

# Business eBanking Manual

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\* General procedures: Payee Management – Single Payment - Authorization

# How to Login Business eBanking

- 1, Go to [www.bankofchina.com/uk](http://www.bankofchina.com/uk), please use IE8 or earlier version, other browsers and Mac OSX may cause problems.
- 2, Click 'Corporate Internet Banking' on the up-right of the page.
- 3, On 'Notice' page, click 'Confirm and Login Internet Banking' button.
- 4, Input the correct information in the following boxes, then click 'Login' button.



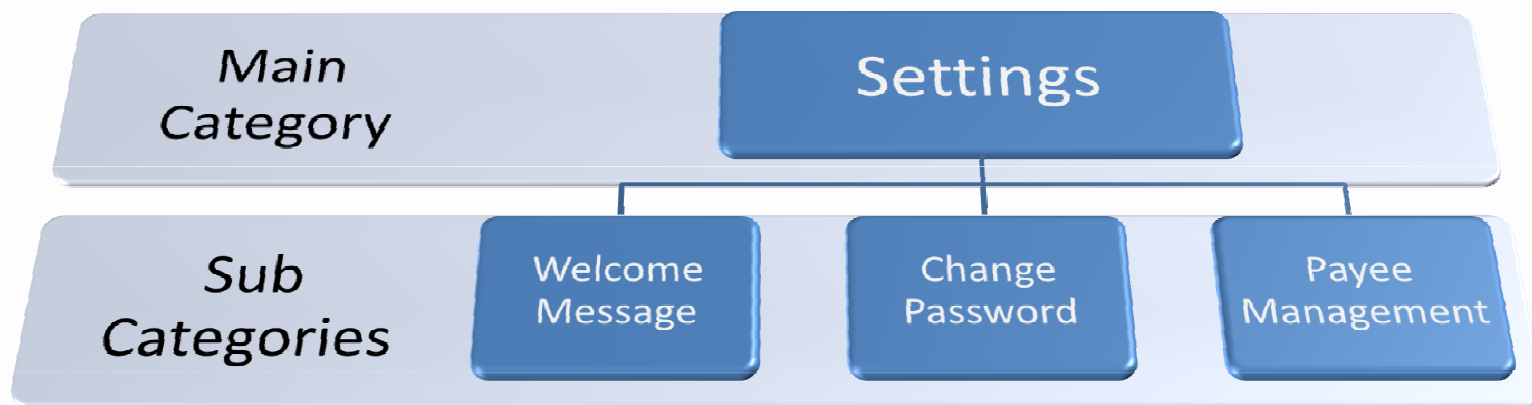
\* User ID:   
\*\* Password:   
\*\*\* E-Token:   
Verification Code:  Z D E 8



