Input User & Signatory

Manual

Table of Content

PREFACE

KBANK K BizNet User Manual is aimed to give you, as our prestigious customer, a general idea of what is a KBANK K BizNet service and how it works. **Company Input User & Company Signatory** section is specially designed for both of Company Input User & Company Signatory. It includes all Account Summary, All information which related to account (Statement Inquiry, Balance Inquiry, Today Transaction, Online Transaction, Scheduled Transaction, Batch Transfer), Funds Transfer (including Own Account Funds Transfer, Other Account Funds Transfer, Inter-Bank Funds Transfer), Bill Payment, Cheque Services (Order Cheque Book, Stop Cheque and Stop Cheque Status Inquiry), Other Services (i.e. Transfer/Payment Batch, View Payment Collection Log), Profile Settings (Transfer/Payment Template List, Batch Template List, Change Login Password) and To Do Menu (To do List, Batch To do List, To Track List)

After the company administrator completed the company setting. The users (Input User and Signatory) can use the authorized User ID to access into K BizNet system according to Access Level Assigned by company administrator. The signatory needs PIN received

from the bank for first login process. The Input User needs password received from the company administrator to get into the system

1. Main Page

Company Signatory and Company Input User (will be called as User) will supply Company ID, User ID, and Password to login to the K BizNet system. Then the system will lead the user to Main Page, which provide the history for login information, announcement.
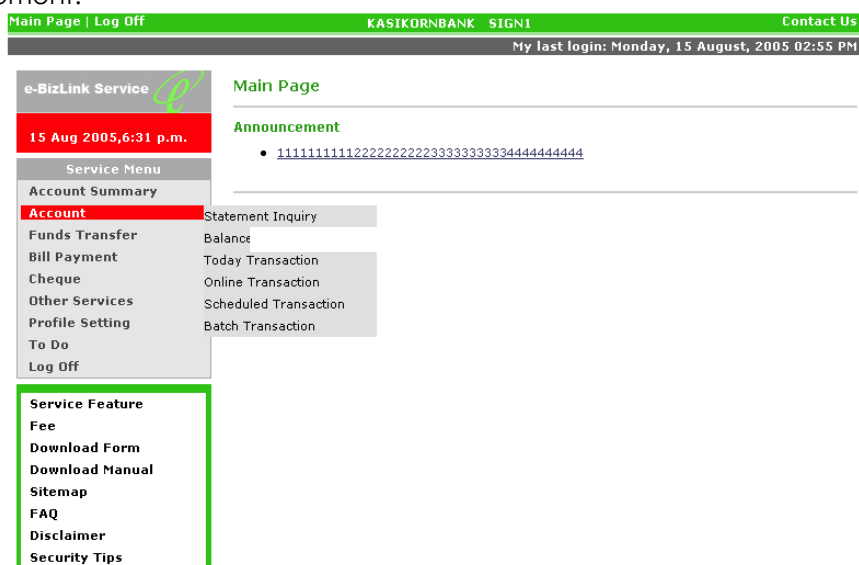
Screen1: Main Page

2. Account Summary

User can access the registered account on K BizNet service to view the account summary and its detail. The account types that are allowed on K BizNet service are:

- Savings Account
- Current Account
- Fixed-Deposit Account
- Loan Account
- Mutual Fund Account

User can print out the account summary list by press **Print** button

Moreover, user can select **Action** to do statement Inquiry, Funds Transfer, Bill Payment by selecting the transaction type in the drop list located on the end of each record.

Remark:

The displayed Account Summary will be varied according to the User Level Assignment, which has been set by Company Administrator

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Account Summary

To view the balance of all accounts that I have authority to access via the e-Bizlink Service.

Current Account				
Account Number	**Nickname**	**Outstanding Balance (THB)**	**Available Balance (THB)**	**Action**
001-1-00085-1	Ca Bkk	-9,000.00	-9,000.00	Please Select ⌄
371-3-00163-4	Ca ตจว	*******	*******	

Savings Account				
Account Number	**Nickname**	**Outstanding Balance (THB)**	**Available Balance (THB)**	**Action**
001-2-00179-9	Sa Bkk	465,013.37	465,013.37	Please Select ⌄
381-3-00163-4	Sa ตจว	*******	*******	

Fixed-Deposit Account			
Account Number	**Nickname**	**Available Balance (THB)**	**Action**
401-3-00163-4	FX	*******	

Mutual Fund Account			
Account Number	**Nickname**	**Outstanding Balance (THB)**	**Action**
351-3-00163-4	MF	*******	

Loan Account			
Account Number	**Nickname**	**Outstanding Balance (THB)**	**Action**
391-3-00163-4	LN	*******	

Total Deposit (THB) 465,013.37
Total Debt (THB) 9,000.00

[Print]

Screen 2: Account Summary

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3. Account

User will inquire the registered account information by selecting Account sub menu below

Statement Inquiry

User can pick the account number, statement period : *Current Month*, *Previous Month*, or *define the beginning and ending date* for displaying statement

Statement Inquiry

To view statement of the account(s) that I have authority to access via KBANK e-BizLink Service.

Step 1 >> Inquiry From

Account Number   Please Select ▼

Step 2 >> Select Period

You can view statements for the last 3 months for Current account, Savings account and last 6 months for Fixed-deposit account and Loan account.

Statement Period   ○ Current Month

○ Previous Month   Please Select ▼

○ From _____   Date   To Day ▼ of this month

Submit

Three months in retrospect for savings, current accounts, and six months for other types of accounts.
User can print out the statement by press *Print* button or press *Download* button for downloading the statement into Excel file format for future usage.

