

CIMB BizConverter - Guideline for Bulk Payments



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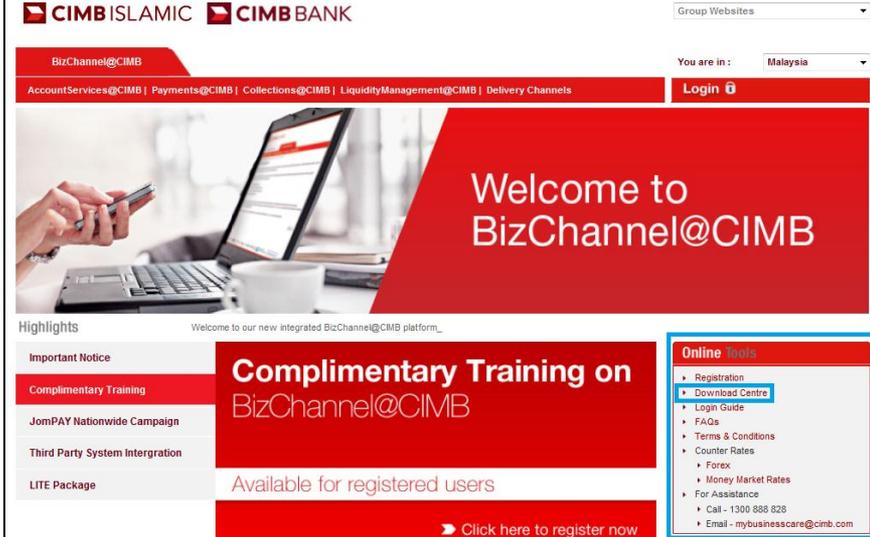
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Section A

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

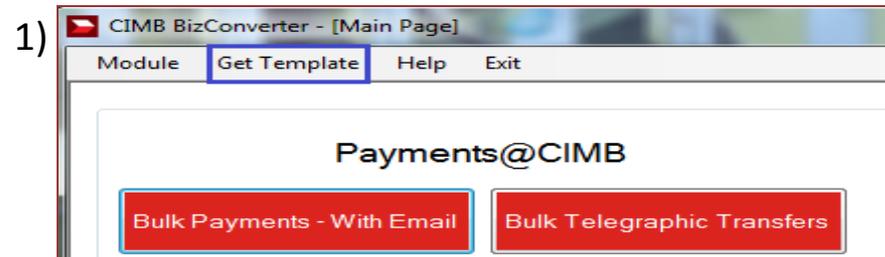
2)



The screenshot displays the CIMB BizChannel@CIMB website interface. At the top, there are logos for CIMB ISLAMIC and CIMB BANK, along with a 'Group Websites' dropdown menu. Below the logos, the user is identified as 'BizChannel@CIMB' and the location as 'Malaysia'. A navigation bar includes links for 'Account Services@CIMB', 'Payments@CIMB', 'Collections@CIMB', 'Liquidity Management@CIMB', and 'Delivery Channels', along with a 'Login' button. The main content area features a large red banner with the text 'Welcome to BizChannel@CIMB'. Below the banner, there is a 'Highlights' section with a 'Welcome to our new integrated BizChannel@CIMB platform_' message. A prominent red box contains the text 'Complimentary Training on BizChannel@CIMB' and 'Available for registered users', with a 'Click here to register now' button. On the left side, there is a 'Highlights' sidebar with links for 'Important Notice', 'Complimentary Training', 'JomPAY Nationwide Campaign', 'Third Party System Intergration', and 'LITE Package'. On the right side, there is an 'Online Tools' sidebar with a list of links: 'Registration', 'Download Centre', 'Login Guide', 'FAQs', 'Terms & Conditions', 'Counter Rates', 'Forex', 'Money Market Rates', 'For Assistance', 'Call - 1300 888 828', and 'Email - mybusinesscare@cimb.com'.

