

CIBC

Global Mass Payouts

Knowledge Transfer Document

Version : 1.0

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ASG Portal

Links and Credentials

- UAT ○ URL
 - <https://sso.connect.pingidentity.com/sso/sp/itsso?saasid=a9ab1bcd-77c3-4522-bc2a-b144ad2c81ad&idpid=5d1af3f6-c0ec-4c8a-a9e5-d141cce3309a>

- User Name and Roles

| USER NAMES | ROLES |
|------------------------|------------------------|
| asg_pto_gmp | PTO Requester |
| pto_gmp_app | PTO Approver |
| pto_gmp_req_app | PTO Requester/Approver |
| asg_business_gmp | Business User |
| asg_business_admin_gmp | ASG Admin |
| read_only_gmp | Read only User |
| rsg_user_gmp | RSG User |

- SIT ○ URL
 - <https://sso.connect.pingidentity.com/sso/sp/itsso?saasid=52c2494d-d719-4ee5-9950-a0d9a2aaac1c&idpid=8d838690-4493-48a2-bbc7-bba157d4044e>

- User Name and Roles

| USER NAMES | ROLES |
|------------------------|------------------------|
| asg_pto_gmp | PTO Requester |
| pto_gmp_app | PTO Approver |
| pto_gmp_req_app | PTO Requester/Approver |
| asg_business_gmp | Business User |
| asg_business_admin_gmp | ASG Admin |
| read_only_gmp | Read only User |
| rsg_user_gmp | RSG User |

Modules

- Client On-Boarding (Create/Update)
- Key Management (create/Revoke)
- Fund Transfer (credit/Debit)
- Nostro Transfer
- Transaction Dashboard
- Report (Reconciliation Report)
- Dispute Management.

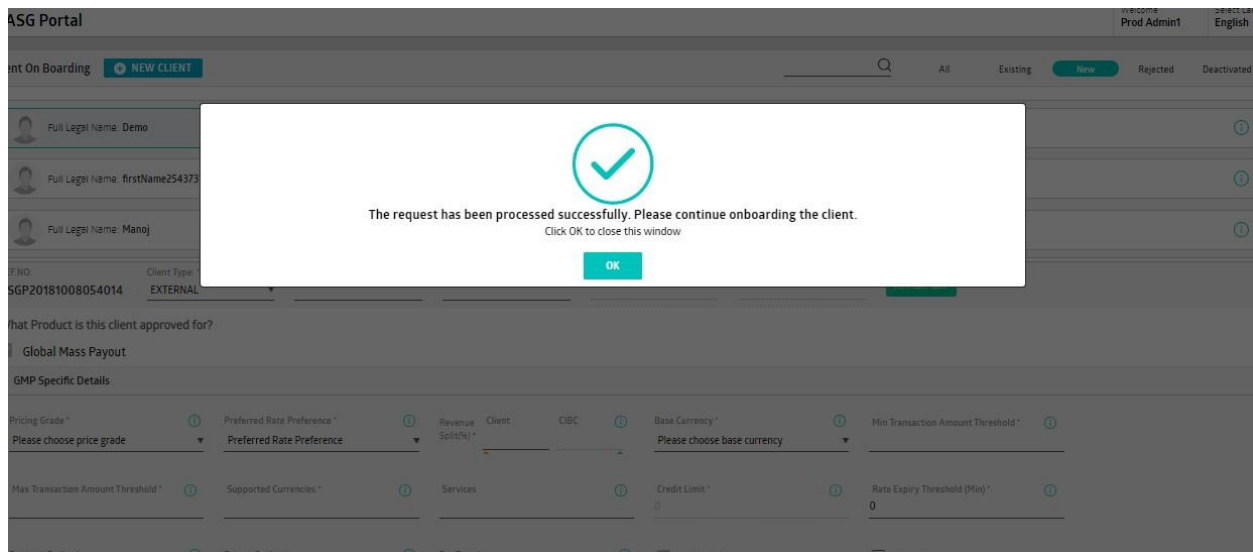
Client On-Boarding

1. Login as ASG Admin and go to “New Tab” in Client On boarding page

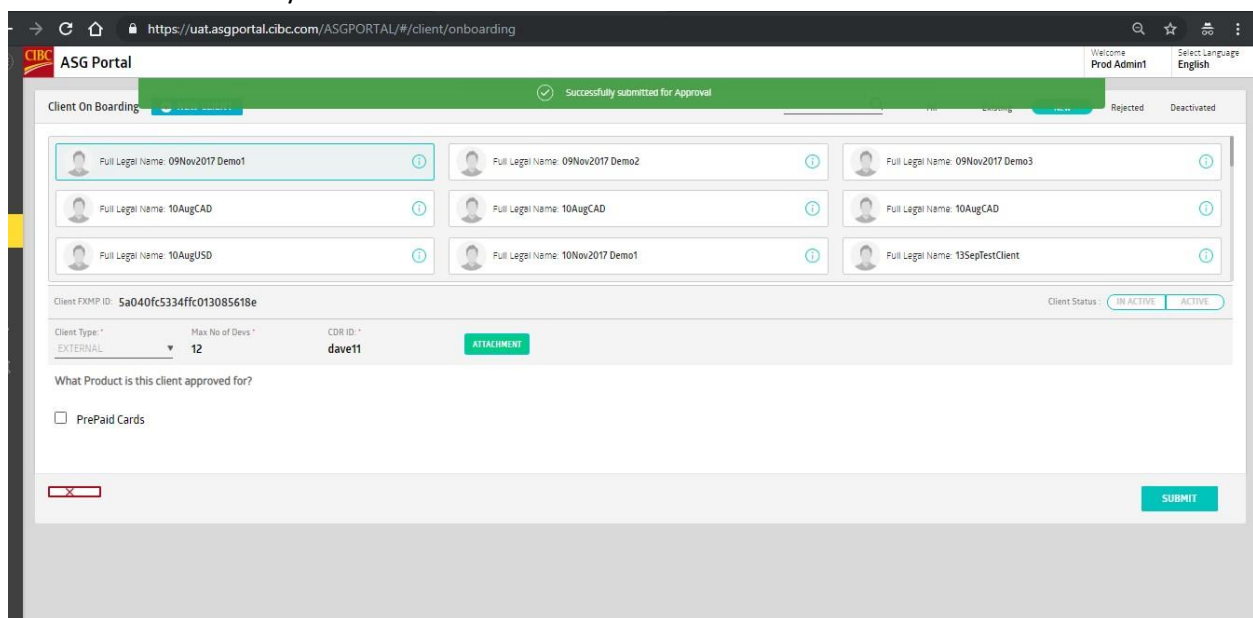
The screenshot shows the ASG Portal interface. On the left is a sidebar menu with options: DASHBOARD, CLIENT ON BOARDING (highlighted), TRANSACTION DASHBOARD, REPORTS, USER/ROLE MANAGEMENT, KEY MANAGEMENT, FUND MANAGEMENT, CONFIGURATION, BANK QUERY, FINTRAC, and MCP SETTLEMENT VERIFICATION. The main area displays a table of existing clients with columns for Full Legal Name and Onboarding Status. Below the table, a detailed view for a specific client (ID: 364664666) is shown, including fields for CDR ID, PH ID, and Onboarding Status (ONBOARDED). A table of configuration settings is also visible, including Base Currency (CAD), Min Transaction Amount Threshold (1), Max Transaction Amount Threshold (1000000), Supported Currencies (38 currency(s) selected), Services (7 Service(s) selected), Credit Limit (0), Preferred Rate Preference (API), Show Rate (true), Fee Type (Percent Value), Fee Currency (CAD), Fee Type Value (100), Pre Funding (false), Return Option (Original Base Amount), and Reversal Option (Original Customer Rate).

2. Click New Client button and Fill the prospect form appearing by selecting the product as “Global Mass Payouts” and submit.

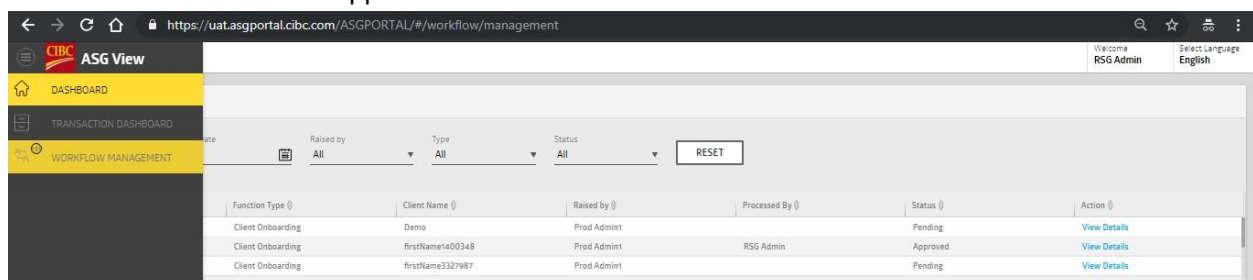
The screenshot shows the ASG Portal interface with the 'New Client' button highlighted. A 'New Prospect' form is displayed, containing the following fields: Global Mass Payout (dropdown), Demo (text), DemoClient (text), demo@email.com (text), +786464645632 (text), 4375649283276 (text), Canada (dropdown), No 34563 (text), Street Name (text), City (text), ON (text), Canada (dropdown), and FGH23d (text). The form also includes 'CLOSE' and 'SUBMIT' buttons.



3. Click Ok. Go to New Tab, select the Client created and complete the On boarding Form by filling all the mandatory details and Submit.



4. Login as RSG user and go to Workflow Management page, select your on-boarding request, click on view details and approve.



Detail View

Close

Legal Entity Registration Country

CA

Registration Number

4375649283276

Street Name

Street Name

No.34563

Client Legal Name

Demo

Client Name

DemoClient

Contact Name

Demo

Contact Phone

+786464645632

Contact Email

demo@email.com

Max Num Of Devs

99

Ref No

ASGP20181008054014

GMP Specific Details

Base Currency

CAD

Max Transaction Amount Threshold

1,000,000.00 CAD

Min Transaction Amount Threshold

1.00 CAD

Pricing Grade

T1

Product Status

ACTIVE

Revenue Split

4

Comments

Approve

CANCEL

REJECT

APPROVE

ASG Portal

Dashboard

Workflow Management

Transactions

Successfully Processed

Workflow Management

To Date

Raised By

Type

Status

RESET

| | Function Type | Client Name | Raised by | Processed By | Status | Action |
|---------|-------------------|------------------|------------|--------------|----------|------------------------------|
| 5:14:03 | Client Onboarding | Demo | Prod Admin | RSG Admin | Approved | View Details |
| 7:09:19 | Client Onboarding | firstName400348 | Prod Admin | RSG Admin | Approved | View Details |
| 7:02:06 | Client Onboarding | firstName3327967 | Prod Admin | | Pending | View Details |
| 5:21:29 | Client Onboarding | firstName571029 | Prod Admin | | Pending | View Details |
| 5:13:11 | Client Onboarding | firstName7449268 | Prod Admin | | Pending | View Details |
| 3:08:24 | Client Onboarding | firstName4026336 | Prod Admin | | Pending | View Details |
| 4:53:12 | Client Onboarding | firstName9009168 | Prod Admin | | Pending | View Details |
| 4:42:34 | Client Onboarding | firstName4540213 | Prod Admin | | Pending | View Details |
| 2:50:19 | Client Onboarding | firstName8200757 | Prod Admin | RSG Admin | Approved | View Details |
| 2:31:27 | Client Onboarding | firstName950217 | Prod Admin | RSG Admin | Approved | View Details |
| 2:26:45 | Client Onboarding | firstName4748023 | Prod Admin | RSG Admin | Approved | View Details |

5. To verify the Client On boarded and its status,
Login as ASG admin, navigate to client on-boarding Existing Tab and select the Client and verify the Onboarding Status as below.

Client FXMP ID: 5b6d328de8a4b368d7dce316

| | | | | |
|----------------|------------------|-----------|--------------------|--------------------|
| Client Type: * | Max No of Devs * | CDR ID: * | PH ID: | Onboarding Status: |
| EXTERNAL | 99 | 364664666 | 980237102018070029 | ONBOARDED |

What Product is this client approved for?

☒ Global Mass Payout

Global Mass Payout - CAD [Edit](#)

6. To Update a Client,

- Login as ASG ADMIN, Go to Existing Tab – Client On boarding page and Select the Client for edit and click on the EDIT link.

EXTERNAL 99 98798788978

What Product is this client approved for?

☒ Global Mass Payout

Global Mass Payout - CAD [Edit](#)

| | | | |
|---------------|--------------------|---------------|----------------------------------|
| Pricing Grade | Revenue Split(%) | Base Currency | Min Transaction Amount Threshold |
| T1 | Client: 4 CIBC: 96 | CAD | 1 |

- Edit the Details and submit for approval again.
- Login as RSG admin and approve the Update request.

7. To enable outbound functionality, PH Id should be configured in Keystone for the newly onboarded universities (through ISP Portal).

