



Live more,  
Bank less

# Open Account Trade DigiDocs

Accounts Receivables Purchase  
External Clients User Guide

Ver.1.0



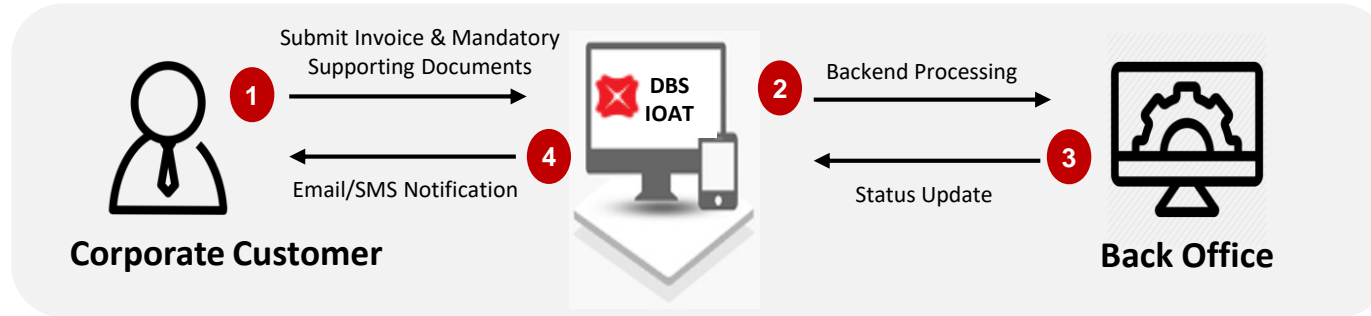
# ARP DigiDoc User Guide Content

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# OAT DigiDocs

A Digital Invoice and Supporting Document Submission Solution for Accounts Receivables Purchase Clients



How Does It Work?

## Key Benefits & Features?

-  Authenticated User Assess with Client Maker and Checker option
-  Greater Convenience! Online Real Time 24/7 Submission/ Resubmission Capability
-  Online Real Time System Status Update
-  Traceability on past submissions



Be an IDEAL Open Account Trade (“IOAT”) Transact User!!

Pre-requisite

ARP DigiDocs online services is available in DBS Singapore, China, Hong Kong Limited, Hong Kong Branch, India, Taiwan and Taiwan Branch

# Frequently Asked Questions

# FAQ

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## 1. How Do I Upload Invoice Information?



### Using Standard Format (Recommended):

- This is a Standard CSV file downloadable from IOAT “Submission Tab”
  - For Non-Summary Invoice Listing ARP Structure, please restrict each CSV file to contain only one ARP Contract per file (i.e. Client Code + Account Type + Debtor Code pairing)
  - Max file size: 10MB
- Using Customized Format (Only if Suggested by Relationship Manager):
    - This is Client’s own Invoice file format
    - When this format is used, please upload both Invoice file and Supporting Documents in a single zip file
    - Please do not encrypt the file with password
    - Max zip file’s file size: 10MBRe

### Notes:

- Please refer to Appendix A for a sample copy on the required fields format for the Standard Format csv file

# FAQ

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## 2. How Do I Resubmit Invoice Information?

- Using Standard Format:
  - Repeat the steps as with a new submission.
  - However, please revise the file name prior to the re-submission
- Using Customized Format:
  - Please upload both Invoice file and Supporting Documents in a single .zip file

## 3. Acceptable Supporting Document Format and File Size in IOAT <Supporting Document> Buckets

- JPEG, PNG, PDF, BMP & TIFF
- Maximum single file size: 4MB
- Maximum file size per bucket: 200MB
- Minimum file resolution: 300DPI

# FAQ

## 4. How Do I Upload Supporting Documents?

- For Invoice information submission using Standard CSV format:

- Post successful Invoice file submission, click on <Supporting Document> tab →
- Click on the designated “Submission Ref”, follow by “Next” icon →
- User will be brought to the upload supporting document screen

(This feature is not applicable if user is uploading Invoices and Supporting Documents via Customized Format)



The screenshot shows a window titled 'Upload Supporting Documents'. It contains a section for 'Required Supporting Documents' with a table listing various document types. Each row has a text input field for the document name and a 'Browse +' button. At the bottom, there is a 'Submit' button and a link to 'View instruments requiring supporting documents'.

List of Required Documents	
Contract Ref No. *	Select a File (File Size Limit: 4MB) <span>Browse +</span>
Invoice (Commercial / VAT) *	Select a File (File Size Limit: 4MB) <span>Browse +</span>
Transportation Documents	Select a File (File Size Limit: 4MB) <span>Browse +</span>
Customs Declarations	Select a File (File Size Limit: 4MB) <span>Browse +</span>
Regulatory Reporting Form	Select a File (File Size Limit: 4MB) <span>Browse +</span>
Purchase Order	Select a File (File Size Limit: 4MB) <span>Browse +</span>
Others	Select a File (File Size Limit: 4MB) <span>Browse +</span>

\*mandatory documents  
Note: maximum upload size is 200MB per Required Document

[View instruments requiring supporting documents](#) Submit

# FAQ

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- Only buckets which is/ are indicated with an asterisk “\*” are mandatory documents required for your invoice processing
- In case, there are additional documents to be submitted and the current list of document buckets are not available, please submit these documents in the <Others> bucket
- For multiple supporting documents to be uploaded in a single document bucket, please select and upload all the required files in a single attempt

## **5. Is Submission of Supporting Documents in IOAT for Non-Mandatory Document Buckets Possible?**

- Yes

## **6. How Do I Resubmit Supporting Documents?**

- This happens when the initial submitted documents were rejected due to mismatch or incomplete documents
- In the <Supporting Document> tab, select the subject “Submission Ref” and click on “Next” to resubmit the documents  
(This feature is not applicable if user is uploading Invoices and Supporting Documents via Customized Format)



# FAQ

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## 7. What is the Maximum DigiDocs Retrievable Period?

- 6 months

## 8. How to Apply for ARP DigiDocs?

- Please contact your Relationship Manager, Client Management Manager or BusinessCare hotline to be guided on your IDEAL™ OAT & DigiDocs application

## 9. Who to contact for Technical Support?

- Please contact your Relationship or Client Management Manager for facilitation

# **Standard Format with Mandatory Documents**

## **(Invoice Submission)**



# IOAT Invoice Submission Screen

DBS Accounts Receivable Purchase  
Open Account Trade

Contact Us LANGUAGE : English IOATOR751, Customer Name of CIN :1043524 ARP Client AC Logout  
Last login 25 Apr 2020; 8:39:15 PM

Dashboard **Submission** Reports Enquiry Request For Prepayment Transaction Status

Invoice Supporting Documents

## Submission

Upload centre for invoices and credit notes submission

Company CLIENT A1 FULLNAME

File Format **DBS Standard Format**

Upload File Select a File (File Size Limit: 10MB) Browse +

Upload

### File Status Summary

Search by Reference No. User ID or File Name

1 Use **DBS Standard Template** to submit invoice(s) and credit note(s).

3 Use **Debtor Reference** to search for your debtors to complete submission.

#### Debtor Reference

Company Name  
CLIENT A1 FULLNAME

Account Code	Debtor Code	Debtor Name	Invoice Currency
CLIENTA1D0E	BUYER1A101	BUYER1A101SNAME	USD,SGD
CLIENTA1D20	BUYER1A101	BUYER1A101SNAME	SGD
CLIENTA1D20	ZSCSCT102	XOXOXOXOXOXOXOXOXOXOXOXO	

