

1

Log into Cyberbanking. Select **Accounts & Payments** > **Cashier's Order**.

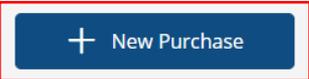
The screenshot displays the BEA Singapore Corporate Cyberbanking interface. At the top, the BEA logo and 'SINGAPORE CORPORATE CYBERBANKING' are visible on the left, and a notification icon with a red '3', a user profile icon labeled 'XXXXXXXX', and a refresh icon are on the right. Below the header is a navigation bar with five tabs: 'Accounts & Payments' (selected), 'Banking Services', 'Loans', 'Trade Finance', and 'My Details'. The main content area is a grid of service categories: 'ACCOUNT', 'FUND TRANSFER', 'FIXED DEPOSIT', and 'OTHERS'. Under 'FUND TRANSFER', the 'Cashier's Order' option is highlighted with a red rectangular box. Other options in this category include 'New Transfer', 'Scheduled Instruction', 'Registered Payee', 'Pending Transfer', 'Bulk Payment', and 'Demand Draft'. Other categories include 'Account Summary', 'Account Activity', 'E-Statement', 'E-Advice - Remittance', 'Deposit Summary', 'Placement', 'Edit Maturity Instruction', and 'Rate Inquiry'.

(a) Click New Purchase.

Cashier's Order

Last updated 7 Jun 2022 12:24:22 SGT

(a)

 + New Purchase**Submit for Approval**

Approval Status

Date	Withdrawal Account	Payee Name	Amount	Status	Action
 No Record Found					

- (a) Select the **Withdrawal Account**.
- (b) Select the **Type**.
- (c) Select the **Payee Name**.

Purchase Cashier's Order

Please enter your Cashier's Order details below

1 Input

2 Confirm

3 Complete

Purchase Cashier's Order

Withdrawal Account	(a) <input type="text" value="Select account"/>
Type	(b) <input type="text" value="Please Select"/>
Payee Name	(c) <input type="text" value="Please Select"/>
Amount	<input type="text" value="SGD"/> <input type="text" value="Enter amount"/> Check Limit
Commission	SGD 0.00
Collection Method	<input checked="" type="radio"/> Mail to registered mailing address <input type="radio"/> Collection at Branch
Remarks	<input type="text" value="Text here"/> 0 / 50

Please note that the cashier's order will be mailed out / ready for collection on the next business day. Cashier's Order has a validity period of 6 months and can only be deposited into an account with a bank in Singapore.

For transactions submitted before 6pm, please note that the transaction has to be approved by 6pm today.

- (a) Input the **Cashier's Order Amount**.
- (b) Select the **Collection Method**.
- (c) Input **Remarks** if any.

Withdrawal Account	Select account
Type	Please Select
Payee Name	Please Select
Amount	(a) SGD <input type="text" value="Enter amount"/> Check Limit
Commission	SGD 0.00
Collection Method	(b) <input checked="" type="radio"/> Mail to registered mailing address <input type="radio"/> Collection at Branch
Remarks	(c) <input type="text" value="Text here"/> 0 / 50

Please note that the cashier's order will be mailed out / ready for collection on the next business day. Cashier's Order has a validity period of 6 months and can only be deposited into an account with a bank in Singapore.

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[Back](#) [Save](#) [Submit for Approval](#)

(a) Click **Submit for Approval**, then click **Confirm**.
Notify the approver to verify.

The screenshot shows a form for creating a Cashier's Order. The form fields are as follows:

- Withdrawal Account:** Select account (dropdown menu)
- Type:** Please Select (dropdown menu)
- Payee Name:** Please Select (dropdown menu)
- Amount:** SGD (dropdown menu) | Enter amount (text input) | [Check Limit](#)
- Commission:** SGD 0.00
- Collection Method:**
 - Mail to registered mailing address
 - Collection at Branch
- Remarks:** Text here (text input) | 0 / 50

Please note that the cashier's order will be mailed out / ready for collection on the next business day. Cashier's Order has a validity period of 6 months and can only be deposited into an account with a bank in Singapore.

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At the bottom of the form, there are three buttons: **Back** (with a left arrow), **Save**, and **Submit for Approval**. The **Submit for Approval** button is highlighted with a red box and labeled with a red (a).