



Live more,
Bank less

記帳貿易DigiDocs

應收賬融資
外部客戶用戶指南
版本1.0

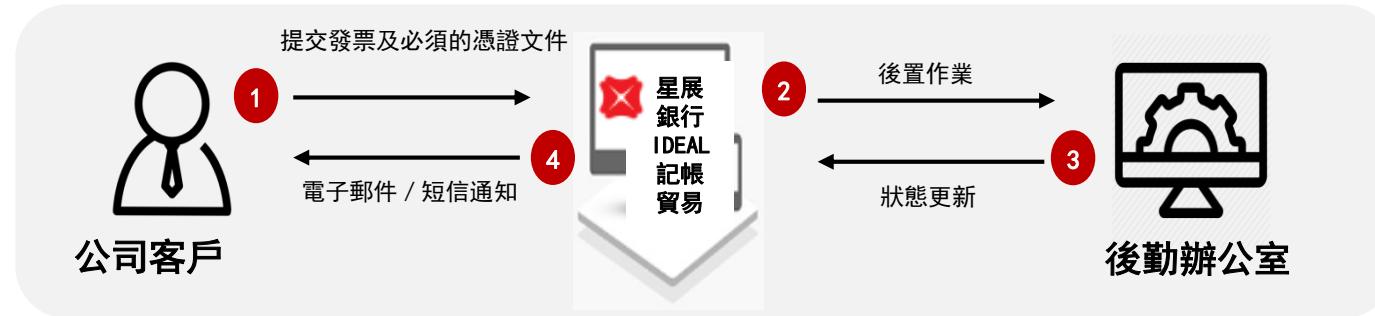


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記帳貿易DigiDocs

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
⑥ 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：10MB

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I0AT <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. 如何上載憑證文件？

- 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 → 
 - 點擊指定的「Submission Ref」（提交參考），然後點擊「Next」（下一步）圖示 → 
 - 用戶將被帶到憑證文件的上載畫面
(該功能不適用於用戶以自訂格式上載發票及憑證文件)

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](#)

[Submit](#)

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

The screenshot shows the DBS Accounts Receivable Purchase Open Account Trade (IOAT) web interface. At the top, there is a navigation bar with links for Contact Us, LANGUAGE : English (set to English), IOATOR751, Customer Name of CIN : 1043524 (ARP Client), Last login 25 Apr 2020; 8:39:15 PM, AC (Account), and Logout. Below the navigation bar, there are several tabs: Dashboard (highlighted with a red circle containing '1'), Submission (highlighted with a yellow box), Reports, Enquiry, Request For Prepayment, and Transaction Status.

Volume (Left Panel):

Company: SG - C123ABC123 - CLIENT A1 FULLNAME
All amounts are shown in SGD'000

MTD May 2020: 800.00 (Invoice Assigned), 100.00 (Request for Prepayment), 2,700.00 (Collection from Debtor)

Apr 2020: 422.00 (Invoice Assigned), 0.00 (Request for Prepayment), 132,921.00 (Collection from Debtor)

Mar 2020: 500.00 (Invoice Assigned), 80.00 (Request for Prepayment), 14,000.00 (Collection from Debtor)

Legend: ● Invoice Assigned, ○ Request for Prepayment, ● Collection from Debtor

Top 10 Debtors (Right Panel):

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

Volume (Bottom Left Panel):

Company: SG - C123ABC123 - CLIENT A1 FULLNAME
All amounts are shown in SGD'000

MTD: 800.00 (Invoice Assigned), 100.00 (Request for Prepayment)

+ ADD WIDGET (Bottom Right Panel)

說明:

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

IOAT發票提交畫面

The screenshot shows the IOAT (Accounts Receivable Purchase) system interface. The top navigation bar includes the DBS logo, 'Accounts Receivable Purchase Open Account Trade', 'Contact Us', 'LANGUAGE : English', 'IOATOR7S1, Customer Name of CIN :1043524 ARP Client', 'Last login 25 Apr 2020; 8:39:15 PM', 'AC' (Account), and 'Logout'. Below the navigation is a main menu with 'Submission' highlighted (circled in yellow). Sub-menu tabs include 'Invoice' (selected) and 'Supporting Documents'. The 'Submission' section contains fields for 'Company' (CLIENT A1 FULLNAME), 'File Format' (DBS Standard Format, circled in yellow), 'Upload File' (Browse + button, circled in yellow), and an 'Upload' button. A callout box with numbered steps 1 and 2 points to these fields. Step 1: 'Use [DBS Standard Template](#) to submit invoice(s) and credit note(s). Step 2: 'Select a File (File Size Limit: 10MB)'. Step 3: 'Use [Debtor Reference](#) to search for your debtors to complete submission.' A red arrow points from step 3 to a 'Debtor Reference' modal window. The modal shows a table with columns: Account Code, Debtor Code, Debtor Name, and Invoice Currency. Data rows include: CLIENTA1DOE, BUYER1A101, BUYER1A1015NAME, USD,SGD; CLIENTA1DZ0, BUYER1A101, BUYER1A1015NAME, SGD; and CLIENTA1DZ0, ZSCSCIT102, XOXOXOXOXOXOXOXOXOXOXO. Buttons for 'Close' and 'X' are at the bottom right of the modal.