Statement Inquiry - Inquiry Result

Account Number   001-1-00008-8
Account Name
Account Nickname   Test Look and Feel
Statement Period   01/04/2005 - 30/04/2005

Date	Description	Cheque Number	Withdrawal (THB)	Deposit (THB)	Outstanding Balance (THB)	Bank Use Only
25/04/2005	Cash Deposit			10,000.00	109,721.70	Siam Square Branch 04733
25/04/2005	Cash Deposit			10,000.00	119,721.70	Siam Square Branch 04733
25/04/2005	Deposit by Money Transfer			200,000.00	319,721.70	00041
25/04/2005	Cash Deposit			10,000.00	329,721.70	Siam Square Branch 04733
25/04/2005	Withdrawal by Clearing cheque	4450584	200,000.00		129,721.70	Silom 00016
25/04/2005	Deposit by Housing Cheque			100,000.00	229,721.70	Silom 19627
25/04/2005	Withdrawal by Clearing cheque	4450585	200,000.00		29,721.70	Silom 00016
25/04/2005	Cash Deposit			10,000.00	39,721.70	Siam Square Branch 04733

[Print]   [Download]

Screen 3: Statement Inquiry

Balance Inquiry

User can select the desired **Account Number** to view the account detail

Balance Inquiry

To view account balance of the account(s) that I have authority to access via KBANK e-BizLink Service.

Inquiry From

Account Number   [Please Select   ▼]

Moreover, user can print out the account information by press **Print** button

Balance Inquiry – Inquiry Result

Account Number	011-1-06730-9
Account Name	BOONLIENG LERTVISESCHAI
Account Nickname	Current1
Limit (THB)	2,000,000.00
Outstanding Balance (THB)	124,985.00
Value of Cheque Deposited Yesterday (THB)	0.00
Value of Cheque Deposited Today (THB)	0.00
Amount reserved (THB)	0.00
Available Balance (THB)	2,124,985.00

Print

Screen 3: Balance Inquiry

Today Transaction

Today transaction will display transactions done today via branches concerned or Cash Deposit Machine. Transactions made via other channels, i.e., ATM or e-Internet Banking can be viewed only on the following day by entering Statement Inquiry submenu. User can select the desired **Account Number** to view the Today Transaction

Today Transaction

To view today's activities transacted through Branch channel of the account(s) that I have authority to access via KBANK e-BizLink Service.

Inquiry From

Account Number   Please Select

Moreover, user can print out the today transaction by press **Print** button or press **Download** button for downloading the transaction into Excel file format for future usage.

Today Transaction - Inquiry Result

Account Number	001-1-00008-8
Account Name	BERLI JUCKER PUBLIC COMPANY LIMITED
Account Nickname	Test Look and Feel

Transaction Code	Cheque Number	Withdrawal (THB)	Deposit (THB)	Bank Use Only
TRW		620.00		VDO & e-Internet Banking 08101
LC		103.00		05027
LC		406.00		05027
LC		403.00		05027
LC		200.00		05027
LC		10,690.00		05027
LC		200.00		05027
LC		1,530.00		05027
LC		403.00		05027
LC		403.00		05027
LC		10,572.50		05027

[Print] [Download]

Screen 5: Today Transaction

Online Transaction

User can view the list of transaction crated via K BizNet service by define the search criteria: *Account Number, Account Type, Transaction Status, Period, Reference Number.* User may set sorting criteria by making Primary Sorter and Secondary Sorter.

Online Transaction

To view log of the transaction(s) made through the KBANK e-BizLink Service.

Please Select Search Criteria

Account Number	Please Select ▼
Transaction Type	Please Select ▼
Transaction Status	Please Select ▼
Search Period	Please Select ▼
Reference Number	

Please Select Sorting Criteria (Optional)

Primary Sorter	Please Select ▼
Secondary Sorter	Please Select ▼

[Search]

Select **Action** by command types below:

- **Reroute:** for **Pending** status only. User could change the signatory to will do the approval
- **Edit:** for **Entry** status only. User could edit the transaction before sending for approval
- **Delete:** To delete the selected transaction
- **Copy**: To copy the selected transaction as a new transaction for approval
- **View:** To view the selected transaction

Online Transaction - Search Result

Creation Date	Type	Reference Number	Status	Amount (THB)	Action
30/05/2005	Stop Cheque Request	SCQS050530000005	Pending		Please Select
30/05/2005	Stop Cheque Request	SCQS050530000004	Pending		Please Select
30/05/2005 30/05/2005	Stop Cheque Request	SCQS050530000003	Failure		Please Select
30/05/2005 30/05/2005	Stop Cheque Request	SCQS050530000002	Failure		Please Select
30/05/2005 30/05/2005	Order Cheque Book	OCHS050530000001	Success		Please Select
30/05/2005 30/05/2005	Stop Cheque Request	SCQS050530000001	Failure		Please Select
24/05/2005 30/05/2005	Stop Cheque Request	SCQS050524000001	Failure		Please Select
20/05/2005	Own Account Funds Transfer	TROS050520000005	Entry	1.00	Please Select
20/05/2005	Own Account Funds Transfer	TROS050520000003	Entry	1.00	Please Select
20/05/2005	Own Account Funds Transfer	TROS050520000002	Entry	1.00	Please Select
20/05/2005	Own Account Funds Transfer	TROS050520000001	Entry	1.00	Please Select
20/05/2005	Own Account Funds Transfer	TROS050520000004	Entry	3.00	Please Select
19/05/2005 30/05/2005	Own Account Funds Transfer	TROS050519000001	Failure	1.00	Please Select
18/05/2005 30/05/2005	Own Account Funds Transfer	TROS050518000001	In-Process	100.00	Please Select
17/05/2005 30/05/2005	Bill Payment	BILS050517000001	Success	17.00	Please Select
16/05/2005	Own Account Funds Transfer	TROS050516000002	Entry	1.00	Please Select
13/05/2005	Bill Payment	BILS050513000010	Entry	200.00	Please Select
13/05/2005	Bill Payment	BILS050513000009	Entry	500.00	Please Select
13/05/2005	Bill Payment	BILS050513000008	Entry	700.00	Please Select
13/05/2005	Bill Payment	BILS050513000007	Entry	900.00	Please Select

1 | 2 | 3 | 4 | 5

Screen 6: Online Transaction

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Scheduled Transaction

User can view the list of scheduled transaction crated via K BizNet service by define the search criteria.

