UOB File Converter - Quick Guide

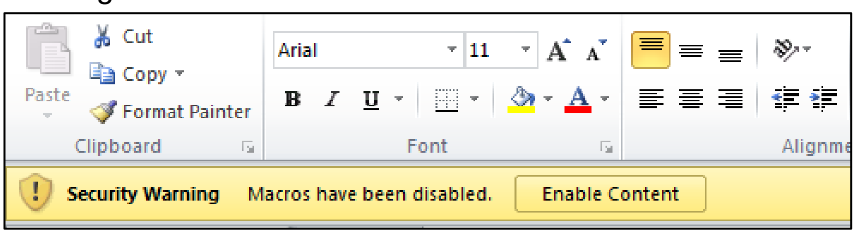
FAST_GIRO_v2.9.xlsm

1. Extract the UOB_File_Converter.zip.

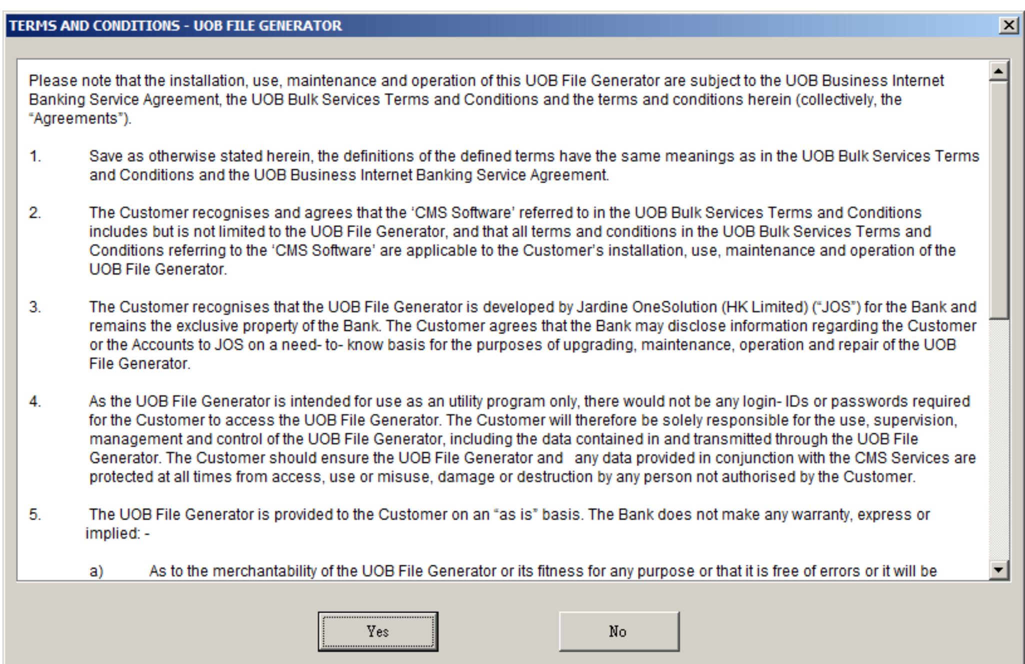
2. Open FAST_GIRO folder, please make sure that both FAST_GIRO_v2.9.xlsm and ParameterTable.xlsx are placed in the same folder location.

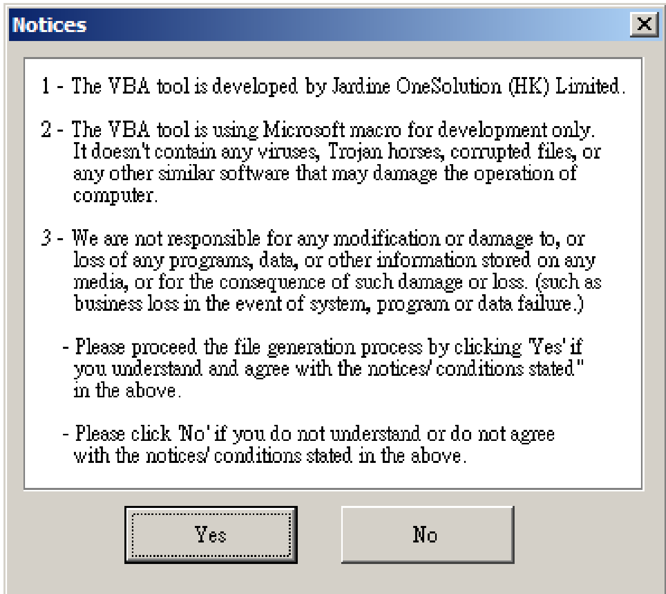
3. To create a bulk FAST/GIRO file, please open FAST_GIRO_v2.9.xlsm

