

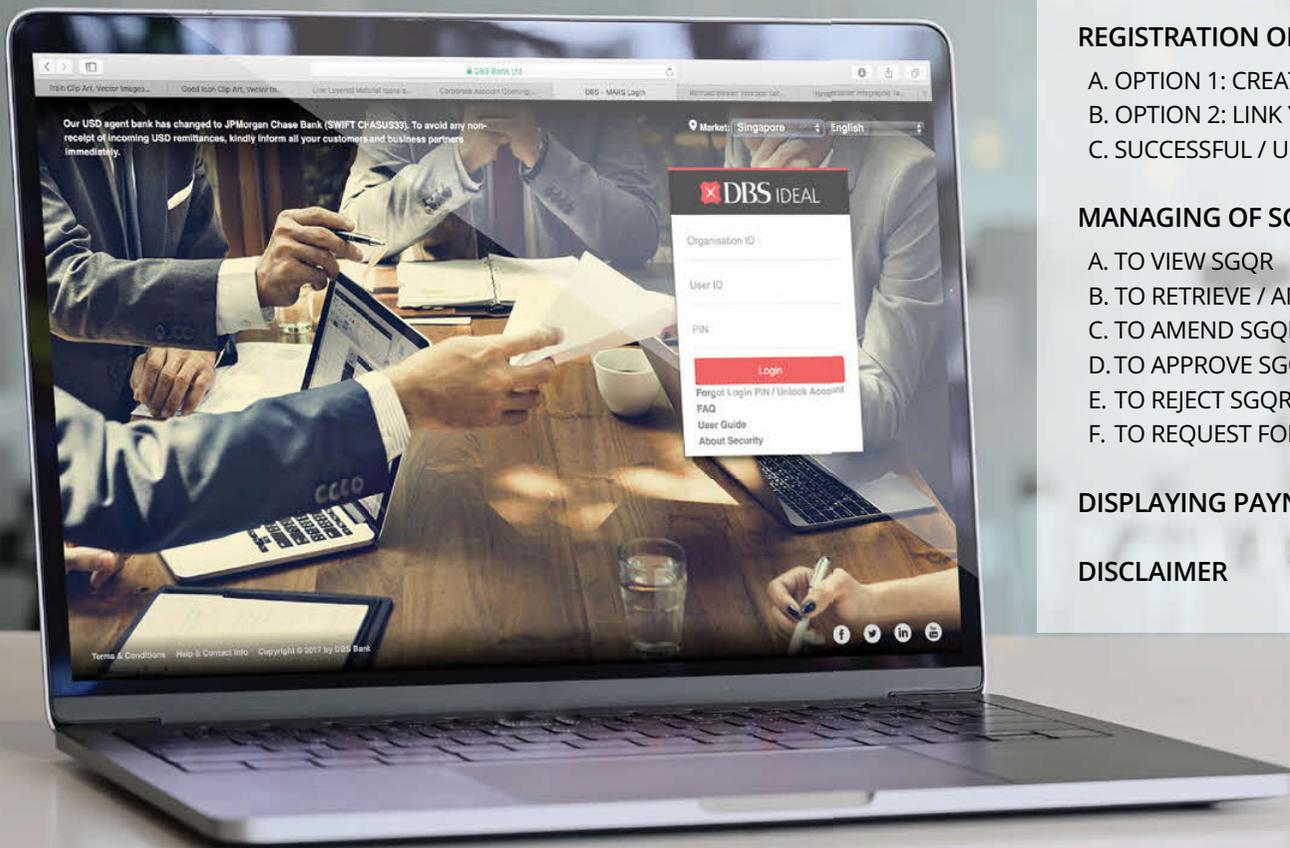


Live more,  
Bank less

## REGISTERING AND MANAGING



## ON DBS IDEAL



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## INTRODUCTION

# SIMPLIFY QR PAYMENT COLLECTION WITH SGQR

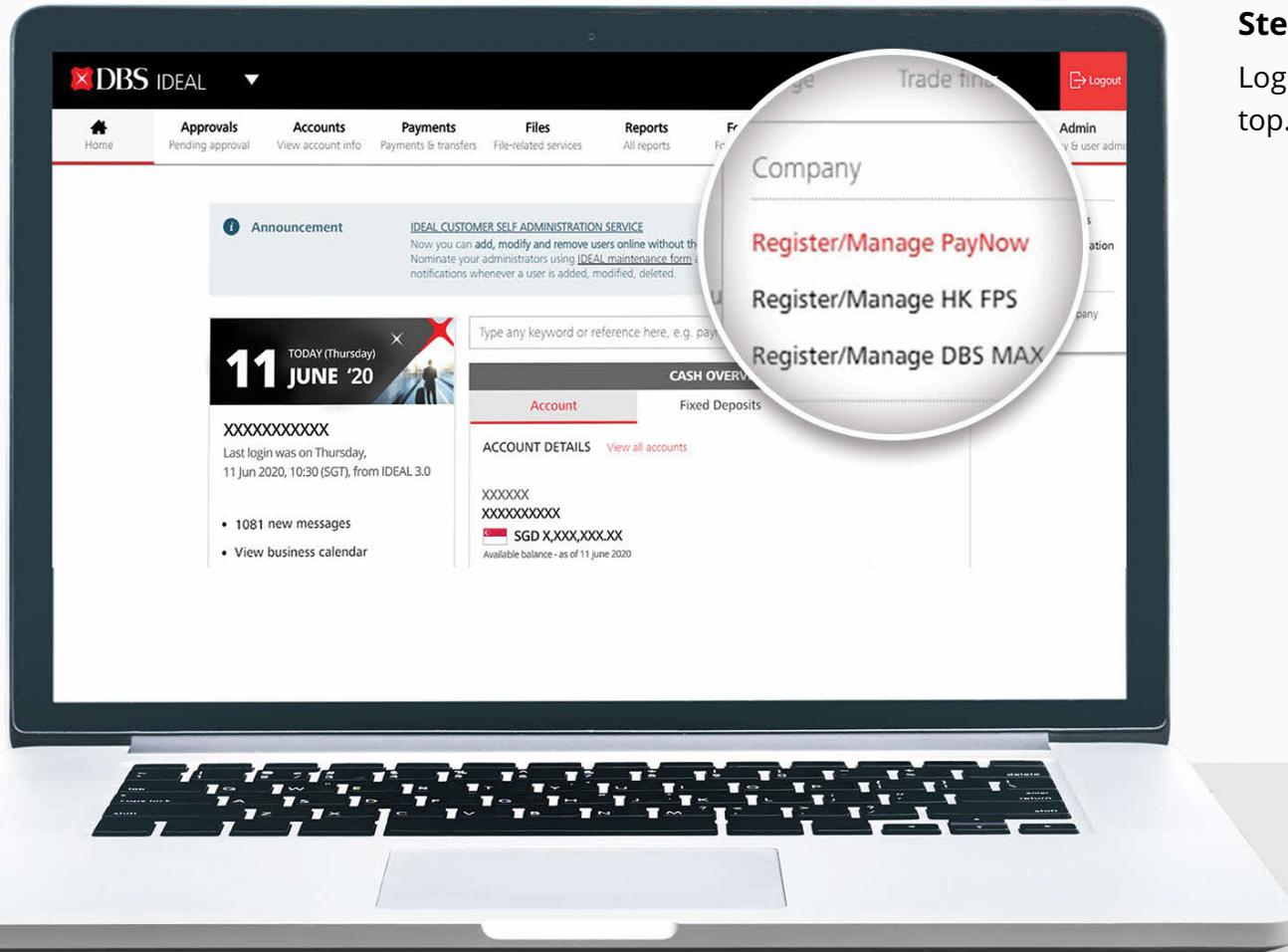
- No more multiple QR code labels at your counter, just one.
- Faster scan-and-pay option for your customers.