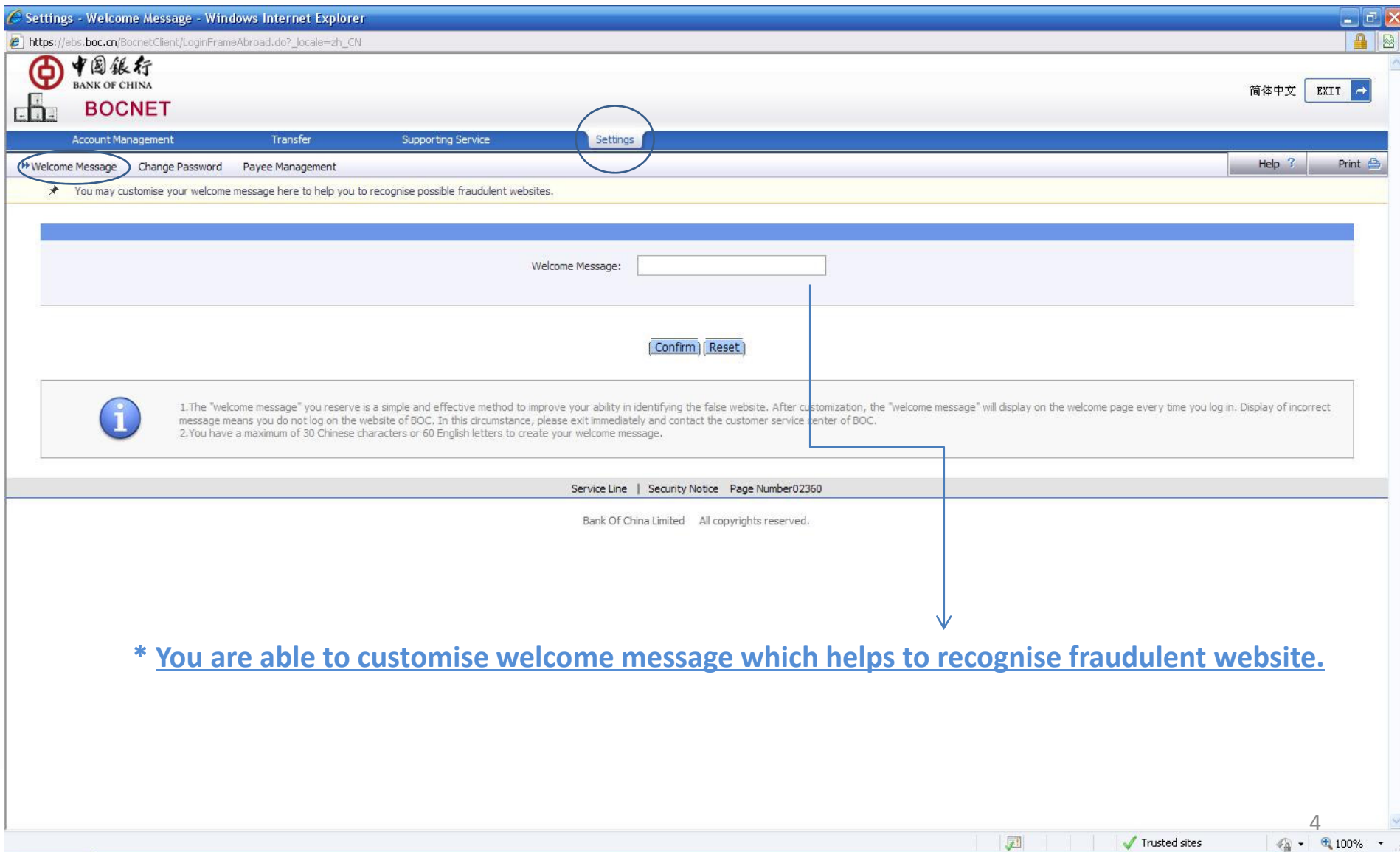
\*\*\* E-Token



- ✓ You will be requested to change 'User ID' and 'Password' at first time login. 'User ID' can only be changed once in a life time.
- ✓ Before making a payment, you need to set-up the payee at 'Settings - Payee Management - Adding New Payee' (See Page 06).



# Settings – Welcome Message



Settings - Welcome Message - Windows Internet Explorer  
https://ebs.boc.cn/BocnetClient/LoginFrameAbroad.do?\_locale=zh\_CN

中國銀行  
BANK OF CHINA  
BOCNET

简体中文 EXIT

Account Management Transfer Supporting Service Settings

Welcome Message Change Password Payee Management Help ? Print

You may customise your welcome message here to help you to recognise possible fraudulent websites.

Welcome Message:

Confirm Reset

**i** 1.The "welcome message" you reserve is a simple and effective method to improve your ability in identifying the false website. After customization, the "welcome message" will display on the welcome page every time you log in. Display of incorrect message means you do not log on the website of BOC. In this circumstance, please exit immediately and contact the website service center of BOC.  
2.You have a maximum of 30 Chinese characters or 60 English letters to create your welcome message.

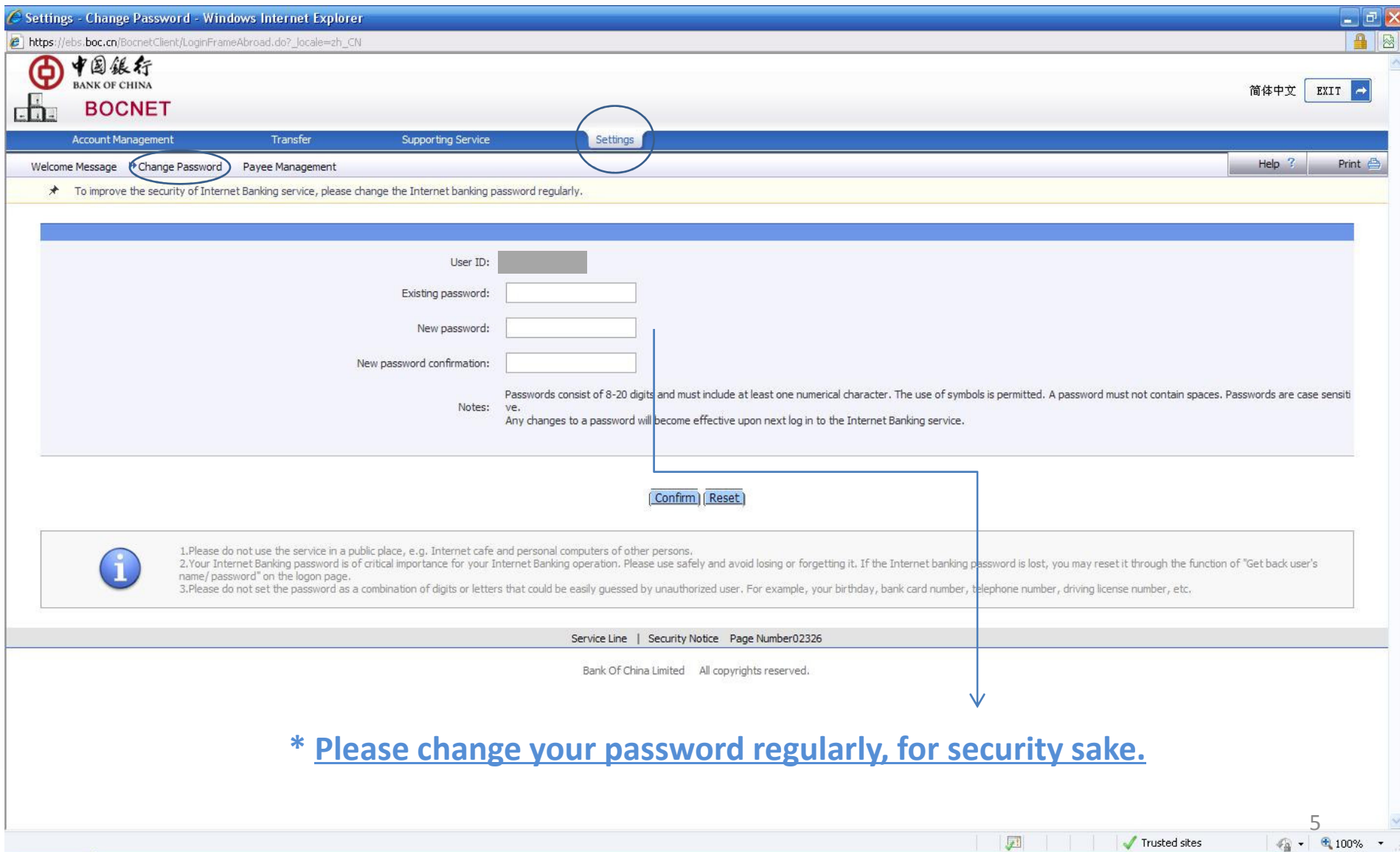
Service Line | Security Notice Page Number02360