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

The screenshot shows the IOAT - 上載發票 (Upload Invoice) interface. The main navigation bar includes 'DBS Accounts Receivable Purchase Open Account Trade', 'Contact Us', 'LANGUAGE : English', 'IOATOR751, Customer Name of CIN :1043524 ARP Client', 'Last login 25 Apr 2020; 9:51:56 PM', 'AC', and 'Logout'. The top menu has tabs for 'Dashboard', 'Submission' (highlighted in red), 'Reports', 'Enquiry', 'Request For Prepayment', and 'Transaction Status'. Below the tabs, there are two sub-tabs: 'Invoice' and 'Supporting Documents'. The 'Submission' tab displays a form for 'Upload centre for invoices and credit notes submission'. It includes fields for 'Company' (set to 'CLIENT A1 FULLNAME'), 'File Format' (set to 'DBS Standard Format'), and an 'Upload File' input field with a 'Browse +' button (marked with a red circle). The 'File Status Summary' section contains a search bar and a page navigation bar (1-5). A file selection dialog box is overlaid on the screen, showing a list of CSV files in a folder structure: 'Chloe Pei Pei LIM > Digidoc'. The file 'ARPDemoStdFormatcsv26Apr2020' is highlighted with a blue selection bar. The dialog also includes 'Organize', 'New folder', 'Favorites' (Desktop, Downloads), 'This PC', 'Name', 'Date modified', 'Type' columns, and buttons for 'File name:', 'Custom Files', 'Open', and 'Cancel'.

說明:

- 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

DBS Accounts Receivable Purchase
Open Account Trade

Contact Us LANGUAGE : English IOATOR751, Customer Name of CIN :1043524 ARP Client
Last login 25 Apr 2020; 9:51:56 PM 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: ARPDemoStdFormatcsv26Apr2020.csv

Upload

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

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

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

DBS Accounts Receivable Purchase
Open Account Trade

1 Success

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)

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

Upload

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
UPLD000000039115	ARPDemoStdFormatcsv26Apr2020.csv	IOATOR751	26 Apr 2020 10:35 AM	In Progress	<input type="button" value="View"/>		
UPLD000000039114	ARPDemoStdFormatcsv25Apr2020.csv	IOATOR751	25 Apr 2020 07:43 PM	Pending Bank Processing	<input type="button" value="View"/>	<input type="button" value="Download"/>	

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

The screenshot shows the DBS ARP system interface. At the top, there's a navigation bar with links for Dashboard, Submission (which is active), Reports, Enquiry, Request For Prepayment, and Transaction Status. Below this is a sub-navigation bar with Invoice and Supporting Documents. The main area is titled "Submission" and contains fields for Company (set to "CLIENT A1 FULLNAME"), File Format (set to "DBS Standard Format"), and an Upload File input field with a "Browse +" button. To the right of these fields are two informational messages: one about using the DBS Standard Template and another about Debtor Reference. Below this is a "File Status Summary" section with a search bar and a table of submission status. The table includes columns for Submission Ref., File Name, Submitted By, Upload Date, Status, Action, File Summary, and Assignment. A specific row is highlighted with a red box and circled with a red number 2. This row corresponds to the file "UPLD000000039115.csv". The status column for this row contains a yellow box with a red number 1 and the message "This file contains invalid instruments and has been rejected". A red arrow points from the bottom of the "File Status Summary" table towards this status message.

