

# Velocity@ocbc | Telegraphic Transfer Guide

# Creating a Telegraphic Transfer (TT)

To create a **Telegraphic Transfer**

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

**Step 2:** Select **Payments SG**

**Step 3:** Select **Telegraphic Transfer**

The screenshot shows the OCBC Bank Velocity portal. The 'Cash' tab is selected in the top navigation bar. Under 'Payments SG', the 'Telegraphic Transfer' option is highlighted. The main content area displays a table of transactions and a form for creating a new transfer.

Value Date	Cust Ref No.	Amount	Ccy	Status	Debit A/C No.	Src
13-JUL-2012	MODTT	900.00	USD	ENTERED	501175509201-USD	MO
13-JUN-2012	BATT120613179897	1,000.00	EUR	ENTERED	501175509201-USD	MA
12-JUN-2012	TT JUNE 2012	10.00	USD	ENTERED	501539100001-SGD	MA
12-JUN-2012	JULY TT 2012	100.00	USD	ENTERED	501539100001-SGD	MO
11-JUN-2012	BATT120611170927	1,000.00	EUR	ENTERED	501175509201-USD	MA
06-JUN-2012	MODTT	1,000.00	USD	ENTERED	501539100001-SGD	MO
08-MAY-2012	BATT120424149802	100.00	SGD	ENTERED	501539100001-SGD	MA
26-APR-2012	TT APR 2012	200.00	USD	ENTERED	501175509201-USD	MO
20-APR-2012	ERIC18APR	1,000.00	USD	ENTERED	501539100001-SGD	MA
17-APR-2012	ABC COMPANY	1,000.00	USD	ENTERED	501539100001-SGD	MA
11-APR-2012	BATT120411193998	1,000.00	USD	ENTERED	501175509201-USD	MA
04-APR-2012	SANDY TT	10,000.00	USD	ENTERED	501539100001-SGD	MA
22-MAR-2012	ETEST	70,000.00	AUD	ENTERED	501175509201-USD	MA
21-MAR-2012	WX MARCH 2012	1,000.00	USD	ENTERED	501539100001-SGD	MA
07-MAR-2012	ABCDEF	10,000.00	USD	ENTERED	501539100001-SGD	MA
23-FEB-2012	BATT120222174915	100,000.00	EUR	ENTERED	501175509201-USD	MA

Form fields for creating a new transfer:

- Beneficiary: **MR.Y** (Mandatory)
- Bank Ref No.: **BATT120613183590** (Mandatory)
- Next Signatory: (Yellow field)
- Authorized By: (Yellow field)

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

**Step 4:** Click on **New** to create a new **Telegraphic Transfer**. If this is a recurring payment, you may consider creating **Models**. Click [here](#) to create a model.

The screenshot shows the OCBC Bank Velocity portal interface for creating a Telegraphic Transfer. The page title is "Telegraphic Transfer [New Mode]". The navigation menu includes Home, Cash, Trade, CPF eSubmission, Payments SG, Search/Export, File Upload, Remittance, Statements, Reports, and Help. The left sidebar lists various transaction types like Cashier's Order Draft, Internal Transfer, etc. The main form area is divided into tabs: Details, Invoice Details, Fx Details, and Bank to Bank. The "Details" tab is active, showing fields for Customer Ref. No., Debit A/C No., Value Date (14-JUN-2012), Remit Ccy, Remit Amount, and Charges (SHARED). Below these are the Ordering Customer details, including Name, Address, and City. The Intermediary Bank Details and Beneficiary Bank Details sections contain Name, Address, Country, and City fields, with yellow highlighting indicating auto-generated information. A Payment Details section is also present at the bottom.

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

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

**a) Customer Ref. No.**

This close-up screenshot focuses on the "Details" tab of the Telegraphic Transfer form. The "Customer Ref. No." field is highlighted with a red box. Below it are fields for Debit A/C No., Value Date (18-JAN-2012), Remit Ccy, Remit Amount, and Charges (SHARED). The Intermediary Bank Details section includes Name, Address, Country, and City fields, with yellow highlighting on the Name, Address, and City fields.

Create your own reference up to a maximum of 16 characters. This will be used for your own reconciliation.

**b) Debit A/C No**

The account from which you wish to make the payment.

**c) Value Date**

Select the date when OCBC processes your payment.

**d) Remit Ccy**

The currency in which you wish to remit.