Close

## Legend:

- 1 Click on <DBS Standard Template> to download a copy of the CSV file to upload the list of Invoices to be Assigned to DBS
- 2 Select <DBS Standard Format> in the dropdown list
- 3 Click on <Debtor Reference> to review the list of Client Account and Debtor information to facilitate your invoice file creation

# IOAT – Invoice Upload

DBS Accounts Receivable Purchase  
Open Account Trade

Contact Us LANGUAGE : English IOATOR751, Customer Name of CIN :1043524 ARP Client AC Logout  
Last login 25 Apr 2020; 9:51:56 PM

Dashboard **Submission** Reports Enquiry Request For Prepayment Transaction Status

Invoice Supporting Documents

## Submission

Upload centre for invoices and credit notes submission

Company: CLIENT A1 FULLNAME  
File Format: DBS Standard Format  
Upload File: Select a File (File Size Limit: 10MB) **1** **Browse +**  
Upload

### File Status Summary

Search by Reference No. User ID or File Name

« 1 2 3 4 5 »

Open

Chloe Pei Pei LIM Digidoc Search Digidoc

Organize New folder

Name	Date modified	Type
ARPDemoStdFormatcsv2	4/17/2020 9:54 PM	MICROSOFT
ARPDemoStdFormatcsv20Apr20	4/20/2020 11:20 AM	Microsof
ARPDemoStdFormatcsv20Apr2020	4/20/2020 1:34 PM	Microsof
ARPDemoStdFormatcsv21Apr20	4/21/2020 2:03 PM	Microsof
ARPDemoStdFormatcsv21Apr2020	4/21/2020 2:03 PM	Microsof
ARPDemoStdFormatcsv21Apr2020a	4/21/2020 2:43 PM	Microsof
ARPDemoStdFormatcsv21Apr2020b	4/21/2020 2:50 PM	Microsof
ARPDemoStdFormatcsv21Apr2020c	4/21/2020 8:49 PM	Microsof
ARPDemoStdFormatcsv25Apr2020	4/25/2020 7:40 PM	Microsof
ARPDemoStdFormatcsv26Apr2020	4/26/2020 10:34 AM	Microsof
DFDemoStdFormatcsv	4/17/2020 9:25 PM	Microsof
Digidoc - IPA CMT - Checker Approved ...	4/17/2020 4:58 PM	Microsof
SEDemoStdFormat	4/17/2020 9:24 PM	Microsof

File name: ARPDemoStdFormatcsv26Apr2020 Custom Files  
Open Cancel 100 per page

Legend:

- 1 Click on <Browse> to select and upload a copy of the saved Standard CSV Invoice File

# IOAT – Authentication for Invoice Upload

The screenshot displays the DBS Accounts Receivable Purchase interface. The top navigation bar includes the DBS logo, 'Accounts Receivable Purchase Open Account Trade', 'Contact Us', 'LANGUAGE : English', 'IOATOR751, Customer Name of CIN :1043524', 'ARP Client', 'AC', and 'Logout'. The main navigation tabs are 'Dashboard', 'Submission', 'Reports', 'Enquiry', 'Request For Prepayment', and 'Transaction Status'. The 'Submission' tab is active, showing 'Invoice' and 'Supporting Documents' sub-tabs. The 'Submission' section includes an 'Upload centre for invoices and credit notes submission' area with fields for 'Company' (CLIENT A1 FULLNAME), 'File Format' (DBS Standard Format), and 'Upload File' (ARPDemoStdFormatcsv26Apr2020.csv). An 'Upload' button is present. Below this is a 'File Status Summary' section with a search bar. A modal window titled 'mChallenge Authorization' is overlaid on the page. It contains three steps: 1. 'Send Challenge to your registered smartphone.' with a 'Get Challenge via SMS' button. 2. 'Enter this Challenge to your Digital Token or Security Device:' with links for 'Digital Token Instructions', 'Security Device Instructions', and 'Security Device Instructions'. 3. 'Enter Response' with a text input field containing '.....' and a green checkmark. An 'Upload' button is at the bottom of the modal.

## Legend:

- 1 Enter mChallenge Authorization to complete the CSV Invoice File Submission

Note: mChallenge is shown only if the user is both maker and approver. Otherwise it will be the usual 2 step maker-checker process



# IOAT – Successful Invoice Upload

DBS Accounts Receivable Purchase  
Open Account Trade

Success

LANGUAGE : English IOATOR751, Customer Name of CIN :1043524 ARP Client AC Logout  
Last login 25 Apr 2020; 9:51:56 PM

Dashboard Submission Reports Enquiry Request For Prepayment Transaction Status

Invoice Supporting Documents

## Submission

Upload centre for invoices and credit notes submission

Company: CLIENT A1 FULLNAME  
File Format: DBS Standard Format  
Upload File: Select a File (File Size Limit: 10MB) Browse +  
Upload

Use [DBS Standard Template](#) to submit invoice(s) and credit note(s).  
Use [Debtor Reference](#) to search for your debtors to complete submission.

### File Status Summary

Search by Reference No. User ID or File Name

« 1 2 3 4 5 » View up to 10 per page 100 per page

Submission Ref.	File Name	Submitted By	Upload Date	Status	Action	File Summary	Assignment
UPLD000000039115	ARPDemoStdFormatcsv26Apr2020.csv	IOATOR751	26 Apr 2020 10:35 AM	In Progress		View	
UPLD000000039114	ARPDemoStdFormatcsv25Apr2020.csv	IOATOR751	25 Apr 2020 07:43 PM	Pending Bank Processing		View	

Legend:

1 Successful upload indicator will be prompted once Invoice File was successfully uploaded and <Status> will be shown as “In Progress”



