



BANK DRAFT AUTOMATION SYSTEM (BDA)

BDA AP Banking User Manual

Wang Cagaran Application

Version 1

Oct 2020

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DOCUMENT REVIEW AND HISTORY

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BUILT STATUS

Version	Date	Description	Release
1.0	29/09/2020	First Release	First

1 PURPOSE OF THIS DOCUMENT

The purpose of this document is to outline the AP Banking guideline for Bank Draft Automation (BDA) System – *Wang Cagaran Application*.

2 SCOPE OF THE DOCUMENT

2.1 DIVISIONAL USER ACCESS LEVEL GROUPS

This document will focus on *Wang Cagaran* application for Division 1 and Division 2. The application for this division will cover below pattern:

1. Division 1

DIVISION 1	APPLICATION					
	Wang Cagaran <=5M			Wang Cagaran >5M		
	Request	Verify	Approve	Request	Verify	Approve
1 Exec	A			B		
2 Manager/SM (that is not HOZ)		A		B		
3 HOZ			A		B	
4 HOU						B

Divisional user access level for Division 1 for *Wang Cagaran <= 5M* bank draft application:

- **Executive** level to **request** and submit bank draft application.
- **Manager** level to **verify** bank draft application.
- **Head of Zone** to **approve** bank draft application once manager has approved BD application.



Divisional user access level for Division 1 for *Wang Cagaran > 5M* bank draft application:

- **Executive or Manager/ Senior Manager** level to **request** and submit bank draft application.
- **Head of Zone** level to **verify** bank draft application.
- **Head of Unit** to **approve** bank draft application once Head of Zone has approved BD application.

2. Division 2

DIVISION 2	APPLICATION					
	Wang Cagaran <= 5M			Wang Cagaran > 5M		
	Request	Verify	Approve	Request	Verify	Approve
1 Exec	A			B		
2 Manager		A		B		
3 SM			A		B	
4 GM/SGM						B

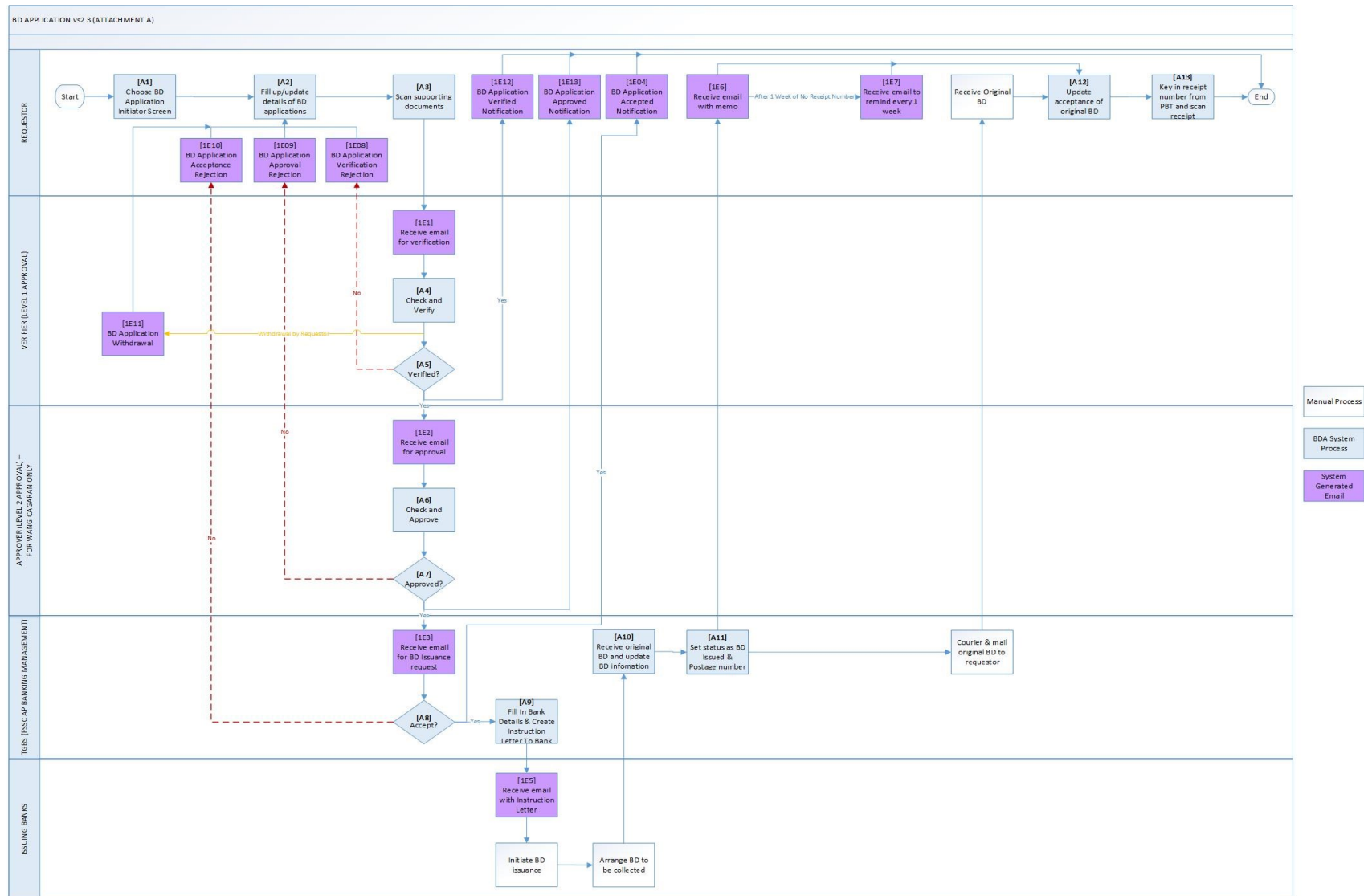
Divisional user access level for Division 2 for *Wang Cagaran <= 5M* bank draft application:

- **Executive** level to **request** and submit bank draft application.
- **Manager** level to **verify** bank draft application.
- **Senior Manager** to **approve** bank draft application once manager has approved BD application.

