



Live more,
Bank less

記帳貿易Di gi Docs

應收賬融資 外部客戶用戶指南

版本1.0

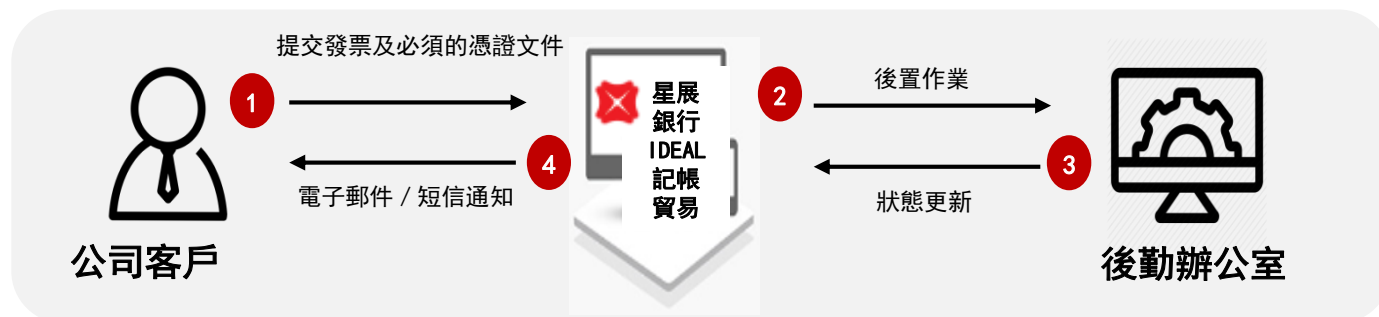


ARP DigiDoc用戶指南目錄

A. DigiDocs簡介	3
B. DigiDocs常見問題：	4
1. 如何上載發票資料？	5
2. 如何重新提交發票資料？	6
3. 可接受的憑證文件格式及檔案大小	6
4. 如何上載憑證文件？	7
5. 如何重新提交憑證文件？	8
6. DigiDocs最長可檢索期是多少？	9
7. 如何申請ARP DigiDocs？	9
8. 從何處獲得技術支援？	9
C. IDEAL記帳貿易DigiDocs畫面：	
1. 採用標準格式提交所須的憑證文件：	
a. 提交發票	10 - 15
b. 重新提交發票	16 - 19
c. 提交必須文件	20 - 29
d. 重新提交必須文件	30 - 33
3. 使用標準格式提交匯總發票清單	34 - 37
4. 使用自訂格式提交發票和憑證文件	38 - 44
D. 附錄A.	
1. 標準格式檔案準則	45 - 46

記帳貿易DigiDocs

用於應收帳款洽購客戶的數碼發票及憑證文件提交解決方案



它是如何運作的?

主要優點和特色?

- 使用「Client Maker」(客戶製作者)和「Checker」(審批者)選項進行用戶身份驗證評估
- 更加方便! 7*24小時即時網上提交 / 重新提交功能
- 即時網上系統狀態更新
- 過往提交可供追溯



立即成為IDEAL記帳貿易(「IOAT」)交易用戶吧!!

先決條件

星展銀行新加坡、中國、香港有限公司、香港分行、印度、台灣及台灣分行均提供ARP DigiDocs網上服務

常見問題

常見問題

1. 如何上載發票資料？



- 使用標準格式（建議使用）：
 - 這是可從IOAT「提交標籤」下載的標準CSV檔案
 - 對於非匯總發票清單ARP結構，請限制每個CSV檔案只包含一份ARP合約（即客戶代碼+帳戶類型+債務人代碼配對）
 - 最大檔案大小：10MB
- 使用自訂格式（僅在客戶關係經理建議的情況下使用）：
 - 這是客戶自己的發票檔案格式
 - 使用此格式時，請使用一個zip檔案上載發票檔案和憑證文件
 - 請勿給檔案加密
 - zip檔案的最大檔案大小：10MBRe

註：

- 有關標準格式csv檔案所須的欄位格式樣本，請參閱附錄A。

常見問題

2. 如何重新提交發票資料？

- 使用標準格式：
 - 與提交新檔案時一樣，重複上述步驟。
 - 然而，在重新提交之前請修改檔案名稱。
- 使用自訂格式：
 - 請使用一個.zip檔案上載發票檔案和憑證文件