After system display Select **Action** by command types below:

Scheduled Transaction

To view log of the scheduled transactions waited for activating.

Search Result

Effective Date	Reference Number	From Account	To Account/ Company	Amount (THB)	Action
30/06/2005	TRIS050606000001	011-1-06730-9 P2 - MY CA1 TEST PPP	1234-5678-1234-5678 Tester	17.00	Please Select
30/06/2005	TRIS050606000001	011-1-06730-9 P2 - MY CA1 TEST PPP	1234-5678-1234-5678 Tester	17.00	Please Select
29/06/2005	BILS050606000004	011-1-07549-2	CITIBANK	17.00	Please Select
29/06/2005	BILS050606000003	011-2-00147-6 CHOMSRI PONGSANTEY	Merchant5 (have instruction)	17.00	Please Select
30/06/2005	BILS050606000002	011-1-06730-9	Merchant4	17.00	Please Select
30/06/2005	TROS050606000001	011-1-06730-9 P2 - MY CA1 TEST PPP	001-1-00008-8 Test Look and Feel	17.00	Please Select

User can view scheduled transaction detail and **print** it out

Scheduled Transation - Inquiry Result

Reference Number	TRIS050606000001

Transaction Detail

From Account	011-1-06730-9 P2 - MY CA1 TEST PPP
To Account/Company	1234-5678-1234-5678 Tester
Amount (THB)	17.00
Payment On	
Effective Date	30/06/2005
Note	

Print

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Or Delete the scheduled transaction

Scheduled Transation

Your Scheduled Transaction will be deleted.

Reference Number	TRIS050606000001

Transaction Detail

From Account	011-1-06730-9 P2 - MY CA1 TEST PPP
To Account/Company	1234-5678-1234-5678 Tester
Amount (THB)	17.00
Payment On	
Effective Date	30/06/2005
Note	

Back   Forward

Screen 7: Scheduled Transaction

Batch Transaction

User can view the list of batch transactions crated via K BizNet service by define the search criteria: **Transaction Type , Transaction Status, Period, Reference Number.**
User may set sorting criteria by making Primary Sorter and Secondary Sorter. Then press Search button.

Batch Transaction

To view log of the batch transaction(s) made through the KBANK e-BizLink Service.

Please Select Search Criteria

Transaction Type	Please Select
Transaction Status	Please Select
Description	
Search Period	From 06 05 2005
	To 06 06 2005
Reference Number	

Please Select Sorting Criteria (Optional)

Primary Sorter	Please Select
Secondary Sorter	Please Select

Search

On the batch transaction-search result page, user can click View ,located on action column to access the batch transaction details

Batch Transaction - Search Result

Creation Date	Type	Reference Number	Description	Status	Number of Record (s)	Action
25/05/2005	Other Account Funds Transfer	BATS050525000001	new_batch	Open	0	View
24/05/2005	Bill Payment	BATS050524000002	test	Open	0	View
24/05/2005	Inter Bank Funds Transfer, Bahtnet	BATS050524000001	test	Open	0	View
16/05/2005	Own Account Funds Transfer	BATS050516000001	ccc	Pending	1	View
14/05/2005	Inter Bank Funds Transfer, Media Clearing	BATS050514000006	aa	Open	0	View
14/05/2005	Inter Bank Funds Transfer, Bahtnet	BATS050514000005	aa	Open	0	View
14/05/2005	Inter Bank Funds Transfer, Bahtnet	BATS050514000004	aa	Open	0	View
14/05/2005	Own Account Funds Transfer	BATS050514000003	Over Time	Success	1	View
14/05/2005	Bill Payment	BATS050514000002	Look and Feel	Open	2	View
14/05/2005	Bill Payment	BATS050514000001	Look and Feel	Open	2	View
10/05/2005	Own Account Funds Transfer	BATS050510000001	Over Time	Pending	1	View
09/05/2005	Bill Payment	BATS050509000001	ชำระสินค้า	Open	9	View
09/05/2005	Bill Payment	BATS050509000002	test for look and feel	Open	4	View
06/05/2005	Bill Payment	BATS050506000003	Testing2	Pending	9	View
06/05/2005	Other Account Funds Transfer	BATS050506000002	Testing2	Open	0	View
06/05/2005	Own Account Funds Transfer	BATS050506000001	test	Open	1	View

[Back]

User will find the list of transactions recorded in the batch. To see the detail of each transaction, press **View** at the end of record.

Batch Transaction - Batch Transaction Detail

Reference Number	BATS050514000002
Creation Date	14/05/2005
Description	Look and Feel
Status	Open
Number of Record(s)	2

Transaction(s) recorded in the Batch

From Account	To Account/Company	Amount (THB)	Action
001-1-00008-8		1.00	View
001-1-00008-8		1.10	View

[Back]

Screen 7: Batch Transaction

4. Funds Transfer

Own Account Funds Transfer

Own account funds transfers between registered accounts in your own name.
Funds can be switched between your Current, Savings, and loan accounts. Step to do the Funds Transfer begins by selecting the account number to transfer from. The define destination account and amount to transfer. User has 2 options to transfer : *Now* or set date by selecting *schedule.* Press *Submit* button to the confirmation page

Own Account Funds Transfer

To transfer money between your company's accounts registered for using in the KBANK e-BizLink Service. This service is available to serve you everyday from 6:00AM to 10:00PM (Thailand time). Please fill in the following fields. Required fields are marked by '*'.

Step 1 >> Transfer From

| Account Number* | Please Select ▼ |

Step 2 >> Transfer To

| Account Number* | Please Select ▼ |

Step 3 >> Transfer Detail

Amount (THB)*	
Transfer On	⦿ Now
	○ Schedule [____] [Date]
	*The transfer must be within these 3 months.
Note	

[Submit]

Screen 8: Own Account Funds Transfer

On the confirmation page, user must review the correctness of the transaction before selecting the signatory name and press **Forward** button to the company signatory who will do the approval. In case that the user need to edit the transaction detail, press **Back** button to do so.

