

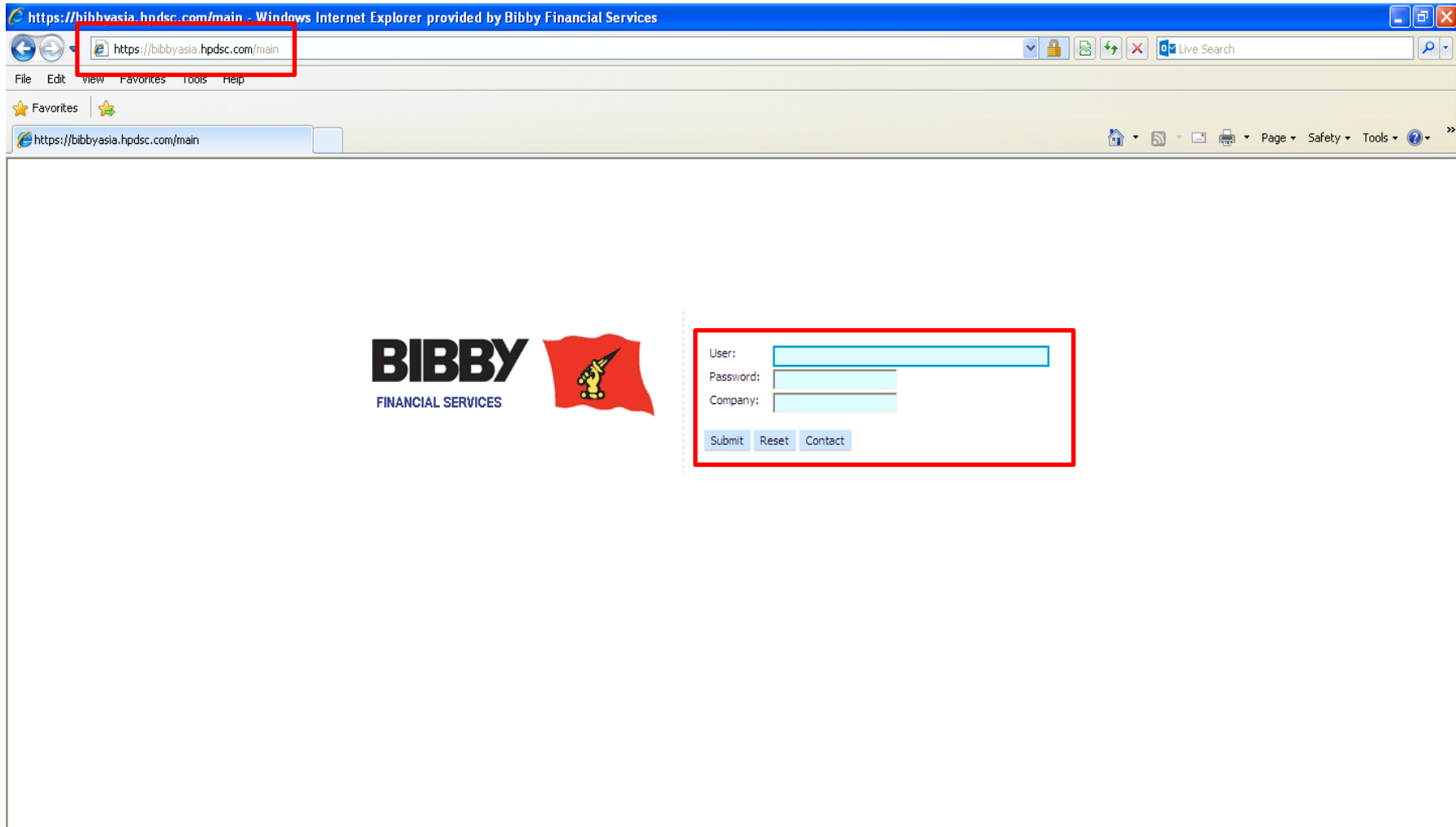


Client Manager – Easy Guide

Version 1.0

Log In

Please go to <https://bibbyasia.hpdsc.com/main> to link-up and log in to our system.