3. 在IOAT <憑證文件>檔案包中，可接受的憑證文件格式及檔案大小為

- JPEG、PNG、PDF、BMP和TIFF
- 最大單一檔案大小：4MB
- 每個檔案包的最大檔案大小：200MB
- 最小檔案解析度：300DPI

常見問題

4. 如何上傳憑證文件？

- 使用標準CSV格式提交發票資料：

— 成功提交發票檔案後，點擊<Supporting Document>（憑證文件）標籤 →

Invoice Supporting Documents

— 點擊指定的「Submission Ref」（提交參考），然後點擊「Next」（下一步）圖示 →

Counterparty Submission Ref
1043524 UPLD000000039117 Next >

— 用戶將被帶到憑證文件的上傳畫面

（該功能不適用於用戶以自訂格式上傳發票及憑證文件）

Upload Supporting Documents

Required Supporting Documents

List of Required Documents		
Contract Ref No. *	Select a File (File Size Limit: 4MB)	Browse +
Invoice (Commercial / VAT) *	Select a File (File Size Limit: 4MB)	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](#)

常見問題

- 只有標有星號「*」的檔案包才是您處理發票時的必須文件
- 如有額外的文件需要提交，並且當前的檔案包列表不可用，請將這些文件提交至<Others>（其他）檔案包中
- 如要將多份憑證文件上載至一個檔案包中，請一次過選擇並上載所須的檔案

5. 在IOAT中可否為非必須檔案包提交憑證文件？

- 可以

6. 如何重新提交憑證文件？

- 當最初提交的文件由於不匹配或不完整而被拒絕時，便需要重新提交
- 在<Supporting Document>（憑證文件）標籤中，選擇「Submission Ref」（提交參考）標題，並點擊「Next」（下一步）以重新提交文件
（該功能不適用於用戶以自訂格式上載發票及憑證文件）

常見問題

7. DigiDocs最長可檢索期是多少？

- 6個月

8. 如何申請ARP DigiDocs？

- 請聯系您的客戶關係經理、客戶管理經理或商務服務熱線，以引導您申請IDEAL™記帳貿易和DigiDocs。

9. 從何處獲得技術支援？

- 請聯絡您的客戶關係經理或客戶管理經理

必須文件的標準格式 (提交發票)

IOAT登入畫面

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

1 Submission

Reports

Enquiry

Request For Prepayment

Transaction Status

Volume

Company: SG - C123ABC123 - CLIENT A1 FULLNAME

All amounts are shown in SGD'000

MTD

May 2020

800.00

100.00

2,700.00

Apr 2020

422.00

0.00

132,921.00

Mar 2020

500.00

80.00

14,000.00

Invoice Assigned

Request for Prepayment

Collection from Debtor

Volume

Company: SG - C123ABC123 - CLIENT A1 FULLNAME

All amounts are shown in SGD'000

MTD

May 2020

800.00

100.00

2,700.00

Top 10 Debtors

Company: SG - C123ABC123 - CLIENT A1 FULLNAME

Debtor Name	Debtor Code	Account Code	Invoice Currency	Credit Limit	Outstanding
BUYER1A101SNAME	BUYER1A101	CLIENTA1DZ0	SGD	2,000,000.00	755
BUYER1A101SNAME	BUYER1A101	CLIENTA1D0E	SGD	1,000,000.00	40
XOXOXOXOXOXOXOXOXOXOXO	ZSCSCIT102	CLIENTA1DZ0	SGD	1,000,000.00	11

+ ADD WIDGET

說明:

- 1 點擊<Submission> (提交) 標籤, 以進入發票及憑證文件上載模塊。

DBS

11

IOAT發票提交畫面

DBS

Accounts Receivable Purchase
Open Account Trade

Contact Us

LANGUAGE : English

IOATOR751, Customer Name of CIN :1043524
Last login 25 Apr 2020; 8:39:15 PM

ARP Client

AC

Logout

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

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.

2

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	Z5C5CIT102	X0X0X0X0X0X0X0X0X0X0	

Close

File Status Summary

Search by Reference No. User ID or File Name

説明:

說明：

- 1 按一下<DBS Standard Template>（星展銀行標準範本）以下載一個CSV檔案，以便上載要分配給星展銀行的發票列表。
- 2 在下拉清單中選擇<DBS Standard Template>（星展銀行標準範本）。
- 3 點擊<Debtor Reference>（債務人參考），查看客戶帳戶和債務人資料清單，以便您創建發票檔案。

IOAT – 上載發票

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

File name: ARPDemoStdFormatcsv26Apr2020 ▾ Custom Files ▾

Open Cancel

說明:

1 點擊<Browse>（瀏覽），以選擇並上載一個已儲存的標準CSV發票檔案。

IOAT—發票上載的認證

The screenshot displays the DBS Accounts Receivable Purchase (ARP) portal. The top navigation bar includes the DBS logo, 'Accounts Receivable Purchase Open Account Trade', and user information: 'Contact Us', 'LANGUAGE : English', 'IOATOR751, Customer Name of CIN :1043524', 'ARP Client', 'AC', and 'Logout'. The main menu has tabs for 'Dashboard', 'Submission' (active), 'Reports', 'Enquiry', 'Request For Prepayment', and 'Transaction Status'. The 'Submission' tab is further divided into 'Invoice' and 'Supporting Documents'. The 'Submission' section includes a '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), along with an 'Upload' button. Below this is a 'File Status Summary' section with a search bar and pagination controls. 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.

