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Corporate Direct Debit Authorisation Guidebook

DIRECT DEBIT

AUTHORISATION

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eGIR∅

More Efficiency, Less Wastage

Set up **Direct Debit Authorisation (DDA)** digitally via **eGiro**. Corporate applicants can now easily set up DDA on their DBS accounts to make automatic payments in SGD to participating billing organisations (BOs).

Enjoy these 3 key benefits when you go digital:



Reduce paper wastage



Improve efficiency and turnaround time as it reduces manual processes



Easily monitor DDA status

CREATING A NEW DDA: INITIATING REQUEST

Log in with your DBS IDEAL account to continue. Organisation ID	Email address PIN or Password
Organisation ID	PIN or Password
Organisation ID	
	By proceeding, you consent to DBS disclosing to third parties your personal data required to process your parties to be a set of the set of t
User ID	Log in
PIN or Password	
By proceeding, you consent to DBS disclosing to third parties your personal data required to process your requests.	Log in with organisation ID
Log in	
Log in with email	

- 1. **Initiate DDA creation request** from an eGIRO-participating billing organisation's website.
- 2. **Select DBS bank** and you will be redirected to log in on IDEAL.
- 3. You will be required to log in (via ORG ID or email) and authenticate.

CREATING A NEW DDA: SELECTING COMPANY

	Billing Organisation XYZ Telco			
	Bill reference			
	For company Select company			
	XXXXX XXXXXX Pte Ltd	\sim		
	Only parent/holding companies in Singapore will be shown Is your company a subsidiary Subsidiary XXXX XXXXX Pte Ltd			
	Only parent/holding companies in Singapore will be shown			
		Cancel	Next	
_				

Step 1: Select company you wish to create the DDA for. You will be shown companies you have access to.

Step 2:

Please check box if DDA is created for a subsidiary.

Step 3: Select subsidiary to create the DDA for. You will be shown subsidiaries you have access to.

Note: IDEAL users with DDA Maker & Approver entitlement will be able to submit DDA creation/termination requests and approve DDA creation/termination requests, respectively.

CREATING A NEW DDA: FILLING IN DETAILS

Please fill in the mandatory fields (Debiting Account, Expiry Date & Payment Limit).



Step 4: Select the account to set up the DDA for.

Note: only SGD current accounts and SGD wallets of Multi-Currency Accounts will be eligible.

Step 5: Select expiry date.

The DDA will be valid till this date. If you do not wish to set an expiry date, select "No expiry date".

Step 6: Select payment limit.

The maximum amount the BO will be able to collect via this DDA. If you do not wish to set a payment, select "No payment limit".

CREATING A NEW DDA: FILLING IN DETAILS

Payment limit Set a limit (in SGD)	
Enter amount No payment limit Requires approval from approvers assigned to highest tier transactions	
Purpose of Direct Debit (optional)	~
Message to your approver (optional)	~
C Learn more about DDA.	
В	ack

Step 7: Input purpose of Direct Debit (Optional).

For your own internal reference, indicate the reason for creating this DDA.

Step 8: Input message to approver (Optional).

For your own internal reference, indicate any additional message the maker wants to send to the approver.

CREATING A NEW DDA: REVIEW DETAILS

Review your request Make sure the request is approved before <4 June (Friday)> to finish setting up Direct Debit.	
Billing Organisation: XYZ Telco Bill reference: -	
Direct Debit details Debiting account Account name main account Account name main account Account name main account Score Due to expire on SG0 10,000,00 25-Oct-2021 Billing Organisation transaction reference Bankref12345 PHON - Telephone Bill	
Purpose of Direct Debit X0000X X000X X00XX X0XX X0XX0XX0XX0XX0XX	
By clicking "Submit", you agree to be bound by the DBS BenK's standard. Terms & Conditions Governing Electronic Services. You will be redirected back to XYZ Telco	
Edit details Submit	,

Review all the information and click Submit.

CREATING A NEW DDA: CONFIRMATION



Once submitted, you will be given a confirmation and redirected to **Billing Organisation's website**.