Main Page

Client Manager - Windows Internet Explorer provided by Bibby Financial Services

Client Manager

BIBBY
FINANCIAL SERVICES

You have new messages

- 14 November 2013 10:27:35
Example
- 22 November 2013 06:52:56
Christmas Opening Hours
- 22 November 2013 06:55:14
testing
- 22 November 2013 07:49:35
Greeting
- 17 March 2014 08:47:55
System enhancement

OK

Group Availability
Client Selection
Messages
Change Password
Log Off

You will enter the main page after log in:

- 1) **Group Availability** – An overview of all of your accounts.
- 2) **Client Selection** – Please select an appropriate account.
- 3) **Messages** – Our system messages.
- 4) **Change Password** – Please change your password periodically.
- 5) **Log Off** – Please log off when you finished your operation.

Group Availability

Client Manager - Windows Internet Explorer provided by Bibby Financial Services

File Edit View Favorites Tools Help

Client Manager

BIBBY
FINANCIAL SERVICES

Group **Availability**
Client Selection

Messages
Change Password
Log Off

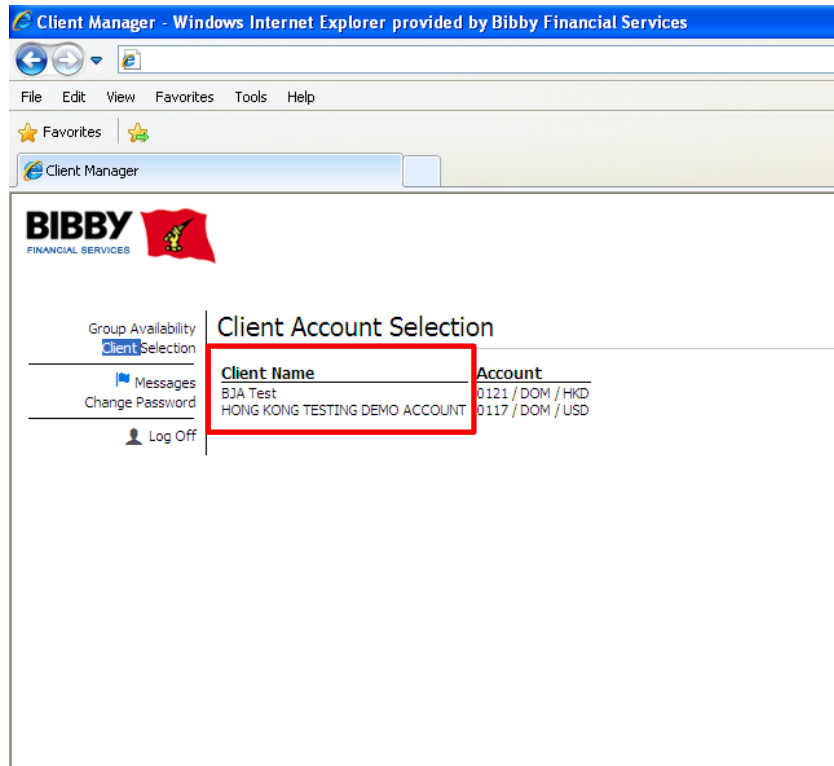
Group Availability

Client Name	Gross Debtors	Disapproved	Current A/C	Availability
BJA Test [0121 / DOM / HKD]	0.00	0.00	0.00	0.00
HONG KONG TESTING DEMO ACCOUNT [0117 / DOM / USD]	612,620.43	509,892.06	400,897.18	-320,117.60

You can review all account(s) in 'Group Availability':

- 1) **Gross Debtors** – Total amount of all invoice(s)
- 2) **Disapproved** – Amount of disapproved invoice(s)
- 3) **Current A/C** – Amount of funding in use
- 4) **Availability** – Available funding amount

Client Selection



If you have more than one account, please select an appropriate one in 'Client Selection'.