**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.*



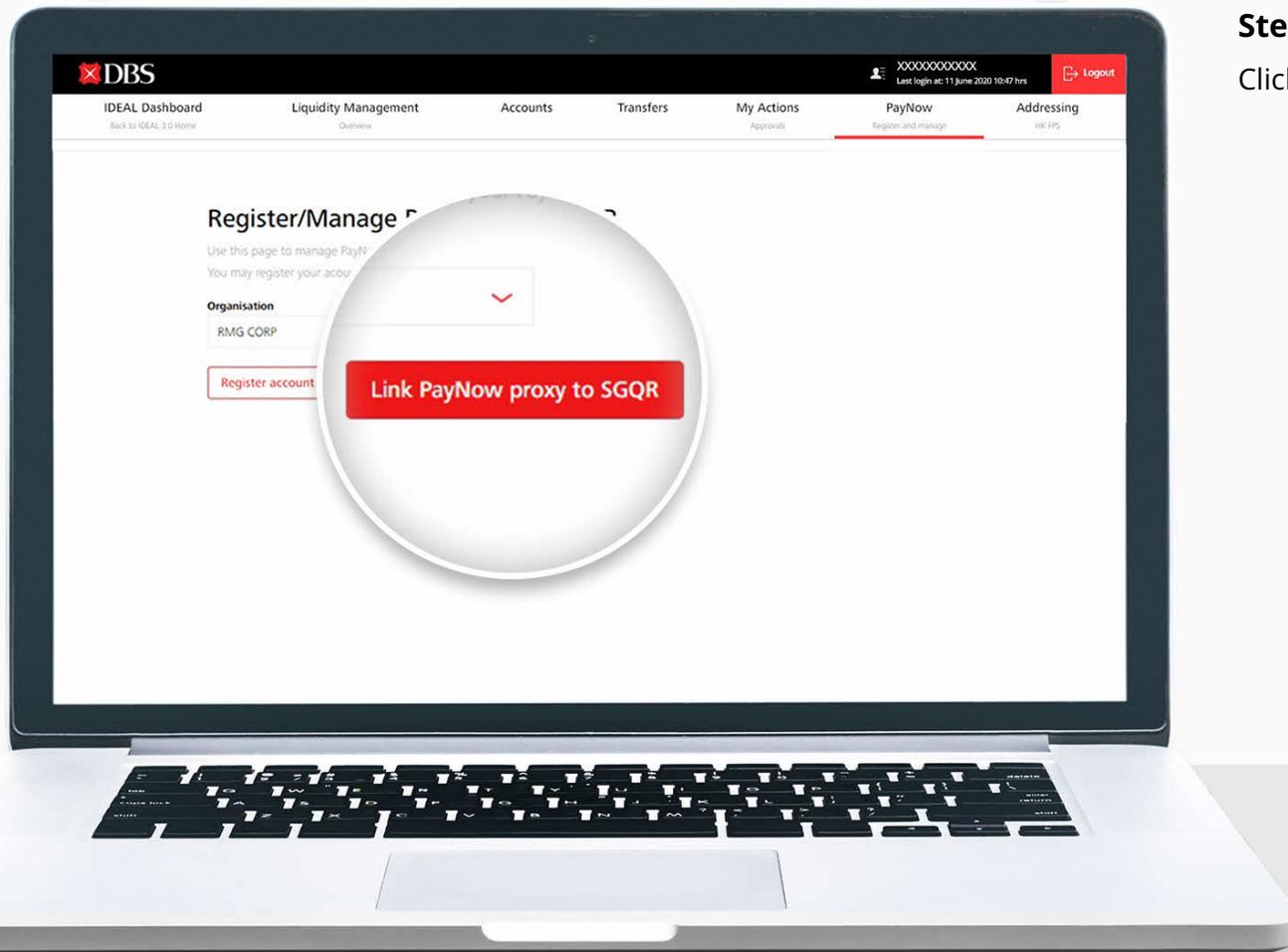
## REGISTRATION OF SGQR (DESKTOP)



### Step 1:

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

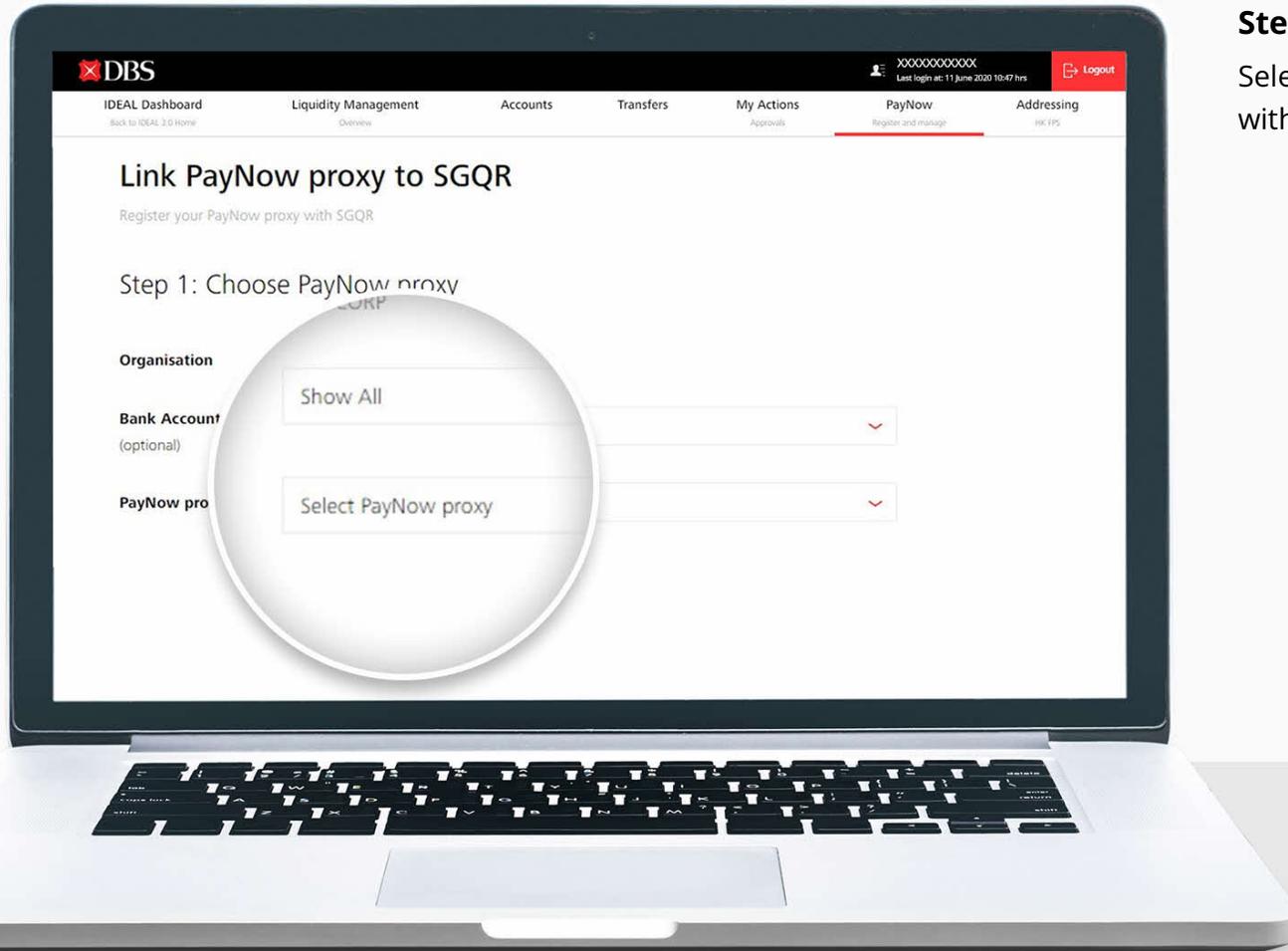
## REGISTRATION OF SGQR (DESKTOP)



### Step 2:

Click on **Link PayNow proxy to SGQR** .

