

Velocity@ocbc | GIRO Payment Guide

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.

The screenshot shows the OCBC Bank Velocity@ocbc interface. The top navigation bar includes tabs for Home, Cash, Instructions, Trade, Admin, CPF eSubmission, and LOGOUT. The left sidebar lists various transaction types, with 'GIRO Payment' highlighted. The main form area is titled 'GIRO Payment (New Mode)' and contains fields for Debit A/C No., Total Debit Amount, Total Credit Items, On Behalf Of, Value Date, Customer Ref. No., Cust. Batch Number, Item No., Amount, Payee, A/C No., Payee Bank (Bank No., Branch Code), Transaction Code, and Reference. Blue fields indicate mandatory information, while yellow fields indicate information generated automatically. Buttons for 'New', 'Edit', 'Save', 'Cancel', 'Delete', 'Delete', 'First Item', 'Prev Item', 'Next Item', 'Last Item', and 'Show All' are visible.

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.

The screenshot shows a software interface for entering payment details. The 'Debit A/C No.' field is highlighted with a blue selection bar and contains the value '501539100001-SGD'. Other fields include 'On Behalf Of' (ESOLUTIONS ALPHA PTE), 'Total Debit Amount' (SGD), 'Value Date' (20-DEC-2011), 'Total Credit Items', 'Customer Ref. No.', and 'Cust. Batch Number'. Below a horizontal line, the 'Item No.' is '1', 'Amount' is (SGD), and 'Payee' is a dropdown menu. A 'New' button is visible at the bottom right.

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

b) On Behalf Of

The screenshot shows the same software interface. The 'On Behalf Of' field is highlighted with a blue selection bar and contains the value 'ESOLUTIONS ALPHA PTE'. All other fields and values are the same as in the previous screenshot.

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

c) Value Date

The screenshot shows the same software interface. The 'Value Date' field is highlighted with a blue selection bar and contains the value '20-DEC-2011'. All other fields and values are the same as in the previous screenshots.

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.

The screenshot shows the same software interface. The 'Customer Ref. No.' field is highlighted with a blue selection bar and is currently empty. All other fields and values are the same as in the previous screenshots.

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

The screenshot shows a payment form with the following fields: Debit A/C No. (501539100001-SGD), On Behalf Of (ESOLUTIONS ALPHA PTE), Value Date (20-DEC-2011), Customer Ref. No., and Cust. Batch Number. The 'Total Debit Amount' field is highlighted in yellow and has a dropdown arrow. Below this, there is an 'Item No.' field (1) and an 'Amount' field with a dropdown arrow. A 'Payee' field is also visible with a dropdown arrow. A 'New' button is located at the bottom right.

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

The screenshot shows the same payment form as in (e). The 'Amount' field is highlighted in yellow and has a dropdown arrow. The 'Total Debit Amount' field is now greyed out. The 'Payee' field has a dropdown arrow. A 'New' button is located at the bottom right.

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

g) Payee


The screenshot shows the same payment form as in (e). The 'Payee' field is highlighted in yellow and has a dropdown arrow. The 'Amount' field is now greyed out. The 'A/C No.' field is also visible with a dropdown arrow. A 'New' button is located at the bottom right.

Select your Payee's name by clicking on the .

Note: Name is limited to 20 characters only.

h) A/C No.

The screenshot shows the same payment form as in (e). The 'A/C No.' field is highlighted in yellow and has a dropdown arrow. The 'Payee' field is now greyed out. The 'Payee Bank' field is also visible with a dropdown arrow. A 'New', 'Edit', and 'Save' button are located at the bottom right.

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

Debit A/C No. 501539100001-SGD On Behalf Of ESOLUTIONS ALPHA PTE
Total Debit Amount SGD Value Date 20-DEC-2011
Total Credit Items Customer Ref. No.
Cust. Batch Number

Item No. 1
Amount SGD
Payee
A/C No.

Payee Bank
Bank No. Branch Code

New
Edit
Save

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

j) Bank No. and Branch Code

Debit A/C No. 501539100001-SGD On Behalf Of ESOLUTIONS ALPHA PTE
Total Debit Amount SGD Value Date 20-DEC-2011
Total Credit Items Customer Ref. No.
Cust. Batch Number

Item No. 1
Amount SGD
Payee
A/C No.

Payee Bank
Bank No. **Branch Code**

New
Edit
Save

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

Item No. 1
Amount SGD
Payee
A/C No.

Payee Bank
Bank No. Branch Code

Transaction Code Sundry Credit Giro Payment Particulars
Reference

New
Edit
Save
Cancel
Delete
Delink

Describe the purpose of the payment for customers' reference.

