



INTERNET BANKING DÀNH CHO DOANH NGHIỆP

Hướng dẫn Other Functions



Dịch vụ khách hàng 24/7
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VIB 
Ngân hàng Quốc Tế

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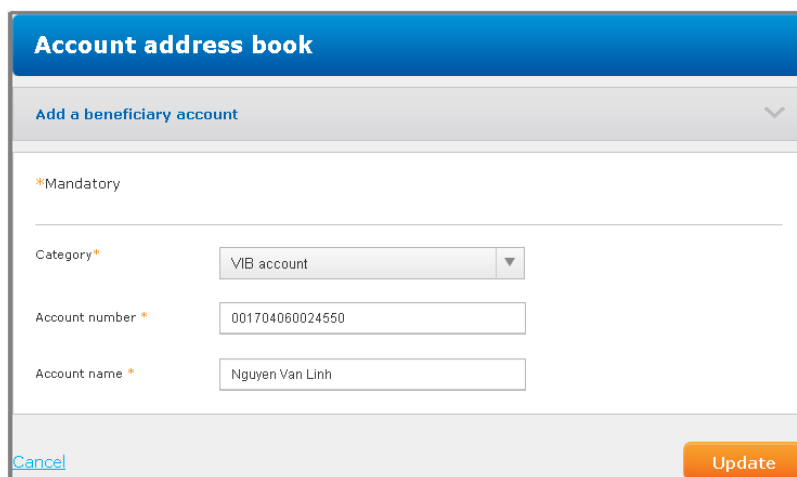
OTHER FUNCTIONS

1. Account address book

This function help user with convenience for future transactions, customer can add accounts as following steps:

1.1 Adding single account

1.1.1 Adding single VIB account:



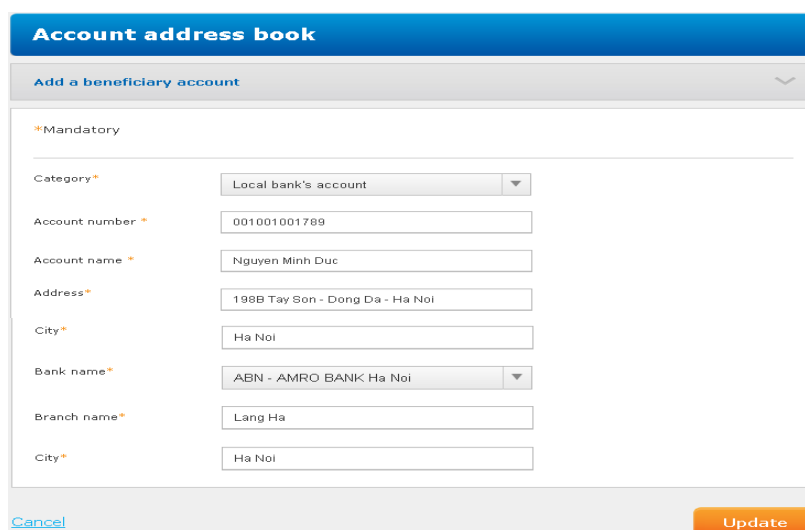
The screenshot shows a web form titled "Account address book" with a sub-header "Add a beneficiary account". Below this, there is a section marked "*Mandatory". The form contains three input fields: "Category*" with a dropdown menu showing "VIB account", "Account number*" with the value "001704060024550", and "Account name*" with the value "Nguyen Van Linh". At the bottom left is a "Cancel" link, and at the bottom right is an orange "Update" button.

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Step 2: Choose **Category** as **VIB account**, insert **Account Number** and **Account Name**

Step 3: Choose **"Update"** to complete

1.1.2 Adding single domestic accounts:



The screenshot shows a web form titled "Account address book" with a sub-header "Add a beneficiary account". Below this, there is a section marked "*Mandatory". The form contains seven input fields: "Category*" with a dropdown menu showing "Local bank's account", "Account number*" with the value "001001001789", "Account name*" with the value "Nguyen Minh Duc", "Address*" with the value "198B Tay Son - Dong Da - Ha Noi", "City*" with the value "Ha Noi", "Bank name*" with a dropdown menu showing "ABN - AMRO BANK Ha Noi", and "Branch name*" with the value "Lang Ha". At the bottom left is a "Cancel" link, and at the bottom right is an orange "Update" button.