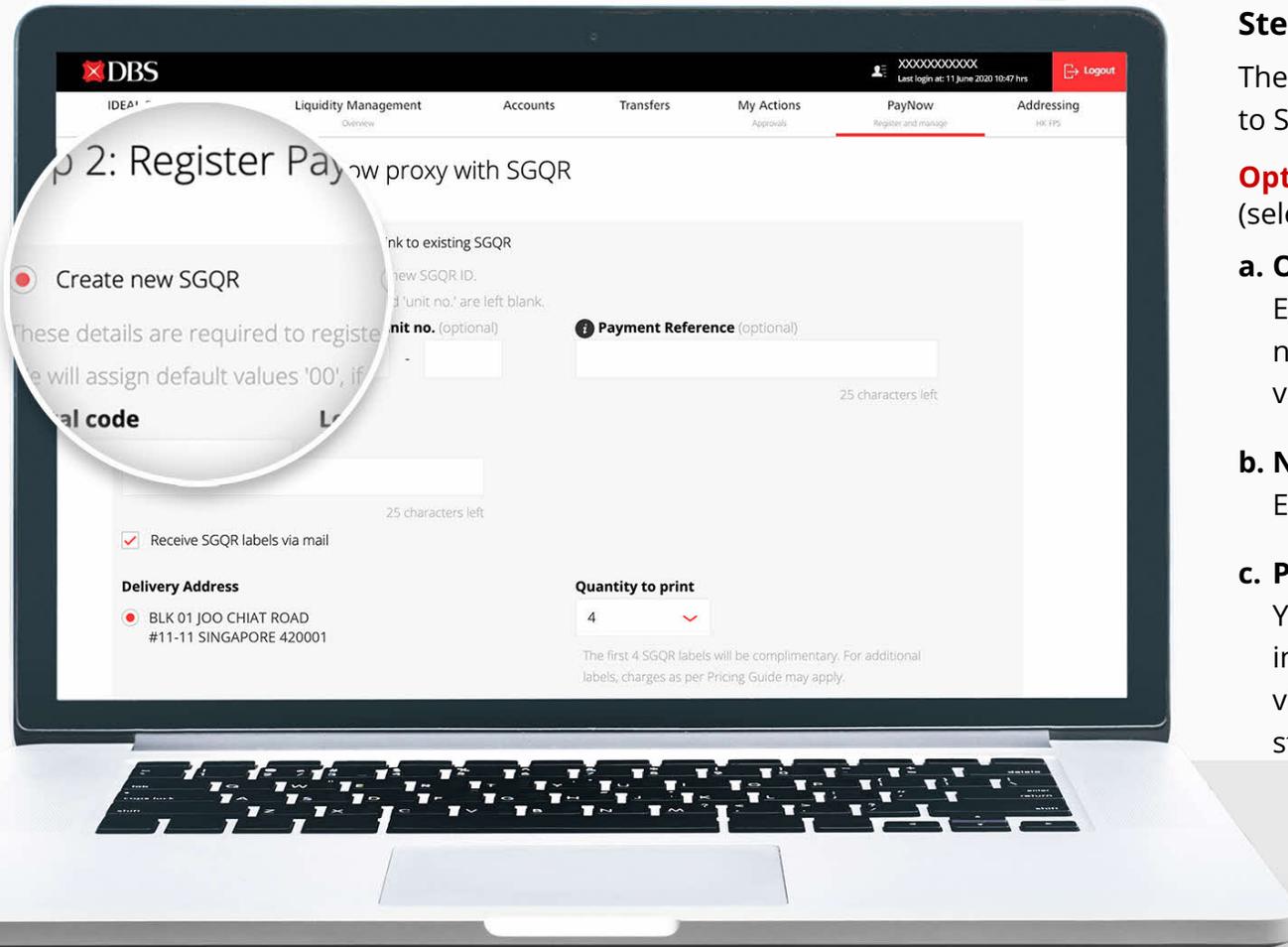
## REGISTRATION OF SGQR (DESKTOP)



### Step 3:

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

## REGISTRATION OF SGQR (DESKTOP)



### 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.

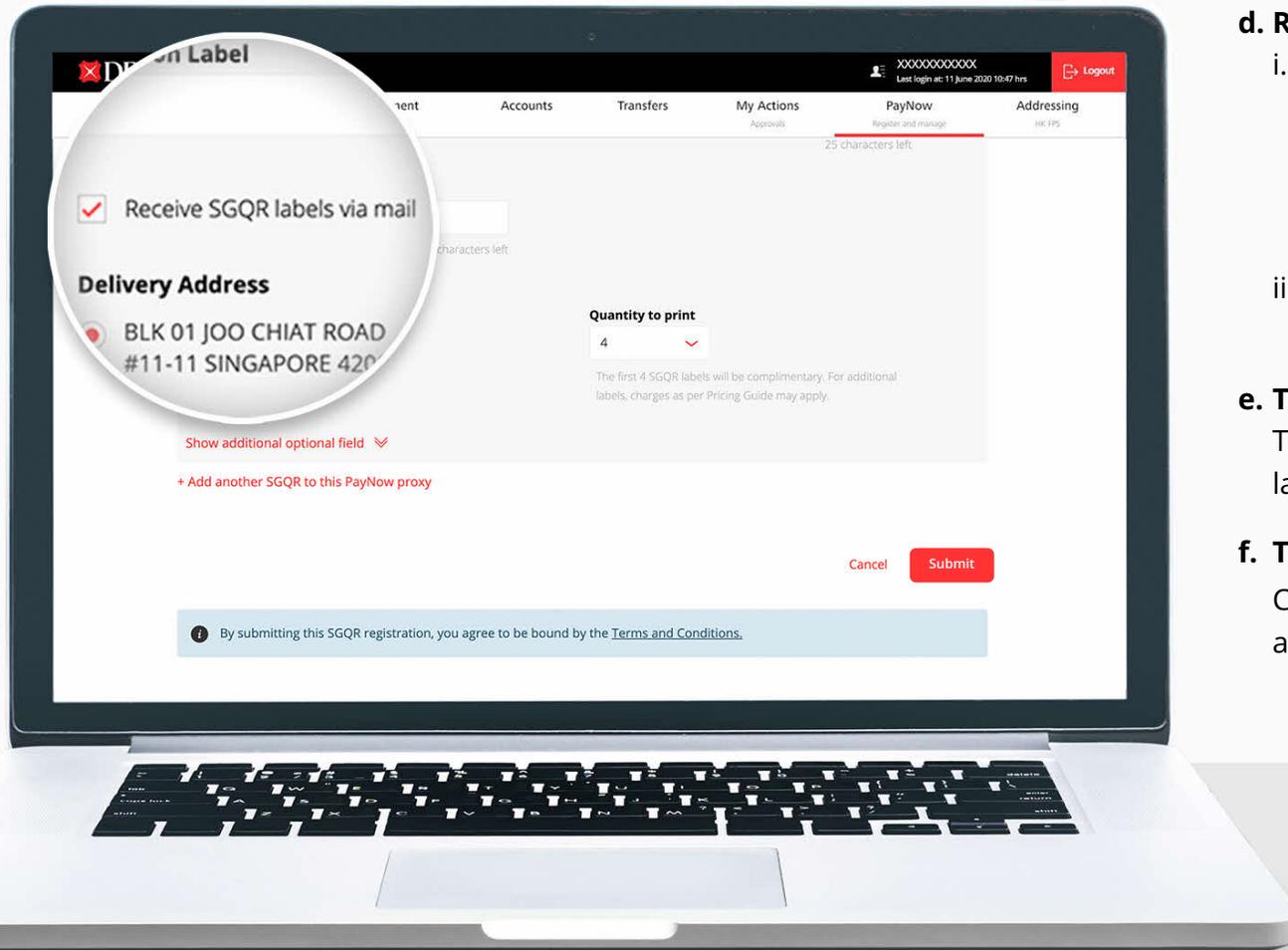
##### b. Name of Label (Mandatory)

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.

## REGISTRATION OF SGQR (DESKTOP)



### 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.

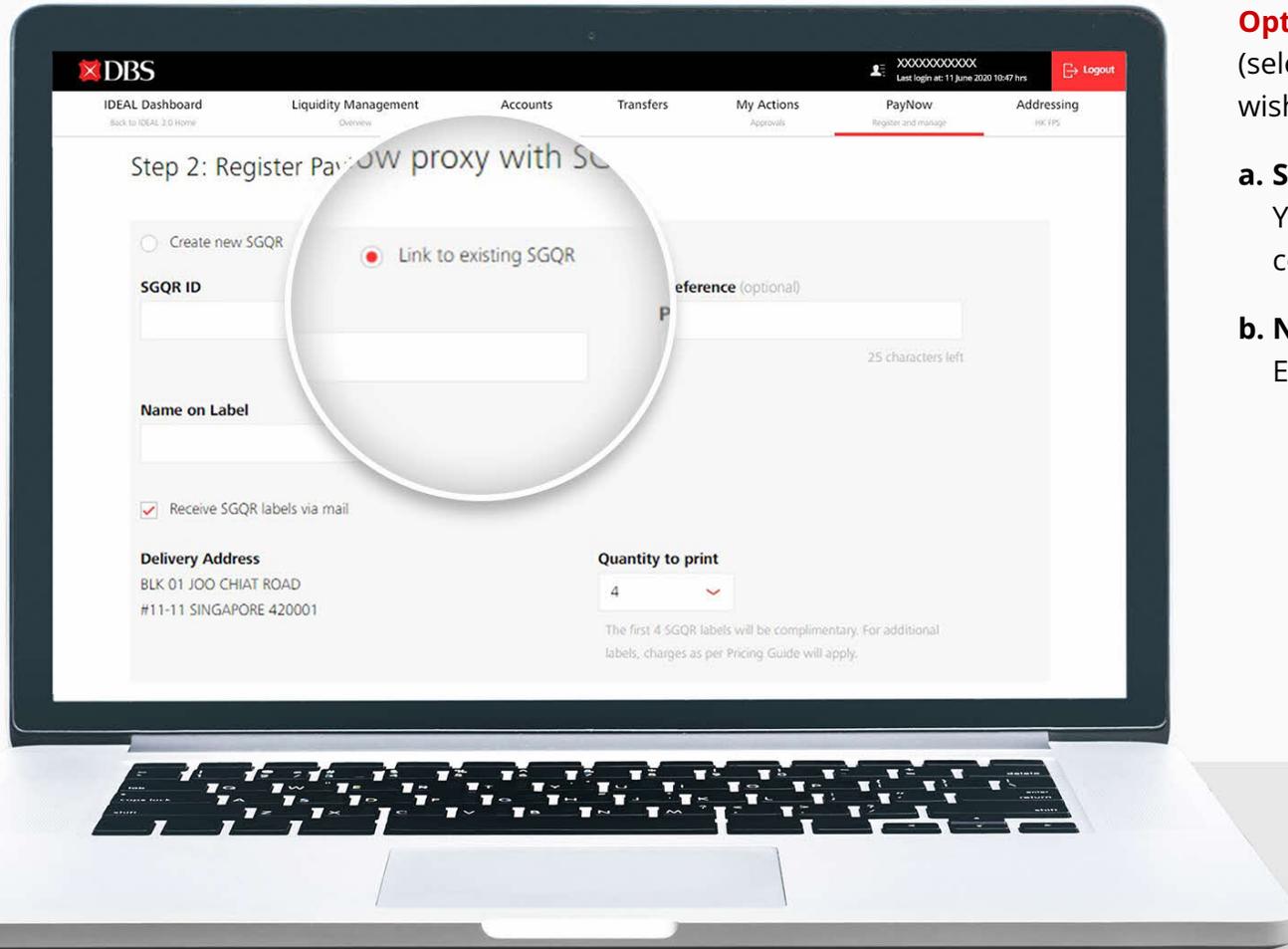
### e. Terminal ID (Optional)

