



# OCTOBIZ

Transaction

## Foreign Transfer

Mobile

TUTORIALOCTOBIZ2025

KEJAR MIMPI

## Transaction

# Foreign Transfer

**Transaction - Foreign Transfer** adalah modul untuk melakukan pembuatan Transfer lintas **currency** tanpa dokumen, dengan dokumen *existing*, dan dengan dokumen baru

*Transaction - Foreign Transfer is a module to create and do foreign cross currency transaction without document, with existing document, with new document.*

**05**

Create  
Transaction

**38**

Approve  
Transaction

## Item Penting

Item	Deskripsi
Exchange Rate	<ol style="list-style-type: none"> <li>Akan ditampilkan hanya jika <ul style="list-style-type: none"> <li>- source account (LCY) - transaction currency (FCY)</li> <li>- source account (FCY) - transaction currency (FCY) cross currency.</li> </ul> </li> <li>Akan memiliki opsi jika : 'Counter Rate'(LCY-FCY atau FCY-FCY Cross) atau 'Contract Rate' (hanya LCY-FCY)</li> <li>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.</li> </ol>
SIMODIS	<p>Diperlukan untuk transaksi:</p> <ul style="list-style-type: none"> <li>• IMPORT</li> <li>• PEMBAYARAN DI MUKA (ADVANCE PAYMENT) - DIBAYAR PENUH</li> <li>• PEMBAYARAN DI MUKA (ADVANCE PAYMENT) - DIBAYAR SEBAGIAN</li> </ul>
LLD Info	Hal ini diperlukan jika transaksi sama dengan atau lebih dari USD 100,000
Underlying Documents	<ol style="list-style-type: none"> <li>Untuk LCY- FCY, transaksi dibawah <i>threshol</i> (&lt;100.000) USD dalam 1 bulan, <i>User</i> tidak perlu menggunakan <i>underlying docs</i>.</li> <li>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 &gt; USD 100,000.00.</li> <li>Untuk FCY-FCY Cross currency - Jika jumlah transaksi &gt; 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.</li> <li>Opsi Underlying documents: <ol style="list-style-type: none"> <li>Memilih dokumen existing : Memiliki dokumen yang tersedia dan telah di submit sebelumnya</li> <li>New Underlying documents : untuk mengizinkan konsumen submit dokumen bersama dengan proses transaksi. Proses ini memerlukan verifikasi lanjutan dari Bank.</li> </ol> </li> </ol>

## Important Items

Item	Description
Exchange Rate	<ol style="list-style-type: none"> <li>1. Will show only if: <ul style="list-style-type: none"> <li>- source account (LCY) - transaction currency (FCY)</li> <li>- source account (FCY) - transaction currency (FCY) cross currency.</li> </ul> </li> <li>2. Will had option if: 'Counter Rate'(LCY-FCY or FCY-FCY Cross) or 'Contract Rate' (only LCY-FCY)</li> <li>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.</li> </ol>
SIMODIS	<p>Required for Transaction:</p> <ul style="list-style-type: none"> <li>• IMPORT</li> <li>• ADVANCE PAYMENT - FULLY PAID</li> <li>• ADVANCE PAYMENT - PARTIALLY PAID</li> </ul>
LLD Info	This is required if the transaction is equal to or more than USD 100,000.
Underlying Documents	<ol style="list-style-type: none"> <li>1. For LCY-FCY transactions below the threshold (&lt;100,000 USD) within a month, users do not need to use underlying documents.</li> <li>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 &gt;100,000.00 USD.</li> <li>3. For FCY-FCY Cross Currency - If the transaction amount is &gt;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.</li> <li>4. Underlying Documents Options: <ol style="list-style-type: none"> <li>a. Select existing documents: Have documents available and previously submitted.</li> <li>b. New Underlying Documents: Allows customers to submit documents along with the transaction process. This process requires further verification from the bank.</li> </ol> </li> </ol>

## 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

**Foreign Transfer**

# Create Transaction

*Foreign Currency to Foreign Currency*

Transaksi menggunakan **foreign currency** ke rekening **Foreign Currency lain**

*Transactions using **foreign currency** to **other foreign Currency accounts***

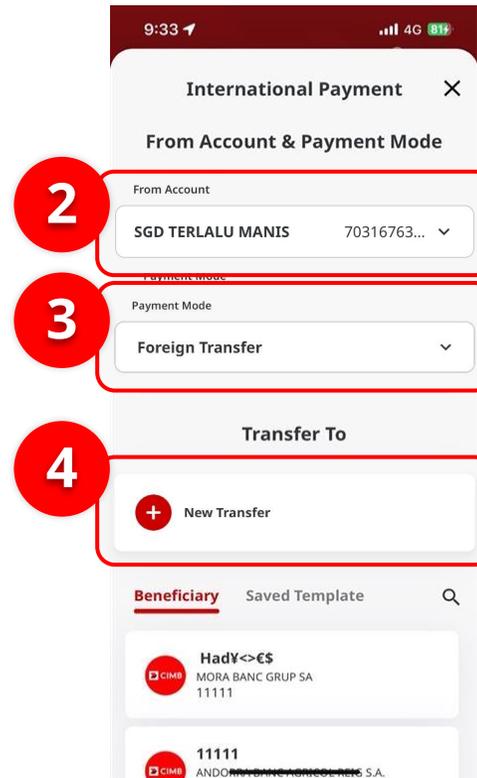
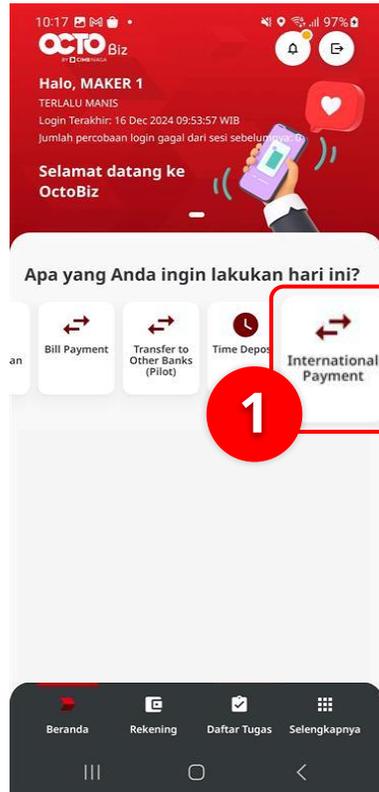
LANGKAH

# 01

MAKER



- 1** Klik **Password Login**  
*Click Password Login*
- 2** Masukan **Password**  
*Input Password*
- 3** Klik **Proceed**  
*Click Proceed*



1 Klik **International Payment**  
*Click International Payment*

2 Pilih **From Account** dan Pilih **Sumber Dana**  
*Click From Account & Choose Source of Funds*

3 Pilih **Foreign Transfer**  
*Choose Foreign Transfer*

4 Klik **New Transfer**  
*Click New Transfer*

## LANGKAH

## 03

## MAKER

The image shows two screenshots of a mobile application interface for foreign transfers. The left screenshot is titled 'Foreign Transfer' and shows the following steps:

1. Destination Country: UNITED STATES
2. Amount: USD 15,484.84
3. Counter Rate and Contract Rate section, showing an indicative rate of USD 1 = IDR 15,468.00 and an equivalent amount of IDR 239,519,505.00.
4. Payment Date: 16 Dec 2024
5. Next button

The right screenshot is titled 'Beneficiary Details' and shows the following steps:

6. Beneficiary Account No.: 11111
- Beneficiary Address Line 1: No1
- Beneficiary Address Line 2: Jalan123
- Beneficiary Name: Mita
7. Next button

Sistem akan menampilkan **halaman Transfer**  
*System will show the **Transfer** page*

1. Pilih **Destination Country**  
*Choose **Destination Country***
2. Pilih **Currency** dan masukan **Nominal Transfer**  
*Choose **currency** and input **Transaction Amount***
3. Pilih **Exchange Rate** yang akan digunakan  
*Choose **Exchange Rate***
4. Pilih **Payment Date**  
*Choose **Payment Date***
5. Klik **Next**  
*Click **Next***
6. Lengkapi **Beneficiary Details**  
*Complete **Beneficiary Details***
7. Klik **Next**  
*Click **Next***

## LANGKAH

## 04

## MAKER

The image displays four sequential screenshots of the 'Foreign Transfer' mobile application interface, with red boxes and numbers 1 through 5 highlighting key steps:

- Step 1:** 'Beneficiary Bank Details' screen. A red box highlights the 'Bank List' button and the 'SWIFT Code' field containing 'ABNAUS33XXX'.
- Step 2:** 'Other Details' screen. A red box highlights the 'Transaction Purpose' dropdown (selected: 'LF107 - Advance payment/pembayar...') and the 'Beneficiary Status' dropdown (selected: '213 - Non Resident').
- Step 3:** 'Other Details' screen. A red box highlights the 'Transactor Relationship' dropdown (selected: 'N - Non Afiliasi') and the 'Customer Reference No. (Optional)' field (selected: 'No ref').
- Step 4:** 'Other Details' screen. A red box highlights the 'Charges Borne by (If Any)' section, where 'Applicant (OUR)' is selected.
- Step 5:** 'Surat Pernyataan Transaksi Valas / Electronic Statement Forex Transaction' screen. A red box highlights the 'Agree and Continue' button at the bottom.

- 1 Masukkan **SWIFT Code**  
*Input the SWIFT Code*
- 2 Sistem akan menampilkan halaman **LLD Information**  
*System will show the LLD Information page*
- 3 Lengkapi Bagian **Mandatory**  
*Complete the Mandatory section*
- 4 Klik **Next**  
*Click Next*
- 5 Sistem akan menampilkan Halaman **Surat Pernyataan Transaksi**, Klik **Agree & Continue**

*System will show Electronic Statement Form, click Agree & Continue*

Confirmation

Amount  
USD 15,484.84

Exchange Rate	Counter Rate
Indicative Rate	USD 1 = IDR 15,468.00
Equivalent Amount	IDR 239,519,505.00

From: IDR ANJAR ASMORO HERYANTO  
703057616600

Payment Date: 16 Dec 2024

Payment Mode: Foreign Transfer

Destination Country: UNITED STATES

**Beneficiary Details**

Beneficiary Account No.: 1234567890

Beneficiary Address Line 1: Jl.yuk

Beneficiary Address Line 2: Gass

Beneficiary Name: Mita

**Beneficiary Bank Details**

Beneficiary Bank Information: Bank List

SWIFT Code: ABNAUS33XXX

Beneficiary Bank Name: THE ROYAL BANK OF SCOTLAND PLC CONN

Total Amount: USD 15,484.84

Save As Draft Submit

Confirmation

Beneficiary Bank Name: THE ROYAL BANK OF SCOTLAND PLC CONN

Beneficiary Bank Address Line 1: 600 WASHINGTON BLVD

Beneficiary Bank Address Line 3: STAMFORD,CT 06901

Beneficiary Bank Town/City: STAMFORD,CT

Beneficiary Bank Country: UNITED STATES

Branch Name: XXX

**Other Details**

Transaction Purpose: LF107 - Advance payment/ pembayaran di muka asuransi

Beneficiary Status: Non Resident (UNITED STATES)

Beneficiary Category: KANTOR CABANG/PUSAT DI LN

Sender Status: Non Resident (00AACOUNTRY)

Sender Category: LEMBAGA KEUANGAN NON BANK

Transactor Relationship: Non Afiliasi

Customer Reference No.: No ref

Charges Borne by: Applicant (OUR)

Payment Advice: No Advice

Correspondence Bank Charges: USD 18.00

Equivalent Amount: IDR 20,182.50

Total Amount: USD 15,484.84

Save As Draft Submit

Confirmation

Cable Charges: USD 1.30

Total Charges: IDR 303,682.50

Total Debit Amount: IDR 239,823,187.50

**Declaration**  
By submitting this, I confirm that I have read and understood, and I accept and agree to be bound by all the [Terms & Conditions](#) herein.

**Note**

- Please be aware that exchange rates displayed are indicative and are subject to change by the Bank without prior notice. The rates displayed may differ from the ones used to execute the transaction(s). Actual debited amount can be viewed in Transaction History after the Bank has executed the transaction(s).
- Please be aware that charges displayed are indicative and are subject to change by the Bank without prior notice. The charges displayed may differ from the ones used to execute the transaction(s). Actual debited amount can be viewed in Transaction History after the Bank has executed the transaction(s).