**e) Remit Amount**

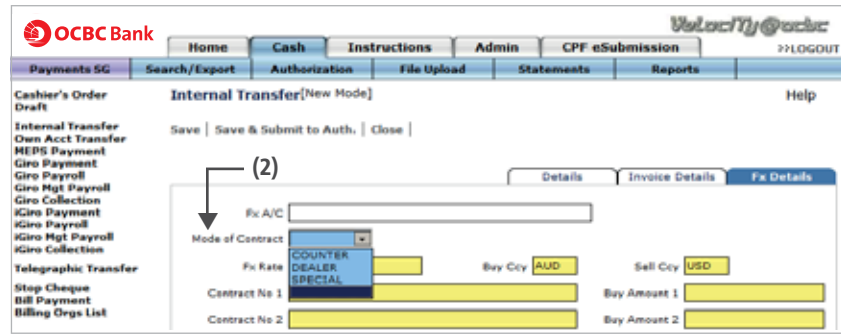
The amount which you wish to remit.

If the transaction **Remit Currency** is different from the currency of your debit account, Foreign Exchange conversion costs will be involved. Select the **Fx Details** tab and choose a mode of contract.

1) Select the **Fx Details** tab



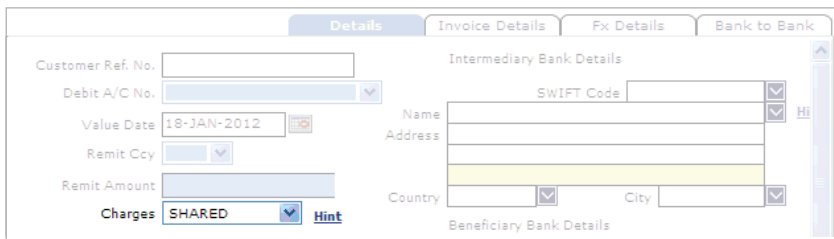
2) Select your mode of contract



Foreign Exchange Modes of Contract:	
Counter	Choose Counter if you wish to use the Board Rate for that day to process your transaction.
Dealer	Choose Dealer if you have an FX contract with OCBC bank. The Bank will process your transaction based on your FX contract with the Bank. Enter the FX Contract Numbers and Buy Amount.
Multiple	Select 'Multiple' if you have multiple contracts for this payment. Enter the FX Contract Numbers and Buy Amount.
Special	Select 'Special' only if you have not been issued a contract number by your FX Dealer. Enter the FX Contract Rate and Dealer Name.

**f) Charges**

Go back to the **Details** tab. Select the mode of charges







	OCBC charges	Non-OCBC charges
<b>Shared (SHA)</b>	You	Beneficiary
<b>Beneficiary (BEN)</b>	Beneficiary	Beneficiary
<b>Ourselves</b>	You	You (Applicable to OCBC Agent Charges)

**g) Intermediary Bank Details (Optional)**

<b>Intermediary Bank (optional, for routing funds to beneficiary bank)</b>	Intermediary Bank Name	Name of the bank which the beneficiary bank maintains account with.
	Intermediary Bank Address	If there is no SWIFT or Clearing Code, enter City and Country information.
	SWIFT Address	8 or 11 characters.

The details of the Bank which the Beneficiary Bank maintains account with. Check with your Payee if this information is required.

Enter the SWIFT code directly or select the SWIFT code from the lookup icon . Click on the look-up icon  and select a Bank. Specify the beneficiary bank details or select the beneficiary bank details from the lookup icon . If the SWIFT code is selected through the lookup icon , the beneficiary bank details will be auto-populated.

If SWIFT details are not available, please input Name and Full Address with country of location of Beneficiary Bank.

**Note:** If you have the identification codes like FedWire Code/ABA/Sort Code, enter these codes into Beneficiary Bank Details. We can process your instruction without the SWIFT Code.

**h) Beneficiary Bank Details**

Please input details of the bank which your beneficiary maintains account with.

**i) Beneficiary Details**

Type	Field	Remarks
<b>Beneficiary</b>	Beneficiary Name	The beneficiary name maintained with their bank.
	Beneficiary Address	Optional.
	Beneficiary A/C Number	If it is payment to European Union, use IBAN account number.
	Beneficiary Contact Number	Optional – Required only if remitting to Taiwan or Korea.
	Beneficiary ID/Passport	Optional – Required only if remitting TWD to an individual in Taiwan.

Beneficiary's Name and Account No.

Incorrect account number formats	Correct account number formats
ACCT No: 896932407	896932407
321-324325-001	321324325001
234/213496/21	23421349621
USD 98632540	98632540
GB09 BOFA 8046 3800 1111 1111	GB09BOFA8046380011111111
IBANCH9300762011623852957	CH9300762011623852957

**Note:** Do not include symbols or spacing when submitting the information above. Ignore the prefix IBAN during inputting of IBAN a/c numbers. If the Beneficiary's name is too lengthy, please continue to input the name on the second line.