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 ARPDemoStdFormatcsv26Apr2020.csv
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

mChallenge Authorization

1 Send Challenge to your registered smartphone.
Get Challenge via SMS

You are receiving the Challenge by SMS because you are trying to approve a transaction that you have created.

2 Enter this Challenge to your Digital Token or Security Device:

Digital Token Instructions Security Device Instructions Security Device Instructions

3 Enter Response

1 ✓


Upload

說明：

1 輸入mChallenge認證，以完成提交CSV發票檔案。

註：只有當用戶同時是製作者亦是審批者時，才會顯示mChallenge。否則，它一般將是一個製作者-審批者的2步程序。

IOAT - 成功上載發票

 **Accounts Receivable Purchase**
Open Account Trade

1

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	

說明:



1 成功上載發票檔案後，會提示上載成功，〈Status〉（狀態）將顯示為「In Progress」（處理中）。

必須文件的標準格式 (重新提交發票)

IOAT—未成功上載發票

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; 10:29:03 AM

DashboardSubmissionReportsEnquiryRequest For PrepaymentTransaction Status

InvoiceSupporting 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
2 UPLD000000039115	ARPDemoStdFormatcsv26Apr2020.csv	IOATOR751	26 Apr 2020 10:35 AM	1 This file contains invalid instruments and has been rejected		View	

UPLD00000003911...csv Show all X

說明：

- 1 如果檢測出提交的CSV檔案有錯誤，則發票檔案將被拒絕。
點擊突出顯示的訊息，以查看重新提交CSV發票檔案時需要糾正的區域。
- 2 如果發票檔案在IOAT中未獲接受，則在IOAT<Supporting Doc>（憑證文件）標籤及在IPA和FPRO中均不會生成「Submission Ref」（提交參考）。

IOAT—不成功的發票檔案樣本

	A	B	C	D	E
1	Line No.	Client Code + Acc Type	Customer Code	Instrument Number	Error Description
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			

說明:

① 在上面的例子中，CSV發票檔案被拒絕的原因在於缺少了ARP客戶帳戶類型。

請使用**新的**檔案名稱重新提交已更正的CSV發票檔案。

IOAT—成功重新提交發票

The screenshot displays the DBS Accounts Receivable Purchase (ARP) portal interface. At the top, the DBS logo and 'Accounts Receivable Purchase Open Account Trade' are visible. A green 'Success' banner is present. The navigation bar includes 'Dashboard', 'Submission' (highlighted), 'Reports', 'Enquiry', 'Request For Prepayment', and 'Transaction Status'. Below the navigation bar, the 'Invoice' and 'Supporting Documents' tabs are shown, with 'Supporting Documents' highlighted by a red circle '2'. 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' (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 the 'File Status Summary' section, which includes a search bar 'Search by Reference No. User ID or File Name' 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 with a red circle '1' and shows a submission with 'In Progress' status. The second row shows a submission with 'This file contains invalid instruments and has been rejected' status.

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		View	
UPLD000000039115	ARPDemoStdFormatcsv26Apr2020.csv	IOATOR751	26 Apr 2020 10:35 AM	This file contains invalid instruments and has been rejected		View	

說明:

- 1 一組新的CSV檔案上載後，會顯示一個新的「Submission Ref」（提交參考），而<Status>（狀態）則顯示為「In Progress」（處理中）。
- 2 用戶可以點擊<Supporting Documents>（憑證文件）標籤來上載文件。

必須文件的標準格式

(提交必須文件)

IOAT—憑證文件畫面

DBS Accounts Receivable Purchase
Open Account Trade

Contact Us LANGUAGE : English IOATOR751, Customer Name of CIN :1043524 ARIP Client AC 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

« 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	UPLD000000039117	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

說明:

- 只有當處理發票時需要提供必須的憑證文件時，「Submission Ref」（提交參考）這一標題才會在此標籤內顯示。
- 點擊提交參考標題的核取方塊和「Next」（下一步），便會進入憑證文件上載功能表。