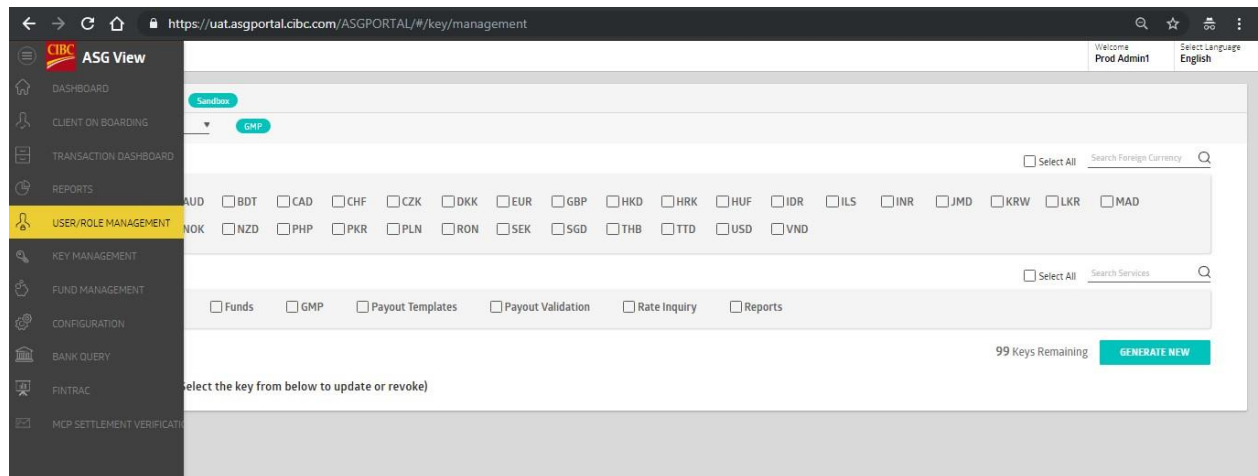
← Universities id: 5a0ce

Cape Breton University

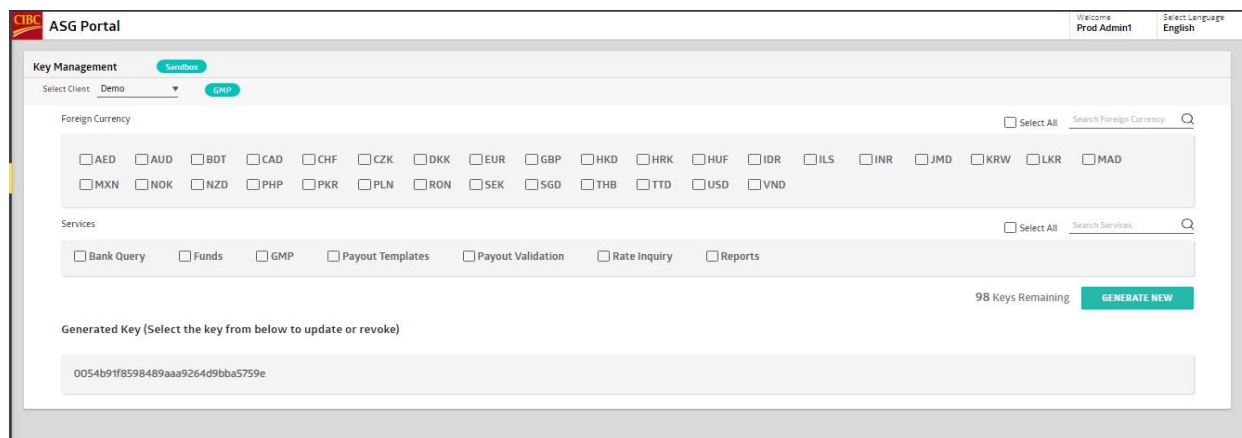
| | |
|---------------|--|
| University_id | 7714a2d8be764b45b6123e6e98ba7dedcfd95f5b33b14662aa59d7e82647a953e6e9ct |
| Ph_id | 2060506072019848340 |
| Address | 1250 Grand Lake Road~~NS~B1P 6L2~Canada~Sydney |
| Login_mode | Encrypted |
| Login_mode_Ei | |
| Login_mode_Ia | |

Key Management

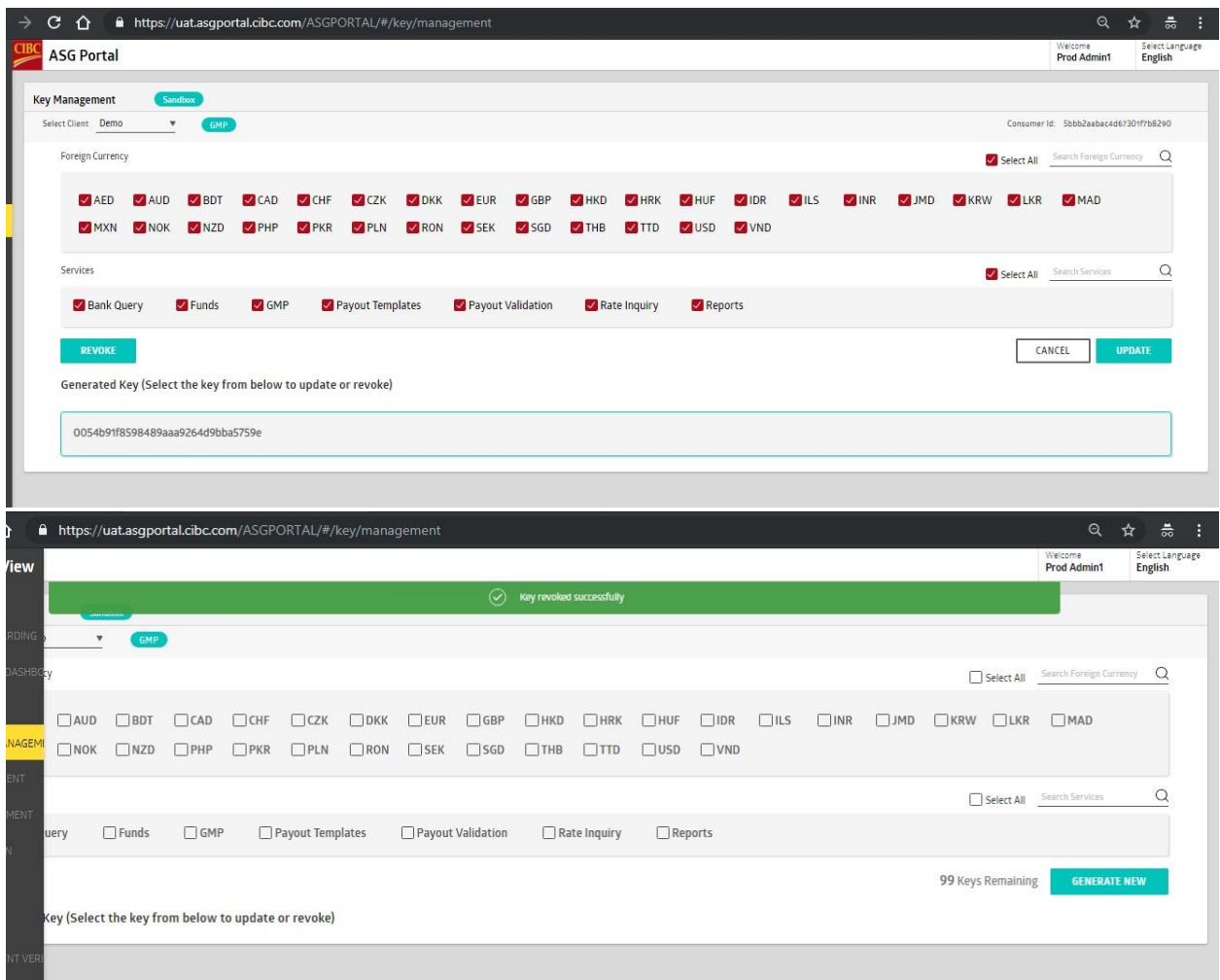
1. Login as ASG Admin and Go to Key Management page.



2. Select the Client in dropdown and check the currencies and services required and Click on “Generate Key” button.

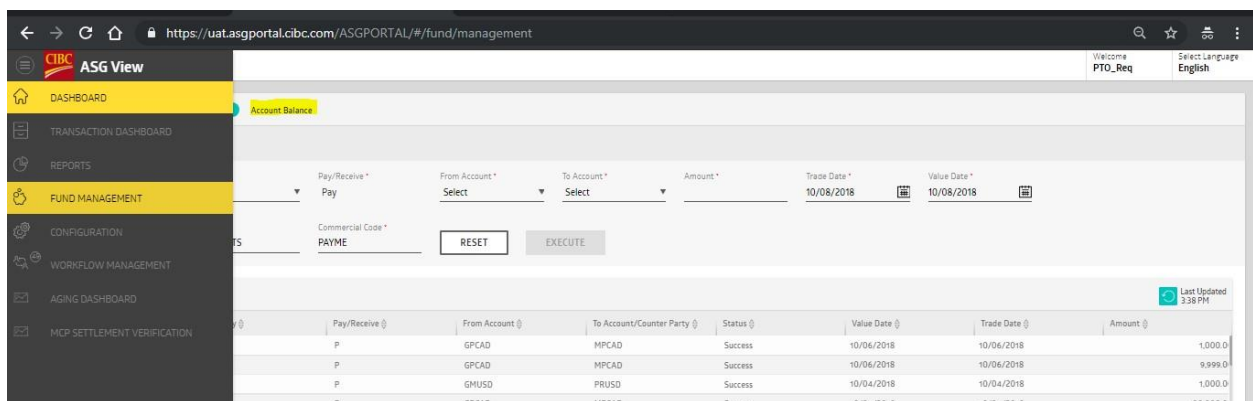


3. To Revoke the Key, Click on the key already generated, and Click on the “Revoke” button appeared.



Fund Management

1. Login as PTO requester and go to Fund Management – Account Balance tab.



2. Select the Client and click Execute.

ASG Portal

Welcome PTO_Req Select Language English

Fund Management Account Update **Account Balance**

Client * Demo Product * GMP Currency * CAD From * 10/08/2018 To * 10/08/2018 RESET EXECUTE

FXMP Account Number 31c04abb-41c0-4f72-b5c0-fbbe8b5fe69

Account Balance Summary

Data Not Available

Funds Configuration

☒ Credit ☐ Debit

Account ID * 31c04abb-41c0-4f72-b5c0-fbbe8b5fe69 Amount *

Canadian Imperial Bank of Commerce Website - Copyright © CIBC.

3. Click on the Credit/Debit and Enter the amount with comments and submit for approval.

ASG Portal

Welcome PTO_Req Select Language English

Successfully submitted for Approval

Account Balance Summary

Data Not Available

Funds Configuration

☒ Credit ☐ Debit

Account ID * 31c04abb-41c0-4f72-b5c0-fbbe8b5fe69 Amount *

Reason *

4. Login as PTO Approver and got o work flow management. Click on the “View Details” link of the request and approve.

ASG Portal

Welcome PTO App Select Language English

Workflow Management

Detail View

Requested By PTO_Req

Function Type Credit/Debit

Requested Date and Time 10/08/2018, 15:43:38

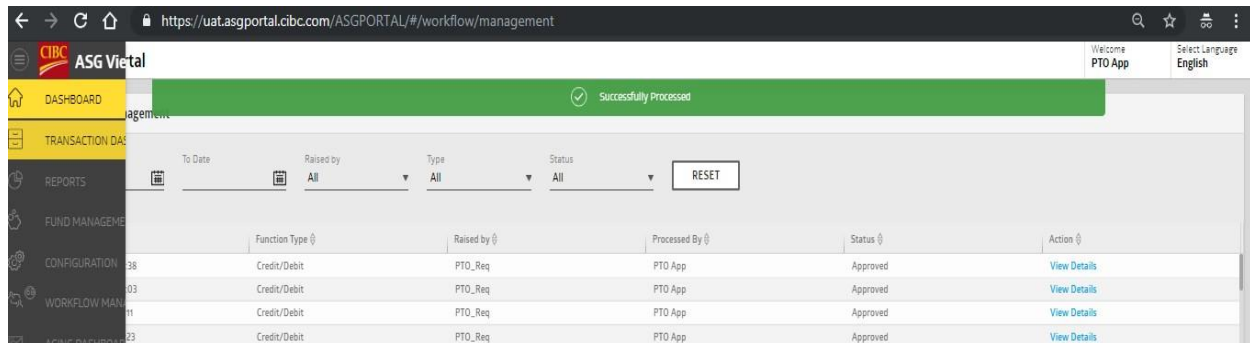
Amount 878.00

Reason Credit

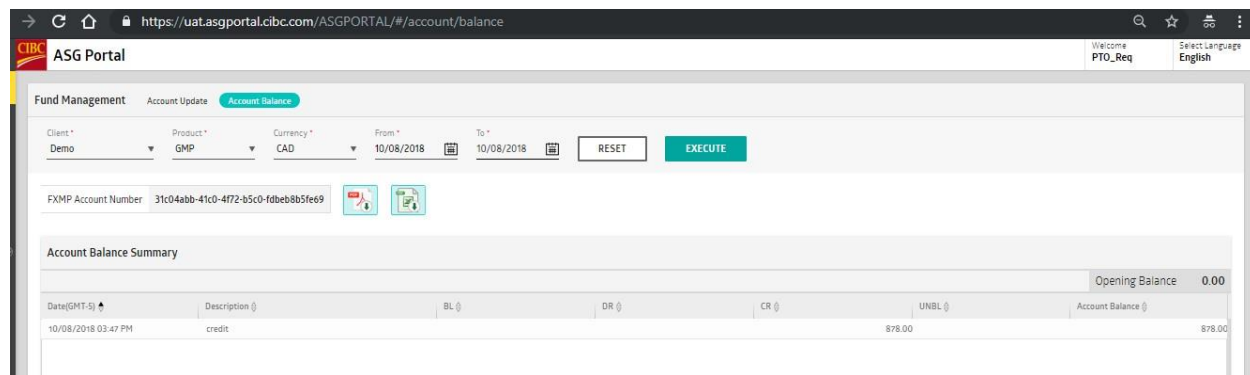
Account ID 31c04abb-41c0-4f72-b5c0-fbbe8b5fe69