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.

## REGISTRATION OF SGQR (DESKTOP)



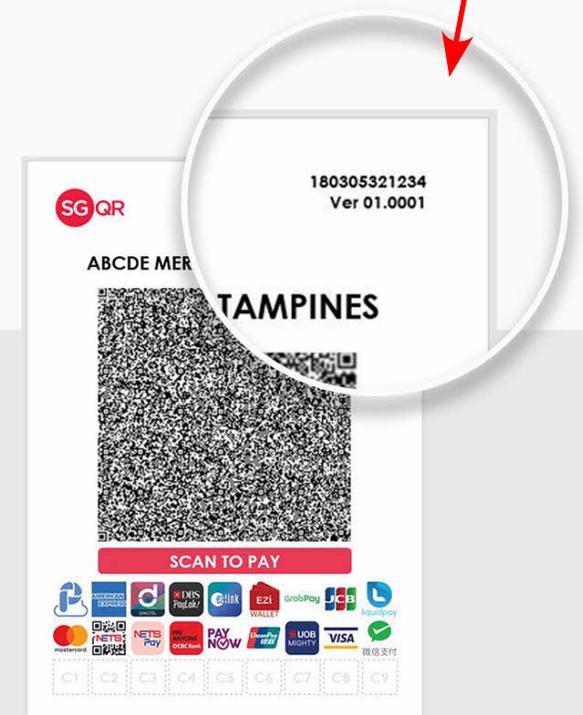
**Option 2 : Link Your PayNow to an Existing SGQR**  
(select this option if you have an existing SGQR that you wish to link your PayNow Proxy to)

**a. SGQR ID (Mandatory)**

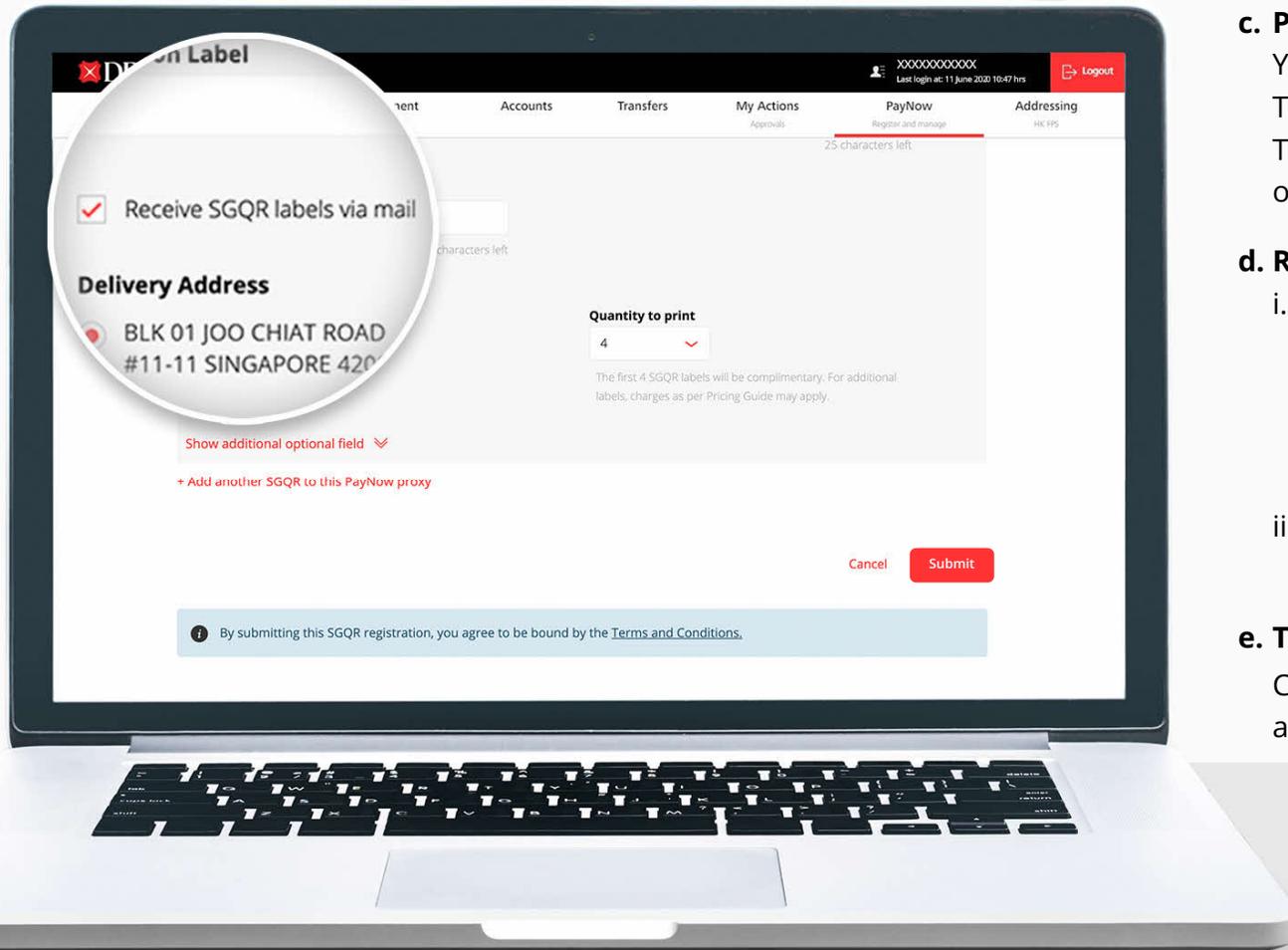
You can find the SGQR ID at the top right hand corner of your existing SGQR Label.

**b. Name of Label (Mandatory)**

Enter name to be printed on SGQR label.