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**\* You are able to customise welcome message which helps to recognise fraudulent website.**



Settings - Change Password - Windows Internet Explorer

https://ebs.boc.cn/BoenetClient/LoginFrameAbroad.do?\_locale=zh\_CN

中國銀行  
BANK OF CHINA  
BOCNET

简体中文 EXIT

Account Management Transfer Supporting Service **Settings**

Welcome Message **Change Password** Payee Management Help ? Print

To improve the security of Internet Banking service, please change the Internet banking password regularly.

User ID:

Existing password:

New password:

New password confirmation:

Notes: Passwords consist of 8-20 digits and must include at least one numerical character. The use of symbols is permitted. A password must not contain spaces. Passwords are case sensitive. Any changes to a password will become effective upon next log in to the Internet Banking service.

**i** 1.Please do not use the service in a public place, e.g. Internet cafe and personal computers of other persons.  
2.Your Internet Banking password is of critical importance for your Internet Banking operation. Please use safely and avoid losing or forgetting it. If the Internet banking password is lost, you may reset it through the function of "Get back user's name/ password" on the logon page.  
3.Please do not set the password as a combination of digits or letters that could be easily guessed by unauthorized user. For example, your birthday, bank card number, telephone number, driving license number, etc.

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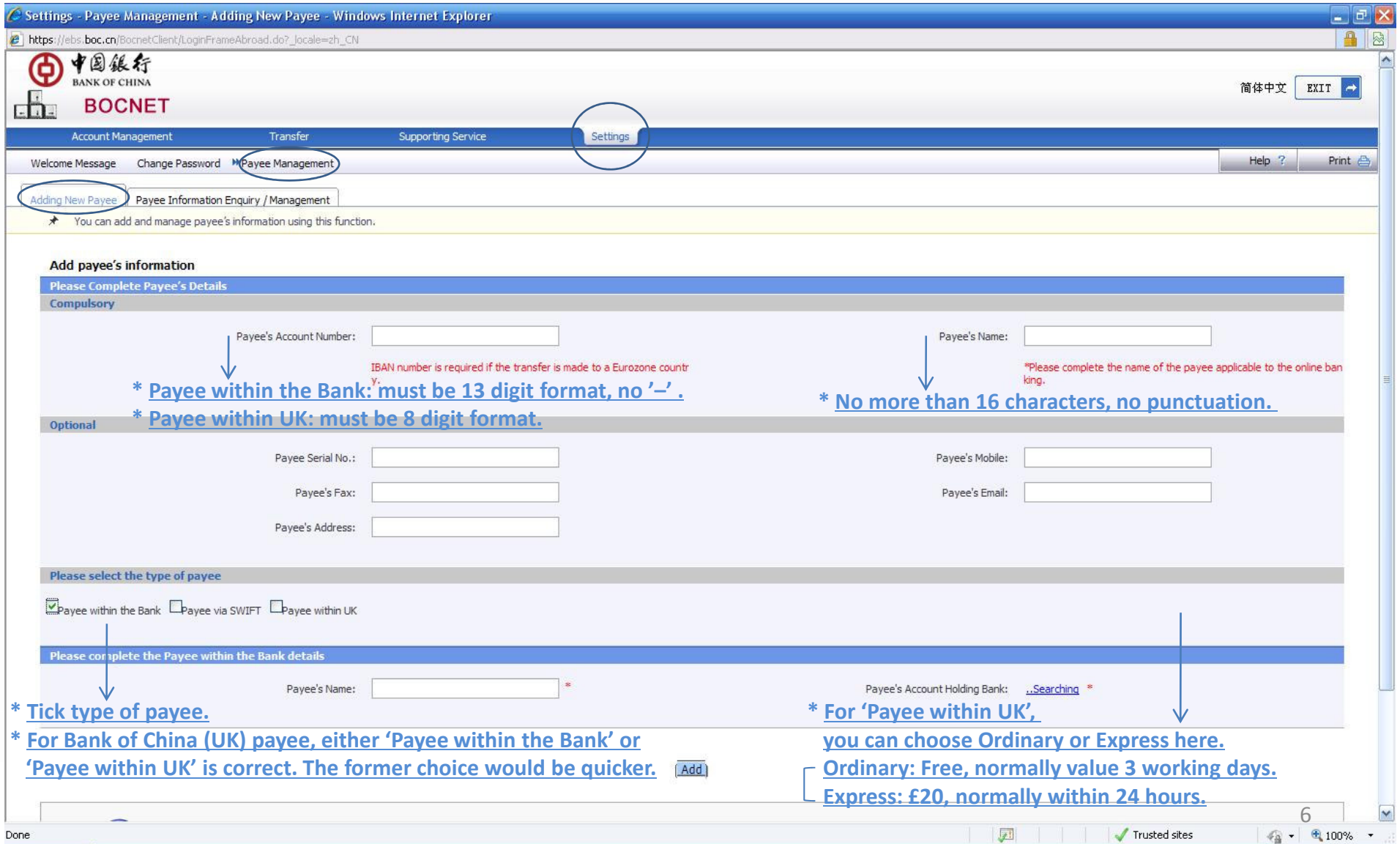
5

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**\* Please change your password regularly, for security sake.**

# Settings – Payee Management

## - Adding New Payee



**Add payee's information**

**Please Complete Payee's Details**

**Compulsory**

Payee's Account Number:

Payee's Name:

IBAN number is required if the transfer is made to a Eurozone country.