Own Account Funds Transfer - Forward Request for an Approval Process

Reference Number	TROS050603000004

Review Your Request

From Account	001-1-00085-1 Ca Bkk
To Account	371-3-00163-4 Ca ตจว
Amount (THB)	17.00
Transfer On	Now
Note	test

Select Signatory that you request for making Approval.

Signatory Name	Please select ▾
Note	

<u>Note</u> If there is no signatory being able to approve your request, the list above will be empty.

[Back] [Forward]

Screen 9 : Forward request for an approval process

Other Account Funds Transfer

Funds can be transferred from your Current or Savings accounts to KBANK accounts belonging to other's account. which have been pre-registered in your K BizNet Other Account List. (how to add other's account. Please see on Company Administrator manual, section 5 e.)

Other Account Funds Transfer

To transfer money from your company's accounts to other KBANK account registered by your Company Administrator. This service is available to serve you everyday from <u>6:00AM to 10:00PM</u> (Thailand Time). You can prepare an Other Account Funds Transfer by selecting "New Other Account Funds Transfer" or use one of the existing templates you have created.

[New Other Account Funds Transfer]

Select one of the existing templates below

Template Name	To Account	Description
other_template	Jaa	other acc template

Input User & Signatory Manual . Revision A   Page   15

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Step to do the Funds Transfer begins by selecting the account number to transfer from. The define destination account and amount to transfer. User has 2 options to transfer : **Now** or set date by selecting **schedule.** Press **Submit** button to the confirmation page

Screen10: Other Account Funds Transfer

On the confirmation page, user must review the correctness of the transaction before selecting the signatory name and press **Forward** button to the company signatory who will do the approval. In case that the user need to edit the transaction detail, press **Back** button to do so.

Other Account Funds Transfer - Forward Request for an Approval Process

Reference Number	TRTS050606000001

Review Your Request

From Account	035-2-57376-0 poon
to Account	012-2-28898-6 Jaa
Amount (THB)	17.00
Transfer Date	Immediate
Note	test

Select Signatory that you request for making Approval.

Signatory Name	Please select ▼
Note	

<u>Note</u> If there is no signatory being able to approve your request, the list above will be empty.

[Back] [Forward]

In order to create Other Account Funds Transfer template, user can do by fill up all transaction detail. The define **Template Name** , its description and press **Save As Template** button. The saved template name will be display on template list and user can make funds transfer by using the crated template

In case that user needs to edit the created template, he could access **Profile Setting** menu then select **Transfer/Payment template list** sub menu.

Inter-bank Funds Transfer

Funds can be transferred from your Current or Savings accounts to other's bank accounts. which have been pre-registered in your K BizNet Other Account List. (how to add other's account. Please see on Company Administrator manual, section 5 e.)

Inter-bank Funds Transfer

To transfer money from your company's account to other bank account registered by your Company Administrator. This service is available on business days from 6:00AM to 10:00PM (Thailand Time). You can prepare an Inter-bank Funds Transfer by selecting "New Inter-bank Funds Transfer" or use one of the existing templates you have created.

| New Inter-bank Funds Transfer |

Select one of the existing templates below

Template Name	To Account	Description
test	BLACKY	123
ca_template	PANDA	current account template
panda_template	PANDA	panda template

Funds can be transferred to accounts at other banks in a variety of methods including:

- ***BAHTNET (Urgent)***
  In case user select transfer by ***Now***
  If submit a transaction before 1.00 PM on business day . the Bank will deduct the transaction amount plus fees from your account immediately and your payee will receive the money within the same day as the transfer date.
  If you submit a transaction either after 1.00 PM on business day or anytime on bank holiday the Bank will deduct the transaction amount plus fees from your account in the morning of the next business day and your payee will receive the money within the same day as when the Bank deducts money from your account.

  In case user select transfer by ***Scheduled***
  Scheduled Transfer Date must be set to business day only. The Bank will deduct the transaction amount plus fees from your account in the morning of the scheduled transfer date and your payee will receive the money within that scheduled transfer date.

- ***SMART (Normal)***
  The money will be deposited to the payee's account on the third business day after the transfer date.
  Example: if you set a transaction date to be Friday, the money will be deposited to the payee's account on next Wednesday (if there is no bank holiday except Saturday and Sunday).

  In case user select transfer by ***Now***
  If you submit a transaction before 10.00 PM on business day ,the Bank will deduct the transaction amount plus fees from your account immediately and your payee will receive the money on the third business day after the transfer date.
  If you submit a transaction either after 10.00 PM on business day or anytime on bank holiday the Bank will deduct the transaction amount plus fees from your account in the morning of the next business day and your payee will receive the money on the third business day after the Bank deducts money from your account.
  In case user select transfer by ***Scheduled***

The Bank will deduct the transaction amount plus fees from your account in the morning of scheduled transfer date and your payee will receive the money on the third business day after the scheduled transfer date.

User could select Current Account, Savings Account as a source of fund. The destination account could be Current Account, Savings Account. Then press **Submit** button to the confirmation page

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Inter-bank Funds Transfer

To transfer money from your company's account to other bank account registered by your Company Administrator. This service is available on business days from 6:00AM to 10:00PM (Thailand Time). Please fill in the following fields. Required fields are marked by '*'.

Step 1 >> Transfer From

Account Number *   [Please Select ▼]

Step 2 >> Transfer To

Account Number *   [Please Select ▼]

Account Holder's Name

Bank Name

Step 3 >> Transfer Detail

Transfer Method *

○ **Urgent (BAHTNET)**
Transactions instructed before 1PM will be deposited to the payee's account on the same business day. After the 1PM cut-off time, money will be credited on the next business day's value date.

○ **Standard (SMART/Media Clearing)**
Transaction received before 10PM will be processed with the money being credited to the payee on the third business day thereafter. After this cut-off time, the value date of the money will be four business days hence.

Amount (THB) *   [   ]

Transfer On   ⦿ Now

                     ○ Schedule [   ] [Date]
                     *The transfer must be within these 3 months.