Submission Ref.	File Name	Submitted By	Upload Date	Status	Action	File Summary	Assignment
UPLD000000039115	ARPDemoStdFormatcsv26Apr2020.csv	IOATOR751	26 Apr 2020 10:35 AM	1 This file contains invalid instruments and has been rejected		View	

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FPR0中均不會生成「Submission Ref」（提交參考）。

I0AT—不成功的發票檔案樣本

Line No.	Client Code + Acc Type	Customer Code	Instrument Number	Error Description
1	1 CLIENTA1	BUYER1A101	DemoInv26	This account code doesn't match with the company selected,The Client and Debtor Information is not valid
2	2 CLIENTA1	BUYER1A101	DemoInv27	This account code doesn't match with the company selected,The Client and Debtor Information is not valid
3	3 CLIENTA1	BUYER1A101	DemoInv28	This account code doesn't match with the company selected,The Client and Debtor Information is not valid
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 shows the DBS Accounts Receivable Purchase (Open Account Trade) application. At the top, there is a navigation bar with links for Dashboard, Submission (highlighted with a red circle labeled 2), Reports, Enquiry, Request For Prepayment, and Transaction Status. Below the navigation bar, there is a sub-navigation bar with Invoice and Supporting Documents. The main content area is titled "Submission" and contains a form for uploading invoices and credit notes. The form includes fields for Company (set to "CLIENT A1 FULLNAME"), File Format (set to "DBS Standard Format"), and an Upload File input field. To the right of the form, there are two informational messages: one about using the DBS Standard Template and another about Debtor Reference. Below the form is a "File Status Summary" section with a search bar and a table of file submissions. The table has columns for Submission Ref., File Name, Submitted By, Upload Date, Status, Action, File Summary, and Assignment. Two rows are listed: one with a status of "In Progress" and another with a status of "Rejected" due to invalid instruments. A red circle labeled 1 points to the first row's Submission Ref.

Submission Ref.	File Name	Submitted By	Upload Date	Status	Action	File Summary	Assignment
UPLD00000039117	ARPDemoStdFormatcsv26Apr2020a.csv	IOATOR751	26 Apr 2020 10:46 AM	In Progress	View		
UPLD00000039115	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（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 | 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 document upload

Transaction Status:

All

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	1 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

Archived List | **Next >** 2

View up to 10 per page 100 per page

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

The screenshot shows the DBS ARP system interface. At the top, there's a navigation bar with links for Contact Us, LANGUAGE : English, IOATOR751, Customer Name of CIN :1043524, ARP Client, Last login 26 Apr 2020; 10:39:14 AM, AC, and Logout. Below the navigation bar, there are tabs for Dashboard, Submission (which is selected), Reports, Enquiry, Request For Prepayment, and Transaction Status. On the left, there's a sidebar with tabs for Invoice and Supporting Documents, and a section titled 'Upload Supporting Documents' with a sub-section 'Required Supporting Documents'. This section lists various document types: Contract Ref No. (marked with a red circle containing '1'), Invoice (Commercial / VAT), Transportation Documents, Customs Declarations, Regulatory Reporting Form, and Purchase Order. Each type has a 'Select a File (File Size Limit: 4MB)' input field and a 'Browse +' button. A note at the bottom of this list states: '*mandatory documents' and 'Note: maximum upload size is 200MB per Required Document'. To the right of this list is a 'View instruments requiring supporting documents' button and a 'Submit' button. In the background, there's a table listing transactions with columns for Counterparty, Submission Ref, Status, and Processing Status. The first transaction in the table is highlighted with a yellow box around its 'Browse +' button.

說明：

- 1 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

The screenshot shows the DBS Accounts Receivable Purchase interface. In the center, a modal window titled "Upload Supporting Documents" is open. The modal contains a file selection dialog from Windows File Explorer. The path shown is "Chloe Pei Pei LIM > Digidoc". The "Favorites" section includes Desktop and Downloads. The "This PC" section lists several files, with the first two checked (highlighted by a red circle with the number 1). The checked files are "600dpi Doc in JPEG Format 2" and "600dpi Doc in JPEG Format 3". Below the file list, there is a "File name:" dropdown set to "600dpi Doc in JPEG Format 2" and a "Cancel" button. At the bottom of the modal, there are "Open" and "Cancel" buttons.

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

DBS Accounts Receivable Purchase Open Account Trade

Contact Us LANGUAGE : English IOATOR751, Customer Name of CIN :1043524 ARP Client Last login 24 Apr 2020; 12:28:38 PM AC Logout