Divisional user access level for Division 2 for *Wang Cagaran > 5M* bank draft application:

- **Executive or Senior Manager** level to **request** and submit bank draft application.
- **Senior Manager** level to **verify** bank draft application.
- **General Manager or Senior General Manager** to **approve** bank draft application once Senior Manager has approved BD application.

2.2 SYSTEM WORKFLOW



2.3 LIST OF FIELD DESCRIPTION

FIELD NAME	FIELD DESCRIPTION
Reference No.	Nombor rujukan dalam sistem BDA
ERMS Document No.	No dokumen pancangan dalam sistem ERMS
Posting Date	Tarikh pancangan dalam sistem ERMS
Requester/Initiator	Nama pemula
Date	Tarikh
Address 1	Alamat pejabat pemula
Address 2	Alamat pejabat pemula (Jika perlu)
City	Bandar alamat pejabat pemula
Postcode	Poskod alamat pejabat pemula
State (PBT)	Negeri Pihak Berkuasa Tempatan (PBT) - Contoh Majlis Bandaraya Shah Alam Negeri PBT = Selangor
Business Area	Business Area
Company Code	Company Code ie: 6001, 6003 etc
Job description	Keterangan kerja yang dijalankan (Seperti dalam surat PBT)
Work involving JKR	Kerja yang melibatkan kawasan JKR
Total (RM)	Jumlah wang cagaran
Charge Code	Caj kod/kos peruntukan untuk projek dicagarkan. Sila pastikan ianya wujud dan bajet mencukupi ie: D-BAN-S20-0099-411
Name on Bank Draft	Nama PBT/JKR yang akan dicagarkan (Nama atas Deraf Bank)
Project No. (WBS)	No projek (WBS) ie: D-BAN-S20-0099
Surat asal kelulusan kerja/permit dan syarat-syarat Pihak Berkuasa Tempatan/Agensi Kerajaan	Surat sokongan daripada PBT/Agensi Kerajaan berkaitan jumlah wang cagaran yang diperlukan.
Utility Mapping (UMAP)	Lampiran sokongan (Jika berkaitan)

3 USER GUIDELINES

3.1 LOGIN PAGE



Sign In

Username

Password

☐ Remember me

Sign in

[Don't have an account?](#)

- Launch BDA system, <https://bda.tnb.com.my>
- In the login panel, enter the Staff No and Password in the required field.
- Click the 'Sign in' button to continue.
- User able to view BDA Homepage.

3.2 TGBS AP BANKING ACCEPTS WANG CAGARAN APPLICATION

TGBS ≡ Hello, apbanking28

Home

- Home
- Manage Application**
 - Application
 - Cancellation
 - Recovery
 - Lost
- Bulk Processing
- Reports

Summary

- Application Request** 91
- Lost Request** 7
- Cancellation Request** 23
- Recovery Request** 19

Recent History

Reference No.	BD No.	Project No.	Application Type	Submission Date	Status	Status Date	Action
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	All	<input type="text" value="Search.."/>	All	<input type="text" value="Search.."/>	
TNB/WC/01401/A		D-CHL-S18-0482-3C		9/12/2019	Complete	9/12/2019	View
TNB/WC/01402/A		D-CHL-C19-0408-3C		9/12/2019	Complete	9/12/2019	View
TNB/WC/01399/A		D-CHL-S18-0466-3C		9/12/2019	Complete	9/12/2019	View
TNB/WC/01589/A		D-RAU-S18-1405-3C		9/12/2019	Complete	9/12/2019	View

- Select 'Manage Application' tab at the left pane and choose 'Application' in the drop down list. **OR**
- Choose 'Application Request' summary tab at the homepage.

- Home
- Manage Application
- Bulk Processing
- Reports

Manage Application

Pending Action Action Taken

Reference No.	Requester	BD No.	Name On BD	Project No.	Amount (RM)	Application Type	Submission Date	Status	Action Needed	
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	Wan	<input type="text" value="Search.."/>			
TNB/WC/00253	t1user1div1		Hanif	PR9091	1,600.00	WangCagaran	04-05-2020	Approved	Accept	View
TNB/WC/00235	t2user1div1		Popo	112	4,999,999.00	WangCagaran	23-04-2020	Approved	Accept	View
TNB/WC/00174	t2user2div1		Dewan Bandaraya Kuala Lumpur	411	6,700,000.00	WangCagaran	06-04-2020	Approved	Accept	View
TNB/WC/00170	t2user2div1		Dewan Bandaraya Kuala Lumpur	411	6,500,000.00	WangCagaran	06-04-2020	Approved	Accept	View
TNB/WC/00250	t4user1div2		AMALINA	P12345	100.00	WangCagaran	04-05-2020	Approved	Accept	View
TNB/WC/00407	user1div1		1	1	1.00	WangCagaran	06-07-2020	Approved	Accept	View

Showing 1 to 6 of 6 entries

Previous 1 Next

- Able to view Pending Action list.
- Filter by Reference No or 'Status' as 'Approved' or 'Action Needed' tab as 'Accept' or 'Application Type' as 'Wang Cagaran'
- Click 'View' on the respective application.

Pending Acceptance! This application is waiting for TGBS Acceptance.

Application Status

1

Create
(Requester)

2

Verify
(Verifier)

3

Approve
(Approver)

4

Accept
(AP Banking - TGBS)

5

Submit To Bank
(AP Banking - TGBS)

6

Issue BD
(AP Banking - TGBS)

7

Confirm
(Requester)

8

Complete

Main Application

Bank Details

Bank Draft Issued

Bank Draft Acceptance

Reference No.