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



3)

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

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

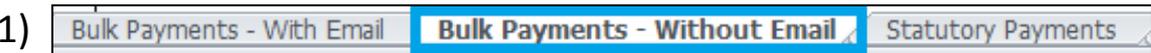
> Create own reference number.

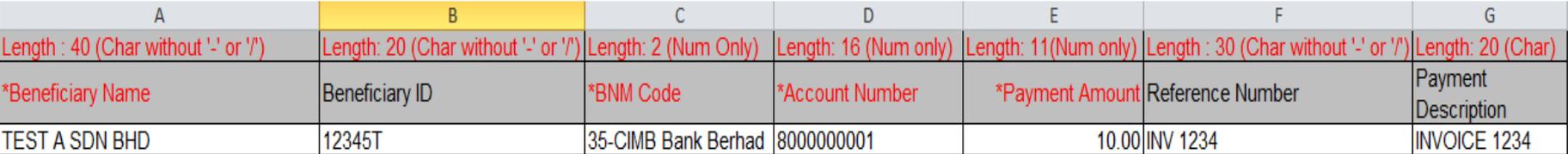
Example: Invoice Number

Column G : Payment Description

> Describe the type of payment.

Example: Salary / Fund Transfer



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

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

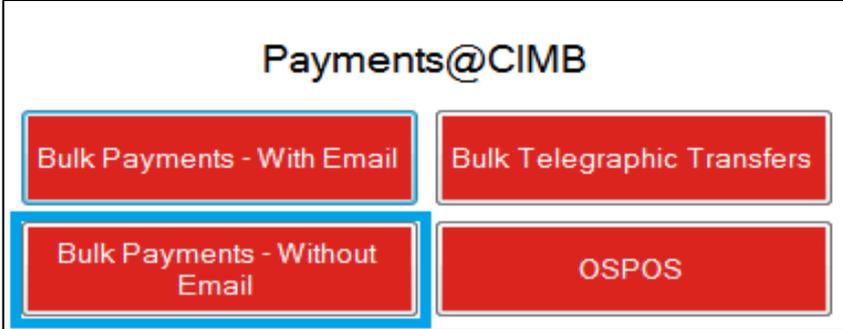
> Click on the browse option and choose the location to save the file

Report

> Tick for summarized report in Excel Format (optional)

3) Click on **“Generate”**

1)



Payments@CIMB

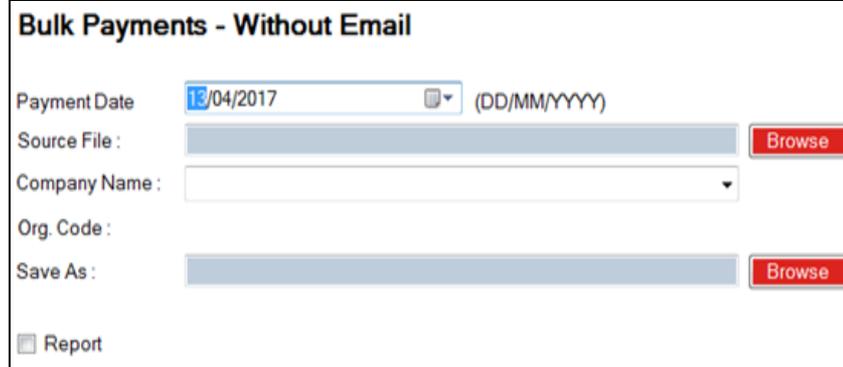
Bulk Payments - With Email

Bulk Payments - Without Email

Bulk Telegraphic Transfers

OSPOS

2)



Bulk Payments - Without Email

Payment Date: 13/04/2017 (DD/MM/YYYY)

Source File: [Browse]

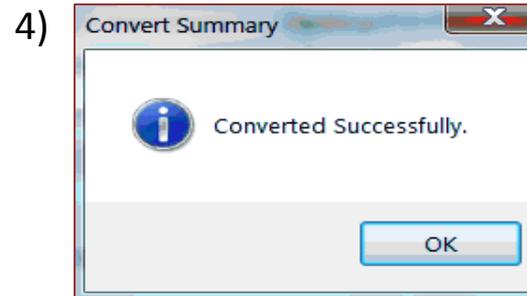
Company Name: [Dropdown]

