

Live more, Bank less

REGISTERING AND MANAGING SG QR ON DBS IDEAL



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INTRODUCTION

SIMPLIFY QR PAYMENT COLLECTION WITH SGQR

- No more multiple QR code labels at your counter, just one.
- Faster scan-and-pay option for your customers.

Simply log in to DBS IDEAL and register for SGQR to make your QR payment collection experience better.

You will need a PayNow account registered with DBS in order to register for SGQR on DBS IDEAL.





Step 1:

Log in to DBS IDEAL. Go to "**Admin**" in the menu on top. Select "**Register / Manage PayNow**".



				- Last login at: 11 June	2020 10:47 hrs
Liquidity Management Overview	Accounts	Transfers	My Actions Approvals	PayNow Register and manage	Addressing HICTPS
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Step 3:

Select the **PayNow proxy** that you wish to link with SGQR.



Step 4:

There are 2 options to link your PayNow Proxy to SGQR:

Option 1 : Create New SGQR

(select this option if you are new to SGQR)

a. Outlet Address (Mandatory)

Enter Postal Code, Level & Unit Number. Should you not have a Level and / or Unit Number, a default value of "00" will be assigned.

b. Name of Label (Mandatory)

Enter name to be printed on SGQR label.

c. Payment Reference (Optional)

You can include up to 25 characters. This field will be included in all PayNow Inward Transactions received via SGQR and will be reflected on your DBS IDEAL statement.



d. Receive SGQR Labels via Mail

- i. This checkbox is ticked by default.
 - Indicate the "Quantity to print".
 - Printed copies of SGQR labels will be mailed to your primary mailing address as per the bank's record.
- ii. Uncheck the "**Receive SGQR labels via mail**" box if you do not need printed labels.

e. Terminal ID (Optional)

This field can be used to generate multiple SGQR labels for the same outlet.

f. To Submit

Click on Submit at the bottom of the page once all the required information is entered.



Option 2 : Link Your PayNow to an Existing SGQR

(select this option if you have an existing SGQR that you wish to link your PayNow Proxy to)

a. SGQR ID (Mandatory)

You can find the SGQR ID at the top right hand corner of your existing SGQR Label.

b. Name of Label (Mandatory)

Enter name to be printed on SGQR label.





c. Payment Reference (Optional)

You can include up to 25 characters as a reference. This field will be included in all PayNow Inward Transactions received via SGQR and will be reflected on your DBS IDEAL statement.

d. Receive SGQR Labels via Mail

- i. This check box is ticked by default .
 - Indicate the "Quantity to print".
 - Printed copies of SGQR labels will be mailed to your primary mailing address as per the bank's record.
- ii. Uncheck the **"Receive SGQR labels via mail**" box if you do not need printed labels.

e. To Submit

Click on Submit at the bottom of the page once all the required information is entered.

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Your SG	QR registration for PayNow Proxy XXXXXXXXXXXXXX	X is successful. Please find attached the SGQR pdf file. You may also download this copy of the SGQR from
IDEAL.		
The SGO	QR ID and version number can be found at the rig	ht top corner of the SGQR image.
The prin	ated copies of the SGQR will be mailed to you at th	e mailing address for the PayNow registered account and you should receive it in the next 3-5 working days.
For mor	e information on SGQR, you may visit <u>DBS</u> .	
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cindly re	submit your SGQR registration at your convenience.	
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Upon submission, your Authorised Approver will receive a notification in DBS IDEAL to review and approve the registration.

Once the approver has approved the registration request, you will receive an email within a few days with the registration outcome:

- If successful, the email will contain your SGQR attachment. You will also receive your printed SGQR labels within 14 days should you have requested for them.
- **If unsuccessful**, the email will provide a reason for this. You may rectify your SGQR registration request and submit it again.



Step 1:

Log in to DBS IDEAL. Go to "**Admin**" in the menu on top. Select "**Register / Manage PayNow**".

	101 Mar 24 54	2 6			Last login at: 11 June	2020 10:47 hrs
Back to IDEAL 3:0 Home	Liquidity Management Overview	Accounts	Transfers	My Actions Approvals	PayNow Register and manage	Addressing Hit FPS
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Register accourt	Link PayNow	low proxy to SGQI	2	SGO	QR	
	PayNow					
Show All (98)	Active (6) Pending (69) F	tejected (23)				
	account name, PayNow proxy,	SGQR ID or refer	rence number	- add	liste	
	1 = = 1 = - 1 = - 1 = - 1					
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Step 2:

Go to "SGQR" tab.

- a. To View SGQRs
 - Click on "Show All" tab for a list of all SGQRs.
 - Click on "**Active**" tab for a list of currently active SGQRs.
 - Click on "Pending" tab for a list of SGQR registrations / amendments pending approval.
 - Click on "**Rejected**" tab for a list of SGQR registrations that were rejected.

IDEAL Dashboard	Liquidity Manag	ement Accou	nts Tra	nsfers	My Actions	PavNow	at: 11 June 2020 10:47 hrs Addr	essing
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b. To Retrieve / Amend / Print SGQR

- Select one of the active SGQR IDs and click on "Action" icon.
- Click on "Download" to download your SGQR image.
- Click on "Amend" to amend your SGQR details.
- Click on "AdHoc Printing" to request for SGQR printed labels.

Amend SGQR Details organisation 00000X SGQR ID 0000000000X ReyNow proxy ID that is linked SGQR ID 0000000000X ReyNow proxy ID that is linked Payment Reference Delivery Address III. Tick on "Receive SGQR labels via mail" and select the quantity of printed labels you wou like to receive. IX. Click on Change button to select the delivery address for your printed labels. V. Click on Submit . Payment Reference 123 Payment Reference 123 Payment Reference 123 Payment Reference 123 Payment Reference 123 Payment Reference 123 Payment Reference 123 Payment Reference 123 Payment Reference 123 Payment Reference 124 Payment Reference 125 Payment Reference 126 Payment Reference 127 Payment Reference 128 Payment Reference 128 Payment Reference 129 Payment Reference 129 Payment Reference 120 Payment Reference Payment Refere	IDEAL Dashboard Back to IDEAL 3.0 Home	Liquidity Management Overview	Accounts	Transfers	My Actions Approvals	PayNow Register and manage	Addressing HICTPS	ii	Amend your details for example:
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f. To Request for Printed SGQR Labels

- i. Select one of the active SGQR IDs and click on "**Action**".
- ii. Click on "**AdHoc Printing**" to request for printed SGQR labels.
- iii. Select your desired quantity to print.

iv. Click on Submit

DISPLAYING PAYNOW SGQR

PAY FAST. V PAY SAFE. V PAYNOV ON SG QR



Now that you have registered and set-up your PayNow on SGQR, you can use your SGQR label on both your store front and invoice for collections.

With your PayNow linked account, collecting payments from your customers will be direct, secure and instant!



You can display your SGQR label at your store front.



You can include your SGQR label on your billing invoices.

DISCLAIMER

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