

**Our Bank.  
Our People.**



# Corporate Internet Banking User Guide



# Corporate Customer Guide



## Topics:

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Getting across the basics and key changes

### 2. Business Banking Features Overview

Summary of new IB features exclusive to BSP business banking

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### 4. Customisable Cumulative Limits

Keep tabs on limits for all of your accounts

### 5. Trade Finance

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### 6. File Upload

Bulk payments all at once

### 7. Logout

Keep your account safe by logging out

# 1. Login



Note: You will need your NEW Username and Password to proceed with Internet Banking.

## Login

- Please use your **Username** and **Password** to Login

### Login

Enter your  
**Username**

Enter your  
**Password**

A screenshot of the BSP Internet Banking login page. The page has a green header with the BSP logo and a 'Login' button. The main content area features a white login form with the BSP logo at the top. Below the logo are two input fields: 'Username' and 'Password', each with a key icon on the right. A green 'Login' button is positioned below the password field. At the bottom of the form, there are links for 'Forgot Username', 'Forgot Password', and 'Digital Hub Home'. The background of the page shows a blurred image of people in a meeting.

**Important Note**  
Please make sure  
your **Email** and  
**Mobile** contacts  
are up-to-date



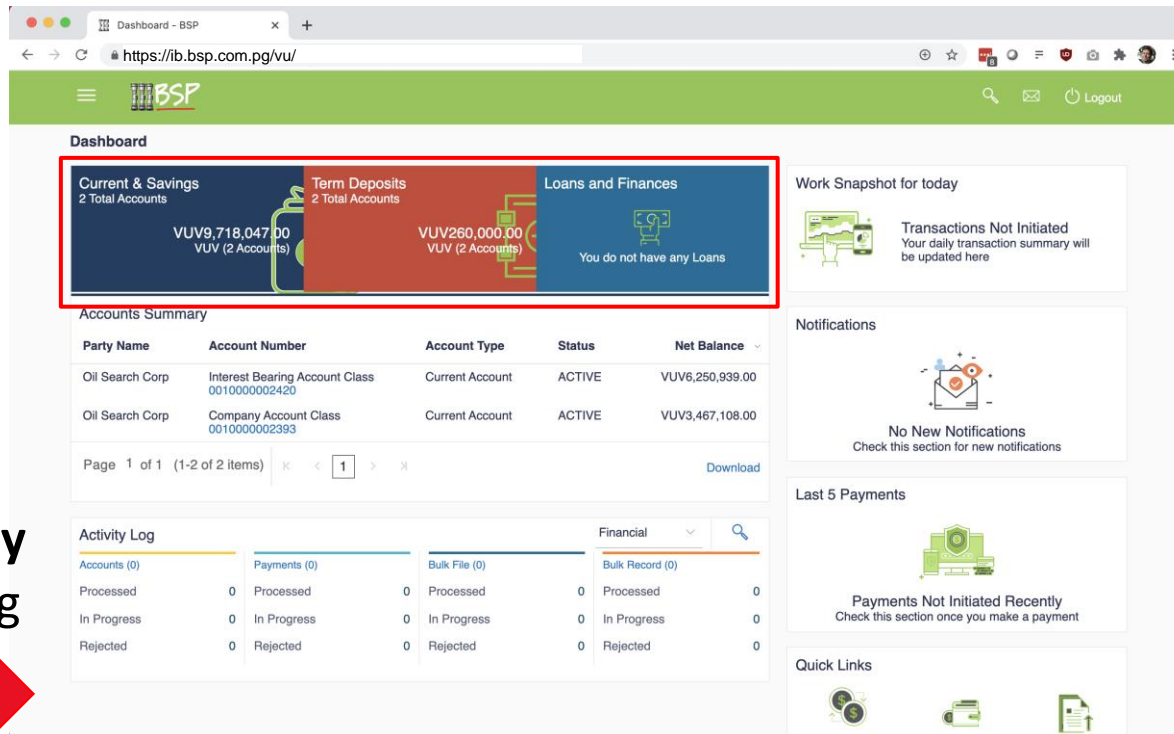
# 1. Introduction

We have introduced new dashboards to help you get across your key information faster and easier