Total Amount: USD 15,484.84

Save As Draft **1** Submit

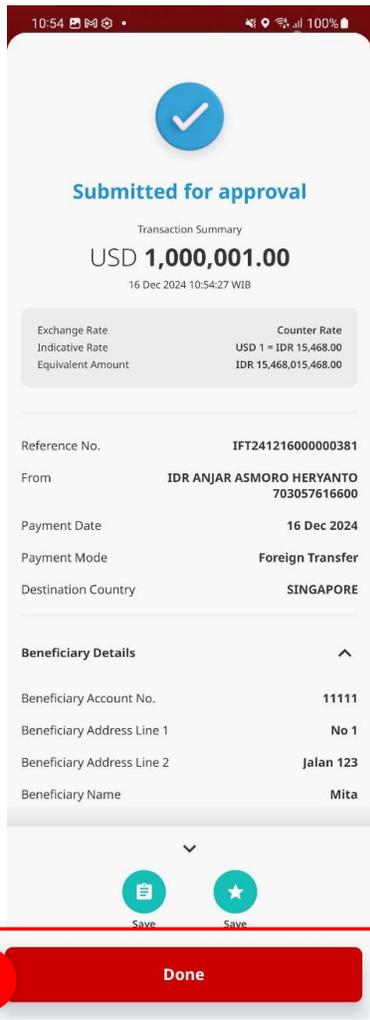
1 Sistem akan menampilkan **Halaman Confirmation**, Review transaksi dan Klik **Submit**

*System will show Confirmation page, click Submit*

LANGKAH

06

MAKER



Sistem Lalu menampilkan **Halaman Acknowledgement**

System will show **Acknowledgement page**

1 Klik **Done**

Click **Done**

Langkah melakukan **Approve Transaction** Kunjungi Halaman:

To Approve transaction, visit:

39 Mobile Token

44 Hard Token

**Foreign Transfer**

# **Create Transaction**

*No Document*

*Select Existing Documents*

*New Documents*

Foreign Transfer

# Create Transaction

*No Document*

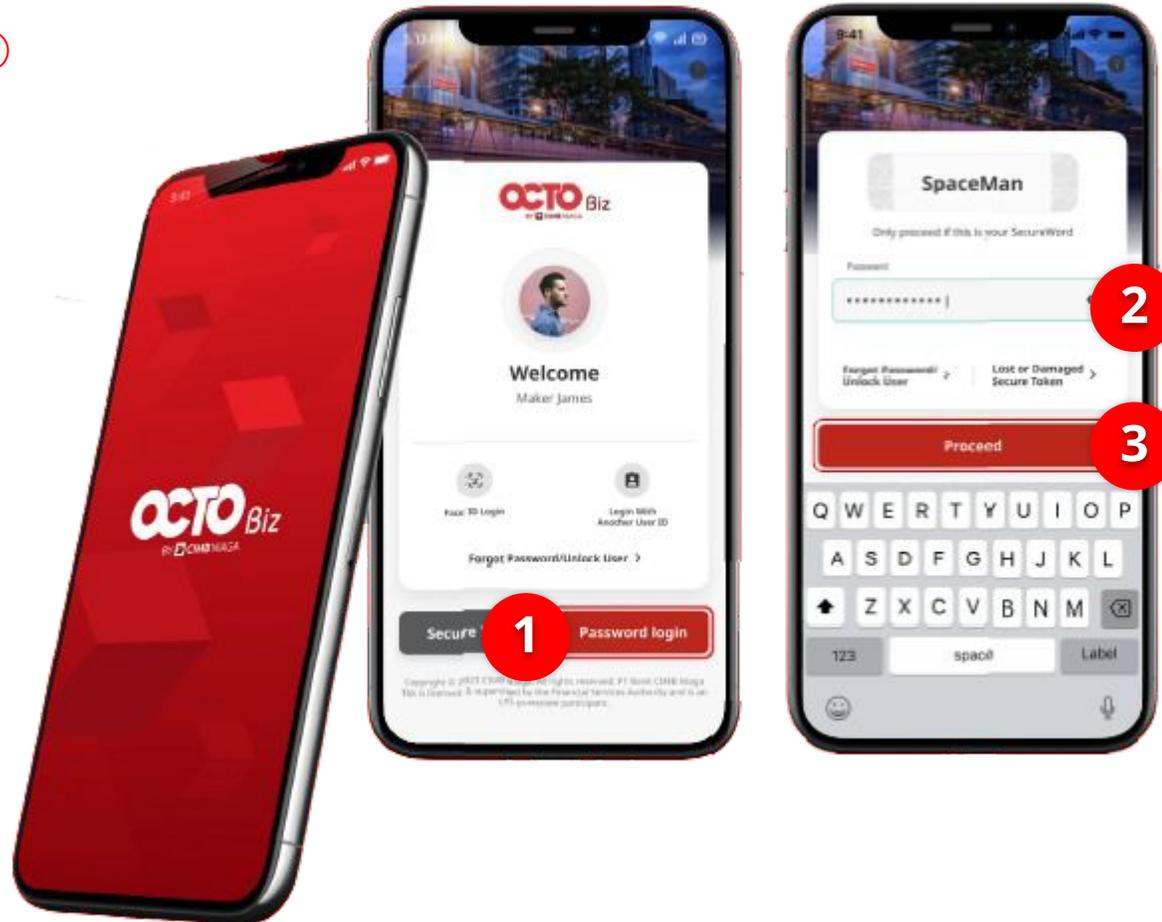
Transaksi menggunakan **foreign currency** tanpa dokumen

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

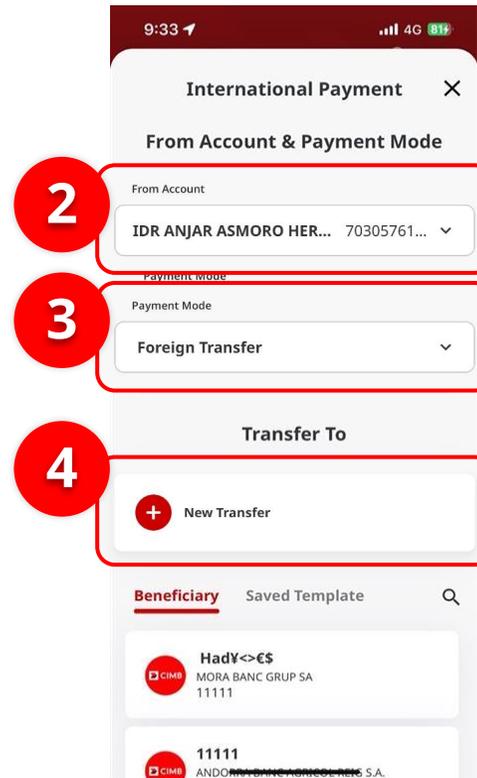
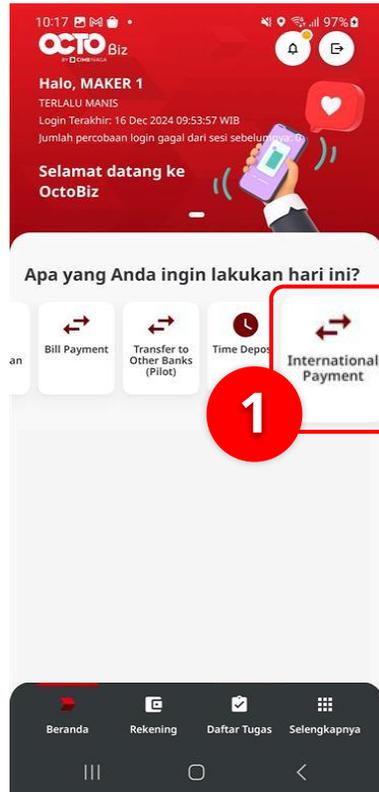
LANGKAH

# 01

MAKER



- 1** Klik **Password Login**  
*Click Password Login*
- 2** Masukan **Password**  
*Input Password*
- 3** Klik **Proceed**  
*Click Proceed*



1 Klik **International Payment**  
*Click International Payment*

2 Pilih **From Account** dan Pilih **Sumber Dana**  
*Click From Account & Choose Source of Funds*

3 Pilih **Foreign Transfer**  
*Choose Foreign Transfer*

4 Klik **New Transfer**  
*Click New Transfer*

## LANGKAH

## 03

## MAKER

The image shows two screenshots of a mobile application interface for foreign transfers. The left screenshot is titled 'Foreign Transfer' and shows the following steps:

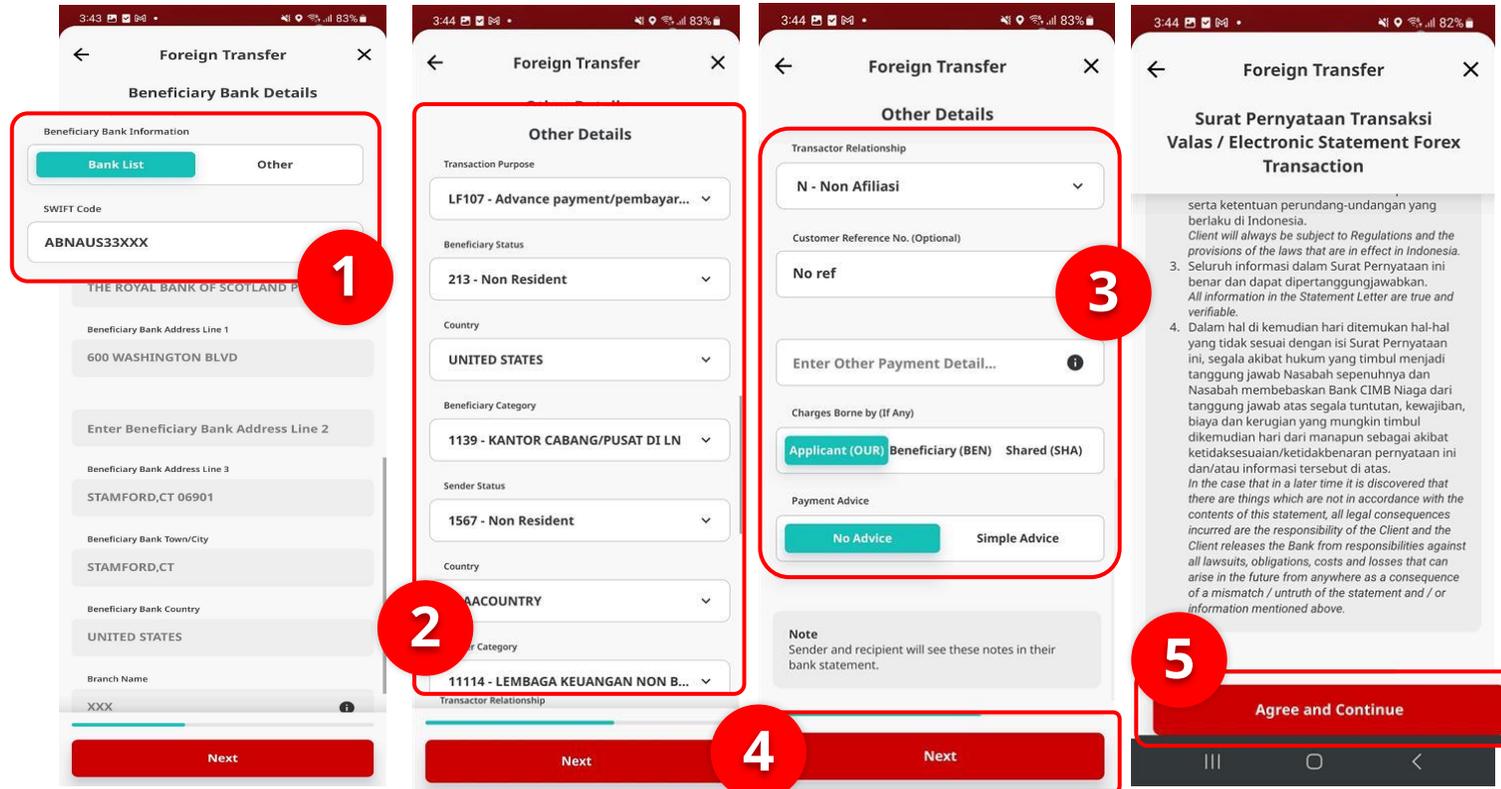
1. Destination Country: UNITED STATES
2. Amount: USD 15,484.84
3. Counter Rate and Contract Rate section, showing Indicative Rate USD 1 = IDR 15,468.00 and Equivalent Amount IDR 239,519,505.00.
4. Note: Equivalent amount represents the indicative debited currency and amount.
5. Method: Payment Date (selected) and Recurring. Payment Date: 16 Dec 2024.