**j) Payment Details**

Type	Field	Remarks
<b>Beneficiary Bank</b>	Beneficiary Name	Name of the bank which the beneficiary maintains account with.
	Beneficiary Address	If there is no SWIFT or Clearing Code, enter City and Country information.
	SWIFT Address OR Clearing Code	SWIFT: 8 or 11 characters. Common clearing/routing codes include: <ul style="list-style-type: none"> <li>• Fedwire/ABA Code – Paying USD to banks in USA</li> <li>• BSB Code – Paying AUD to banks in Australia</li> <li>• Sort Code – Paying GBP to banks in UK</li> </ul>

Information for your beneficiary on the nature of this payment.

Additional information is required for payment made to the following countries:

Country	Information
<b>Osaka, Japan</b>	Provide the <b>full address of Applicant</b> in Payment Details field.
<b>Thailand</b>	Provide <b>clear description of payment</b> with Invoice Details (if applicable) in Payment Details field. Example: Purchase of goods/salary/ investment, etc.

### Instructions

Additional information is required for payment made to the following countries:

Country	Information
<b>Taiwan</b>	Select PHOB under the Instructions field and provide the beneficiary's contact number.
<b>Korea</b>	Select PHOB under the Instructions field and provide the beneficiary's contact number.
<b>Hong Kong</b>	For payments in Hong Kong Dollars to countries outside Hong Kong, select TELE under the Instructions field.



**Step 6:** If further instructions are to be given to the Beneficiary or Intermediary Bank, select the **Bank to Bank** tab below. (Optional)

**a) INT – Instructions to the Intermediary Bank**

Input the account number of the beneficiary bank maintained with the Intermediary Bank.

**b) ACC – Instructions to Beneficiary Bank**

Input the exact branch address of the Beneficiary Bank.

**Invoice Details**

This function enables you to send an eAdvice to your Payee via email, fax or mail. Note that the function has to be enabled first.

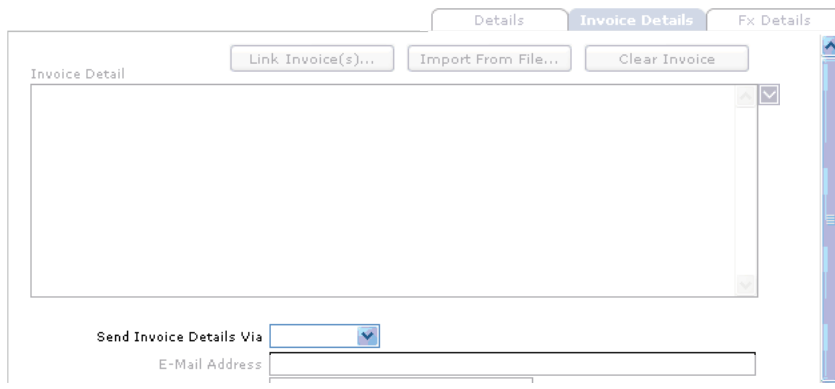
You may submit your request to us at [Velocity@ocbc.com](mailto:Velocity@ocbc.com). We will follow up on your enquiry feedback shortly. If you need immediate assistance, please call us at +65 65381111 (Mon – Fri: 8.30am to 6.00pm).

**Step 7:** Proceed to complete the fields in the **Invoice Details** tab below.

**a) Invoice Details**

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

## b) Send Invoice Details Via



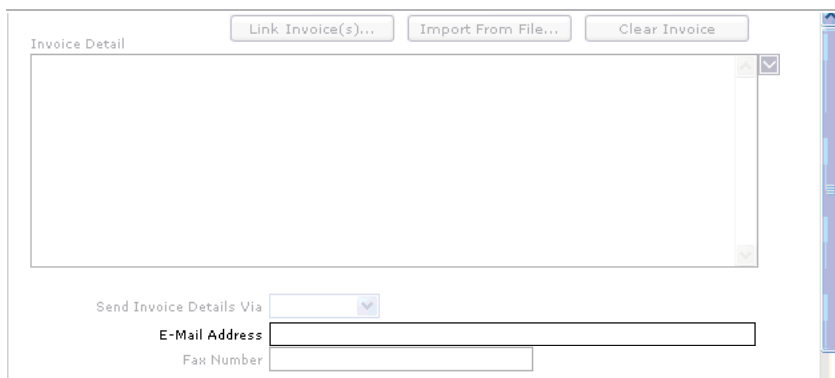
The screenshot shows a software window with three tabs: 'Details', 'Invoice Details', and 'Fx Details'. The 'Invoice Details' tab is active. At the top of the window are three buttons: 'Link Invoice(s)...', 'Import From File...', and 'Clear Invoice'. Below these is a large empty text area labeled 'Invoice Detail'. At the bottom, there is a dropdown menu labeled 'Send Invoice Details Via' which is open, showing a list of options. Below the dropdown is a text input field labeled 'E-Mail Address'.