**\* Payee within the Bank: must be 13 digit format, no '-' .**

**\* Payee within UK: must be 8 digit format.**

**\* No more than 16 characters, no punctuation.**

\*Please complete the name of the payee applicable to the online banking.

**Optional**

Payee Serial No.:

Payee's Mobile:

Payee's Fax:

Payee's Email:

Payee's Address:

**Please select the type of payee**

Payee within the Bank  Payee via SWIFT  Payee within UK

**Please complete the Payee within the Bank details**

Payee's Name:  \*

Payee's Account Holding Bank:  \*

**\* Tick type of payee.**

**\* For Bank of China (UK) payee, either 'Payee within the Bank' or 'Payee within UK' is correct. The former choice would be quicker.**

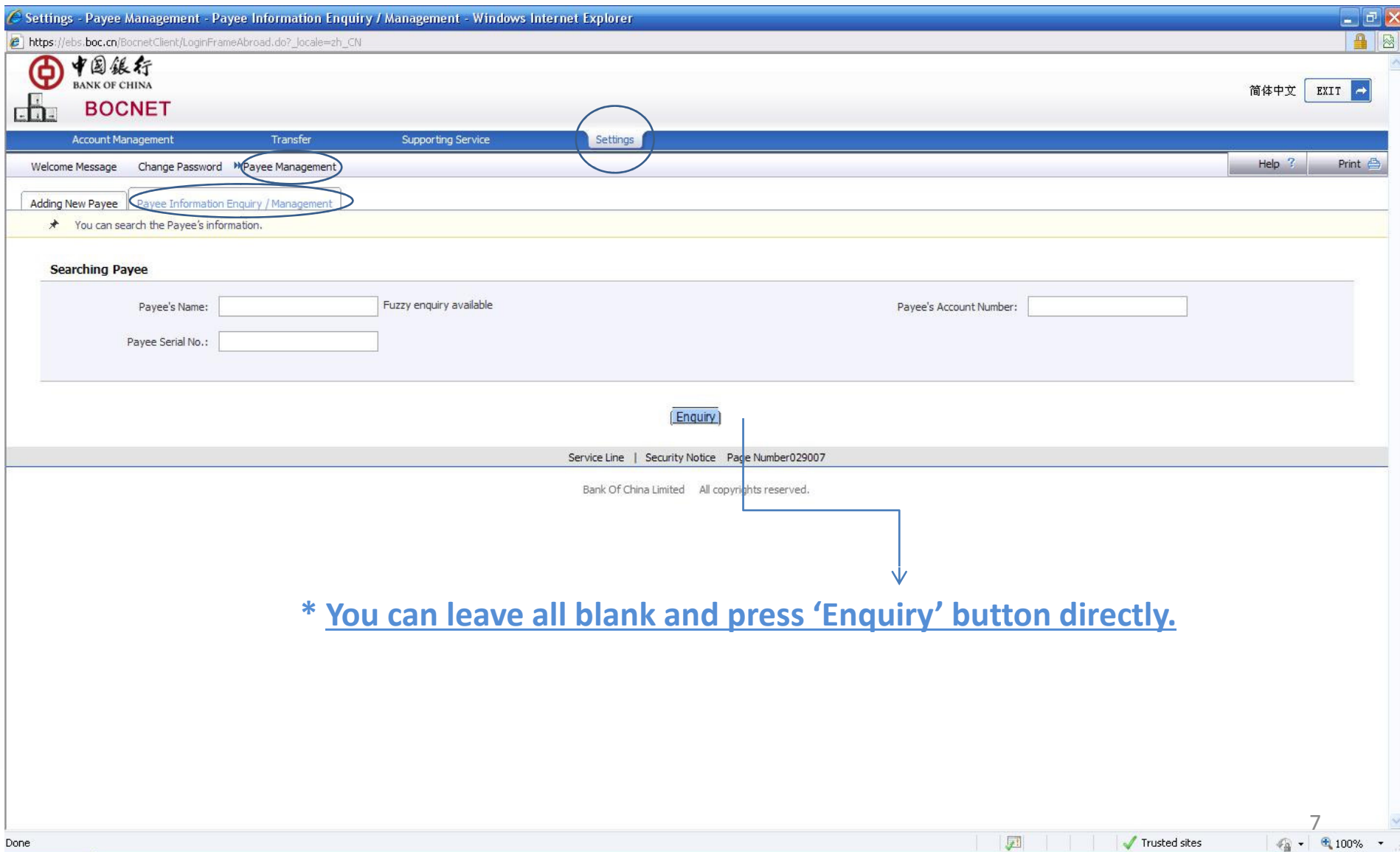
**\* For 'Payee within UK', you can choose Ordinary or Express here.**

**Ordinary: Free, normally value 3 working days.**

**Express: £20, normally within 24 hours.**

# Settings – Payee Management

- Payee Information Enquiry / Management



Settings - Payee Management - Payee Information Enquiry / Management - Windows Internet Explorer

https://ebs.boc.cn/BocnetClient/LoginFrameAbroad.do?\_locale=zh\_CN

中國銀行  
BANK OF CHINA  
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简体中文 EXIT

Account Management Transfer Supporting Service Settings

Welcome Message Change Password Payee Management Help ? Print

Adding New Payee Payee Information Enquiry / Management

\* You can search the Payee's information.