# **Standard Format with Mandatory Documents**

## **(Invoice Re-Submission)**



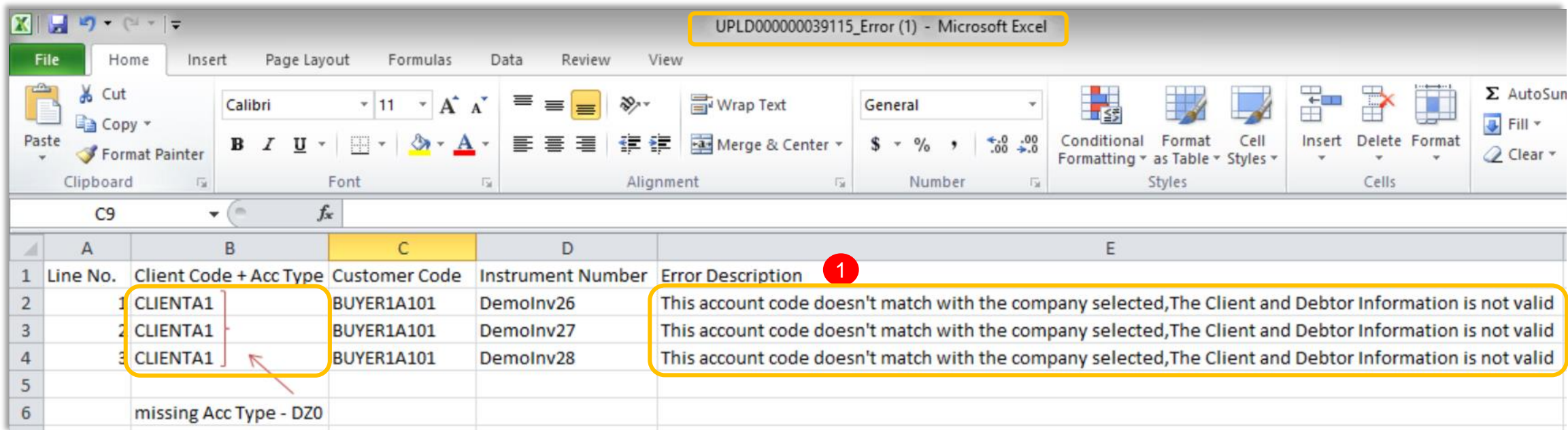
# IOAT – Unsuccessful Invoice Upload

The screenshot shows the DBS Accounts Receivable Purchase (ARP) web application interface. The top navigation bar includes the DBS logo, 'Accounts Receivable Purchase Open Account Trade', and user information: 'IOATOR751, Customer Name of CIN :1043524 ARP Client', with a 'Logout' button. The main navigation menu has 'Submission' selected. The 'Submission' page is titled 'Upload centre for invoices and credit notes submission'. It features a form with fields for 'Company' (CLIENT A1 FULLNAME), 'File Format' (DBS Standard Format), and 'Upload File' (Select a File (File Size Limit: 10MB) with a 'Browse +' button). An 'Upload' button is also present. To the right of the form, there are instructions: 'Use DBS Standard Template to submit invoice(s) and credit note(s).' and 'Use Debtor Reference to search for your debtors to complete submission.' Below the form is a 'File Status Summary' section with a search bar and a table. The table has columns: Submission Ref., File Name, Submitted By, Upload Date, Status, Action, File Summary, and Assignment. The first row of the table is highlighted in red and contains the following data: Submission Ref. UPLD000000039115, File Name ARPDemoStdFormatcsv26Apr2020.csv, Submitted By IOATOR751, Upload Date 26 Apr 2020 10:35 AM, Status This file contains invalid instruments and has been rejected, Action View. A red circle with the number '1' is placed over the status message. A red circle with the number '2' is placed over the Submission Ref. 'UPLD000000039115'. A red arrow points from the status message to the file name in the first row. Below the table is a 'Show all' button.

## Legend:

- 1 In the event, if error to the submitted CSV file was detected, the Invoice file will be rejected.  
Click on the highlighted message to discover areas which requires rectification for CSV invoice file to be re-submitted
- 2 Once Invoice file failed to be accepted in IOAT, "Submission Ref" will not be created in IOAT <Supporting Doc> tab nor in IPA and FPRO

# IOAT – Sample Of Unsuccessful Invoice File



UPLD000000039115\_Error (1) - Microsoft Excel

	A	B	C	D	E
1	Line No.	Client Code + Acc Type	Customer Code	Instrument Number	Error Description <sup>1</sup>
2	1	CLIENTA1	BUYER1A101	DemoInv26	This account code doesn't match with the company selected, The Client and Debtor Information is not valid
3	2	CLIENTA1	BUYER1A101	DemoInv27	This account code doesn't match with the company selected, The Client and Debtor Information is not valid
4	3	CLIENTA1	BUYER1A101	DemoInv28	This account code doesn't match with the company selected, The Client and Debtor Information is not valid
5					
6		missing Acc Type - DZ0			

## Legend:

<sup>1</sup> In the above example, reason for the CSV Invoice file rejection was due to the missing ARP Client Account Type

Please re-submit the CSV Invoice file with the rectified details using a **new** file name

# IOAT – Successful Invoice Re-Submission

The screenshot displays the DBS Accounts Receivable Purchase interface. At the top, there is a navigation bar with 'Dashboard', 'Submission', 'Reports', 'Enquiry', 'Request For Prepayment', and 'Transaction Status'. The 'Submission' tab is active. Below the navigation, there are tabs for 'Invoice' and 'Supporting Documents', with the latter highlighted by a red circle '2'. The main content area is titled 'Submission' and includes an 'Upload centre for invoices and credit notes submission'. It features a form with fields for 'Company' (CLIENT A1 FULLNAME), 'File Format' (DBS Standard Format), and 'Upload File' (Select a File (File Size Limit: 10MB) with a 'Browse +' button). An 'Upload' button is also present. To the right of the form, there are instructions: 'Use [DBS Standard Template](#) to submit invoice(s) and credit note(s).' and 'Use [Debtor Reference](#) to search for your debtors to complete submission.' Below the form is a 'File Status Summary' section with a search bar and a table of submissions. The table has columns for 'Submission Ref.', 'File Name', 'Submitted By', 'Upload Date', 'Status', 'Action', 'File Summary', and 'Assignment'. The first row is highlighted with a red circle '1' and shows a submission with 'Submission Ref.' UPLD000000039117, 'File Name' ARPDemoStdFormatcsv26Apr2020a.csv, 'Submitted By' IOATOR751, 'Upload Date' 26 Apr 2020 10:46 AM, and 'Status' In Progress. The second row shows a submission with 'Submission Ref.' UPLD000000039115, 'File Name' ARPDemoStdFormatcsv26Apr2020.csv, 'Submitted By' IOATOR751, 'Upload Date' 26 Apr 2020 10:35 AM, and 'Status' This file contains invalid instruments and has been rejected.

Submission Ref.	File Name	Submitted By	Upload Date	Status	Action	File Summary	Assignment
UPLD000000039117	ARPDemoStdFormatcsv26Apr2020a.csv	IOATOR751	26 Apr 2020 10:46 AM	In Progress		<a href="#">View</a>	
UPLD000000039115	ARPDemoStdFormatcsv26Apr2020.csv	IOATOR751	26 Apr 2020 10:35 AM	This file contains invalid instruments and has been rejected		<a href="#">View</a>	

## Legend:

- 1 A fresh "Submission Ref" will be shown once a new set of CSV file was uploaded, with <Status> being "In Progress"
- 2 User may click on <Supporting Documents> tab to proceed with documents upload

# **Standard Format with Mandatory Documents**

## **(Submission of Mandatory Documents)**

# IOAT – Supporting Document Screen

DBS Accounts Receivable Purchase  
Open Account Trade

Contact Us LANGUAGE : English IOATOR751, Customer Name of CIN :1043524 ARP Client AC Logout  
Last login 26 Apr 2020; 10:39:14 AM

Dashboard **Submission** Reports Enquiry Request For Prepayment Transaction Status