Comments Approved

CANCEL REJECT APPROVE

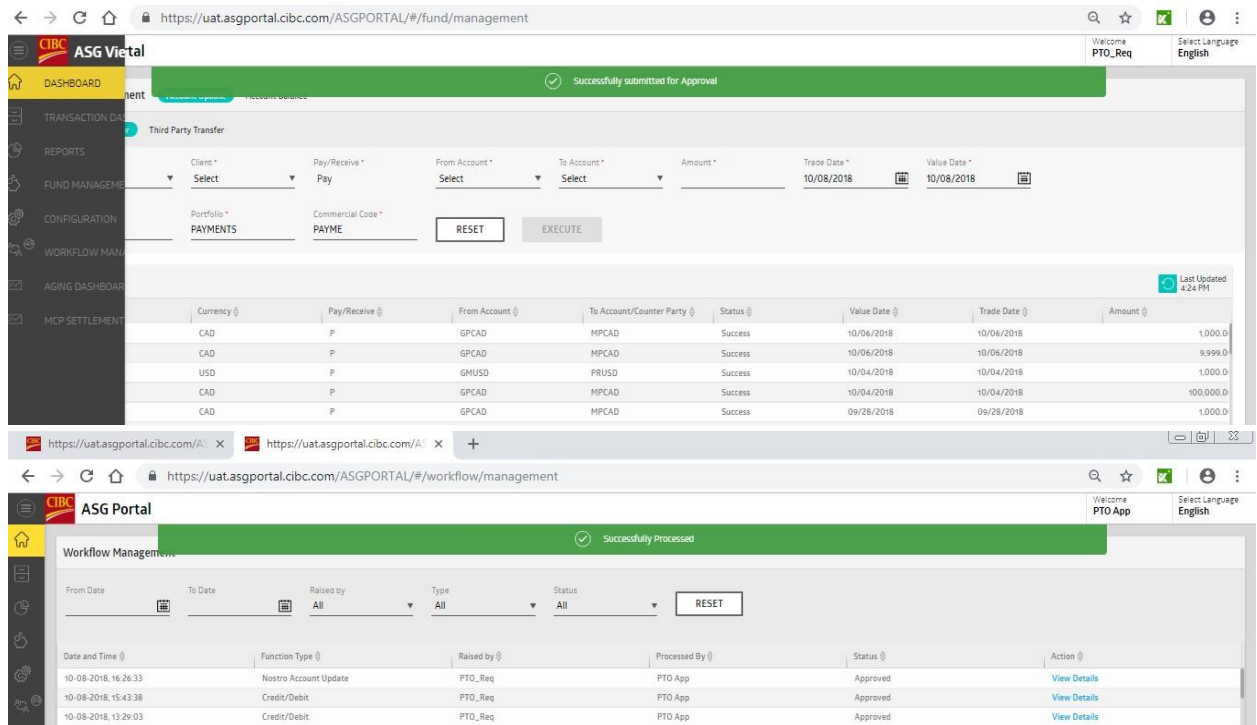


5. Go Back to Fund Management page and Select the Client and Execute to verify the Credit/Debit summary.



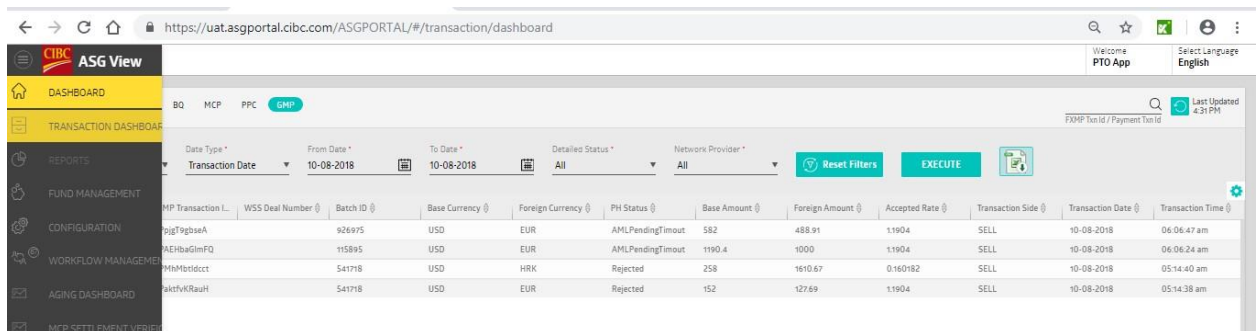
Nostro Transfer

1. Login as PTO Requester, go to fund management – Account Update – Nostro Transfer, Select the “Currency”, “client” and “From Account” as GPCAD and corresponding “To Account” , amount and click Execute.
2. Login as PTO approver and approve the Nostro transfer request by clicking on view Details and approve.



Transaction Dashboard

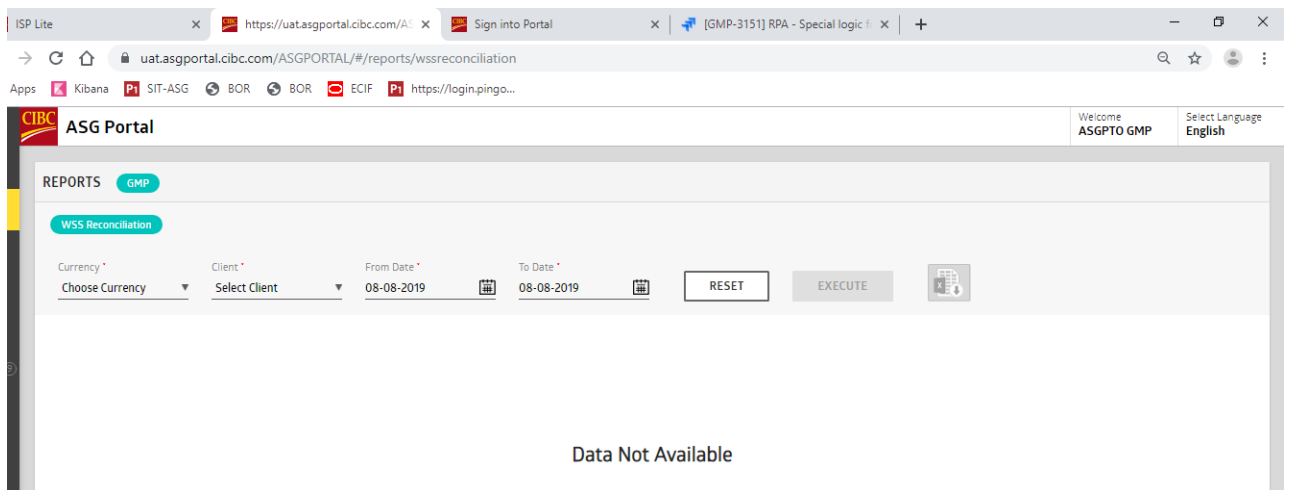
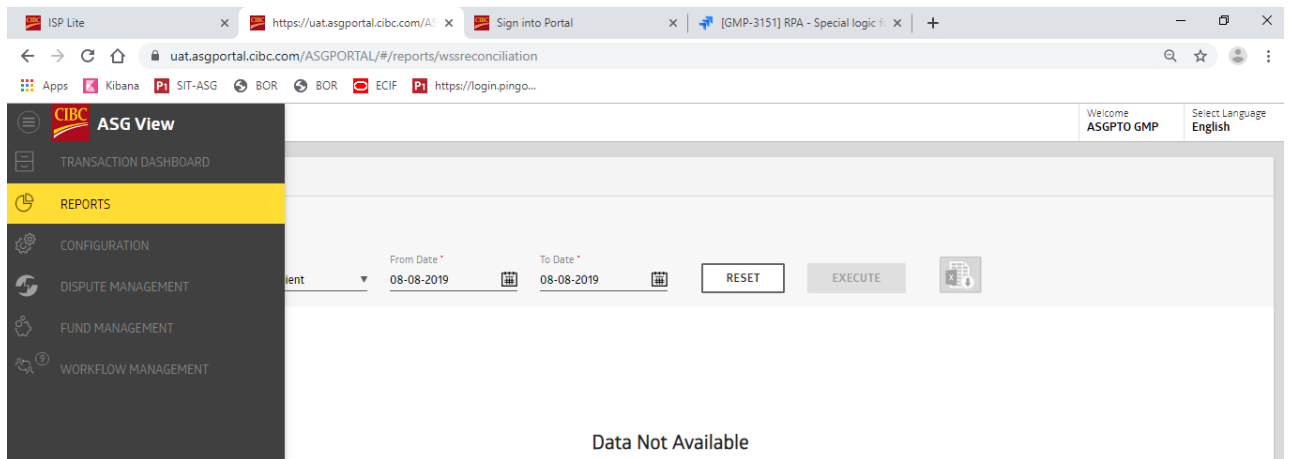
1. Login as PTO Requester/Approver /Asg Admin and navigate to Transaction Dashboard – GMP



2. Select “from date”, “to Date” and click Execute and Verify the Transaction details are shown properly.

Reconciliation Report

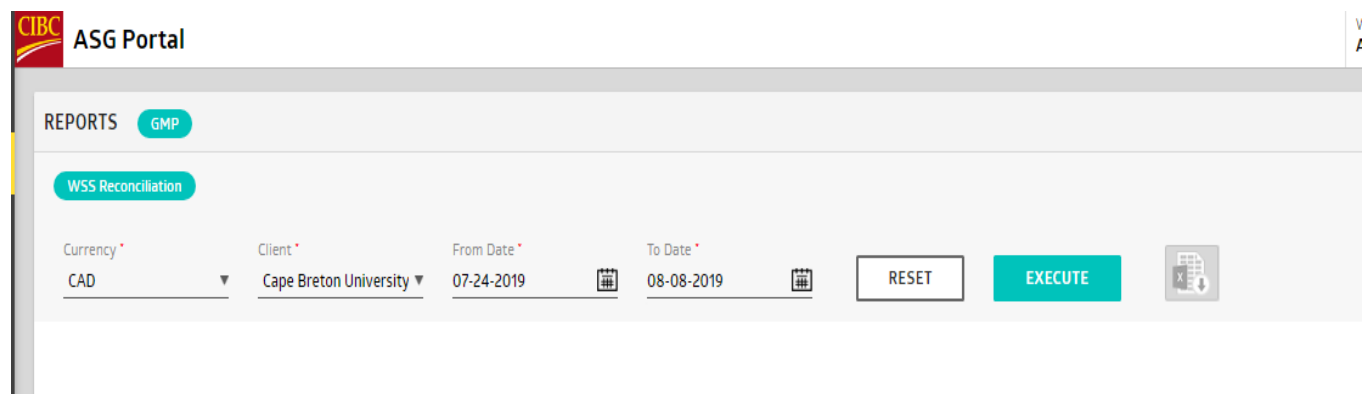
1. Login as PTO Requester/Approver /ASG Admin/ ASG Business user/ Read Only/ RSG user and navigate to Report dashboard page –GMP



2. Select Currency, Client, From and To date and click Execute button. It will display GMP transactions based on Filter selection Criteria.

(Execute button will get enable only when all mandatory Filter selections are choose by users and Excel download icon will get enable only if data available in generated report grid)

✦ Execute button



✦ Excel Download Icon

| REPORTS GMP | | | | | | | | |
|----------------------------|------------------------|-----------------------------|---------------------|--------------------------|---------|----|-----------------|-------------|
| WSS Reconciliation | | | | | | | | |
| Currency * | Client * | From Date * | To Date * | | | | | |
| CAD | Cape Breton University | 07-24-2019 | 08-08-2019 | RESET | EXECUTE | | | |
| Client Name | Base currency | FXMP Account Number | Date(EST) | Description | DR | CR | Account Balance | Transaction |
| Cape Breton University CAD | CAD | e8e7dad2-7051-41df-aa75-... | 2019/08/07 05:45 am | GMP-PAYOUT-TXNID | | | 1,798,403.17 | GPSTCFMD |
| Cape Breton University CAD | CAD | e8e7dad2-7051-41df-aa75-... | 2019/08/06 08:00 am | UNBLOCK and DEBIT VAL... | -12.30 | | 1,798,751.17 | GPE32K2U |
| Cape Breton University CAD | CAD | e8e7dad2-7051-41df-aa75-... | 2019/08/06 08:00 am | UNBLOCK and DEBIT VAL... | -135.96 | | 1,798,751.17 | GPII8SLMP |
| Cape Breton University CAD | CAD | e8e7dad2-7051-41df-aa75-... | 2019/08/06 08:00 am | UNBLOCK and DEBIT VAL... | -97.00 | | 1,798,751.17 | GPPPUIDD |
| Cape Breton University CAD | CAD | e8e7dad2-7051-41df-aa75-... | 2019/08/06 02:12 pm | GMP-PAYOUT-TXNID | | | 1,798,505.17 | GPVUYJYZ |

✦ Report Grid

| REPORTS GMP | | | | | | | | |
|----------------------------|------------------------|-----------------------------|---------------------|--------------------------|---------|----|-----------------|-------------|
| WSS Reconciliation | | | | | | | | |
| Currency * | Client * | From Date * | To Date * | | | | | |
| CAD | Cape Breton University | 07-24-2019 | 08-08-2019 | RESET | EXECUTE | | | |
| Client Name | Base currency | FXMP Account Number | Date(EST) | Description | DR | CR | Account Balance | Transaction |
| Cape Breton University CAD | CAD | e8e7dad2-7051-41df-aa75-... | 2019/08/07 05:45 am | GMP-PAYOUT-TXNID | | | 1,798,403.17 | GPSTCFMD |
| Cape Breton University CAD | CAD | e8e7dad2-7051-41df-aa75-... | 2019/08/06 08:00 am | UNBLOCK and DEBIT VAL... | -12.30 | | 1,798,751.17 | GPE32K2U |
| Cape Breton University CAD | CAD | e8e7dad2-7051-41df-aa75-... | 2019/08/06 08:00 am | UNBLOCK and DEBIT VAL... | -135.96 | | 1,798,751.17 | GPII8SLMP |
| Cape Breton University CAD | CAD | e8e7dad2-7051-41df-aa75-... | 2019/08/06 08:00 am | UNBLOCK and DEBIT VAL... | -97.00 | | 1,798,751.17 | GPPPUIDD |
| Cape Breton University CAD | CAD | e8e7dad2-7051-41df-aa75-... | 2019/08/06 02:12 pm | GMP-PAYOUT-TXNID | | | 1,798,505.17 | GPVUYJYZ |
| Cape Breton University CAD | CAD | e8e7dad2-7051-41df-aa75-... | 2019/08/06 02:07 pm | GMP-PAYOUT-TXNID | | | 1,798,628.17 | GPUB1GK4 |
| Cape Breton University CAD | CAD | e8e7dad2-7051-41df-aa75-... | 2019/08/02 08:00 am | UNBLOCK and DEBIT VAL... | -135.85 | | 1,798,751.17 | GPNDHNP |
| Cape Breton University CAD | CAD | e8e7dad2-7051-41df-aa75-... | 2019/08/02 08:00 am | UNBLOCK and DEBIT VAL... | -125.00 | | 1,798,751.17 | GPNLMIKA |
| Cape Breton University CAD | CAD | e8e7dad2-7051-41df-aa75-... | 2019/08/02 08:00 am | UNBLOCK and DEBIT VAL... | -123.00 | | 1,798,751.17 | GPOCZV2D |
| Cape Breton University CAD | CAD | e8e7dad2-7051-41df-aa75-... | 2019/08/02 08:00 am | UNBLOCK and DEBIT VAL... | -52.00 | | 1,798,751.17 | GPUBZM5f |

✦ Downloaded Reconciliation Report



WSS Reconciliation
Reports(08_08_2019

Dispute Management

(Pre Requisite – Dispute Access / Read only function needs to be configure for Respective users in keystone as per access matrix)

1. Login as PTO Requester/Approver. Go to transaction dashboard page, select filter selection criteria and Click execute button to display all transactions belongs to GMP with Dispute button.

