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Log into Cyberbanking. Select **Accounts & Payments** > **Bulk Payment**.

The screenshot displays the BEA Singapore Corporate Cyberbanking interface. At the top, the logo for BEA 東亞銀行 and SINGAPORE CORPORATE CYBERBANKING is visible. The user's profile is shown as XXXXXXXX. The main navigation menu includes 'Accounts & Payments', 'Banking Services', 'Loans', 'Trade Finance', and 'My Details'. The 'Accounts & Payments' section is expanded, showing four columns: 'ACCOUNT', 'FUND TRANSFER', 'FIXED DEPOSIT', and 'OTHERS'. The 'FUND TRANSFER' column contains the following options: 'New Transfer', 'Scheduled Instruction', 'Registered Payee', 'Pending Transfer', 'Cashier's Order', 'Bulk Payment' (highlighted with a red box), and 'Demand Draft'. The 'ACCOUNT' column includes 'Account Summary', 'Account Activity', 'E-Statement', and 'E-Advice - Remittance'. The 'FIXED DEPOSIT' column includes 'Deposit Summary', 'Placement', and 'Edit Maturity Instruction'. The 'OTHERS' column includes 'Rate Inquiry'.

(a) Click New Bulk Payment Request.


The screenshot displays the BEA Singapore Corporate Cyberbanking interface. At the top, the BEA logo and 'SINGAPORE CORPORATE CYBERBANKING' are visible. The navigation menu includes 'Accounts & Payments', 'Banking Services', 'Loans', 'Trade Finance', and 'My Details'. The main heading is 'Bulk Payment', and a button labeled '+ New Bulk Payment Request' is highlighted with a red box and labeled '(a)'. Below this, there are three tabs: 'Bulk Payment Instruction', 'Submit for Approval', and 'Approval Status'. The 'Bulk Payment Instruction' tab is active, showing a table with columns: 'Trans No.', 'Account', 'Amount', 'No of Payments', 'Transaction Date', and 'Action'. The table is currently empty, displaying a 'No Record Found' message with a magnifying glass icon over a document and dollar signs.

BEA 東亞銀行 | SINGAPORE CORPORATE CYBERBANKING

Accounts & Payments | Banking Services | Loans | Trade Finance | My Details

Bulk Payment (a) + New Bulk Payment Request

Bulk Payment Instruction | Submit for Approval | Approval Status

Trans No.	Account	Amount	No of Payments	Transaction Date	Action
 No Record Found					

- (a) Select the **Withdrawal Account**.
- (b) Select the **Purpose Code**.
- (c) Select the **Execution Date**.

Bulk Payment Request

1 **Input** 2 **Confirm** 3 **Complete**

Withdrawal Account (a) ▼ [Check Balance](#) [Check Limit](#)

Purpose Code (b) ▼

Execution Date (c)

Upload File Manual Input

[Download Template](#)

Supporting Documents

File Name	Action
Please select document for upload	

Result

Please note that the instruction has to be approved by 6pm today. The recipient will generally receive funds within 2 to 3 working days from the execution date.

4a

- (a) Click **Upload File**.
- (b) Click **Download Template**, then complete the template.
- (c) Click **Select File**, then upload the template.

Purpose Code

Execution Date

(a) **Upload File** Manual Input

(b) **Download Template**

Supporting Documents (c) **Select File**

File Name	Action
Please select document for upload	

Result

Please note that the instruction has to be approved by 6pm today. The recipient will generally receive funds within 2 to 3 working days from the execution date.

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

Contact Us

Cyberbanking Enquiry: (65) 6602 7878

Useful Links

[About BEA SG](#)

Others

[Rates](#)

4b

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

Upload File Manual Input

[Download Template](#)

Supporting Documents

Result

File Name	Action
bulkpayment20221013112006.csv	Remove

Please note that the instruction has to be approved by 6pm today. The recipient will generally receive funds within 2 to 3 working days from the execution date.

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5a

- (a) Click **Manual Input**.
- (b) Input the recipient's details.
- (c) Input the **Amount**.

Purpose Code

Execution Date

Upload File (a) **Manual Input**

Recipient Account Name	Receiving Bank / Recipient Account Number	Amount
(b) <input type="text"/>	<input type="text" value="Select or enter a receiving bank's name"/>	(c) <input type="text" value="SGD"/>

Please note that the instruction has to be approved by 6pm today. The recipient will generally receive funds within 2 to 3 working days from the execution date.

5b

- (a) Click **Add Row**.
- (b) Input the recipient's details.
- (c) Input the **Amount**.

Recipient Account Name	Receiving Bank / Recipient Account Number	Amount
1 TESTA	BANK 1000000	SGD 1,000 Remove
2 TEST B	BANK 11000000	SGD 1,000 Remove

(a) **Add Row**

Please note that the instruction has to be approved by 6pm today. The recipient will generally receive funds within 2 to 3 working days from the execution date.

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

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

2 TEST B

BANK



SGD

1,000

11000000

Remove

Add Row

Please note that the instruction has to be approved by 6pm today. The recipient will generally receive funds within 2 to 3 working days from the execution date.

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