CIMB NIAGA

OCTO Biz

Transaction

In-house Foreign Transfer

Website

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

In-house Foreign Transfer

Transaction – In-house Foreign Transfer adalah modul untuk melakukan pembuatan FCY Inhouse Transfer / Own Account tanpa dokumen, dengan dokumen existing, dan dengan dokumen baru

Transaction – In-house Foreign Transfer *is a module to create and do FCY Inhouse Transfer/ Own Account without document, with existing document, with new document.*

05 **Create Transaction**

32 **Approve Transaction**

KEJAR MIMPI

Item Penting

Item	Deskripsi
Exchange Rate	1. Akan ditampilkan hanya jika - source account (LCY) - transaction currency (FCY) - source account (FCY) - transaction currency (FCY) cross currency. 2. Akan memiliki opsi jika : 'Counter Rate'(LCY-FCY atau FCY-FCY Cross) atau 'Contract Rate' (hanya LCY-FCY) 3. Akan memiliki Bagian jumlah Equivalent dan otomatis di kalkulasi oleh Host dan ditampilkan sistem. Sistem akan membuat jumlah equivalent dengan currency yang sesuai dengan akun SOF.
SIMODIS	Diperlukan untuk transaksi: • IMPORT • PEMBAYARAN DI MUKA (ADVANCE PAYMENT) - DIBAYAR PENUH • PEMBAYARAN DI MUKA (ADVANCE PAYMENT) - DIBAYAR SEBAGIAN
LLD Info	Hal ini diperlukan jika transaksi sama dengan atau lebih dari USD 100,000
Underlying Documents	1. Untuk LCY- FCY, transaksi dibawah *treshold* (<100.000) USD dalam 1 bulan, *User* tidak perlu menggunakan *underlying docs.* 2. Untuk status, untuk membuat underlying docs dan wajib jika jumlah transaksi di input oleh nasabah telah melampaui jumlah ambang batas FX yang tersisa dari host atau jumlah transaksi > USD 100,000.00. 3. Untuk FCY-FCY Cross currency - Jika jumlah transaksi > USD 100,000.00, nasabah harus mengisi di underlying documents. Untuk didalam negeri sistem akan menampilkan pengecekan kesamaan LLD jika proses pengecekan gagal perlu underlying documents. 4. Opsi Underlying documents: a. Memilih dokumen existing : Memiliki dokumen yang tersedia dan telah di submit sebelumnya b. New Underlying documents : untuk mengizinkan konsumen submit dokumen bersama dengan proses transaksi. Proses ini memerlukan verifikasi lanjutan dari Bank.

Important Items

Item	*Description*
Exchange Rate	*1. Will show only if:* *- source account (LCY) - transaction currency (FCY)* *- source account (FCY) - transaction currency (FCY) cross currency.* *2. Will had option if: 'Counter Rate'(LCY-FCY or FCY-FCY Cross) or 'Contract Rate' (only LCY-FCY)* *3. The equivalent amount will be automatically calculated by the host and displayed by the system. The system will create an equivalent amount in the currency corresponding to the SOF account.*
SIMODIS	*Required for Transaction:* *• IMPORT* *• ADVANCE PAYMENT - FULLY PAID* *• ADVANCE PAYMENT - PARTIALLY PAID*
LLD Info	*This is required if the transaction is equal to or more than USD 100,000.*
Underlying Documents	*1. For LCY-FCY transactions below the threshold (<100,000 USD) within a month, users do not need to use underlying documents.* *2. For status, creating underlying documents is mandatory if the transaction amount entered by the customer exceeds the remaining FX threshold from the host or the transaction amount is >100,000.00 USD.* *3. For FCY-FCY Cross Currency - If the transaction amount is >100,000.00 USD, customers must complete the underlying documents. For domestic transactions, the system will display a LLD similarity check; if the check fails, underlying documents are required.* *4. Underlying Documents Options:* *a. Select existing documents: Have documents available and previously submitted.* *b. New Underlying Documents: Allows customers to submit documents along with the transaction process. This process requires further verification from the bank.*

Item Penting

Penanganan Tambahan ACCD:
1. Untuk mendapatkan penanganan tambahan atas biaya yang ditanggung oleh opsi berdasarkan jumlah transaksi *currency* yang dipilih
2. N/A berarti tidak akan ditampilkan sebagai opsi
3. Daftar *currency* yang akan mendapatkan penanganan khusus seperti pada tabel di samping

Transaction amount currency	Charges Borne By		
	BEN	SHA	OUR
HKD	Yes	N/A	N/A
MYR	N/A	N/A	Yes
SGD	Yes	N/A	Yes
CNY	Yes	Yes	Yes
THB	Yes	Yes	Yes
GBP	Yes	N/A	Yes
USD	Yes	Yes	Yes
EUR	Yes	N/A	Yes
AUD	Yes	N/A	Yes
JPY	Yes	Yes	Yes
SAR	Yes	N/A	Yes
CHF	Yes	N/A	N/A
CAD	Yes	N/A	N/A
NZD	Yes	N/A	N/A

Important Items

Additional ACCD Handling:

1. *To get additional handling for costs covered by the option based on the selected currency transaction amount.*
2. *N/A means it will not be displayed as an option.*
3. *List of currencies that will receive special handling as shown in the table here*

Transaction amount currency	Charges Borne By		
	BEN	SHA	OUR
HKD	Yes	N/A	N/A
MYR	N/A	N/A	Yes
SGD	Yes	N/A	Yes
CNY	Yes	Yes	Yes
THB	Yes	Yes	Yes
GBP	Yes	N/A	Yes
USD	Yes	Yes	Yes
EUR	Yes	N/A	Yes
AUD	Yes	N/A	Yes
JPY	Yes	Yes	Yes
SAR	Yes	N/A	Yes
CHF	Yes	N/A	N/A
CAD	Yes	N/A	N/A
NZD	Yes	N/A	N/A