The right screenshot is titled 'Beneficiary Details' and shows the following steps:

6. Beneficiary Account No.: 11111
- Beneficiary Address Line 1: No1
- Beneficiary Address Line 2: Jalan123
- Enter Beneficiary Address Line ...
- Beneficiary Name: Mita
- Enter Beneficiary Phone No. (Optional)
7. Next button

Sistem akan menampilkan **halaman Transfer**  
*System will show the **Transfer** page*

1. Pilih **Destination Country**  
*Choose **Destination Country***
2. Pilih **Currency** dan masukan **Nominal Transfer**  
*Choose **currency** and input **Transaction Amount***
3. Pilih **Exchange Rate** yang akan digunakan  
*Choose **Exchange Rate***
4. Pilih **Payment Date**  
*Choose **Payment Date***
5. Klik **Next**  
*Click **Next***
6. Lengkapi **Beneficiary Details**  
*Complete **Beneficiary Details***
7. Klik **Next**  
*Click **Next***



- 1 Lengkapi **Detail Transaksi**  
*Complete the Transaction Details*
- 2 Sistem akan menampilkan halaman **LLD Information**  
*System will show the LLD Information page*
- 3 Lengkapi Bagian **Mandatory**  
*Complete the Mandatory section*
- 4 Klik **Next**  
*Click Next*
- 5 Sistem akan menampilkan Halaman **Surat Pernyataan Transaksi**, Klik **Agree & Continue**  
*System will show Electronic Statement Form, click Agree & Continue*

Confirmation

Amount  
USD 15,484.84

Exchange Rate Counter Rate  
Indicative Rate USD 1 = IDR 15,468.00  
Equivalent Amount IDR 239,519,505.00

From IDR ANJAR ASMORO HERYANTO  
703057616600

Payment Date 16 Dec 2024

Payment Mode Foreign Transfer

Destination Country UNITED STATES

**Beneficiary Details**

Beneficiary Account No. 1234567890

Beneficiary Address Line 1 Jl.yuk

Beneficiary Address Line 2 Gass

Beneficiary Name Mita

**Beneficiary Bank Details**

Beneficiary Bank Information Bank List

SWIFT Code ABNAUS33XXX

Beneficiary Bank Name THE ROYAL BANK OF SCOTLAND PLC CONN

Total Amount USD 15,484.84

Save As Draft Submit

Confirmation

Beneficiary Bank Name THE ROYAL BANK OF SCOTLAND PLC CONN

Beneficiary Bank Address Line 1 600 WASHINGTON BLVD

Beneficiary Bank Address Line 3 STAMFORD,CT 06901

Beneficiary Bank Town/City STAMFORD,CT

Beneficiary Bank Country UNITED STATES

Branch Name XXX

**Other Details**

Transaction Purpose LF107 - Advance payment/ pembayaran di muka asuransi

Beneficiary Status Non Resident (UNITED STATES)

Beneficiary Category KANTOR CABANG/PUSAT DI LN

Sender Status Non Resident (00AACOUNTRY)

Sender Category LEMBAGA KEUANGAN NON BANK

Transactor Relationship Non Afiliasi

Customer Reference No. No ref

Charges Borne by Applicant (OUR)

Payment Advice No Advice

Correspondence Bank Charges USD 18.00

Equivalent Amount IDR 20,182.50

Total Amount USD 15,484.84

Save As Draft Submit

Confirmation

Cable Charges USD 1.30

Total Charges IDR 303,682.50

Total Debit Amount IDR 239,823,187.50

**Declaration**  
By submitting this, I confirm that I have read and understood, and I accept and agree to be bound by all the [Terms & Conditions](#) herein.

**Note**

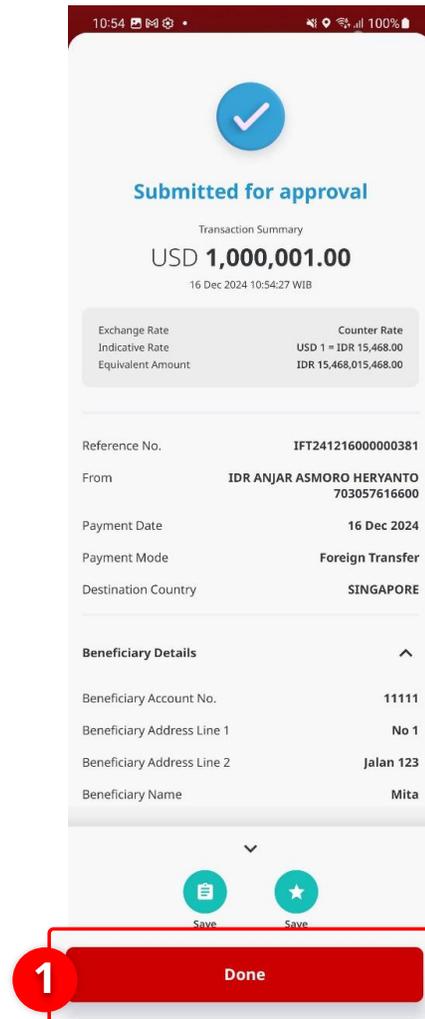
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- Please be aware that charges displayed are indicative and are subject to change by the Bank without prior notice. The charges displayed may differ from the ones used to execute the transaction(s). Actual debited amount can be viewed in Transaction History after the Bank has executed the transaction(s).

Total Amount USD 15,484.84

Save As Draft **1** Submit

1 Sistem akan menampilkan **Halaman Confirmation**, Review transaksi dan Klik **Submit**

*System will show Confirmation page, click Submit*



Sistem Lalu menampilkan **Halaman Acknowledgement**

System will show **Acknowledgement page**

1 Klik **Done**

Click **Done**

Langkah melakukan **Approve Transaction** Kunjungi Halaman:

To Approve transaction, visit:

39 Mobile Token

44 Hard Token

Foreign Transfer

# Create Transaction

*Select Existing Documents*

Transaksi **foreign currency** menggunakan dokumen yang ada

*Foreign currency transaction using existing document*

LANGKAH

01

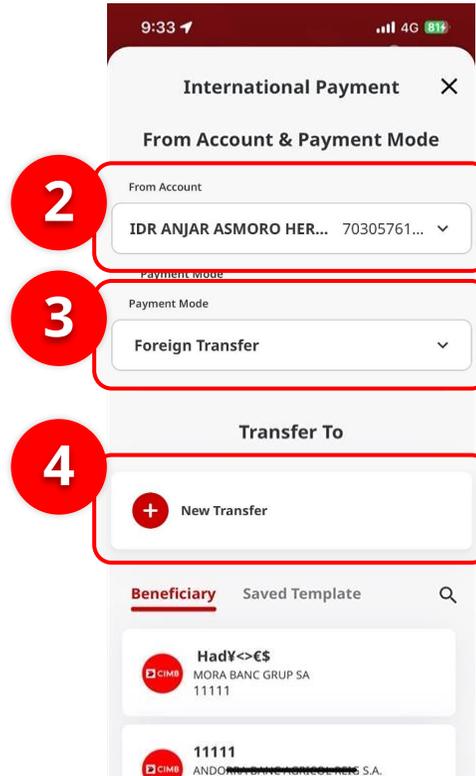
MAKER



Select Existing Document | Foreign Transfer

Menu: International Payment

- 1 Klik **Password Login**  
*Click Password Login*
- 2 Masukan **Password**  
*Input Password*
- 3 Klik **Proceed**  
*Click Proceed*