Client Selection > Availability

The screenshot shows the Client Manager interface in a Windows Internet Explorer browser. The page title is "Client Manager - Windows Internet Explorer provided by Bibby Financial Services". The client information is "Client: HONG KONG TESTING DEMO ACCOUNT 0117 / DOM / USD". The main content area is titled "Availability" and displays the following data:

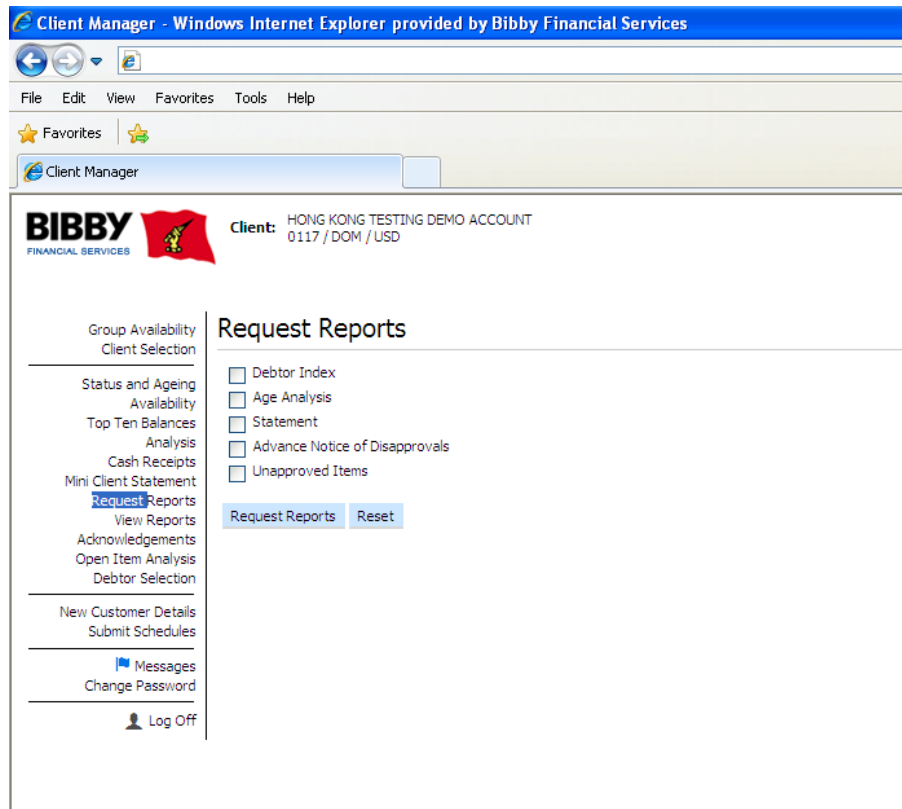
Sales Ledger		Client Unapproved Breakdown	
Sales Ledger	612,620.43	Contra	0.00
Funding Unapproved	509,892.06	Disputed	0.00
Funding Approved	102,728.37	Aged Disapproval	329,597.50
Gross Availability	82,182.70	Over Limit	0.00
Due from Client	-401,418.54	Other	180,294.56
Requested Today	0.00	Client Account Movements	
Maximum Available Fund	-320,117.60	Total payments this month	0.00
		Last payment	0.00
		Last invoice	190,904.07 21/01/14
		Last cash receipt	48,424.93 21/01/14

The "Gross Availability" and "Due from Client" values are highlighted with a red box in the original image. A blue "Availability Refresh" button is located below the table.

