Velocity@ocbc | GIRO Payment Guide

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OCBC Bank

WORLD'S STRONGEST BANK
Ranked by Bloomberg Markets

Creating a GIRO Payment

A GIRO Payment function enables you to make Singapore Dollar payments to your beneficiary who has an account with any bank in Singapore. This is typically used for low-value payments.

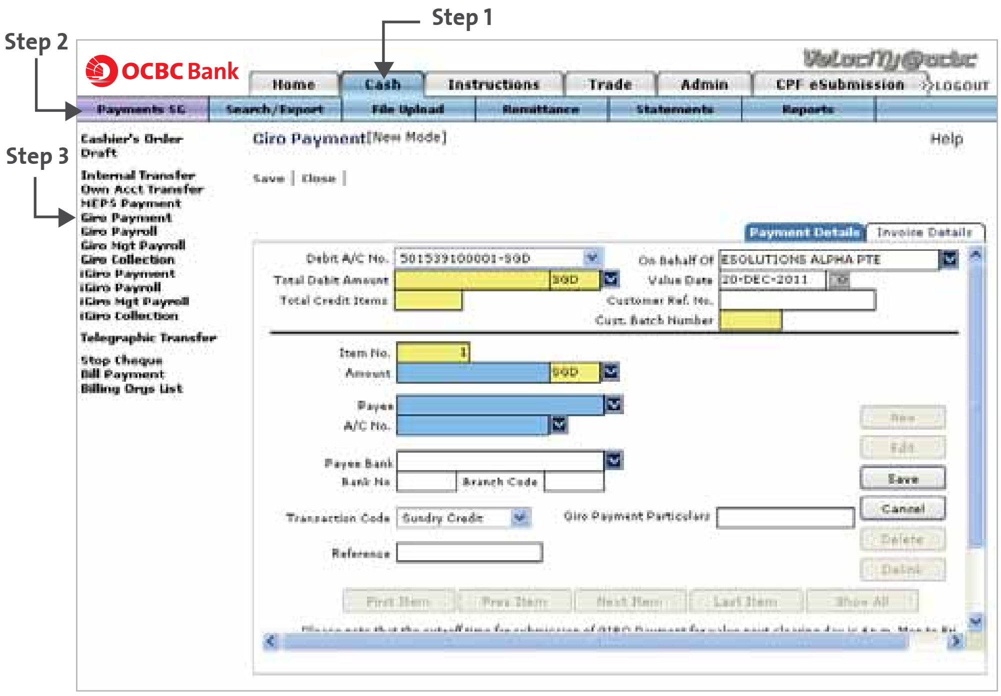
To create a **GIRO Payment**

Step 1: Select the **Cash** tab at the topmost bar

Step 2: Select **Payments SG**

Step 3: Select **Giro Payment**

Step 4: Click on **New** to create a new **GIRO Payment**. If this is a recurring payment, you may consider creating **Models**. Click here to create a model.

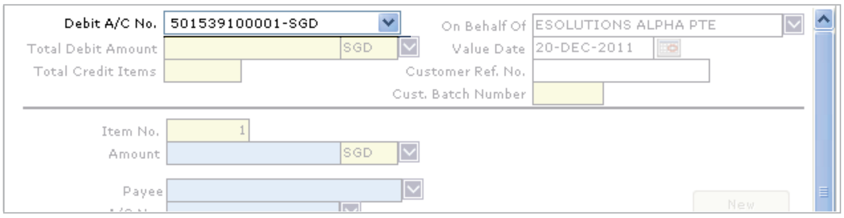


Note: Blue fields are mandatory. Information in the yellow fields will be generated automatically.

The 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.