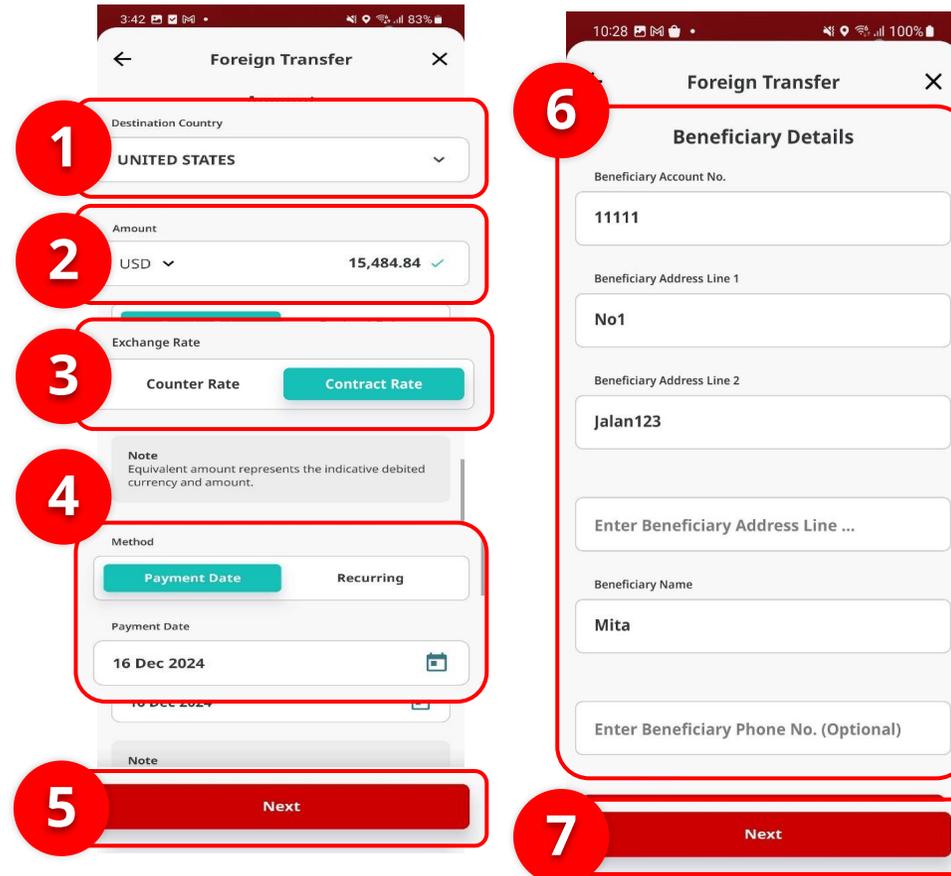


1 Klik **International Payment**  
*Click International Payment*

2 Pilih **From Account** dan Pilih **Sumber Dana**  
*Click From Account & Choose Source of Funds*

3 Pilih **Foreign Transfer**  
*Choose Foreign Transfer*

4 Klik **New Transfer**  
*Click New Transfer*

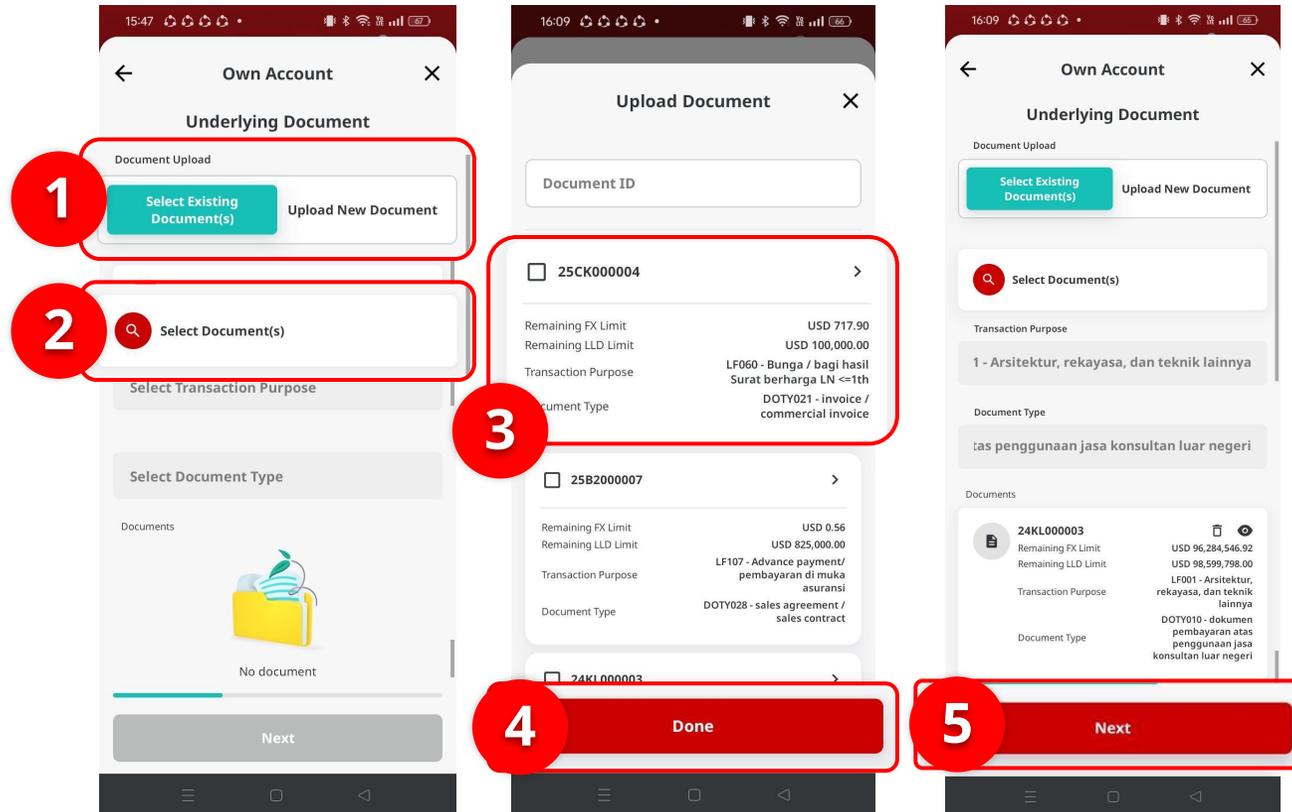


Sistem akan menampilkan **halaman Transfer**  
*System will show the **Transfer** page*

- 1 Pilih **Destination Country**  
*Choose **Destination Country***
- 2 Pilih **Currency** dan masukan **Nominal Transfer**  
*Choose **currency** and input **Transaction Amount***
- 3 Pilih **Exchange Rate** yang akan digunakan  
*Choose **Exchange Rate***
- 4 Pilih **Payment Date**  
*Choose **Payment Date***
- 5 Klik **Next**  
*Click **Next***
- 6 Lengkapi **Beneficiary Details**  
*Complete **Beneficiary Details***
- 7 Klik **Next**  
*Click **Next***

Sistem akan menampilkan halaman **Upload Documents**

System will show **Upload Documents** page



1 Pilih tab **Select Existing Documents**

Choose **Select Existing Documents** tab

2 Klik **Select Documents**

Click **Select Documents**

3 Pilih **Documents**

Choose **Documents**

4 Klik **Done**

Click **Done**

5 Sistem akan menampilkan kembali Halaman **Upload Documents**, Klik **Next**

System will **show Upload Documents** page, click **Next**

## LANGKAH

# 05

MAKER

The image displays five sequential screenshots of a mobile application interface for a foreign transfer transaction, with red circles and numbers 1 through 5 indicating key steps:

- 1** **Beneficiary Bank Details**: The user selects the **Bank List** option and enters the SWIFT Code **ABNAUS33XXX**.
- 2** **Other Details**: The user selects **Transaction Purpose** as **LF107 - Advance payment/pembayar...** and **Beneficiary Status** as **213 - Non Resident**.
- 3** **SIMODIS Information**: The user enters the **Invoice No.** and the **Invoice Amount** is shown as **0.00**.
- 4** **Transaction Purpose Description (MT1...)**: The user selects **Charges Borne by (If Any)** as **Applicant (OUR)**.
- 5** **Surat Pernyataan Transaksi**: The user clicks the **Agree and Continue** button.

## Select Existing Document | Foreign Transfer

Menu: International Payment

- 1** Masukan **SWIFT Code**, Sistem akan otomatis menampilkan **Beneficiary bank**, dan lengkapi **details**

*Input SWIFT Code, Sistem will automatically show the Beneficiary bank, complete the Details*

- 2** Sistem akan menampilkan halaman **LLD Information**

*System will show the LLD Information page*

- 3** Lengkapi Bagian **Mandatory**, dan pilih **Charges Borne By** (Biaya yang akan ditanggung oleh)

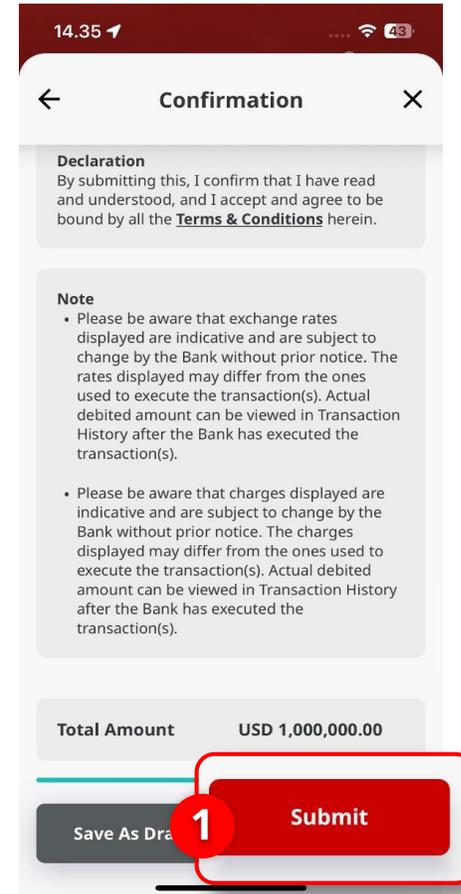
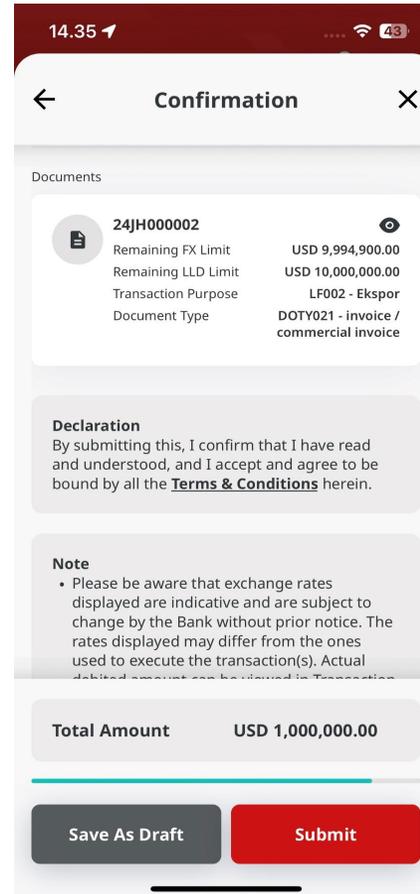
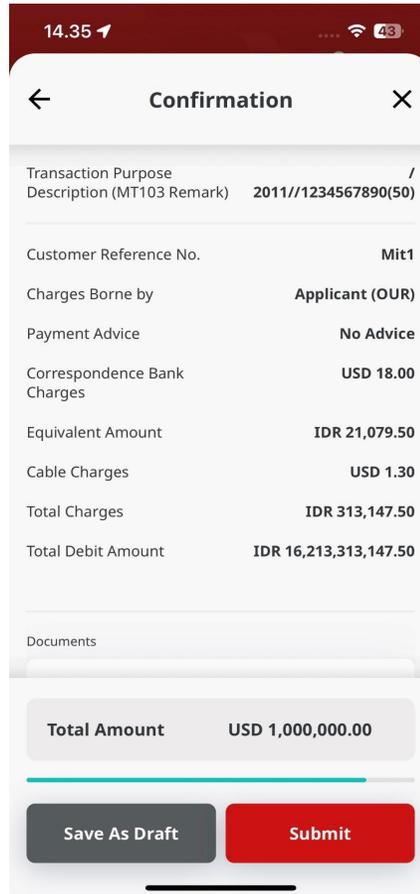
*Complete the Mandatory fields and choose Charge Borne By*

- 4** Klik **Next**

*Click Next*

- 5** Sistem akan menampilkan Halaman **Surat Pernyataan Transaksi**, Klik **Agree & Continue**

*System will show Electronic Statement Form, click Agree & Continue*



1 Sistem akan menampilkan **Halaman Confirmation, Review** transaksi dan Klik **Submit**

*System will show Confirmation page, click Submit*

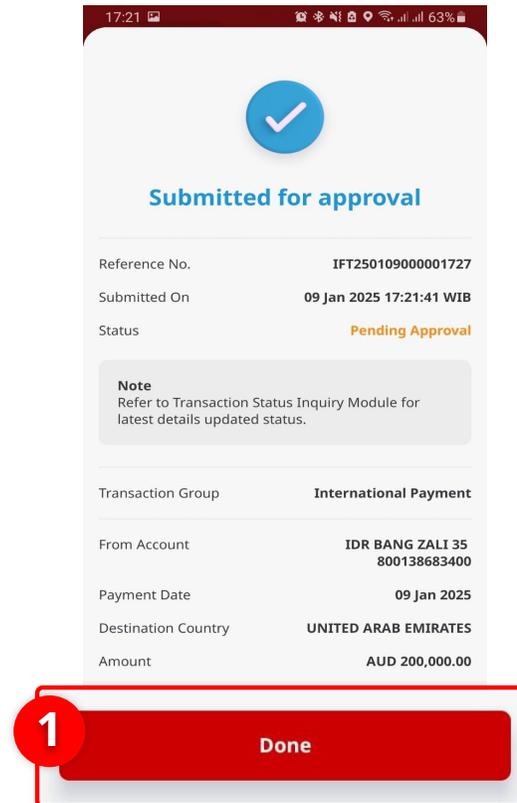
## LANGKAH

# 07

MAKER

## Select Existing Document | Foreign Transfer

Menu: International Payment



Sistem Lalu menampilkan  
**Halaman Acknowledgement**

System will show  
**Acknowledgement page**

**1** Klik **Done**

Click **Done**

Langkah melakukan **Approve Transaction** Kunjungi Halaman:

To Approve transaction, visit:

**39** Mobile Token

**44** Hard Token

Foreign Transfer

# Create Transaction

*New Documents*

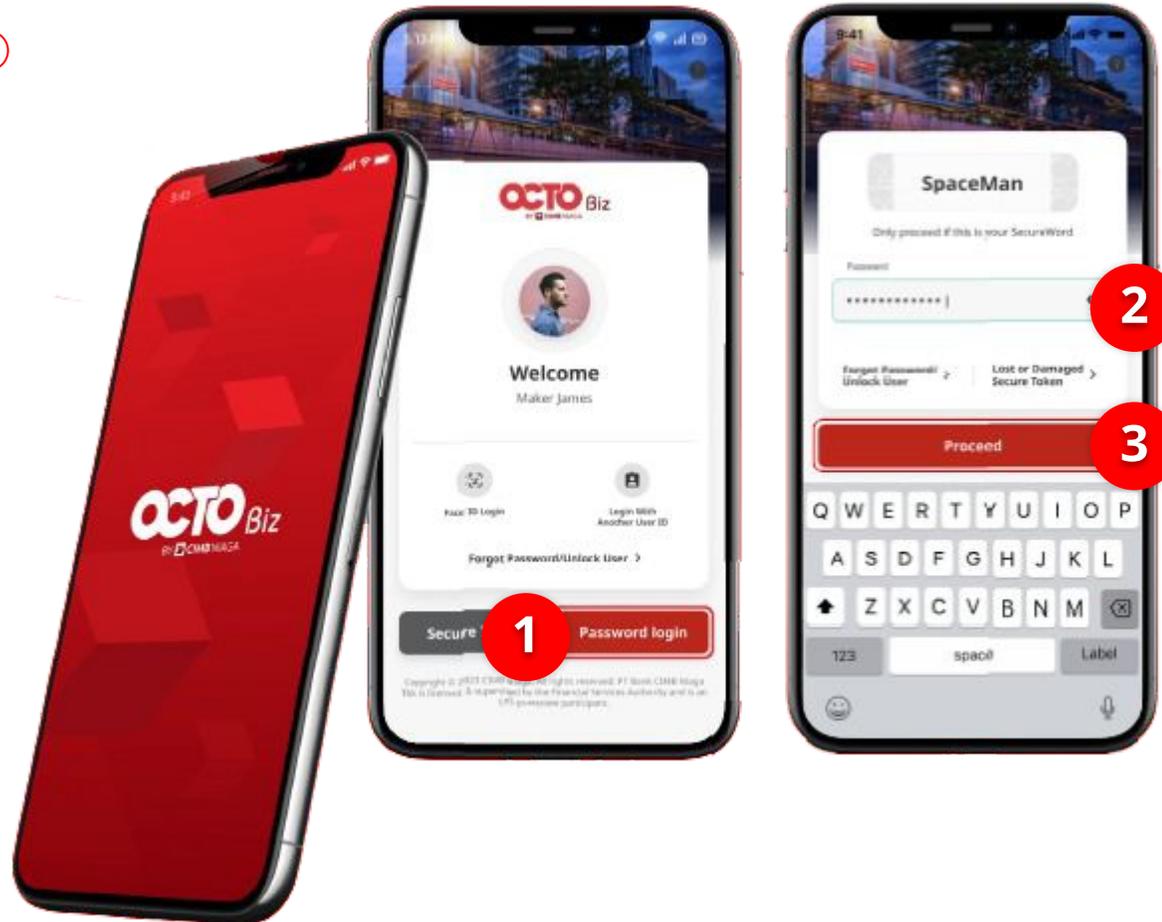
Transaksi **foreign currency** menggunakan dokumen yang ada