You can review the following details of selected account in 'Availability':

- 1) **Gross Availability** – Total available funding amount
- 2) **Due from Client** – Amount of funding in use

Client Selection > Request Reports



The screenshot displays the Client Manager web application interface within a Windows Internet Explorer browser. The browser title bar reads "Client Manager - Windows Internet Explorer provided by Bibby Financial Services". The address bar shows "Client Manager". The page header includes the Bibby Financial Services logo and the text "Client: HONG KONG TESTING DEMO ACCOUNT 0117 / DOM / USD".

The main content area is titled "Request Reports" and contains a list of report types with checkboxes:

- Debtor Index
- Age Analysis
- Statement
- Advance Notice of Disapprovals
- Unapproved Items

Below the list are two buttons: "Request Reports" and "Reset".

The left sidebar contains a navigation menu with the following items:

- Group Availability
- Client Selection
- Status and Ageing
- Availability
- Top Ten Balances
- Analysis
- Cash Receipts
- Mini Client Statement
- Request Reports (highlighted)
- View Reports
- Acknowledgements
- Open Item Analysis
- Debtor Selection
- New Customer Details
- Submit Schedules
- Messages
- Change Password
- Log Off

Different types of reports, such as Monthly Statement are available in 'Request Reports'. A system message will be shown if the report(s) in generated successfully.

Report Request was successful

Client Selection > View Reports

Client Report Selection

On Screen (View only)
 Download (Print)

ID	Date	Report Title
R3123	09/04/14	Client Statement
R228M	08/04/14	??????
R224X	08/04/14	MTD Customer Receipts
R2363	08/04/14	Client Daily Reports
R228M	08/04/14	??????
R224X	08/04/14	MTD Customer Receipts
R228M	04/04/14	??????
R224X	04/04/14	MTD Customer Receipts
R228M	03/04/14	??????
R224X	03/04/14	MTD Customer Receipts
R2363	02/04/14	Client Daily Reports
R228M	02/04/14	??????
R224X	02/04/14	MTD Customer Receipts
R228M	01/04/14	??????
R224X	01/04/14	MTD Customer Receipts
R315	31/03/14	Debtor Turnover Report

After successfully requested report(s), you can view your report(s) either 'On Screen (View only)' or 'Download (Print)'.

Client Selection > New Customer Details

Client Manager - Windows Internet Explorer provided by Bibby Financial Services

Client: HONG KONG TESTING DEMO ACCOUNT
0117 / DOM / USD

New Customer Details

Upload File Format

When you submit your file it must be as a CSV file and in the following format. **DO NOT** include the headings noted below and highlighted in black just the actual data lines.

Debtor Name	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Phone	Clients Debtor Number	Debtor Currency
X(30)	X(30)	X(30)	X(30)	X(30)	X(20)	XXXXXXXXXX	99

Ensure your file adheres to the following file format rules:

- Debtor Name is mandatory
- At least one address line be filled and 30 characters or less
- Phone is 20 characters or less
- Clients Debtor Number is mandatory and in the following format: XXXXXXXXXXXX
- Debtor Currency is optional. Must be numeric. Max 2 digits. Defaults to the client's currency if not provided.
- The upload file must contain a fixed set of **8 CSV values** for each record.

All values must be specified including optional values.

If any of these conditions are not met **the file will be rejected.**

Upload File

Upload File

In submitting this file I confirm to the best of my knowledge that none of the customers:

- Are related parties(common directors shareholders and/or relatives of the client business)
- Have special terms of trade attached to them(e.g. sale and return consignment 90 day plus payment terms)

Set-up a New Customer Account

According to the required format, import the new customer details to Excel Worksheet and save as a CSV file (See Appendix 1).

Upload the file with the following steps :

- 1) Browse
- 2) Select the file
- 3) Submit New Customer Details

Client Selection > Submit Schedules

Client Manager - Windows Internet Explorer provided by Bibby Financial Services

Client: HONG KONG TESTING DEMO ACCOUNT
0117 / DOM / USD

Submit Schedules

Upload File Format

When you submit your file it must be as a CSV file and in the following format. **DO NOT** include the headings noted below and highlighted in black just the actual data lines.