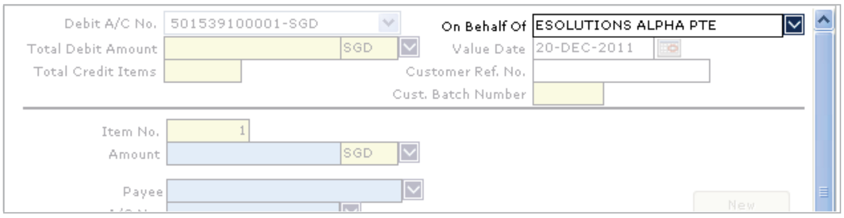
Step 5: Proceed to complete the fields in the **Payment Details** tab below.

a) Debit A/C No.



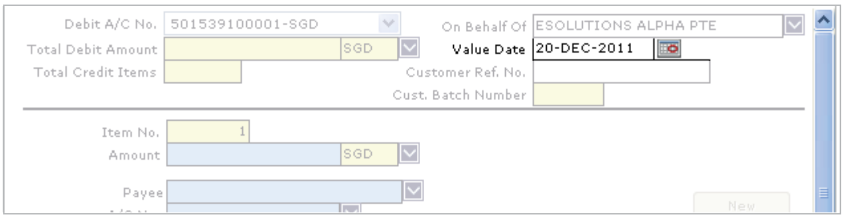
Select from the dropdown list the account from which you wish to deduct the payment from.

b) On Behalf Of



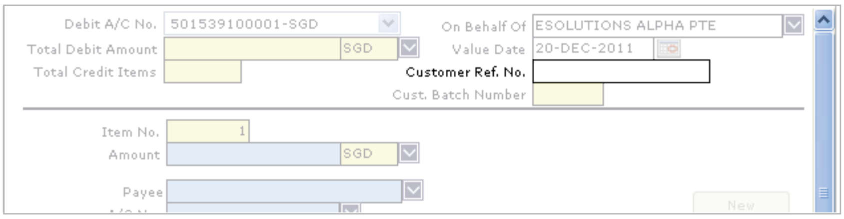
The ordering party/applicant name will appear after you have selected the debit account number.

c) Value Date



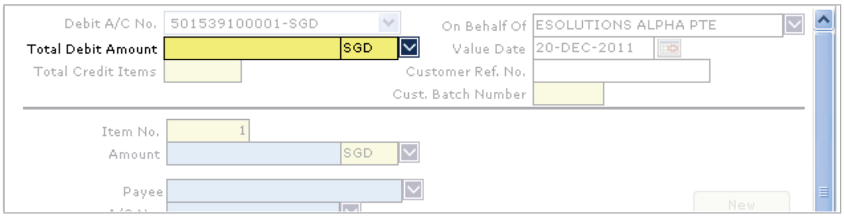
This indicates the date OCBC will process your payment. OCBC Payees will receive payment on value date itself while the other Payees will receive no later than the next business day.

d) Customer Ref. No.



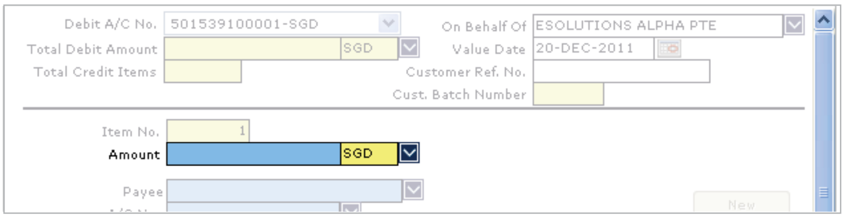
Create your own reference up to a maximum of 16 characters. This will be used for any correspondence with the bank and will appear in your bank statements.

e) Total Debit Amount



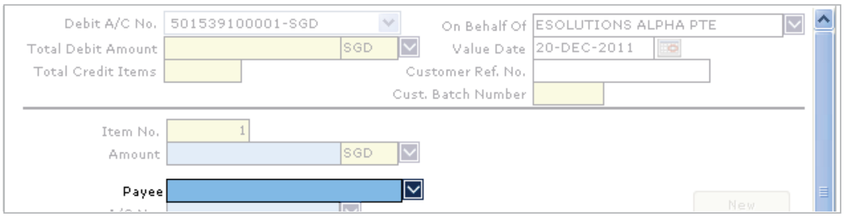
This is the total amount that will be debited from the account depending on the amount specified in each of the credit items.

f) Amount



This field will indicate the currency and amount which you wish to transfer.