Invoice **Supporting Documents**

## Upload Supporting Documents

Select the transactions to be selected for the supporting document upload

Transaction Status:  
All

Archived List **Next >**

« 1 2 3 4 5 » View up to 10 per page 100 per page

Counterparty	Submission Ref	File Name	Client Code	Debtor Code	Upload Date	Supporting Document Status	Processing Status
<input checked="" type="checkbox"/> Customer Name of CIN :1043524	<b>UPLD000000039117</b>	ARPDemoStdFormatcsv26Apr2020a.csv	CLIENTA1DZ0	BUYER1A101	26 Apr 2020	Pending Upload	Pending Supporting Documents
<input type="checkbox"/> Customer Name of CIN :1043524	UPLD000000039114	ARPDemoStdFormatcsv25Apr2020.csv	CLIENTA1DZ0	BUYER1A101	25 Apr 2020	Pending Bank Processing	Pending Bank Processing

### Legend:

- 1 Subject "Submission Ref" will only be reflected in this tab when there is/are mandatory supporting document(s) required for invoice processing.
- 2 Click on the subject Supporting Ref's check box and <Next> to be directed to the supporting document upload menu

# IOAT – Upload Supporting Documents

DBS Accounts Receivable Purchase  
Open Account Trade

Contact Us LANGUAGE : English IOATOR751, Customer Name of CIN :1043524 ARP Client AC Logout  
Last login 26 Apr 2020; 10:39:14 AM

Dashboard Submission Reports Enquiry Request For Prepayment Transaction Status

Invoice Supporting Documents

## Upload Supporting Documents

Select the transactions to be selected for the supporting documents

Transaction Status:  
All

« 1 2 3 4 5 »

Counterparty	Submission Ref	Processing Status
<input checked="" type="checkbox"/> Customer Name of CIN :1043524	UPLD000000039117	Pending Supporting Documents
<input type="checkbox"/> Customer Name of CIN :1043524	UPLD000000039114	Pending Bank Processing
<input type="checkbox"/> Customer Name of CIN :1043524	UPLD000000039101	Pending Bank Processing
<input type="checkbox"/> Customer Name of CIN :1043524	UPLD000000039101	Pending Bank Processing
<input type="checkbox"/> Customer Name of CIN :1043524	UPLD000000039097	Pending Supporting Documents
<input type="checkbox"/> Customer Name of CIN :1043524	UPLD000000039094	Pending Bank Processing
<input type="checkbox"/> Customer Name of CIN :1043524	UPLD000000039088	Pending Bank Processing

### Upload Supporting Documents

Required Supporting Documents

List of Required Documents	
Contract Ref No. * 1	Select a File (File Size Limit: 4MB) <b>Browse +</b>
Invoice (Commercial / VAT) *	Select a File (File Size Limit: 4MB) <b>Browse +</b>
Transportation Documents	Select a File (File Size Limit: 4MB) <b>Browse +</b>
Customs Declarations	Select a File (File Size Limit: 4MB) <b>Browse +</b>
Regulatory Reporting Form	Select a File (File Size Limit: 4MB) <b>Browse +</b>
Purchase Order	Select a File (File Size Limit: 4MB) <b>Browse +</b>
Others	Select a File (File Size Limit: 4MB) <b>Browse +</b>

\*mandatory documents  
Note: maximum upload size is 200MB per Required Document

**View instruments requiring supporting documents** **Submit**

Archived List Next >

View up to 10 per page 100 per page

## Legend:

1 Asterisk "\*" denotes mandatory documents required. Click on <Browse> to upload the supporting documents corresponding to the invoice file submitted

# IOAT – Upload Supporting Documents

The screenshot displays the DBS Accounts Receivable Purchase (ARP) system interface. The main window is titled "Upload Supporting Documents" and shows a "List of Required Documents" on the left. A file explorer window is open, showing a list of files in the "Digidoc" folder. A red circle with the number "1" highlights the selection process. The file explorer shows a list of files with columns for Name, Date modified, and Type. The selected files are:

Name	Date modified	Type
300dpi Inv in PDF Format	4/21/2020 4:11 PM	Chrome I...
<input checked="" type="checkbox"/> 600dpi Doc in JPEG Format 2	4/21/2020 4:20 PM	JPEG ima
<input checked="" type="checkbox"/> 600dpi Doc in JPEG Format 3	4/21/2020 4:20 PM	JPEG ima
600dpi Doc in JPEG Format	4/21/2020 4:20 PM	JPEG ima
ARPDemoStdFormat	4/17/2020 5:50 PM	Microsof
ARPDemoStdFormatcsv2 Rejected File...	4/20/2020 11:20 AM	Microsof
ARPDemoStdFormatcsv2	4/17/2020 9:34 PM	Microsof
ARPDemoStdFormatcsv20Apr20	4/20/2020 11:20 AM	Microsof
ARPDemoStdFormatcsv20Apr2020	4/20/2020 1:34 PM	Microsof
ARPDemoStdFormatcsv21Apr20	4/21/2020 2:03 PM	Microsof
ARPDemoStdFormatcsv21Apr2020	4/21/2020 2:03 PM	Microsof
ARPDemoStdFormatcsv21Apr2020a	4/21/2020 2:43 PM	Microsof

The file explorer window also shows a "File name" field with the text "600dpi Doc in JPEG Format 2" and a dropdown menu set to "All Files". The "Open" and "Cancel" buttons are visible at the bottom of the file explorer.

Legend:

- 1 Select the designed one or more files for uploading in a single attempt



# IOAT – Upload Supporting Documents

The screenshot shows the DBS Accounts Receivable Purchase portal. A modal titled "Upload Supporting Documents" is open, displaying a "List of Required Documents" table. The table has columns for document type and file selection. A red circle '1' is placed over the file selection area for "Contract Ref No." and "Invoice (Commercial / VAT)". A red circle '2' is placed over the "View instruments requiring supporting documents" button. A red arrow points from this button to a file named "Instrument List\_IO....csv" in the background table.

Document Type	File Selection
Contract Ref No. *	1 files selected [X] Browse +
Invoice (Commercial / VAT) *	2 files selected [X] Browse +
Transportation Documents	Select a File (File Size Limit: 4MB) [Browse +]
Customs Declarations	Select a File (File Size Limit: 4MB) [Browse +]
Regulatory Reporting Form	Select a File (File Size Limit: 4MB) [Browse +]
Purchase Order	Select a File (File Size Limit: 4MB) [Browse +]
Others	Select a File (File Size Limit: 4MB) [Browse +]

\*mandatory documents  
Note: maximum upload size is 200MB per Required Document

View instruments requiring supporting documents [Submit]

Counterparty	Submission Ref	File Name	Client	Buyer	Date	Status
Customer Name of CIN :1043524	UPLD000000039114					
Customer Name of CIN :1043524	UPLD000000039101					
Customer Name of CIN :1043524	UPLD000000039101					
Customer Name of CIN :1043524	UPLD000000039097					
Customer Name of CIN :1043524	UPLD000000039094	SG_DB_ARP_24042020TEST002.csv	CLIENTA1D20	BUYER1A101	24 Apr 2020	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039088	SG_PB_ARP_24042020FLOWCHECK001.csv	CLIENTA1D0E	BUYER1A101	24 Apr 2020	Pending Bank Processing

Instrument List\_IO....csv [Show all X]

Legend:

- 1 Number of files uploaded will be visible in each of the respective buckets
- 2 Click on <View instruments requiring supporting documents> to review the invoices to ensure that the correct corresponding documents are submitted