TNB/WC/00253

ERMS Document No. ? *

Requester/Initiator

t1user1div1

Address 1 *

Setapak

City *

Setapak

State (PBT) *

Pulau Pinang

Company Code *

Posting Date *

04/09/2020

Date

4/05/2020 4:36:02 PTG

Address 2

Postcode *

55555

Business Area *

- Fill in ERMS Document Number.

No data available in table

Approval

Verifier
t1user2div1

Approver
t1user3div1

Activity History

Action Role	Action By	Comment	Action Type	Action Date
Requester	t1user1div1 - t1user1div1		Submitted	04-05-2020 04:36:02 PM
Verifier	t1user2div1 - t1user2div1	ok	Verified	04-05-2020 04:40:53 PM
Approver	t1user3div1 - t1user3div1	ok	Approved	04-05-2020 04:41:56 PM

Comment *

Komen dan cadangan

Decline Accept

- Fill in 'Comment' field.
- Click 'Accept' button to accept application **OR** click 'Decline' button to reject application.
- Next, click 'Sure' button.

3.3 TGBS AP BANKING PROCESSES WANG CAGARAN APPLICATION

TGBS ☰ Hello, apbanking20

Manage Application

Pending Action | Action Taken

Reference No.	Requester	BD No.	Name On BD	Project No.	Amount (RM)	Application Type	Submission Date	Status	Action Needed	
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	Wan <input type="text" value="v"/>	<input type="text" value="Search.."/>	<input type="text" value="v"/>	<input type="text" value="v"/>	
TNB/WC/00986	Mohd Nazree bin Wahab		tnbd	d-kt-j20-0010-n2	12,000.00	WangCagaran	21-07-2020	Accepted	Process	View
TNB/WC/00992	Noor Eleena bt. Anif		CAGARAN	D	65,000,000.00	WangCagaran	21-07-2020	Accepted	Process	View
TNB/WC/00420	reqDNSouth		Amalia Irdina	P100	100,000.00	WangCagaran	07-07-2020	Accepted	Process	View
TNB/WC/00978	Shuhaidah Binti Shueb		MPS	D-KUL-S17-9242	1,000.00	WangCagaran	21-07-2020	Accepted	Process	View
TNB/WC/00253	t1user1div1		Hanif	PR9091	1,600.00	WangCagaran	04-05-2020	Accepted	Process	View
TNB/WC/00351	t3user1div2	BD_EAST_41	N_FAT7_41	P_FAT7_41	22,000.00	WangCagaran	29-05-2020	Accepted	Process	View
TNB/WC/00255	t3user2div2		HANIF	PROJECT123	50,000,000.00	WangCagaran	04-05-2020	Accepted	Process	View
TNB/WC/00281	t4user1div2		N_FAT4_10	P_FAT4_10	6,000.00	WangCagaran	13-05-2020	Accepted	Process	View

- Able to view Pending Action list.
- Filter by Reference No or 'Status' as 'Accepted' or 'Action Needed' tab as 'Process' or 'Application Type' as 'Wang Cagaran'
- Click 'View' on the respective application.

Permohonan Deraf Bank - Wang Cagaran

Processing.. This application is currently processing Instruction Letter to Bank.

Application Status

- 1 Create (Requester)
- 2 Verify (Verifier)
- 3 Approve (Approver)
- 4 Accept (AP Banking - TGBS)
- 5 **Submit To Bank (AP Banking - TGBS)**
- 6 Issue BD (AP Banking - TGBS)
- 7 Confirm (Requester)
- 8 Complete

Main Application Bank Details Bank Draft Issued Bank Draft Acceptance

Instruction Letter

Ins. Letter Ref No *

Insert Letter Reference No

Create New Letter

Signed Letter *

Choose File No file chosen

Save Submit to Bank

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- In 'Bank Details' tab, AP Banking needs to generate Instruction Letter.
- Click 'Create New Letter' button.

Instruction Letter - Google Chrome

bdadevelopment.tnb.com.my/InstructionLetter/Create?RefNo=TNB/WC/00255

Email [?] amaliairdina@tnb.com.my Date [?] 04/09/2020

Recipient's Title ^{*} Pengurus Recipient ^{*} Pn Mastura

Address ^{*} Jalan Kenanga Street ^{*} Tower A

State ^{*} Selangor Value Date ^{*} 04/09/2020

Application List

Reference No. [?] ^{*} TNB/WC/00255

Calculate Total [?]

Amount written in letters [?] ^{*} LIMA PULUH JUTA RINGGIT
RM50,000,000.00

Bank Details



Bank Name ^{*} Maybank

Bank Account ^{*} Please Select Bank Charges Account ^{*} 5-14253-50002-0


Ref/Remarks [?]

Save

- Fill in the details.
- Click 'Calculate Total' button to calculate amount written in letters.
- Click 'Save' button.

TGBS  Hello, apbanking2 

Permohonan Deraf Bank - Wang Cagaran Home - New Application - Wang Cagaran




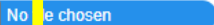
Processing.. This application is currently processing Instruction Letter to Bank. 


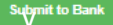
Application Status

1 Create (Requester) 2 Verify (Verifier) 3 Approve (Approver) 4 Accept (AP Banking - TGBS) 5 **Submit To Bank (AP Banking - TGBS)** 6 Issue BD (AP Banking - TGBS) 7 Confirm (Requester) 8 Complete

Main Application **Bank Details** Bank Draft Issued Bank Draft Acceptance


Instruction Letter


Ins. Letter Ref No * TNB/LETTER/00247   Signed Letter *  

- Click 'View' to view Instruction Letter or click 'Edit' to edit Instruction Letter.
- Click 'Choose File' to upload signed Instruction Letter.
- Click 'Submit to Bank' button.