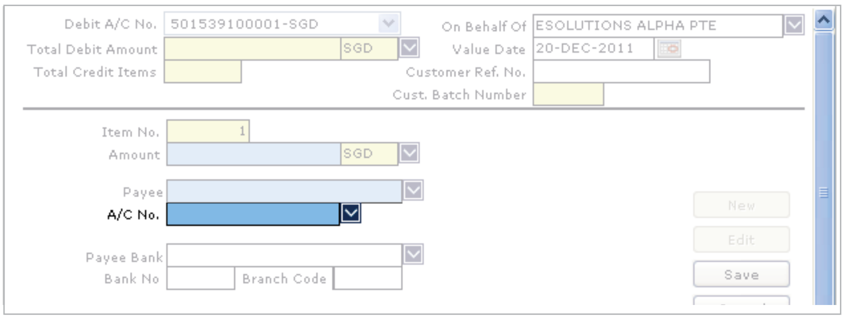
g) Payee



Select your Payee's name by clicking on the .

Note: Name is limited to 20 characters only.

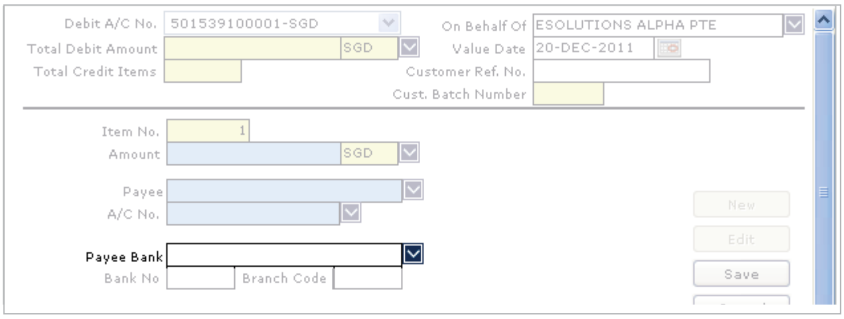
h) A/C No.



Select your Payee's Account Number by clicking on the .

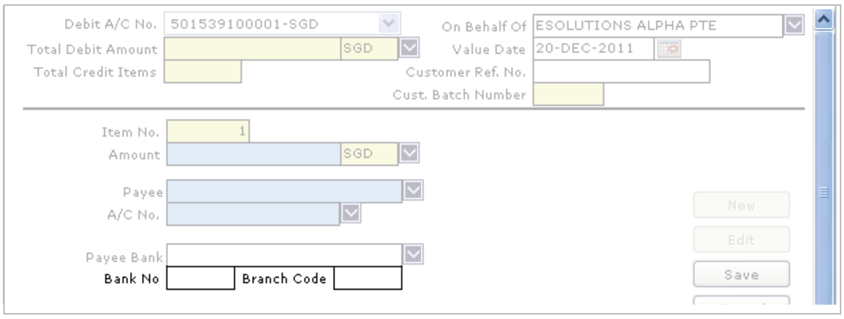
Note: Do not include symbols or spacing in the Payee's Account Number.

i) Payee Bank



Click on the to select the bank that your Payee transacts with in this payment, e.g. OCBC.