IOAT - 上載憑證文件

DBS Accounts Receivable Purchase
Open Account Trade

Contact Us | LANGUAGE : English | IOATOR751, Customer Name of CIN :1043524 | ARP Client | AC | 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 documents

Transaction Status:
All

« 1 2 3 4 5 »

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

Upload Supporting Documents

Required Supporting Documents

List of Required Documents	
Contract Ref No. * 1	Select a File (File Size Limit: 4MB) Browse +
Invoice (Commercial / VAT) *	Select a File (File Size Limit: 4MB) 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**

Archived List **Next >**

View up to **10 per page** 100 per page

說明:

❶ 星號「*」表示必須提交的檔案。點擊<Browse>（瀏覽）以上載與所提交的發票檔案對應的憑證文件。

IOAT - 上載憑證文件

DBS Accounts Receivable Purchase
Open Account Trade

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

Transaction Status:
All

Counterparty Submission Ref

<input checked="" type="checkbox"/>	Customer Name of CIN :1043524	UPLD000000039117
<input type="checkbox"/>	Customer Name of CIN :1043524	UPLD000000039114
<input type="checkbox"/>	Customer Name of CIN :1043524	UPLD000000039101
<input type="checkbox"/>	Customer Name of CIN :1043524	UPLD000000039101
<input type="checkbox"/>	Customer Name of CIN :1043524	UPLD000000039097
<input type="checkbox"/>	Customer Name of CIN :1043524	UPLD000000039094
<input type="checkbox"/>	Customer Name of CIN :1043524	UPLD000000039088

SG_DB_ARP_24042020TEST002.csv
SG_PB_ARP_24042020FLOWCHECK001.csv

CLIENTATD0E BUYERTAT01 24 Apr 2020 Pending Bank Processing Pending Bank Processing

Upload Supporting Documents

Required Supporting Document

List of Required Documents

Contract Ref No. *

Invoice (Commercial / VAT) *

Transportation Documents

Customs Declarations

Regulatory Reporting Form

Purchase Order

Others

*mandatory documents

Note: maximum upload size is 200MB per file

Open

Chloe Pei Pei LIM Digidoc

Search Digidoc

Organize New folder

Favorites

- Desktop
- Downloads
- This PC

Name	Date modified	Type
300dpi Inv in PDF Format	4/21/2020 4:11 PM	Chrome
<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	Microsoft
ARPDemoStdFormatcsv2 Rejected File...	4/20/2020 11:20 AM	Microsoft
ARPDemoStdFormatcsv2	4/17/2020 9:34 PM	Microsoft
ARPDemoStdFormatcsv20Apr20	4/20/2020 11:20 AM	Microsoft
ARPDemoStdFormatcsv20Apr2020	4/20/2020 1:34 PM	Microsoft
ARPDemoStdFormatcsv21Apr20	4/21/2020 2:03 PM	Microsoft
ARPDemoStdFormatcsv21Apr2020	4/21/2020 2:03 PM	Microsoft
ARPDemoStdFormatcsv21Apr2020a	4/21/2020 2:43 PM	Microsoft

File name: "600dpi Doc in JPEG Format 2" "600d" All Files

Open Cancel

說明:

① 一次過選擇指定的一個或多個檔案以上載。

IOAT - 上載憑證文件

The screenshot displays the DBS Accounts Receivable Purchase interface. A modal titled 'Upload Supporting Documents' is open, showing a 'List of Required Documents' table. A red bracket labeled '1' groups the 'Contract Ref No.' and 'Invoice (Commercial / VAT)' rows, which show '1 files selected' and '2 files selected' respectively. A red arrow labeled '2' points from the 'View instruments requiring supporting documents' button in the modal to the 'Instrument List' table below. The table has columns for Counterparty, Submission Ref, and Status. A file named 'Instrument List_IO....csv' is highlighted in the table.