Note   [   ]

[Submit]

To save as template, enter template name and description Then click "Save as Template" .

Template Name   [   ]

Description   [   ]

[Save as Template]

Screen11: Inter-bank Funds Transfer

On the confirmation page, user must review the correctness of the transaction before selecting the signatory name and press **Forward** button to the company signatory who will do the approval. In case that the user need to edit the transaction detail, press **Back** button to do so.

Inter Bank Funds Transfer - Forward Request for an Approval Process

Reference Number	TRIS050603000001

Transaction Detail

From Account	001-1-00085-1 Ca Bkk
To Account	77777777777 PANDA
Bank Holder's Name	THE SUMITOMO BANK LIMITED.
Amount (THB)	17.00
Transfer Date	Now
Note	test

Select Signatory that you request for making Approval.

Signatory Name	Please select
Note	

Note If there is no signatory being able to approve your request, the list above will be empty.

Back   Forward

In order to create Inter-Bank Funds Transfer template, user can do by fill up all transaction detail. The define **Template Name** , its description and press **Save As Template** button. The saved template name will be display on template list and user can make funds transfer by using the crated template

In case that user needs to edit the created template, he could access **Profile Setting** menu then select **Transfer/Payment template list** sub menu.

5. Bill Payment

Over 150 Bills from utility companies and other participating merchants can be paid on a Direct Debit system. These payments can be made immediately the bills are submitted or at a later date as specified by user.

Bill Payment

You can click "New Bill Payment" or click the billing name that you have created for making the payment.

Billing Name	Company Name	Description
CitiBank	CITIBANK	UAT Merchant Limit
CitiBank	CITIBANK	UAT Merchant Limit
CitiBank2	CITIBANK	UAT Merchant Limit
CitiBank5	CITIBANK	Test Billing Name and description
Hello	RAJAPRAJANUGROH FOUNDATION	TEst
Hello	RAJAPRAJANUGROH FOUNDATION	TEst
tmp-500	CITIBANK	Testing
tmp-500	CITIBANK	Testing
tmp-500	CITIBANK	Testing
tmp-500	CITIBANK	Testing
tmp-500	CITIBANK	Testing
Hello	RAJAPRAJANUGROH FOUNDATION	TEst

New Bill Payment

User could select Current Account, Savings Account as a source of fund for the payment. Then press **Submit** button to the confirmation page

Bill Payment

To pay bill to any merchant registered with the Bank. This service is available to serve you everyday during 6.00 A.M. to 10.00 P.M.(Thailand Time).
Please fill in the following fields. Required fields are marked by '*'.

Step 1 >> Payment To

Service Category*	Please Select
Company Name *	
Bill Reference 1 *	

Step 2 >> Payment Detail

Pay From Account *	Please Select
Amount (THB) *	
Payment On	⦿ Now
	◯ Schedule [____] [Date]
	* The payment date must be within these 3 months.
Note	

[Submit]

To save as template, enter Billing Name and description Then click "Save Billing Template"

| Billing Name | |
| Description | |

[Save Billing Template]

On the confirmation page, user must review the correctness of the transaction before selecting the signatory name and press **Forward** button to the company signatory who will do the approval. In case that the user need to edit the transaction detail, press **Back** button to do so.

Bill Payment - Forward Request for an Approval Process

Reference Number	BILS050603000001

Transaction Detail

To Company	One-to-Call
Reference Number	097071111
From Account	001-1-00085-1 CHALERMPORN' BY PATCHANEE DAMRO - Ca Bkk
Amount (THB)	17.00
Payment On	Immediate
Note	test

Select Signatory that you request for making Approval.

Signatory Name	Please select ▼
Note	

Note If there is no signatory being able to approve your request, the list above will be empty.

Back   Forward

Screen12: Bill Payment

In order to create Bill Payment Transfer template, user can do by fill up all transaction detail. The define **Template Name** , its description and press **Save As Template** button. The saved template name will be display on template list and user can make bill payment by using the crated template

In case that user needs to edit the created template, he could access **Profile Setting** menu then select **Transfer/Payment template list** sub menu.

6. Cheque

User who has current account registered on K BizNet could have cheque activities as below:

Order Cheque book

User could order cheque book via K BizNet by selecting Current **account number**, **number of cheque book required**, **design of cheque**. (maximum 5 cheque book ordered per time) Then press **Submit** button to confirmation page

Remark:
- This service is available for current account from branches in Bangkok and vicinity only
- The user can pick up the ordered cheque book on the next working day (or the next 2 business days in case of making transaction after 3.00 P.M.) at branch where he established his account.
- User must bring the cheque request form from the existing cheque book and submit to bank officer to get the new cheque book.

Order Cheque Book

To order cheque book of the current account that I have authority to access via KBANK e-BizLink Service.
Please fill in the following fields. Required fields are marked by '*'.

Note
1. This service is available for accounts from branches in Bangkok and vicinity only.
2. You can collect your cheque book on the next working day (or the next 2 business days in case of making request after 3 P.M.) at the branch where you established your account.
3. Please bring the cheque book request form from your existing cheque book and submit it to bank officer to get your new cheque book.

Order Cheque Book Detail

Order Cheque for Account Number*	Please Select
Number of Cheque Book(s) Required*	Please Select
Cheque Design Required	◉ Normal Design [View] ◯ Scenery Design [View]

[Submit]

On the confirmation page, user must review the correctness of the transaction before selecting the signatory name and press **Forward** button to the company signatory who will do the approval. In case that the user need to edit the transaction detail, press **Back** button to do so.

Order Cheque Book - Forward Request for an Approval Process

Transaction Result	Entry
Reference Number	OCHS050603000001

Transaction Detail

Account Number	001-1-00085-1
Number of cheque books	1
Cheque Design	Normal Design

Select Signatory that you request for making approval

Signatory Name	Please select

Note If there is no signatory being able to approve your request, the list above will be empty.

