OCBC Velocity



HOW TO CREATE A TRANSACTION TEMPLATE

Do you pay the same supplier or beneficiary regularly, with varying amounts each time? If so, using Transaction Template will certainly save you time from having to enter the same information over again.

A Transaction Template is where information such as Beneficiary's Name, Beneficiary Account No., Beneficiary Bank Name and SW IFT Codes can be entered and saved for repeated use. When you are ready to pay, pull out this Template and provide just the payment amount and Value Date to create the new payment for this Beneficiary.

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Once you have completed entering all payment details, click Submit