Transaction Details GMP Last Updated 5:32 PM

Client * Cape Breton University Date Type * Transaction Date From Date * 07-24-2019 To Date * 08-08-2019 Detailed Status * All Network Provider * All

Reset Filters EXECUTE

| Address | Recipient Address... | Recipient City | Recipient Province | Recipient Postal Co... | Recipient Country | Recipient Account ... | Recipient Transit N... | Recipient Account T... | Raise Dispute |
|-----------|-----------------------|------------------|--------------------|------------------------|----------------------|-----------------------|------------------------|------------------------|----------------------|
| dal'te... | Punjab | Jagraon | Punjab | 5678901 | India | 25992700442 | | | Dispute |
| addr2 | city | statew | zip | | United Arab Emirates | | | | Dispute |
| urch | cuity | | | | Australia | 001321231 | | | Dispute |
| RMSLG | Chennai | Tamilnadu | 603210 | | India | 43311051309 | | SA | Dispute |
| PO 61... | Chak 60 GB B PO 61... | Rajasthan, India | Rajasthan, India | Rajasthan-123 | India | 50100099131585 | | | Dispute |
| addr2 | city | state | zip87 | | Pakistan | 87786675656756 | | | Dispute |

- Click Dispute Button in transaction dashboard grid. (Dispute Button will be available at end of last column of the grid for each transactions)
- Only PTO should be able to raise dispute as per access matrix. If others try to raise dispute will get “unauthorized” error message on click of Dispute button. Once Dispute Raised successfully button should get disabled.

ISP Lite https://uat.asgportal.cibc.com/ASGPORTAL/#/group/transaction Sign into Portal [GMP-3151] RPA - Special logic f...

← → ↻ 🏠 uat.asgportal.cibc.com/ASGPORTAL/#/group/transaction 🔍 ☆ ⚙

Apps Kibana SIT-ASG BOR BOR ECIF https://login.pingo...

CIBC ASG Portal Welcome ASGBUSINE... Select Language English

Unauthorized

Transaction Details GMP Last Updated 6:19 PM

Client * Cape Breton University Date Type * Transaction Date From Date * 07-24-2019 To Date * 08-08-2019 Detailed Status * All Network Provider * All

Reset Filters EXECUTE

| Raise Dispute | Client Name | FXMP Transaction I... | FXMP Status | WSS Status | WSS Deal Number | Batch ID | Base Currency | Foreign Currency | PH Statu |
|----------------------|-----------------------|-----------------------|--------------------|------------|-----------------|----------|---------------|------------------|----------|
| Dispute | Cape Breton Univer... | GPIEOMDWOTU | REJECTED/DNVALI... | N/A | | 931118 | USD | BDT | NEW |

- Dispute Pop up will display on click of Dispute button, Add comments and select Assign to field and click “Raise Dispute” button. Success message displayed and Raised dispute will be available in Dispute Management dashboard page with “New” Status.
(By default “Assign to” field will display Client name of transaction)

Raise Dispute

Close

Transaction Id

Dispute Status

Assign To

GPJ0TPGV60FN

NEW

Cape Breton University l ▼

Comment *

CANCEL

RAISE A DISPUTE

Raise Dispute

Close

Transaction Id

Dispute Status

Assign To

GPJ0TPGV60FN

NEW

Cape Breton University l ▼

Comment *

testing

CANCEL

RAISE A DISPUTE

ISP Lite | https://uat.asgportal.cibc.com/ASG | Sign into Portal | [GMP-3151] RPA - Special logic f... | +

uat.asgportal.cibc.com/ASGPORTAL/#/group/transaction

Apps | Kibana | SIT-ASG | BOR | BOR | ECIF | https://login.pingo...

ASG Portal | Welcome **ASGPTO GMP** | Select Language **English**

Transaction Details | Dispute Raised Successfully | Last Updated 5:32 PM

Client: Cape Breton University | Date Type: Transaction Date | From Date: 07-24-2019 | To Date: 08-08-2019 | Detailed Status: All | Network Provider: All

Reset Filters | EXECUTE | [Download Icon]

| Address | Recipient Address | Recipient City | Recipient Province | Recipient Postal Code | Recipient Country | Recipient Account Number | Recipient Transit Number | Recipient Account Type | Raise Dispute |
|------------|-------------------|----------------|--------------------|-----------------------|-------------------|--------------------------|--------------------------|------------------------|---------------|
| dal 'te... | Punjab | Jagraon | Punjab | 5678901 | India | 25992700442 | | | Dispute |
| addr2 | city | statew | zip | United Arab Emirates | | | | | Dispute |

- Go to Dispute Management Page and click dispute to add more comments and verify the transaction details of dispute raised.

CIBC ASG View

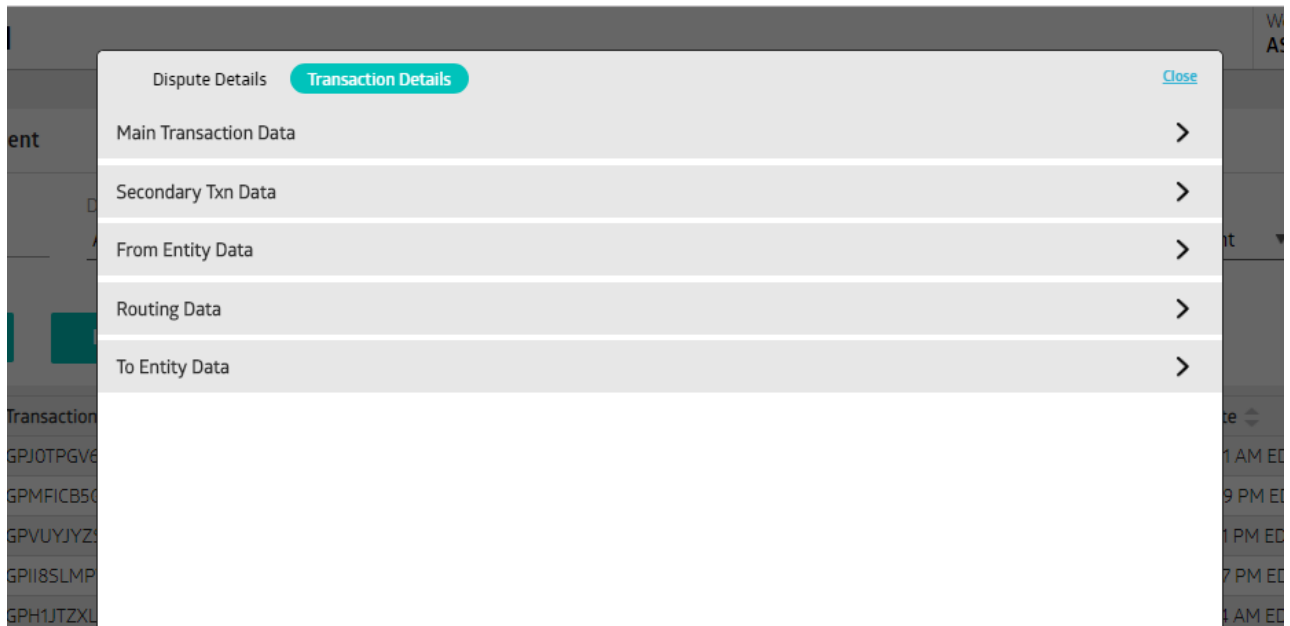
- TRANSACTION DASHBOARD
- REPORTS
- CONFIGURATION
- DISPUTE MANAGEMENT**
- FUND MANAGEMENT
- WORKFLOW MANAGEMENT

Dispute Management

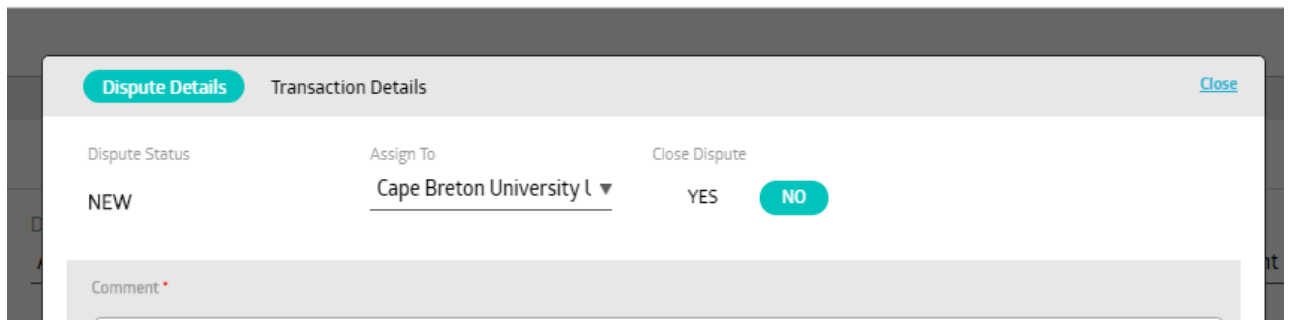
Transaction ID: Transaction ID | Dispute Status: ALL | From Date: | To Date: | Created By: Select Created By | FXMP Client: Select FXMP Client

Reset Filters | EXECUTE | [Download Icon]

| Dispute Status | Transaction ID | Beneficiary Name | Client Name | Raised By | Created Date | Last Modified Date | Assigned To |
|----------------|----------------|------------------|---------------------------|-----------|-------------------------|-------------------------|----------------------------|
| NEW | GPJOTPGV6OFN | Test GBP | Cape Breton University... | CIBC | 08-08-2019 08:21 AM EDT | 08-08-2019 08:21 AM EDT | Cape Breton University USD |



6. Dispute Status will be change from “New” to “Open” when assigned user (Client) responded to the dispute from their side.
7. Only PTO can able to “Close” the dispute using Toggle button in dispute popup.



8. Able to raise dispute for the transactions which is older than 60 days from created date. Able to “Reopen” dispute within 14 calendar days from closed date.

Dispute Details

Transaction Details

[Close](#)

Dispute Status

CLOSED

Assign To

CIBC

Comment *

terst

CANCEL

REOPEN

Previous Comments

ok

Dispute Status: OPEN

By: PTO GMP REQ APP

Date: 08-06-2019 04:49 PM EDT

ok

9. Dispute comments are displaying in comment history section with dispute status.

CANCEL

SUBMIT

Previous Comments

testing

Dispute Status: NEW

By: ASGPTO GMP

Date: 08-08-2019 08:21 AM EDT

ISP Portal

Links and Credentials

□ UAT ○ URL

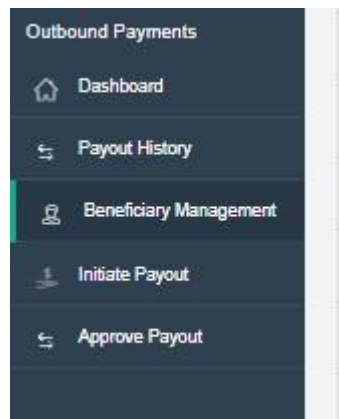
- <https://uat.asgportal.cibc.com/ITPP/admin/CBU>
- Username and Roles
 - cbufeeadmin@cibc.com – Initiator
 - cbuprodsupport@cibc.com – Approver
- Password
 - p@\$w0rd

Modules

- Beneficiary Management
- Payout Initiation
- Payout Approval
- Payout History
- Reporting Dashboard
- One Time Wire Payout
- One Time Bulk Upload
- Dispute Management
- Regular GMP bulk Payout

Beneficiary Management

1. Login to ISP portal as Initiator/Approver and go to Beneficiary Management Page under Outbound payments



2. Click “Create New Beneficiary” and Select the country for which beneficiary needs to be created. Fill all the Mandatory fields and submit.

[? HELP](#)[English](#)

CBU Fe...

Beneficiary Management

Add New Beneficiary

Who are you sending money to?

Before you can transfer money we need to set up your account. This shouldn't take long.

Beneficiary Details

Individual

Business

FIRST NAME *

Divya

LAST NAME *

S S

BENEFICIARY ID *

Divya8042219

EMAIL ADDRESS *

divyapurnima.siddharajanSundaresan@cibc.com

DEST. COUNTRY / CURRENCY *

Hong Kong - HKD

PRIMARY ADDRESS *

Pulikara street

ADDRESS LINE 2

CITY *

Salem

STATE/PROMNCE

Tamil Nadu

ZIP/POSTAL CODE

Beneficiary Bank Information

Bank Name *

BNP Paribas

Bank Code *

275

Account Number *

933357

Account Holder's Name *

Divya Sundaresan

Account Number Suffix *

01

Branch Code *

715

CANCEL

CREATE BENEFICIARY

<https://uat.asgportal.cibc.com/ITPP/admin/CBU/#/beneficiaries>[? HELP](#)

✓ "Beneficiary successfully added"

Inbound Payments

[Home](#)[Transaction History](#)[Users](#)[Reports](#)[Initiate Refund](#)[Refund Pending Approval](#) 7

Outbound Payments

[Dashboard](#)[Payout History](#)

Beneficiary Management

[Create New Beneficiary](#)

| Beneficiary ID | Beneficiary Name | Beneficiary Type | Email Address | Destination Country | Actions |
|----------------|------------------|------------------|-----------------------------------|--------------------------|---|
| Divya8042219 | Divya S S | Individual | divyapurnima.siddharajanSundar... | Hong Kong | Edit Delete |
| Test BEn00009 | Test TEST | Individual | Test@test.com | India | Edit Delete |
| Test BEn00008 | Test TEST | Individual | Test@test.com | Israel | Edit Delete |
| Test BEn00007 | Test TEST | Individual | Test@test.com | India | Edit Delete |
| Test BEn00006 | Test TEST | Individual | Test@test.com | United States of America | Edit Delete |
| Test BEn00005 | Test TEST | Individual | Test@test.com | United States of America | Edit Delete |

Payout Initiation

1. Login as Initiator and go to “Initiate payout” page.

https://uat.asgportal.cibc.com/ITPP/admin/CBU/#/payout/initiate

Initiate Payout

Upload Payouts

BENEFICIARY* -- Select -- FUND CURRENCY* -- Select -- FUND AMOUNT* DEST. COUNTRY / CURRENCY* DEST. AMOUNT*

Purpose of payment* -- Select -- MEMO ATTACHMENT 1 Attach PDF Add Payout

Submit for approval Search by Beneficiary ID or Name DELETE (0) SUBMIT FOR APPROVAL (0)

| <input type="checkbox"/> | Beneficiary ID | Beneficiary Name | Fund Amount | Destination Country | Destination Amount | FX Rate |
|--------------------------|---------------------|------------------|------------------|---------------------|-----------------------|--------------------------|
| <input type="checkbox"/> | VietnamOct04 | Te | 1,000,000.00 CAD | Vietnam | 17,574,692,442.88 VND | 1 CAD = 17574.692443 VND |
| <input type="checkbox"/> | Thailand Oct05 THB | Test | 1,000,000.00 USD | Thailand | 31,492,095.48 THB | 1 USD = 31.492095 THB |
| <input type="checkbox"/> | Sri Lanka Oct05 LKR | Test | 1.00 USD | Sri Lanka | 154.77 LKR | 1 USD = 154.771791 LKR |
| <input type="checkbox"/> | Thailand Oct05 THB | Test | 1.00 USD | Thailand | 31.49 THB | 1 USD = 31.492095 THB |

2. Select the beneficiary, fund currency , enter the fund amount, memo and select Purpose of payment and click “execute”.