## REGISTRATION OF SGQR (DESKTOP)



### 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.

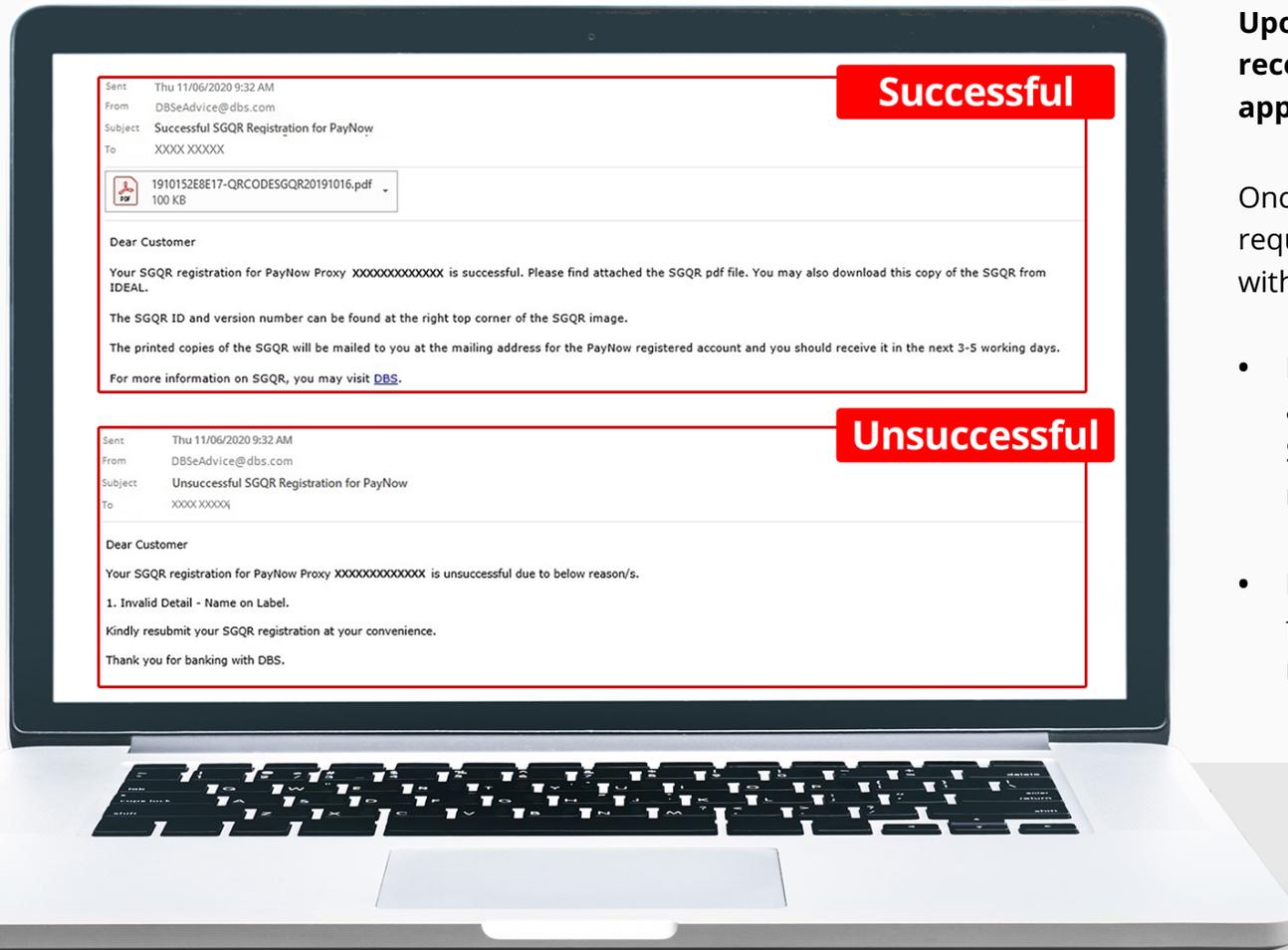
### d. Receive SGQR Labels via Mail

- 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.

## REGISTRATION OF SGQR (DESKTOP)

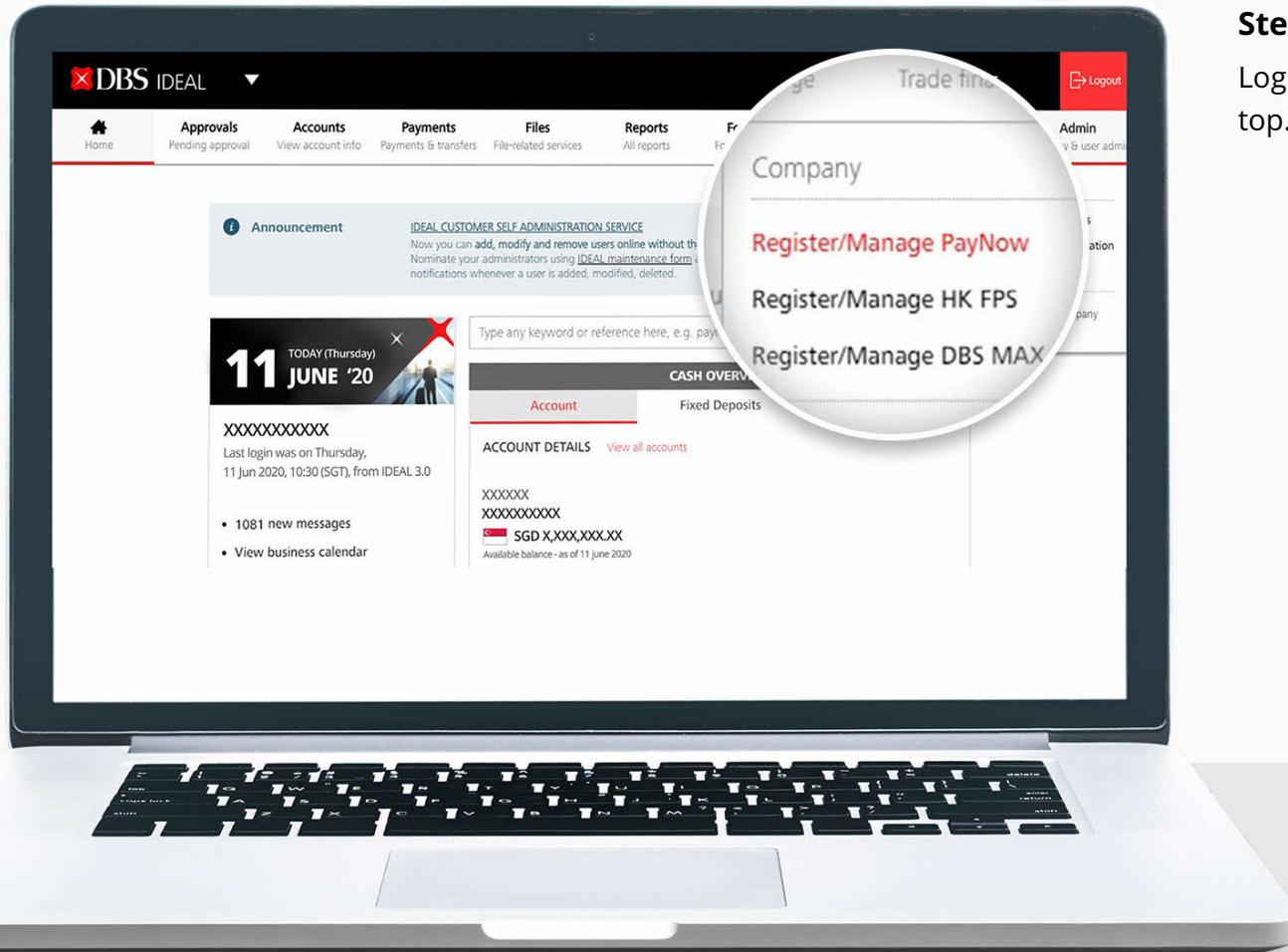


Upon submission, your Authorised Approver will receive a notification in DBS IDEAL to review and approve the registration.

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.