In-house Foreign Transfer

Create Transaction

No Document

Select Existing Documents

New Documents

KEJAR MIMPI

In-house Foreign Transfer

Create Transaction

No Document

Transaksi menggunakan ***foreign currency*** tanpa dokumen

Transactions using foreign currency ***without documents***

LANGKAH

01

MAKER

1. ***Maker*** Masuk dengan menggunakan ***User & Company ID***

   Maker** login using **User & Company ID

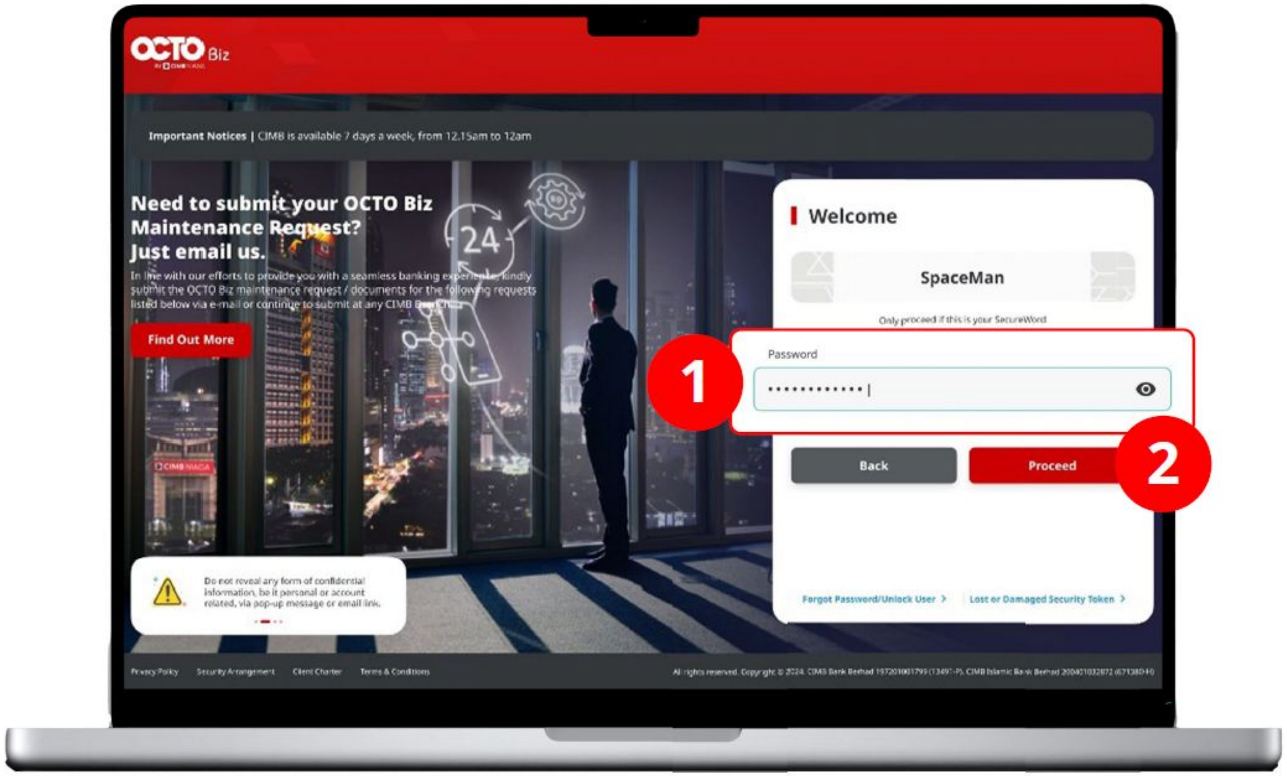
2. Klik ***Next***

   *Click **Next***

LANGKAH

02

MAKER



1 Isi ***Password***

*Input **Password***

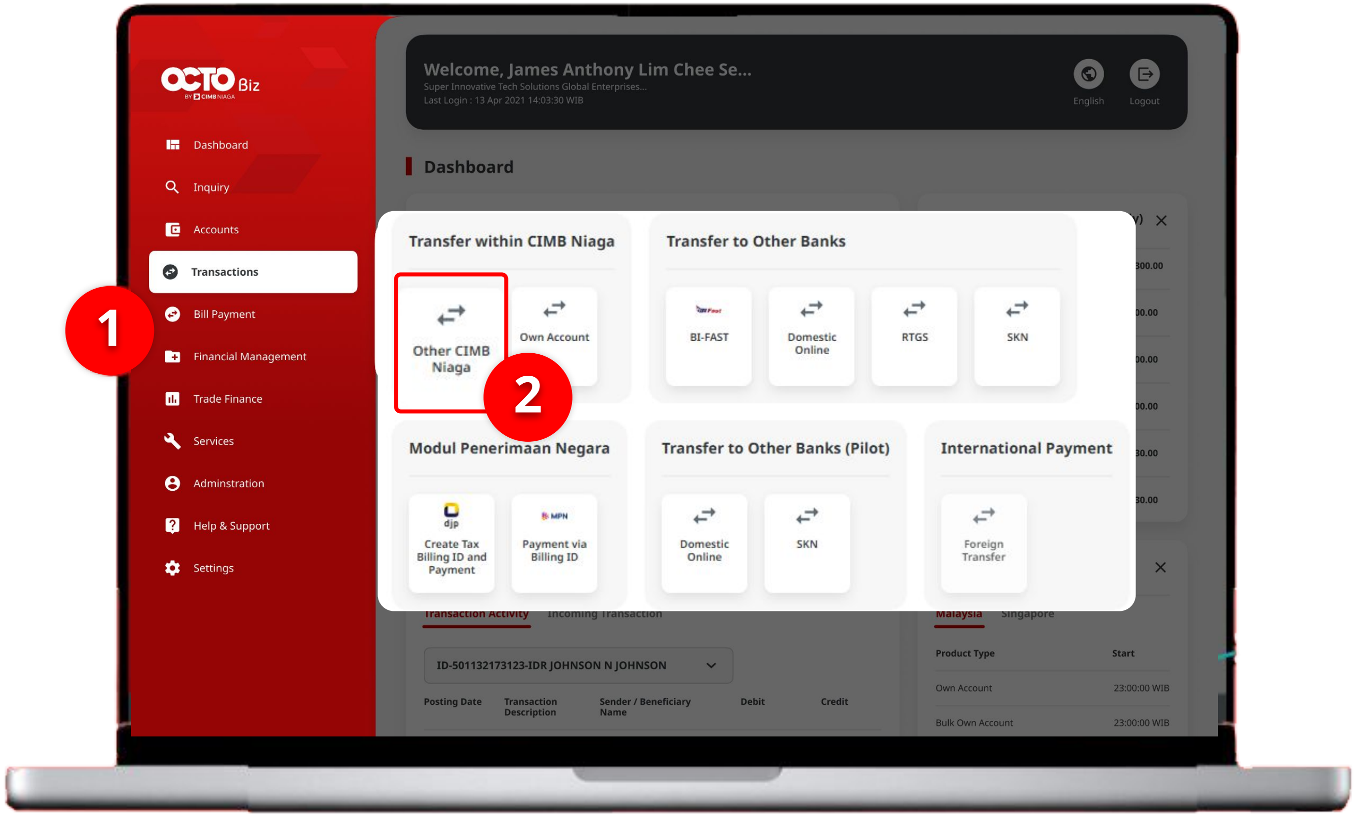
2 Klik ***Proceed***

*Click **Proceed***

LANGKAH

03

MAKER



Sistem akan menampilkan Halaman ***Dashboard***

*System will show **Dashboard page***

1 Arahkan kursor ke ***Transaction***

*Navigate to **Transaction***

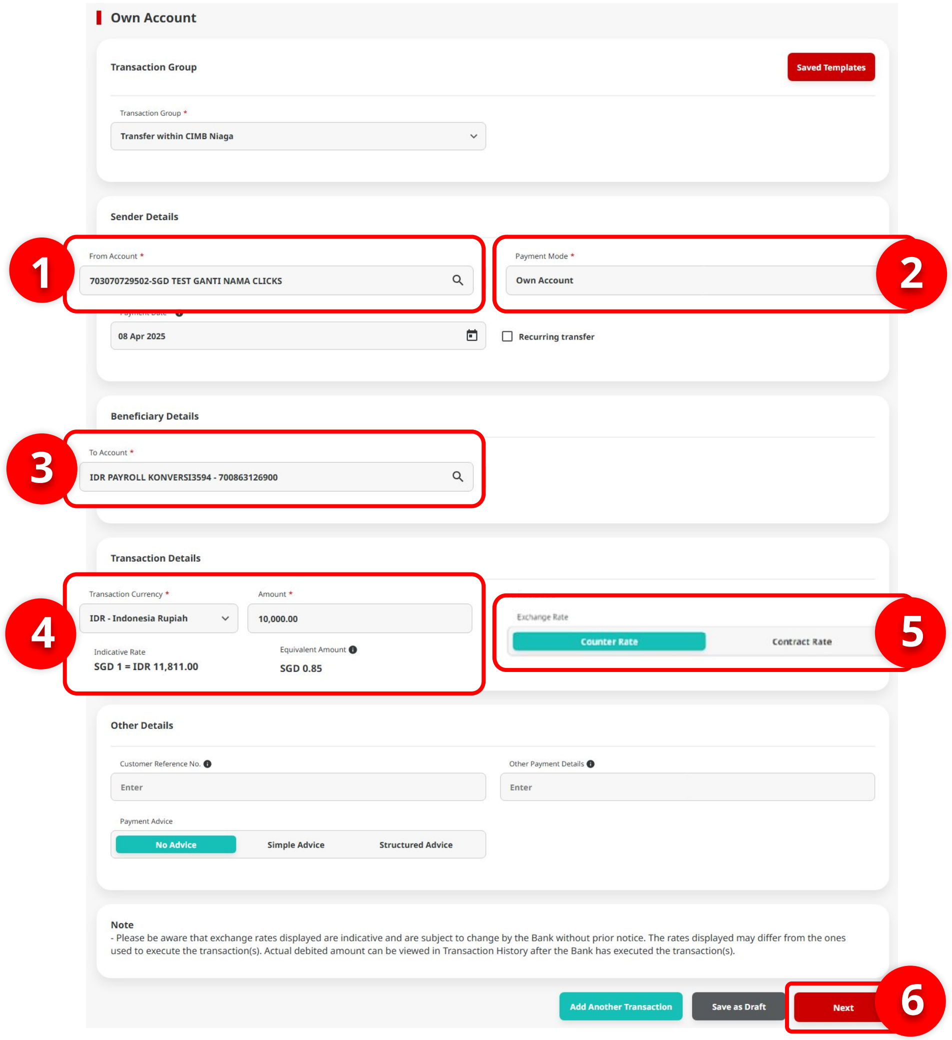
2 Klik ***Other CIMB Niaga / Own Account***

*Click **Other CIMB Niaga/ Own Account***

LANGKAH

04

MAKER



1 Pada halaman *Data Payment Entry*, **Pilih *Account*** di bagian ***From Account***

*On **Data Payment Entry** page, Choose **Account** on **From Account** section*

2 Pilih ***Payment Mode***

*Choose **Payment Mode***

3 Pilih ***Beneficiary Account***

*Choose **Beneficiary Account***

4 Lengkapi ***Transaction Details***

*Complete the **Transaction Details***

5 Pilih ***Counter Rate*** sebagai ***Exchange Rate***

*Choose **Counter Rate** as **Exchange Rate***

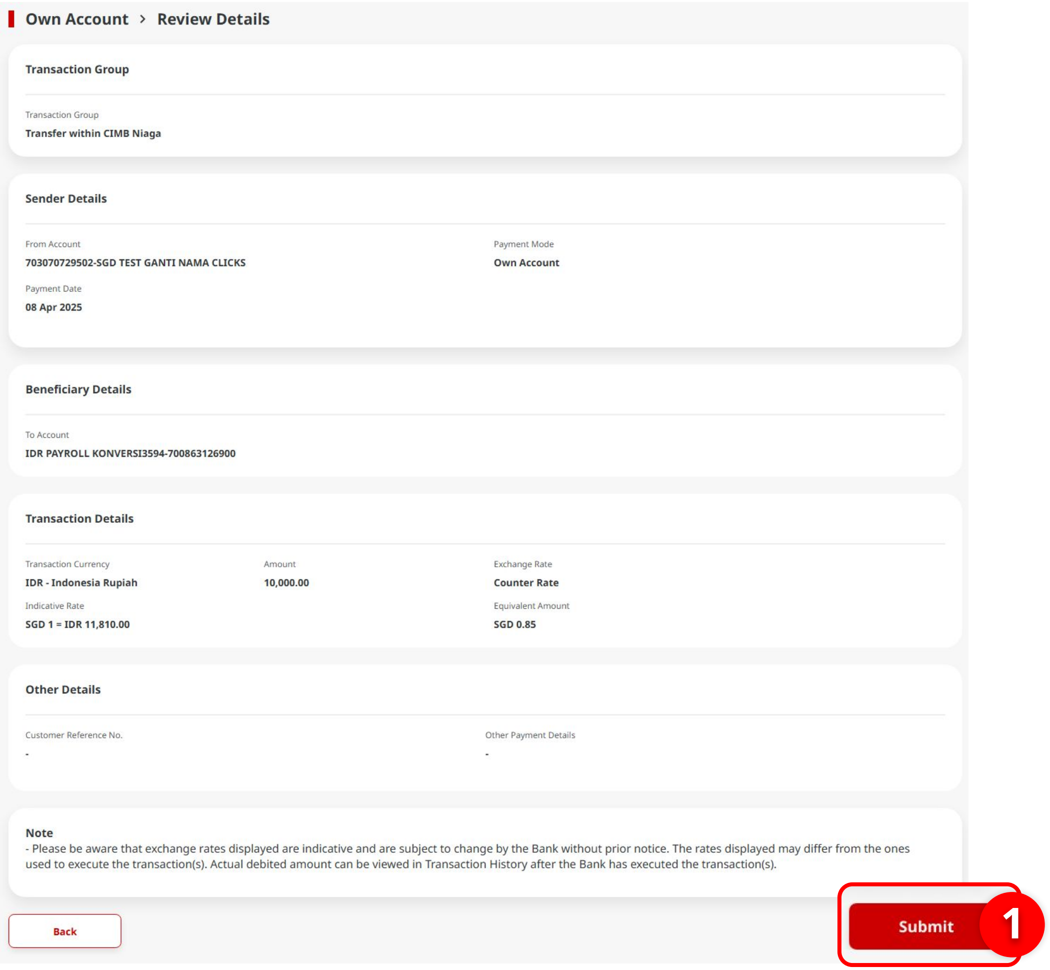
6 Jika sudah sesuai, klik ***Next***

*Click **Next***

LANGKAH

05

MAKER



Sistem akan menampilkan halaman ***Review Details***,

*System will show **Review Details page***

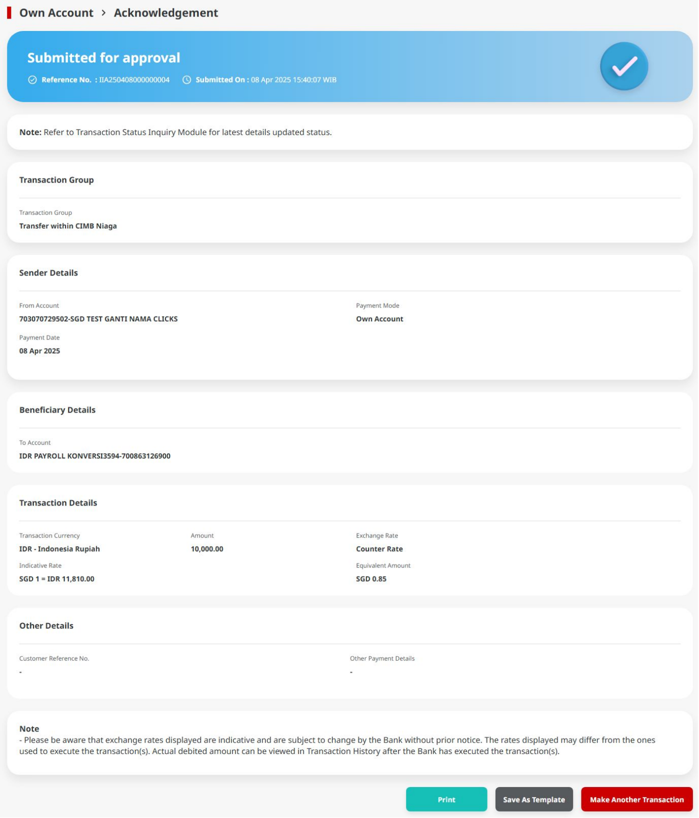
1 Klik ***Submit***

*Click **Submit***

LANGKAH

06

MAKER



Sistem akan mengarahkan ke **Halaman *Acknowledgement*** setelah ***Submit* berhasil**