Client's Debtor No	Invoice/Credit Note No	Date	Amount
X000000000X	X(15)	dd/mm/yyyy	+/-999999999.99

Ensure your file adheres to the following file format rules:

- Client's Debtor Number is mandatory and in the following format: X000000000X
- Invoice/Credit Note Number is mandatory and 15 characters or less
- Date must be in the format dd/mm/yyyy
- Amount is mandatory and must be numeric
- The upload file must contain a fixed set of 4 CSV values for each record. **All values must be specified.**

If any of these conditions are not met **the file will be rejected.**

Invoices and Credit Notes will be distinguished by the **sign used on the amount.** A **positive(+)** value will indicate an Invoice and a **negative(-)** value a Credit Note.

Upload Schedule File

BATCH CURRENCY: USD

SCHEDULE BALANCE: Balance of all Invoices and Credit Notes

ATTACH UPLOAD FILE:

In submitting this file, we confirm that the invoices/credit notes in this file are assigned to Bibby Financial Services (Asia) Ltd (BFSA) pursuant to the factoring agreement entered into with BFSA.

After the transmission:

- Print out a copy of the invoices/credit note from the excel file.
- Print and sign the Assignment Confirmation.
- Send the Assignment Confirmation, copies of invoices/credit notes and supporting documents to Bibby Financial Services (Asia) Ltd, Unit 2302, 23/F Jubilee Centre, 18 Fenwick Street, Wanchai.
- Advance payment will be made only upon receipt of the above documents.

Submit Invoice Details

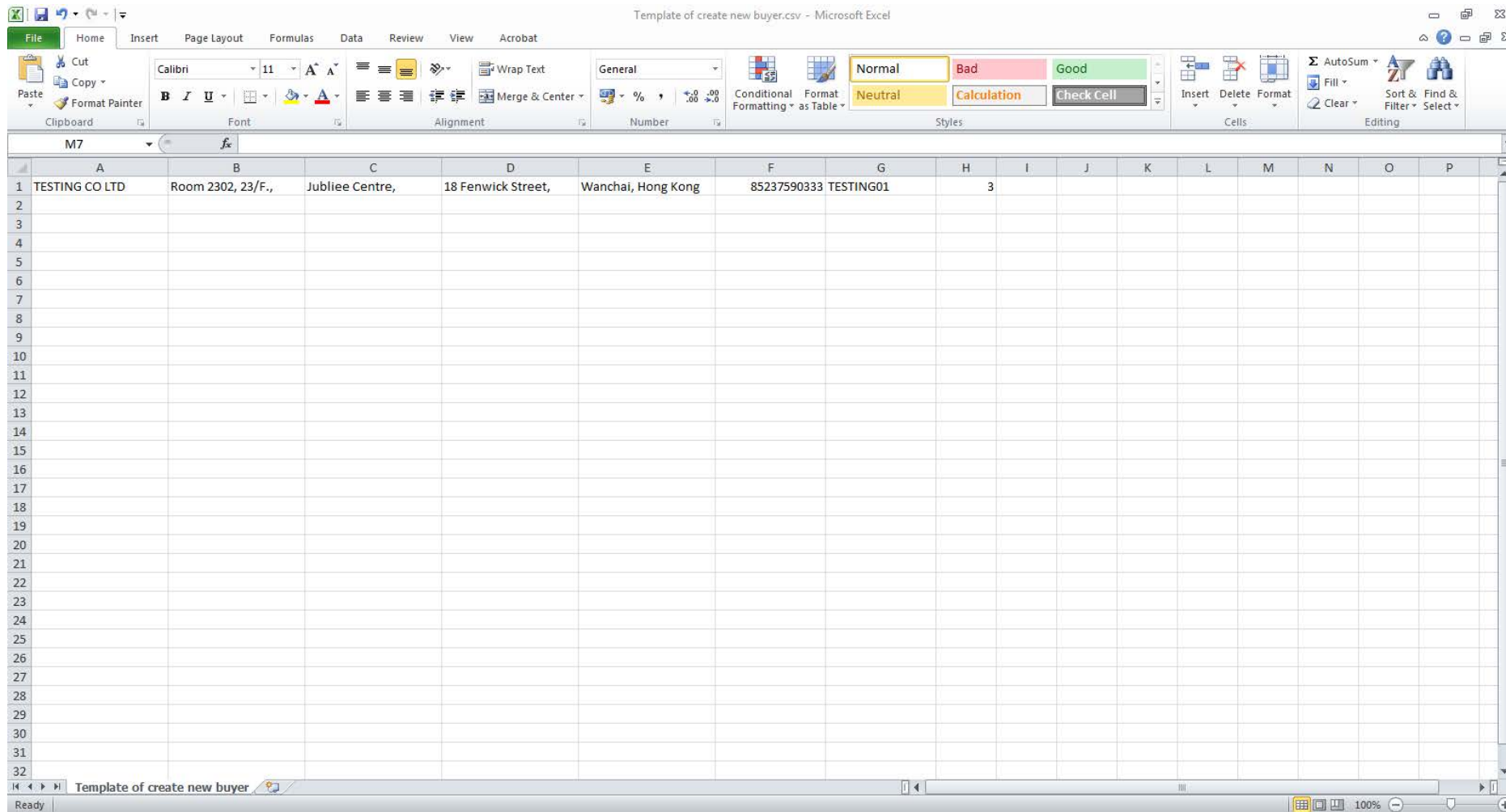
According to the required format, import the invoice details to Excel Worksheet and save as a CSV file (See Appendix 2).