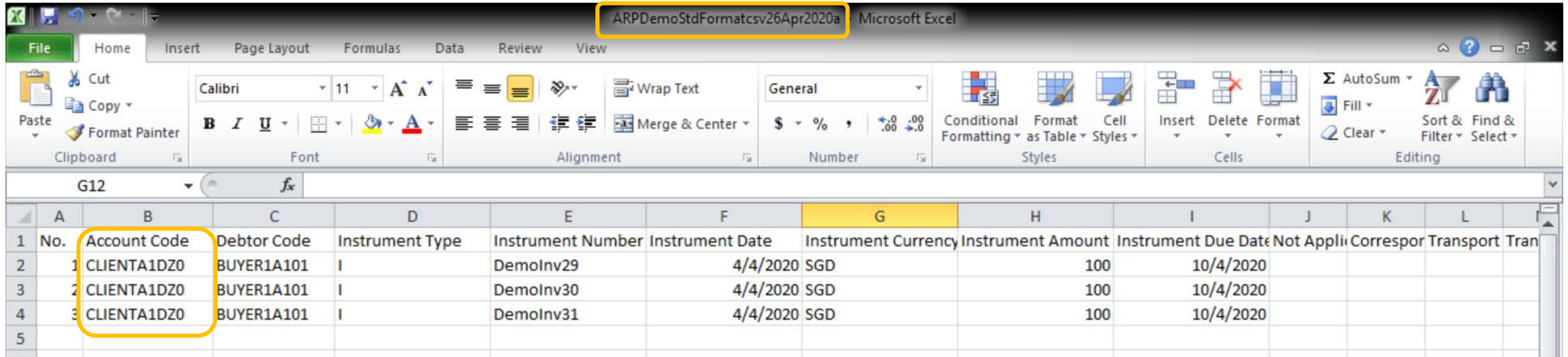
Counterparty	Submission Ref	Status
Customer Name of CIN :1043524	UPLD000000039114	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039101	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039101	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039097	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039094	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039088	Pending Bank Processing

Counterparty	Submission Ref	Status
Customer Name of CIN :1043524	UPLD000000039114	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039101	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039101	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039097	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039094	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039088	Pending Bank Processing

說明:

- 1 已上載的檔案數量可分別在每個檔案包中看到。
- 2 點擊<View instruments requiring supporting documents> (查看要求憑證文件的票據) 來審核發票，以確保所提交的相應文件為正確。

IOAT—與上載的憑證文件對應的發票檔案樣本



ARPDemoStdFormatcsv26Apr2020a												
Microsoft Excel												
File Home Insert Page Layout Formulas Data Review View												
Clipboard Font Alignment Number Styles Cells Editing												
G12												
	A	B	C	D	E	F	G	H	I	J	K	L
1	No.	Account Code	Debtor Code	Instrument Type	Instrument Number	Instrument Date	Instrument Currency	Instrument Amount	Instrument Due Date	Not Applied	Correspondence	Transport
2	1	CLIENTA1DZ0	BUYER1A101	I	DemoInv29	4/4/2020	SGD	100	10/4/2020			
3	2	CLIENTA1DZ0	BUYER1A101	I	DemoInv30	4/4/2020	SGD	100	10/4/2020			
4	3	CLIENTA1DZ0	BUYER1A101	I	DemoInv31	4/4/2020	SGD	100	10/4/2020			
5												

說明：

- 1 以上是一個CSV發票檔案樣本，該文件已在更正「Account Code」（帳戶代碼）後成功上傳到IOAT，並使用了新的檔案名稱重新提交。

IOAT—文件上載的認證

The screenshot displays the DBS Accounts Receivable Purchase (ARP) system interface. The main header shows 'DBS Accounts Receivable Purchase Open Account Trade' and navigation links like 'Contact Us', 'LANGUAGE : English', and 'Logout'. The user is logged in as 'IOATOR751, Customer Name of CIN :1043524' with a last login time of '26 Apr 2020, 10:39:14 AM'. The main navigation bar includes 'Dashboard', 'Submission', 'Reports', 'Enquiry', 'Request For Prepayment', and 'Transaction Status'. The 'Submission' tab is active, showing a table of transactions with columns for 'Counterparty', 'Submission Ref', and 'Status'. A modal window titled 'Upload Supporting Documents' is open, displaying an 'mChallenge Authorization' screen. This screen has 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'; and 3. 'Enter Response' with a text input field and a green checkmark. A red circle with the number '1' is placed over the input field. Below the modal, there is a table of transactions with columns for 'Counterparty', 'Submission Ref', 'Status', and 'Processing Status'. The table shows several transactions with a status of 'Pending Bank Processing'.


Counterparty	Submission Ref	Status	Processing Status
Customer Name of CIN :1043524	UPLD000000039117	Pending	Pending Supporting Documents
Customer Name of CIN :1043524	UPLD000000039114	Pending	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039101	Pending	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039101	Pending	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039097	Pending	Pending Supporting Documents
Customer Name of CIN :1043524	UPLD000000039094	Pending	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039088	Pending	Pending Bank Processing

說明：

1 輸入mChallenge認證，以完成提交CSV憑證檔案。

註：只有當用戶同時是製作者亦是審批者時，才會顯示mChallenge。否則，它一般將是一個製作者-審批者的2步程序。

IOAT - 文件上載狀態1

 **Accounts Receivable Purchase**
Open Account Trade

Success

IOATOR751, Customer Name of CIN :1043524 ARP Client
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 >