Dashboard	Submission	Reports	Enquiry	Request For Prepayment	Transaction Status																																										
Invoice	Supporting Documents																																														
<h3>Upload Supporting Documents</h3> <p>Select the transactions to be selected for the supporting documents</p> <p>Transaction Status: All</p> <table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>></td> </tr> <tr> <td>Customer Name of CIN :1043524</td> <td>UPLD000000039114</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Customer Name of CIN :1043524</td> <td>UPLD000000039101</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Customer Name of CIN :1043524</td> <td>UPLD000000039101</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Customer Name of CIN :1043524</td> <td>UPLD000000039097</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Customer Name of CIN :1043524</td> <td>UPLD000000039094</td> <td>SG_DB_ARP_24042020TEST002.csv</td> <td>CLIENTA1DZ0</td> <td>BUYER1A101</td> <td>24 Apr 2020 Pending Bank Processing</td> </tr> <tr> <td>Customer Name of CIN :1043524</td> <td>UPLD000000039088</td> <td>SG_PB_ARP_2404202FLOWCHECK001.csv</td> <td>CLIENTA1D0E</td> <td>BUYER1A101</td> <td>24 Apr 2020 Pending Bank Processing</td> </tr> </table>						1	2	3	4	5	>	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	CLIENTA1DZ0	BUYER1A101	24 Apr 2020 Pending Bank Processing	Customer Name of CIN :1043524	UPLD000000039088	SG_PB_ARP_2404202FLOWCHECK001.csv	CLIENTA1D0E	BUYER1A101	24 Apr 2020 Pending Bank Processing
1	2	3	4	5	>																																										
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Customer Name of CIN :1043524	UPLD000000039094	SG_DB_ARP_24042020TEST002.csv	CLIENTA1DZ0	BUYER1A101	24 Apr 2020 Pending Bank Processing																																										
Customer Name of CIN :1043524	UPLD000000039088	SG_PB_ARP_2404202FLOWCHECK001.csv	CLIENTA1D0E	BUYER1A101	24 Apr 2020 Pending Bank Processing																																										

Upload Supporting Documents

List of Required Documents

Contract Ref No. *	1 files selected	Browse +
Invoice (Commercial / VAT) *	2 files selected	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**