Initiate Payout

Upload Payouts

BENEFICIARY* Divya (ID Divya8042... FUND CURRENCY* CAD FUND AMOUNT* 21 DEST. COUNTRY / CURRENCY* Hong Kong - HKD DEST. AMOUNT* 123.97

Purpose of payment* Payment to Agent Commissions & Referral Co MEMO Demo ATTACHMENT 1 Attach PDF Add Payout

Initiate Payout

Upload Payouts

BENEFICIARY* -- Select -- FUND CURRENCY* -- Select -- FUND AMOUNT* DEST. COUNTRY / CURRENCY* DEST. AMOUNT*

Purpose of payment* -- Select -- MEMO ATTACHMENT 1 Attach PDF Add Payout

Submit for approval Search by Beneficiary ID or Name DELETE (0) SUBMIT FOR APPROVAL (0)

| <input type="checkbox"/> | Beneficiary ID | Beneficiary Name | Fund Amount | Destination Country | Destination Amount | FX Rate |
|--------------------------|----------------|------------------|------------------|---------------------|-----------------------|--------------------------|
| <input type="checkbox"/> | Divya8042219 | Divya | 21.00 CAD | Hong Kong | 123.97 HKD | 1 CAD = 5.903188 HKD |
| <input type="checkbox"/> | VietnamCot04 | Ti | 1,000,000.00 CAD | Vietnam | 17,574,692,442.88 VND | 1 CAD = 17574.692443 VND |

3. Submit the Initiated payout for approval and confirm submitting by selecting the payout in the grid.

Submit for approval Search by Beneficiary ID or Name DELETE (1) SUBMIT FOR APPROVAL (1)

| <input type="checkbox"/> | Beneficiary ID | Beneficiary Name | Fund Amount | Destination Country | Destination Amount | FX Rate |
|-------------------------------------|----------------|------------------|-------------|---------------------|--------------------|----------------------|
| <input checked="" type="checkbox"/> | Divya8042219 | Divya | 21.00 CAD | Hong Kong | 123.97 HKD | 1 CAD = 5.903188 HKD |

Initiate Payout / Submit payouts for approval

Confirm payout for submission

| Beneficiary ID | Beneficiary Name | Fund Amount | Destination Country | Destination Amount | FX Rate | Attachment |
|----------------|------------------|-------------|---------------------|--------------------|----------------------|------------|
| Divya8042219 | Divya | 21.00 CAD | Hong Kong | 123.97 HKD | 1 CAD = 5.903188 HKD | Attach PDF |

Back Confirm Payouts

Initiate Payout / Submit payouts for approval

Confirm payout for submission

1 payout(s) submitted successfully and can be viewed in the Approve Payout Screen X

| Beneficiary Name | Fund Amount | Destination Country | Destination Amount | FX Rate | Attachment | Status |
|------------------|-------------|---------------------|--------------------|----------------------|------------|-----------|
| Divya | 21.00 CAD | Hong Kong | 123.97 HKD | 1 CAD = 5.903188 HKD | | Submitted |

Close

Payout Approval

1. Login as Approver and Go to Approve payouts, select the payout to be approved when the rate timer is running (20:00 – 00:01) and Approve before the rate timer is expired (00:00) to get the current rate afterwards it will be refreshed and rate will be changed.

https://uat.asgportal.cibc.com/ITPP/admin/CBU/#/payout/approval

HELP English Shanno...

Inbound Payments

Home

Transaction History

Users

Reports

Initiate Refund

Refund Pending Approval 2

Outbound Payments

Dashboard

Payout History

Beneficiary Management

Initiate Payout

Approve Payout

Approve Payout

Payout Approvals

Reject (1) APPROVE (1)

| Beneficiary ID | Beneficiary Name | Fund Amount | Destination Country | Destination Amount | FX Rate | Rate Timer | Attachment | Submitted By |
|-----------------|------------------|-------------|---------------------|--------------------|-----------------------|------------|------------|--------------------|
| Divya8042219 | Divya | 21.00 - CAD | Hong Kong | 123.97 - HKD | 1 CAD = 5.903188 HKD | 48:39 | | CBU Fee admin user |
| BangladeshOct04 | Test Test | 82.00 - CAD | Bangladesh | 3,909.70 - BDT | 1 CAD = 63.059554 BDT | 48:15 | | Test Test |
| AustriaOct04 | Test Business | 63.00 - USD | Austria | 52.92 - EUR | 1 USD = 0.840054 EUR | 48:16 | | Test Test |
| AustraliaOct04 | Test Test | 64.00 - CAD | Australia | 66.79 - AUD | 1 CAD = 1.043623 AUD | 48:15 | | Test Test |
| ChinaOct04 | Test Test | 65.00 - USD | China (USD) | 65.00 - USD | 1 USD = 1.000000 USD | 48:15 | | Test Test |
| BelgiumOct04 | Test Business | 66.00 - CAD | Belgium | 42.89 - EUR | 1 CAD = 0.849857 EUR | 48:15 | | Test Test |
| BangladeshOct04 | Test Test | 67.00 - USD | Bangladesh | 5,461.81 - BDT | 1 USD = 81.519524 BDT | 48:15 | | Test Test |
| BelgiumOct04 | Test Business | 68.00 - CAD | Belgium | 62.39 - EUR | 1 CAD = 0.849857 EUR | 48:39 | | CBU Fee admin user |
| BangladeshOct04 | Test Test | 67.00 - USD | Bangladesh | 7,907.39 - BDT | 1 USD = 81.519524 BDT | 48:39 | | CBU Fee admin user |

https://uat.asgportal.cibc.com/ITPP/admin/CBU/#/payouts/approve-or-reject

HELP English Shanno...

Approve Payout

| Beneficiary ID | Beneficiary Name | Fund Amount | Destination Country | Destination Amount | FX Rate | Rate Timer | Attachment | Submitted By |
|----------------|------------------|-------------|---------------------|--------------------|----------------------|------------|------------|--------------------|
| Divya8042219 | Divya | 21.00 - CAD | Hong Kong | 123.97 - HKD | 1 CAD = 5.903188 HKD | 45:49 | | CBU Fee admin user |

Approver Comments

☐ I hereby authorize CIBC to debit our account for funding the payout request listed above

Close Approve

Approve Payout

1 Payout requests have been approved successfully. Please see below for individual payouts status.

Batch ID : 210360 Total Amount 21.00 CAD

| Beneficiary ID | Beneficiary Name | Fund Amount | Destination Country | Destination Amount | FX Rate | Attachment | Submitted By | Status | Validation Notes |
|----------------|------------------|-------------|---------------------|--------------------|----------------------|------------|--------------------|-----------|------------------|
| Divya8042219 | Divya | 21.00 - CAD | Hong Kong | 123.97 - HKD | 1 CAD = 5.903188 HKD | | CBU Fee admin user | INITIATED | |

Approver Comments

Close

2. To Reject a payout, click on the Reject button on approve payout page after selecting a payout.

| Approve Payout | | | | | | | |
|-------------------------------------|----------------|------------------|-------------|---------------------|--------------------|----------------------|----|
| Payout Approvals | | | | | | | |
| | | | | Reject (1) | | APPROVE (1) | |
| <input type="checkbox"/> | Beneficiary ID | Beneficiary Name | Fund Amount | Destination Country | Destination Amount | FX Rate | Rz |
| <input checked="" type="checkbox"/> | Divya8042219 | Divya | 1.00 - CAD | Hong Kong | 5.90 - HKD | 1 CAD = 5.903188 HKD | 46 |
| <input type="checkbox"/> | AustriaOct04 | Test Business | 63.00 - USD | Austria | 52.92 - EUR | 1 USD = 0.840054 EUR | 36 |

Approve Payout

1 Payout requests have been rejected successfully. Please see below for individual payouts status.

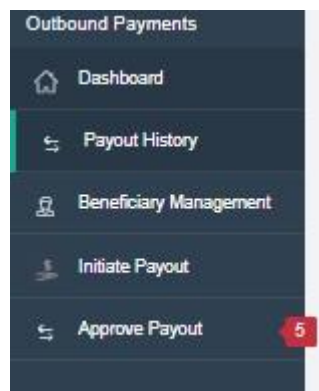
| Beneficiary ID | Beneficiary Name | Fund Amount | Destination Country | Destination Amount | FX Rate | Attachment | Submitted By | Status |
|----------------|------------------|-------------|---------------------|--------------------|----------------------|------------|--------------------|---------------------|
| Divya8042219 | Divya | 1.00 - CAD | Hong Kong | 5.90 - HKD | 1 CAD = 5.903188 HKD | | CBU Fee admin user | SUBMISSION_REJECTED |

Approver Comments

Close

Payout History

1. Login as Initiator, go to Payout history – Outbound payments



2. Go to Approved Tab, To View the transaction details and status of payouts approved by Approver. The transaction details can be expanded by clicking on down arrow.

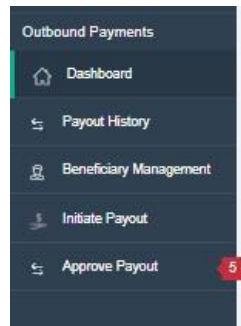
| Payout History | | | | | | | | | |
|----------------|------------------|----------------|--------------------|------------------|-------------|--------------------|----------------------|-------------|-----------|
| Approved | | | Pending Approval 6 | | Rejected | | | | |
| Reference ID | Beneficiary Name | Beneficiary ID | Transaction Date | Transaction Time | Fund Amount | Destination Amount | FX Rate | Audit Trail | Status |
| GPqWU7DJKmBR | Divya S S | Divya8042219 | 10-08-2018 | 08:30:39 am | 21.00 CAD | 123.97 HKD | 1 CAD = 5.903188 HKD | | INITIATED |
| GPiR9xHhHxnl | Test TEst | Oct08 Test07 | 10-08-2018 | 07:09:49 am | 132.59 CAD | 100.00 USD | 1 CAD = 0.754205 USD | | INITIATED |

3. Go to Rejected Tab, to view the payouts rejected by Approver and Pending tab to view the payouts pending for approval respectively.

| Payout History | | | | | | | |
|--|------------------|------------------|------------------|-----------------------|-------------|--------------------|----------|
| <div> <div>Approved</div> <div>Pending Approval 0</div> <div>Rejected</div> </div> | | | | | | | |
| Beneficiary ID | Beneficiary Name | Transaction Date | Transaction Time | FX Rate | Fund Amount | Destination Amount | Status |
| Divya5042219 | Divya | 10-08-2018 | 8:09 PM | 1 CAD = 5.903188 HKD | 1.00 - CAD | 5.90 HKD | Rejected |
| Thailand Oct05 THB | Test | 10-08-2018 | 4:11 PM | 1 CAD = 24.381723 THB | 1.00 - CAD | 24.38 THB | Rejected |
| ChinaOct04 | Test Test | 10-08-2018 | 3:14 PM | 1 USD = 1.000000 USD | 95.00 - USD | 95.00 USD | Rejected |

Reporting dashboard

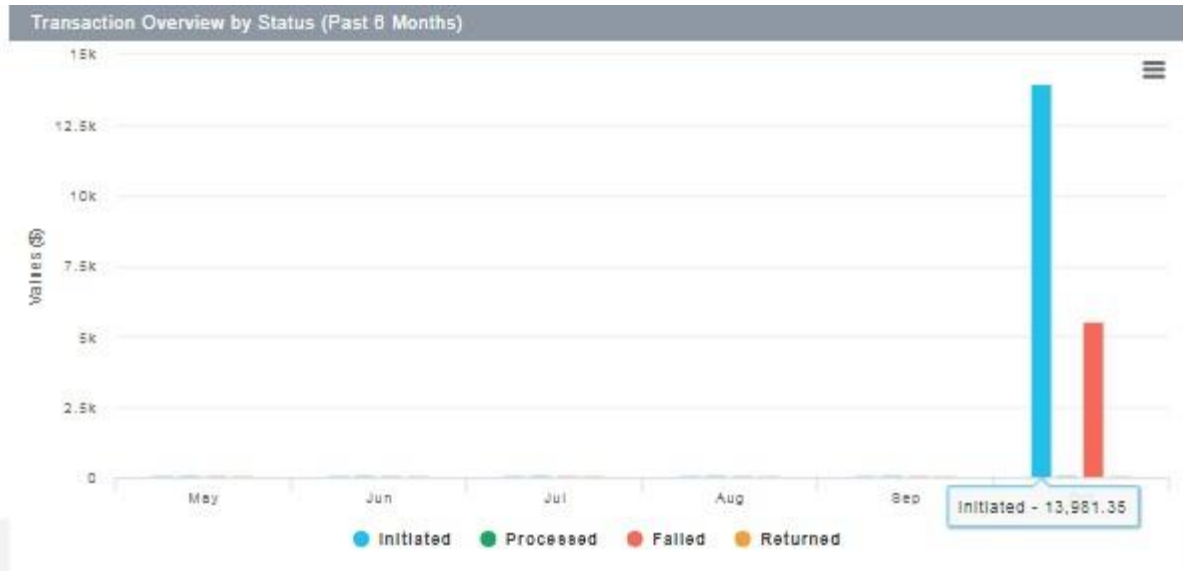
1. Login as Initiator/Approver and go to Dashboard –Outbound Payments