Get a snapshot view on the landing page

- We call this the **Landing Page** – its where you “land” after sign in
- It provides a snapshot of all your accounts and activity

**Accounts**  
Your current  
BSP holdings



The screenshot shows the BSP Dashboard interface. At the top, there's a navigation bar with the BSP logo and a 'Logout' button. The main content area is divided into several sections:

- Dashboard Summary:** A row of three cards: 'Current & Savings' (2 Total Accounts, VUV9,718,047.00), 'Term Deposits' (2 Total Accounts, VUV260,000.00), and 'Loans and Finances' (You do not have any Loans).
- Accounts Summary:** A table listing accounts with columns for Party Name, Account Number, Account Type, Status, and Net Balance.
- Activity Log:** A table showing activity across four categories: Accounts, Payments, Bulk File, and Bulk Record, with sub-columns for Processed, In Progress, and Rejected.
- Work Snapshot for today:** A section with a 'Transactions Not Initiated' message.
- Notifications:** A section with a 'No New Notifications' message.
- Last 5 Payments:** A section with a 'Payments Not Initiated Recently' message.
- Quick Links:** A section with three icons representing different services.

**Recent Activity**  
Shows pending  
Approvals



# 2. Business Banking Features

## Overview



### Exclusive to BSP Business Banking

- Although many Internet banking features are available to all customers, in this document we will look at features that are only available to BSP Business Banking customers, including:
  - **Multi-user access with role-based approvals** - Now you can let different people in your business manage tasks in your online banking, and approve transactions started by others, before they are finalised
  - **Customisable, cumulative limits** - across all of your accounts to manage your outgoing funds and keep you on budget
  - **New trade-finance features** for initiating and managing international Letters of Credit, Bills of Collection and more
  - **Payment file upload** for bulk transactions, allowing you to easily manage payroll or other regular payments to multiple parties

# 3. Role-Based Approvals



Users in your company have different roles

- Configure users to submit certain transactions and have them approved by a manager, all inside your Internet Banking

After making a successful **Adhoc Domestic Payment** Workflow approval is initiated



The screenshot shows the Internet Banking interface for an Adhoc Domestic Payment. At the top, there is a green header with a menu icon and the BSP logo. Below the header, the page title is "Adhoc Domestic Payment" and the section is "Confirmation". A red box highlights a green checkmark icon and the text "You have successfully initiated the transaction." Below this, the transaction details are listed in two columns: Reference Number (0612B40D6B4A), Status (Pending Approval), Transfer To (Jon Jonko), Amount (VUV100.00), Account Number (12345678), Account Type (Domestic), Bank Details (010, ANZ-VANUATU, VANUATU, 010), Pay Via (CT), Transfer From (0012000142063), and Transfer When (15 Mar 2021). At the bottom, there is a question "What would you like to do next?" with two options: "Go To Dashboard" (with a dashboard icon) and "Add as Payee?" (with a person icon).

# 3. Role-Based Approvals (Contd)



Managers can approve transactions

- Users may be configured to view and approve pending transactions before they are settled.