Note

[Back] [Forward]

Screen 13 : Order Cheque Book

Stop Cheque

User could stop cheque issued by current account registered on K BizNet. User must select account number, cheque number, reson for stopping cheque. Then press Submit Button to the confirmation page.

Stop Cheque Request

To request stopping the cheque(s) of the current account that I have authority to access via KBANK e-BizLink Service.
Please fill in the following fields. Required fields are marked by '*'.

Stop Cheque Detail

Account Number*	Please Select ▼
Cheque Number*	◉ Stop Single Cheque Number [ ]
	◯ Stop a Range of Cheque starting from
	Cheque Number [ ] Quantity(Max 10) [ ]
Reason for Stopping Cheque*	Please Select ▼
Other reason, if any	[ ]

Submit

On the confirmation page, user must review the correctness of the transaction before selecting the signatory name and press **Forward** button to the company signatory who will do the approval. In case that the user need to edit the transaction detail, press **Back** button to do so.

Stop Cheque Request - Forward Request for an Approval Process

Reference Number	SCQS050603000001

Transaction Detail

Account Number	001-1-00085-1
Cheque Number	From 1111111 Quantity 1
Reason	Lost

Select Signatory that you request for making approval

Signatory Name	Please select ▼

Note If there is no signatory being able to approve your request, the list above will be empty.

Note	[ ]

Back   Forward

Screen 14: Stop Cheque

Stop cheque Status Inquiry

User could inquire the status of stopped cheque by selecting current account number

Stop Cheque Status Inquiry

To view status of cheque number that I requested for stopping via the KBANK e-BizLink.

Inquiry From

Account Number   Please Select

Submit

Stop Cheque Status Inquiry - Inquiry Result

Account Number   001-1-00085-1
Account Name   CHALERMPORN' BY PATCHANEE DAMRO
Account Nickname Ca Bkk

Date	Description
19/12/1995	0010472
19/12/1995	0010473
04/01/1996	0010943
19/06/1996	0012670
10/02/1997	0014729
10/02/1997	0014881
10/02/1997	0014900
18/07/1991	0417071
18/07/1991	0417072
31/05/1991	0950612
06/09/1984	1996226
06/09/1984	1996267
02/04/1985	1997836
14/02/1989	2887208
23/01/1984	5375737
23/01/1984	5375795
27/12/1989	6225008
28/11/1989	6225069
03/01/1990	6225185
17/02/1983	7881904

1 | 2

Screen15: Stop Cheque Status Inquiry

7. Other Services

Transfer/ Payment Batch

In case you want to conduct the same type of related transaction repeatedly, for example, payroll transfer or transfer of funds to manufacturers that are related to the latest investment, you can access Transfer/Payment Batch menu to conduct all transactions you require and send to Company Signatory to consider and approve only one time by following below procedure:

Click **Create New Batch**

Transfer/Payment Batch

To generate group of transfer/payment transactions for requesting signatory to approve the request within one time. You can click "Create New Batch" button or select "Edit" action at the end of the created batch transaction list.

Creation Date	Reference Number	Batch Name	Status	Number Records	Action
30-05-2005	BATS050530000003	bill tem	Open	1	Please Select ▼
30-05-2005	BATS050530000002	Other1	Open	0	Please Select ▼
30-05-2005	BATS050530000001	2222	Open	1	Please Select ▼
24-05-2005	BATS050524000003	Inter Batch Template	Open	2	Please Select ▼
24-05-2005	BATS050524000002	save1	Open	1	Please Select ▼
24-05-2005	BATS050524000001	testetset	Open	0	Please Select ▼
04-05-2005	BATS050504000002	save1	Open	1	Please Select ▼

Create New Batch

Designate whether the **Batch Name** and **Transaction Type** you want to create is a Group Payment or a Fund Transfer. Click **New Batch**

Transfer/Payment Batch - Create New Batch

Please fill in the following fields. Required fields are marked by '*'.

Alternative 1: Create New Batch from blank template

Batch Name *

Transaction Type   Please select ▼

New Batch

Alternative 2: Create New Batch from existing template

Select Existing Template

Batch Name	Type	Number of Record(s)
save1	Own Account Funds Transfer	1
test1	Own Account Funds Transfer	2
sss	Own Account Funds Transfer	1
Inter Batch Template	Inter Bank Funds Transfer, Bahtnet	2
แบบฟอร์มที่1	Own Account Funds Transfer	1
ชื่อแบบรายการแบบกลุ่ม	Inter Bank Funds Transfer, Media Clearing	1
2222	Own Account Funds Transfer	1
template_save	Own Account Funds Transfer	1

Click **Add Transaction** to return to the screen requesting to add minor transaction in the group

Transfer/Payment Batch - Batch Transaction Detail

Transaction Type	Other Account Funds Transfer
Reference Number	BATS050607000001
Creation Date	07-06-2005
Description	testbatch
Status	Open

Transaction(s) recorded in the Batch

Reference Number	From Account	To Account /Merchant	Amount(THB)	Action

Add Transaction

Select **create new payment by manual entry**. Click **Create**
Fill in details of minor transactions you want to add in the group such as the account numbers of company payroll, then press Validate to confirm.

Transfer/Payment Batch - Add Transaction

Please choose one of the following   ⦿ Create new payment by manual entry

Back   Create

When returning to the screen displaying details of created group transaction, you will see minor items you have created in this Group.

Transfer/Payment Batch

To generate group of transfer/payment transactions for requesting signatory to approve the request within one time. You can click "Create New Batch" button or select "Edit" action at the end of the created batch transaction list.

Creation Date	Reference Number	Batch Name	Status	Number Records	Action
30-05-2005	BATS050530000003	bill tem	Open	1	Please Select ▾
30-05-2005	BATS050530000002	Other1	Open	0	Please Select ▾
30-05-2005	BATS050530000001	2222	Open	1	Please Select ▾
24-05-2005	BATS050524000003	Inter Batch Template	Open	2	Please Select ▾
24-05-2005	BATS050524000002	save1	Open	1	Please Select ▾
24-05-2005	BATS050524000001	testetset	Open	0	Please Select ▾
04-05-2005	BATS050504000002	save1	Open	1	Please Select ▾

Create New Batch

In case you want to correct/delete minor transactions you have created, go to Correct/Delete menu at the far right of the transactions you require respectively.