*Once succeed, System will show the **acknowledgement page***

OCTO Biz BY CIMB NIAGA

In-house Foreign Transfer

Create Transaction

Select Existing Documents

Transaksi ***foreign currency*** menggunakan dokumen yang ada

Foreign currency *transaction using* ***existing document***

KEJAR MIMPI

LANGKAH

01

MAKER

1. ***Maker*** Masuk dengan menggunakan ***User & Company ID***

   Maker** login using **User & Company ID

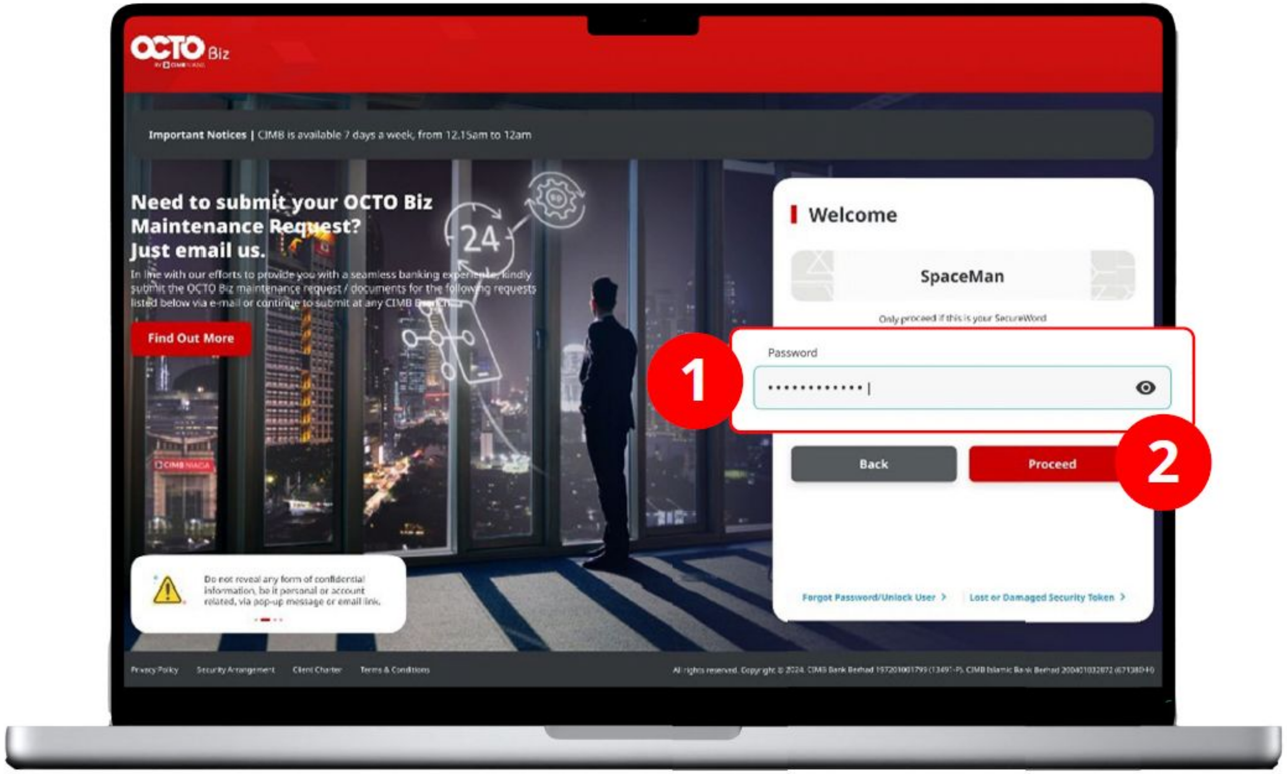
2. Klik ***Next***

   *Click **Next***

LANGKAH

02

MAKER



1 Isi ***Password***

*Input **Password***

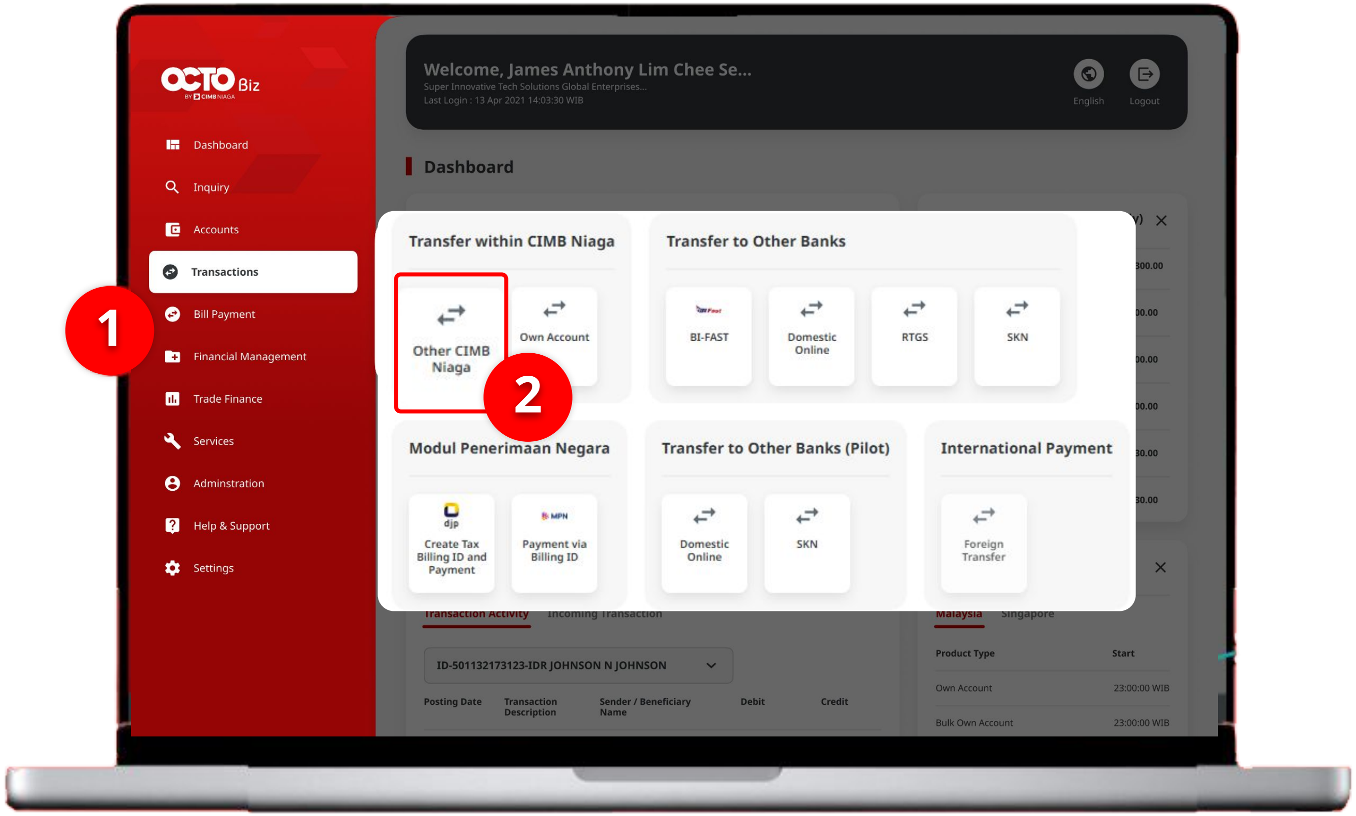
2 Klik ***Proceed***

*Click **Proceed***

LANGKAH

03

MAKER



Sistem akan menampilkan Halaman ***Dashboard***

*System will show **Dashboard page***

1. Arahkan kursor ke ***Transaction***

   *Navigate to **Transaction***

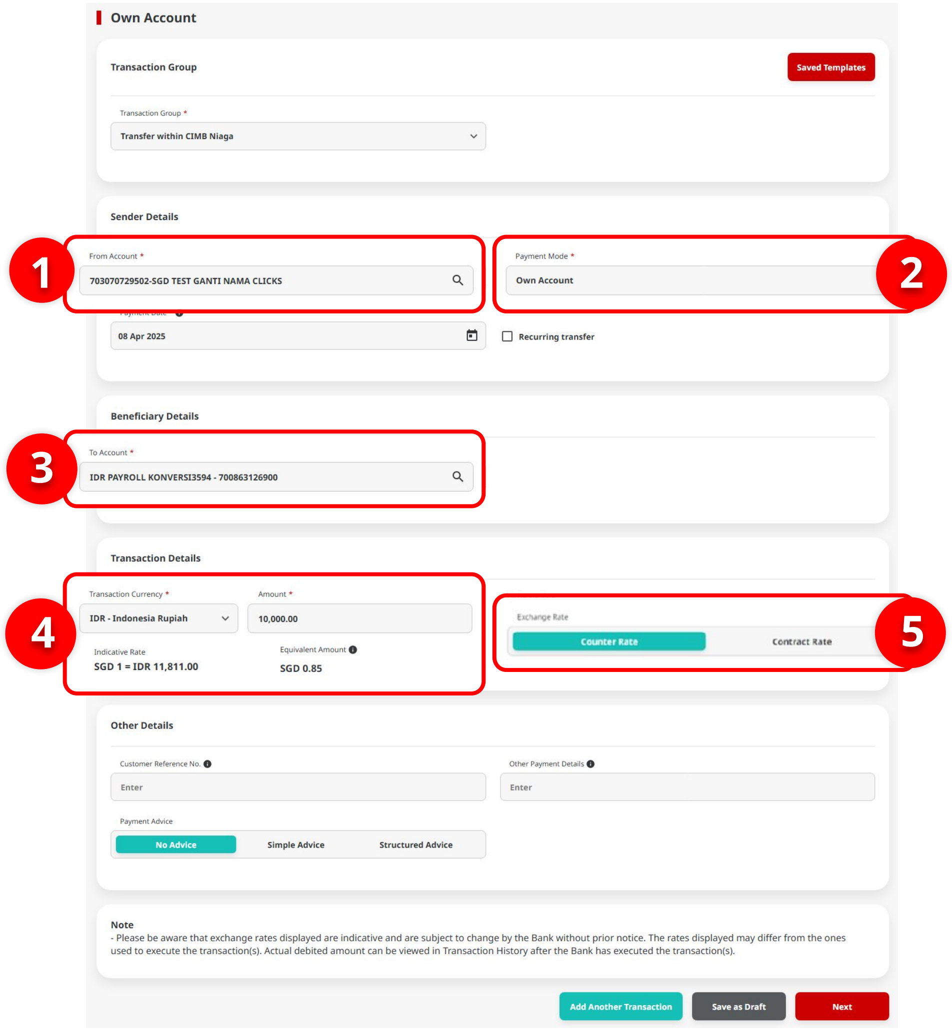
2. Klik ***Other CIMB Niaga / Own Account***

   *Click **Other CIMB Niaga/ Own Account***

LANGKAH

04

MAKER



1 Pada halaman *Data Payment Entry*, **Pilih *Account*** di bagian ***From Account***

*On **Data Payment Entry** page, Choose **Account** on **From Account** section*

2 Pilih ***Payment Mode***

*Choose **Payment Mode***

3 Pilih ***Beneficiary Account***

*Choose **Beneficiary Account***

4 Lengkapi ***Transaction Details***

*Complete the **Transaction Details***

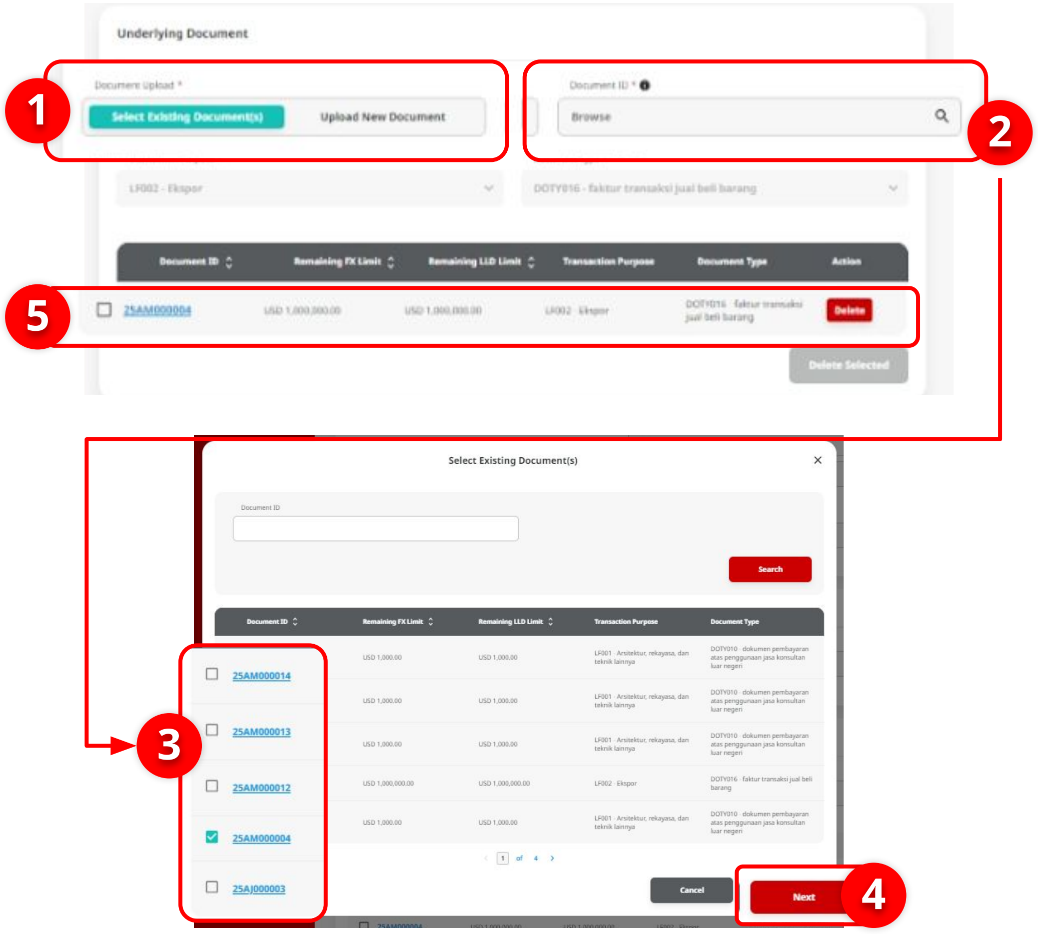
5 Pilih ***Counter Rate*** sebagai ***Exchange Rate***

*Choose **Counter Rate** as **Exchange Rate***

LANGKAH

05

MAKER



1 Sistem akan **menampilkan bagian *Underlying Documents*, *LLD Information***

*System will show the **Underlying Documents, LLD Information part***

2 Klik tombol ***Search*** untuk **memilih dokumen**

*Click Search to **choose documents***

3 Sistem akan menampilkan ***list* dokumen**, Pilih **dokumen yang akan digunakan**

*System will show the **documents list**, choose **documents***

4 Jika sesuai, **Klik *Next***

*Click **Next***

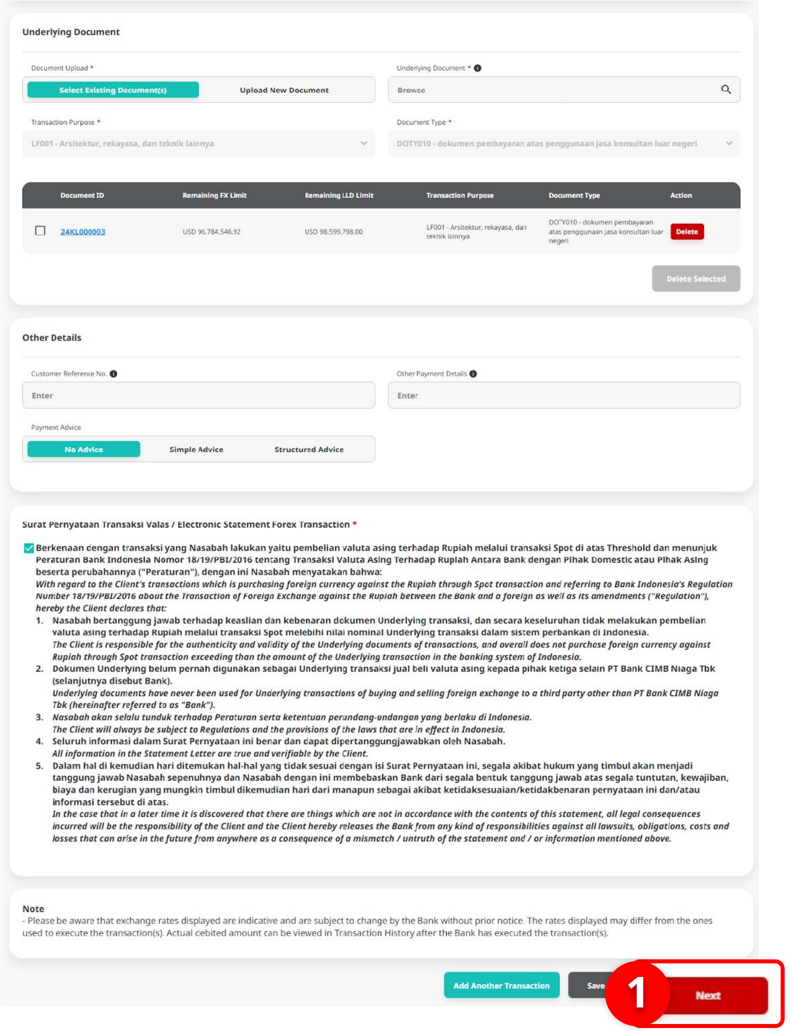
5 Sistem akan menampilkan ***Listing***

*System will show the **listing***

LANGKAH

06

MAKER



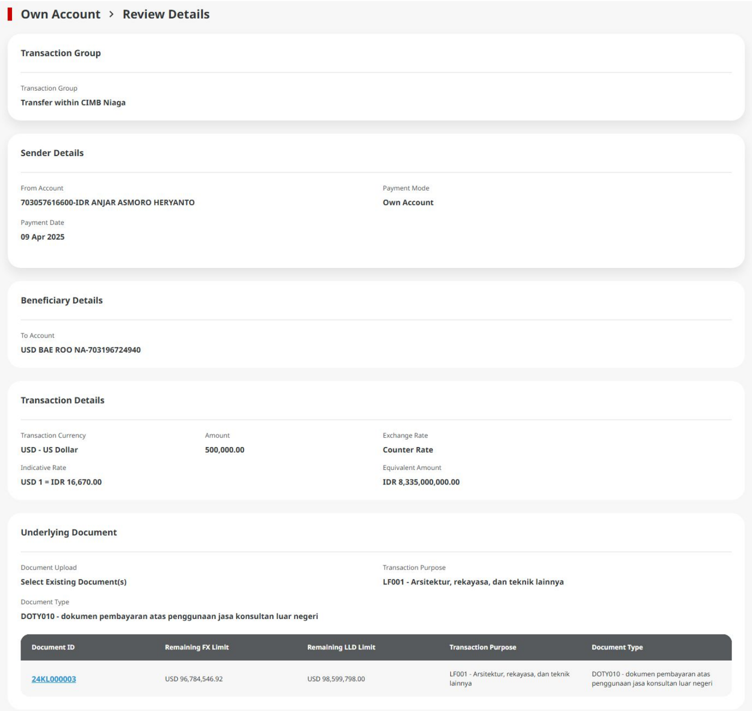
1 Scroll kebawah, dan jika sudah sesuai klik ***Next***