A manager views and approves the **Adhoc Domestic Payment**



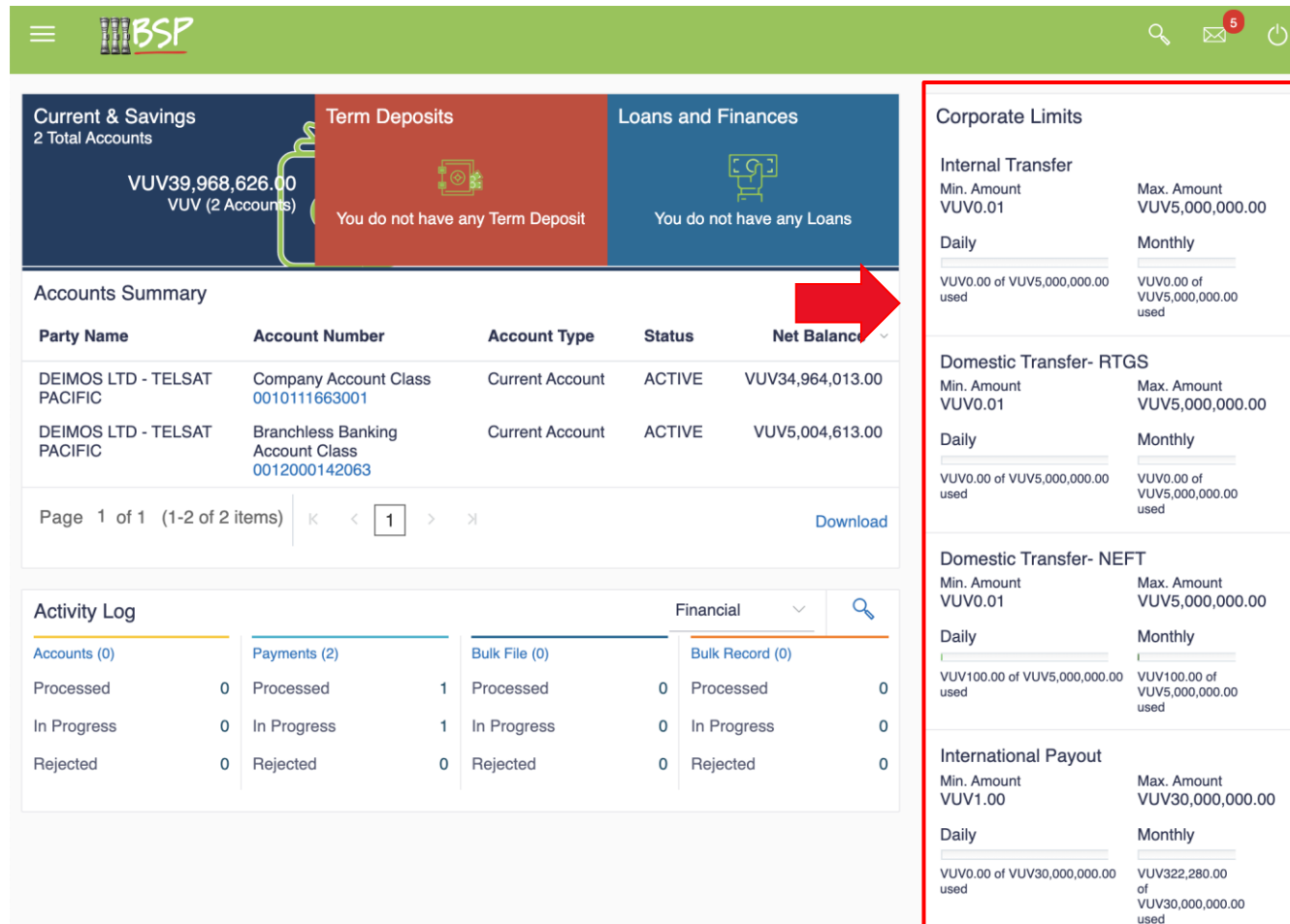
The screenshot displays the BSP user interface for an 'Adhoc Domestic Payment'. At the top, there is a green header with the BSP logo, a search icon, a notification icon with a red '5', and a 'Logout' button. Below the header, the title 'Adhoc Domestic Payment' is shown. A grey bar contains two buttons: 'Approve' (highlighted with a red box and a red arrow) and 'Reject'. Below this is a 'Transaction Journey' section with three stages: 'Initiation', 'Approval', and 'Completion'. The 'Approval' stage is currently active, indicated by a blue checkmark icon. Below the journey, the user 'James Underling' is listed with the timestamp '06 Dec 11:16 PM'.