Searching Payee

Payee's Name:  Fuzzy enquiry available Payee's Account Number:

Payee Serial No.:

Enquiry

Service Line | Security Notice Page Number029007

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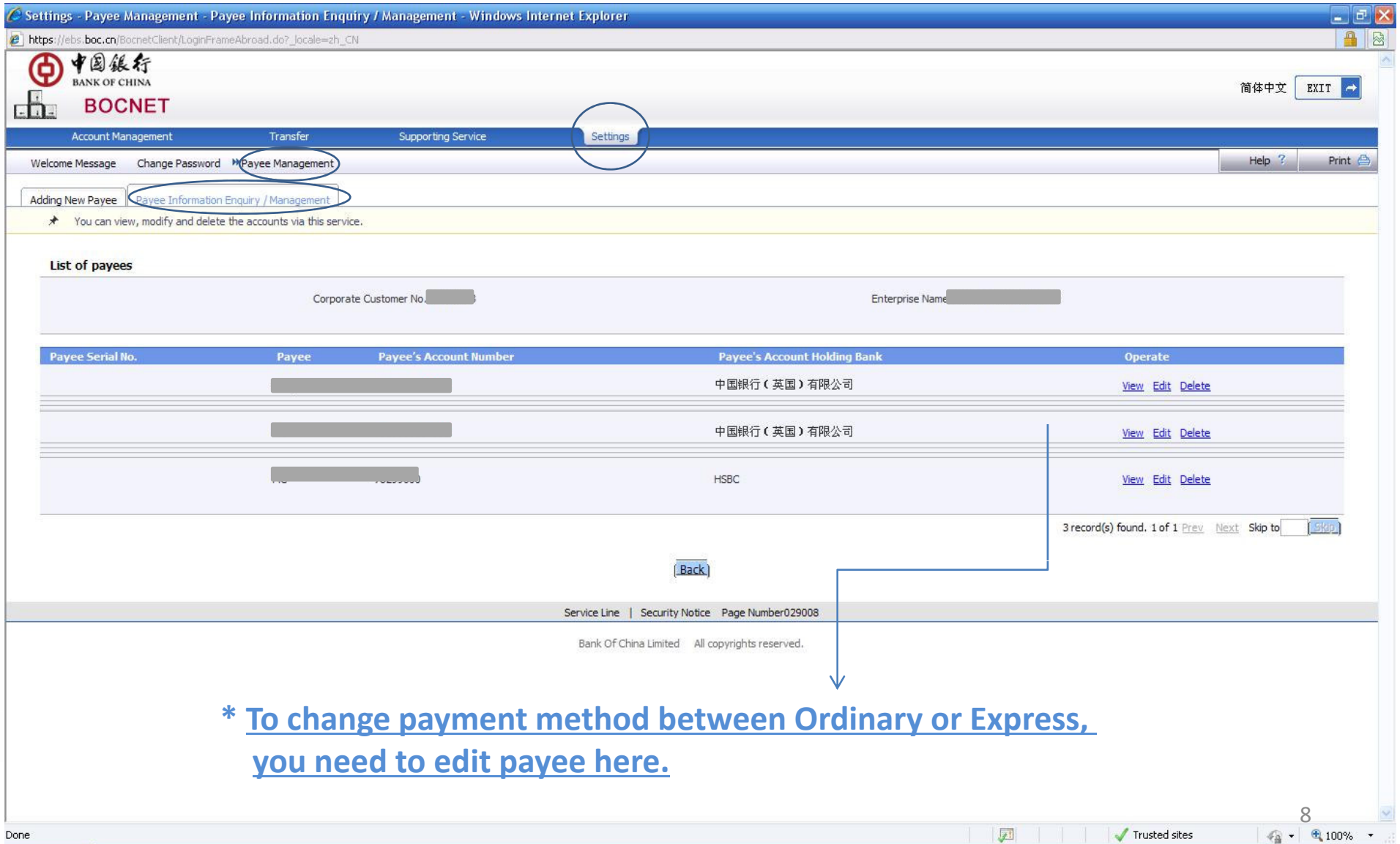
**\* You can leave all blank and press 'Enquiry' button directly.**

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# Settings – Payee Management

- Payee Information Enquiry / Management



Settings - Payee Management - Payee Information Enquiry / Management - Windows Internet Explorer

https://ebs.boc.cn/BocnetClient/LoginFrameAbroad.do?\_locale=zh\_CN

中國銀行  
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简体中文 EXIT

Account Management Transfer Supporting Service **Settings**

Welcome Message Change Password **Payee Management** Help Print

Adding New Payee **Payee Information Enquiry / Management**

\* You can view, modify and delete the accounts via this service.