3.4 TGBS AP BANKING ISSUES BANK DRAFT

TGBS 

Hello, apbanking2 

Manage Application

Pending Action | Action Taken

Reference No.	Requester	BD No.	Name On BD	Project No.	Amount (RM)	Application Type	Submission Date	Status	Action Needed	
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	Wang 	<input type="text" value="Search.."/>			
TNB/WC/00404	reqDNSouth		Muhammad Hanif	PJ10101	5,000,000.10	WangCagaran	06-07-2020	Processed	Issue	View
TNB/WC/00247	Requester1	B2	Test	wewe1	34,700.00	WangCagaran	29-04-2020	Processed	Issue	View
TNB/WC/00225	Requester1	BD10145	FEFE	EP7890	4,560.00	WangCagaran	23-04-2020	Processed	Issue	View
TNB/WC/00224	Requester1		Test	EP7890	4,560.00	WangCagaran	23-04-2020	Processed	Issue	View
TNB/WC/00357	t1user1div1		N_1001	P_1001	90,000.00	WangCagaran	10-06-2020	Processed	Issue	View
TNB/WC/00227	t1user1div1	BD006R	Jabatan Pertahanan Awam	PR006	5,000,000.00	WangCagaran	23-04-2020	Processed	Issue	View
TNB/WC/00221	t1user1div1		Saya	PR005	1,131.00	WangCagaran	22-04-2020	Processed	Issue	View

- Able to view Pending Action list.
- Filter by Reference No or 'Status' as 'Processed or 'Action Needed' tab as 'Issue' or 'Application Type' as 'Wang Cagaran'
- Click 'View' on the respective application.

TGBS ≡ Hello, apbanking2

Permohonan Deraf Bank - Wang Cagaran 🏠 - New Application - Wang Cagaran

Pending Bank Draft! This application is currently processing for Bank Draft. ×

Application Status

1 Create (Requester) 2 Verify (Verifier) 3 Approve (Approver) 4 Accept (AP Banking - TGBS) 5 Submit To Bank (AP Banking - TGBS) 6 Issue BD (AP Banking - TGBS) 7 Confirm (Requester) 8 Complete

Main Application Bank Details Bank Draft Issued Bank Draft Acceptance

Bank Draft Information

Method Of Sending * SelfCollect Value Date * 06/07/2020

No Bank Draft * Requestor's Contact No

Cover Memo Ref No * Insert Memo Reference No **Create New Memo** Signed Covering Memo * Choose File No file chosen

Save Submit to Requestor

- In 'Bank Draft Issued' tab, AP Banking needs to generate covering memo.
- Click 'Create New Memo' button.

Cover Memo - Google Chrome

bdadevelopment.tnb.com.my/CoverMemo/Create?RefNo=TNB/WC/00404

Cover Memo

Date *

04/09/2020

Selected Bank Draft Application's Details

Type of Application *

☒ Wang Cagaran ☐ Wang Hangus

Requester Name *

reqDNSouth

Reference No. ⓘ *

✕ TNB/WC/00404

Memo Details

Requester *

reqDNSouth
Executive
DN SouthTesting

Approver *

U/P *

hozDNSouth, houDNSouth

Cover Memo - Google Chrome

bdadevelopment.tnb.com.my/CoverMemo/Create?RefNo=TNB/WC/00404

Line 1 *

Surat dari DN SouthTesting, AD SOUTH yang bertarikh 06 Julai 2020 adalah dirujuk.

Line 2 *

Bersama-sama ini disertakan 1 keping deraf bank yang berjumlah RM5,000,000.10 seperti berikut:

Line 3 *

Untuk makluman, TNB telah membayar wang cagaran kepada Muhammad Hanif sebanyak RM5,000,000.10 setakat bulan (SILA ISI BULAN DI SINI)

Line 4 *

Pihak tuan dikehendaki untuk memastikan cagaran di atas di TUNTUT semula oleh PEMULA dengan kadar segera dari Muhammad Hanif setelah kerja-kerja diselesaikan kerana Deraf Bank merupakan aliran tunai yang dikeluarkan oleh TNB.

Line 5 *

Selain dari itu, pihak tuan juga bertanggung jawab memastikan PEMULA membuat pembayaran deraf bank tersebut kepada Muhammad Hanif, serta mendapatkan resit asal pembayaran untuk disimpan bagi tujuan tuntutan setelah kerja selesai.

Line ETC *

Oleh itu, pihak tuan adalah disaran merekodkan pemberian deraf bank dan merekodkan tarikh deraf bank dikembalikan kepada TNB. Pemantauan berkala perlu dilakukan dan separai status cagaran yang masih belum dituntut perlu dimajukan kepada pemula untuk

Sk ⓘ

Save

- Fill in the details.
- Click 'Save' button.

TGBS Hello, apbanking2

Pending Bank Draft: This application is currently processing for Bank Draft.

Application Status

- 1 Create (Requester)
- 2 Verify (Verifier)
- 3 Approve (Approver)
- 4 Accept (AP Banking - TGBS)
- 5 Submit To Bank (AP Banking - TGBS)
- 6 **Issue BD (AP Banking - TGBS)**
- 7 Confirm (Requester)
- 8 Complete

Bank Draft Information

Method Of Sending * SelfCollect Value Date * 09/07/2020

No Bank Draft * Requestor's Contact No *

Cover Memo Ref No * TNB/MEMO/00348 [View](#) [Edit](#) Signed Covering Memo * [Choose File](#) No file chosen

[Save](#) [Submit to Requestor](#)