Select action **View** to view the batch transaction detail

Transfer/Payment Batch – View Batch Transaction Detail

Transaction Type	Bill Payment
Reference Number	BATS050530000003
Creation Date	30-05-2005
Description	bill tem
Status	Open

Transaction(s) recorded in the Batch

Reference Number	From Account	To Account /Merchant	Amount(THB)	Action
BILS050601000001	001-1-00085-1 CHALERMPORN' BY PATCHANEE DAMRO	From HuangHe to ChaoPraya	10.00	Please Select

Return To Main Page

Select action **Edit** to edit batch transaction detail

Transfer/Payment Batch - Batch Transaction Detail

Transaction Type	Bill Payment
Reference Number	BATS050530000003
Creation Date	30-05-2005
Description	bill tem
Status	Open

Transaction(s) recorded in the Batch

Reference Number	From Account	To Account /Merchant	Amount(THB)	Action
BILS050601000001	001-1-00085-1 CHALERMPORN' BY PATCHANEE DAMRO	From HuangHe to ChaoPraya	10.00	Please Select

Forward for Approval | Save As Template | Add Transaction

- Select **Forward for Approval** button to send fund transfer/ payment Batch transaction to Company Signatory for approval. The company signatory then login to K BizNet, access **To Do** menu and **Batch To Do List** sub menu to approve, reject , or cancel the request.
- Select **Save As Template** button When you don't want to create this form every time you conduct the transaction, you can record a fund transfer/group payment form for your use next time by click Save As Template, or create a new one from the form you have created in order to save time fill in the details again.

Input User & Signatory Manual . Revision A   Page   30

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• Select **Add Transaction** to add more transaction into the created batch.

View Payment Collection Log

In case that your company apply for KBANK Bill Payment service, the user could access this menu to view customer's payment to the company that can collect via the KBANK channel (e.g. branch, ATM, e-Phone, Internet Banking) and payment amount. User could view the log in last 30 days only.

View Payment Collection Log

To view your customer's payment log that you can collect via the KBANK Channel.
<u>Note</u>
1. This is the additional feature of that e-BizLink that you need to contact Bank first before starting usage.
2. This service is only provided for the company being the bill payment merchant via any KBANK Channel.

Select Collection Date

Account number   001-1-00085-1

Collection Date   01 ▼ 01 ▼ 2005 ▼ You can view the logs in last 30 days only.

[Search]

Input User & Signatory Manual . Revision A   Page   31

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System will display payment detail with Reference Number, Payer, Account number , and payment amount. User could **Print** the list for future usage

ดูรายการรับชำระเงินย้อนหลัง - ผลการค้นหาข้อมูล

| เลขที่บัญชี | 049-1-12487-3 |
| วันที่รับชำระเงิน | 21/07/2005 |

เลขที่อ้างอิง	ชื่อผู้ชำระเงิน	เลขที่บัญชี	จำนวน(เงินบาท)
09876543	CHOK	001-1-00711-2	200.00
09876543	CHOK	001-1-00711-2	300.00
09876543	CHOK	001-1-00711-2	400.00
09876543	CHOK	001-1-00711-2	500.00
09876543	CHOK	001-1-00711-2	700.00
09876543	CHOK	001-1-00711-2	200.00
09876543	CHOK	001-1-00711-2	300.00
09876543	CHOK	001-1-00711-2	400.00
99876543	CHOK	001-1-00711-2	500.00
09876543	CHOK	001-1-00711-2	200.00
09876543	CHOK	001-1-00711-2	300.00
09876543	CHOK	001-1-00711-2	400.00
09876543	CHOK	001-1-00711-2	500.00
09876543	CHOK	001-1-00711-2	700.00
09876543	CHOK	001-1-00711-2	200.00
09876543	CHOK	001-1-00711-2	300.00
09876543	CHOK	001-1-00711-2	400.00
99876543	CHOK	001-1-00711-2	500.00
09876543	CHOK	001-1-00711-2	400.00
99876543	CHOK	001-1-00711-2	500.00

1 | 2

พิมพ์

Screen16: View Payment Collection Log

8. Profile Settings

Transfer/ Payment Template List

User could select the created template to:
View to view the detail of created Transfer/ Payment Template
Edit to edit the detail of created Transfer/ Payment Template
Delete to delete the created Transfer/ Payment Template

Transfer/Payment Template List

To create/edit template(s) used for a future usage.

Template Name	Description	Type	Action
trn_sa_sa1	transfer sa to sa	Other Account Funds Transfer	Please Select ∨
trn_sa_sa1	transfer sa to sa	Other Account Funds Transfer	Please Select ∨
trn_sa_sa1	transfer sa to sa	Other Account Funds Transfer	Please Select ∨
trn_sa_sa1	transfer sa to sa	Other Account Funds Transfer	Please Select ∨
trn_sa_sa1	transfer sa to sa	Other Account Funds Transfer	Please Select ∨
trn_sa_sa1	transfer sa to sa_	Other Account Funds Transfer	Please Select ∨
template-01	transfer to bb	Inter Bank Funds Transfer	Please Select ∨
trn_sa_sa1	transfer sa to sa	Other Account Funds Transfer	Please Select ∨
template-01	transfer to bb	Inter Bank Funds Transfer	Please Select ∨
template-01	transfer to bb	Inter Bank Funds Transfer	Please Select ∨
template-01	transfer to bb	Inter Bank Funds Transfer	Please Select ∨
ชื่อแบบฟอร์ม1	ชื่อแบบฟอร์ม1	Bill Payment	Please Select ∨
ชื่อแบบฟอร์ม2	แบบฟอร์ม2	Bill Payment	Please Select ∨
ชื่อแบบฟอร์ม3	แบบฟอร์ม3	Bill Payment	Please Select ∨
ชื่อแบบฟอร์ม3	แบบฟอร์ม3	Bill Payment	Please Select ∨
ชื่อแบบฟอร์ม4	แบบฟอร์ม4	Bill Payment	Please Select ∨
ชื่อแบบฟอร์ม5	แบบฟอร์ม5	Bill Payment	Please Select ∨
Template 1	Detail 1	Other Account Funds Transfer	Please Select ∨
Orange	prepaid pay	Bill Payment	Please Select ∨
Template 1	Detail 1	Other Account Funds Transfer	Please Select ∨