Instrument List_IO....csv

說明：

- 已上載的檔案數量可分別在每個檔案包中看到。
- 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。

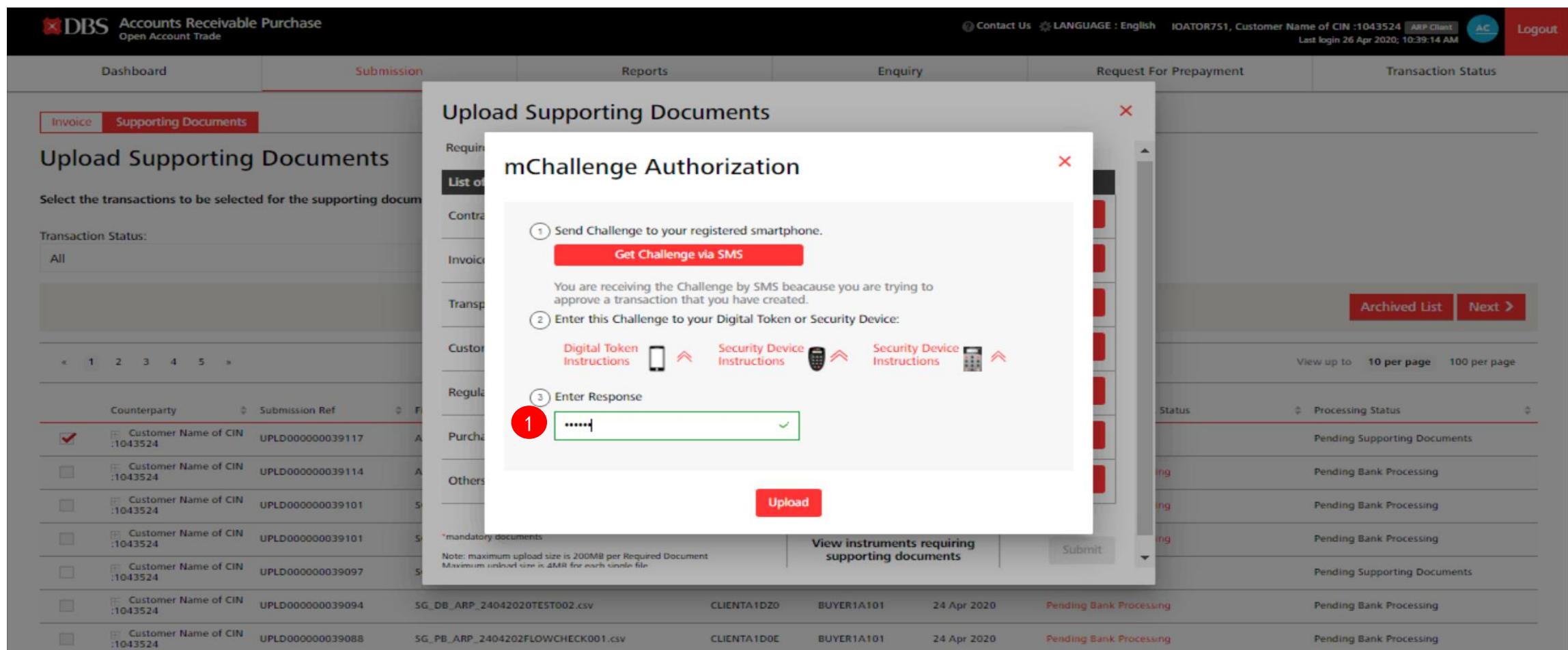
IOAT—與上載的憑證文件對應的發票檔案樣本

No.	Account Code	Debtor Code	Instrument Type	Instrument Number	Instrument Date	Instrument Currency	Instrument Amount	Instrument Due Date	Not Appli	Correspor	Transport	Tran
1	CLIENTA1DZ0	BUYER1A101	I	DemoInv29	4/4/2020	SGD	100	10/4/2020				
2	CLIENTA1DZ0	BUYER1A101	I	DemoInv30	4/4/2020	SGD	100	10/4/2020				
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 shows the DBS Accounts Receivable Purchase (Open Account Trade) interface. The main menu includes Dashboard, Submission, Reports, Enquiry, Request For Prepayment, and Transaction Status. The Submission tab is active, showing sub-options for Invoice and Supporting Documents. The Supporting Documents section displays a list of transactions for upload, with the first item selected. A modal window titled "Upload Supporting Documents" is overlaid, specifically the "mChallenge Authorization" step. It provides instructions for sending a challenge via SMS and entering it into a digital token or security device. A red circle highlights the input field where the user has entered ".....". Below the modal, there are sections for mandatory documents and links to view instruments requiring supporting documents and submit the form.

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

DBS Accounts Receivable Purchase
Open Account Trade

Success

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 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
Customer Name of CIN :1043524	UPLD000000039117	ARPDemoStdFormatcsv26Apr2020a.csv	CLIENTA1DZ0	BUYER1A101	26 Apr 2020	1 InProgress	Pending Supporting Documents
Customer Name of CIN :1043524	UPLD000000039114	ARPDemoStdFormatcsv25Apr2020.csv	CLIENTA1DZ0	BUYER1A101	25 Apr 2020	Pending Bank Processing	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039101	SG_PB_ARPAH2_Multi_002.csv	CLIENTA1D0E	BUYER1A101	24 Apr 2020	Pending Bank Processing	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039101	SG_PB_ARPAH2_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

The screenshot shows the DBS Accounts Receivable Purchase (ARP) system 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', 'Last login 26 Apr 2020; 10:46:36 AM', and 'Logout'. Below the navigation is a horizontal menu with links: Dashboard, Submission (highlighted in red), Reports, Enquiry, Request For Prepayment, and Transaction Status. Under the 'Submission' tab, there are two sub-links: 'Invoice' and 'Supporting Documents' (highlighted in red). The main content area is titled 'Upload Supporting Documents' and contains the instruction 'Select the transactions to be selected for the supporting document upload'. A dropdown menu for 'Transaction Status' is set to 'All'. At the bottom right of this section are 'Archived List' and 'Next >' buttons. Below this is a pagination area with page numbers 1, 2, 3, 4, 5, and a 'View up to' dropdown set to '10 per page' with options for '100 per page'. The main data table has columns: Counterparty, Submission Ref, File Name, Client Code, Debtor Code, Upload Date, Supporting Document Status, and Processing Status. Three rows of data are listed:

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

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

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)

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
UPLD000000039117	ARPDemoStdFormatcsv26Apr2020a.csv	IOATOR751	26 Apr 2020 10:46 AM	Pending Bank Processing	<input type="button" value="View"/>	<input type="button" value="Download"/>	
UPLD000000039115	ARPDemoStdFormatcsv26Apr2020.csv	IOATOR751	26 Apr 2020 10:35 AM	This file contains invalid instruments and has been rejected.	<input type="button" value="View"/>	<input type="button" value="Download"/>	

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 IOATOR751, Customer Name of CIN :1043524 ARP Client
Last login 21 Apr 2020; 6:46:24 PM 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 > 4