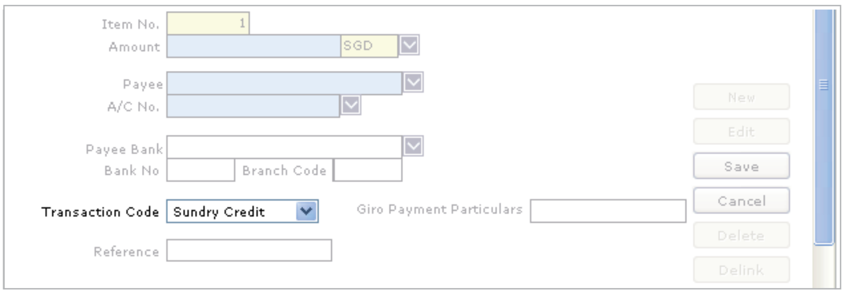
j) Bank No. and Branch Code



Please ensure that you complete these fields. 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.

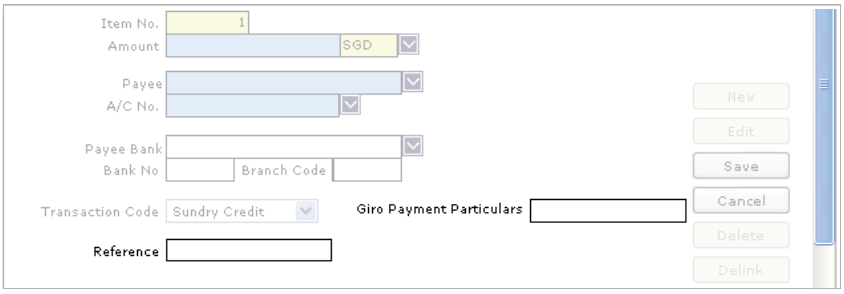
Example:
Payer A/C No. (OCBC Account): 5011234001
Bank No. (OCBC Bank No): 7339
Branch Code (OCBC Branch Code): 550

k) Transaction code



Describe the purpose of the payment for customers' reference.

l) Giro Payment Particulars and Reference (Optional)



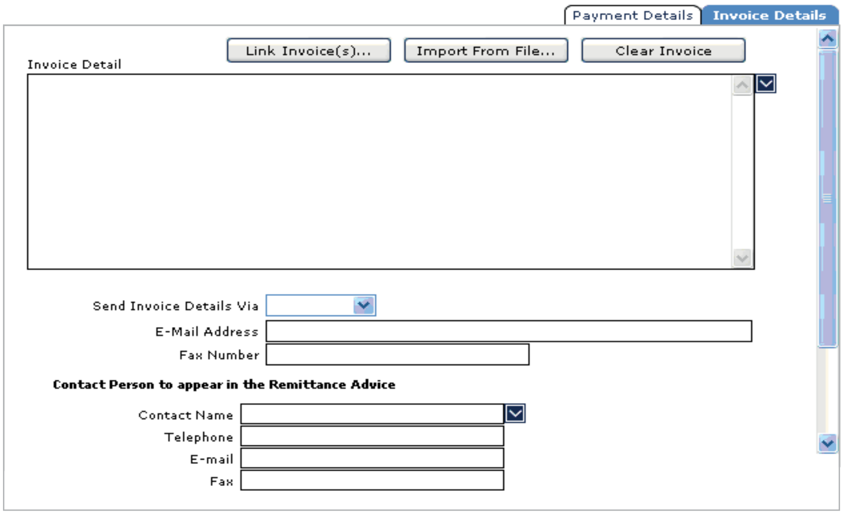
These are optional fields where additional payment particulars (maximum 9 characters) or reference (maximum 12 characters) may be entered. The information will be sent to the receiving bank.

Invoice Details Tab

This function enables you to send an invoice regarding your transaction details via email, fax or mail.

Note: This service would only be enabled upon request. Kindly contact us at Velocity@ocbc.com for service activation.

We will follow up on your request shortly. If you need immediate assistance, please call us at (65) 6538 1111 (Monday – Friday: 8.30am to 6.00pm).

