CIMB BANK

Getting Started:

- First time performing bulk payroll payments via a single file upload, please contact Business Call Centre at 1300 888 828 or email to mybusinesscare@cimb.com to request for Organisation Code.
- Upon receiving the Organisation Code (usually within 3 working days), please proceed to Section 1.
- Note: Fields marked with asterisk (*) in the sections below are mandatory fields.

Section 1: Bulk payroll file creation



Two ways to create your payment file:

- a) Use your existing payroll software or
- b) Use CIMB BizConverter application to convert payment file in Microsoft Excel format into CIMB's file format. Download BizConverter by following the steps below:
 - i. Go to **www.cimb-bizchannel.com.my** website.
 - ii. Go to '**Online Tools**' on the right bottom of the web page and click '**Download Centre**'.
 - iii. Click and install 'CIMB BizConverter'. The installation guide is available in the zip file.
 - iv. Download the 'CIMB BizConverter - Guideline for Bulk Payments' on how to generate the payment file.

Section 2: Bulk payroll file upload

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i) Click '**Bulk Payments**' from the left side menu and select '**Payroll**' from the dropdown list.

ii) File details:

File Format: Select 'TXT' for file generated from BizConverter. File Type: Select 'Non Encrypted' for file generated from BizConverter. File Upload: Upload the payroll payments file.

- iii) Pay From: Click on magnifier icon and search for an account to pay from.
- iv) Click '**Submit for Acceptance**' to validate the file.
- v) Click 'Upload File Status' tab to view validation status.
 Result Message: Your file has been submitted for acceptance with the status 'Awaiting Validation'.
- vi) Click 'Refresh' to check the status.
- i) Once the status has changed to 'Pending Confirmation', click 'Confirm' to submit file for authorisation.
- ii) Result Message: Your file has been submitted for acceptance with the status '**Pending Approval**'.

Note: The authoriser will need to approve or reject the transaction before it is submitted to the Bank for processing.

For further enquiries, please contact our Business Call Centre at **1300 888 828** between 7AM to 7PM from Monday to Friday or 8AM to 5PM on Saturday (excluding public holidays) or email to **mybusinesscare@cimb.com**.