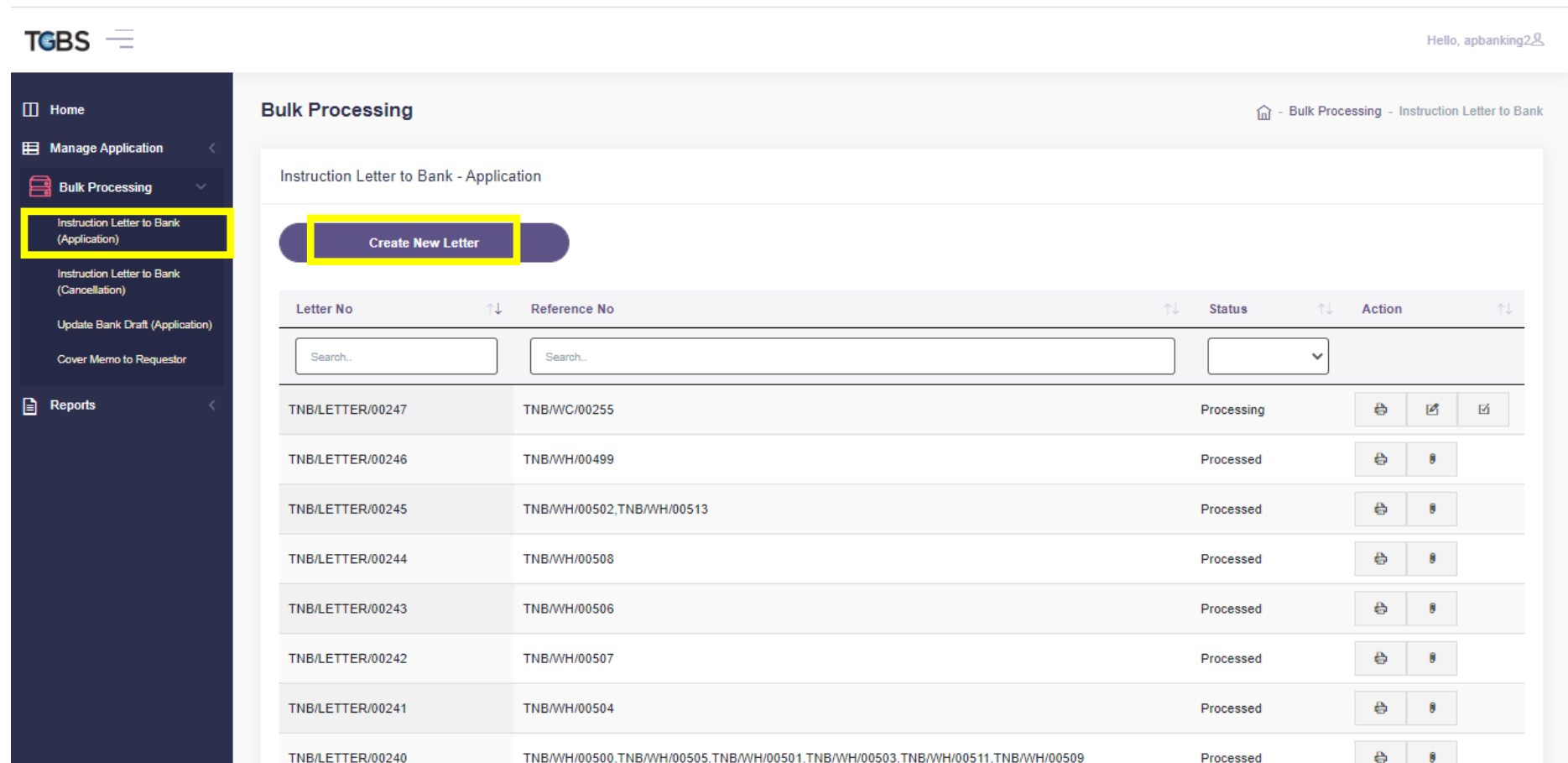
Copyright © 2019 Tenaga Nasional Berhad. All rights reserved.

- Click 'View' to view Covering Memo or click 'Edit' to edit Covering Memo.
- Click 'Choose File' to upload signed Covering Memo.
- Fill in all the details.
- Click 'Submit to Requestor' button.

Requestor will receive original Bank Draft from TGBS AP Banking once issued. Requestor then to update acceptance of original Bank Draft in the next process.

4 BULK PROCESSING

4.1 TGSB AP BANKING GENERATES INSTRUCTION LETTER TO BANK BY BULK



TGSB ≡ Hello, apbanking2

Bulk Processing Home - Bulk Processing - Instruction Letter to Bank

Instruction Letter to Bank - Application

Create New Letter

Letter No	Reference No	Status	Action
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="v"/>	
TNB/LETTER/00247	TNB/WC/00255	Processing	
TNB/LETTER/00246	TNB/WH/00499	Processed	
TNB/LETTER/00245	TNB/WH/00502, TNB/WH/00513	Processed	
TNB/LETTER/00244	TNB/WH/00508	Processed	
TNB/LETTER/00243	TNB/WH/00506	Processed	
TNB/LETTER/00242	TNB/WH/00507	Processed	
TNB/LETTER/00241	TNB/WH/00504	Processed	
TNB/LETTER/00240	TNB/WH/00500, TNB/WH/00505, TNB/WH/00501, TNB/WH/00503, TNB/WH/00511, TNB/WH/00509	Processed	

- Select 'Bulk Processing' tab at the left pane and choose 'Instruction Letter to Bank (Application)' in the drop down list.
- Click 'Create New Letter' button.

Instruction Letter - Google Chrome
bdadevelopment.tnb.com.my/InstructionLetter/Create

Letter Details

Email ⓘ	Date ⓘ *
<input type="text" value="amaliairdina@tnb.com.my"/>	<input type="text" value="04/09/2020"/>
Recipient's Title *	Recipient *
<input type="text" value="Pengurus"/>	<input type="text" value="Pn Mastura"/>
Address *	Street *
<input type="text" value="Jalan Kenanga"/>	<input type="text" value="Tower A"/>
State *	Value Date *
<input type="text" value="Selangor"/>	<input type="text" value="04/09/2020"/>

Application List

Reference No. ⓘ *

Calculate Total ⓘ

Amount written in letters ⓘ *

Instruction Letter - Google Chrome
bdadevelopment.tnb.com.my/InstructionLetter/Create

Letter Details

Email ⓘ	Date ⓘ *
<input type="text" value="amaliairdina@tnb.com.my"/>	<input type="text" value="04/09/2020"/>
Recipient's Title *	Recipient *
<input type="text" value="Pengurus"/>	<input type="text" value="Pn Mastura"/>
Address *	Street *
<input type="text" value="Jalan Kenanga"/>	<input type="text" value="Tower A"/>

TNB/WC/00253

TNB/WC/00280

TNB/WC/00281

TNB/WH/00353

TNB/WH/00354

TNB/WH/00355

Calculate Total ⓘ

Amount written in letters ⓘ *

- Fill in the details.
- In Reference No field, select Reference No listed for bulk processing.