The DDA is now ready to be approved. Request will **need to be approved within 48 hours**.

CREATING A NEW DDA: MANAGING APPROVALS

After submission of the DDA request, the approver can log in to IDEAL for approval. There are two ways to approve requests: via dashboard or the sidebar navigation.



In the IDEAL dashboard, under My Approvals, approvers can click "View All" to navigate to see the list of Direct Debit requests to be approved.

CREATING A NEW DDA: MANAGING APPROVALS



Step 1: Select "Approvals".

Step 2: Select "Direct Debit (DDA)".

Step 3: Select the request to approve.

CREATING A DDA: APPROVER REVIEW



Step 1: Review information. Approver to view the details.

Step 2:

Approve. After the information is validated, approver to click on Approve and complete the approval process.

CREATING A DDA: APPROVER CONFIRMATION

	•		1. If yo
DBS IDEAL	6		requ
Singapore	Request pending		appi
[] Dashboard	We'll process this request once it has been approved by	all the approvers.	to be
Accounts	Print Done		appr
Files	Awaiting other approvers		
题 Reports	Make sure that this request is approved before <11:30am> <today> to Debit.</today>	finish setting up Direct	OR
So Foreign Exchange	Terminate Direct Debit		
Ven Apply	Billing Organisation: XYZ Telco		2. Once
	Last Action: Approved by XXX XXXX on 5 Jun 2021, 10:30 (GMT+8)		appr
			will
	BC Company V	9	
	Activity log	Request approved	
	Date 💠 T 🏠 Accounts	Request reference: EBDDAR10010 We are now processing your request with the Billing Organisation	n.
	🕀 Pay & Transfer	Print Done	
	Files	Set us Direct Debit	
	Reports	Billing Organisation: XYZ Telco	
	So Foreign Exchange	Bill reference: - Last Action: Approved by X0X X00X on 5 Jun 2021, 10:30 (GMT+8)	
	St Apply	Status: Approved	
		Direct debit details	
		Debiting account Account name main account soci-sociation-st	
		Payment limit Due to expire on SGD 10,000.00 25-Oct-2021	
		Billing Organisation transaction reference Purpose code Bankref12345 PHON - Telephone Bill	

. **If your authorisation policy requires more than one approver,** the DDA will need to be approved by all relevant approvers.

 Once all relevant approvers have approved the request, the status will be updated accordingly.

TERMINATING A DDA: INITIATING REQUEST

DBS IDEAL	
Log in with your DBS IDEAL account to continue.	Email address
	PIN or Password
Organisation ID	By proceeding, you consent to DBS disclosing to third parties your personal data required to process your
User ID	Log in
PIN or Password	
By proceeding, you consent to DBS disclosing to third parties your personal data required to process your requests.	Log in with organisation ID
Log in	
Log in with email	

- 1. Initiate DDA termination request from an eGIRO-participating billing organisation's website.
- 2. **Select DBS bank** and you will be redirected to log in on IDEAL.
- 3. You will be required to log in (via ORG ID or email) and authenticate.

TERMINATING A DDA: SELECTING COMPANY

Select company		
AAAAA AAAAAA Ple Lig	~	
Only parent/holding companies in Singapore will be shown		
Subsidiary		
Select subsidiary	~	
Only subsidiary companies in Singapore will be shown		
Only parent/holding companies in Singapore will be shown	Cancel Next	
	Only parent/holding companies in Singapore will be shown Subsidiary Select subsidiary Only subsidiary companies in Singapore will be shown Only parent/holding companies in Singapore will be shown	Only parent/holding companies in Singapore will be shown Subsidiary Select subsidiary Only subsidiary Only subsidiary Only parent/holding companies in Singapore will be shown Cancel Next

Step 1:

Select company you wish to terminate the DDA for. You will be shown companies you have access to.

Step 2:

Please **check box** if the DDA to be terminated belongs to a subsidiary.

Step 3:

Select subsidiary to terminate the DDA for. You will be shown subsidiaries you have access to.