List of payees

Corporate Customer No. [Redacted] Enterprise Name [Redacted]

Payee Serial No.	Payee	Payee's Account Number	Payee's Account Holding Bank	Operate
[Redacted]	[Redacted]	[Redacted]	中国银行(英国)有限公司	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Redacted]	[Redacted]	[Redacted]	中国银行(英国)有限公司	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
[Redacted]	[Redacted]	[Redacted]	HSBC	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

3 record(s) found. 1 of 1 [Prev](#) [Next](#) Skip to  [Skip](#)

[Back](#)

Service Line | Security Notice Page Number029008

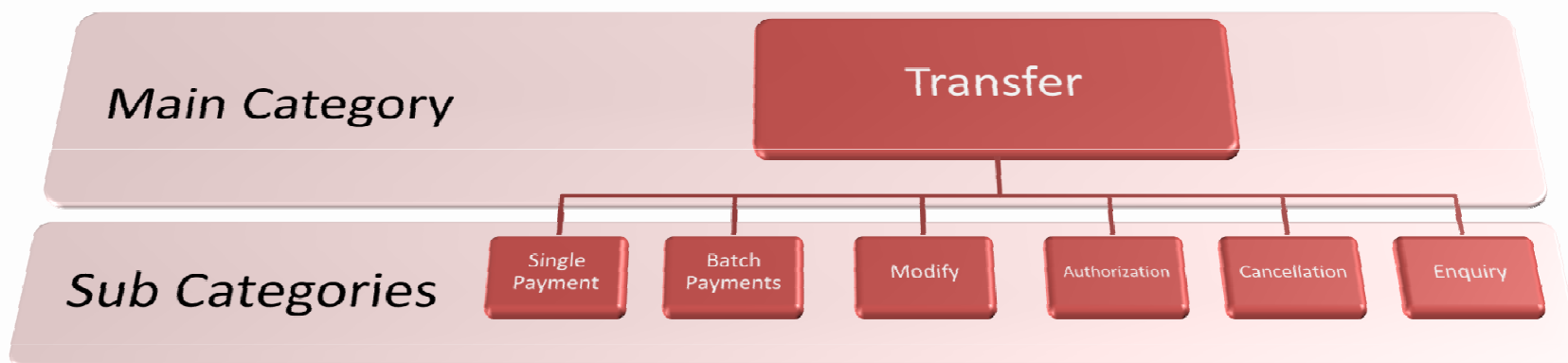
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Done Trusted sites 100%

**\* To change payment method between Ordinary or Express, you need to edit payee here.**

# Transfer



Transfer - Transfer/Remittance - Single Payment - Windows Internet Explorer  
 https://ebs.boc.cn/BocnetClient/LoginFrameAbroad.do?\_locale=zh\_CN

中國銀行  
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简体中文 EXIT

Account Management **Transfer** Supporting Service Settings

Transfer/Remittance Help ? Print

Single Payment Batch Payments Modify Authorization Cancellation Enquiry

Transfer/Remittance provides you with secure, fast and convenient money transfer services.

### New Transfer Application

Please input the information below. (Compulsory)

Name, A/C, Bank of the payer and the currency:

Payee's Name, A/C No. and A/C Bank:  [Enquiry](#) → \* Click to select payee (See next page).

Category of payment:

Trade Currency:

Amount:

Scheduled Payment Date: 2009/10/16

Reference Notes:

Transaction Initiating Date: 2009/10/16

Online Banking Transaction Ref. (Bank Ref.): Generated automatically after submission.

Please input the information below. (Optional)

Customer Transaction Ref. (Customer Ref.):

Priority Level:  Normal  Priority

\* Remarks, will not be seen by payee. ←

\* Can be used for future 'Enquiry'.

\* 'Priority' only means ranking ahead of the authorization list. To change payment method, go to 'Payee Management' (Page 08).

**i**

1. Customer transaction Ref. should be exclusive.
2. "Priority" means the transaction will rank ahead of the list of Transactions to Be Authorized.
3. Charges will be deducted from your payment account.