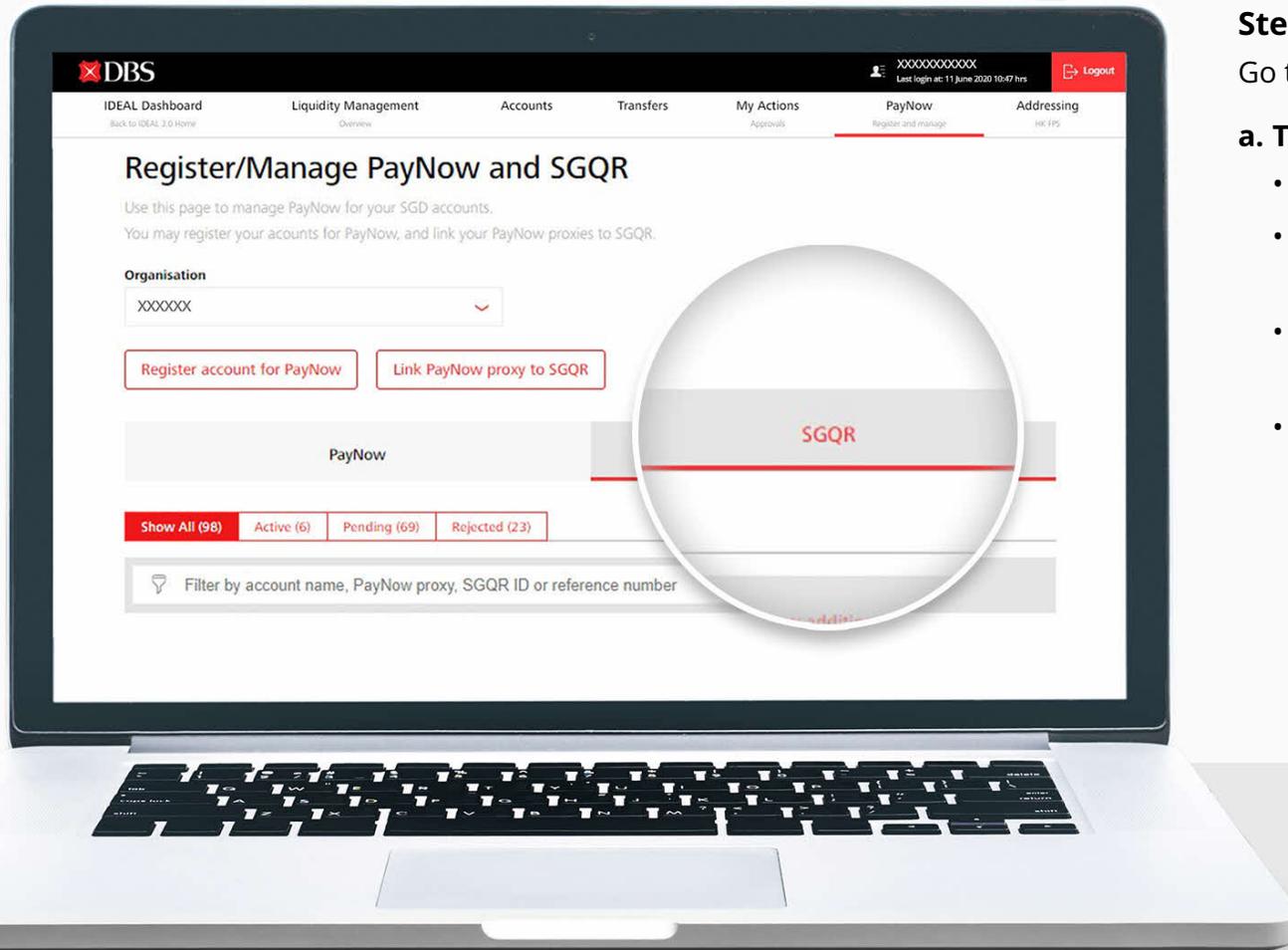
## MANAGING SGQR (DESKTOP)



### Step 1:

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

# MANAGING SGQR (DESKTOP)



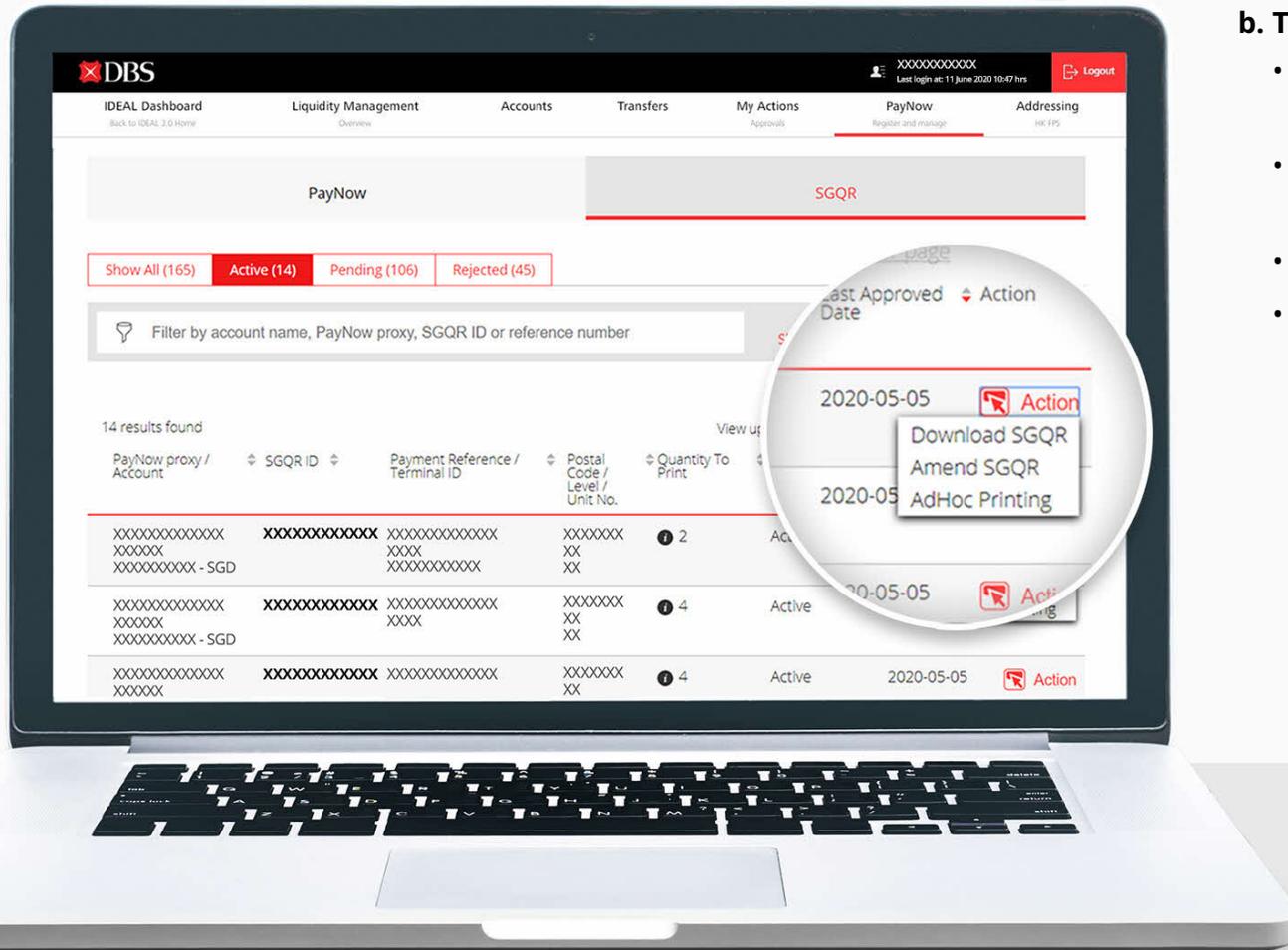
### Step 2:

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.

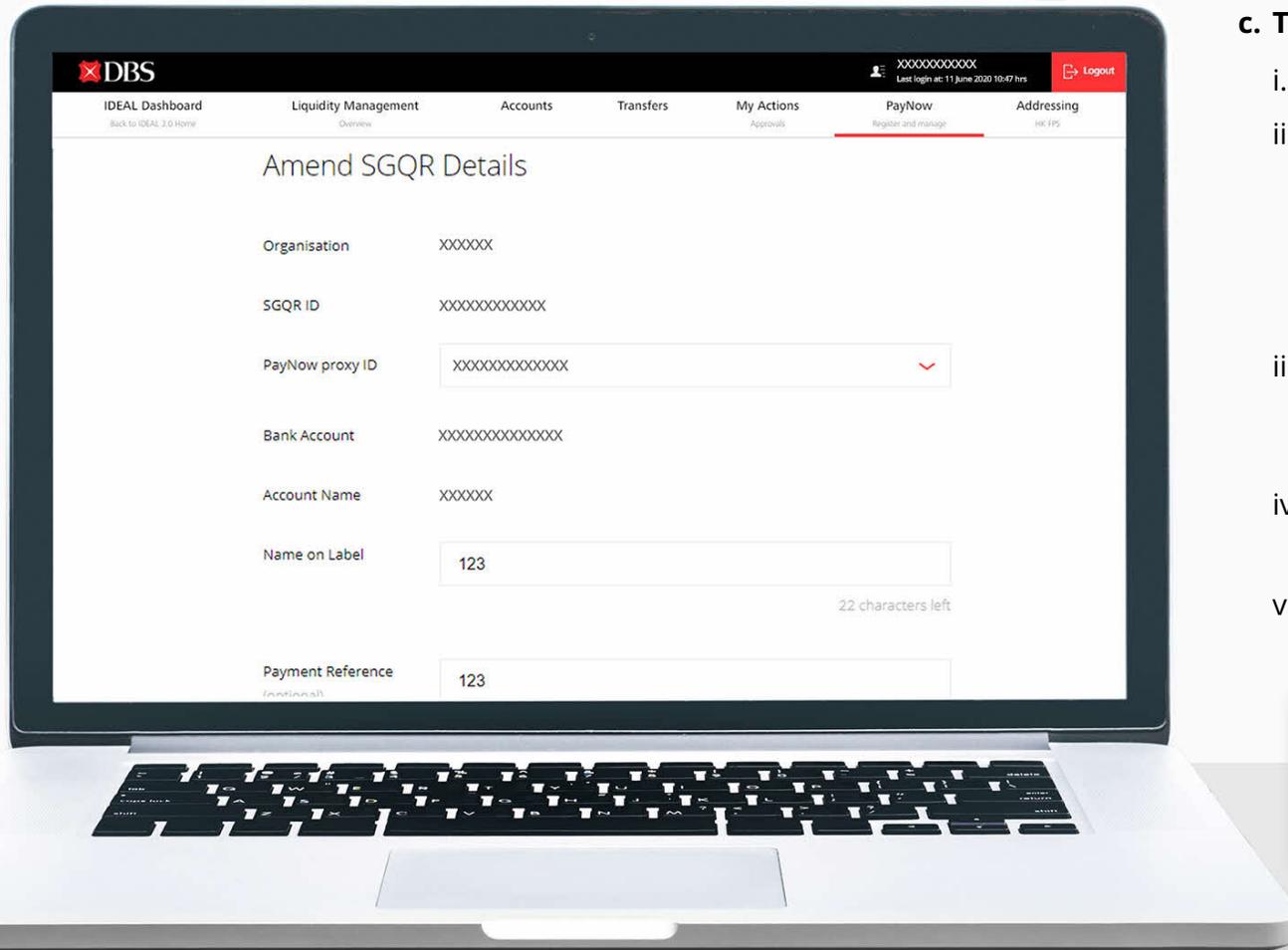
## MANAGING SGQR (DESKTOP)