*Foreign currency transaction using existing document*

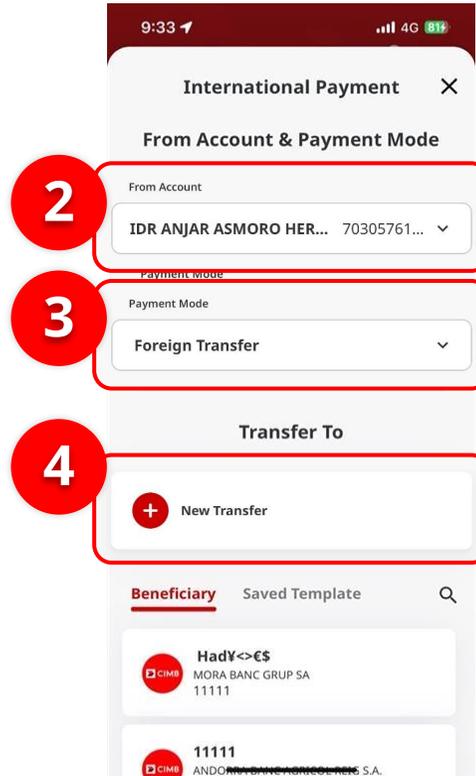
LANGKAH

# 01

MAKER



- 1** Klik **Password Login**  
*Click Password Login*
- 2** Masukan **Password**  
*Input Password*
- 3** Klik **Proceed**  
*Click Proceed*



1 Klik **International Payment**  
*Click International Payment*

2 Pilih **From Account** dan Pilih **Sumber Dana**  
*Click From Account & Choose Source of Funds*

3 Pilih **Foreign Transfer**  
*Choose Foreign Transfer*

4 Klik **New Transfer**  
*Click New Transfer*

## LANGKAH

## 03

## MAKER

1 Destination Country  
UNITED STATES

2 Amount  
USD 15,484.84 ✓

3 Exchange Rate  
Counter Rate Contract Rate

4 Note  
Equivalent amount represents the indicative debited currency and amount.  
Method  
Payment Date Recurring  
Payment Date  
16 Dec 2024

5 Next

6 Beneficiary Details  
Beneficiary Account No.  
11111  
Beneficiary Address Line 1  
No1  
Beneficiary Address Line 2  
Jalan123  
Enter Beneficiary Address Line ...  
Beneficiary Name  
Mita  
Enter Beneficiary Phone No. (Optional)

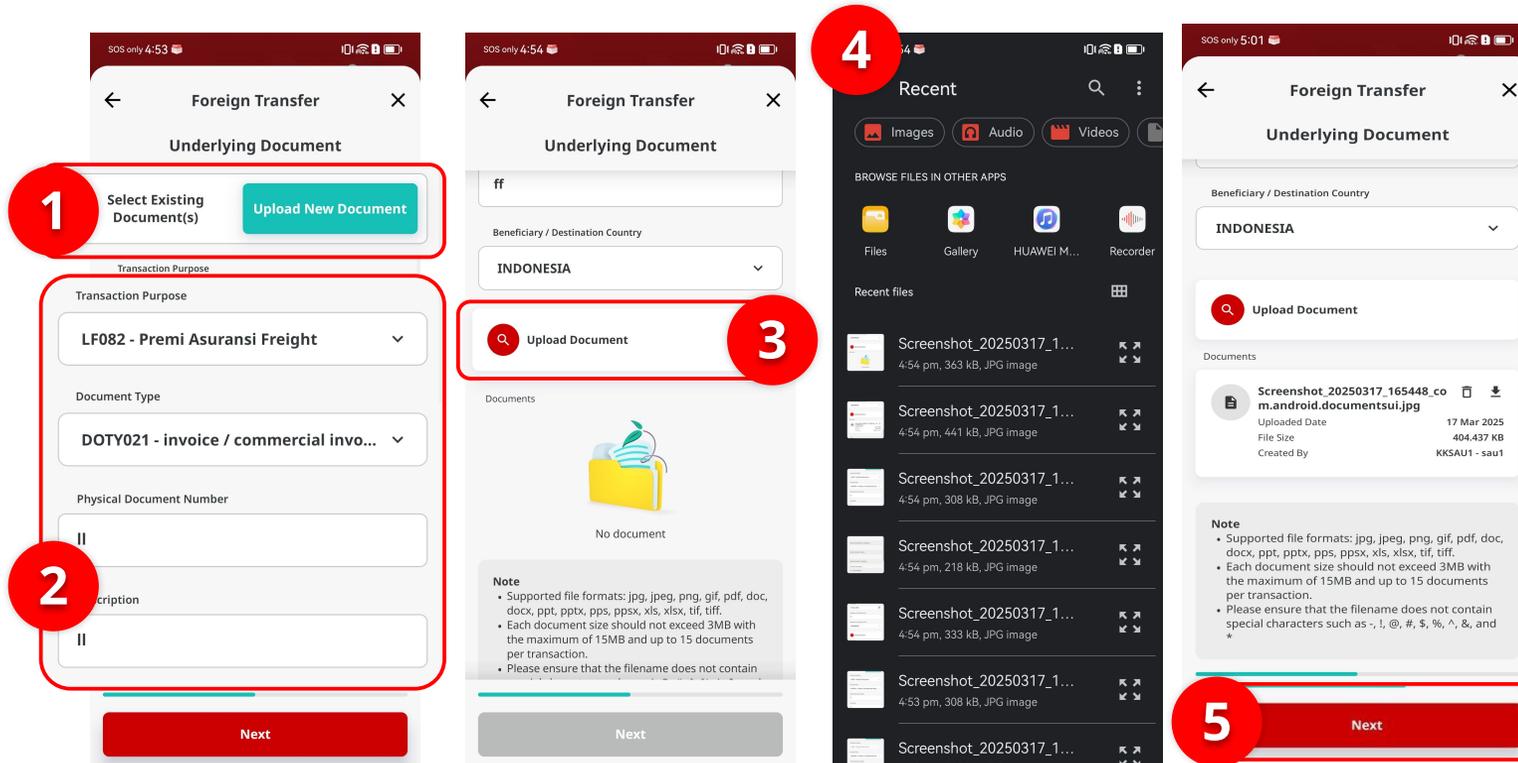
7 Next

Sistem akan menampilkan **halaman Transfer**  
System will show the **Transfer** page

- 1 Pilih **Destination Country**  
Choose **Destination Country**
- 2 Pilih **Currency** dan masukan **Nominal Transfer**  
Choose **currency** and input **Transaction Amount**
- 3 Pilih **Exchange Rate** yang akan digunakan  
Choose **Exchange Rate**
- 4 Pilih **Payment Date**  
Choose **Payment Date**
- 5 Klik **Next**  
Click **Next**
- 6 Lengkapi **Beneficiary Details**  
Complete **Beneficiary Details**
- 7 Klik **Next**  
Click **Next**

Sistem akan menampilkan halaman **Upload Documents**

System will show **Upload Documents** page



1 Pilih tab **Upload Documents**

Choose **Upload Documents** tab

2 Lengkapi bagian **Mandatory**

Complete the **Mandatory Fields**

3 Klik **Upload Documents**

Click **Upload Documents**

4 Pilih **Documents**

Choose **Documents**

5 Sistem akan menampilkan kembali Halaman **Upload Documents**, Klik **Next**

System will show **Upload Documents** page, click **Next**

## LANGKAH

## 05

## MAKER

The screenshots illustrate the following steps:

- Step 1:** Selecting the beneficiary bank and entering the SWIFT Code.
- Step 2:** Selecting the transaction purpose and beneficiary status.
- Step 3:** Selecting the transactor relationship and entering the invoice amount.
- Step 4:** Selecting the charges borne by (Beneficiary Shared).
- Step 5:** Reviewing the transaction statement and clicking 'Agree and Continue'.

- 1 Masukan **SWIFT Code**, Sistem akan otomatis menampilkan **Beneficiary bank**, dan lengkapi **details**

*Input SWIFT Code, Sistem will automatically show the Beneficiary bank, complete the Details*

- 2 Sistem akan menampilkan halaman **LLD Information**

*System will show the LLD Information page*

- 3 Lengkapi Bagian **Mandatory**, dan pilih **Charges Borne By** (Biaya yang akan ditanggung oleh)

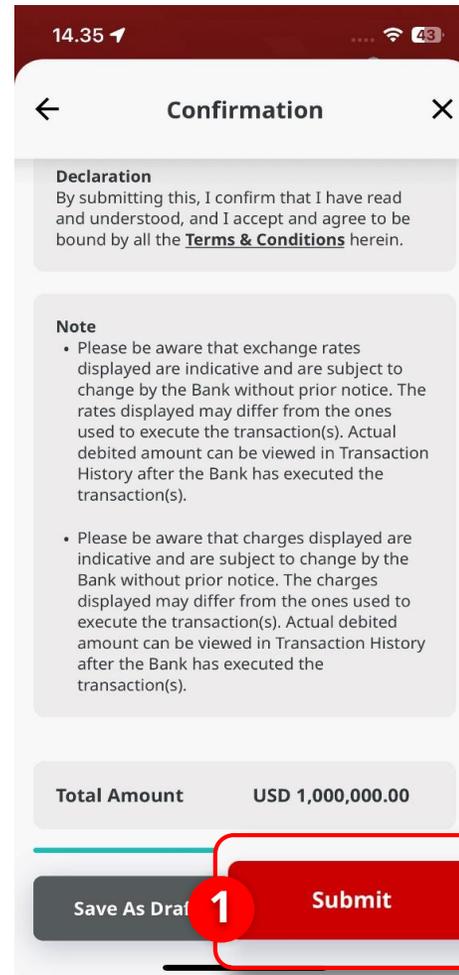
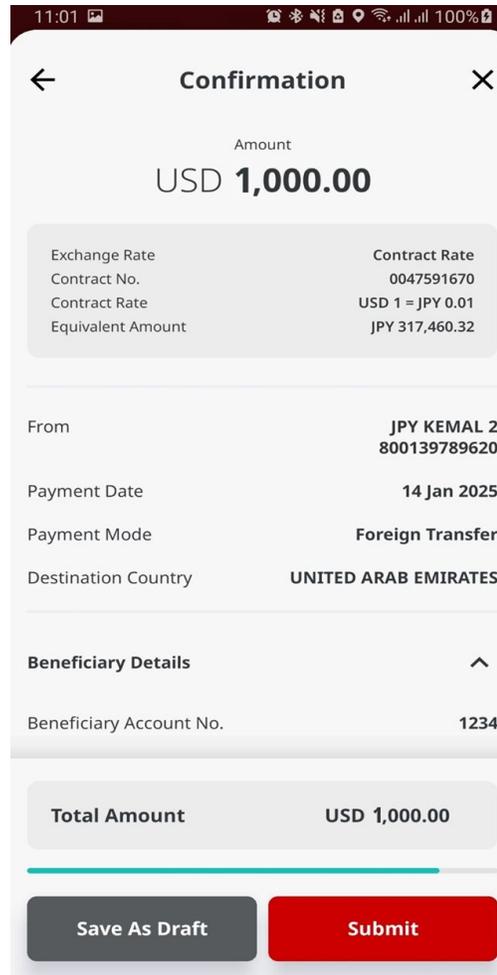
*Complete the Mandatory fields and choose Charge Borne By*