« 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	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_ARPDH2_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_ARPDH2_Multi_002.csv	CLIENTA1DZ0	BUYER1A101	24 Apr 2020	Pending Bank Processing	Pending Bank Processing

說明:

1 提交系統註冊前的憑證文件狀態。

IOAT - 文件上載狀態2

DBS

Accounts Receivable Purchase
Open Account Trade

Contact Us

LANGUAGE : English

IOATOR751, Customer Name of CIN :1043524

ARP Client

AC

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 ListNext >


« 1 2 3 4 5 »View up to 10 per page100 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

說明:

1 提交系統註冊後的憑證文件狀態。

IOAT -發票上載狀態

Accounts Receivable Purchase
Open Account Trade

[Contact Us](#) [LANGUAGE : English](#) IOATOR751, Customer Name of CIN :1043524 [ARIP Client](#) [AC](#) [Logout](#)

[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 Pending Bank Processing		View	Download
UPLD000000039115	ARPDemoStdFormatcsv26Apr2020.csv	IOATOR751	26 Apr 2020 10:35 AM	This file contains invalid instruments and has been rejected		View	

說明:

1 在系統中完成必須的憑證文件註冊後，發票提交狀態將顯示為「Pending Bank Processing」（等待銀行處理）。



必須文件的標準格式

(重新提交必須文件)

IOAT——檔案被拒絕，等待重新提交

DBS 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

說明：

- 如提交的檔案被銀行拒絕，那麼IOAT中的<Supporting Document Status>(憑證文件狀態)和<Processing Status>(處理狀態)將被修改為「Bank Rejected」(銀行拒收)。「Pending Resubmission」(等待重新提交)和「Pending Supporting Documents」(等待提交憑證文件)。
- 點擊 **Bank Rejected. Pending Resubmission** 以檢索所提交的初始文件集。
- 點擊 **Pending Supporting Documents** 以檢索拒收文件的原因。
- 如要重新提交憑證文件，請勾選<Submission Ref>(提交參考)標題的核取方塊 ☒，然後點擊 **Next >** 繼續。

IOAT—銀行處理後的文件狀態

DBS

Accounts Receivable Purchase
Open Account Trade

Contact Us

LANGUAGE : English

IOATOR751, Customer Name of CIN :1043524

ARIP Client

AC

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 ListNext >

« 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	Processed By Bank	Processed By Bank
<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

說明:

- 在銀行接收發票檔案和提交憑證文件後，〈Supporting Document Status〉（憑證文件狀態）和〈Processing Status〉（處理狀態）將顯示為「Processed By Bank」（銀行已處理）。

IOAT—銀行處理後的發票狀態

DBS Accounts Receivable Purchase
Open Account Trade

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

DashboardSubmissionReportsEnquiryRequest For PrepaymentTransaction Status

InvoiceSupporting 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 Processed By Bank		View	
UPLD000000039115	ARPDemoStdFormatcsv26Apr2020.csv	IOATOR751	26 Apr 2020 10:35 AM	This file contains invalid instruments and has been rejected		View	

說明：

- 1 在銀行接受發票檔案後，發票<Status> (狀態) 將顯示為「Processed By Bank」（銀行已處理）。

使用標準格式提交匯總發票清單

提交IOAT匯總發票清單

The screenshot shows the DBS Accounts Receivable Purchase submission page. The 'Submission' tab is active. In the 'Upload centre for invoices and credit notes submission' section, the 'File Format' dropdown is set to 'DBS Standard Format', which is highlighted with a yellow box and a red circle containing the number 1. An 'Upload File' button is visible. A file explorer window is open over the page, showing a list of CSV files in the 'Digidoc' folder. The file 'ARPDemoStdFormatcsv27Apr20 StrThru' is selected. The file explorer also shows a search bar and navigation options.

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; 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** (1)

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 »

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

26 Apr 2020 10:35 AM | This file contains invalid instruments and has been | View

說明:

① 點擊<File Format>（檔案格式）以選擇「Standard Format」（標準格式），然後上載CSV格式的發票檔案。

IOAT發票上載的認證

The screenshot displays the DBS Accounts Receivable Purchase web interface. At the top, the header includes the DBS logo, 'Accounts Receivable Purchase Open Account Trade', and user information: 'IOATOR751, Customer Name of CIN :1043524', 'Last login 26 Apr 2020; 12:08:35 PM', and a 'Logout' button. The main navigation bar contains tabs for 'Dashboard', 'Submission' (active), 'Reports', 'Enquiry', 'Request For Prepayment', and 'Transaction Status'. Below this, there are sub-tabs for 'Invoice' and 'Supporting Documents'. The 'Submission' section is titled 'Upload centre for invoices and credit notes submission'. It includes fields for 'Company' (CLIENT A1 FULLNAME), 'File Format' (DBS Standard Format), and 'Upload File' (ARPDemoStdFormatcsv27Apr20 StrThru.csv). An 'Upload' button is present. A 'File Status Summary' section shows a search bar and a table of submissions. 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' and 'Security Device Instructions'. 3. 'Enter Response' with a text input field containing '1' and a green checkmark. An 'Upload' button is at the bottom of the modal. The table below the modal shows two submissions: one 'Pending Bank Processing' and one with an error 'This file contains invalid instruments and has been'.