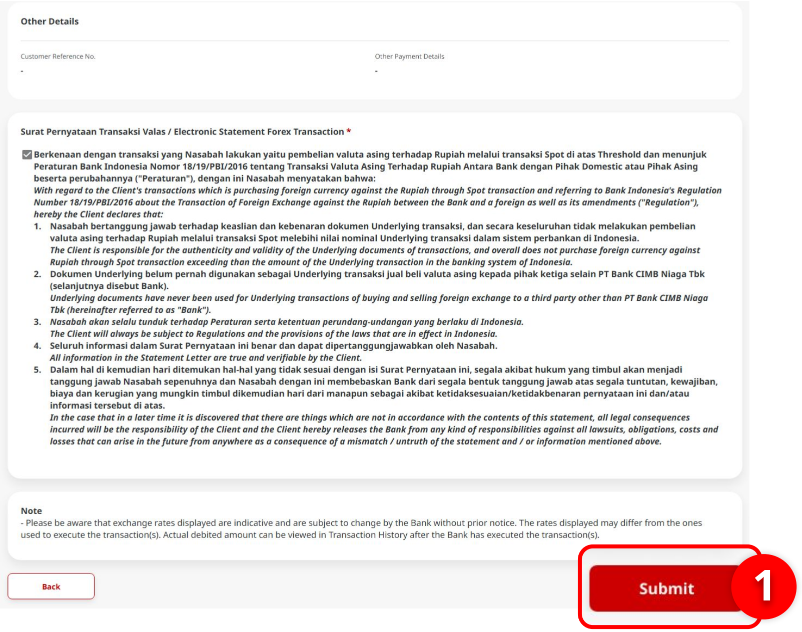
*Scroll down, and click **Next***

LANGKAH

07

MAKER





Sistem akan menampilkan halaman ***Review Details***

*System will show the **Review Details** page*

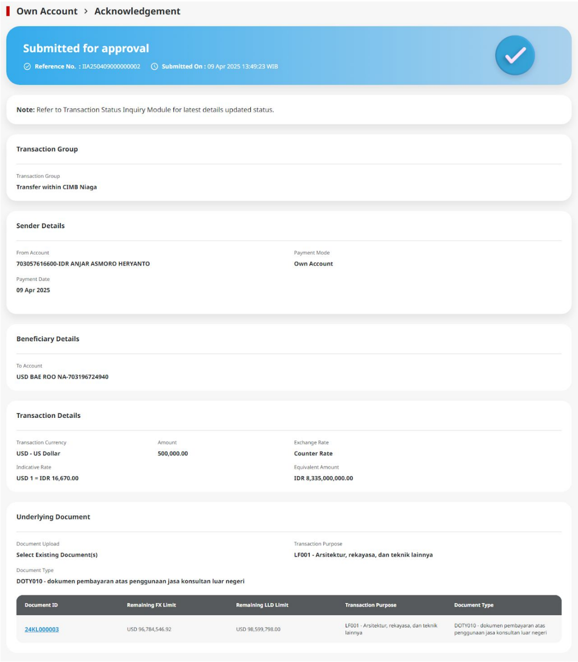
1 Klik ***Submit***

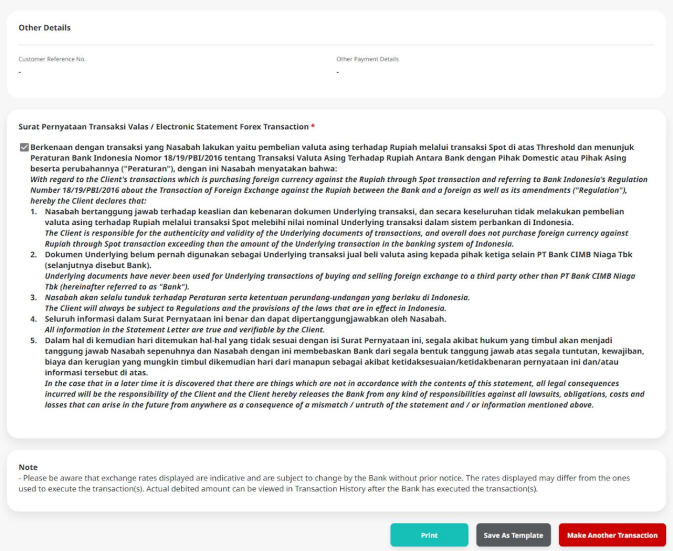
*Click **Submit***

LANGKAH

08

MAKER





Sistem Lalu menampilkan
Halaman Acknowledgement

System will show the
***Acknowledgement** page*

Langkah melakukan Approve Transaction Kunjungi Halaman:

To Approve the transaction visit page:

32 **Mobile Token**

41 **Hard Token**

In-house Foreign Transfer

Create Transaction

New Documents

Transaksi ***foreign currency*** menggunakan dokumen baru

Foreign currency *transaction using* ***new document***

KEJAR MIMPI

LANGKAH

01

MAKER

1 ***Maker*** Masuk dengan menggunakan ***User & Company ID***

__Maker__ login using __User & Company ID__

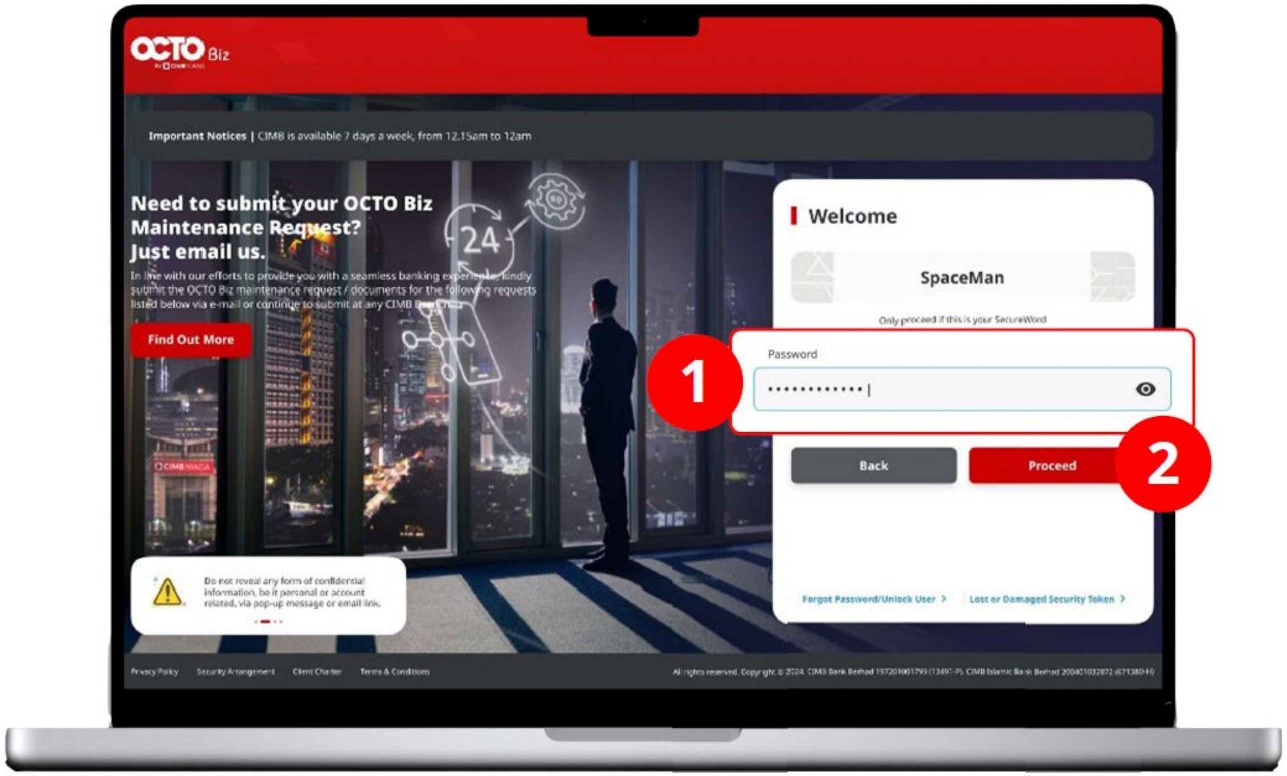
2 Klik ***Next***

Click __Next__

LANGKAH

02

MAKER



1 Isi ***Password***

*Input **Password***

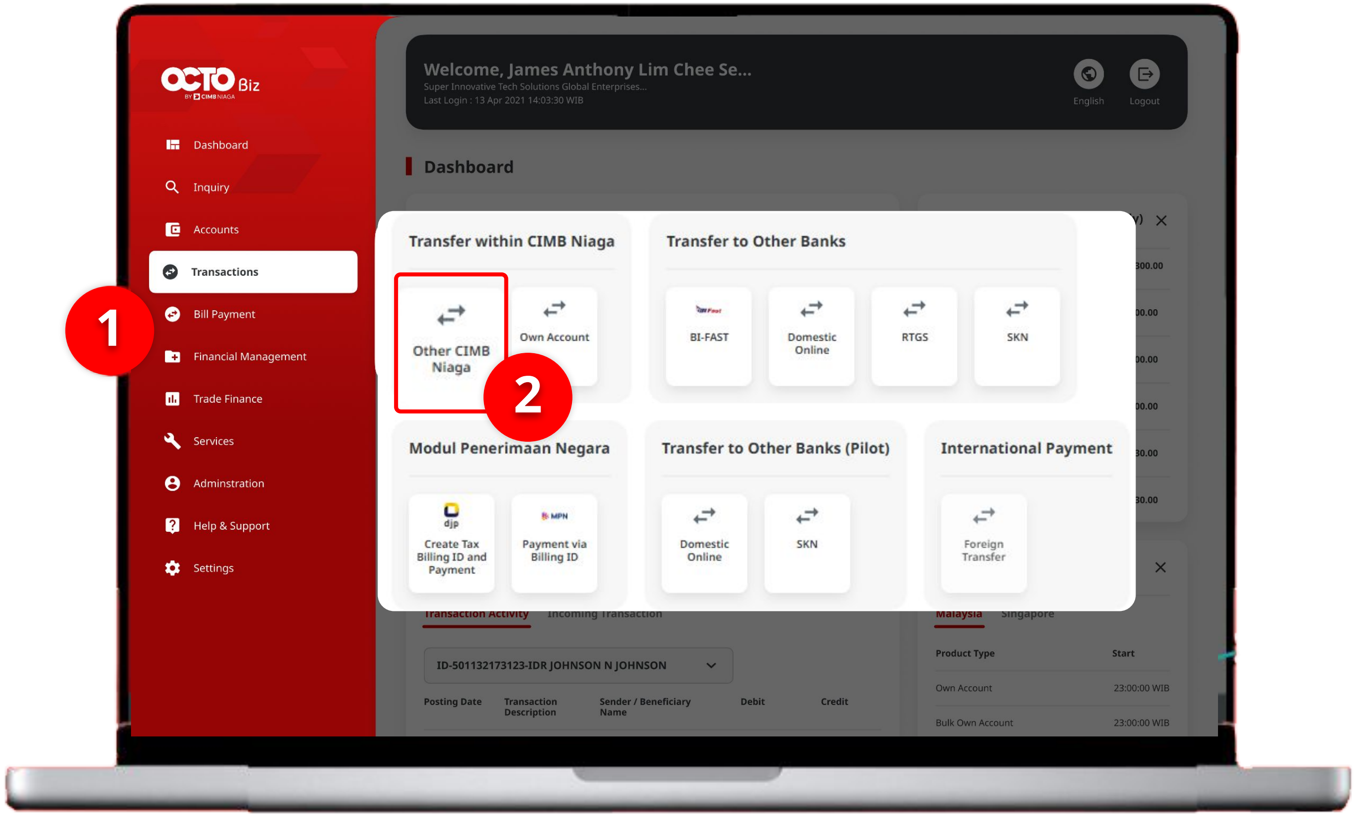
2 Klik ***Proceed***

*Click **Proceed***

LANGKAH

03

MAKER



Sistem akan menampilkan Halaman ***Dashboard***

*System will show **Dashboard page***

1 Arahkan kursor ke ***Transaction***

*Navigate to **Transaction***

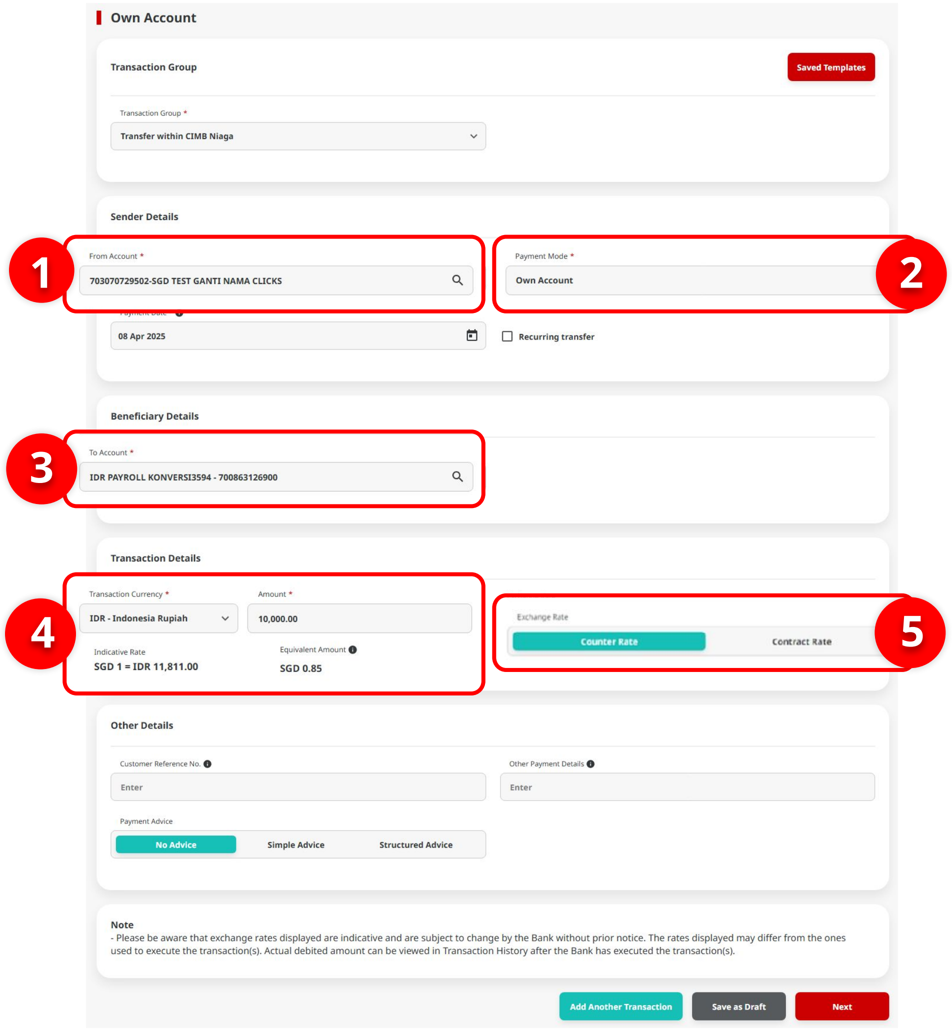
2 Klik ***Other CIMB Niaga / Own Account***