# 4. Customisable Cumulative Limits

Keep tabs on limits for all of your accounts

- Limits can be set for individual users and cumulative limits that apply to all users with access to transact on your accounts



The screenshot shows the BSP web interface with a green header. The main content area is divided into three tabs: 'Current & Savings' (2 Total Accounts), 'Term Deposits', and 'Loans and Finances'. The 'Current & Savings' tab shows a balance of VUV39,968,626.00. The 'Term Deposits' tab shows 'You do not have any Term Deposit'. The 'Loans and Finances' tab shows 'You do not have any Loans'. Below this is an 'Accounts Summary' table with columns for Party Name, Account Number, Account Type, Status, and Net Balance. A red arrow points to the 'Net Balance' column. Below the table is an 'Activity Log' section with a 'Financial' dropdown and a search icon. On the right side, a red box highlights the 'Corporate Limits' section, which includes sections for Internal Transfer, Domestic Transfer- RTGS, Domestic Transfer- NEFT, and International Payout. Each section shows minimum and maximum amounts and usage for daily and monthly periods.

| Party Name                  | Account Number                                    | Account Type    | Status | Net Balance      |
|-----------------------------|---|-----------------|--------|------------------|
| DEIMOS LTD - TELSAT PACIFIC | Company Account Class<br>0010111663001            | Current Account | ACTIVE | VUV34,964,013.00 |
| DEIMOS LTD - TELSAT PACIFIC | Branchless Banking Account Class<br>0012000142063 | Current Account | ACTIVE | VUV5,004,613.00  |

| Category                | Min. Amount | Max. Amount      | Daily Usage                       | Monthly Usage                          |
|-------------------------|-------------|------------------|-----------------------------------|--|
| Internal Transfer       | VUV0.01     | VUV5,000,000.00  | VUV0.00 of VUV5,000,000.00 used   | VUV0.00 of VUV5,000,000.00 used        |
| Domestic Transfer- RTGS | VUV0.01     | VUV5,000,000.00  | VUV0.00 of VUV5,000,000.00 used   | VUV0.00 of VUV5,000,000.00 used        |
| Domestic Transfer- NEFT | VUV0.01     | VUV5,000,000.00  | VUV100.00 of VUV5,000,000.00 used | VUV100.00 of VUV5,000,000.00 used      |
| International Payout    | VUV1.00     | VUV30,000,000.00 | VUV0.00 of VUV30,000,000.00 used  | VUV322,280.00 of VUV30,000,000.00 used |

Limits displayed on Landing Page for different types of transactions.



# 5. Trade Finance



## Manage International Imports and Exports

- Create and manage Letters of Credit, Bills of Collection, and Guarantees

**Initiate Letter Of Credit**

**Letter of Credit Details**

Party ID: \*\*\*116630

Branch: Please Select

**Applicant Details**

Applicant Name: [Redacted]

**Beneficiary Details**

Existing  New

Beneficiary Name: Please Select

**Product Details**

Product: Please Select

Revolving:  Yes  No

Transferable:  Yes  No

Date of Expiry: Select Date

Place of Expiry: [Redacted]

**LC Amount Details**

LC Amount: [Redacted]

Tolerance: Under(-) % Above(+) %

Total Exposure: 0.00

Credit Available By: Please Select

Credit Available With:  Swift Code  Bank Details

Entering details to Initiate a Letter of Credit for trade.

# 6. File Upload



Make bulk payments all at once

- For payroll or other mass payments, now you can upload a formatted payment file to submit payments for processing all at once.