Submission Ref.	File Name	Submitted By	Upload Date	Status	Action	File Summary	Assignment
UPLD000000039117	ARPDemoStdFormatcsv26Apr2020a.csv	IOATOR751	26 Apr 2020 10:46 AM	Pending Bank Processing		View	
UPLD000000039115	ARPDemoStdFormatcsv26Apr2020.csv	IOATOR751	26 Apr 2020 10:35 AM	This file contains invalid instruments and has been		View	

說明：

- 1 輸入mChallenge認證，以完成提交匯總發票清單。

註：只有當用戶同時是製作者亦是審批者時，才會顯示mChallenge。否則，它一般將是一個製作者-審批者的2步程序。

IOAT—成功上載匯總發票文件

The screenshot displays the DBS Accounts Receivable Purchase (ARP) system interface. At the top, a green success message box is highlighted with a red circle and the number 1, indicating a successful upload. The main navigation bar includes links for Dashboard, Submission (active), Reports, Enquiry, Request For Prepayment, and Transaction Status. Below the navigation bar, the 'Submission' section is active, showing options for Invoice and Supporting Documents. The 'Upload centre for invoices and credit notes submission' section contains 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, instructions state: '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 upload section, the 'File Status Summary' section features a search bar and a table of uploaded files. The table has columns for Submission Ref., File Name, Submitted By, Upload Date, Status, Action, File Summary, and Assignment. A row is highlighted with a red circle and the number 2, showing a file named 'ARPDemoStdFormatcsv27Apr20 StrThru.csv' with a status of 'In Progress'.

DBS Accounts Receivable Purchase
Open Account Trade

1 Success

IOATOR751, Customer Name of CIN :1043524 ARP Client AC Logout
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

« 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
2 UPLD000000039121	ARPDemoStdFormatcsv27Apr20 StrThru.csv	IOATOR751	27 Apr 2020 12:51 PM	In Progress		View	

說明:

- 1 成功上載匯總發票清單檔案後，將會提示上載成功。
- 2 由於不需要憑證文件，因此「Submission Ref」（提交參考）標題將不會在<Supporting Documents>（憑證文件）標籤和銀行接受後的發票中顯示出來，處理狀態將變為「Processed By Bank」（銀行已處理）。

使用自訂格式提交發票和憑證文件

IOAT提交畫面

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

DashboardSubmissionReportsEnquiryRequest For PrepaymentTransaction Status

InvoiceSupporting Documents

Submission

Upload centre for invoices and credit notes submission

Company
CLIENT A1 FULLNAME

File Format
ARP Customized Format

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	Download
UPLD000000039117	ARPDemoStdFormatcsv26Apr2020a.csv	IOATOR751	26 Apr 2020 10:46 AM	Pending Bank Processing		View	Download

說明:

① 點擊<File Format>（檔案格式）以選擇「ARP Customized Format」（ARP自訂格式）。

IOAT上載自訂格式檔案

The screenshot displays the DBS Accounts Receivable Purchase portal. The top navigation bar includes the DBS logo, 'Accounts Receivable Purchase Open Account Trade', and user information: 'Contact Us', 'LANGUAGE : English', 'IOATOR751, Customer Name of CIN :1043524', 'Last login 28 Apr 2020; 2:26:26 PM', and a 'Logout' button. The main navigation tabs are 'Dashboard', 'Submission' (highlighted), 'Reports', 'Enquiry', 'Request For Prepayment', and 'Transaction Status'.

Under the 'Submission' tab, there are two sub-tabs: 'Invoice' and 'Supporting Documents'. The 'Submission' section is titled 'Upload centre for invoices and credit notes submission'. It contains a form with the following fields:

- Company: CLIENT A1 FULLNAME
- File Format: ARP Customized Format
- Upload File: Select a File (File Size Limit: 10MB) with a 'Browse +' button (marked with a red circle 1).
- Upload button.

Below the form is the 'File Status Summary' section, which includes a search bar and a table of submissions.