Instruction Letter - Google Chrome

bdadevelopment.tnb.com.my/InstructionLetter/Create

Application List

Reference No. ⁱ *

× TNB/WC/00280 × TNB/WH/00353 × TNB/WH/00354 |

Calculate Total ⁱ

Amount written in letters ⁱ *

DUA RATUS RIBU RINGGIT

Bank Details

Bank Name *

Maybank

Bank Account *

Please Select

Bank Charges Account *

5-14253-50002-0

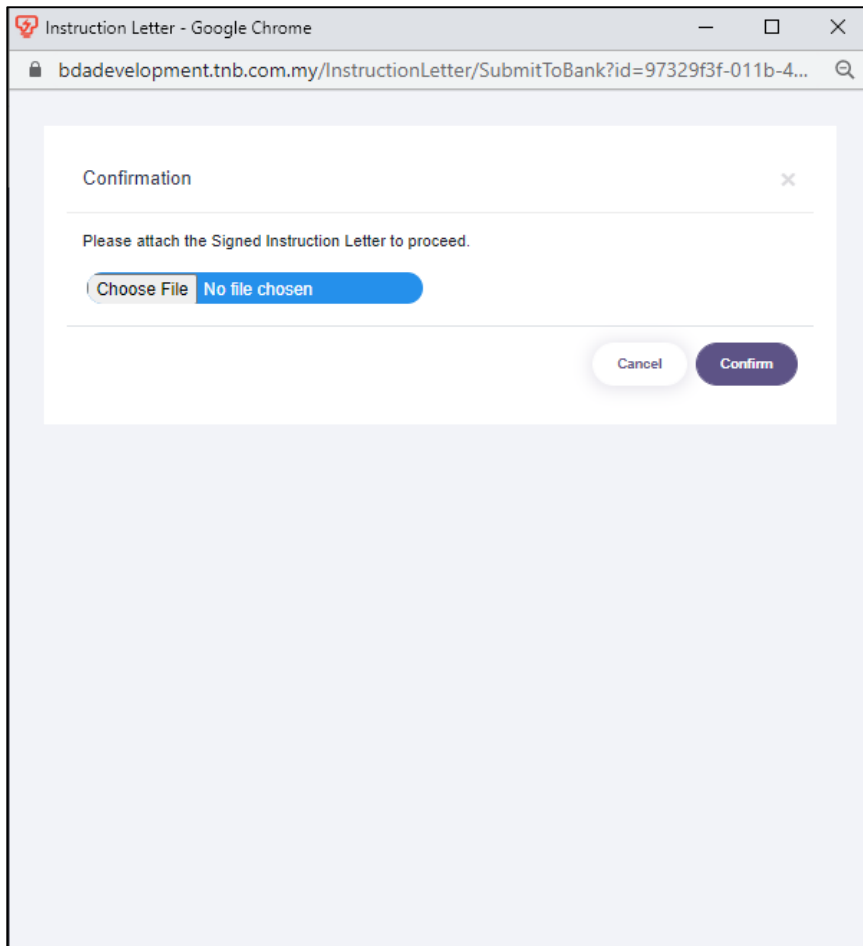
Ref/Remarks ⁱ

Save

➤ Click 'Save' button.

Home	TNB/LETTER/00235	TNB/WH/00494,TNB/WH/00495,TNB/WH/00496	Processed		
Manage Application	TNB/LETTER/00234	TNB/WH/00482,TNB/WH/00486,TNB/WH/00487,TNB/WH/00480,TNB/WH/00481,TNB/WH/00489,TNB/WH/00492,TNB/WH/00493	Processed		
Bulk Processing	TNB/LETTER/00233	TNB/WH/00491,TNB/WH/00490,TNB/WH/00488,TNB/WH/00484,TNB/WH/00485	Processed		
Instruction Letter to Bank (Application)	TNB/LETTER/00232	TNB/WC/01301	Processed		
Instruction Letter to Bank (Cancellation)	TNB/LETTER/00231	TNB/WC/00992	Processing		
Update Bank Draft (Application)	TNB/LETTER/00230	TNB/WC/00990	Processed		
Cover Memo to Requestor	TNB/LETTER/00229	TNB/WC/00997,TNB/WC/00998	Processed		
Reports	TNB/LETTER/00228	TNB/WC/00995,TNB/WC/00987,TNB/WC/00992,TNB/WC/00993	Processed		
	TNB/LETTER/00227	TNB/WC/00988,TNB/WC/00989,TNB/WC/00991,TNB/WC/00994,TNB/WC/00996	Processed		
	TNB/LETTER/00226	TNB/WC/00978	Processing		
	TNB/LETTER/00225	TNB/WC/00986	Processed		
	TNB/LETTER/00224	TNB/WC/00982,TNB/WC/00980,TNB/WC/00976,TNB/WC/00978,TNB/WC/00975	Processed		
	TNB/LETTER/00223	TNB/WC/00979,TNB/WC/00985,TNB/WC/00983,TNB/WC/00984,TNB/WC/00986	Processed		
	TNB/LETTER/00222	TNB/WH/00473,TNB/WH/00474,TNB/WH/00475	Processed		


- Filter by Reference No. or Letter No.
- Click 'Submit to Bank' icon on the right page.