Upload the file with the following steps :

- 1) Enter the total amount of invoice
- 2) Browse
- 3) Select the file
- 4) Upload Schedule Batch

After submission, please send us 'Assignment Confirmation' (See Appendix 3) with authorized signature and company chop, and all relevant documents by e-mail (soft copy) and courier (hard copy).

Appendix 1 – New Customer Details



Appendix 2 – Invoice Details

Template of submit new invoices.csv - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	23	ABC12345	20/3/2014	10000																
2	23	ABC12346	21/3/2014	20000																
3	23	ABC12347	22/3/2014	150000																
4	23	ABC12348	25/3/2014	160000																
5	23	ABC12349	26/3/2014	200000																
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Ready | Average: 49914.6 | Count: 21 | Sum: 748719 | 100%

Appendix 3 – Assignment Confirmation

Assignment Confirmation

Dated : 22/4/2014

Bibby Financial Services (Asia) Limited
 Unit 2302, 23/F Jubilee Centre
 18 Fenwick Street
 Wanchai
 HONG KONG

Pursuant to the terms of the Factoring Agreement made between you and us, we hereby assign to you the Debts evidenced by the invoices listed below and confirm that we have complied with all the warranties and undertakings given by us in the Agreement and in particular that the Contract of Sale under which each Debt arises has been fully performed. Unless by exception, a copy of each invoice and such other documents as are required by you under the terms of the Agreement are attached.

We apply for the Advance payment:
 in the amount of _____
 the availability in our account.
 Others _____

Please remit to our bank's account accordingly.

CLIENT COMPANY NAME: HK TESTING DEMO ACCOUNT

DEBTOR NAME: Hong Kong Debtors Testing A/C

BATCH TOTAL: USD540,000.00

AUTHORISED SIGNATORY: _____

Client's Debtor Number	Invoice/Credit Note Number	Invoice Date (dd/mm/yyyy)	Amount
23	ABC12345	41718	10000
23	ABC12346	41719	20000
23	ABC12347	41720	150000
23	ABC12348	41723	160000
23	ABC12349	41724	200000