TERMINATING A DDA: VIEW DETAILS OF DDA

Payment limit Due to e SGD 20,000,00 25-Oct- Billing Organisation transaction reference Purpose Reference 1234567890 PHON - Purpose of Direct Debit XXXXXX XXXXX XXXXX XXXXX XXXXXXXXXXXX		Details of the DDA that you wish to terminate will be show A message to approver can be inputted.
Massara to your approver (optional)	to expire on Dct-2021 ose code PN - Telephone Bill CXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
message (o your approver (optional)	× ncel Ne	ext

TERMINATING A DDA: REVIEW REQUEST

Review your request
terminate this Direct Debit (DDA) arrangement.
Terminate Direct Debit (0000X X0000X Pte Ltd)
Billing Organisation: XYZ Telco Bill reference: NIRC
Direct Debit details
Debiling account Account name main account
Payment limit Was due to expire on
SGD 20,000.00 25-Oct-2021 Billine Organization transaction reference Drumose code
Bankref12345 PHON - Telephone Bill
Purpose of Direct Debit XXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Message to approver XXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
By clicking "Submit". you agree to be bound by the DBS Bank's standard Terms & Conditions Governing Electronic Services.
You will be redirected back to XYZ Telco.
Edit details Submit

Review all the information and click Submit.

TERMINATING A DDA: CONFIRMATION



- 1. Once submitted, you will be given a confirmation and redirected to **Billing Organisation's website**.
- The DDA is now ready to be approved. Request will **need to be approved within 48 hours**.

TERMINATING A DDA: MANAGING APPROVALS

After submission of the DDA request, the approver can log in to IDEAL for approval. There are two ways to approve requests: via dashboard or the sidebar navigation.



In the IDEAL dashboard, under My Approvals, approvers can click "View All" to navigate to see the list of Direct Debit requests to be approved.

TERMINATING A DDA: MANAGING APPROVALS



Step 1: Select "Approvals".

Step 2: Select "Direct Debit (DDA)".

Step 3: Select the request to approve.

TERMINATING A DDA: APPROVER REVIEW



Step 1: Review information. Approver to view the details.

Step 2:

Approve. After the information is validated, approver to click on Approve and complete the approval process.

TERMINATING A DDA: APPROVER CONFIRMATION

		1. 11	r you
DBS IDEAL		r r	equi
ABC Company V	6	a	ppro
Dashboard	Request pending	t	b be
Accounts	We'll process this request once it has been approved by all the app	provers.	nnrc
🚱 Pay & Transfer	Print Done	a	phic
Files	S Awaiting other approvers		
题 Reports	Make sure that this request is approved before <11:30am> <today> to finish setting Debit.</today>	gup Direct C)R
6 Foreign Exchange			
能 Apply	Terminate Direct Debit Billing Organisation: XYZ Telco	2.0)nce
	Bill reference: -		nnrc
	Status: Partially Approved	a	
		N N	
	BDBS IDEAL		
	ABC Company v Singapore	\bigcirc	
	Activity log Dashboard	Request approved Request reference: EBDDAR10010	
	Date \$ Ti Eô Approvals	This Direct Debit (DDA) arrangement has been terminated.	
		Print Done	
	Files	Terminate Direct Debit	
	B Reports	Billing forgensaturer AFZ_TELCO Bill reference: NRIC	
	Con servicing	Status: Completed	
	장말 Foreign Exchange 양군 Open Account Trade	Direct debit details	
	General Control of Control o	Debiting account Account name main account	
	<u>ия</u> арру	Poyment limit Was due to expire on	
		Billing Organisation reference Purpose code Bankref 12345 PHON - Telephone Bill	

. **If your authorisation policy requires more than one approver,** the DDA will need to be approved by all relevant approvers.

 Once all relevant approvers have approved the request, the status will be updated accordingly.