- 4 Klik **Next**

*Click Next*

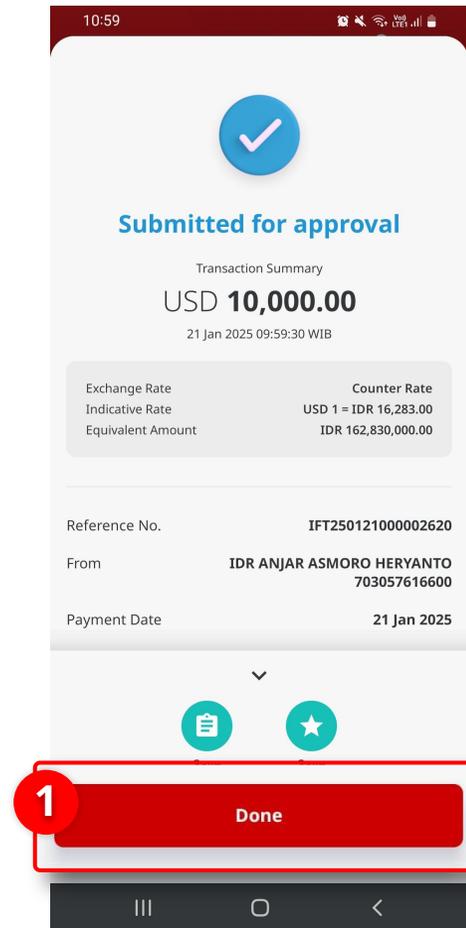
- 5 Sistem akan menampilkan Halaman **Surat Pernyataan Transaksi**, Klik **Agree & Continue**

*System will show Electronic Statement Form, click Agree & Continue*



1 Sistem akan menampilkan **Halaman Confirmation, Review** transaksi dan Klik **Submit**

*System will show Confirmation page, click Submit*



Sistem Lalu menampilkan  
**Halaman Acknowledgement**

*System will show  
Acknowledgement page*

**1** Klik **Done**

*Click Done*

**Langkah melakukan Approve  
Transaction Kunjungi Halaman:**

*To Approve transaction, visit:*

**39** Mobile Token

**44** Hard Token

**Foreign Transfer**

# **Approve Transaction**

*Mobile Token*

*Hard Token*

Foreign Transfer

# Approve Transaction

*Mobile Token*

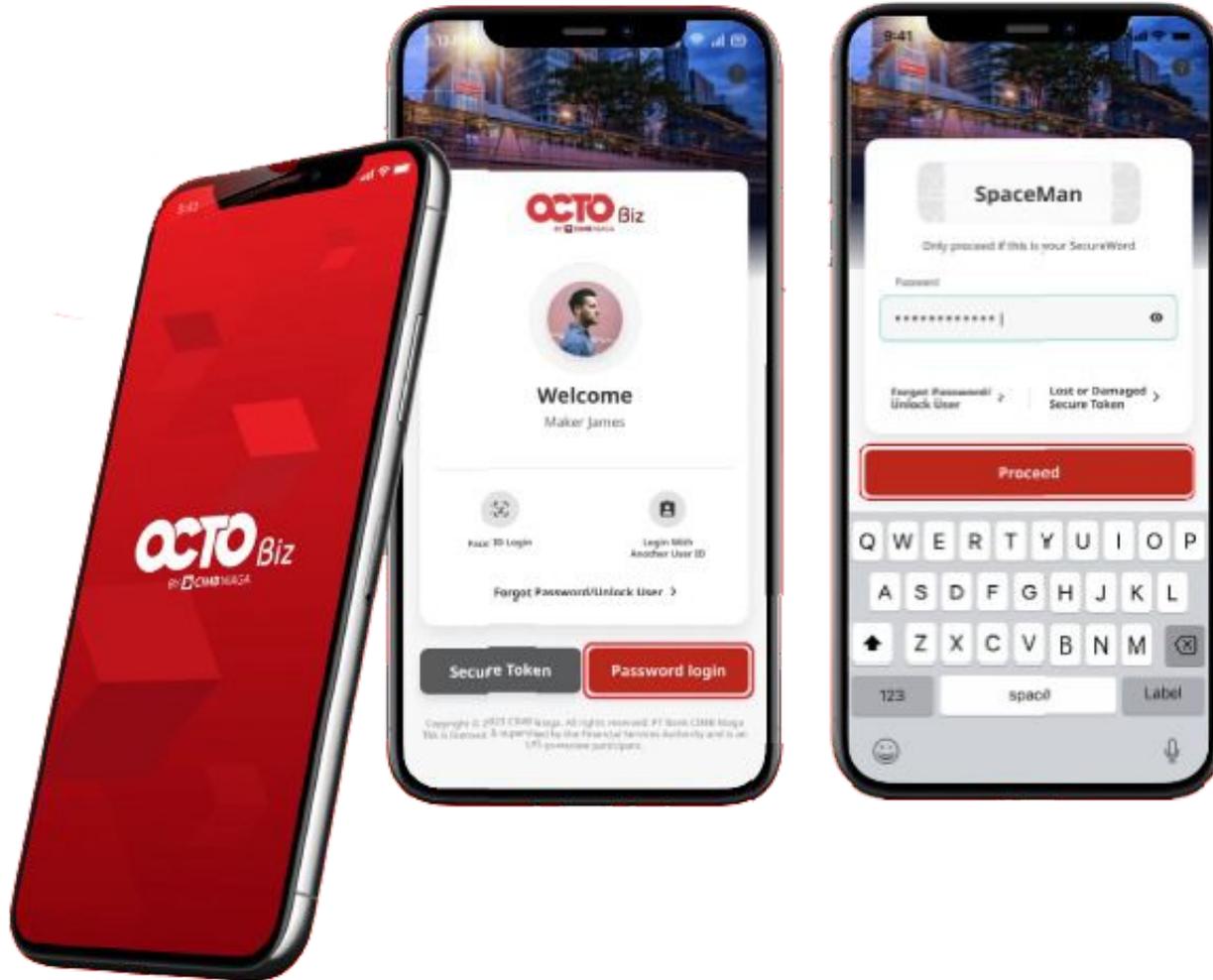
Proses **approval transaksi** untuk user yang memiliki atau menggunakan **Mobile Token**