*Click **Other CIMB Niaga/ Own Account***

LANGKAH

04

MAKER



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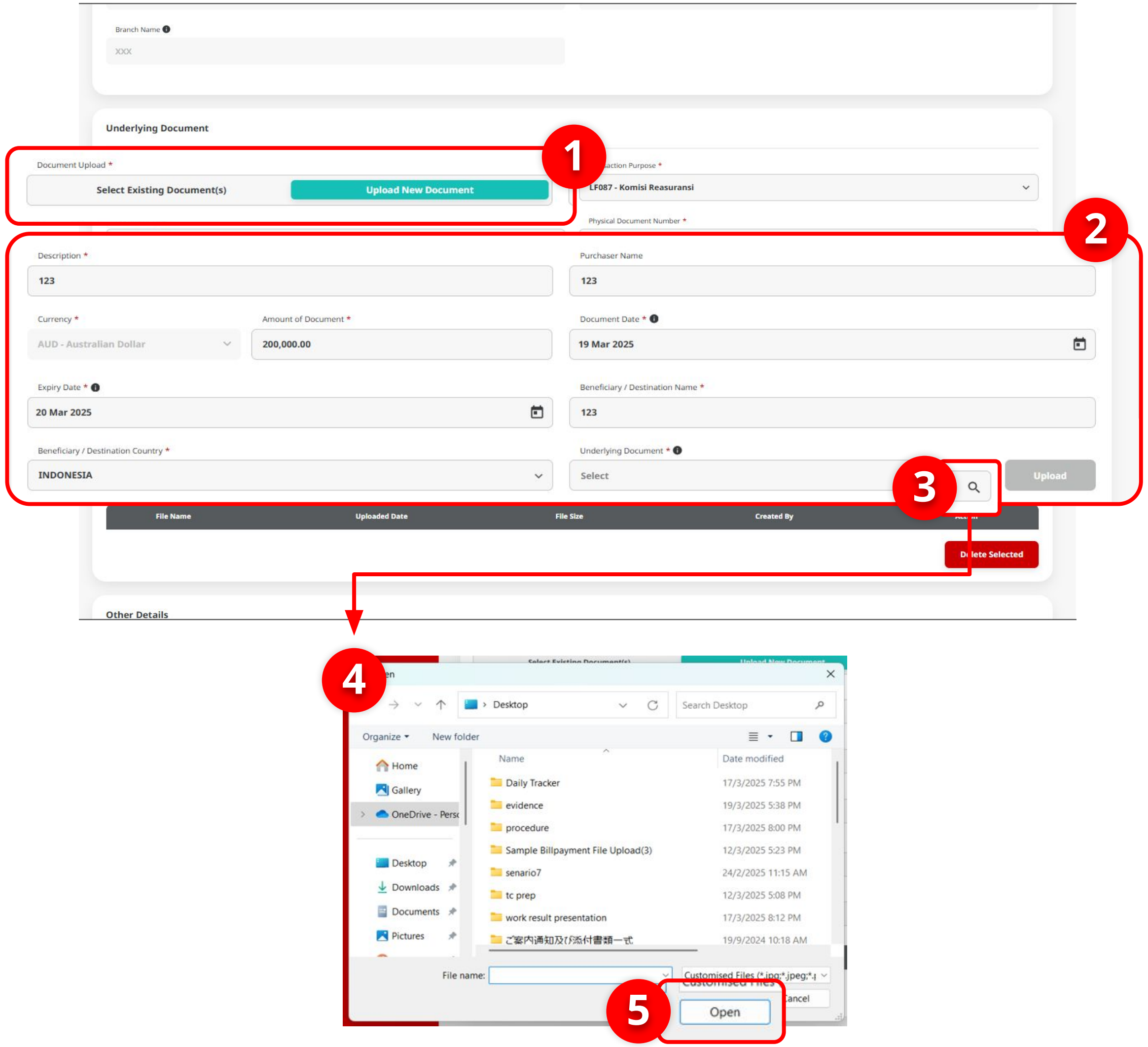
5 Pilih ***Counter Rate*** sebagai ***Exchange Rate***

*Choose **Counter Rate** as **Exchange Rate***

LANGKAH

05

MAKER



1 Pilih ***Upload New Documents***, sistem akan menampilkan bagian tambahan

*Choose **Upload New Documents**, system will show the **additional section***

2 Lengkapi seluruh ***Mandatory Fields***

*Complete the **Mandatory Fields***

3 Klik **kaca pembesar**, pada bagian ***Underlying Documents***

*Click **magnifying glass**, on **Underlying Documents** page*

4 Sistem akan menampilkan *pop-up file*, **Pilih *File***

*System will show the **File Upload pop up**, choose **file***

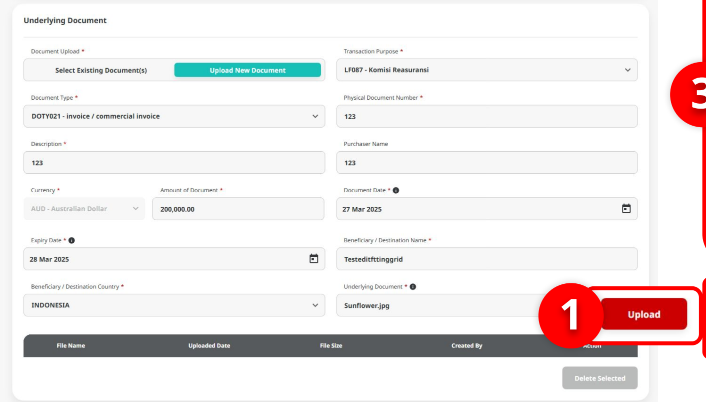
5 Klik ***Open***

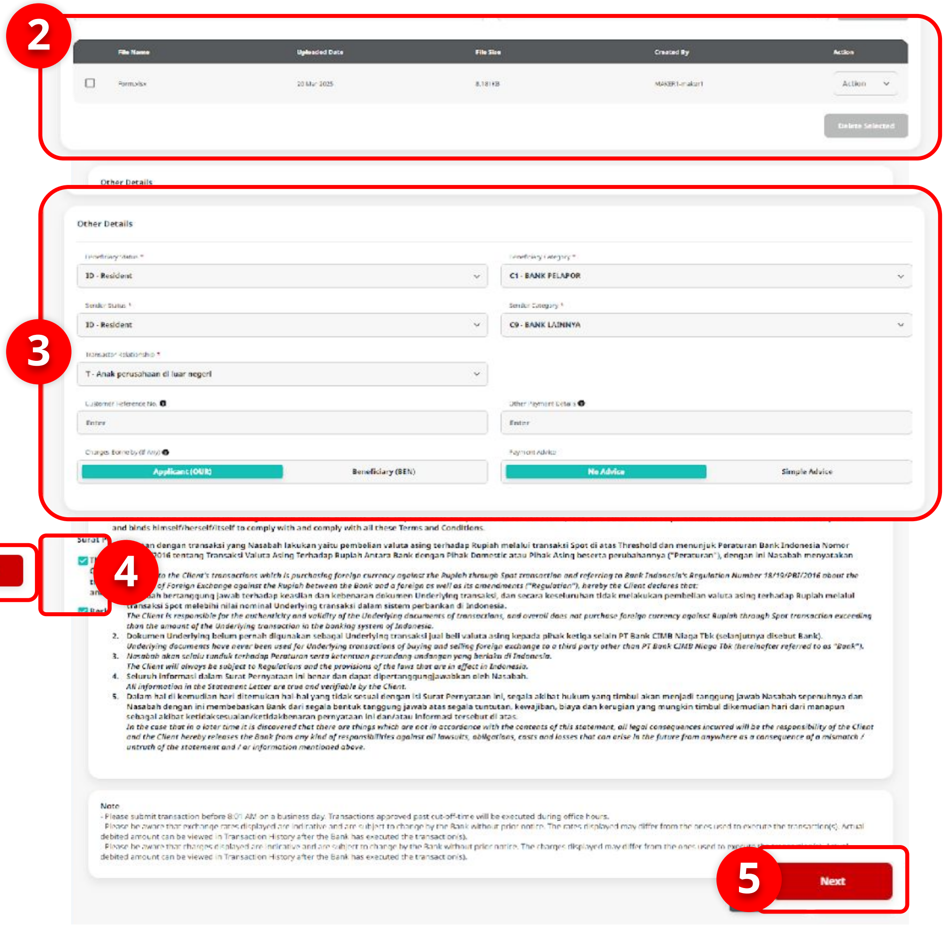
*Click **Open***

LANGKAH

06

MAKER





1 Klik ***Upload*** untuk mengunggah berkas

*Click **Upload** to upload the file*

2 Jika berhasil, sistem akan menampilkan ***listing***

*Once **succeed**, system will show **listing***

3 Lengkapi seluruh bagian ***Mandatory***

*Complete the **Mandatory Fields***

4 **Centang deklarasi** (dan surat pernyataan transaksi valas)

*Tick the **declaration** (and foreign exchange transaction statement)*

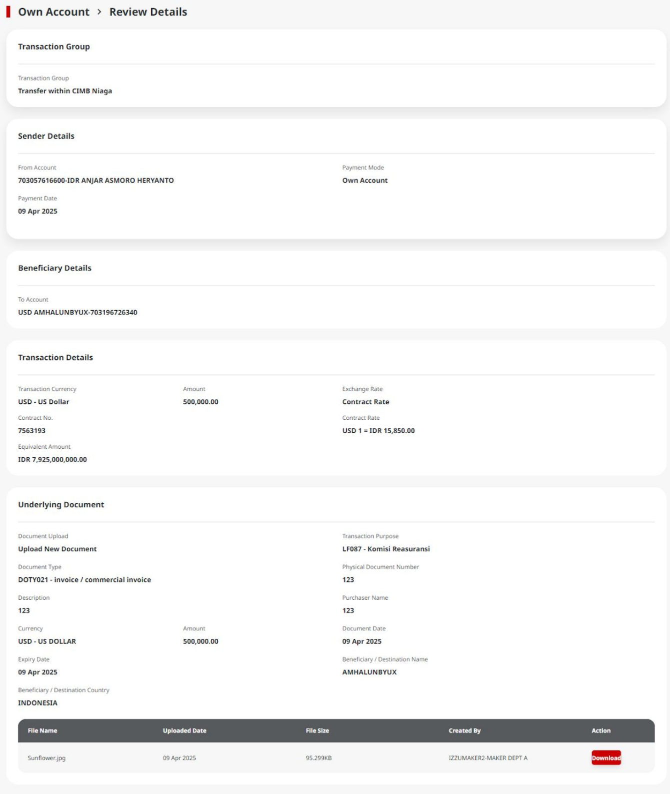
5 *Scroll* kebawah, dan jika sudah sesuai klik ***Next***

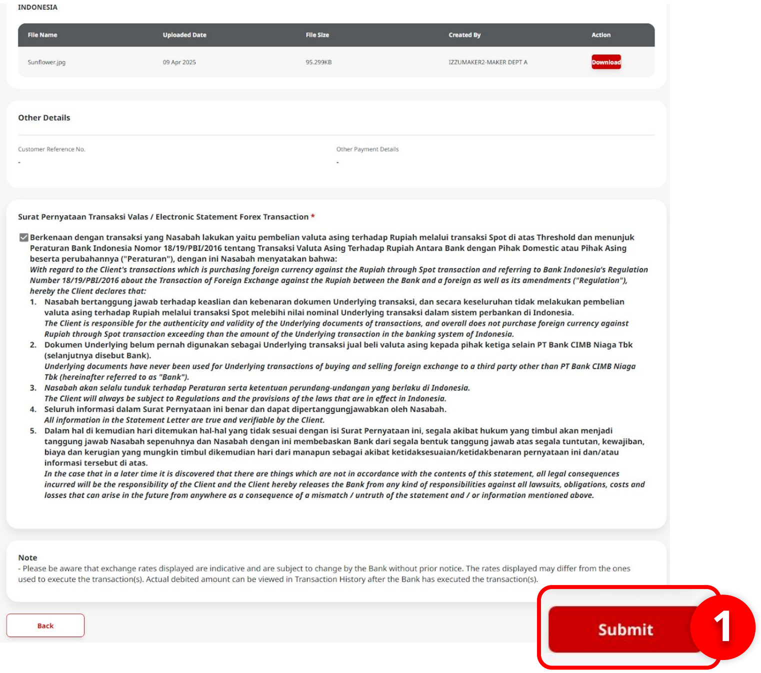
*Scroll down, and click **Next***

LANGKAH

07

MAKER





Sistem akan menampilkan halaman ***Review Details***

*System will show the **review details** page*

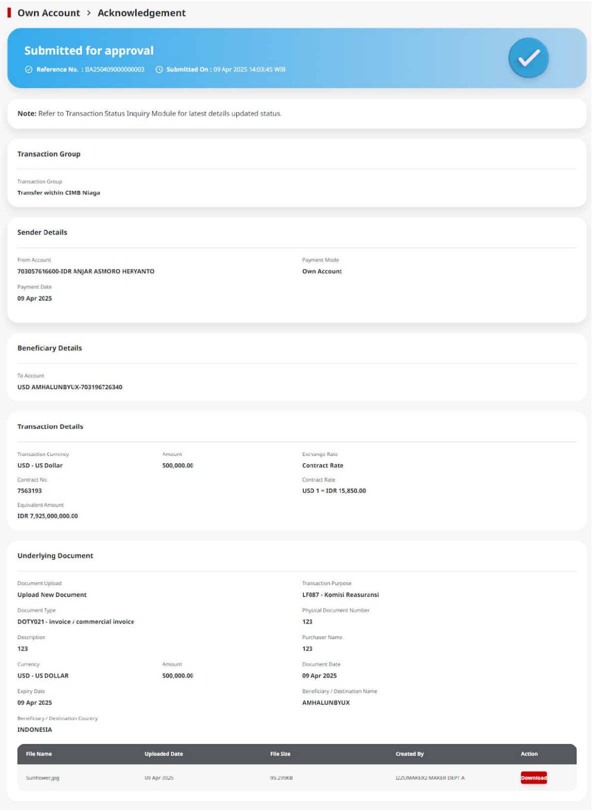
1 Klik ***Submit***

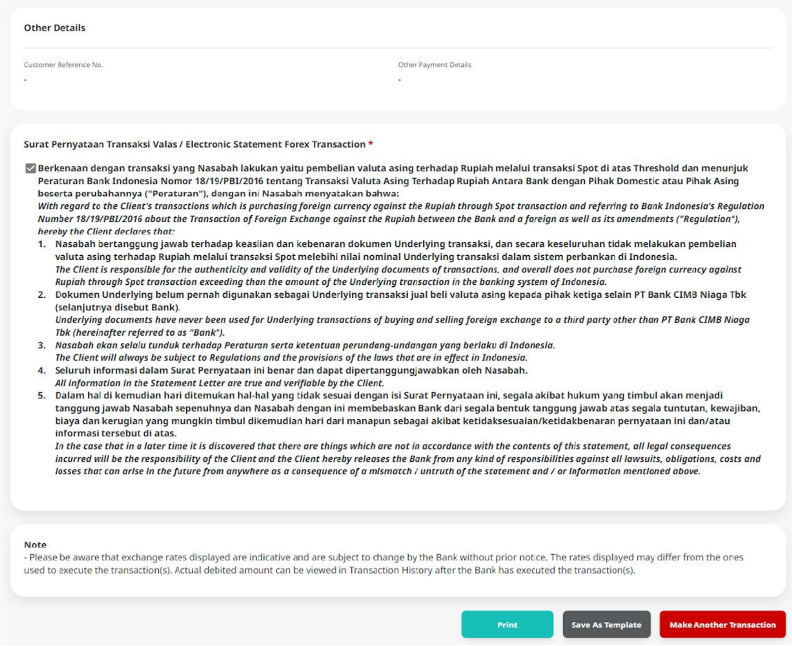
*Click **Submit***

LANGKAH

08

MAKER





Sistem Lalu menampilkan
Halaman Acknowledgement

*System will show the **Acknowledgement** page*

Langkah melakukan Approve Transaction Kunjungi Halaman:

