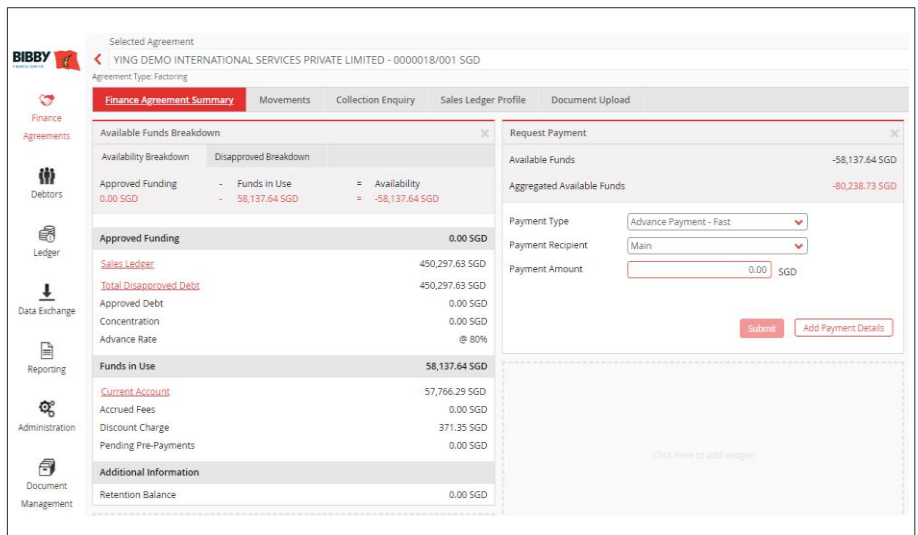




This guide has been designed for previous users of the Client Online portal and gives a summary of the key functionality improvements that have been made to the system.

WIDGETS

The Finance Agreement and Debtor screen now have inter-changeable sections (widgets). The default screen for the Finance Agreement is shown opposite.



Available Funds Breakdown

Availability Breakdown	Disapproved Breakdown	
Approved Funding 0.00 SGD	Funds in Use - 58,137.64 SGD	= Availability = -58,137.64 SGD

Request Payment

Available Funds: -58,137.64 SGD
Aggregated Available Funds: -80,238.73 SGD

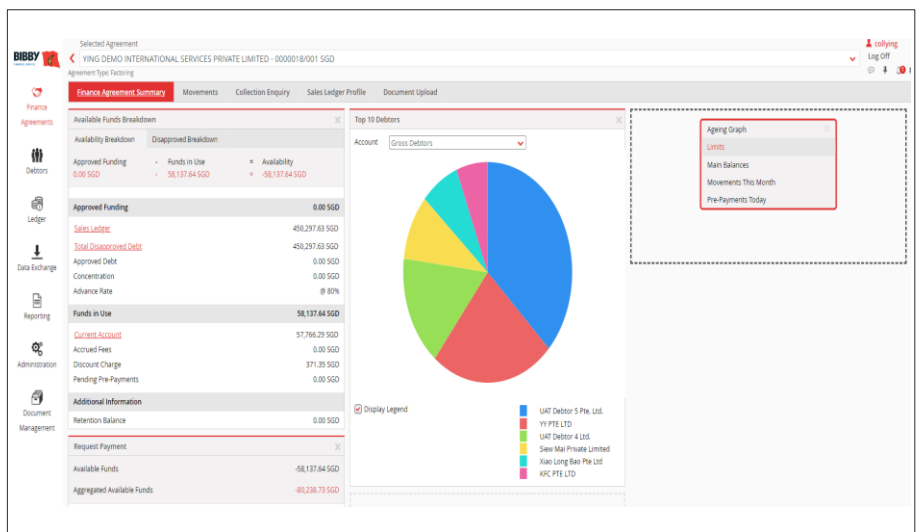
Payment Type:
Payment Recipient:
Payment Amount: SGD

Additional Information

Retention Balance	0.00 SGD
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'Click' on an empty box for the option to add widgets from the available list. Similarly, you can remove an item by pressing the 'X' in the top right corner of the box.

Once widgets are selected, they will remain in place for future logins.



Top 10 Debtors

Account:



Display Legend

- UKT Debtor 5 Pte. Ltd.
- YY PTE LTD
- UKT Debtor 4 Ltd.
- Sino Ma Private Limited
- Yuan Long Sea Pte Ltd
- KFC PTE LTD

Agging Graph

- Limits
- Main Balances
- Movements This Month
- Pre-Payments Today

DEBTOR SEARCHES

You are now able to see all debtors from a drop down menu as shown opposite:

Alternatively, you can enter the details of the debtor in the search field.