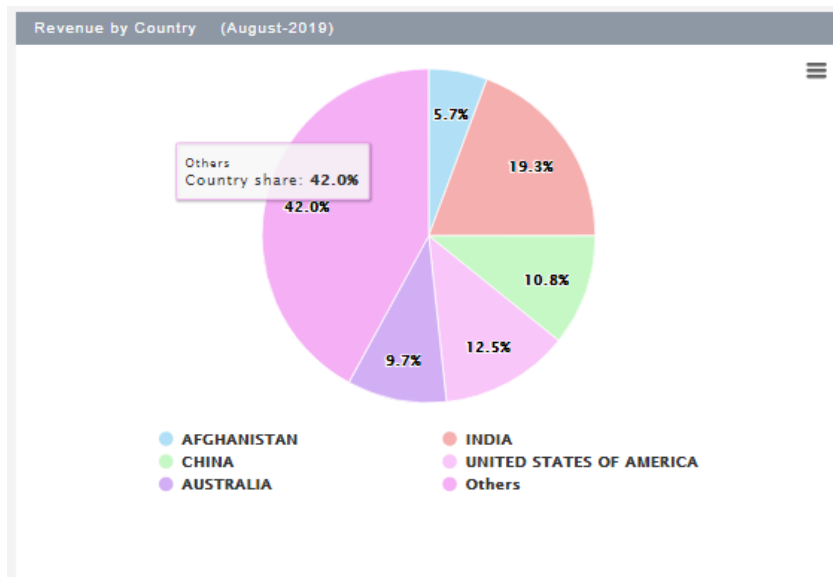
2. Select the currency and verify the Transaction count and amount with the transactions placed in the month for the respective fund currency based on the transaction status



3. Verify the Bar chart, the transaction amount matches with the total amount respective to status and month.



- Verify the Pie Chart (Revenue by Country), displays the percentage based on the country, for which the transaction is processed.



Note: Transactions will be processed only after the PH EOD file is successfully consumed by FXMP and FXMP status is changed to “RNP-COMPLETE” and generic status as “PROCESSED”.

Regular GMP bulk Payout

- Login as Initiator, Navigate to payout initiate page and click “Upload Payout” button. Upload payout popup will display. Download predefined template from the page.

Initiate Payout

Upload Payouts

Beneficiary * Fund Currency * Fund Amount * Destination Country/Currency * Dest. Amount *

--Select-- --Select--

Purpose of payment * Memo Attachment 1 Upload ID *

-- Select -- Attach PDF Add Payout

- Enter all the fields in downloaded template. (Existing Beneficiary ID present in Beneficiary Management should be used here).

| | A | B | C | D | E | F | G |
|----|--|---------------|-------------|--------------------|---|-------------------------|--------------------|
| 7 | Instructions | | | | | | |
| 8 | Beneficiary ID is a prerequisite for the bulk upload option. Please create beneficiary on ISP Portal and record beneficiary ID if the beneficiary has not been added. Beneficiary Name, Destination Country, Destination Amount information will be retrieved by Beneficiary ID when this template is processed by the system. | | | | | | |
| 9 | Beneficiary ID | Fund Currency | Fund Amount | Destination Amount | Purpose of Payment | MEMO | Purpose of Payment |
| 10 | DefectRetest | CAD | 123 | | Payment to other Educ. Inst. | Test | ISP2 |
| 11 | Bussing | USD | | 15.23 | Salary Payment to Staff/Faculty | Retest | ISP6 |
| 12 | Test Upload | CAD | | 122 | Payment to Agent Commissions & Referral Costs | Validation | ISP1 |
| 13 | Test Upload | CAD | 10.3 | | Student Refund | | ISP7 |
| 14 | DUPLI123 | USD | 99 | | Payment to Suppliers | | ISP3 |
| 15 | BusinessBeneficiary | CAD | 100 | | Payment to Agent Commissions & Referral Costs | | ISP1 |
| 16 | BEN12345 | CAD | | 12 | Salary Payment to Staff/Faculty | | ISP6 |
| 17 | 02Aug | 2-Aug CAD | 10 | | Payment to other Educ. Inst. | tesgfgdgdgdgdgdgdhfhghh | ISP2 |
| 18 | 02Aug | USD | 111 | | Salary Payment to Staff/Faculty | | ISP6 |

- Click "Upload" button to upload bulk payout. It Redirected to Payout Confirmation Page.

Payout Bulk Upload

Drag file to upload or choose file

Choose file gmpbulkpayout (9).xlsx

Download Template Cancel Upload

➔ Error will be shown up if there is any mismatches in the given data.

Upload Payouts

Confirm Payouts

9 out of 12 records were processed successfully

3 records were not processed due to the following errors

- Row8,10: Beneficiary ID is invalid
- Row8,10: Unable to retrieve FX rate
- Row12: Amount should be greater than minimum threshold

You may continue with the processed transactions, or re-upload a new file. Please contact GMPSupport@cibc.com for further assistance.

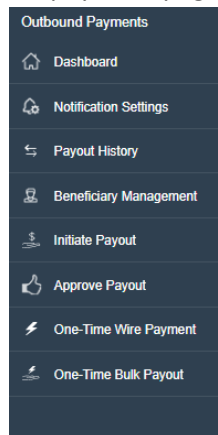
| Beneficiary ID | Beneficiary Name | Fund Currency | Fund Amount | Destination Country | Destination Amount | Submission Type | Purpose of Payment | Memo |
|----------------|------------------|---------------|-------------|---------------------|--------------------|-----------------|------------------------------|------|
| DefectRetest | Defect Retest | CAD | 123.00 | Australia - AUD | 132.17 | BATCH | Payment to other Educ. Inst. | Test |
| Bueller | Bueller | USD | 47.00 | Netherlands - | 45.00 | BATCH | Salary Payment | |

- Click “Add Payout” button to submit payout for approval. Appropriate payout from the template getting submitted for approval.

One Time Wire Payment

(Pre Requisite – Needs to be configure One time wire access function for a particular user in Keystone)

- Login as One time wire access user, Click One Time Wire Payment Link under Outbound Payments and navigated to One Time wire payment page.



- Enter all the Mandatory fields in payment detail section and click Next to expand Amount to send section.

One-Time Payment

Payment Details

Recipient Type

Individual Business

FIRST NAME *

Vigneshwaran

LAST NAME *

Uthayakumar

UPLOAD ID *

U77448589

EMAIL ADDRESS

vignesh@testmail.com

DESTINATION COUNTRY *

India

STREET ADDRESS *

147, Test address

STREET ADDRESS LINE 2

Test

CITY *

City

STATE/PROVINCE

State

ZIP/POSTAL CODE

632555

Beneficiary Banking Information

BANK NAME *

HDFC Bank

SWIFT OR BIC *

HD1212121

ACCOUNT HOLDER'S NAME *

Divya Purnima

ACCOUNT NUMBER *

0012454545454

CANCEL

Next

Payment Summary

BENEFICIARY

Vigneshwaran Uthayakumar

UPLOAD ID

U77448589

EMAIL ADDRESS

vignesh@testmail.com

CITY

City

BANK NAME

HDFC Bank

SWIFT OR BIC

HD1212121

ACCOUNT NUMBER

0012454545454

3. Select Fund currency and Destination currency from Dropdown, Enter the Fund amount, Select Purpose of payment, Memo & Attachment (Optional) and click “Add to Group Submission” button in Amount to send section.

uat.pay.asgportal.cibc.com/admin/#/oneTimeWirePayout

SIT-ASG

BOR

BOR

ECIF

https://login.pingo...

Amount to send

Fund Currency *

CAD - Canadian Dollar

Fund Amount *

125.00

Destination Currency *

USD - US Dollar

Dest. Amount *

91.51

Purpose of payment *

Student Refund

Memo

Attachment

Attach PDF

CANCEL

Add To Group Submission

BENEFICIARY

Vigneshwaran Uthayakumar

UPLOAD ID

U77448589

EMAIL ADDRESS

vignesh@testmail.com

CITY

City

BANK NAME

HDFC Bank

SWIFT OR BIC

HD1212121

ACCOUNT NUMBER

0012454545454

DESTINATION AMOUNT

91.51 USD

FUND AMOUNT

125.00 CAD

EXCHANGE RATE

1 CAD = 0.73 USD

4. Once click on “Add to Group submission” button, Getting Redirected to Group Submission Approval page. Added Wire payment will be available in Group submission grid.

5. Click “Add another Payment” button from Group submission page, it’s getting redirected to One time wire payment page for adding more wire payment.

6. Select initiated Wire payment from submission grid and Click “Submit for approval” button for submitting an initiated wire payout for approval. (Getting redirected to the payment submission confirmation page).

CANCEL Next

Amount to send >

Group Submission for Approval Delete (1) Submit for Approval (1)

Beneficiary Name Fund Amount Destination Country Destination Currency Destination Amount FX Rate Validation Status Attachment

| | | | | | | | | |
|-------------------------------------|--------------------------|------------|-------|-----|-----------|----------------------|--------|--------------|
| <input checked="" type="checkbox"/> | Vigneshwaran Uthayakumar | 125.00 CAD | India | USD | 91.51 USD | 1 CAD = 0.732064 USD | Passed | Attach PDF |
| <input type="checkbox"/> | afef | 32.00 USD | Fiji | USD | 32.00 USD | 1 USD = 1.000000 USD | Passed | chart (2)... |

➔ Click “Confirm payout” button to submit the initiated wire payout for Approval.

uat.pay.asgportal.cibc.com/admin/#/payoutinitiate/payoutSubmit

SIT-ASG BOR BOR ECIF https://login.pingo...

Help English Test Mail

Initiate Payout / Submit payouts for approval

Confirm payout for submission

| Beneficiary Name | Fund Amount | Destination Country | Destination Amount | FX Rate | Status | Attachment |
|--------------------------|-------------|---------------------|--------------------|----------------------|---------|------------|
| Vigneshwaran Uthayakumar | 125.00 CAD | India | 91.51 USD | 1 CAD = 0.732064 USD | Pending | Attach PDF |

Back Confirm Payouts

➔ Initiated wire payout status has been changed into Submitted from Pending.

uat.pay.asgportal.cibc.com/admin/#/payoutinitiate/payoutSubmit

SIT-ASG BOR BOR ECIF https://login.pingo...

Help English Test Mail

Initiate Payout / Submit payouts for approval






Confirm payout for submission

1 payout(s) submitted successfully and can be viewed in the Pending Approval Screen

| Beneficiary Name | Fund Amount | Destination Country | Destination Amount | FX Rate | Status | Attachment |
|--------------------------|-------------|---------------------|--------------------|----------------------|-----------|------------|
| Vigneshwaran Uthayakumar | 125.00 CAD | India | 91.51 USD | 1 CAD = 0.732064 USD | Submitted | |

Close

7. Login as Approver and go to Approve payout Page, select the wire payout to be approved when the rate timer is running (20:00 – 00:01) and Approve before the rate timer is expired (00:00). Afterwards rate will get refreshed.

| Payout Approvals | | | | | | | | |
|--|---|--------------|---|--------------------|----------------------|------------|---|--|
| | | | | | | | | <input type="button" value="Reject (1)"/> <input type="button" value="Approve (1)"/> |
| Beneficiary ID | Beneficiary Name | Fund Amount | Destination Country | Destination Amount | FX Rate | Rate Timer | Submitted By | Attachment |
| | <input type="text" value="Beneficiary Name"/> | | | | | | <input type="text" value="Submitted By"/> | |
| <input checked="" type="checkbox"/> One-Time payment | Vigneshwaran Uthayakumar | 125.00 - CAD |  India | 91.51 - USD | 1 CAD = 0.732064 USD | 30:00 | Test Mail | |
| <input type="checkbox"/> One-Time payment | sususu susususu | 12.00 - CAD |  Australia | 8.79 - USD | 1 CAD = 0.732279 USD | 30:00 | Hassam Ali | |
| <input type="checkbox"/> 7474774774 | nai hshsh | 12.00 - CAD |  Australia | 12.96 - AUD | 1 CAD = 1.080030 AUD | 30:00 | Hassam Ali | |
| <input type="checkbox"/> Test Upload | Diya Purnima | 163.30 - CAD |  India | 122.00 - INR | 1 CAD = 0.747078 INR | 30:00 | Test Mail | |
| <input type="checkbox"/> Test Upload | Diya Purnima | 10.30 - CAD |  India | 7.69 - INR | 1 CAD = 0.747078 INR | 30:00 | Test Mail | |

➔ Click Approve Button, Redirected to Confirmation page.

uat.pay.asgportal.cibc.com/admin/#/payoutApprovals/payoutsApproveReject?action=APPROVE

SIT-ASG BOR BOR ECIF https://login.pingo...

Help English Super ...

Approve Payout

| Beneficiary ID | Beneficiary Name | Fund Amount | Destination Country | Destination Amount | FX Rate | Rate Timer | Submitted By | Attach |
|------------------|--------------------------|--------------|---------------------|--------------------|------------------|------------|--------------|--------|
| One-Time payment | Vigneshwaran Uthayakumar | 125.00 - CAD | India | 91.51 - USD | 1CAD=0.732064USD | 30:00 | Test Mail | |

Approver Comments

☐ I hereby authorize CIBC to debit our account for funding the payout request listed above

Close Submit

➔ Click Submit button and Status of wire payout changed into “INITIATED” from “SUBMITTED”.

oana SIT-ASG BOR BOR ECIF https://login.pingo...