- Click 'Choose File' to upload signed instruction letter
- Click 'Confirm' button.

Requestor will receive email notification to complete Bank Draft Wang Cagaran request.

4.2 TGBS AP BANKING *UPDATE* BANK DRAFT BY BULK














TGBS 

Hello, apbanking2 

Bulk Processing  - Bulk Processing - Update Bank Draft

Update Bank Draft

Action Pending **Submitted**

Reference No	Bank Draft Date	Sending Method	Postage No	Contact No	No Bank Draft	
<input type="text"/>		<input type="text" value="By Post"/>	<input type="text" value="POST_NORTH"/>	<input type="text" value="12345678"/>	<input type="text" value="BD_NORTH_269"/>	
TNB/WC/00992	22/07/2020	By Post	POST_NORTH	12345678	BD_NORTH_269	
TNB/WC/00986	21/07/2020	Self Collect	42245	12345678	BD123	
TNB/WC/00978	21/07/2020	Self Collect			721978	
TNB/WC/00403	06/07/2020					
TNB/WC/00221	06/07/2020					
TNB/WC/00404	09/07/2020					
TNB/WH/00391	06/07/2020					
TNB/WH/00350	25/06/2020					
TNB/WH/00348	25/06/2020					
TNB/WH/00346	25/06/2020					
TNB/WH/00345	25/06/2020					
TNB/WH/00344	25/06/2020					

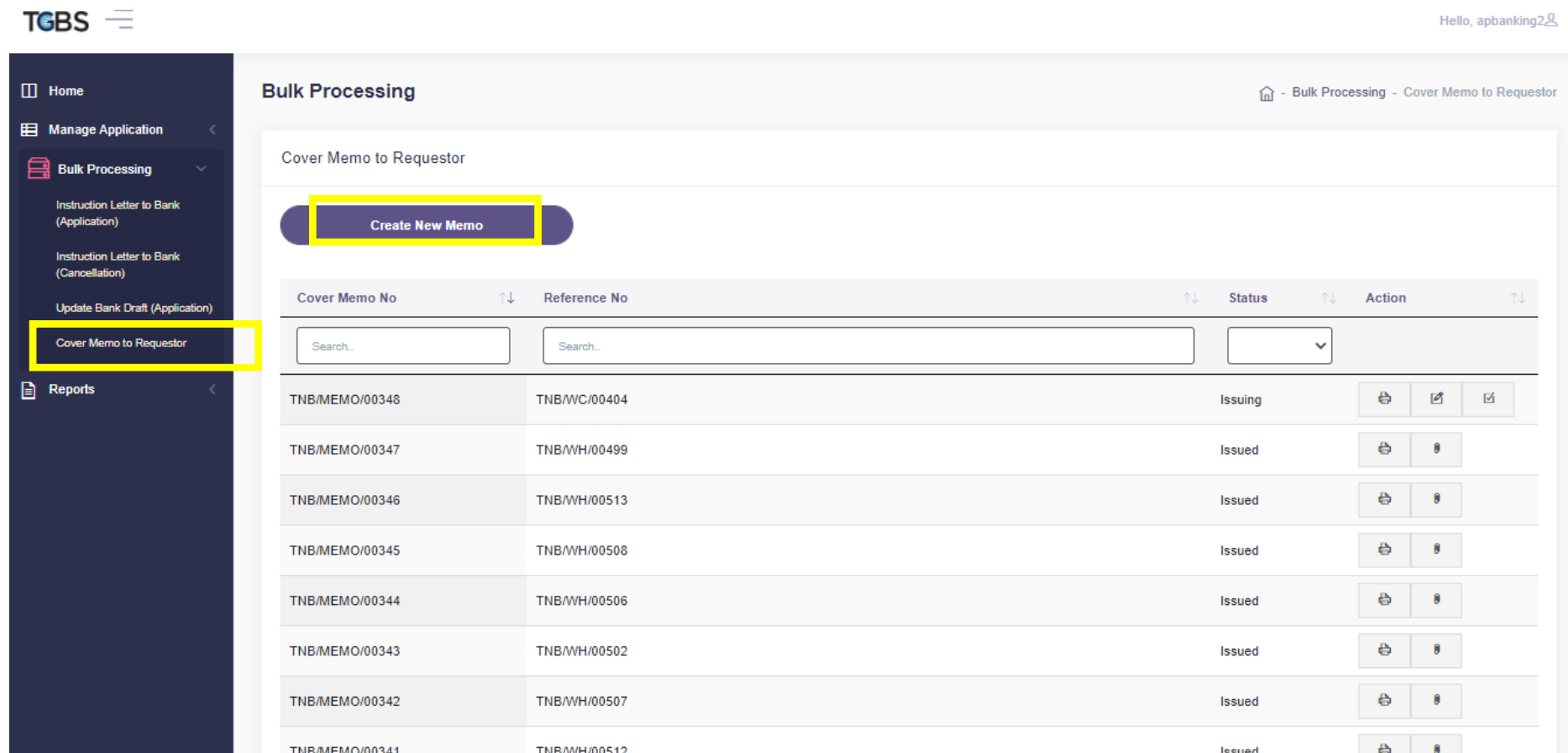
- Select 'Bulk Processing' tab at the left pane and choose 'Update Bank Draft (Application)' in the drop down list.
- In Action Pending tab, click 'Edit' icon on the right page.