VIEWING LIST OF DDAS: MANAGE ACTIVE/APPROVED DDAS

Approvals Accounts	Figure 10 local / everses payee Transfer within own accounts Payee and beneficiarities Payeel Bit payment Payment history Payment Templates Payee / Beneficiarities	R Peyment Duik overseas collection	Cheque psyment recipient		Step 2: Select "Direct Debit (DDA
ay & Transfer iles teports oan se	All Active Terminated		Q By billing ref no.	Filter	Step 3: Select "Active DDAs".
Billing Org. oreign Ipen Account Trade Ierchant Services	EFG Insurance AI R4557890 XX Billing Organisation AI REF123 XX	Debiting account \$ ac Company MCA - x=xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Expiry date / Payment limi	:	 Billing organisation Debiting account Expire & Payment limit
	Billing Organisation Add REF123 XX Billing Organisation Add REF345 XX	IC Company account 20 Jan 2021 score account	ACTIVE Pending termination ACTIVE Pending termination		• Status

VIEWING LIST OF DDAS: MANAGE REQUESTS PENDING ACTION

DBS IDEAL	Pay & Transfer										QC
BC Company 🗸 🗸											
ngapore	8:2 E		ĉ	E	£		T		8⊙		
ු Dashboard ටු Approvals	Pay to local / Transfer overseas within own payee accounts	Payee and beneficiaries g	Payroll payment	Bill payment	Bulk Pøyment	Bulk overseas payment	Make a collection	Cheque payment	Add recipient		
금 Accounts	Payment history Paym	nent Templates	Payee / Ber	neficiaries	Direct Debit	(DDA)					
Pay & Transfer					Active DDAs	Re	equests				
D											
= Files	All Pending (5)	Rejected (2)	Compl	leted				OF	whilling ref / re	quest ref no.	Filter
F Files 3 Reports	All Pending (5)	Rejected (2)) Compl	leted				Qt	3y billing ref / re	quest ref no.	= Filter
g Files 3 Reports 6 Loan servici 8 Foreign Exc	All Pending (5)	Rejected (2) Billing Orga	o compl	leted / Bill refe	erence 🗘		Debiting	Q t	ey billing ref / re Ex Pa	quest ref no. piry date / yment limit	₩ Filter
	All Pending (5) / Reference \$ R4567890 EBDDAR10007	Rejected (2) Billing Orga EFG Insuran R1523662) Compl anisation	leted / Bill refe	erence \$	Company M	Debiting	account	ay billing ref / re	quest ref no. piry date / yment limit Partiauzy at Approve befo	Filter
	All Pending (5) / Reference \$ R4567890 EBDDAR10007 Set up EBDDA6220A267HD	Rejected (2) Billing Orga EFG Insuran R1523662 Billing Orga	Compl anisation	leted / Bill refe	ABC (XXX-X ABC (XXX-X	Company Mt xxxxxx Company act xxxxxxxx	Debiting CA	Q t	sy billing ref / re Ex Pa SGD 10000.00 20 Jan 2021	quest ref no. piry date / yment limit ****** Partialy a agroup befo ************************************	 Filter Sta PROVED te << 30pm>
Files Reports Loan servici Request Foreign Exc Open Account Trade Merchant Services Apply	All Pending (5) / Reference \$ R4557890 EBDDAR10007 Set up EBDDA622DA267HD Terminate EBDDAR10006	Rejected (2) Billing Orga EFG Insuran R1523662 Billing Orga - LALO Orga NRIC) Compl anisation anisation nisation	etted	ABC 0 XXX-X ABC 0 XXX-X ABC 0 XXX-X	Company Mi XXXXX-X Company ac XXXXX-X Company mi XXXXX-X	Debiting CA count ain	account	 By billing ref / ref Ex Pa SGD 10000.00 20 Jan 2021 20 Jan 2021 SGD 5000.00 	quest ref no. piry date / yment limit Partial y a Partial y a Processing PROCESSING PENDING API	Filter Filter Sta Reovto Revoto R

Step 1: Select "Pay & Transfer".

Step 2: Select "Direct Debit (DDA)".

Step 3: Select "Requests".

- Type of requests
 - (creation/ termination)
- Billing organisation
- Debiting account
- Expiry & Payment limit
- Status

DDA STATUS NOTIFICATION ALERTS

You can subscribe to receive DDA alerts via Email, SMS and Push Notifications on IDEAL to be updated on the status of DDA creation and termination requests.