4. For first time usage, please click “Enable Content” on the Security Warning message.



5. Please read and click ‘YES’ on the Terms and Conditions below:





6. Blue column headers are non-mandatory fields, pink column headers are mandatory fields.

7. In Row 3: Please select your Payment Type, Service Type and Processing Mode and fill in your Originating Account Number, Originating Account Name, Transaction Value Date and Bulk Customer Reference.

    a. Originating BIC Code must be UOVBSGSGXXX.

    b. If you require a payment advice to be sent to your beneficiary, please fill in the Payment Advice Header Line 1 and Payment Advice Header Line 2. You may consult with our implementation advisors if you need further information on our Payment Advice.

    c. The Ultimate Originating Customer Name can be left blank, however if you need to key in some values, kindly take note that it must be different from the Originating A/C Name.

8. In Row 11, Column B: Please type 'PI' as an indicator to add your first payment instruction/transaction details into this bulk file. The Record Number in Row 11, Column A will automatically be updated when a new transaction record (PI) is created.

9. If you make any modification (e.g. delete transaction record), your record number will not be auto-updated. In order to update the record number, please click "Generate Record No".

10. In Row 11: Please fill in the Receiving BIC Code, Receiving Bank Account Number, Receiving Account Name (max. 140 chars), Transaction Amount, Beneficiary Reference Purpose Code and Beneficiary Advice Indicator

    a. For the Receiving BIC Code field, please refer to BIC_Code_List.pdf. If the receiving bank is not listed, kindly check with your implementation manager.

    b. If your Service Type is “Express” in the Header Section, the Receiving BIC Code must be “UOVBSGSGXXX”.

    c. For the Purpose Code field, please refer to Purpose_Code_List.pdf or http://www.uob.com.sg/personal/eservices/fast/index.page#purposecode

    d. If you require a payment advice to be sent to your beneficiary, please type ‘Y’ in the Beneficiary Advice Indicator field. You are not allowed to select ‘Y’ and ‘N’ in a same bulk file. You may consult with our implementation advisors if you need further information on our Payment Advice.

    e. The Ultimate Payer/Beneficiary Name can be left blank, however if you need to key in some values, kindly take note that it must be different from the Receiving A/C Name.

11. If you indicate ‘Y’ in the Beneficiary Advice Indicator field, the Beneficiary Name Line 1 and Email Address of Beneficiary become mandatory fields.

12. If you indicate ‘Y’ in the Beneficiary Advice Indicator field, you are required to fill in the advice details on the next row.
    For example, you are at Row 11 and have completed all the required fields under payment instruction (PI):

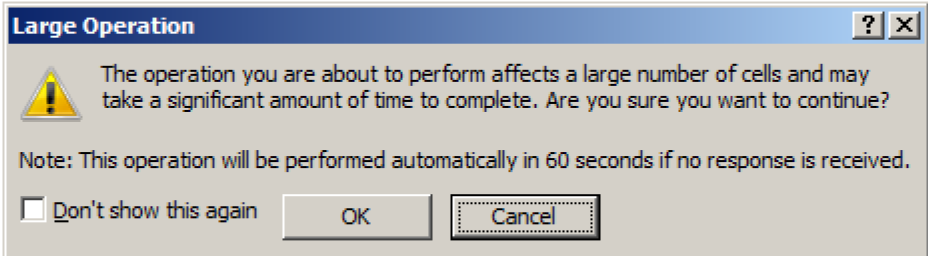
    a. Your advice details will be on Row 12.

    b. Please type ‘BA’ and fill in the Spacing Lines and Beneficiary Advice Details on Row 12.

    c. If you need to add more than one advice details, please add it to the next row, in this case it will be Row 13, 14, 15…etc.

13. If you need to delete a row of transaction details, the following warning message will be shown up. The deletion processing time will depend on the total number of

items and your PC specifications. Please click “OK” to proceed.



14. Once you finish creating your bulk file, please click “Export FAST-GIRO File”, select the file location that you will use to store the bulk file and select the file’s sequence number (the last two digits on your filename).

    a. If there is any invalid value detected on any of the rows, a popup message will notify you on the error details.

15. If you need to convert an Interbank GIRO (IBG) file to FAST/GIRO file, please click “Import IBG File”. The file’s content will be populated into the cells. You will not be able to import the file if there is any invalid value detected on your IBG file.

16. If you need to update your FAST/GIRO file, please click “Import FAST-GIRO File”. The file’s content will be populated into the cells. You will not be able to import the file if there is any invalid value detected on your IBG file.