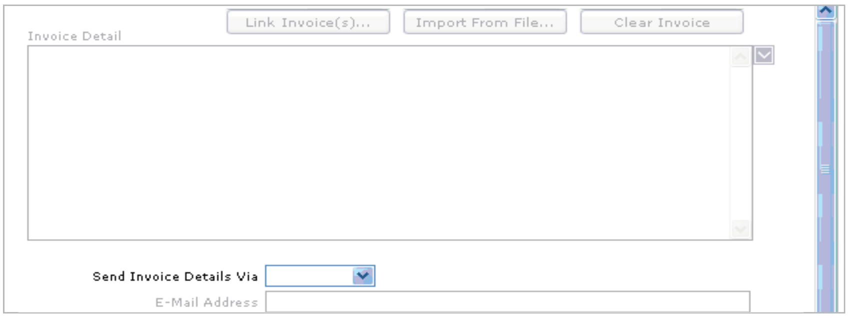


Step 6: Proceed to complete the fields in the **Invoice Details** tab below.

a) Invoice Detail

Manually key in your invoice details. Please do not enter special characters in this field.

b) Send Invoice Details Via

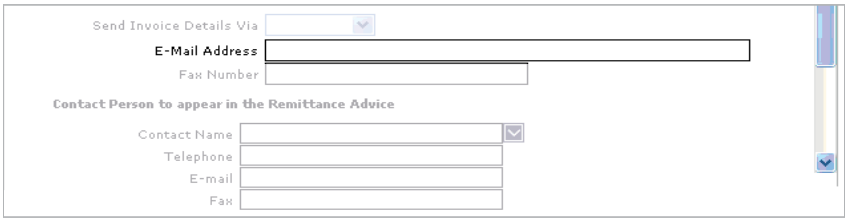


Select your invoice details mode.

Note:

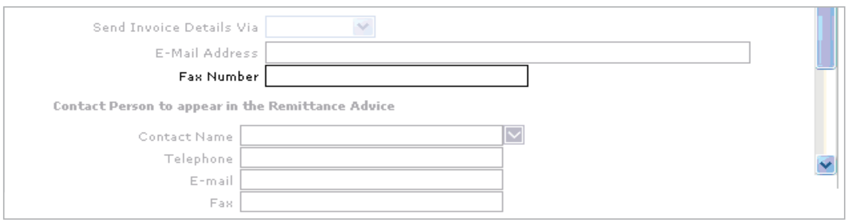
- There will be an additional S$0.20 charged for every invoice detail sent via Fax.
- Mail option is not recommended.
- eAdvice will be sent once the transaction has been processed (Status: backofficeaccepted).

c) E-Mail Address



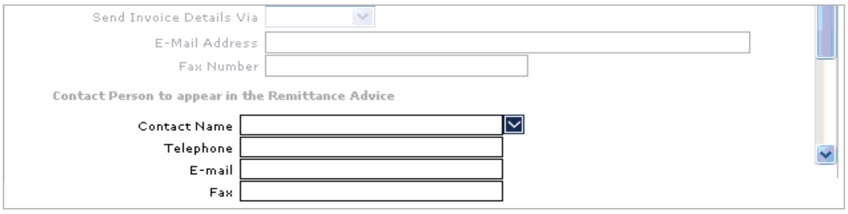
Enter your own/beneficiary's E-mail Address.

d) Fax Number (Optional)



Enter your own/beneficiary's Fax Number (Optional).

