB Bank Berhad | 8000000001 | 10.00 | INV TEST A | testa@gmail.com | 12891 | INV TEST A | INV TEST A | 01/05/2017 | INV TEST A | 10.00 |

Section C

# PART 2 : Bulk Payments With Email

## Generate Text File

1) Go to CIMB BizConverter application and click on **"Bulk Payments – With Email"** under **Payments@CIMB**

2) Fill up Bulk Payments details below :

**Payment Date**

> Choose the file crediting date

**Source file**

> Browse to select the CIMB BizConverter Excel Template that you saved

**Company Name**

> Select company name from the drop down list

**Save As**

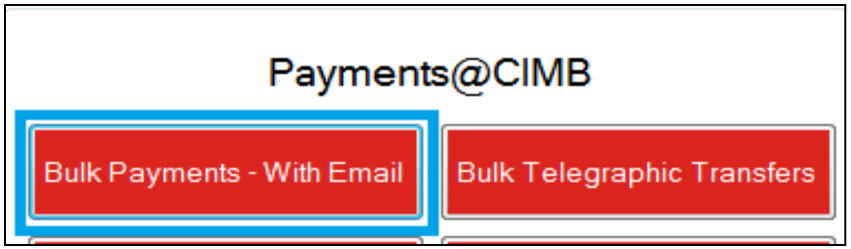
> Click on the browse option and choose the location to save the file

**Report**

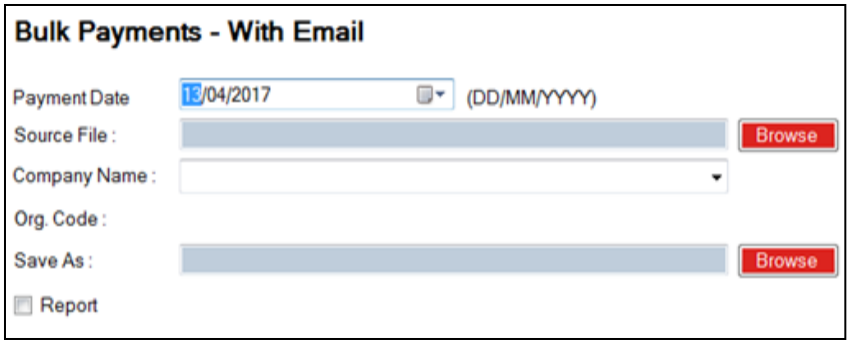
> Tick for summarized report in Excel Format (optional)

3) Click on **"Generate"**

1)




2)



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Section C

# PART 2 : Bulk Payments With Email

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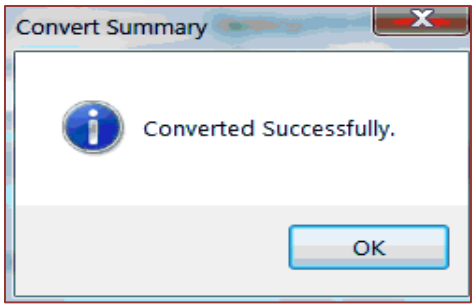

## Business Call Centre:

| | |
|---|---|
| **Phone number:** | 1 300 888 828 (local) or<br>+603 2297 3000 (overseas) |
| **Business hours:** | 7.00am – 7.00pm (Monday – Friday)<br>8:00am – 5:00pm (Saturday) |
| **Email:** | mybusinesscare@cimb.com |