To Approve the transaction visit page:

32 Mobile Token

41 Hard Token

In-house Foreign Transfer

Approve Transaction

Mobile Token

Hard Token

KEJAR MIMPI

OCTO Biz BY CIMB NIAGA

In-house Foreign Transfer

Approve Transaction

Mobile Token

Proses ***approval* transaksi** untuk user yang memiliki atau menggunakan ***Mobile Token***

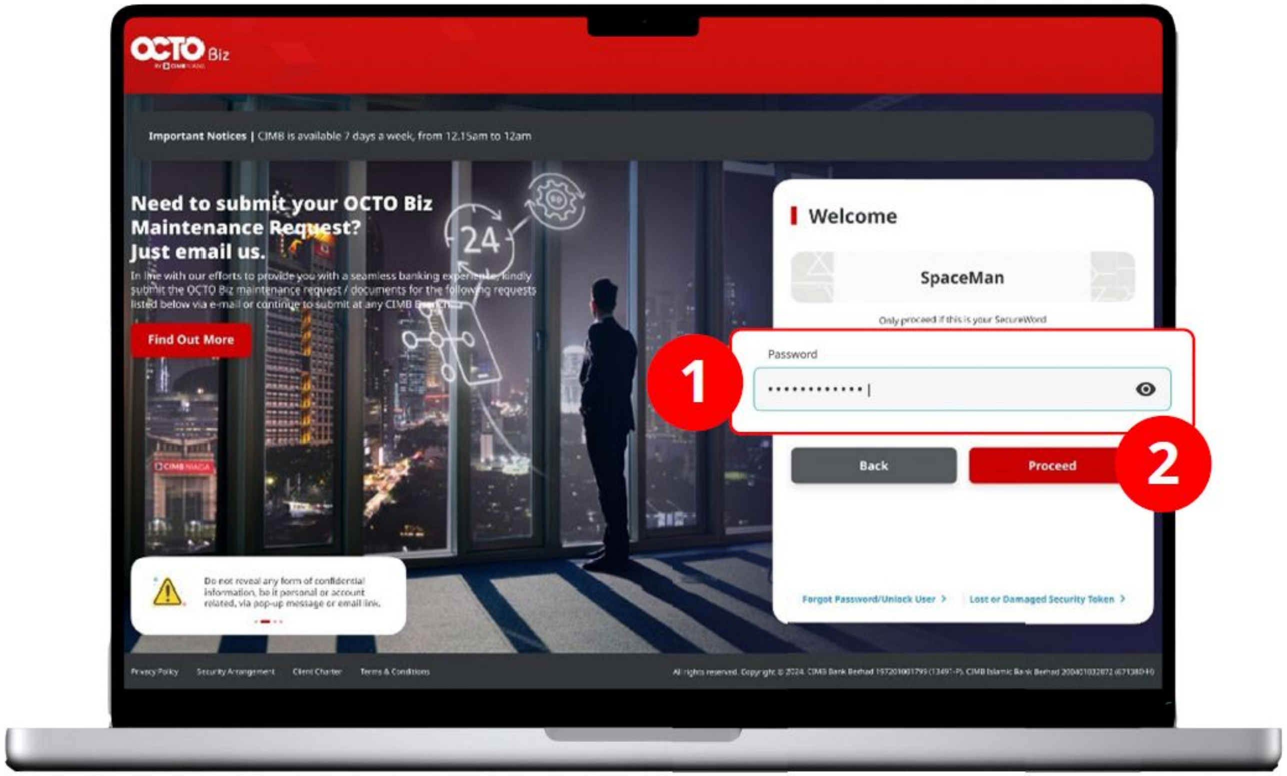
Approval Transaction *process using* ***mobile token***

KEJAR MIMPI

LANGKAH

01

APPROVER



Login sebagai ***Approver***

*Login as **approver***

1 Isi ***Password***

*Input **password***

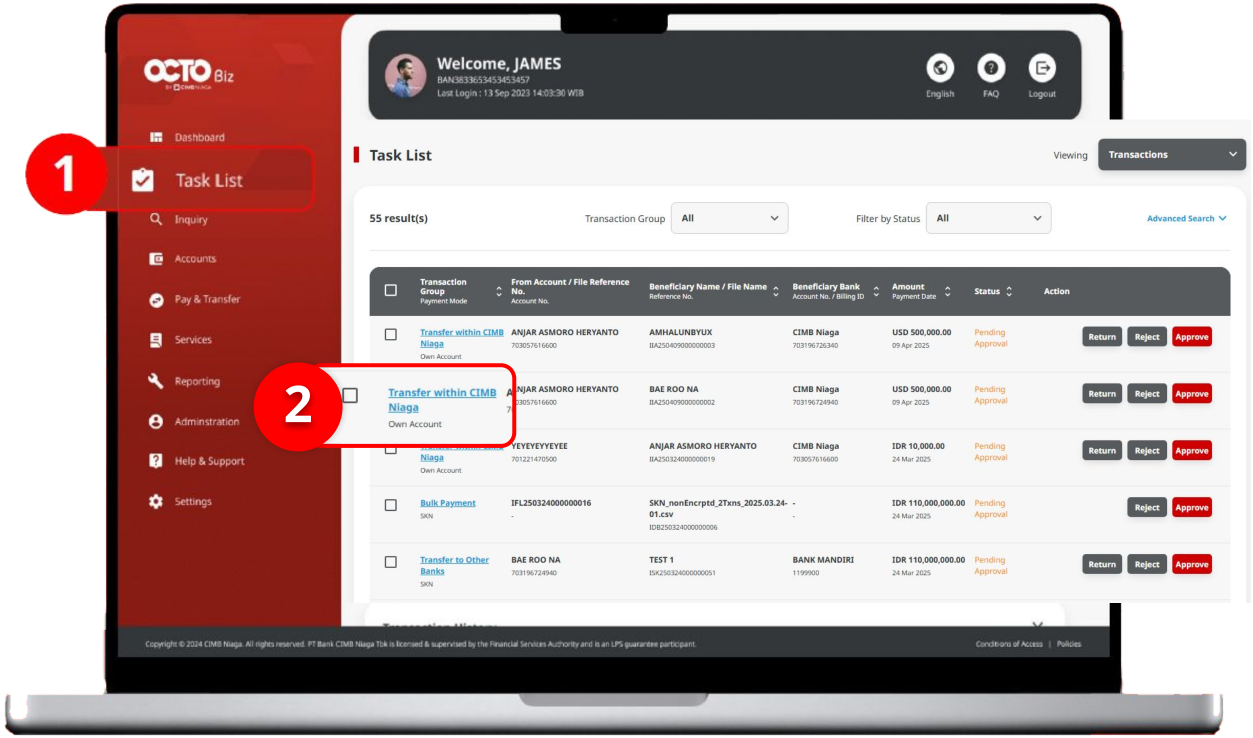
2 Klik ***Proceed***

*Click **Proceed***

LANGKAH

02

APPROVER



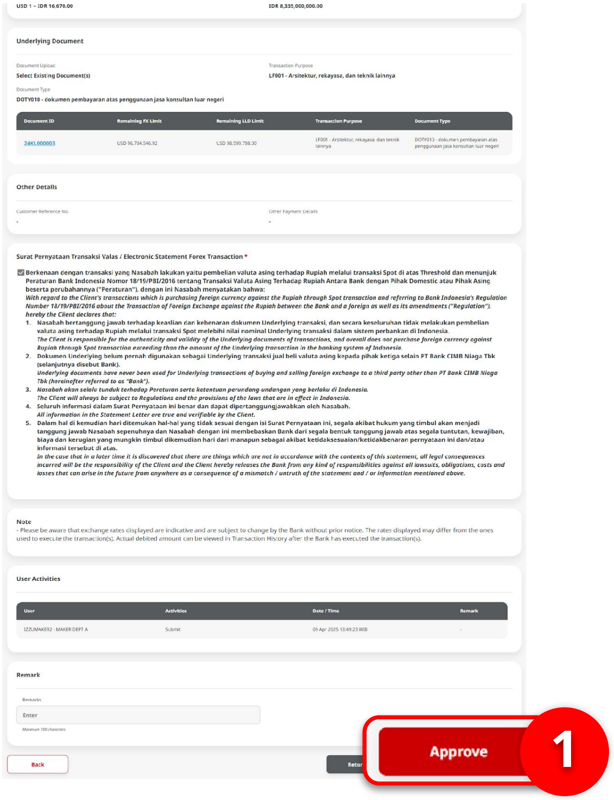
1. Arahkan pada menu disamping, **klik *Task List***

   *Navigate to side menu, click **Task List***

2. Klik ***Hyperlink*** transaksi yang diinginkan

   *Click **hyperlink transaction***

LANGKAH
03
APPROVER



Tinjau ulang transaksi yang telah di kirim ***Maker***,

*Review **Transaction***

1. Jika sudah sesuai, **klik *Approve***

   *Click **Approve***

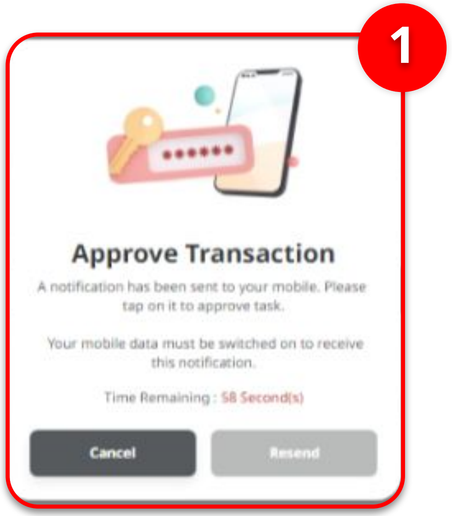
2. Klik ***Yes***

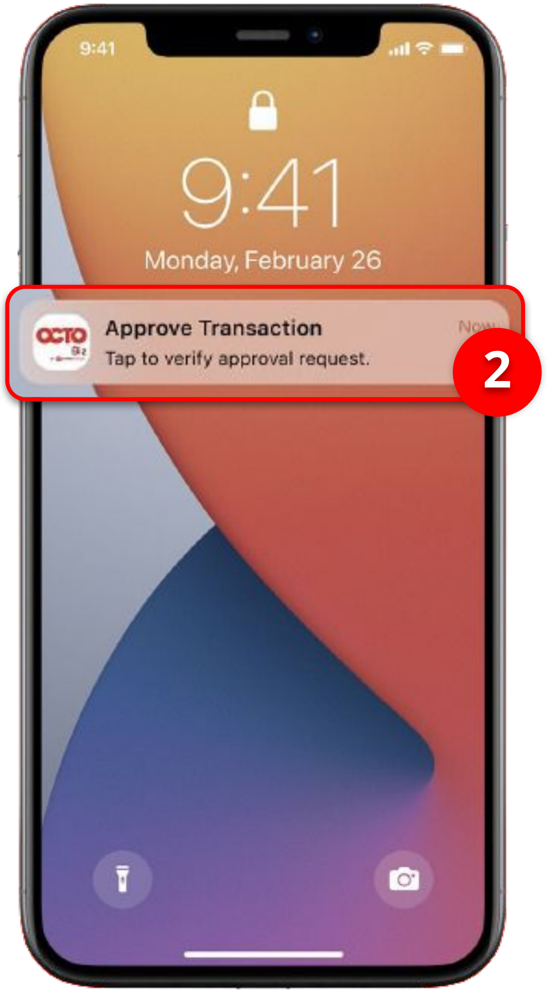
   *Click **Yes***

LANGKAH

04

APPROVER





1 Sistem akan menampilkan ***Pop-Up Approver* transaksi pada *Website***

*System will show the **Approve Transaction pop up** on website*

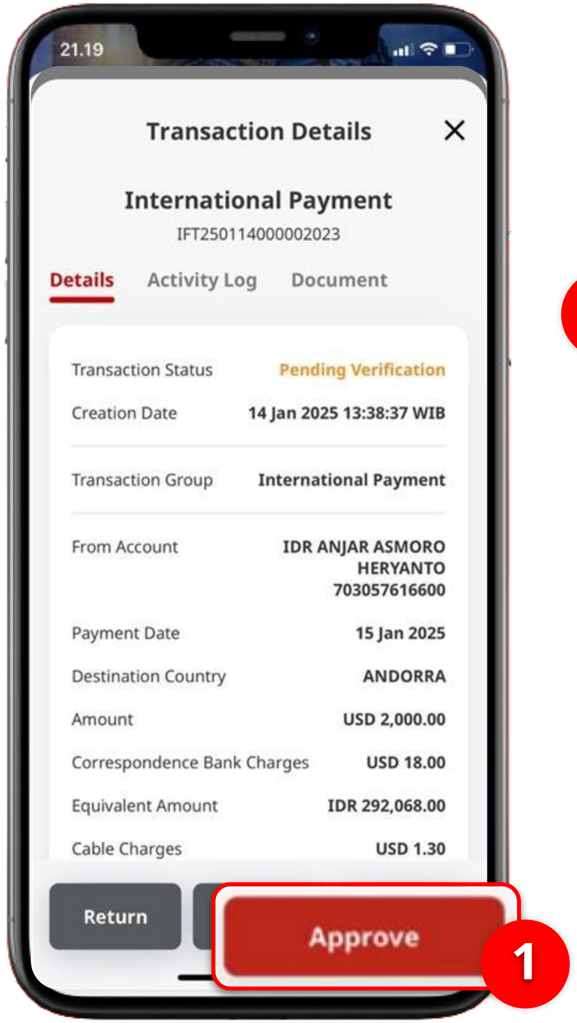
2 Sistem akan **mengirimkan notifikasi** di perangkat *mobile*. Buka perangkat *mobile*, **Klik Bar Notifikasi**