80% - + Reset

Help English Super ...

Approve Payout

1 Payout request has been approved successfully. Please see below for individual payouts status.

Batch Id : 071398 Total Amount : 102.00 CAD

| Beneficiary ID | Beneficiary Name | Fund Amount | Destination Country | Destination Amount | FX Rate | Submitted By | Status | Valid |
|------------------|---------------------|--------------|---------------------|--------------------|------------------|--------------|-----------|-------|
| One-Time payment | Vigneshwaran Uthaya | 102.00 - CAD | Australia | 74.67 - USD | 1CAD=0.732064USD | Test Mail | INITIATED | |

Approver Comments

8. Login as PTO in ASG portal and Go to Transaction Dashboard. Select the Filter selection criteria and Click Execute button to verify approved Wire transactions will be available in Transaction Dashboard page and their details.

ISP Lite x https://uat.asgportal.cibc.com/ASG x

uat.asgportal.cibc.com/ASGPORTAL/#!/group/transaction

Apps Kibana SIT-ASG BOR BOR ECIF https://login.pingo...

Welcome ASGPTO GMP Select Language English

ASG View

TRANSACTION DASHBOARD

REPORTS

CONFIGURATION

DISPUTE MANAGEMENT


FUND MANAGEMENT

WORKFLOW MANAGEMENT

From Date 08-07-2019 To Date 08-07-2019 Detailed Status All Network Provider All

FXMP Txn Id / Payment Txn Id Last Updated 6:07 AM

| Value Date | WSS Deal Number | Batch ID | Base Currency | Foreign Currency | PH Status | WIRE RPA Status | One Time/ Regular | ICN |
|------------|-----------------|----------|---------------|------------------|-----------|-----------------|-------------------|-----|
| | | 071398 | CAD | USD | N/A | NEW | ONE TIME | |
| | | 505942 | CAD | USD | N/A | NEW | ONE TIME | |
| | | 806801 | CAD | USD | N/A | NEW | ONE TIME | |


ASG Portal

Welcome
ASGPTO GMP

Select Language
English

Transaction Details GMP

FXMP Txn Id / Payment Txn Id

Last Updated
6:38 AM

Client *
All

Date Type *
Transaction Date

From Date *
08-07-2019

To Date *
08-07-2019

Detailed Status *
All

Network Provider *
All

Reset Filters

EXECUTE

| Client Name | FXMP Transaction L. | Value Date | WSS Deal Number | Batch ID | Base Currency | Foreign Currency | PH Status | WIRE RPA Status | One Time/ Regular | ICN |
|-----------------------|---------------------|------------|-----------------|----------|---------------|------------------|-----------|-----------------|-------------------|-----|
| Cape Breton Univer... | GPSTCFMDUCWA | | | 071398 | CAD | USD | N/A | NEW | ONE TIME | |
| Cape Breton Univer... | GPJ3UQ47OTXY | | | 505942 | CAD | USD | N/A | NEW | ONE TIME | |
| Cape Breton Univer... | GP88F6MQOIC7 | | | 806801 | CAD | USD | N/A | NEW | ONE TIME | |

Note:-

Wired transactions FXMP status will be “RNP PROCESSING” and Generic Status as “INITIATED” When Wire Transaction successfully sent to RPA.

FXMP Status

RNP PROCESSING

RPA Status

*ACKNOWLEDGED /
PENDING VERIFICATION*

Generic Status

INITIATED

Wired transaction FXMP status will be “RNP COMPLETE” and Generic status as “PROCESSED” only when Network provider accepted and RPA process the transaction successfully.

FXMP Status

RNP COMPLETE

RPA Status

PROCESSED

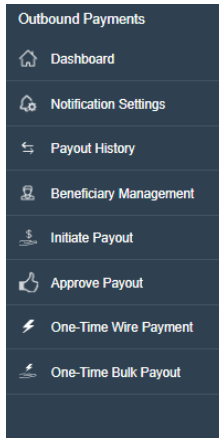
Generic Status

PROCESSED

One Time Bulk Payout

(Pre Requisite – One Time Bulk Payout access function needs to be enable in User role management under outbound dashboard)

1. Login as Initiator, Click One Time Bulk Payout Link under Outbound Payments and it’s navigated to One Time Bulk Payout Upload page.



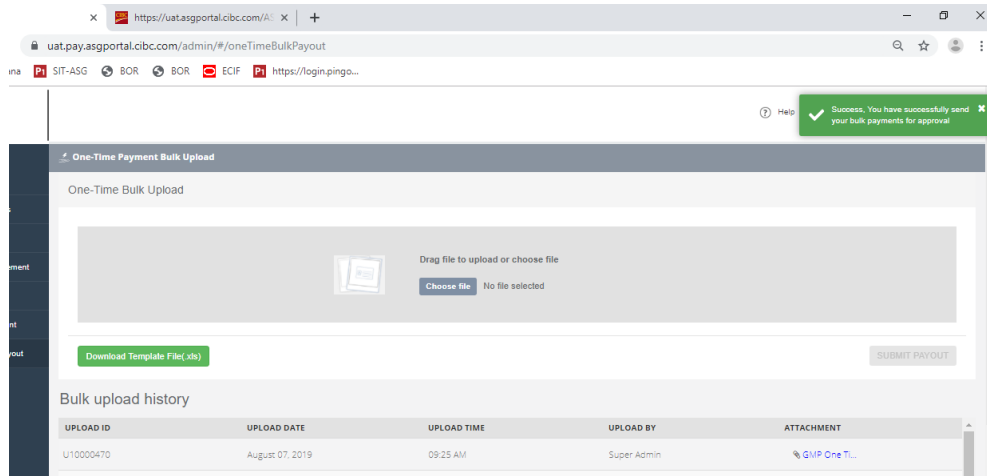
2. Download Bulk Template and enter all the mandatory details in downloaded templates



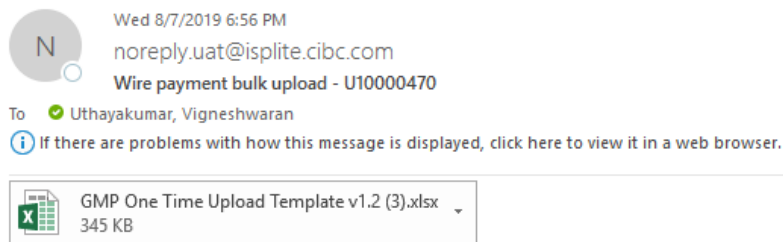
GMP One Time
Upload Template v1.

| Global Mass Payout Bulk Upload Template | | | | | | | | | | | |
|---|--|-------------------------------------|--------------------------------|----------------------------|-----------------------|----------------|-------------------------|---------------------|------------|--------------------------|-----------------------------|
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | Instructions See the Help tab for further information and assistance on payment fields | | | | | | | | | | |
| 4 | O = Optional | | | | | | | | | | |
| 5 | M = Mandatory | | | | | | | | | | |
| 6 | Recipient Information | | | Recipient Bank Information | | | | Payment Information | | | |
| 7 | Full Recipient Name (M) | Full Recipient Address (M) | Destination Country (M) | Bank Name (M) | Full Bank Address (O) | SWIFT/BIC (M) | Account Number/IBAN (M) | Fund Currency (M) | Amount (M) | Destination Currency (O) | Purpose of Payment (M) |
| 8 | Divya Punima | 266, T Ring Road, Chennai | Australia | State Bank of India | Alwarpet Road | SBIN0012124544 | 5225578965 | 135.26 | 143.95 | AUD | Payment to Suppliers |
| 9 | Kalyan Sunderam | 11, 4 th Lane, Park street, Silicon | Bangladesh | Bank of Bangladesh | Nowjan Street, Dhaka | BBN00215 | 3.312166*11 | 1112 | 1110 | USD | Rent Payment for |
| 10 | | | Choose a country from the list | | | | | | | | Choose a Purpose of Payment |
| 11 | | | Choose a country from the list | | | | | | | | Choose a Purpose of Payment |
| 12 | | | Choose a country from the list | | | | | | | | Choose a Purpose of Payment |
| 13 | | | Choose a country from the list | | | | | | | | Choose a Purpose of Payment |
| 14 | | | Choose a country from the list | | | | | | | | Choose a Purpose of Payment |
| 15 | | | Choose a country from the list | | | | | | | | Choose a Purpose of Payment |
| 16 | | | Choose a country from the list | | | | | | | | Choose a Purpose of Payment |

3. Choose template and click submit payout button to upload successfully. Uploaded bulk payout will be available in Bulk upload history grid.



4. Email notification will triggered to ASG business users.



Hello!

Please take the action on the following bulk wire upload.

| BULK UPLOAD ID |
|----------------|
| U10000470 |

| UPLOAD DATE | UPLOADED TIME | UPLOADED BY |
|-----------------|---------------|-------------|
| August 07, 2019 | 09:25 AM | Super Admin |



Wire payment bulk
upload - U10000470

Dispute Management

(Pre Requisite – Dispute Access / Read only function needs to be configure for Respective users in keystone as per access matrix)

1. Login as Initiator/Approver. Go to Payout History page, select transaction and it's getting expand to view transaction details under Approved tab.

The screenshot shows the 'Payout History' page with tabs for 'Approved', 'Pending Approval', and 'Rejected'. The 'Approved' tab is selected, showing a table of transactions. One transaction is expanded, showing details for Reference ID GPSTCFMDUCWA, Beneficiary Name Vigneshwaran Uthaya, and Transaction Date 08-07-2019. The transaction is in the 'Initiated' state. Below the transaction list, there are three sections: Transaction Details, Beneficiary Details, and Beneficiary Banking Details. A 'Raise Dispute' button is visible next to the Transaction Details section.

| Reference ID | Beneficiary Name | Beneficiary ID | Transaction Date | Transaction Time | Status |
|--------------|---------------------|------------------|------------------|------------------|-----------|
| GPSTCFMDUCWA | Vigneshwaran Uthaya | One-Time payment | 08-07-2019 | 05:45 AM EDT | Initiated |

Transaction Details
Transaction Id: GPSTCFMDUCWA
Upload ID: U44444455
Transaction Date: 08-07-2019
Transaction Time: 05:45 AM EDT

Beneficiary Details
Beneficiary Name: Vigneshwaran Uthaya
Beneficiary Type: Individual
Beneficiary Id: One-Time payment
Street Address: 111, Test Address

Beneficiary Banking Details
Bank Name: Bank Of Australia
Account Nu: 0001112121
Account Holder Name: DivyaPumima
Country Co: AU

2. Click “Raise Dispute” Button in transaction detail page, it brings up the dispute pop up. Add Comments and click submit button to raise dispute with success message.

The screenshot shows the 'Raise Dispute' modal form. It has a 'Dispute Status' dropdown set to 'New' and an 'Assign To' dropdown set to 'CIBC'. There is a 'Comments' text area with the text 'testt'. At the bottom, there are 'CANCEL' and 'SUBMIT' buttons. A 'Close' button is in the top right corner.

Raise Dispute Close

Dispute Status: New Assign To: CIBC

Comments *: testt

CANCEL SUBMIT

The screenshot shows the 'Payout History' page after a dispute has been raised. A green banner at the top right says 'Dispute Raised'. The transaction details for Reference ID GPSTCFMDUCWA are shown. A loading spinner is visible in the center of the page, indicating that data is being loaded.

ISP Lite x https://uat.asgportal.cibc.com/A... Sign into Portal x [GMP-3151] RPA - Special logic f... +

uat.pay.asgportal.cibc.com/admin/#/payoutHistory

Apps Kibana SIT-ASG BOR BOR ECIF https://login.pingo...

CIBC

Outbound Payments

Dashboard

Notification Settings

Payout History

Beneficiary Management

Approve Payout

Dispute Management

Payout History

Approved Pending Approval Rejected

Reference ID Beneficiary Name Beneficiary ID Transaction Date Transaction Time Status

GPSTCFMDUCWA Vigneshwaran Uthaya One-Time payment 08-07-2019 05:45 AM EDT Initiated

Transaction Details

Transaction Id Upload ID

GPSTCFMDUCWA U4444

Transaction Date Transa

08-07-2019 05:45

Beneficiary Details

Beneficiary Name Beneficiary Type

Vigneshwaran Uthaya Individual

Beneficiary Id Street Address

One-Time payment 111, Test Address

Beneficiary Banking Details

Bank Name Account Nu

Bank Of Australia 0001112121

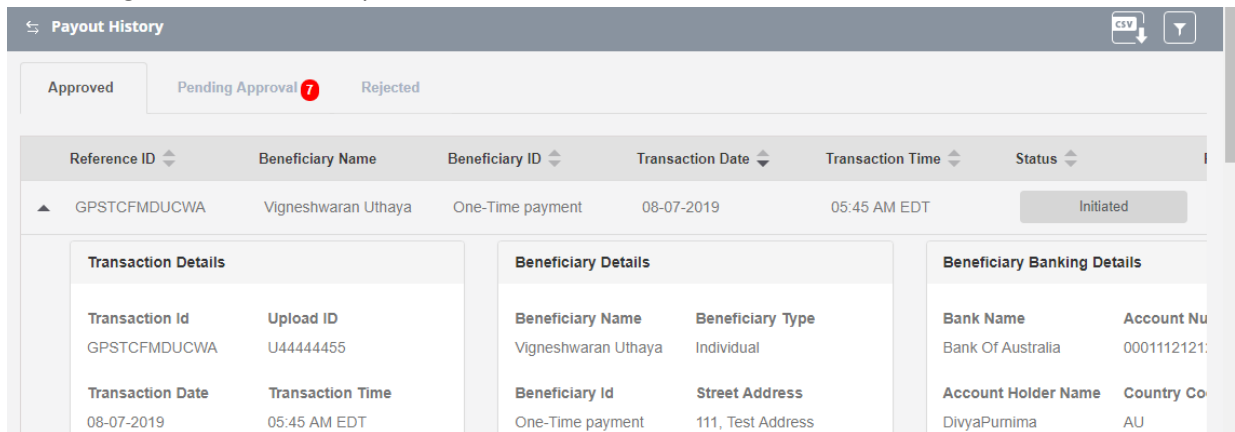
Account Holder Name Country Co

DivyaPumima AU

Dispute Raised

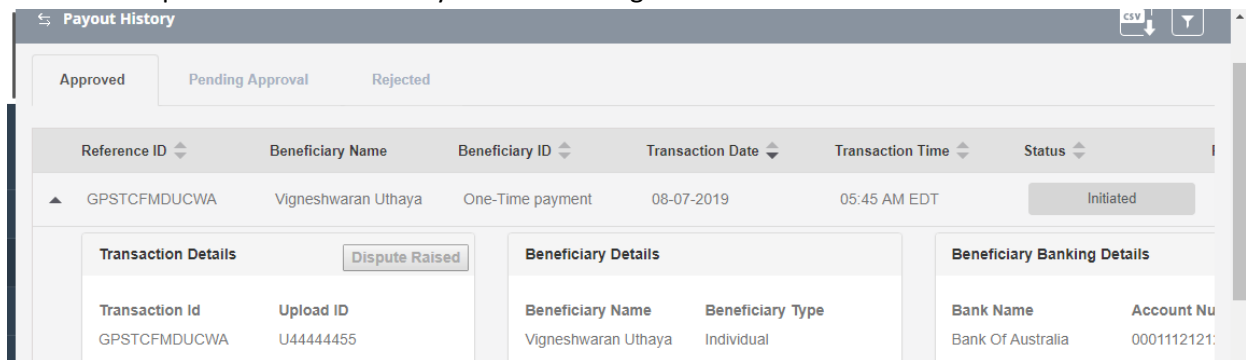
Loading data... Please wait!