# IOAT – Sample Invoice File Corresponding to the uploaded Supporting Documents

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	No.	Account Code	Debtor Code	Instrument Type	Instrument Number	Instrument Date	Instrument Currency	Instrument Amount	Instrument Due Date	Not Applied	Correspondence	Transport	Transaction
2	1	CLIENTA1DZO	BUYER1A101	I	DemoInv29	4/4/2020	SGD	100	10/4/2020				
3	2	CLIENTA1DZO	BUYER1A101	I	DemoInv30	4/4/2020	SGD	100	10/4/2020				
4	3	CLIENTA1DZO	BUYER1A101	I	DemoInv31	4/4/2020	SGD	100	10/4/2020				
5													

## Legend:

- 1 Above is a sample CSV Invoice file which was successfully uploaded in IOAT post rectification of the “Account Code” and re-submitted using a new file name

# IOAT – Authentication for Documents Upload

The screenshot displays the DBS Accounts Receivable Purchase interface. The main page is titled 'Upload Supporting Documents' and includes a navigation bar with 'Dashboard', 'Submission', 'Reports', 'Enquiry', 'Request For Prepayment', and 'Transaction Status'. A modal window titled 'mChallenge Authorization' is overlaid on the page, showing a three-step process: 1. Send Challenge to your registered smartphone (with a 'Get Challenge via SMS' button), 2. Enter this Challenge to your Digital Token or Security Device (with links for 'Digital Token Instructions' and 'Security Device Instructions'), and 3. Enter Response (with a text input field containing a masked response and a green checkmark). The background shows a table of transactions with columns for Counterparty, Submission Ref, and Status.

## Legend:

- 1 Enter mChallenge Authorization to complete the Supporting Document submission

Note: mChallenge is shown only if the user is both maker and approver. Otherwise it will be the usual 2 step maker-checker process



# IOAT – Documents Upload Status 1

DBS Accounts Receivable Purchase  
Open Account Trade

Success

IOATOR751, Customer Name of CIN :1043524  
Last login 26 Apr 2020; 10:39:14 AM

Logout

Dashboard Submission Reports Enquiry Request For Prepayment Transaction Status

Invoice Supporting Documents

## Upload Supporting Documents

Select the transactions to be selected for the supporting document upload

Transaction Status:  
All

Archived List Next >

View up to 10 per page 100 per page

Counterparty	Submission Ref	File Name	Client Code	Debtor Code	Upload Date	Supporting Document Status	Processing Status
<input type="checkbox"/> Customer Name of CIN :1043524	UPLD000000039117	ARPDemoStdFormatcsv26Apr2020a.csv	CLIENTA1DZ0	BUYER1A101	26 Apr 2020	<b>1</b> InProgress	Pending Supporting Documents
<input type="checkbox"/> Customer Name of CIN :1043524	UPLD000000039114	ARPDemoStdFormatcsv25Apr2020.csv	CLIENTA1DZ0	BUYER1A101	25 Apr 2020	Pending Bank Processing	Pending Bank Processing
<input type="checkbox"/> Customer Name of CIN :1043524	UPLD000000039101	SG_PB_ARPDAH2_Multi_002.csv	CLIENTA1D0E	BUYER1A101	24 Apr 2020	Pending Bank Processing	Pending Bank Processing
<input type="checkbox"/> Customer Name of CIN :1043524	UPLD000000039101	SG_PB_ARPDAH2_Multi_002.csv	CLIENTA1DZ0	BUYER1A101	24 Apr 2020	Pending Bank Processing	Pending Bank Processing

Legend:

- 1 Supporting Document Status, pre-system registration of the submission

# IOAT – Documents Upload Status 2

DBS Accounts Receivable Purchase  
Open Account Trade

Contact Us LANGUAGE : English IOATOR751, Customer Name of CIN :1043524 ARP Client AC Logout  
Last login 26 Apr 2020; 10:46:36 AM

Dashboard Submission Reports Enquiry Request For Prepayment Transaction Status

Invoice Supporting Documents

## Upload Supporting Documents

Select the transactions to be selected for the supporting document upload

Transaction Status:  
All

Archived List Next >

« 1 2 3 4 5 » View up to 10 per page 100 per page

Counterparty	Submission Ref	File Name	Client Code	Debtor Code	Upload Date	Supporting Document Status	Processing Status
<input type="checkbox"/> Customer Name of CIN :1043524	UPLD000000039117	ARPDemoStdFormatcsv26Apr2020a.csv	CLIENTA1DZ0	BUYER1A101	26 Apr 2020	1 Pending Bank Processing	Pending Bank Processing
<input type="checkbox"/> Customer Name of CIN :1043524	UPLD000000039114	ARPDemoStdFormatcsv25Apr2020.csv	CLIENTA1DZ0	BUYER1A101	25 Apr 2020	Pending Bank Processing	Pending Bank Processing
<input type="checkbox"/> Customer Name of CIN :1043524	UPLD000000039101	SG_PB_ARPDAH2_Multi_002.csv	CLIENTA1D0E	BUYER1A101	24 Apr 2020	Pending Bank Processing	Pending Bank Processing

### Legend:

- 1 Supporting Document Status, post-system registration of the submission

# IOAT – Invoice Upload Status

DBS Accounts Receivable Purchase  
Open Account Trade

Contact Us LANGUAGE : English IOATOR751, Customer Name of CIN :1043524 ARP Client AC Logout  
Last login 26 Apr 2020; 10:39:14 AM

Dashboard **Submission** Reports Enquiry Request For Prepayment Transaction Status

Invoice Supporting Documents

## Submission

Upload centre for invoices and credit notes submission

Company: CLIENT A1 FULLNAME  
File Format: DBS Standard Format  
Upload File: Select a File (File Size Limit: 10MB) [Browse +](#)  
[Upload](#)

Use [DBS Standard Template](#) to submit invoice(s) and credit note(s).  
Use [Debtor Reference](#) to search for your debtors to complete submission.

### File Status Summary

Search by Reference No. User ID or File Name

« 1 2 3 4 5 » View up to 10 per page 100 per page

Submission Ref.	File Name	Submitted By	Upload Date	Status	Action	File Summary	Assignment
UPLD000000039117	ARPDemoStdFormatcsv26Apr2020a.csv	IOATOR751	26 Apr 2020 10:46 AM	<b>1</b> Pending Bank Processing		<a href="#">View</a>	<a href="#">Download</a>
UPLD000000039115	ARPDemoStdFormatcsv26Apr2020.csv	IOATOR751	26 Apr 2020 10:35 AM	This file contains invalid instruments and has been rejected		<a href="#">View</a>	

Legend:

**1** Post mandatory Supporting Document registration in the system, Invoice submission status will be reflected as “Pending Bank Processing”





# **Standard Format with Mandatory Documents**

## **(Re-Submission of Mandatory Documents)**



# IOAT – Document Rejected Pending Re-Submission

Accounts Receivable Purchase  
Open Account Trade

Contact Us LANGUAGE : English IQATOR751, Customer Name of CIN :1043524 ARP Client AC Logout  
Last login 21 Apr 2020; 6:46:24 PM