View up to 10 per page 100 per page

Counterparty	Submission Ref	File Name	Client Code	Debtor Code	Upload Date	1 Supporting Document Status	2 Processing Status
Customer Name of CIN :1043524	UPLD000000038297	ARPDemoStdFormatcsv21Apr2020b.csv	CLIENTA1DZ0	BUYER1A101	21 Apr 2020	1 Bank Rejected. Pending Resubmission	2 Pending Supporting Documents 3
Customer Name of CIN :1043524	UPLD000000038288	ARPDemoStdFormatcsv21Apr2020.csv	CLIENTA1DZ0	BUYER1A101	21 Apr 2020	Bank Rejected. Pending Resubmission	Pending Supporting Documents
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 ARP Client
Last login 26 Apr 2020; 11:58:36 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 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
Customer Name of CIN :1043524	UPLD000000039117	ARPDemoStdFormatcsv26Apr2020a.csv	CLIENTA1DZ0	BUYER1A101	26 Apr 2020	1 Processed By Bank	Processed By Bank
Customer Name of CIN :1043524	UPLD000000039114	ARPDemoStdFormatcsv25Apr2020.csv	CLIENTA1DZ0	BUYER1A101	25 Apr 2020	Pending Bank Processing	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039101	SG_PB_ARPDAH2_Multi_002.csv	CLIENTA1D0E	BUYER1A101	24 Apr 2020	Pending Bank Processing	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039101	SG_PB_ARPDAH2_Multi_002.csv	CLIENTA1DZ0	BUYER1A101	24 Apr 2020	Pending Bank Processing	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039097	SG_PB_ARP_2404202001.csv	CLIENTA1D0E	BUYER1A101	24 Apr 2020	Pending Upload	Pending Supporting Documents
Customer Name of CIN :1043524	UPLD000000039094	SG_DB_ARP_24042020TEST002.csv	CLIENTA1DZ0	BUYER1A101	24 Apr 2020	Pending Bank Processing	Pending Bank Processing
Customer Name of CIN :1043524	UPLD000000039088	SG_PB_ARP_2404202FLOWCHECK001.csv	CLIENTA1D0E	BUYER1A101	24 Apr 2020	Pending Bank Processing	Pending Bank Processing

說明：

- 1 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

The screenshot shows the DBS ARP client interface. At the top, there's a navigation bar with links for Dashboard, Submission (which is highlighted in red), Reports, Enquiry, Request For Prepayment, and Transaction Status. Below this, under 'Submission', there's a form for uploading invoices and credit notes. It includes fields for Company (set to 'CLIENT A1 FULLNAME'), File Format (set to 'DBS Standard Format'), and an Upload File input field with a 'Browse +' button. 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. This section features a search bar, a page navigation bar (showing page 1 of 5), and buttons to 'View up to 10 per page' or '100 per page'. A table lists two file submissions. The first file, 'ARPDemoStdFormatcsv26Apr2020a.csv', was submitted by 'IOATOR751' on '26 Apr 2020 10:46 AM' and has a status of 'Processed By Bank' (highlighted with a yellow box and circled with a red number 1). The second file, 'ARPDemoStdFormatcsv26Apr2020.csv', was submitted by 'IOATOR751' on '26 Apr 2020 10:35 AM' and has a status of 'Rejected' with a note: '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	1 Processed By Bank	View	Download	
UPLD000000039115	ARPDemoStdFormatcsv26Apr2020.csv	IOATOR751	26 Apr 2020 10:35 AM	Rejected 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 interface. The top navigation bar includes links for Contact Us, LANGUAGE : English, IOATOR751, Customer Name of CIN :1043524, ABP Client, Last login 26 Apr 2020; 12:08:35 PM, AC, and Logout. The main menu tabs are Dashboard, Submission (highlighted in red), Reports, Enquiry, Request For Prepayment, and Transaction Status. Below the menu, two sub-tabs are visible: Invoice (selected) and Supporting Documents.

Submission

Upload centre for invoices and credit notes submission

Company: CLIENT A1 FULLNAME
File Format: DBS Standard Forma (highlighted with a yellow box and circled with a red number 1)
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

A modal dialog titled "Open" is displayed, showing a file selection window. The path is Chloe Pei Pei LIM > Digidoc. The file list shows multiple CSV files, all named ARPDemoStdFormatcsv followed by a date and some suffixes. The last file listed is ARPDemoStdFormatcsv2 Rejected File - The dialog includes buttons for Open and Cancel, and a message at the bottom stating "This file contains invalid instruments and has been rejected".

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

DBS Accounts Receivable Purchase
Open Account Trade

Contact Us LANGUAGE : English IOATOR751, Customer Name of CIN :1043524 ARP Client
Last login 26 Apr 2020; 12:08:35 PM 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: ARPDemoStdFormatcsv27Apr20 StrThru.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

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

mChallenge Authorization

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.