I) Giro Payment Particulars and Reference (Optional)

The screenshot shows a form with the following fields and controls:

- Item No. (text input, value: 1)
- Amount (text input, value: SGD)
- Payee (text input)
- A/C No. (text input)
- Payee Bank (text input)
- Bank No. (text input)
- Branch Code (text input)
- Transaction Code (dropdown menu, value: Sundry Credit)
- Giro Payment Particulars (text input)
- Reference (text input)
- Buttons: New, Edit, Save, Cancel, Delete, Delink

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).

The screenshot shows the 'Invoice Details' tab in a software application. The interface includes:

- Buttons: Link Invoice(s)..., Import From File..., Clear Invoice
- Invoice Detail (large empty text area)
- Send Invoice Details Via (dropdown menu)
- E-Mail Address (text input)
- Fax Number (text input)
- Contact Person to appear in the Remittance Advice**
- Contact Name (text input)
- Telephone (text input)
- E-mail (text input)
- Fax (text input)

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

OCBC Bank Velocity@ocbc

Home Cash Trade CPF eSubmission >> LOGOUT

Payments SG Search/Export File Upload Remittance Statements Reports

Cashier's Order Draft

Internal Transfer Own Acct Transfer MEPS Payment Giro Payment Giro Payroll Giro Mgt Payroll Giro Collection iGiro Payment iGiro Payroll iGiro Mgt Payroll iGiro Collection Telegraphic Transfer Stop Cheque Bill Payment Billing Orgs List

Giro Payment New | Open | **Submit for Auth** | Delete | Txn Notes | Audit Trail | Status View | Models | Print | Help

Search [] Criteria [] Filter By ENTERED [v] Go

Value Date	Cust Ref No.	Amount	Ccy	Status	Item Count	Src
12-JUN-2012	BAMC120611107821	0.40	SGD	ENTERED	4	MO
12-JUN-2012	BAMC120611107811	1,800.00	SGD	ENTERED	3	MA
12-JUN-2012	BAMC120611108031	1.00	SGD	ENTERED	1	MA
31-MAY-2012	RESIN MAY	3,000.00	SGD	ENTERED	1	MO
23-MAY-2012	081	100.00	SGD	ENTERED	1	MA
19-MAY-2012	BAMC120517191601	1,000.00	SGD	ENTERED	1	MA
11-MAY-2012	PAYMENTMAY2012	6,250.00	SGD	ENTERED	3	MA
10-MAY-2012	BAMC120509185431	600.20	SGD	ENTERED	4	MO
17-APR-2012	RESIN PD78	11,000.00	SGD	ENTERED	2	MA
28-MAR-2012	LIVEMOD2	0.30	SGD	ENTERED	3	MO
22-MAR-2012	PAYMENT JAN	3,000.30	SGD	ENTERED	4	MO
12-MAR-2012	VENDOR PAYMENT	2,500.00	SGD	ENTERED	2	MA
22-SEP-2011	ALVINGIAO	2.00	SGD	ENTERED	2	MA
22-AUG-2011	BAMC110819131521	123.00	SGD	ENTERED	1	MA

On Behalf Of: ESOLUTIONS ALPHA PTE Bank Ref No.: BAMC120611107828
 Next Signatory: Debit A/C No.: 501539100001-500
 Authorized By:

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**.

Velocity - Microsoft Internet Explorer provided by OCBC Group

https://bb.ocbc.com/balweb/S8347/sre/defaukskin/en_US/html/stabc/fgon_box.htm

OCBC Bank Velocity@ocbc

Home Cash Trade CPF eSubmission >> LOGOUT

Payments SG Search/Export File Upload Remittance Statements Reports

Cashier's Order Draft

Internal Transfer Own Acct Transfer MEPS Payment Giro Payment Giro Payroll Giro Mgt Payroll Giro Collection iGiro Payment iGiro Payroll iGiro Mgt Payroll iGiro Collection Telegraphic Transfer Stop Cheque Bill Payment Billing Orgs List

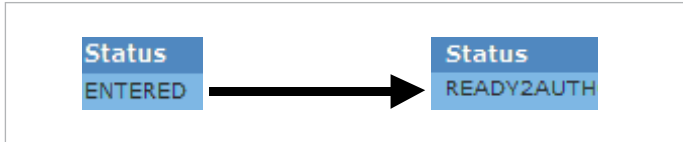
Bill Payment New | Open | Submit for Auth | Delete | Txn Notes | Audit Trail | Print | Help

Search [] Criteria [] Filter By ENTERED [v] Go

Value Date	Cust Ref No.	Amount	Ccy	Status	Item Count	Src
31-OCT-2011	BABP111031194403	1.00	SGD	ENTERED	3	MA

Filter By: ENTERED, DELETED, **READY2AUTH**, AUTHORIZED, AUTHREJT, SUBMTOBK, BACKOFFFACPT, BACKOFFPREJT, TOBEREPAIRED.

Beneficiary: OCBC PLUS1 CREDIT CARD Bank Ref No.: BABP111031194403
 Next Signatory:
 Authorized By:



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.