Dashboard Submission Reports Enquiry Request For Prepayment Transaction Status

Invoice Supporting Documents

## Upload Supporting Documents

Select the transactions to be selected for the supporting document upload

Transaction Status:  
All

Archived List Next >

View up to 10 per page 100 per page

Counterparty	Submission Ref	File Name	Client Code	Debtor Code	Upload Date	Supporting Document Status	Processing Status
<input checked="" type="checkbox"/> Customer Name of CIN :1043524	UPLD000000038297	ARPDemoStdFormatcsv21Apr2020b.csv	CLIENTA1DZ0	BUYER1A101	21 Apr 2020	Bank Rejected. Pending Resubmission	Pending Supporting Documents
<input type="checkbox"/> Customer Name of CIN :1043524	UPLD000000038288	ARPDemoStdFormatcsv21Apr2020.csv	CLIENTA1DZ0	BUYER1A101	21 Apr 2020	Bank Rejected. Pending Resubmission	Pending Supporting Documents
<input type="checkbox"/> Customer Name of CIN :1043524	UPLD000000038278	SG_DB_ARP_21042020002.csv	CLIENTA1DZ0	BUYER1A101	21 Apr 2020	Pending Upload	Pending Supporting Documents

## Legend:

- 1 If submitted documents are rejected by Bank, <Supporting Document Status> and <Processing Status> in IOAT will be revised as “Bank Rejected. Pending Resubmission” and “Pending Supporting Documents” respectively
- 2 Click on **Bank Rejected. Pending Resubmission** to retrieve the initial set of documents submitted
- 3 Click on **Pending Supporting Documents** to retrieve the reason for documents rejection
- 4 To re-submit supporting documents, check the checkbox  of the subject <Submission Ref> and click on **Next >** to proceed



# IOAT – Document Status Post Bank Processing

**Accounts Receivable Purchase**  
Open Account Trade

[Contact Us](#) | LANGUAGE : English | IOATOR751, Customer Name of CIN :1043524 | ARP Client | AC | [Logout](#)  
Last login 26 Apr 2020; 11:58:36 AM

Dashboard
Submission
Reports
Enquiry
Request For Prepayment
Transaction Status

Invoice
Supporting Documents

## Upload Supporting Documents

Select the transactions to be selected for the supporting document upload

Transaction Status: All

Archived List
Next >

View up to 10 per page 100 per page

Counterparty	Submission Ref	File Name	Client Code	Debtor Code	Upload Date	Supporting Document Status	Processing Status	
<input type="checkbox"/>	Customer Name of CIN :1043524	UPLD000000039117	ARPDemoStdFormatcsv26Apr2020a.csv	CLIENTA1DZ0	BUYER1A101	26 Apr 2020	<span style="border: 2px solid orange; padding: 2px;">1 <b>Processed By Bank</b></span>	<span style="border: 2px solid orange; padding: 2px;"><b>Processed By Bank</b></span>
<input type="checkbox"/>	Customer Name of CIN :1043524	UPLD000000039114	ARPDemoStdFormatcsv25Apr2020.csv	CLIENTA1DZ0	BUYER1A101	25 Apr 2020	Pending Bank Processing	Pending Bank Processing
<input type="checkbox"/>	Customer Name of CIN :1043524	UPLD000000039101	SG_PB_ARPDAH2_Multi_002.csv	CLIENTA1D0E	BUYER1A101	24 Apr 2020	Pending Bank Processing	Pending Bank Processing
<input type="checkbox"/>	Customer Name of CIN :1043524	UPLD000000039101	SG_PB_ARPDAH2_Multi_002.csv	CLIENTA1DZ0	BUYER1A101	24 Apr 2020	Pending Bank Processing	Pending Bank Processing
<input type="checkbox"/>	Customer Name of CIN :1043524	UPLD000000039097	SG_PB_ARP_2404202001.csv	CLIENTA1D0E	BUYER1A101	24 Apr 2020	Pending Upload	Pending Supporting Documents
<input type="checkbox"/>	Customer Name of CIN :1043524	UPLD000000039094	SG_DB_ARP_24042020TEST002.csv	CLIENTA1DZ0	BUYER1A101	24 Apr 2020	Pending Bank Processing	Pending Bank Processing
<input type="checkbox"/>	Customer Name of CIN :1043524	UPLD000000039088	SG_PB_ARP_2404202FLOWCHECK001.csv	CLIENTA1D0E	BUYER1A101	24 Apr 2020	Pending Bank Processing	Pending Bank Processing

Legend:

- 1 Upon Bank's acceptance on the Invoice file and Supporting Documents submission, "Supporting Document Status" and "Processing Status" will be reflected as "Processed By Bank"





# IOAT – Invoice Status Post Bank Processing

DBS Accounts Receivable Purchase  
Open Account Trade

Contact Us LANGUAGE : English IOATOR751, Customer Name of CIN :1043524 ARP Client AC Logout  
Last login 26 Apr 2020; 11:58:36 AM

Dashboard Submission Reports Enquiry Request For Prepayment Transaction Status

Invoice Supporting Documents

## Submission

Upload centre for invoices and credit notes submission

Company: CLIENT A1 FULLNAME  
File Format: DBS Standard Format  
Upload File: Select a File (File Size Limit: 10MB) [Browse +](#)  
[Upload](#)

Use [DBS Standard Template](#) to submit invoice(s) and credit note(s).  
Use [Debtor Reference](#) to search for your debtors to complete submission.

### File Status Summary

Search by Reference No. User ID or File Name

« 1 2 3 4 5 » View up to 10 per page 100 per page

Submission Ref.	File Name	Submitted By	Upload Date	Status	Action	File Summary	Assignment
UPLD000000039117	ARPDemoStdFormatcsv26Apr2020a.csv	IOATOR751	26 Apr 2020 10:46 AM	1 <b>Processed By Bank</b>		<a href="#">View</a>	<a href="#">Download</a>
UPLD000000039115	ARPDemoStdFormatcsv26Apr2020.csv	IOATOR751	26 Apr 2020 10:35 AM	This file contains invalid instruments and has been <b>rejected</b>		<a href="#">View</a>	

## Legend:

- 1 Upon Bank's acceptance on the Invoice file, Invoice <Status> will be reflected as "Processed By Bank"

# **Submission of Summary Invoice Listing using Standard Format**

# IOAT Summary Invoice Listing Submission

The screenshot displays the DBS Accounts Receivable Purchase portal. The top navigation bar includes 'Dashboard', 'Submission', 'Reports', 'Enquiry', 'Request For Prepayment', and 'Transaction Status'. The 'Submission' section is active, showing 'Invoice' and 'Supporting Documents' tabs. The 'Submission' page includes a form for uploading invoices and credit notes. The 'File Format' dropdown is set to 'DBS Standard Forma', highlighted with a red circle and the number 1. A file explorer window is open, showing a list of CSV files in the 'Digidoc' folder. The file 'ARPDemoStdFormatcsv27Apr20 StrThru' is selected. The 'File name' field in the file explorer shows 'ARPDemoStdFormatcsv27Apr20 StrT'.