The 'File Status Summary' table has columns: Submission Ref., File Name, and Submitted By. It shows two entries:

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

A file upload dialog box is open, showing the 'Downloads' folder. The dialog lists several files, including 'SDINV0000000000795 (1)', 'SDINV0000000000795', 'SDINV0000000000922', 'SDINV0000000000928', 'SDINV0000000000940', 'SG_DB_ARP_20042020002', and several 'StandardTemplate' files. The 'SDINV0000000000795' file is selected. The dialog also shows the 'File name' field with 'SDINV0000000000795' and a 'Custom Files' dropdown menu. The 'Open' button is highlighted.

說明:

① 點擊<Browse>（瀏覽），以選擇需要上載的發票及相應憑證文件的 .zip 文件。

請注意僅可以上載一個 .zip 文件。

IOAT—自訂格式上載的認證

The screenshot shows the DBS Accounts Receivable Purchase (ARP) portal. The top navigation bar includes the DBS logo, 'Accounts Receivable Purchase', 'Open Account Trade', and user information: 'Contact Us', 'LANGUAGE : English', 'IOATOR751, Customer Name of CIN :1043524', 'ARP Client', 'Last login 28 Apr 2020; 2:26:26 PM', and a 'Logout' button. The main navigation tabs are 'Dashboard', 'Submission' (active), 'Reports', 'Enquiry', 'Request For Prepayment', and 'Transaction Status'. The 'Submission' page has two sub-tabs: 'Invoice' and 'Supporting Documents'. 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' (ARP Customized Format), and 'Upload File' (SDINV0000000000795.zip). An 'Upload' button is below the file field. Below the form is a 'File Status Summary' section with a search bar and a table of submission records. The 'mChallenge Authorization' modal is open, showing 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'), and 3. Enter Response (with a text input field containing '.....' and a green checkmark icon). A red circle with the number '1' is next to the 'Enter Response' step. An 'Upload' button is at the bottom of the modal.

DBS Accounts Receivable Purchase
Open Account Trade

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

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
Upload File SDINV0000000000795.zip
Upload

File Status Summary

Search by Reference No. User ID or File Name

« 1 2 3 4 5 »

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	

說明：

1 輸入mChallenge認證，以完成提交zip檔。

註：只有當用戶同時也是製作者亦是審批者時，才會顯示mChallenge。否則，它一般將是一個製作者-審批者的2步程序。



IOAT—成功上載自訂格式檔案

DBS Accounts Receivable Purchase
Open Account Trade

Success

IOATOR751, Customer Name of CIN :1043524
Last login 28 Apr 2020, 2:26:26 PM

Logout

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
1 UPLD000000039126	SDINV0000000000795.zip	IOATOR751	28 Apr 2020 09:47 PM	2 In Progress	3 Upload Assignment	View	
UPLD000000039121	ARPDemoStdFormatcsv27Apr20 StrThru.csv	IOATOR751	27 Apr 2020 12:51 PM	Pending Bank Processing		View	Download

說明:

- 1 利用自訂格式成功上載 .zip 檔案後，將創建一個「Submission Ref」(提交參考)。
- 2 <Status> (狀態) 將顯示為「In Progress」(處理中)。
- 3 用戶將需要上載PDF格式的轉讓通知書檔案，以完成提交。

IOAT—上載轉讓通知書

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

Upload Notice of Agreement

Upload File
300dpi Inv in PDF Format.pdf **Browse +**
Submit

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	

說明：

1 點擊 **Upload Assignment** 以上載PDF格式的轉讓通知書。

IOAT—成功上載轉讓通知書

DBS

Accounts Receivable Purchase
Open Account Trade

Success

IOATOR751, Customer Name of CIN :1043524
Last login 28 Apr 2020; 2:26:26 PM

Logout

DashboardSubmissionReportsEnquiryRequest For PrepaymentTransaction Status

InvoiceSupporting 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
UPLD000000039126	SDINV0000000000795.zip	IOATOR751	28 Apr 2020 09:47 PM	Authorized	Upload Assignment	View	
UPLD000000039121	ARPDemoStdFormatcsv27Apr20 StrThru.csv	IOATOR751	27 Apr 2020 12:51 PM	Pending Bank Processing		View	

說明：

- 成功上載轉讓通知書後，自訂格式 / zip檔的提交狀態將在銀行接受發票及文件處理後轉變成「Authorized」（已認證），<status>（狀態）將進一步刷新為「Processed By Bank」（銀行已處理）。

ARP DiGiDocs 附錄

附錄A –標準格式檔案準則

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 DDMMYYYY 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 DDMMYYYY 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 DDMMYYYY 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

必填欄位

免責聲明

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