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Step 2: Choose **Category** as **Local bank's account**, insert **Account Number**, **Account Name**, **Address**, **City**, **Bank name**, **Branch Name** and **City of the Branch**.

Step 3: Choose **"Update"** to complete

1.1.3 Adding international accounts:

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Step 2: Choose **Category** as **International bank's account**, insert **Account Number**, **Account Name**, **Address**, **City**, **Country**, **SWIFT code** (optional) and **Bank name**, **Address and Country of beneficiary**.

Step 3: Choose **"Update"** to complete

The screenshot shows a web form titled "Account address book" with a sub-header "Add a beneficiary account". Below this, there is a section labeled "*Mandatory". The form contains the following fields:

- Category*: A dropdown menu with "International bank's account" selected.
- Account number*: A text input field containing "00100236540266".
- Account name*: A text input field containing "Kim Tea Hee".
- Address*: A text input field containing "Mahatta Jstly".
- City*: A text input field containing "Seoul".
- Country*: A text input field containing "Korea".
- SWIFT code: A dropdown menu with "NOSCCATTXXX" selected.
- Bank name*: A text input field containing "CityBank".
- Branch name*: A text input field containing "Newyork".
- Bank address*: A text input field containing "Bunta".
- Bank Country*: A text input field containing "US".

At the bottom of the form, there are two buttons: "Cancel" (a blue link) and "Update" (an orange button).

1.1.4. Adding EVN electricity bill payment

The screenshot shows a web form titled "Account address book" with a sub-header "Add a beneficiary account". Below this, there is a section labeled "*Mandatory". The form contains the following fields:

- Category*: A dropdown menu with "EVN electricity" selected.
- Customer ID*: A text input field containing "PE10000138877".
- Customer name*: A text input field containing "Nguyen Van Minh".

At the bottom of the form, there are two buttons: "Cancel" (a blue link) and "Update" (an orange button).

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Step 2: Choose **Category** as **EVN Electricity**, insert **Customer ID** and **Customer Name**

Step 3: Choose **"Update"** to complete

1.1.5. Adding Mobile Viettel Subscriber Service:

Account address book

Add a beneficiary account

*Mandatory

Category* Mobile viettel

Subscriber no.* 84986376488

Customer name* Nguyen Van An

Cancel Update

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Step 2: Choose **Category** as **Mobile Viettel**, insert **Subscriber Number** and **Customer Name**

Step 3: Choose **"Update"** to complete

1.1.6. Adding Homephone viettel Subscriber Service

Account address book

Add a beneficiary account

*Mandatory

Category* Homephone viettel

Subscriber no.* 8445537337

Customer name* Nguyen Quy Duc

Cancel Update

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Step 2: Choose **Category** as **Homephone Viettel**, insert **Subscriber Number** and **Customer Name**

Step 3: Choose **"Update"** to complete

1.1.7. Adding PSTN viettel Subscriber Service

Account address book

Add a beneficiary account

*Mandatory

Category* PSTN viettel

Subscriber no.* 8445537338

Customer name* Nguyen Manh Linh

Cancel Update

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Step 2: Choose **Category** as **PSTN Viettel**, insert **Subscriber Number** and **Customer Name**

Step 3: Choose **"Update"** to complete

1.1.8. Adding ADSL Viettel Subscriber Service

Account address book

Add a beneficiary account

*Mandatory

Category* ADSL Viettel

Subscriber no.* vib_adsl1

Customer name* Nguyen Manh Linh

Cancel Update

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Step 2: Choose **Category** as **ADSL Viettel**, insert **Subscriber Number** and **Customer Name**

Step 3: Choose **"Update"** to complete

1.2 Adding beneficiary accounts in bulk

Step 1: At My Home screen, after logging in successfully, select Menu: **Setting > Account Address Book > Add beneficiary Accounts in Bulk**

Step 2: Click [HERE](#) to download templates of internal accounts address book/ EVN/ Viettel customer number address book; domestic / international accounts (in bulk) address book. Users insert necessary information as instruction in file and save.