e) Contact Name, Telephone, Email and Fax

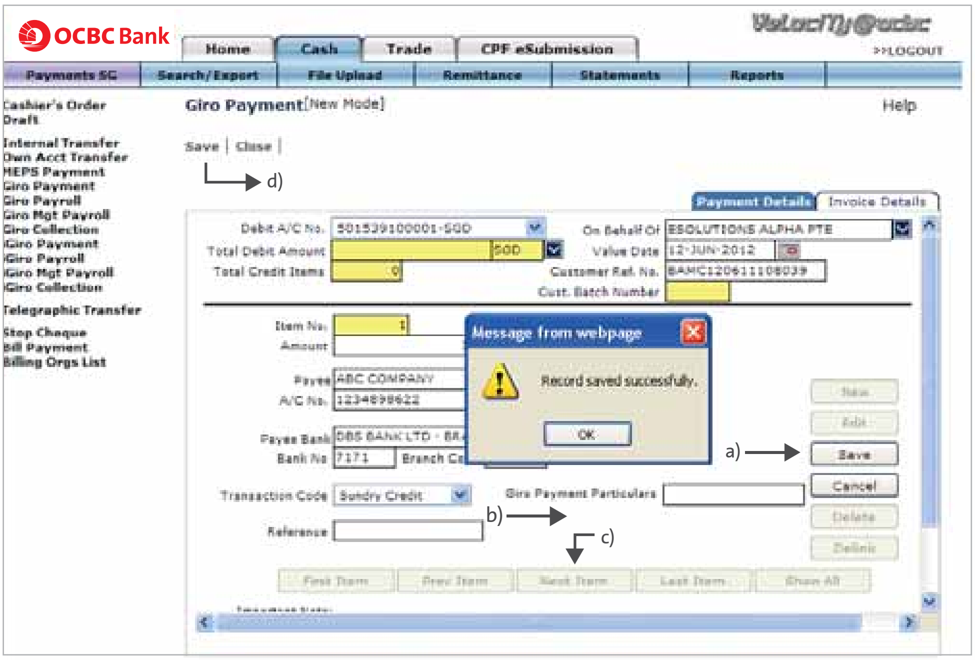


Check your Contact Person's particulars.

Note: These particulars can be changed manually.

f) Proceed back to the **Payment Details** tab to save the payment.

Step 7: Save the payment.



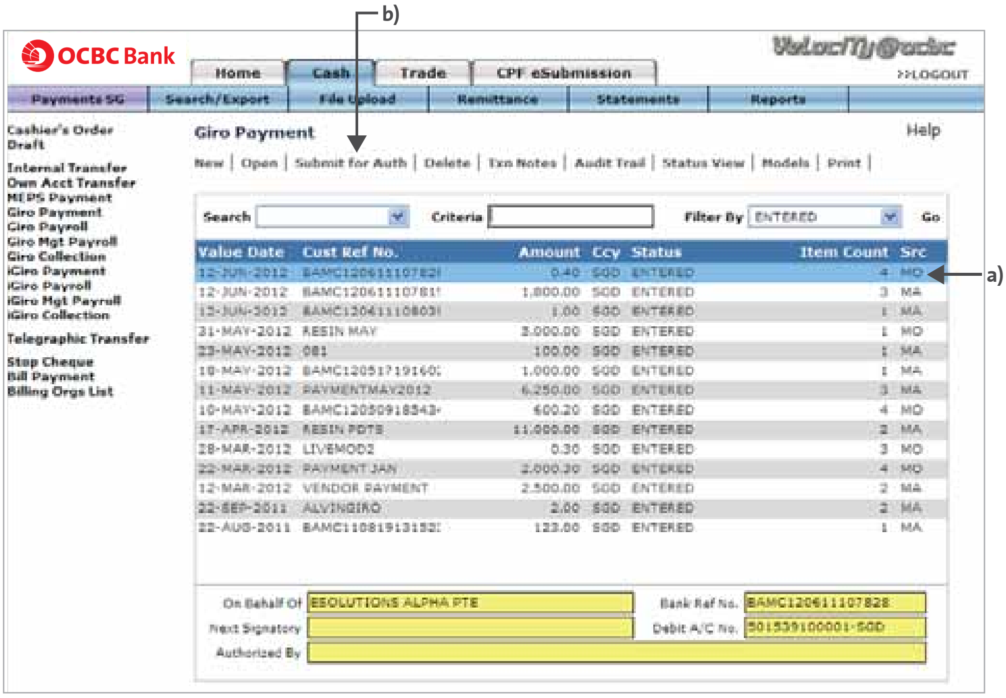
a) Save your transaction and invoice details by clicking on the **Save** button on the right side of the screen.

b) A Pop-up will be shown. Click **OK**.

c) Click on **Next Item** to proceed with another transaction **if there is any**.

d) Otherwise, click **Save** on the top of the page to successfully complete this Giro Payment creation.