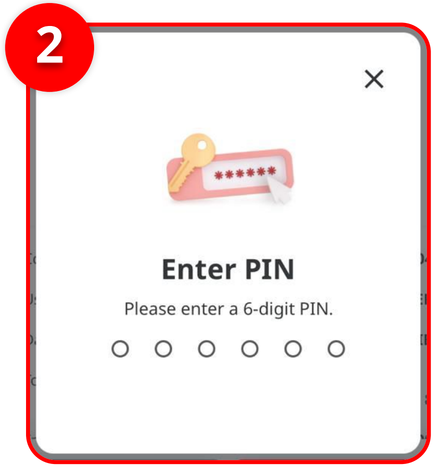
*System will **send notification** on mobile device. Open device, and click **notification bar***

LANGKAH

05

APPROVER





1 Klik **Tombol *Approve***

*Click **Approve***

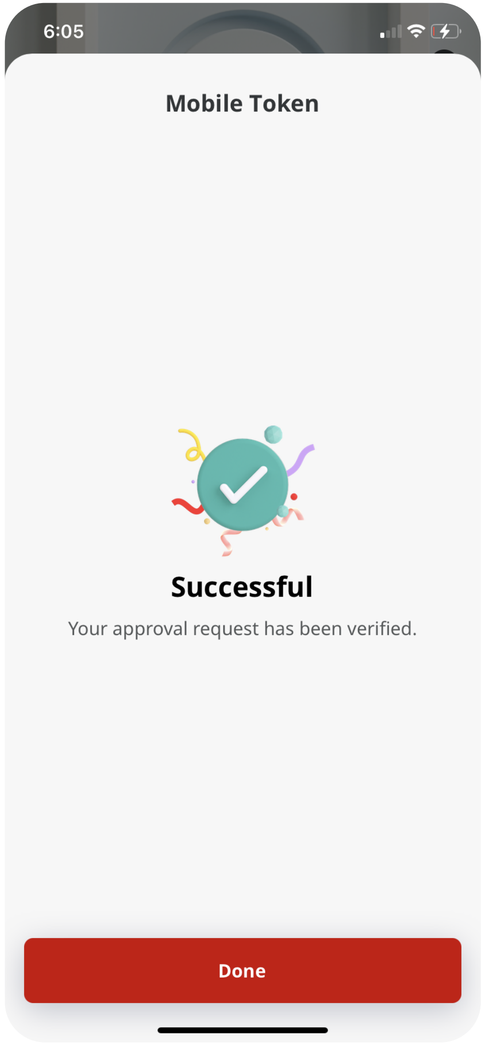
2 Isi **6-Digit Pin**

*Input **6-Digit Pin***

LANGKAH

06

APPROVER



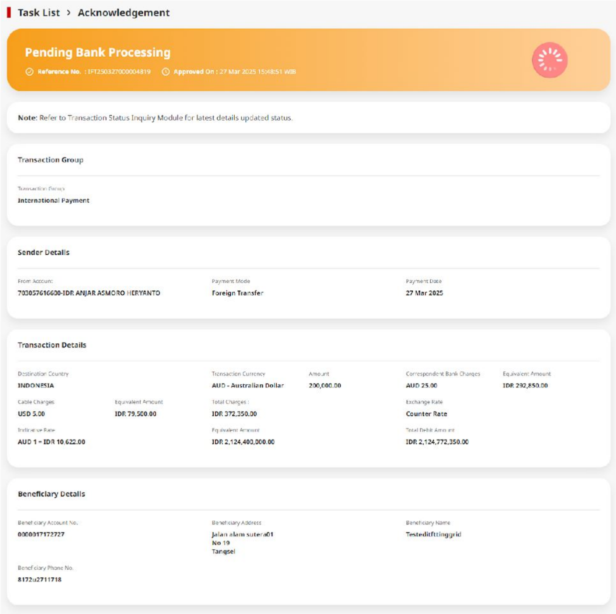
Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**

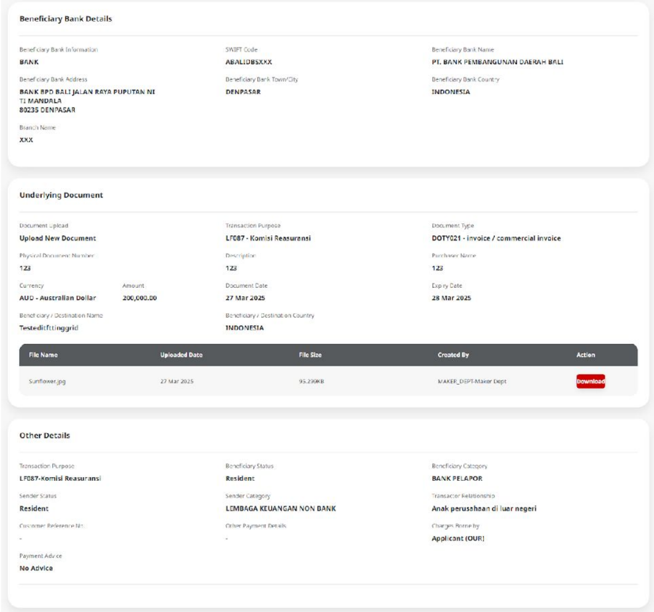
*Once succeed, system will show the **acknowledgement page***

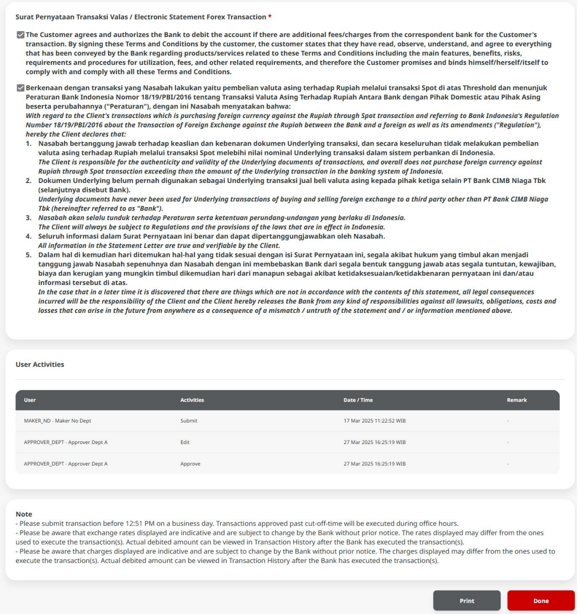
LANGKAH

07

APPROVER







Jika transaksi Berhasil, sistem akan menampilkan **halaman *Acknowledgement***

*Once Succeed, system will show the **Acknowledgement** page*

CATATAN: Untuk New Underlying Documents, setelah melakukan proses Approve, status transaksi menjadi “Pending Bank Process”. Sistem akan memberikan **notifikasi lanjutan mengenai verifikasi dari Bank**

***NOTES**: For New Underlying Documents, after the Approval process, the transaction status will change to "Pending Bank Process". The system will provide further **notification regarding verification from the Bank**.*

LANGKAH

08

APPROVER

Your Underlying Document I19250901000000206 is Successful

noreply-octobiz@cimbniaga.co.id
Yesterday, 3:34 PM
renita carolina

Reply all

Dear Mr./Ms. RENITAADMIN,

Thank you for using OCTO Biz.

Your Underlying Document below has been Successful with below details:

Company ID: RENITACAR
Date/Time: 01 Sep 2025 15:34:39 WIB
CIMB Niaga Reference No.: I19250901000000206
Document ID: 25IA000011
Transaction Purpose: LF107 - Advance payment/pembayaran di muka asuransi
Document Type: DOTY028 - sales agreement / sales contract
Physical Document No.: SALESMOBILE0109
Description: Desc0109
Purchaser Name: -
Amount of Document: USD 100,200.00
Document Date: 2025-09-01
Expired Date: 2025-09-03
Beneficiary / Destination Name: Obiz0109
Beneficiary / Destination Country: US - UNITED STATES
Reject Reason:

If you have any questions, please contact us at octobiz.support@cimbniaga.co.id

We look forward to serving you again.

Sincerely,

OCTO Biz Team

Please do not reply, this is a system generated email.

Notifikasi dari Bank melalui ***Inbox Email***

*Bank Notification via **Email***

In-house Foreign Transfer

Approve Transaction

Hard Token

Proses ***approval* transaksi** untuk user yang memiliki atau menggunakan ***Hard Token***

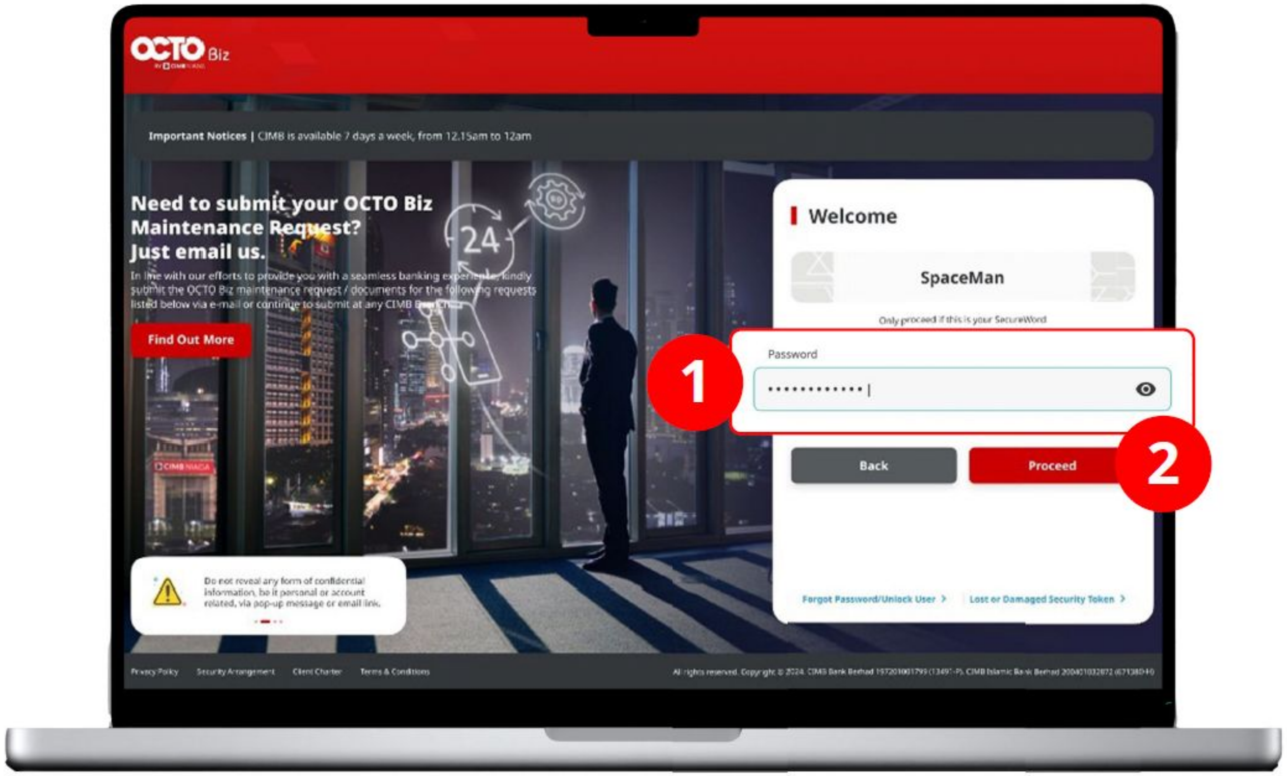
Approval Transaction *process using* ***hard token***