**Submission**  
Upload centre for invoices and credit notes submission

Company: CLIENT A1 FULLNAME  
File Format: DBS Standard Forma  
Upload File: Select a File (File Size Limit: 10MB) [Browse +]  
[Upload]

**File Status Summary**  
Search by Reference No. User ID or File Name

Submission Ref.	File Name	Submitted By
UPLD000000039117	ARPDemoStdFormatcsv26Apr2020a.csv	IOATOR751
UPLD000000039115	ARPDemoStdFormatcsv26Apr2020.csv	IOATOR751

## Legend:

- 1 Click on <File Format> to select "Standard Format" and Upload Invoice file in CSV format

# IOAT Authentication for Invoice Upload

The screenshot displays the DBS Accounts Receivable Purchase interface. The top navigation bar includes the DBS logo, 'Accounts Receivable Purchase Open Account Trade', and user information: 'IOATOR751, Customer Name of CIN :1043524 ARP Client', 'Last login 26 Apr 2020; 12:08:35 PM', and a 'Logout' button. The main navigation tabs are 'Dashboard', 'Submission', 'Reports', 'Enquiry', 'Request For Prepayment', and 'Transaction Status'. The 'Submission' tab is active, showing 'Invoice' and 'Supporting Documents' sub-tabs. The 'Submission' section is titled 'Upload centre for invoices and credit notes submission'. It contains a form with fields for 'Company' (CLIENT A1 FULLNAME), 'File Format' (DBS Standard Format), and 'Upload File' (ARPDemoStdFormatcsv27Apr20 StrThru.csv). An 'Upload' button is visible. Below the form is a 'File Status Summary' section with a search bar and a table of submission records. The table has columns for Submission Ref., File Name, Submitted By, Upload Date, Status, Action, File Summary, and Assignment. Two records are shown: one with status 'Pending Bank Processing' and another with status 'This file contains invalid instruments and has been'. A modal window titled 'mChallenge Authorization' is overlaid on the page. It contains three steps: 1. 'Send Challenge to your registered smartphone.' with a 'Get Challenge via SMS' button. 2. 'Enter this Challenge to your Digital Token or Security Device:' with icons for 'Digital Token Instructions' and 'Security Device Instructions'. 3. 'Enter Response' with a text input field containing '....' and a green checkmark. An 'Upload' button is at the bottom of the modal.

## Legend:

- 1 Enter mChallenge Authorization to complete the Summary Invoice Listing submission

Note: mChallenge is shown only if the user is both maker and approver. Otherwise it will be the usual 2 step maker-checker process

# IOAT – Successful Summary Invoice File Upload

DBS Accounts Receivable Purchase  
Open Account Trade

IOATOR751, Customer Name of CIN :1043524  
Last login 26 Apr 2020; 12:08:35 PM

Dashboard Submission Reports Enquiry Request For Prepayment Transaction Status

Invoice Supporting Documents

## Submission

Upload centre for invoices and credit notes submission

Company: CLIENT A1 FULLNAME  
File Format: DBS Standard Format  
Upload File: Select a File (File Size Limit: 10MB) [Browse +](#)  
[Upload](#)

Use [DBS Standard Template](#) to submit invoice(s) and credit note(s).  
Use [Debtor Reference](#) to search for your debtors to complete submission.

### File Status Summary

Search by Reference No. User ID or File Name

View up to 10 per page 100 per page

Submission Ref.	File Name	Submitted By	Upload Date	Status	Action	File Summary	Assignment
UPLD000000039121	ARPDemoStdFormatcsv27Apr20 StrThru.csv	IOATOR751	27 Apr 2020 12:51 PM	In Progress		<a href="#">View</a>	

## Legend:

- 1 Successful upload indicator will be prompted once Summary Invoice Listing File was successfully uploaded
- 2 As supporting document is not required, the subject "Submission Ref" will not be reflected in <Supporting Documents> tab and post invoice acceptances by the Bank, the processing status will be revised to "Processed By Bank"

# Submission of Invoice & Supporting Documents using Customized Format

# IOAT Submission Screen

DBS Accounts Receivable Purchase  
Open Account Trade

Contact Us LANGUAGE : English IOATOR751, Customer Name of CIN :1043524 ARP Client AC Logout  
Last login 28 Apr 2020; 2:26:26 PM

Dashboard **Submission** Reports Enquiry Request For Prepayment Transaction Status

Invoice Supporting Documents

## Submission

Upload centre for invoices and credit notes submission

Company CLIENT A1 FULLNAME

File Format ARP Customized Format **1**

Upload File DBS Standard Format  
ARP Customized Format ✓

Upload

Use [DBS Standard Template](#) to submit invoice(s) and credit note(s).  
Use [Debtor Reference](#) to search for your debtors to complete submission.

### File Status Summary

Search by Reference No. User ID or File Name

« 1 2 3 4 5 » View up to 10 per page 100 per page

Submission Ref.	File Name	Submitted By	Upload Date	Status	Action	File Summary	Assignment
UPLD000000039121	ARPDemoStdFormatcsv27Apr20 StrThru.csv	IOATOR751	27 Apr 2020 12:51 PM	Pending Bank Processing		View	↓
UPLD000000039117	ARPDemoStdFormatcsv26Apr2020a.csv	IOATOR751	26 Apr 2020 10:46 AM	Pending Bank Processing		View	↓

## Legend:

- 1** Click on <File Format> to select "ARP Customized Format"

# IOAT Customized Format File Upload

The screenshot displays the DBS Accounts Receivable Purchase portal. The top navigation bar includes 'Dashboard', 'Submission', 'Reports', 'Enquiry', 'Request For Prepayment', and 'Transaction Status'. The 'Submission' page is active, showing a form for uploading files. The 'File Format' dropdown is set to 'ARP Customized Format', and the 'Browse +' button is highlighted with a red circle and the number '1'. An 'Open' file explorer window is open, showing the 'Downloads' folder. The file list includes several compressed files and Excel templates. The file 'SDINV0000000000795' is selected, and its name is entered in the 'File name' field at the bottom of the window. The 'Open' button is visible.

Submission Ref.	File Name	Submitted By
UPLD000000039121	ARPDemoStdFormatcsv27Apr20 StrThru.csv	IOATOR751
UPLD000000039117	ARPDemoStdFormatcsv26Apr2020a.csv	IOATOR751

Legend:

1 Click on <Browse> to select the .zip file for your uploading of the invoice and corresponding supporting documents

Please be informed that only 1 .zip file could be uploaded





# IOAT – Authentication for Customized Format Upload

The screenshot displays the DBS Accounts Receivable Purchase interface. The top navigation bar includes 'Dashboard', 'Submission', 'Reports', 'Enquiry', 'Request For Prepayment', and 'Transaction Status'. The 'Submission' section is active, showing options for 'Invoice' and 'Supporting Documents'. A modal window titled 'mChallenge Authorization' is overlaid on the page. The modal contains the following steps:

- Send Challenge to your registered smartphone. A red button labeled 'Get Challenge via SMS' is visible.
- Enter this Challenge to your Digital Token or Security Device. Below this, there are three options: 'Digital Token Instructions' with a smartphone icon, 'Security Device Instructions' with a security device icon, and 'Security Device Instructions' with a calculator icon.
- Enter Response. A text input field with a green checkmark and a red '1' in a circle next to it is highlighted with a yellow border.

At the bottom of the modal is a red 'Upload' button. The background page shows a submission form with fields for 'Company' (CLIENT A1 FULLNAME), 'File Format' (ARP Customized Format), and 'Upload File' (SDINV0000000000795.zip). Below the form is a 'File Status Summary' table with columns for Submission Ref., File Name, Submitted By, Upload Date, Status, Action, File Summary, and Assignment.