*Approval Transaction process using mobile token*

LANGKAH

# 01

APPROVER



## Approve Transaction | Foreign Transfer

Menu: Task List > Approve

Login sebagai **Approver**

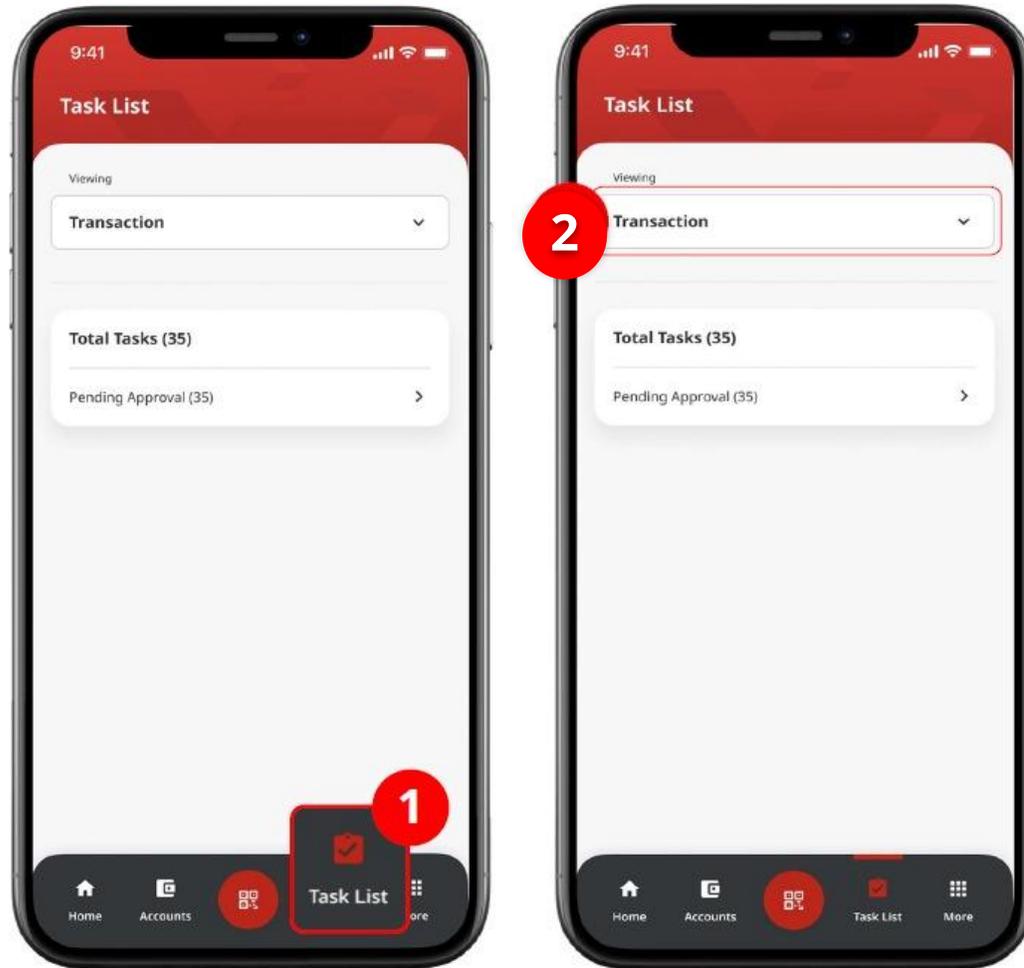
Login as **Approver**

- 1 Isi **Password**  
*Input Password*
- 2 Klik **Proceed**  
*Click Proceed*

## LANGKAH

# 02

### APPROVER



## Approve Transaction | Foreign Transfer

Menu: Task List > Approve

- 1 Arahkan pada menu dibawah, **klik Task List**

*Navigate to bottom menu, click Task List*

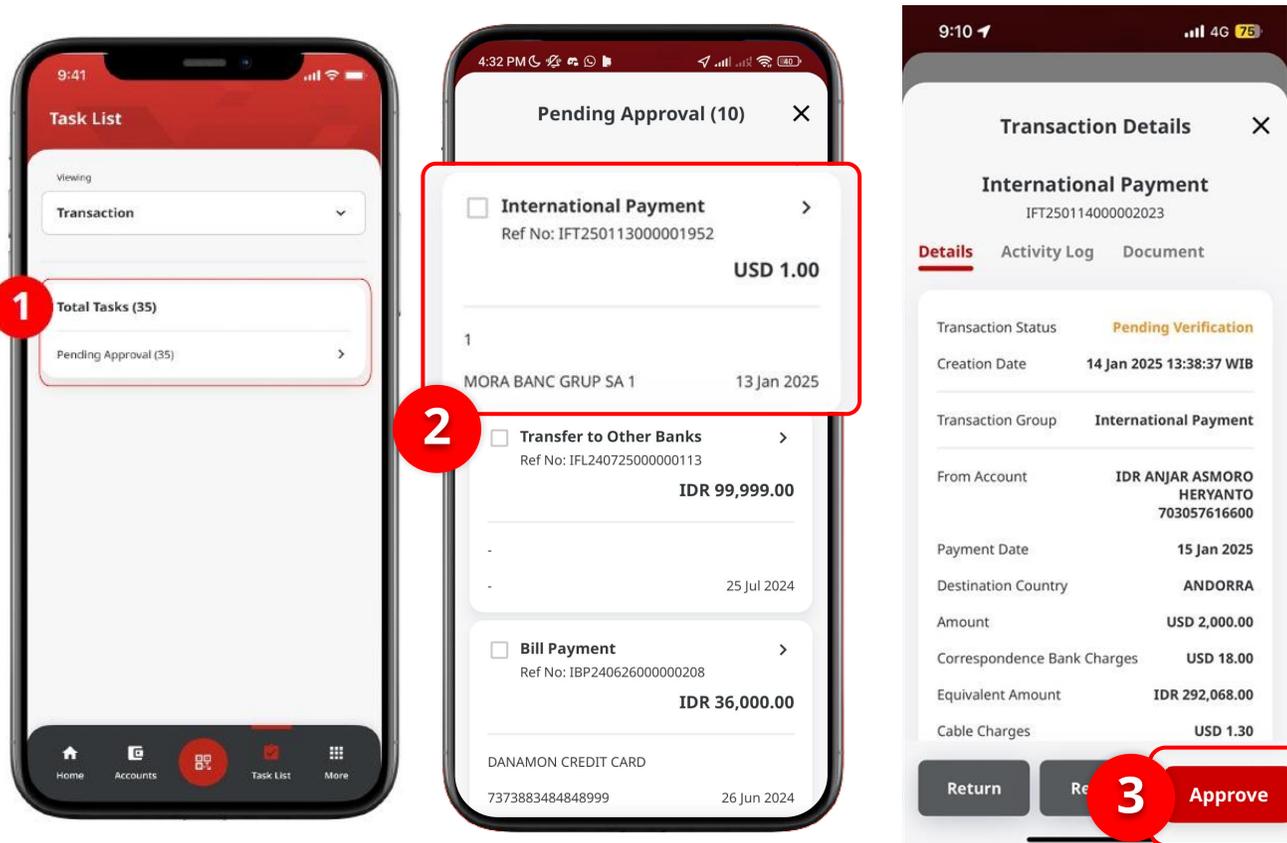
- 2 Pilih **Transaction** sebagai *Viewing*

*Choose Transaction as Viewing*

## LANGKAH

# 03

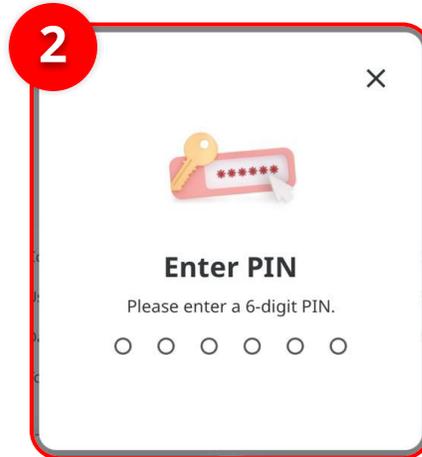
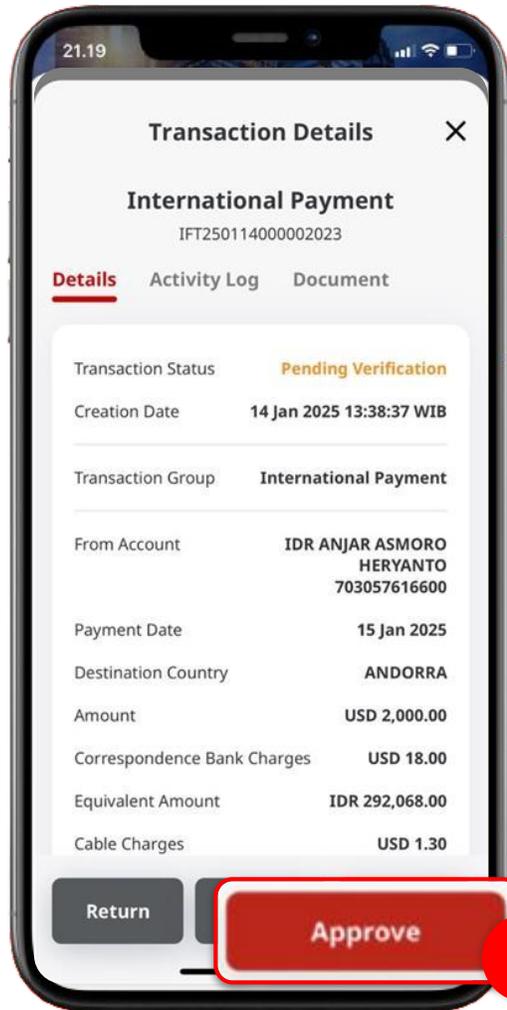
## APPROVER



## Approve Transaction | Foreign Transfer

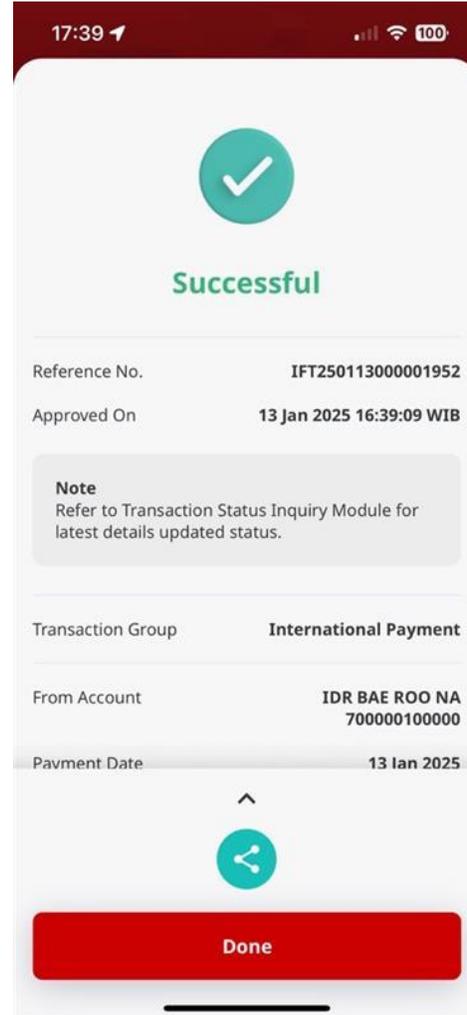
Menu: Task List > Approve

- 1** Pilih **Pending Approval**  
*Choose Pending Approval*
- 2** Pilih Transaksi yang ingin di **Approve**  
*Choose transaction*
- 3** Tinjau Transaksi, Klik **Approve**  
*Review transaction, click approve*



1 Klik **Approve**  
*Click Approve*

2 Input **6-Digit Pin**  
*Input 6-Digit Pin*



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.**

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](mailto: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*

Foreign Transfer

# Approve Transaction

*Hard Token*

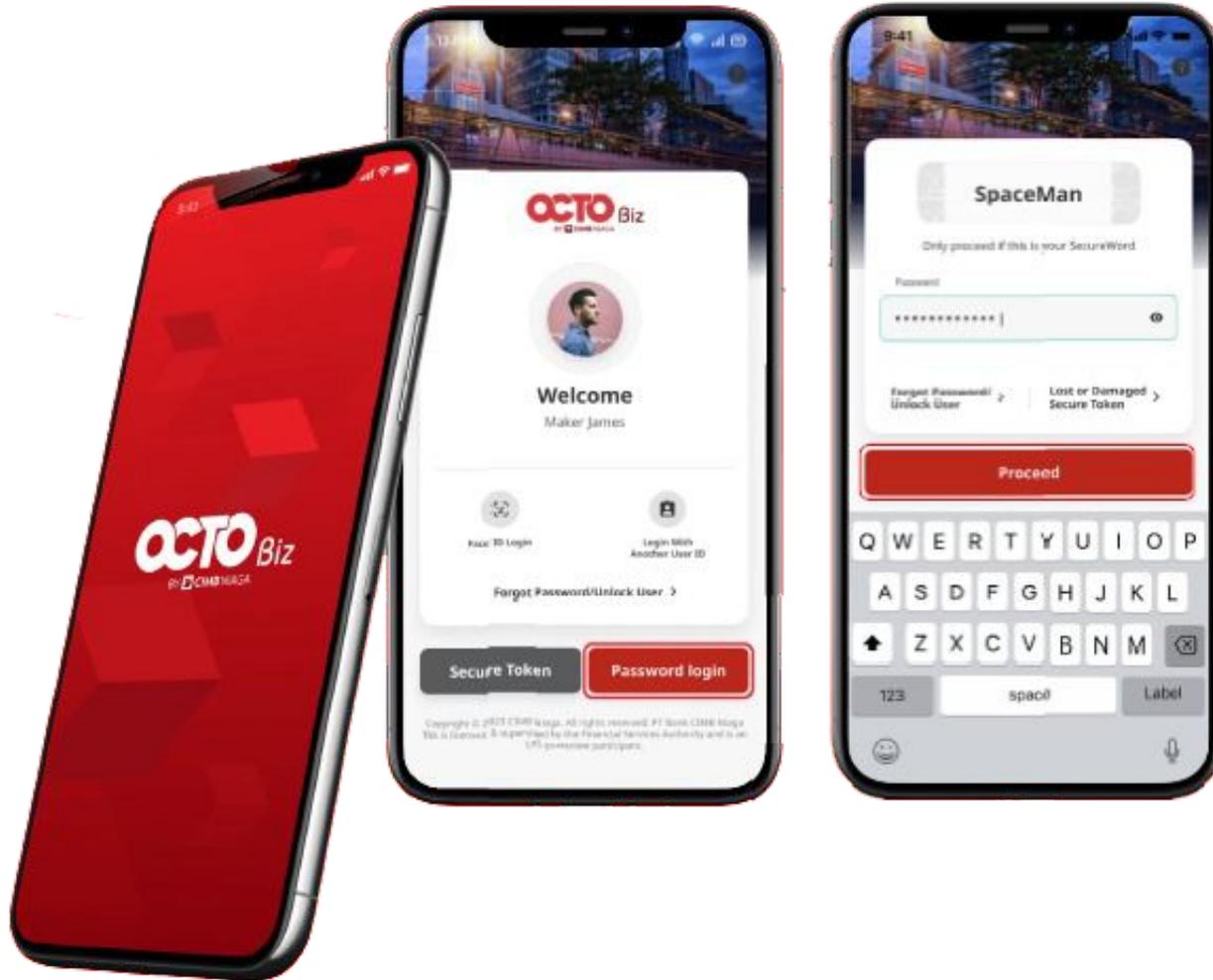
Proses **approval transaksi** untuk user yang memiliki atau menggunakan **Hard Token**