Service Line | Security Notice Page Number028001

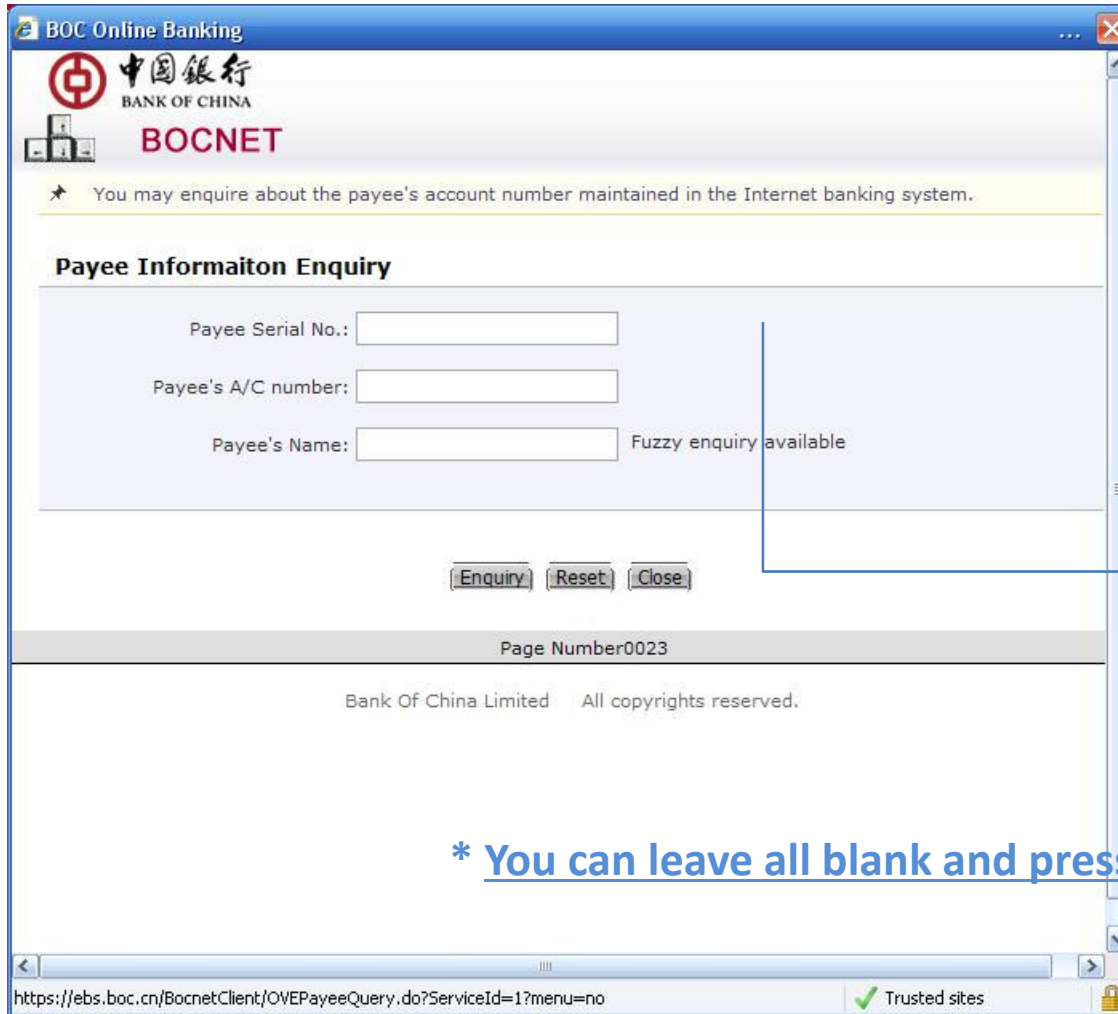
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# Transfer – Single Payment

## - Payee Enquiry



BOC Online Banking

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★ You may enquiry about the payee's account number maintained in the Internet banking system.

### Payee Information Enquiry

Payee Serial No.:

Payee's A/C number:

Payee's Name:  Fuzzy enquiry available

Page Number0023


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https://ebs.boc.cn/BocnetClient/OVEPayeeQuery.do?ServiceId=1?menu=no Trusted sites

\* You can leave all blank and press 'Enquiry' button directly.

# Transfer – Single Payment

## - Payee Enquiry



The screenshot shows the 'Select Payee Account' page in the BOC Online Banking system. The page features a table with three rows of payee information. The first row is selected with a radio button. Below the table, there is a dropdown menu for 'Please select transaction type:' set to 'Payee within the Bank'. Navigation links for 'Prev', 'Next', and 'Skip to' are visible. At the bottom of the table area, there are buttons for 'Confirm', 'Reset', and 'Back'. The page footer includes 'Page Number0024' and 'Bank Of China Limited All copyrights reserved.' The browser address bar shows 'https://ebs.boc.cn/BocnetClient/OVEPayeeQueryResult.do' and a 'Trusted sites' indicator.

Payee Serial No.	Payee's Account Number	Payee	Payee's Account Holding Bank
<input checked="" type="radio"/>	[REDACTED]	中国银行(英国)有限公司	中国银行(英国)有限公司
<input type="radio"/>	[REDACTED]	中国银行(英国)有限公司	中国银行(英国)有限公司
<input type="radio"/>	[REDACTED]	HSBC	HSBC

Please select transaction type:

3 record(s) found. 1 of 1 [Prev](#) [Next](#) Skip to

[Confirm](#) [Reset](#) [Back](#)

Page Number0024

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https://ebs.boc.cn/BocnetClient/OVEPayeeQueryResult.do

\* Select payee and transaction type then click 'Confirm' button.

Transfer - Transfer/Remittance - Batch Payments - Windows Internet Explorer

https://ebs.boc.cn/BocnetClient/LoginFrameAbroad.do?\_locale=zh\_CN

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简体中文 EXIT

Account Management **Transfer** Supporting Service Settings

Transfer/Remittance Help ? Print

Single Payment **Batch Payments** Modify Authorization Cancellation Enquiry

\* Batch payment application documents can be submitted via this page, and transfer/remittance can be made simultaneously to different accounts.


**Batch Transfers Application**

Please input batch files:

Please select batch file type:    
Payee within the Bank  
Payee within the Bank  
Payee via swift  
Payee in Other Banks

**Enquiry about the processing result of batch orders submitted**

Batch No.:

 1. Via Batch Payment Template, batch payment application document can be generated automatically. After uploading the document, multi-transaction application can be made/submitted at one time.  
2. Batch Payment Application in TXT format can be submitted.  
3. A maximum of 1000 transactions can be included in each Batch Payment Application.  
4. Client Reference Numbers can not be duplicated. Please modify when Client Reference Numbers are duplicated.