Org. Code:

Save As: [Browse]

Report

- 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



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:

<p>Column B: Beneficiary ID > NRIC Number (no special character & spacing)</p> <p>Column J: Payment Detail number > Create own reference number , e.g. Invoice Number</p>	<p>Column K: Payment Detail Date > DD/MM/YY (Indicate the payment date / crediting date)</p> <p>Column M: Payment Detail Amount > The amount customers want to transfer (Numbers only)</p>
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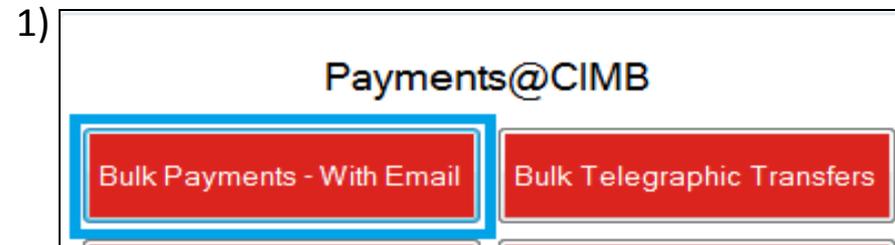


2)

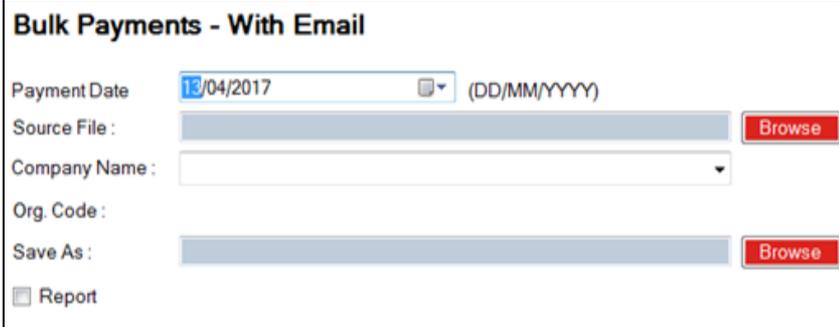
A	B	C	D	E	F	G	H	I	J	K	L	M
Length : 40 (Char with space)	Length: 20 (Char with space)	Length: 2 (Num Only)	Length: 16 (Num Only)	Length: 11 (Num Only)	Length : 30 (Char with space)	Length: 70 (Char with space)	Length: 5 (Char with space)	Length: 20 (Char with space)	Length: 30 (Char with space)	Length: 10 (Date)	Length: 500 (Char with space)	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

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”**



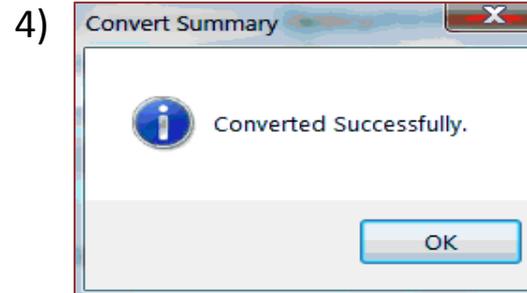
2)



The screenshot shows the 'Bulk Payments - With Email' form with the following fields and options:

- Payment Date: 13/04/2017 (DD/MM/YYYY)
- Source File: [Browse]
- Company Name: [Dropdown]
- Org. Code: [Text]
- Save As: [Browse]
- Report

- 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





Business Call Centre:



Phone number: 1 300 888 828 (local) or
+603 2297 3000 (overseas)

Business hours: 7.00am – 7.00pm (Monday – Friday)
8:00am – 5:00pm (Saturday)

Email: mybusinesscare@cimb.com