Select your invoice details mode. There will be an additional S\$0.20 charged for every invoice detail sent via Fax.

### Note:

- Mail option is not recommended.
- eAdvice will be sent once the transaction has been processed (Status: backofficeaccepted).

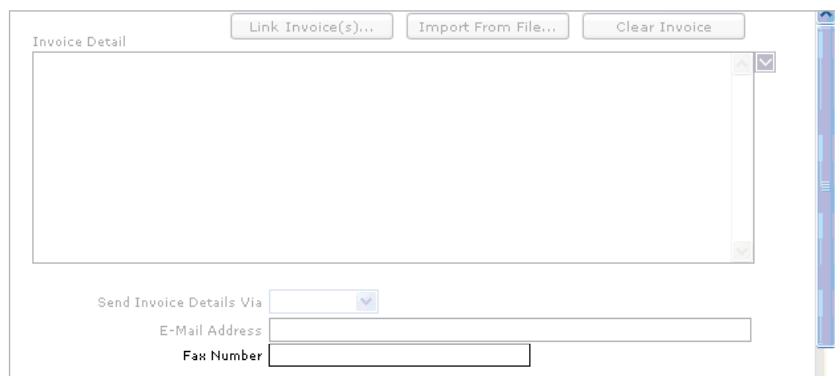
## c) E-Mail Address



This screenshot is similar to the previous one, but the 'Send Invoice Details Via' dropdown menu is open, and the 'E-Mail Address' and 'Fax Number' fields are visible below it. The 'E-Mail Address' field is highlighted with a red border, indicating it is the current focus.

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

## d) Fax Number (Optional)



This screenshot is similar to the previous one, but the 'Send Invoice Details Via' dropdown menu is open, and the 'E-Mail Address' and 'Fax Number' fields are visible below it. The 'Fax Number' field is highlighted with a red border, indicating it is the current focus.

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

e) Contact Name, Telephone, E-mail and Fax

Check your Contact Person's particulars.

**Note:** Velocity@ocbc will automatically identify your company's primary contact person's particulars as per his/her registration with us. These particulars can be changed manually.

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

**Step 8:** Save your payment

a) **Save** – to save transaction details.

b) **Save & Submit to Auth** – to save and submit the transactions for the Authoriser(s) to authorise.

**Note:** Once the transaction is submitted for authorisation, its status will change from **ENTERED** to **READY2AUTH**. Click [here](#) to find out how to view this change of transaction status.

Velocity - Microsoft Internet Explorer provided by OCBC Group

https://bb.ocbc.com/balweb/58247/site/def/autokarven\_US/html/walk/legas\_box.htm

**OCBC Bank** Home Cash Trade CPF eSubmission Velocity@ocbc >> LOGOUT

Payments SG Search/Export File Upload Remittance Statements Reports Help

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

### Telegraphic Transfer

New | Open | Submit for Auth | Delete | Txn Notes | Audit Trail | Models | Print

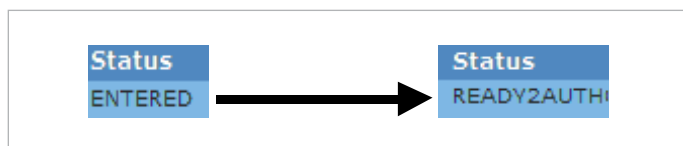
Search  Criteria  Filter By ENTERED  Go

Value Date	Cust Ref No.	Amount	Ccy	Status	D	S	Src
08-MAY-2012	MODTT	1,000.00	USD	ENTERED	5	1	MA
08-MAY-2012	BATT120424149802	100.00	SGD	ENTERED	5	1	MA
26-APR-2012	TT APR 2012	200.00	USD	ENTERED	5	1	MA
20-APR-2012	ERIC18APR	1,000.00	USD	ENTERED	5	1	MA
17-APR-2012	ABC COMPANY	1,000.00	USD	ENTERED	5	1	MA
11-APR-2012	BATT120411193998	1,000.00	USD	ENTERED	5	1	MA
04-APR-2012	SANDV TT	10,000.00	USD	ENTERED	5	1	MA
22-MAR-2012	STEST	70,000.00	AUD	ENTERED	5	1	MA
21-MAR-2012	WX MARCH 2012	1,000.00	USD	ENTERED	5	1	MA
07-MAR-2012	ABCDEF	10,000.00	USD	ENTERED	5	1	MA
23-FEB-2012	BATT120222174915	100,000.00	EUR	ENTERED	5	1	MA
18-MAR-2009	TT-EDWIN	50,000.00	SGD	ENTERED	5	1	MA

Beneficiary:  Bank Ref No.:

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. Click [here](#) to learn how to authorise a transaction.