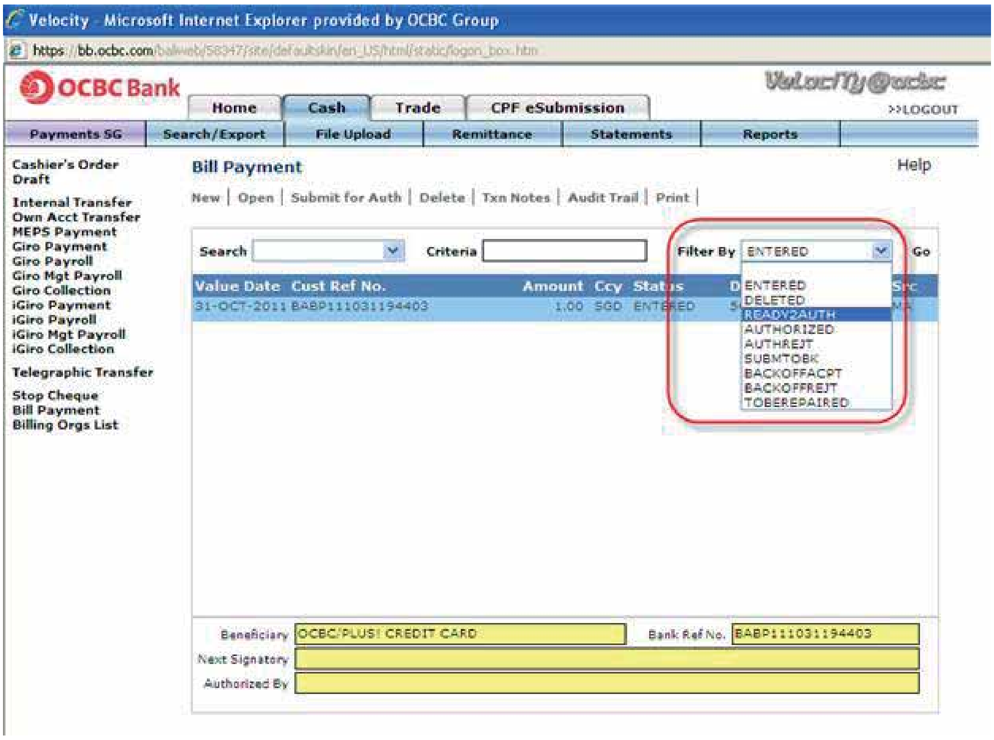
Step 8: Submit for **Authorisation**

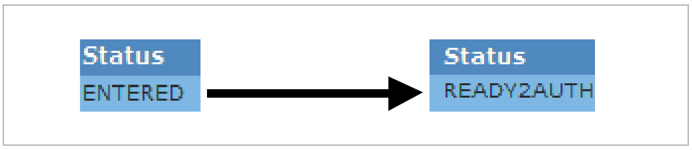


a) Select the transaction you want to authorise.

b) Click **Submit for Auth.**

Once the transaction is submitted for authorisation, its status will change from **ENTERED** to **READY2AUTH**.





Step 9: Notify your **Authoriser(s)** to log in to verify and authorise the transaction before the cut-off time on the value date.

Important: In the case of Basic Plus Service Package with transacting capability, the Creator and Authoriser is the same user. Basic Plus Users will be able to view the tabs found in both the Creator and the Authoriser screens.