The screenshot shows the 'Selected Debtor' dropdown menu with the following options:

- KFC PTE LTD - 000018/001 SGD-000000102/001 SGD (102)
- Siew Mai Private Limited - 000018/001 SGD-000000103/001 SGD (103)**
- UAT Debtor 4 Ltd - 000018/001 SGD-000000045/001 SGD (4444)
- UAT Debtor 5 Pte. Ltd. - 000018/001 SGD-000000046/001 SGD (5555)
- Xiao Long Bao Pte Ltd - 000018/001 SGD-000000104/001 SGD (104)
- YY PTE LTD - 000018/001 SGD-000000044/001 SGD (1234)

The main table displays the following data:

Debtor Reference	Debtor Name	Gross Debtor Agreement Ccy	Gross Debtor Invoice Ccy	Disapproved Debt Invoice Ccy	Disapproved Debt Agreement Ccy	Disputed Balance Invoice Ccy	Overdue Balance Invoice Ccy	Verified Balance	Outstanding Orders Invoice Ccy	In Legal
000018/001 SGD-000000102/001 SGD (102)	KFC PTE LTD	27,103.40 SGD	27,103.40 SGD	27,103.40 SGD	27,103.40 SGD	0.00 SGD	0.00 SGD			
000018/001 SGD-000000103/001 SGD (103)	Siew Mai Private Limited	43,201.30 SGD	43,201.30 SGD	43,201.30 SGD	43,201.30 SGD	0.00 SGD	0.00 SGD			
000018/001 SGD-000000045/001 SGD (4444)	UAT Debtor 4 Ltd.	73,185.70 SGD	73,185.70 SGD	73,185.70 SGD	73,185.70 SGD	0.00 SGD	0.00 SGD			
000018/001 SGD-000000046/001 SGD (5555)	UAT Debtor 5 Pte. Ltd.	167,204.23 SGD	167,204.23 SGD	167,204.23 SGD	167,204.23 SGD	0.00 SGD	0.00 SGD			
000018/001 SGD-000000104/001 SGD (104)	Xiao Long Bao Pte Ltd	33,201.00 SGD	33,201.00 SGD	33,201.00 SGD	33,201.00 SGD	0.00 SGD	0.00 SGD			
000018/001 SGD-000000044/001 SGD (1234)	YY PTE LTD	106,402.00 SGD	106,402.00 SGD	106,402.00 SGD	106,402.00 SGD	0.00 SGD	0.00 SGD			

IEWS

You now have the ability to customise grid views. Remove or add the columns you want to see by selecting the 'tick' button. To remove the tick just 'click' on the line.

The 'Show Columns' dropdown menu is open, showing the following options:

- Debtor Reference
- Debtor Name
- Gross Debtor Agreement Ccy
- Gross Debtor Invoice Ccy
- Disapproved Debt Invoice Ccy
- Disapproved Debt Agreement Ccy
- Disputed Balance Invoice Ccy
- Disputed Balance Agreement Ccy
- Overdue Balance Invoice Ccy
- Overdue Balance Agreement Ccy
- Verified Balance
- Outstanding Orders Invoice Ccy
- Outstanding Orders Agreement Ccy
- In Legal

EXPORT

The drop down button indicates the data you are viewing can be downloaded.

You can set the format and column data you wish to download.

The 'Export Table Data' dialog box shows the following options:

- File Name: [Empty field]
- File Format: Excel
- Select columns to export:
 - Select All
 - Debtor Reference
 - Debtor Name
 - Gross Debtor Agreement Ccy
 - Gross Debtor Invoice Ccy
 - Disapproved Debt Invoice Ccy
 - Disapproved Debt Agreement Ccy
 - Disputed Balance Invoice Ccy
 - Disputed Balance Agreement Ccy
 - Overdue Balance Invoice Ccy
 - Overdue Balance Agreement Ccy
 - Verified Balance
 - Outstanding Orders Invoice Ccy
 - Outstanding Orders Agreement Ccy
 - In Legal
- Download File

FILE UPLOADS

To send a file upload for either a new debtor or schedules, navigate to 'Data Exchange' and select 'Upload Files'. You can either search and select the required file, or drag and drop the file as required.

There is a change in the File upload formats.

The 'Upload Files' dialog box shows the following options:

- Upload File Format:
 - Debtor upload:
 - Format Name: New_Debtor_Details
 - Format Description: New Debtor Details
 - Click here to select file
 - OR
 - Drag & Drop the file here
 - Submit
 - Schedules:
 - Format Name: Schedules
 - Format Description: Schedules
 - Click here to select file
 - OR
 - Drag & Drop the file here
 - Submit
- In submitting these files, we confirm that the invoices / credit notes / supporting documents in these files are assigned to Bibby Financial Services (Singapore) Pte Ltd (BFSS) pursuant to the factoring agreement entered into with BFSS. Advance payment will be made only upon successful transmission and validation of the files.

Step by step learning is available on the Client area of our website: www.bibbyfinancialservices.sg
If you have any further questions or need additional support please contact a member of your Relationship Team.