KEJAR MIMPI

LANGKAH

01

APPROVER



Login sebagai ***Approver***

Login as ***approver***

1. Isi ***Password***

   Input ***password***

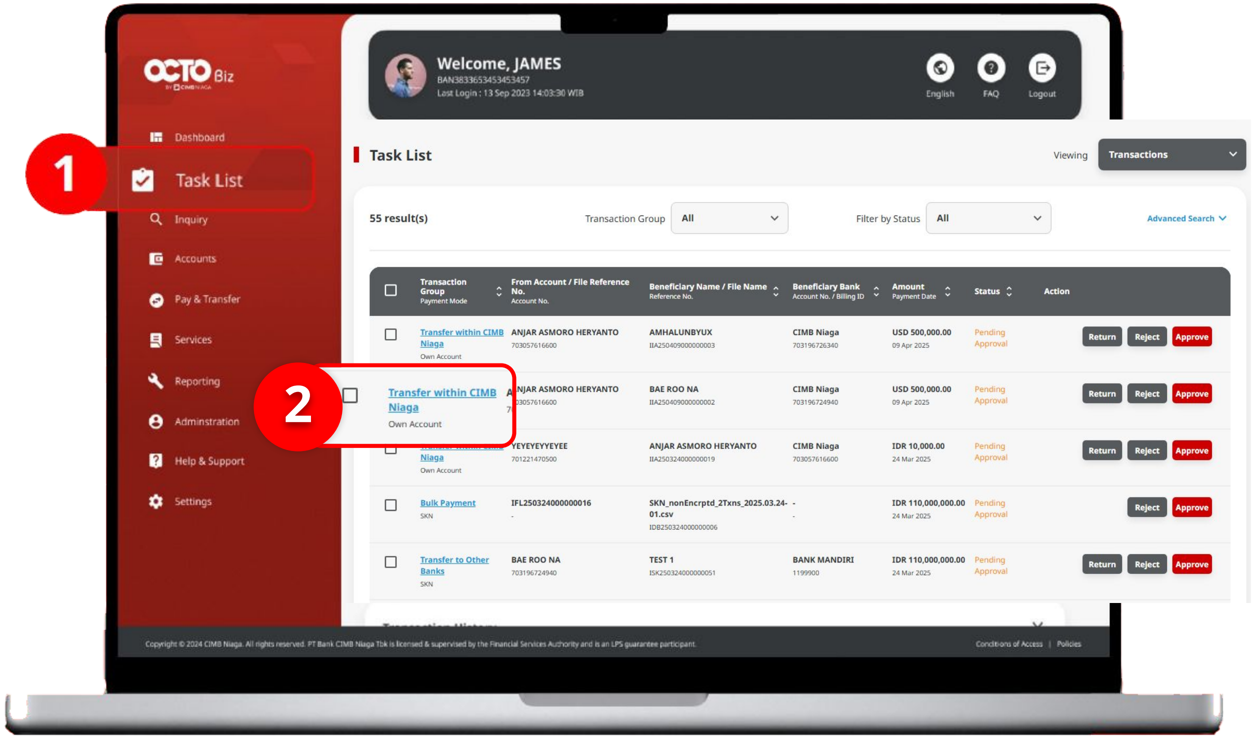
2. Klik ***Proceed***

   Click ***Proceed***

LANGKAH

02

APPROVER



1 Arahkan pada menu disamping, **klik *Task List***

*Navigate to side menu, click **Task List***

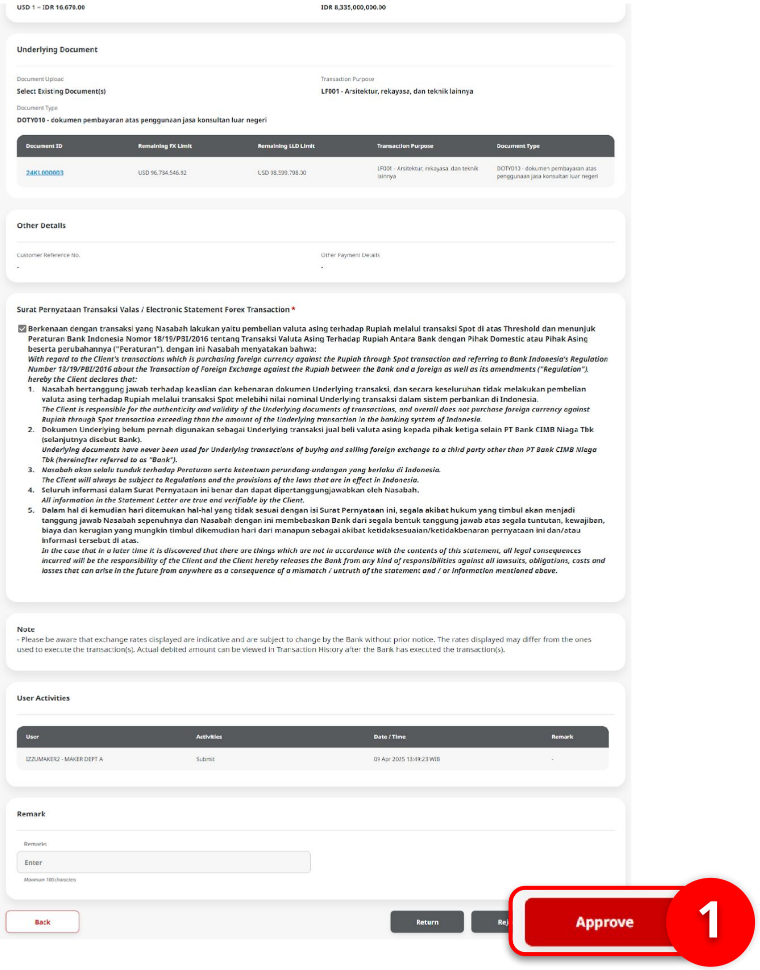
2 Klik ***Hyperlink*** transaksi yang diinginkan

*Click **hyperlink transaction***

LANGKAH

03

APPROVER



Tinjau ulang transaksi yang telah di kirim ***Maker***,

*Review **Transaction***

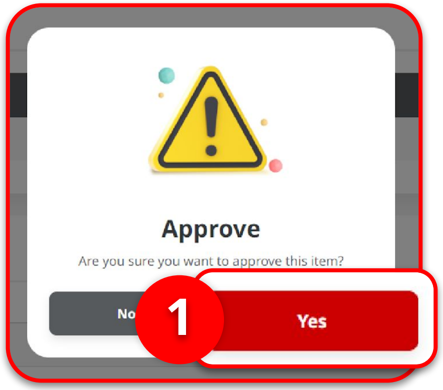
1 Jika sudah sesuai, **klik *Approve***

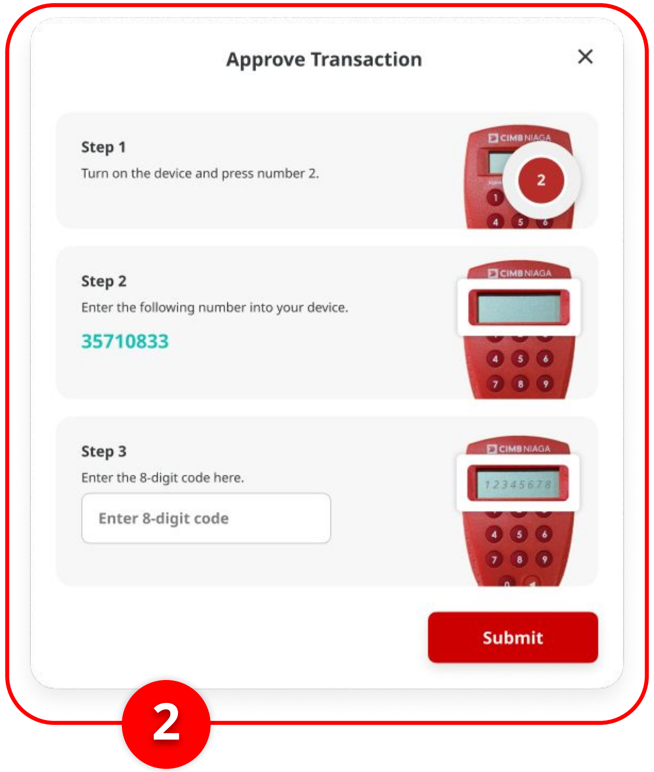
*Click **Approve***

LANGKAH

04

APPROVER





1 Klik ***Yes***

*Click **Yes***

2 Sistem akan memunculkan ***Box Approve Transaction***

*System will show the **approve transaction pop up box***

LANGKAH

05

APPROVER

1 Hidupkan Perangkat dengan Klik tombol ***Play*** pada perangkat **Hard-Token**

__Turn on Hard-Token__ device, click __Play button__

2 Masukan ***Secure Pin Number***

Input __Secure Pin Number__

3 Jika **Pin Benar**, sistem akan menampilkan **"APPLI"** pada layar perangkat.

System will show the __"APPLI"__ on device's screen

4 Klik **Tombol 2** untuk masuk ke fitur ***Transaction SIgning***

__Click 2__ to turn on the __transaction signing__ mode

LANGKAH

06

APPROVER

1 Masukan **Kode** yang muncul di ***Pop-Up Box Website***

*Input **code** that shown on **Website pop up** box*

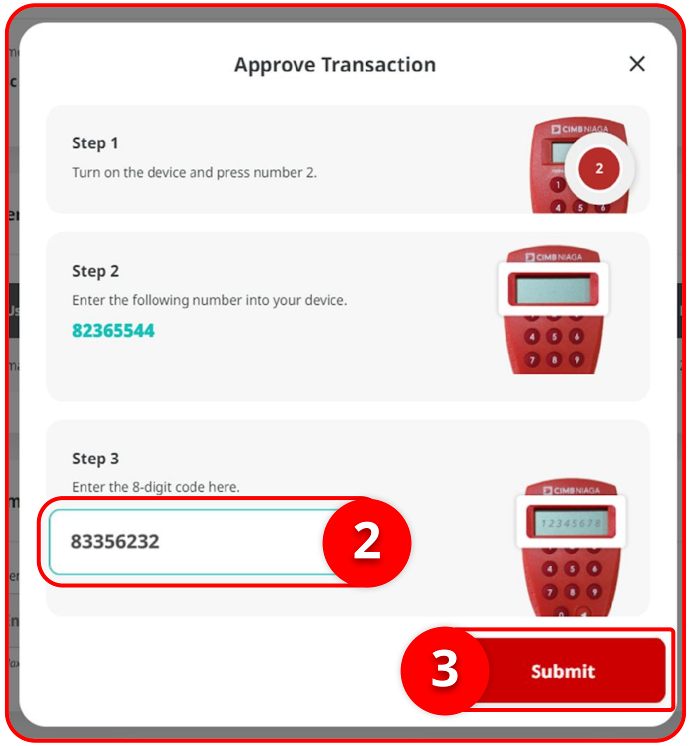
2 Klik **Tombol *Play***

*Click **Play***

LANGKAH

07

APPROVER



1 Perangkat ***Hard Token*** akan **menampilkan 8-Digit Kode**

*Hard Token device will show the **8-Digit code***

2 Masukan **Kode** ke ***Box Approve Transaction***

*Input code to **Approve transaction box***

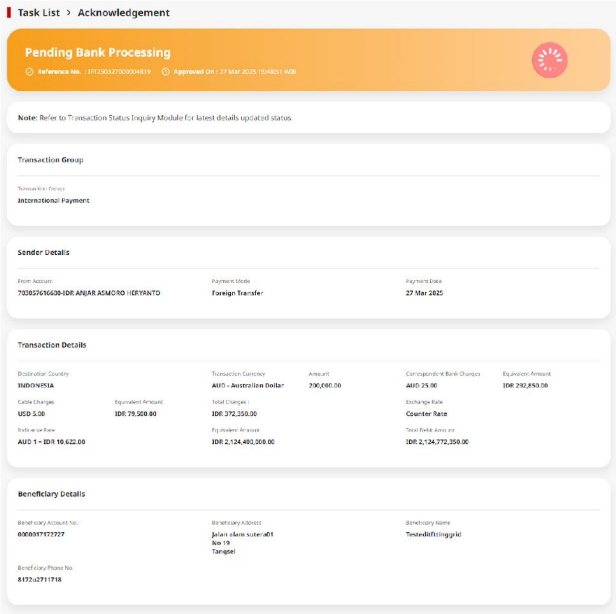
3 Klik ***Submit***

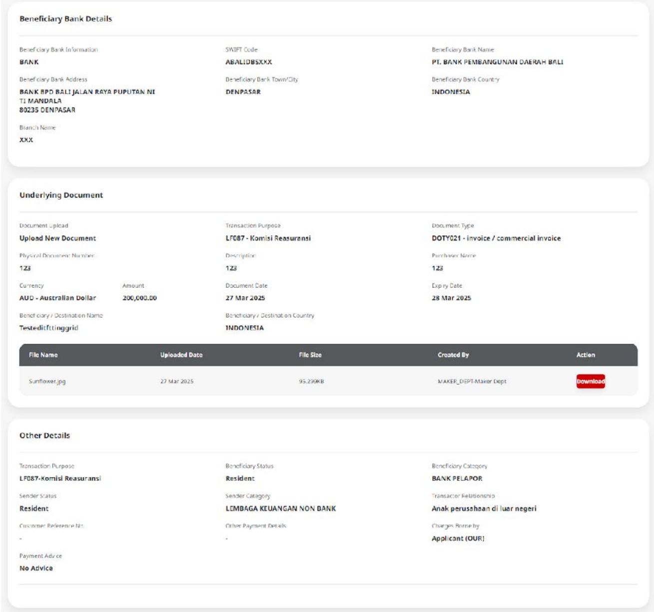
*Click **Submit***

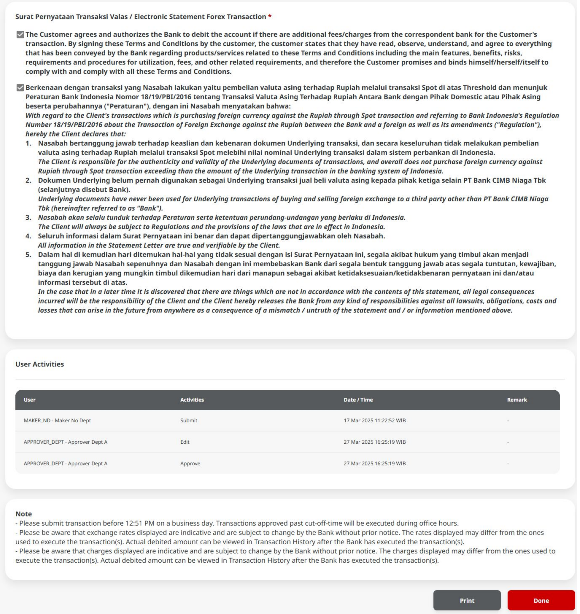
LANGKAH

08

APPROVER







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***NOTES**: For New Underlying Documents, after the Approval process, the transaction status will change to "Pending Bank Process". The system will provide further **notification regarding verification from the Bank**.*

LANGKAH

09

APPROVER

Your Underlying Document I19250901000000206 is Successful

noreply-octobiz@cimbniaga.co.id
Yesterday, 3:34 PM
renita carolina

Reply all

Dear Mr./Ms. RENITAADMIN,

Thank you for using OCTO Biz.

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CIMB Niaga Reference No.: I19250901000000206
Document ID: 25IA000011
Transaction Purpose: LF107 - Advance payment/pembayaran di muka asuransi
Document Type: DOTY028 - sales agreement / sales contract
Physical Document No.: SALESMOBILE0109
Description: Desc0109
Purchaser Name: -
Amount of Document: USD 100,200.00
Document Date: 2025-09-01
Expired Date: 2025-09-03
Beneficiary / Destination Name: Obiz0109
Beneficiary / Destination Country: US - UNITED STATES
Reject Reason:

If you have any questions, please contact us at octobiz.support@cimbniaga.co.id

We look forward to serving you again.

Sincerely,

OCTO Biz Team

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Notifikasi dari Bank melalui ***Inbox Email***

*Bank Notification via **Email***

OCTO Biz

BY CIMB NIAGA