Enter this Challenge to your Digital Token or Security Device:

Digital Token Instructions  Security Device Instructions  Security Device Instructions 

Enter Response

1

Upload

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 shows the DBS ARP Client interface. At the top, there is a navigation bar with links for Dashboard, Submission (which is highlighted in red), Reports, Enquiry, Request For Prepayment, and Transaction Status. A green success message box is centered at the top, containing the number '1' and the word 'Success'. On the left, there are two tabs: 'Invoice' (selected) and 'Supporting Documents'. Below these tabs, the word 'Submission' is displayed. The main area contains fields for Company (set to 'CLIENT A1 FULLNAME'), File Format (set to 'DBS Standard Format'), and an Upload File input field with a 'Browse +' button. To the right of these fields are two informational messages: one about using the DBS Standard Template and another about Debtor Reference. At the bottom of this section is a large 'Upload' button. Below this is a 'File Status Summary' section. It includes a search bar, a page navigation bar (showing page 1 of 5), and a table with columns for Submission Ref., File Name, Submitted By, Upload Date, Status, Action, File Summary, and Assignment. A row in the table is highlighted with a yellow border, corresponding to the number '2' in a red circle. The table shows one entry: 'UPLD00000039121' for 'ARPDemoStdFormatcsv27Apr20 StrThru.csv' submitted by 'IOATOR751' on '27 Apr 2020 12:51 PM' with a status of 'In Progress'. There are also 'View' and 'Assignment' buttons for this row.

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

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: ARP Customized Format (highlighted)

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

Upload

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_5trhru.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 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 shows the DBS Accounts Receivable Purchase (ARP) interface. The top navigation bar includes links for Contact Us, LANGUAGE : English, IOATOR751, Customer Name of CIN :1043524, ARP Client, AC, and Logout. The main menu has tabs for Dashboard, Submission (which is selected), Reports, Enquiry, Request For Prepayment, and Transaction Status. Below the menu, there are two sub-tabs: Invoice and Supporting Documents. The 'Submission' section contains fields for Company (CLIENT A1 FULLNAME), File Format (ARP Customized Format), and an Upload File input field with a 'Browse +' button (circled with a red number 1). The 'File Status Summary' section shows a search bar and a table with two rows of data. A file selection dialog box is overlaid on the screen, titled 'Open'. It shows a list of files in the 'Downloads' folder, including various ZIP and XLSX files. The 'File name:' dropdown is set to 'SDINV0000000000795'. Buttons for 'Open' and 'Cancel' are at the bottom right of the dialog.

說明:

- 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) interface. The top navigation bar includes links for Contact Us, LANGUAGE : English, IOATOR751, Customer Name of CIN :1043524, Last login 28 Apr 2020; 2:26:26 PM, AC, and Logout. Below the navigation is a menu bar with Dashboard, Submission (highlighted in red), Reports, Enquiry, Request For Prepayment, and Transaction Status. Under the Submission tab, there are two sub-links: Invoice and Supporting Documents. The main content area is titled "Submission" and contains sections for "Upload centre for invoices and credit notes submission", "File Format", and "Upload File". A file named "SDINV00000000000795.zip" is selected. A large modal window titled "mChallenge Authorization" is displayed, containing 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 yellow-outlined input field containing "....."). Step 3 is circled in red. An "Upload" button is at the bottom of the modal. In the background, a "File Status Summary" section shows a search bar, a page navigation bar (1-5), 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. Two rows are listed: "UPLD00000039121" (File Name: ARPDemoStdFormatcsv27Apr20 StrThru.csv, Submitted By: IOATOR751, Upload Date: 27 Apr 2020 12:51 PM, Status: Pending Bank Processing) and "UPLD00000039117" (File Name: ARPDemoStdFormatcsv26Apr2020a.csv, Submitted By: IOATOR751, Upload Date: 26 Apr 2020 10:46 AM, Status: Pending Bank Processing). Buttons for "View" and "Download" are next to each row.