*Approval Transaction process using hard token*

LANGKAH

01

APPROVER



Approve Transaction | Foreign Transfer

Menu: Task List > Approve

Login sebagai **Approver**

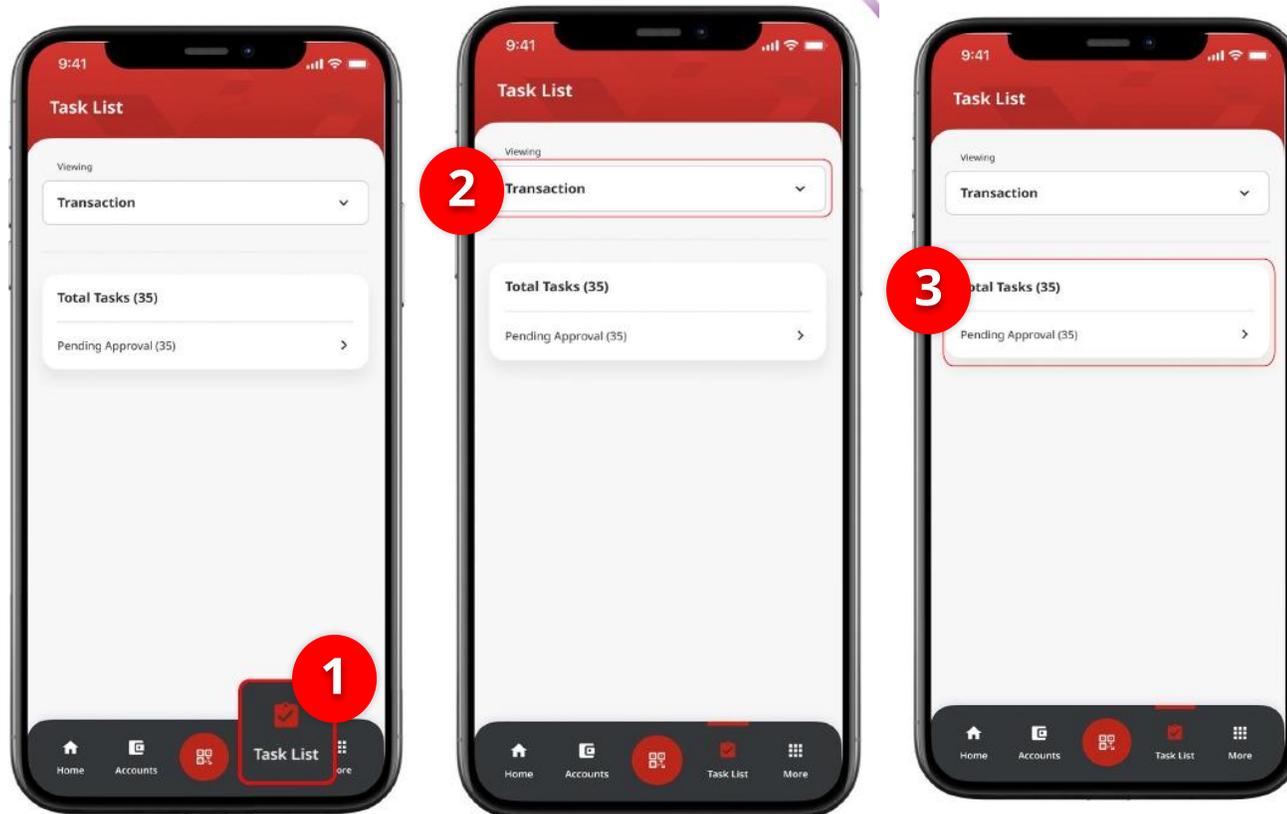
Login as **Approver**

- 1 Isi **Password**  
*Input Password*
- 2 Klik **Proceed**  
*Click Proceed*

## LANGKAH

# 02

### APPROVER



## Approve Transaction | Foreign Transfer

Menu: Task List > Approve

- 1 Arahkan pada menu dibawah, **klik *Task List***

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

- 2 Pilih ***Transaction*** sebagai *Viewing*

*Choose **Transaction** as *Viewing**

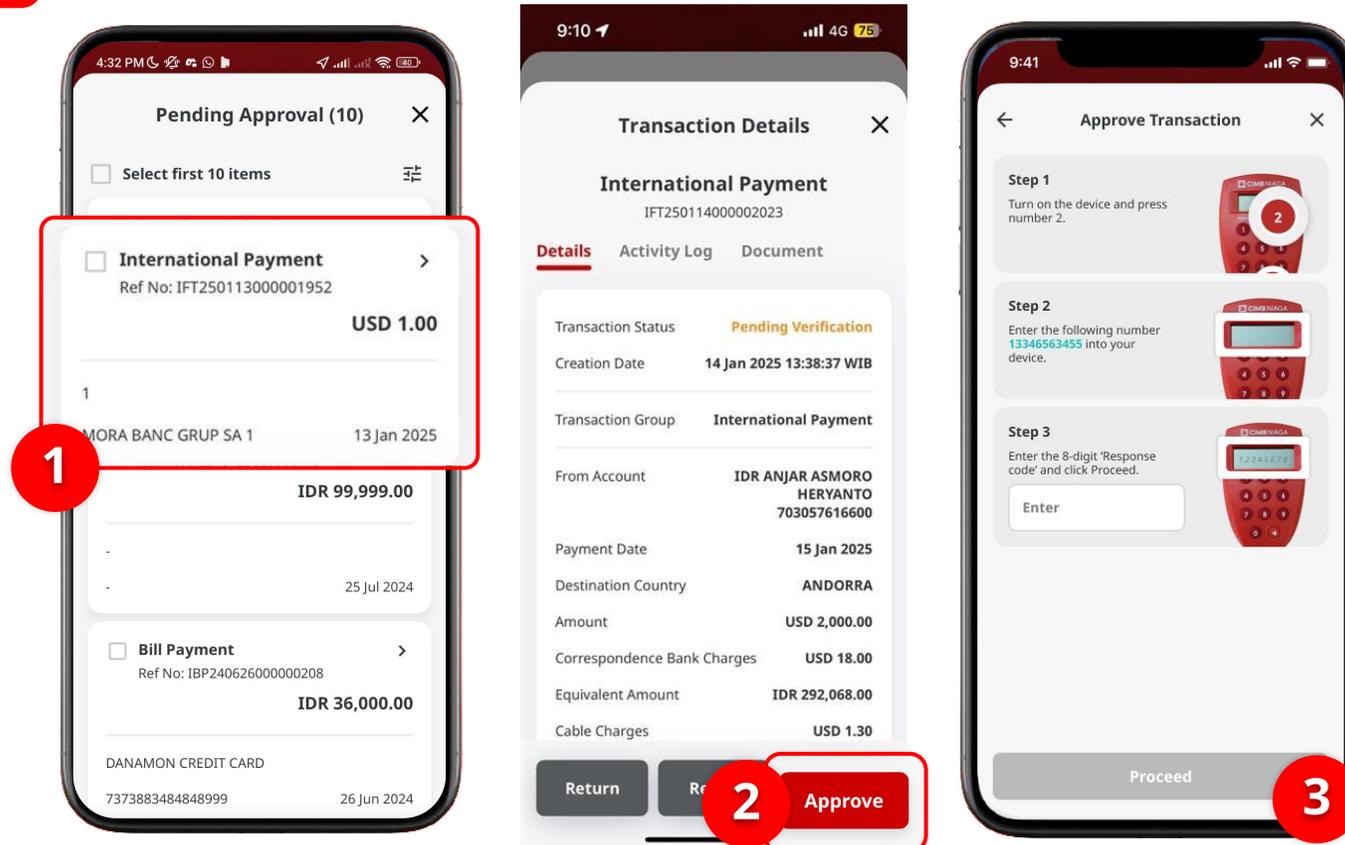
- 3 Pilih ***Pending Approval***

*Choose **Pending Approval***

## LANGKAH

# 03

### APPROVER



## Approve Transaction | Foreign Transfer

Menu: Task List > Approve

**1** Pilih Transaksi yang ingin di **Approve**

*Choose Transaction*

**2** Tinjau Transaksi, Klik **Approve**

*Review Transaction, click approve*

**3** Akan muncul **Halaman Approve Transaction**

*System will show the approve transaction page*

## LANGKAH

# 04

### APPROVER



## Approve Transaction | Foreign Transfer

Menu: Task List > Approve

- 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*

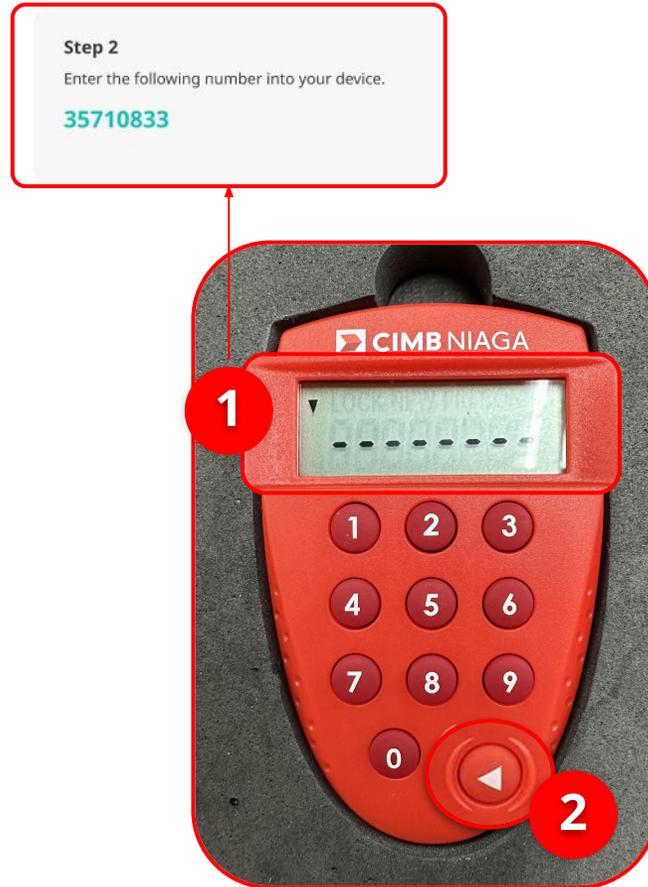
- 4 Klik **Tombol 2** untuk masuk ke fitur **Transaction Signing**

*Click 2 to turn on the transaction signing mode*

LANGKAH

05

APPROVER



- 1 Masukan **Kode** yang muncul di **Mobile App**

*Input **code** that shown on **Mobile App***

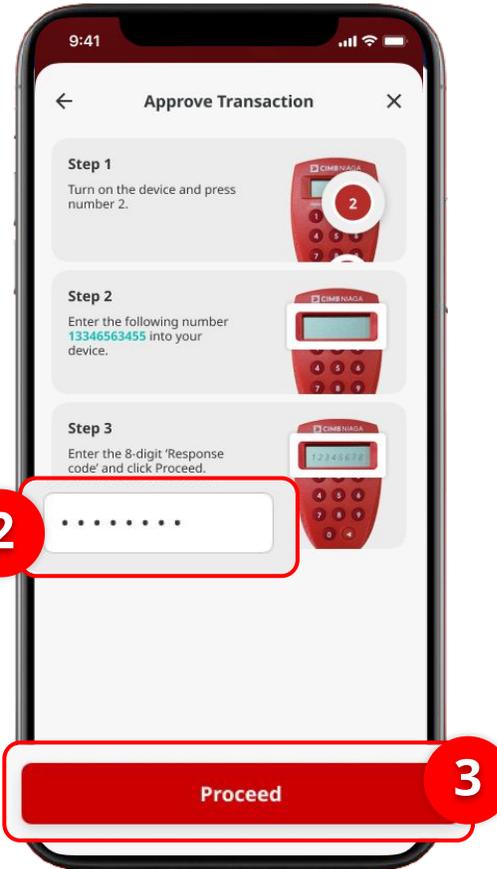
- 2 Klik **Tombol Play**

*Click **Play***

LANGKAH

06

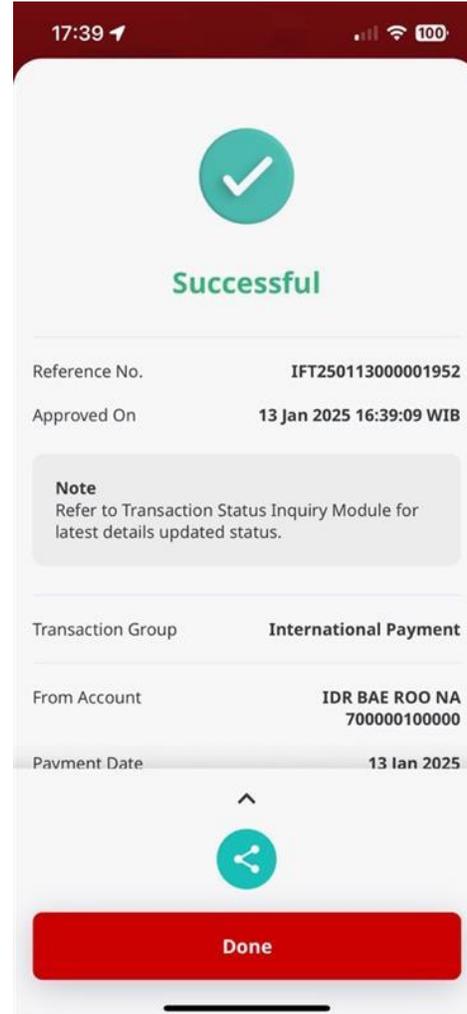
APPROVER



Approve Transaction | Foreign Transfer

Menu: Task List > Approve

- 1** Perangkat **Hard Token** akan menampilkan **8-Digit Kode**  
*Hard Token device will show the 8-Digit code*
- 2** Masukkan **Kode** ke **Box Approve Transaction**  
*Input code to Approve transaction box*
- 3** Klik **Proceed**  
*Click Proceed*



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.***

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](mailto: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*



# OCTOBIZ

BY  CIMB NIAGA