Showing 1 - 20 of 20

Screen17: Transfer / Payment Template List

Batch Template List

User could select the created batch template to:

View to view the detail of created batch Template

Edit to edit the detail of created batch Template

Edit Batch Template

Batch Template Detail

Template ID	Payment Type	Description	Date Created	Number of Transaction(s)
339	Own Account Funds Transfer	ชื่อแบบฟอร์ม1	13-05-2005	1

Transaction ID	From Account	Other Account Name	Amount (BHT)	Action
181	441-3-00163-4 CA1	20031121000152	10.00	Please Select ▼

Add   Back

Delete to delete the created Transfer/ Payment Template

Batch Template List

To edit/delete batch template(s) used for future usage.

Existing Batch Template List

Reference Number	Description	Action
339	ชื่อแบบฟอร์ม1	Please Select ▼
340	Template Name2	Please Select ▼
386	tem	Please Select ▼

Change Login Password

For security reason, user should regularly change its Login Password. User must input **Old Password** and specify **New Password** respectively, then **Confirm New Password** before clicking **Submit** button.

Change Login Password

To change the Password used for logging in the KBANK e-BizLink Service.
Please fill in the following fields. Required fields are marked by '*'.

Note Your Login Password Length must be between **8-10 characters**. And the Login Password should comprise only the English letter (a-z, A-Z), number (0-9), comma (,), or underscore (_).

Set up new Login Password

Current Login Password*	
New Login Password*	
Confirm New Login Password*	

Submit

Screen 18: Change Login Password

9. To Do

For the security and safety of financial transactions of your company, every time the fund transfer / bill payment transaction is conducted, the Company Signatory must enter the Proceed/Follow Transaction menu to check and approve the complete process. Moreover, in case the submitted transaction is incorrect, you are also able to access this menu to correct and send back to Company Signatory for approval again.

To Do List

Signatory will fill up searching criteria. Click **Search** button to view transaction for approval

To Do List

To view the transaction request waited for editing / approving.

Please Select Search Criteria

Transaction Type	All
Transaction Status	All
Search Period	All

Search

System will display the transactions for approval.
- Transaction with **Pending** status is a transaction that waiting for the signatory approval.
- Transaction with **Entry** status is a transaction that has been returned from the signatory for the amendments.

To Do List - Search Result

Creation Date	Transaction Type	Reference Number	Status	Amount (THB)	Maker	Action
03/06/2005	Own Account Funds Transfer	TROS050603000001	Pending	500.00	signatory2 company10	Please Select
02/06/2005	Own Account Funds Transfer	TROS050602000001	Pending	17.00	signatory2 company10	Please Select
01/06/2005	Other Account Funds Transfer	TRTS050601000001	Entry	500.00	signatory1 company10	Please Select
31/05/2005	Other Account Funds Transfer	TRTS050531000002	Entry	2,500.00	signatory1 company10	Please Select
31/05/2005	Bill Payment	BILS050531000004	Entry	40.00	signatory1 company10	Please Select
31/05/2005	Bill Payment	BILS050531000002	Entry	500.00	signatory1 company10	Please Select
31/05/2005	Bill Payment	BILS050531000001	Entry	500.00	signatory1 company10	Please Select
30/05/2005	Bill Payment	BILS050530000004	Entry	40.00	signatory1 company10	Please Select
30/05/2005	Bill Payment	BILS050530000001	Entry	1,000.00	signatory1 company10	Please Select
30/05/2005	Order Cheque Book	OCHS050530000001	Entry	0.00	signatory1 company10	Please Select

Screen 19 : To Do List

Signatory will verify the transaction detail before decide to **Approve, Reject**, or **Cancel** transaction

Bill Payment

Reference Number	BILS050530000003

Transaction Detail

To Company	ORANGE
Reference Number	666884457
From Account	441-3-00163-4 NUKUL NUKITRANGSAN - CA1n
Amount (THB)	500.00
Payment On	Immediate
Note	test payment

Action	Actor	Forwarded To	Date/Time	Note
Create	signatory1 company10		2005-05-30 15:13:18.0	
Forward	signatory1 company10	signatory2 company10	2005-05-30 15:14:36.253	payment

You are the final approver

Note	

[Approve] [Reject] [Cancel]

Batch To Do List

Signatory will fill up searching criteria. Click **Search** button to view batch transaction for approval. Signatory will verify the batch transaction detail before decide to **Approve, Reject**, or **Cancel** transaction

Batch To Do List

To view the batch transaction request waited for editing / approving.

Date Created	Description	Batch ID	Status	Number Records	Select
16/05/2005	More Over II	BATS050514000002	Pending	1	Please Select ▼
16/05/2005	MoreOver	BATS050514000001	Pending	1	Please Select ▼
10/05/2005	batch4	BATS050428000004	Pending	1	Please Select ▼

Screen 20 : Batch To Do List

To Track List

User could view the detail of approved transaction by filling up searching criteria. Click **Search** button.

Bill Payment

Reference Number	BILS050613000001

Transaction Detail

To Company	Orange JustTalk
Reference Number	666884457
From Account	431-3-00163-4 RUNGROTE PHONKAM - SA2
Amount (THB)	500.00
Payment On	Immediate
Note	pre paid

Action	Actor	Forwarded To	Date/Time	Note
Create	signatory1 company10		2005-06-13 10:44:42.0	

This is final approval

Return

Screen 21: To Track List