- Home
- Manage Application
- Bulk Processing
- Reports

Action Pending Submitted

Reference No	Bank Draft Date	Sending Method	Postage No	Contact No	No Bank Draft	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
TNB/WC/00992	22/07/2020	By Post	POST_NORTH	12345678	BD_NORTH_269	
TNB/WC/00986	21/07/2020	Self Collect	42245	12345678	BD123	
TNB/WC/00978	21/07/2020	Self Collect			721978	
TNB/WC/00403	04/09/2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
TNB/WC/00221	06/07/2020					
TNB/WC/00404	09/07/2020					
TNB/WH/00391	06/07/2020					
TNB/WH/00350	25/06/2020					
TNB/WH/00348	25/06/2020					
TNB/WH/00346	25/06/2020					
TNB/WH/00345	25/06/2020					
TNB/WH/00344	25/06/2020					
TNB/WH/00343	25/06/2020					
TNB/WH/00342	25/06/2020					
TNB/WH/00341	25/06/2020					

- Fill in details for respective reference no.
- Click 'Tick' icon on the right page to save details.

4.3 TGBS AP BANKING *SEND COVER MEMO TO REQUESTOR* BY BULK


Bulk Processing

Cover Memo to Requestor

[Create New Memo](#)

Cover Memo No	Reference No	Status	Action
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="v"/>	
TNB/MEMO/00348	TNB/WC/00404	Issuing	
TNB/MEMO/00347	TNB/WH/00499	Issued	
TNB/MEMO/00346	TNB/WH/00513	Issued	
TNB/MEMO/00345	TNB/WH/00508	Issued	
TNB/MEMO/00344	TNB/WH/00506	Issued	
TNB/MEMO/00343	TNB/WH/00502	Issued	
TNB/MEMO/00342	TNB/WH/00507	Issued	
TNB/MEMO/00341	TNB/WH/00512	Issued	

- Select 'Bulk Processing' tab at the left pane and choose 'Cover Memo to Requestor' in the drop down list.
- Click 'Create New Memo' button.

Cover Memo - Google Chrome

bdadevelopment.tnb.com.my/CoverMemo/Create

Cover Memo

Date *

04/09/2020

Selected Bank Draft Application's Details

☒ Wang Cagaran ☐ Wang Hagus

Requester Name *

Reference No. ⓘ *

Memo Details

Requester * Approver *

U/P *

Cover Memo - Google Chrome

bdadevelopment.tnb.com.my/CoverMemo/Create

Line 2 *

Line 3 *

Line 4 *

Line 5 *

Line ETC *

Sk ⓘ

Save

- In Type of Application field, choose 'Wang Cagaran'.
- Selected requester name from dropdown list of Requester Name's field.
- Fill in all details, then click 'Save'.

- Home
- Manage Application
- Bulk Processing
- Reports

Bulk Processing

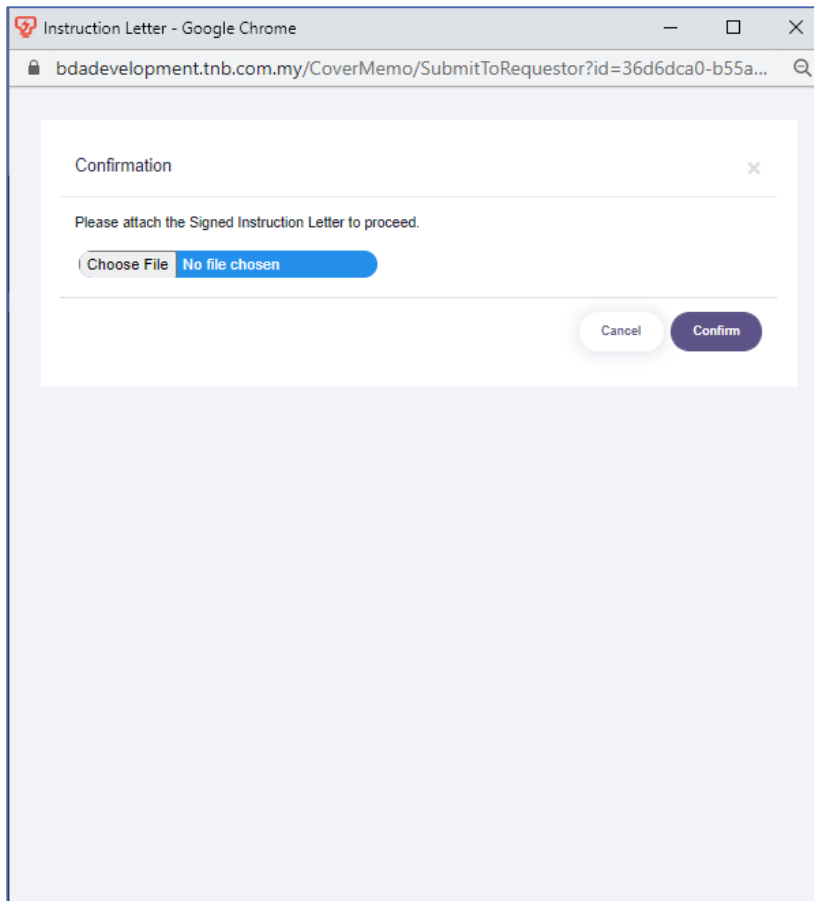
Bulk Processing - Cover Memo to Requestor

Cover Memo to Requestor

[Create New Memo](#)

Cover Memo No	Reference No	Status	Action
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value=""/>	
TNB/MEMO/00348	TNB/WC/00404	Issuing	  
TNB/MEMO/00347	TNB/WH/00499	Issued	 
TNB/MEMO/00346	TNB/WH/00513	Issued	 
TNB/MEMO/00345	TNB/WH/00508	Issued	 
TNB/MEMO/00344	TNB/WH/00506	Issued	 
TNB/MEMO/00343	TNB/WH/00502	Issued	 
TNB/MEMO/00342	TNB/WH/00507	Issued	 

- Filter by Reference No. or Cover Memo No.
- Click 'Submit to Requestor' icon on the right page.



- Click 'Choose File' to upload Signed Covering Memo.
- Click 'Confirm' button.

Requestor will receive email notification to complete Bank Draft Wang Cagaran request.