Template of adding internal accounts and EVN/Viettel customer numbers in bulk:

	A	B
1	Account number/CustomerID	Account name/Customername
2	048704060006957	Nguyễn Văn A
3	002704063326564	Trần Văn B
4	001704070000214	Công ty ABC
5	1111111111111111	

Template of adding domestic accounts in bulk:

	B	C	D	E	F	G
1	Beneficiary name	Beneficiary address	Beneficiary city	Beneficiary bank name	Branch	City
2	Nguyen Thi Ha	Số 20, Đồng Đa, Hà Nội	Hà Nội	BIDV	Hoàn Kiếm	Hà Nội
3	Trinh Thi Hoa	Số 20, Đồng Đa, Hà Nội	Hà Nội	VCB	Hoàn Kiếm	Hà Nội
4	Pham Thu Ha	Số 20, Đồng Đa, Hà Nội	Hà Nội	ACB	Hoàn Kiếm	Hà Nội
5						

Template of adding international accounts in bulk:

	B	C	D	E	F	G	H	I	J
	Beneficiary name	Beneficiary address	Beneficiary city	Beneficiary country	Ben bank swift code	Beneficiary bank	Branch	Address	Country
	Johnny Nguyen	Mahatta Jty	NewYork	US	CITIUS33000	Citibank	NewYork	Ketty	US
	Peter Aracata	Global Mantala	London	England	CITIUS33000	Citibank	NewYork	Melon	US
	Kim Tea Hee	Mahatta Jty	Seoul	Korea	CITIUS33000	Citibank	NewYork	Bunta	US

Step 3: Choose **Category** (i.e: VIB's accounts, Domestic accounts, International accounts, EVN electricity/Mobile Viettel/ Homephone Viettel / PSTN Viettel / ADSL Viettel)

Step 4: Choose **"Browse"** to upload the file saved in Step 2, then choose **"Update"** to complete.

Note:

All files in excel 2003 (xls) are valid.

1.3 Account list

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Account list			
Category	Account number	Account name	I want to
International bank's account	001100000001	ABC company	View Edit
International bank's account	12345678	Cong ty CP Mitsui Japan	View Edit
Local bank's account	123456789	Cong ty CP Tien Phong	View Edit
International bank's account	00100236540266	Kim Tea Hee	View Edit
EVN electricity	PE10000138718	NGUYEN HOAI TRAN	View Edit
EVN electricity	PE10000139575	NGUYEN TAN THANH	View Edit
Local bank's account	0011000000002	Nguyen Minh Duc - Cong ty Mistan	View Edit

Choose **"View"** to view accounts in details and choose **"Edit"** to amend information.

To Search by following steps **Setting > Account Address Book > Search** to look for any account already added.

2. Report setting

This function helps customer to set up a report template as his/her customization based on 14 available types of information which can be arranged as requests.

2.1 Report Setting:

Step 1: After successfully log on, select Menu: **Setting > Reporting > Reporting Customization**

Step 2: At Reporting Customization, select an appropriate current account number, then tick to choose from the list of information such as:

Transaction Sequence, Description, Transaction Date, Credit Amount, Debit Amount, Currency, Transaction type, Balance, Transfer Type, Account Number, Reciprocal Account, Reciprocal Bank, Transaction time, Channel Type and choose the sequence from 1-14, then **"Update"**.

Reporting Customization

Report type

Current account statement

Select account number

601704060056264 - Current account

Please select the fields and column order that you want to be shown in your account statement report

<input checked="" type="checkbox"/>	Transaction sequence	1
<input checked="" type="checkbox"/>	Description	2
<input type="checkbox"/>	Transaction date	1
<input type="checkbox"/>	Credit amount	1
<input type="checkbox"/>	Debit amount	1
<input type="checkbox"/>	Currency	1
<input type="checkbox"/>	Transaction type	1
<input type="checkbox"/>	Balance	1
<input type="checkbox"/>	Transfer type	1
<input type="checkbox"/>	Account number	1
<input type="checkbox"/>	Reciprocal account	1
<input type="checkbox"/>	Reciprocal bank	1
<input type="checkbox"/>	Transaction time	1
<input type="checkbox"/>	Channel type	1

Cancel

Update

2.2 View Reporting

Step 1: At My Home screen, after logging in successfully, select Menu: **Setting > Reporting > View Reporting**

Step 2: Choose **Current Account** (already report setting), choose **time frame**, export **data** (in format of PDF and excel).