### 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.

## MANAGING SGQR (DESKTOP)

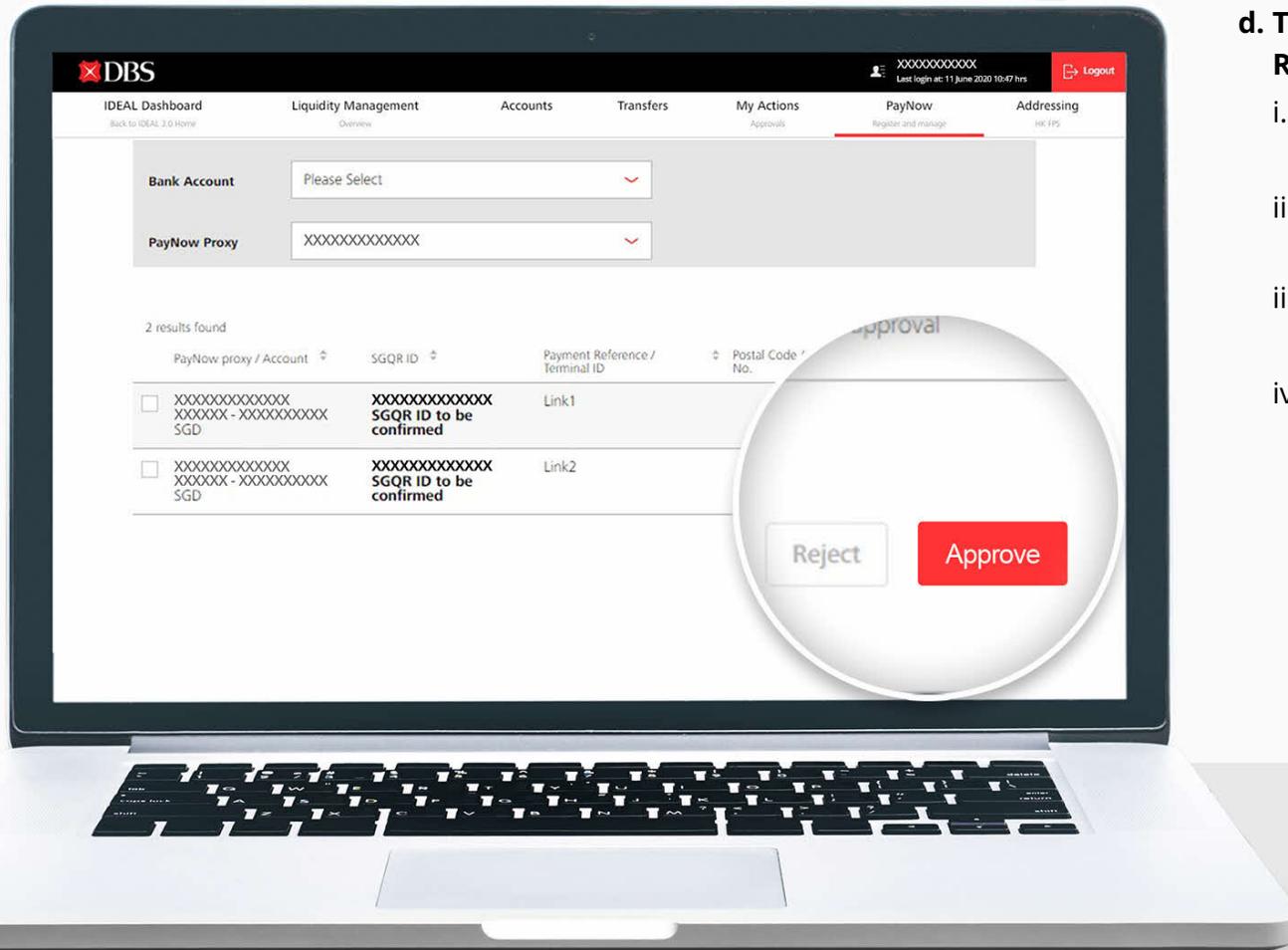


### c. To Amend SGQR Details

- i. Click on **“Amend”** to amend your SGQR details.
- ii. Amend your details, for example:
  - Amend your PayNow proxy ID that is linked
  - Name on Label
  - Payment Reference
  - Delivery Address
- iii. Tick on **“Receive SGQR labels via mail”** and select the quantity of printed labels you would like to receive.
- iv. Click on **Change** button to select the delivery address for your printed labels.
- v. Click on **Submit**.



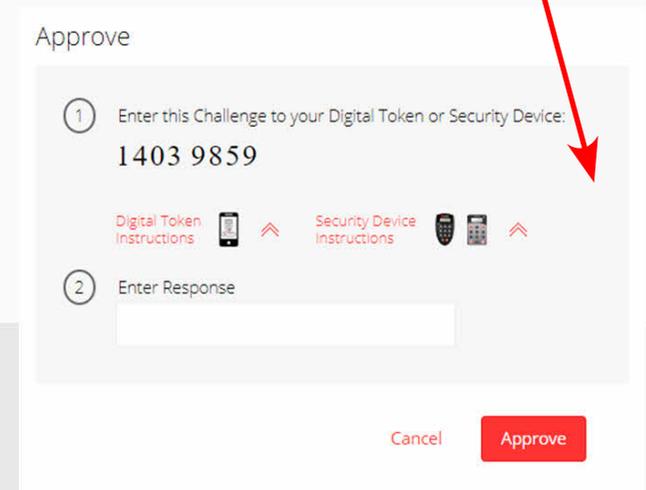
## MANAGING SGQR (DESKTOP)