3. Raise Dispute Button will not display for the users those who haven't configured Dispute management access in keystone.



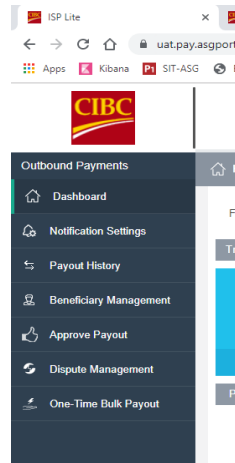
The screenshot shows the 'Payout History' page with tabs for 'Approved', 'Pending Approval' (with a red notification icon), and 'Rejected'. A table lists transactions with columns: Reference ID, Beneficiary Name, Beneficiary ID, Transaction Date, Transaction Time, and Status. A transaction with Reference ID 'GPSTCFMDUCWA' and Beneficiary Name 'Vigneshwaran Uthaya' is shown with status 'Initiated'. Below the table, three panels provide details: Transaction Details (Transaction Id: GPSTCFMDUCWA, Upload ID: U44444455, Transaction Date: 08-07-2019, Transaction Time: 05:45 AM EDT), Beneficiary Details (Beneficiary Name: Vigneshwaran Uthaya, Beneficiary Type: Individual, Beneficiary Id: One-Time payment, Street Address: 111, Test Address), and Beneficiary Banking Details (Bank Name: Bank Of Australia, Account Number: 0001112121, Account Holder Name: DivyaPurnima, Country Code: AU).

Once Dispute Raised successfully button should get disabled



This screenshot is similar to the previous one, but the transaction status is 'Initiated' and a 'Dispute Raised' button is visible in the Transaction Details panel. The table and detail panels contain the same data as the previous screenshot.

4. Success message displayed and Raised dispute will be available in Dispute Management dashboard page with "New" Status.
(By default "Assign to" field will display "CIBC" if dispute raised by client)
5. Go to Dispute Management Page and click dispute to add more comments and verify the transaction details of dispute raised.



| Dispute Management | | | | | | |
|--------------------|----------------|---------------------|----------------------------|-------------------------|----------------------------|-------------------------|
| Dispute Status | Transaction Id | Beneficiary Name | Raised By | Created Date | Assigned To | Last Modified |
| Dispute Status | Transaction Id | Beneficiary Name | Raised By | | Assigned To | |
| New | GPSTCFMDUCWA | Vigneshwaran Uthaya | Cape Breton University USD | 08-08-2019 09:19 AM EDT | CIBC | 08-08-2019 09:19 AM EDT |
| New | GPJ0TPGV6OFN | Test GBP | CIBC | 08-08-2019 08:21 AM EDT | Cape Breton University USD | 08-08-2019 08:21 AM EDT |
| New | GPVUVJYZSTQP | hass shshh | CIBC | 08-06-2019 02:51 PM EDT | Cape Breton University CAD | 08-06-2019 02:51 PM EDT |

Dispute Details
Transaction Details
Close

Transaction Details

| | |
|---------------------|------------------------------|
| Transaction Id | Upload ID |
| GPSTCFMDUCWA | U44444455 |
| Transaction Date | Transaction Time |
| 08-07-2019 | 05:45 AM EDT |
| Destination Amount | Fx Rate |
| 74.67 USD | 1 CAD = 0.732064 USD |
| Destination Country | Purpose Of Payment |
| Australia | Payment to other Educ. Inst. |
| Transaction Status | Batch Id |
| INITIATED | 071398 |
| Submission Time | Submission Date |
| 05:40 AM EDT | 08-07-2019 |

- Dispute Status will be change from “New” to “Open” when assigned user (CIBC) responded to the dispute from their side.
- Only PTO can able to “Close” the dispute using Toggle button in dispute popup.

The screenshot shows a web form titled 'Dispute Details' with a tab for 'Transaction Details'. The 'Dispute Status' is set to 'New' and 'Assign To' is set to 'CIBC'. There is a 'Comments' section with a red asterisk indicating it is required.

8. Able to raise dispute for the transactions which is older than 60 days from created date. Able to “Reopen” dispute within 14 calendar days from closed date.

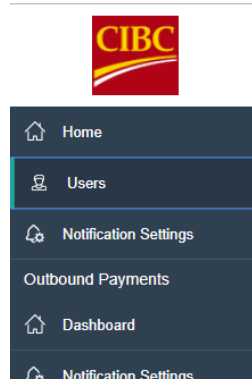
The screenshot shows the 'Dispute Details' form with 'Dispute Status' set to 'CLOSED' and 'Assign To' set to 'CIBC'. The 'Comment' field contains the text 'terst'. Below the form, there is a 'Previous Comments' section showing a history of comments and dispute status. The first comment is 'ok' with a status of 'OPEN' and a date of '08-06-2019 04:49 PM EDT'. The second comment is 'ok'.

9. Dispute comments are displaying in comment history section with dispute status.

The screenshot shows the 'Previous Comments' section. The first comment is 'testt' with a status of 'New' and a date of '08-08-2019 09:19 AM EDT'. The second comment is 'ok'.

User Role Management

1. Login as Super Admin. Click User link from left navigation menu and Navigated to user lists Page.
(Will display all users).



| Users + Create User | | | | |
|----------------------------------|---------------------------|--------------------------------|-----------------|------------------|
| First Name | Last Name | Email Address | Phone Number | Role |
| abac | hgkhgkjss | anju.pillai@mobilelive.ca | 123456789 | Refund Approver |
| adas | -- | tteswt@rees.co | 2312312312 | Super Admin |
| adashuihgiu | 1'waitfor delay '0:0:5'-- | ttewswt@rees.co | 2312312312 | Super Admin |
| Alexander | Ng | alexander.ng@cibc.com | +11234567890 | Payout Approver |
| approver | checking | sowmya.nedunchezhiyan@cibc.com | 767676567564654 | Payout Approver |
| appsec1 | appsec1 | appsec1@cibc.com | 22345325235 | Refund Initiator |

2. Click "Create User" button to create an users for initiate and approve a payout as per respective user roles.

Users > Create User

Create User

PERSONAL INFORMATION

FIRST NAME *

LAST NAME *

PHONE NUMBER *

ACCOUNT INFORMATION

EMAIL ID *

USER ROLE *

LANGUAGE *

DISABLED ☐

Functions

Users

- Delete User
- Users List
- Update User
- Create User

Transaction

- Bulk Refund Approve
- Refund History
- Bulk Refund Initiate
- Transaction History

Transaction - Outbound

- One Time Bulk Payout
- Update Dispute
- Outbound Notification Settings
- Outbound Dashboard

3. Enter all the mandatory fields and assign roles, select language and Enable functions for an users to access respective functions based on role. Click “Submit” to create an user successfully.
For ex:- If creating “payout Initiator” role, should enable payout initiator functions for a user.

| Users | Management | Management - Outbound |
|--|---|--|
| <input checked="" type="radio"/> Delete User | <input type="radio"/> Bulk Refund Approve | <input type="radio"/> One Time Bulk Payout |
| <input checked="" type="radio"/> Users List | <input type="radio"/> Refund History | <input type="radio"/> Update Dispute |
| <input checked="" type="radio"/> Update User | <input type="radio"/> Bulk Refund Initiate | <input type="radio"/> Outbound Notification Settings |
| <input checked="" type="radio"/> Create User | <input type="radio"/> Transaction History | <input type="radio"/> Outbound Dashboard |
| <input checked="" type="radio"/> Update Password | | <input type="radio"/> View Dispute |
| | | <input type="radio"/> Initiate Payout |
| | | <input type="radio"/> Raise Dispute |
| | | <input type="radio"/> Beneficiary Management |
| | | <input type="radio"/> Payout Approvals |
| | | <input type="radio"/> Payout History |
| Others | Reports | |
| <input type="radio"/> Supported Currencies | <input type="radio"/> Monthly Management Report | |
| | <input type="radio"/> Ach Exception Report | |
| | <input type="radio"/> Transaction report | |
| | <input type="radio"/> Refund Transaction Report | |
| | <input type="radio"/> Settlement Report | |

SAVE

CANCEL

4. Once Users created successfully, Password reset email triggered to the created user email ID along with password reset link.
(Before Make sure notifications settings to be enabled)

| Home | Notification Settings |
|------------------------|-----------------------|
| Users | |
| Notification Settings | |
| Outbound Payments | |
| Dashboard | |
| Notification Settings | |
| Payout History | |
| Beneficiary Management | |
| Initiate Payout | |
| Approve Payout | |
| One-Time Wire Payment | |
| One-Time Bulk Payout | |

Notification Settings

Notification

Notification email to initiator when payouts are approved

✓

Notification email to initiator when payouts are rejected

✓

Notification email to initiator when payouts have failed

✓

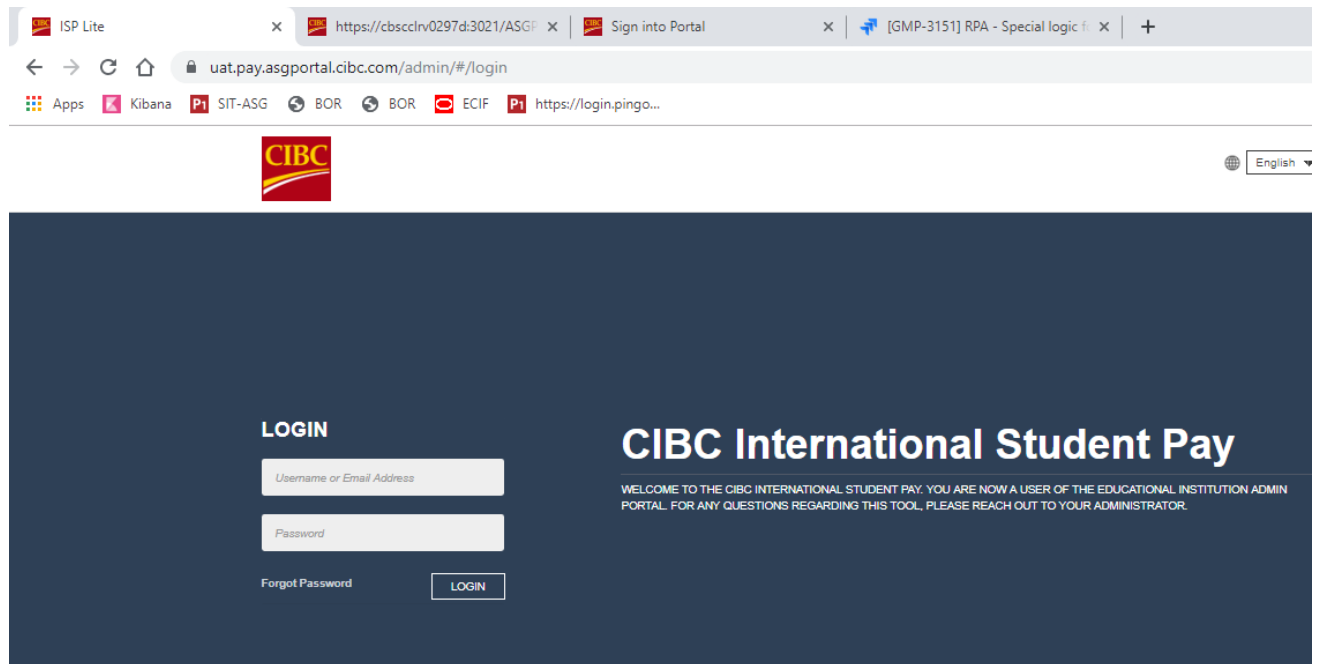
Notification email to approver when payouts are required to be approved

✓

SAVE

CANCEL

5. Reset the Password and login to the portal to make payout initiation/approval, adding beneficiary management, one time wire payment initiation etc.,



The screenshot shows a web browser window with the following elements:

- Browser Tabs:** ISP Lite, https://cbscclnv0297d:3021/ASGP, Sign into Portal, [GMP-3151] RPA - Special logic f...
- Address Bar:** uat.pay.asgportal.cibc.com/admin/#/login
- Taskbar:** Apps, Kibana, SIT-ASG, BOR, BOR, ECIF, https://login.pingo...
- Page Header:** CIBC logo on the left, English language selector on the right.
- Main Content Area:**
 - LOGIN** section on the left with two input fields: "Username or Email Address" and "Password". Below these fields are links for "Forgot Password" and a "LOGIN" button.
 - CIBC International Student Pay** title on the right.
 - WELCOME TO THE CIBC INTERNATIONAL STUDENT PAY. YOU ARE NOW A USER OF THE EDUCATIONAL INSTITUTION ADMIN PORTAL. FOR ANY QUESTIONS REGARDING THIS TOOL, PLEASE REACH OUT TO YOUR ADMINISTRATOR.** message below the title.