View reporting

Report type

Current account statement

Select account number

601704060104316 - Current account

Choose dates

From

26/05/2013

To

25/06/2013

View reporting

Report type

Current account statement

Select account number

601704060104316 - Current account

Choose dates

From

To

Export format

PDF

Export data

Export data

The report shown as:

<div> <div>VIB</div> <div>ACCOUNT STATEMENT - 601704060104316 - VND</div> <div>from 26-May-2013 to 25-Jun-2013</div> </div>								
Transaction sequence	Description	Transaction date	Debit amount	Transaction type	Balance	Transfer type	Account number	Reciprocal account
346253280	602 NHAP LAI VAO GOC TK TIEN G	24-Jun-2013		CREDIT INT CAPITALISE	9,009,375,885,472,430	Internal	601704060104316	
346220483	602 NHAP LAI VAO GOC TK TIEN G	22-Jun-2013		CREDIT INT CAPITALISE	9,008,124,757,033,950	Internal	601704060104316	
346158779	602 NHAP LAI VAO GOC TK TIEN G	20-Jun-2013		CREDIT INT CAPITALISE	9,006,873,802,339,180	Internal	601704060104316	
346093754	602 NHAP LAI VAO GOC TK TIEN G	18-Jun-2013		CREDIT INT CAPITALISE	9,005,623,021,363,990	Internal	601704060104316	
345998425	602 NHAP LAI VAO GOC TK TIEN G	13-Jun-2013		CREDIT INT CAPITALISE	9,002,497,154,296,530	Internal	601704060104316	
345933218	Chuyen toi TOANG CTY XAY DUNG SO 1 - 601704060104316	12-Jun-2013		GIAO DICH GHI CO MOBILE-MASTER	9,001,246,981,104,710	Internal	601704060104316	601704060056264
345930500	602 NHAP LAI VAO GOC TK TIEN G	11-Jun-2013		CREDIT INT CAPITALISE	9,001,246,978,604,710	Internal	601704060104316	



Note:

- Time frame is not more than 90 days per an exporting
- "To date" must be up to today.

3. Quick links

This is to help user to approach a targeted function quickly.

Step 1: At My Home screen, after logging in successfully, select Menu: **Setting > Quick links**

Step 2: Tick ☒ on **Function List** to set Quick Link, click , then click **"Update"**. In order to remove the function from **Quick Link**, tick ☒ on target functions, click , then **"Update"**

Setup Quick Links

List of Functions

☐ Account information
☐ Account statement
☐ Transaction history
☐ Loan information
☐ Loan statement
☐ Single transfer
☐ Loan repayment schedule
☐ Letters of credit
☐ Bills
☐ Shipping guarantees
☐ Bank guarantees
☐ My Home
☐ Term deposits
☐ Single transactions
☐ Bulk transactions
☐ Scheduled transactions
☐ Bill payment
☐ View past bill payment
☐ Bulk transfer/ Payroll
☐ Account address book
☐ Reporting customization
☐ View reporting
☐ My activity history
☐ Change password

>>>

<<<

Quick Links

Cancel

Update

After all, all selected functions will be displayed at **Quick Link**.

4. My activity History

This function is to help user in viewing all activities related to User Administration

Step 1: At My Home, after logging in successfully, select Menu: **Personalize > My Activity History**

Step 2: Choose time frame from **"From date" ... "To date"**, then click **Search** to complete

My Activity History

From date

25/06/2013

To date

25/06/2013

Search

Activity History

19 results found, displaying 1 to 10 of 19

Date	Time	Action	Status
25-Jun-2013	09:38:11	LOGIN	Successful
25-Jun-2013	09:36:56	LOGOUT	Successful

Note:

- "To date" must be up to today.
- Time frame "From date" ... "To date" no more than 60 days/ view