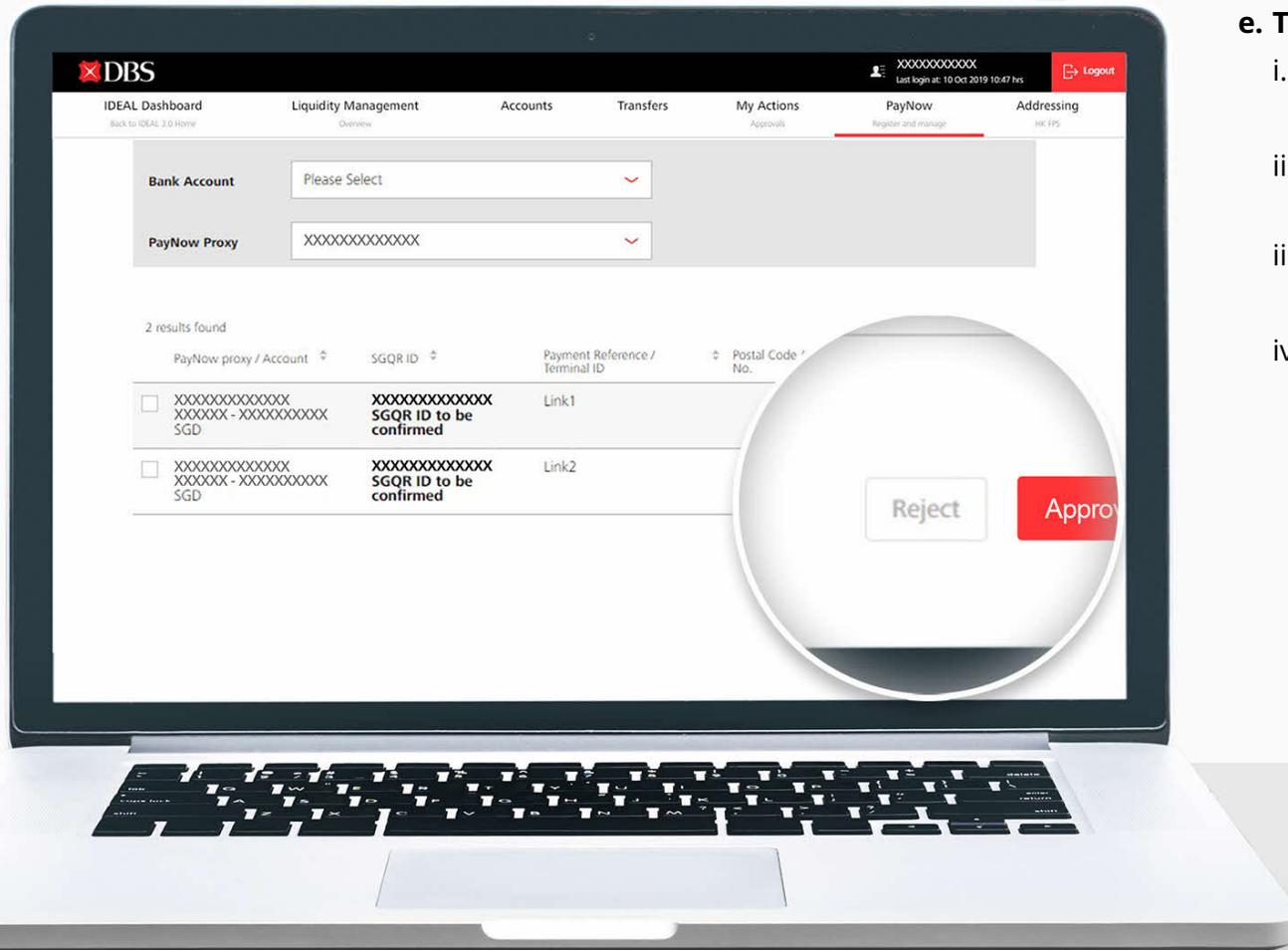
### d. To Approve SGQR

#### Registration / Amendment Request

- i. Select the registration / amendment request that is pending approval.
- ii. Click on **Approve** to receive Challenge code via SMS.
- iii. Generate response from your security device or digital token and enter the response.
- iv. Click on **Approve** to approve details.

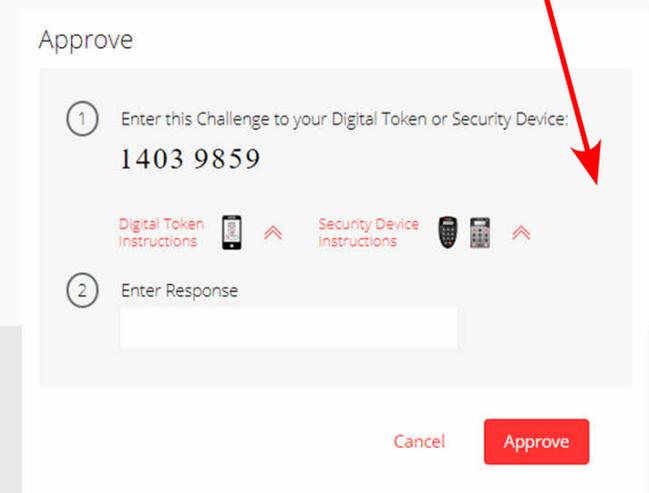


## MANAGING SGQR (DESKTOP)

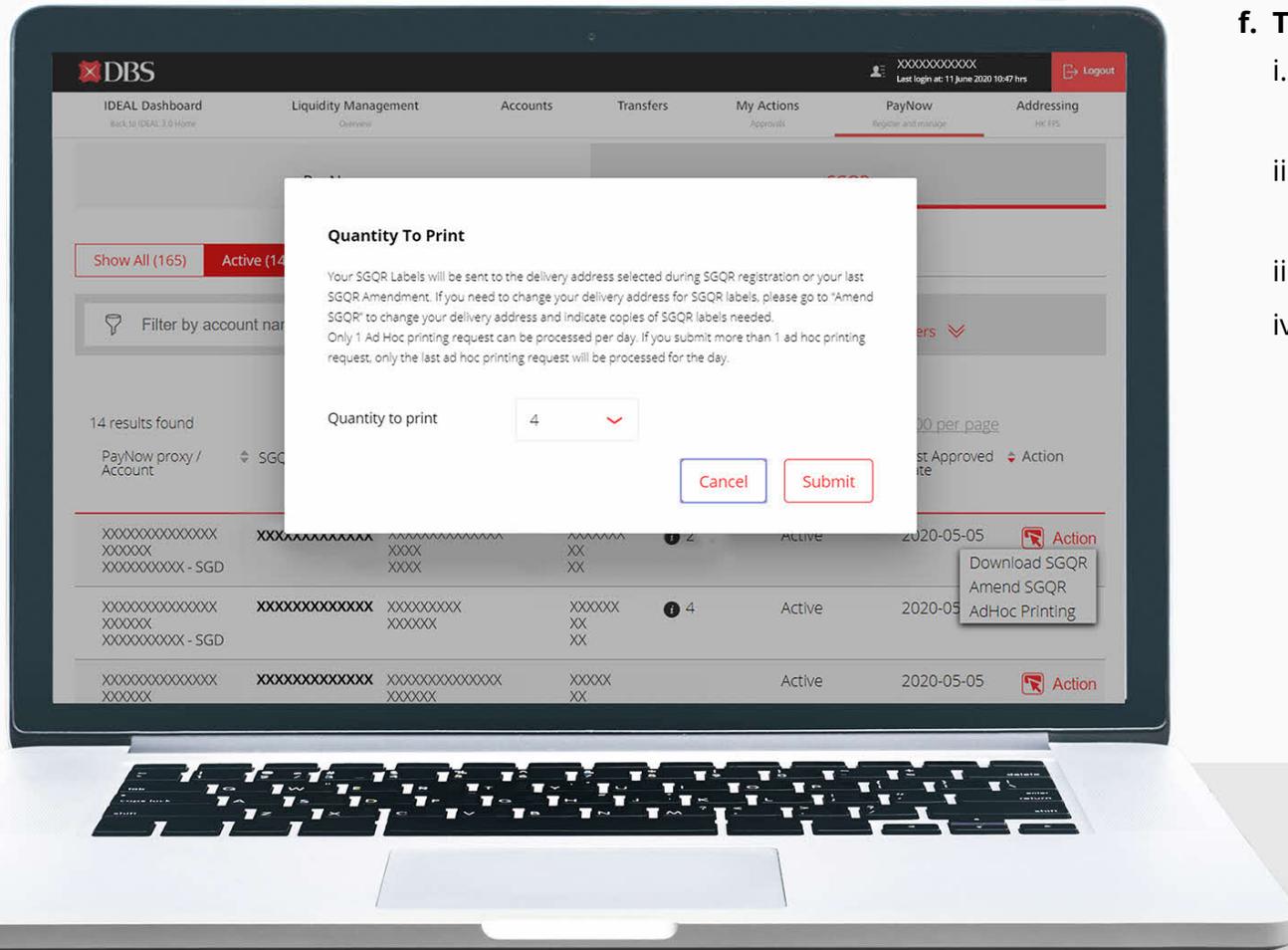


### e. To Reject SGQR Registration / Amendment Request

- i. Select the registration / amendment request that is pending approval.
- ii. Click on **Reject** to receive Challenge code via SMS.
- iii. Generate response from your security device or digital token and enter the response.
- iv. Click on **Approve** to approve details.



## MANAGING SGQR (DESKTOP)



### 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  .

## DISPLAYING PAYNOW SGQR

PAY FAST. ✓

PAY SAFE. ✓

# PAYNOW

ON **SGQR**

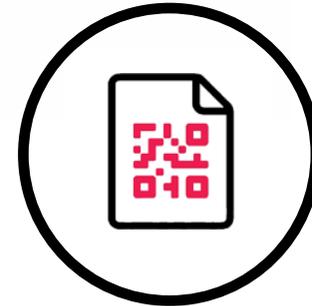


Now that you have registered and set-up your PayNow on SGQR, you can use your SGQR label on both your store front and invoice for collections.

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.

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