Submission Ref.	File Name	Submitted By	Upload Date	Status	Action	File Summary	Assignment
UPLD00000039121	ARPDemoStdFormatcsv27Apr20 StrThru.csv	IOATOR751	27 Apr 2020 12:51 PM	Pending Bank Processing	View	Download	
UPLD00000039117	ARPDemoStdFormatcsv26Apr2020a.csv	IOATOR751	26 Apr 2020 10:46 AM	Pending Bank Processing	View	Download	

說明:

- 1 輸入mChallenge認證，以完成提交zip檔。

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—成功上載自訂格式檔案

The screenshot shows the DBS Accounts Receivable Purchase (ARP) interface. At the top, there's a navigation bar with tabs for Dashboard, Submission (which is active), Reports, Enquiry, Request For Prepayment, and Transaction Status. Below this, a sub-navigation bar has 'Invoice' selected. The main area is titled 'Submission' and contains fields for Company (set to 'CLIENT A1 FULLNAME'), File Format (set to 'DBS Standard Format'), and an Upload File input field with a 'Browse +' button. To the right, there are instructions about using DBS Standard Template and Debtor Reference. Below this is a 'File Status Summary' table with two rows of data. The first row, highlighted with a red circle and yellow box (labeled 1), shows a Submission Ref of 'UPLD000000039126' and a file named 'SDINV0000000000795.zip'. The second row (labeled 2) shows a Submission Ref of 'UPLD000000039121' and a file named 'ARDemoStdFormatcsv27Apr20StrThru.csv'. The status for the first row is 'In Progress' (highlighted with a red circle and yellow box, labeled 2), and the action button is 'Upload Assignment' (highlighted with a red circle and yellow box, labeled 3). The table includes 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
1 UPLD000000039126	SDINV0000000000795.zip	IOATOR751	28 Apr 2020 09:47 PM	2 In Progress	3 Upload Assignment	View	
UPLD000000039121	ARDemoStdFormatcsv27Apr20StrThru.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)

Upload Notice of Agreement

Uploading 300dpi Inv in PDF Format.pdf

Submit

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
UPLD000000039126	SDINV00000000000795.zip	IOATOR751	28 Apr 2020 09:47 PM	In Progress	<input type="button" value="Upload Assignment"/>	<input type="button" value="View"/>	<input type="button" value="Download"/>
UPLD000000039121	ARPDemoStdFormatcsv27Apr20StrThru.csv	IOATOR751	27 Apr 2020 12:51 PM	Pending Bank Processing	<input type="button" value="Upload Assignment"/>	<input type="button" value="View"/>	<input type="button" value="Download"/>

說明:

- 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

The screenshot shows the DBS ARP interface. At the top, there's a navigation bar with links for Dashboard, Submission (which is highlighted in red), Reports, Enquiry, Request For Prepayment, and Transaction Status. A green banner at the top center says "Success". On the left, there are tabs for Invoice and Supporting Documents. Below that is a section titled "Submission" with a sub-section "Upload centre for invoices and credit notes submission". It includes fields for Company (set to "CLIENT A1 FULLNAME"), File Format (set to "DBS Standard Format"), and an Upload File input field with a "Browse +" button. To the right, 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." At the bottom of this section is a "Upload" button. Below this is a "File Status Summary" section with a search bar and a table of file submissions. The table has columns for Submission Ref., File Name, Submitted By, Upload Date, Status, Action, File Summary, and Assignment. Two rows are shown: one for "SDINV00000000000795.zip" which is "Authorized" (marked with a red circle containing the number 1), and another for "ARDemoStdFormatcsv27Apr20StrThru.csv" which is "Pending Bank Processing". There are buttons for "View" and "Download" next to each row.

Submission Ref.	File Name	Submitted By	Upload Date	Status	Action	File Summary	Assignment
UPLD000000039126	SDINV00000000000795.zip	IOATOR751	28 Apr 2020 09:47 PM	1 Authorized	View	Upload Assignment	View
UPLD000000039121	ARDemoStdFormatcsv27Apr20StrThru.csv	IOATOR751	27 Apr 2020 12:51 PM	Pending Bank Processing	View		Download

說明：

- 1 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
	15/06/2015		
		YYYY-MM-DD DD-MM-YYYY DD/MM/YYYY YYYY/MM/DD DD\MM\YYYY YYYY\MM\DD	
Instrument Date			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
	15/06/2015		
		YYYY-MM-DD DD-MM-YYYY DD/MM/YYYY YYYY/MM/DD DD\MM\YYYY YYYY\MM\DD	
Instrument Due Date			Mandatory for invoice only
Not Applicable			
Corresponding Invoice Number	Invoice123	30	
Transport Document Reference Number	11122344	100	Mandatory for Export Factoring Only
	16/06/2015		
		YYYY-MM-DD DD-MM-YYYY DD/MM/YYYY YYYY/MM/DD DD\MM\YYYY YYYY\MM\DD	
Transport Document Date			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

本《用戶指南》由星展銀行有限公司(公司註冊號碼: 196800306E)（「DBS」）發佈，僅供星展銀行IDEAL客戶參考。

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