Choose an Excel, CSV or txt file to upload for bulk payments



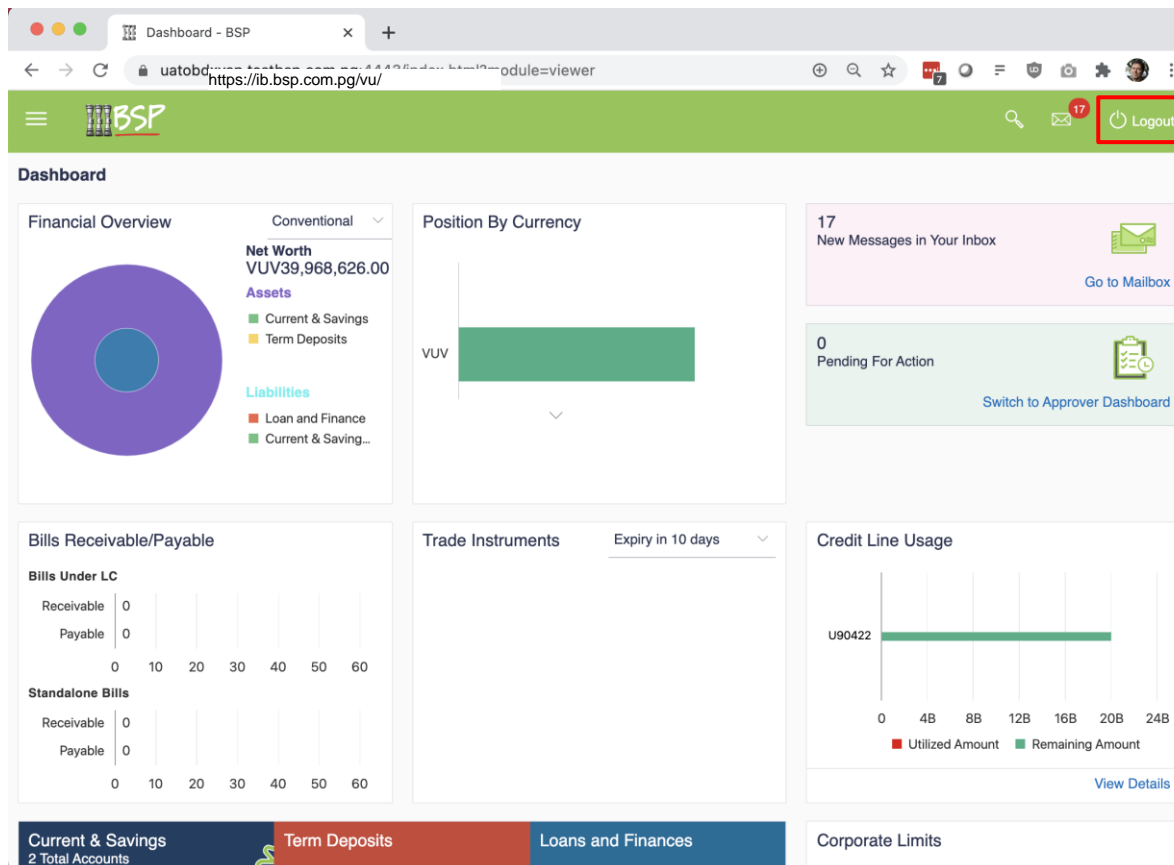
The screenshot shows the 'File Upload' page in the BSP Digital Hub. The page has a green header with the BSP logo and navigation icons. The main content area is titled 'File Upload' and contains several dropdown menus for configuration: 'File Identifier' (Payroll - Payroll file for Deimos), 'Transaction Type' (Internal Funds Transfer), 'File Format Type' (CSV, XML, XLS), 'Approval Type' (File Level), and 'Accounting Type' (Single Debit Multiple Credit). A red box highlights the 'File Name' field, which contains a 'Choose file...' button. Below this are 'Upload' and 'Cancel' buttons. To the right, there is a section titled 'What are the benefits?' with text explaining the feature.

# 7. Logout



When you're done

- Be safe and stay secure – always **Logout**



**Logout**  
Click this button to close your session