Submission Ref.	File Name	Submitted By	Upload Date	Status	Action	File Summary	Assignment
UPLD000000039121	ARPDemoStdFormatcsv27Apr20 StrThru.csv	IOATOR751	27 Apr 2020 12:51 PM	Pending Bank Processing		View	Download
UPLD000000039117	ARPDemoStdFormatcsv26Apr2020a.csv	IOATOR751	26 Apr 2020 10:46 AM	Pending Bank Processing		View	Download

## Legend:

- 1 Enter mChallenge Authorization to complete the zip file submission

Note: mChallenge is shown only if the user is both maker and approver. Otherwise it will be the usual 2 step maker-checker process



# IOAT – Successful Customized Format File Upload

The screenshot displays the DBS Accounts Receivable Purchase portal. At the top, there is a navigation bar with 'Dashboard', 'Submission', 'Reports', 'Enquiry', 'Request For Prepayment', and 'Transaction Status'. A success message is visible: 'Success'. The user is identified as 'IOATOR751, Customer Name of CIN :1043524' with a last login of '28 Apr 2020, 2:26:26 PM'. The 'Submission' section is active, showing a form for uploading invoices and credit notes. The form includes fields for 'Company' (CLIENT A1 FULLNAME), 'File Format' (DBS Standard Format), and 'Upload File' (Select a File (File Size Limit: 10MB) with a 'Browse +' button). Below the form is a 'File Status Summary' section with a search bar and a table of submissions. The table has columns for Submission Ref., File Name, Submitted By, Upload Date, Status, Action, File Summary, and Assignment. The first row shows a submission with 'Submission Ref.' UPLD00000039126, 'File Name' SDINV000000000795.zip, 'Submitted By' IOATOR751, 'Upload Date' 28 Apr 2020 09:47 PM, 'Status' In Progress, and an 'Upload Assignment' button. The second row shows a submission with 'Submission Ref.' UPLD00000039121, 'File Name' ARPDemoStdFormatcsv27Apr20 StrThru.csv, 'Submitted By' IOATOR751, 'Upload Date' 27 Apr 2020 12:51 PM, 'Status' Pending Bank Processing, and a download icon.

Submission Ref.	File Name	Submitted By	Upload Date	Status	Action	File Summary	Assignment
UPLD00000039126	SDINV000000000795.zip	IOATOR751	28 Apr 2020 09:47 PM	In Progress	Upload Assignment	View	
UPLD00000039121	ARPDemoStdFormatcsv27Apr20 StrThru.csv	IOATOR751	27 Apr 2020 12:51 PM	Pending Bank Processing		View	

## Legend:

- 1 Post successful .zip file uploaded via Customized Format, a "Submission Ref" will be created
- 2 <Status> will be shown as "In Progress"
- 3 User will be requested to upload the Notice of Assignment file in PDF format to complete the submission

# IOAT – Upload Notice of Assignment

DBS Accounts Receivable Purchase  
Open Account Trade

Contact Us LANGUAGE : English IOATOR751, Customer Name of CIN :1043524 ARP Client AC Logout  
Last login 28 Apr 2020; 2:26:26 PM

Dashboard Submission Reports Enquiry Request For Prepayment Transaction Status

Invoice Supporting Documents

## Submission

Upload centre for invoices and credit notes submission

Company CLIENT A1 FULLNAME  
File Format DBS Standard Format  
Upload File Select a File (File Size Limit: 10MB) Browse +  
Upload

### File Status Summary

Search by Reference No. User ID or File Name

« 1 2 3 4 5 » View up to 10 per page 100 per page

Submission Ref.	File Name	Submitted By	Upload Date	Status	Action	File Summary	Assignment
UPLD000000039126	SDINV0000000000795.zip	IOATOR751	28 Apr 2020 09:47 PM	In Progress	Upload Assignment	View	
UPLD000000039121	ARPDemoStdFormatcsv27Apr20 StrThru.csv	IOATOR751	27 Apr 2020 12:51 PM	Pending Bank Processing		View	

Legend:

- 1 Click on **Upload Assignment** to upload the Notice of Assignment in PDF format

# IOAT – Successful Notice of Assignment Upload

The screenshot shows the DBS Accounts Receivable Purchase portal. The user is logged in as IOATOR751. The 'Submission' tab is active, and the 'Upload centre for invoices and credit notes submission' is displayed. The submission details are as follows:

Company	File Format	Upload File	Status
CLIENT A1 FULLNAME	DBS Standard Format	Select a File (File Size Limit: 10MB) <a href="#">Browse +</a>	Authorized

The 'File Status Summary' table shows the following entries:

Submission Ref.	File Name	Submitted By	Upload Date	Status	Action	File Summary	Assignment
UPLD000000039126	SDINV000000000795.zip	IOATOR751	28 Apr 2020 09:47 PM	Authorized	<a href="#">Upload Assignment</a>	<a href="#">View</a>	
UPLD000000039121	ARPDemoStdFormatcsv27Apr20 StrThru.csv	IOATOR751	27 Apr 2020 12:51 PM	Pending Bank Processing		<a href="#">View</a>	<a href="#">Download</a>

## Legend:

- 1 Post successful uploading of the Notice of Assignment, Customized Format/ zip file submission status will be revised to “Authorized” Upon invoice & documents processing acceptance by the Bank, the <Status> will further be refreshed as “Processed By Bank”

# ARP DigiDocs – Appendix

# Appendix A – Standard Format File Criteria

Fields	Example	Max Length/ Specs	Remarks
No	1		Sequence No.
Account Code	ClientCodeD00	20	Mandatory (Can be found in debtor reference)
Debtor Code	BUYER1203	20	Mandatory (Can be found in debtor reference)
Instrument Type	I	1	Mandatory
Instrument Number	invoice123	30	Mandatory
Instrument Date	15/06/2015	YYYY-MM-DD DD-MM-YYYY DD/MM/YYYY YYYY/MM/DD DD\MM\YYYY YYYYMMDD	Mandatory
Instrument Currency	USD	3	Mandatory (Can be found in debtor reference)
Instrument Amount	2000.00	Number(15,2)-13 Number and 2 decimal	Mandatory
Instrument Due Date	15/06/2015	YYYY-MM-DD DD-MM-YYYY DD/MM/YYYY YYYY/MM/DD DD\MM\YYYY YYYYMMDD	Mandatory for invoice only
Not Applicable			
Corresponding Invoice Number	Invoice123	30	
Transport Document Reference Number	11122344	100	Mandatory for Export Factoring Only
Transport Document Date	16/06/2015	YYYY-MM-DD DD-MM-YYYY DD/MM/YYYY YYYY/MM/DD DD\MM\YYYY YYYYMMDD	Mandatory for Export Factoring Only
Port of Loading	USA	100	Mandatory for Export Factoring Only
Port of discharge	Singapore	100	Mandatory for Export Factoring Only
Goods Description	Crude Oil	255	Mandatory for Export Factoring Only
Name of Shipper	ABC	255	Mandatory for Export Factoring Only
Name of Shipping Company	DEF	255	Mandatory for Export Factoring Only
Name of Vessel	HMS DBS	255	Mandatory for Export Factoring Only

Mandatory Fields

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