Service Line | Security Notice | Page Number 028022

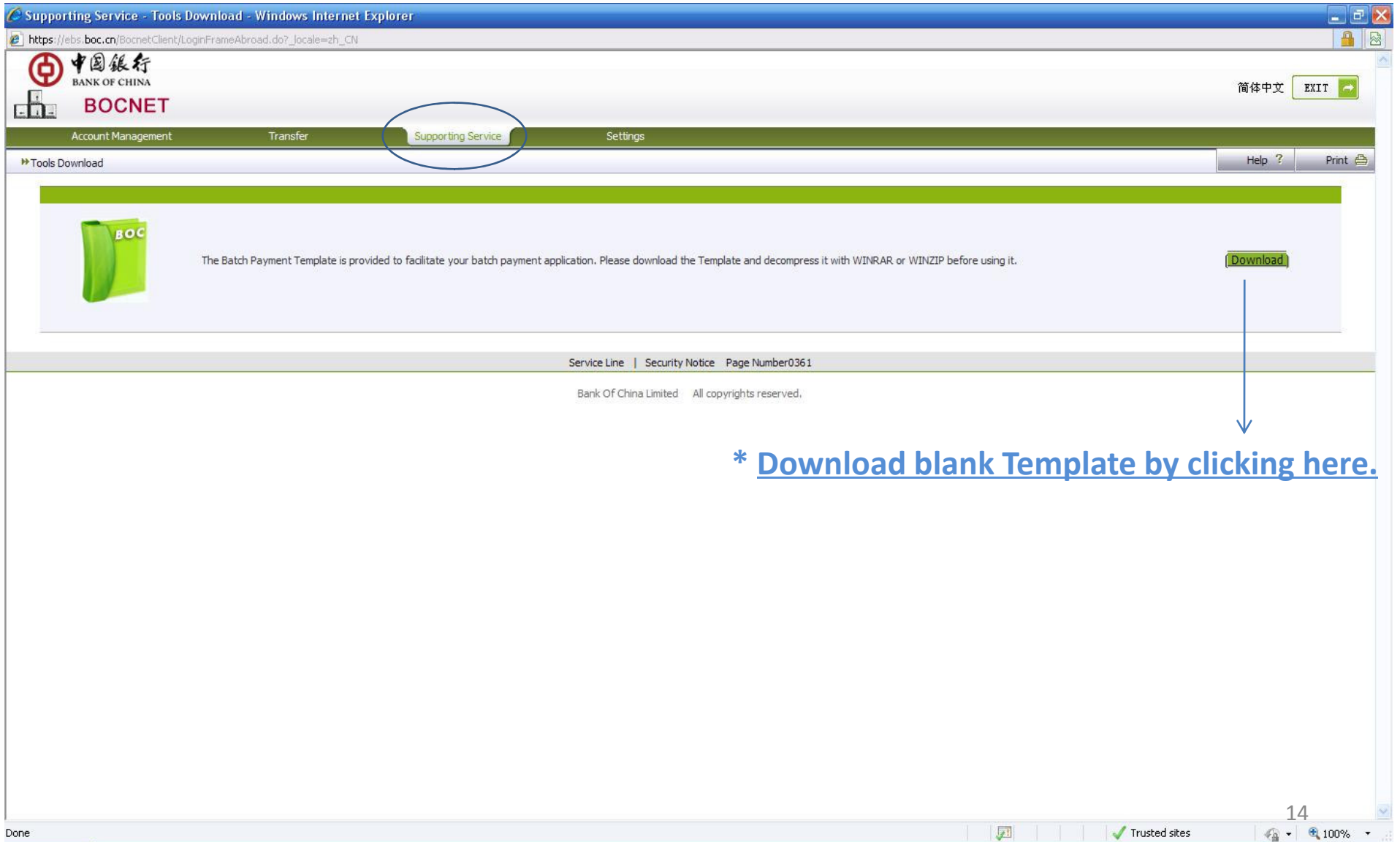
Bank Of China Limited All copyrights reserved.

**\* To make Batch payments, you need to upload completed Templates here.**  
**To download the blank Template, see next page.**

Done Trusted sites 100%

# Transfer – Batch Payment

## - Download Template



Supporting Service - Tools Download - Windows Internet Explorer


https://ebs.boc.cn/BocnetClient/LoginFrameAbroad.do?\_locale=zh\_CN

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Account Management Transfer **Supporting Service** Settings

Tools Download Help ? Print

 The Batch Payment Template is provided to facilitate your batch payment application. Please download the Template and decompress it with WINRAR or WINZIP before using it.

Download

Service Line | Security Notice | Page Number0361

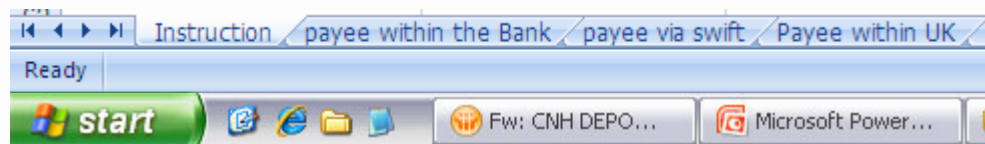
Bank Of China Limited All copyrights reserved.

**\* [Download blank Template by clicking here.](#)**

Done Trusted sites 100%

# Transfer – Batch Payment

- Fill out Template



\* Choose payee type at bottom.

BOCNET			
Number of Payments in One Batch		Payment Type	
2		S	
Number of Payments in One Batch		Payment Type	
Payment Account Inter-bank Number	Payer's Account Number	Payment Currency	Payment Amount
10014		GBP	100.00
10014		GBP	200.00
Payment Account Inter-bank Number	Payer's Account Number	Payment Currency	Payment Amount
BOCNETEND			

\* Always to be '10014'

\* Add more payments.

add a new line



# Transfer – Batch Payment

- Fill out Template

Client Reference Number  
Required.  
customer number cannot be  
duplicate. maximum 15  
digits

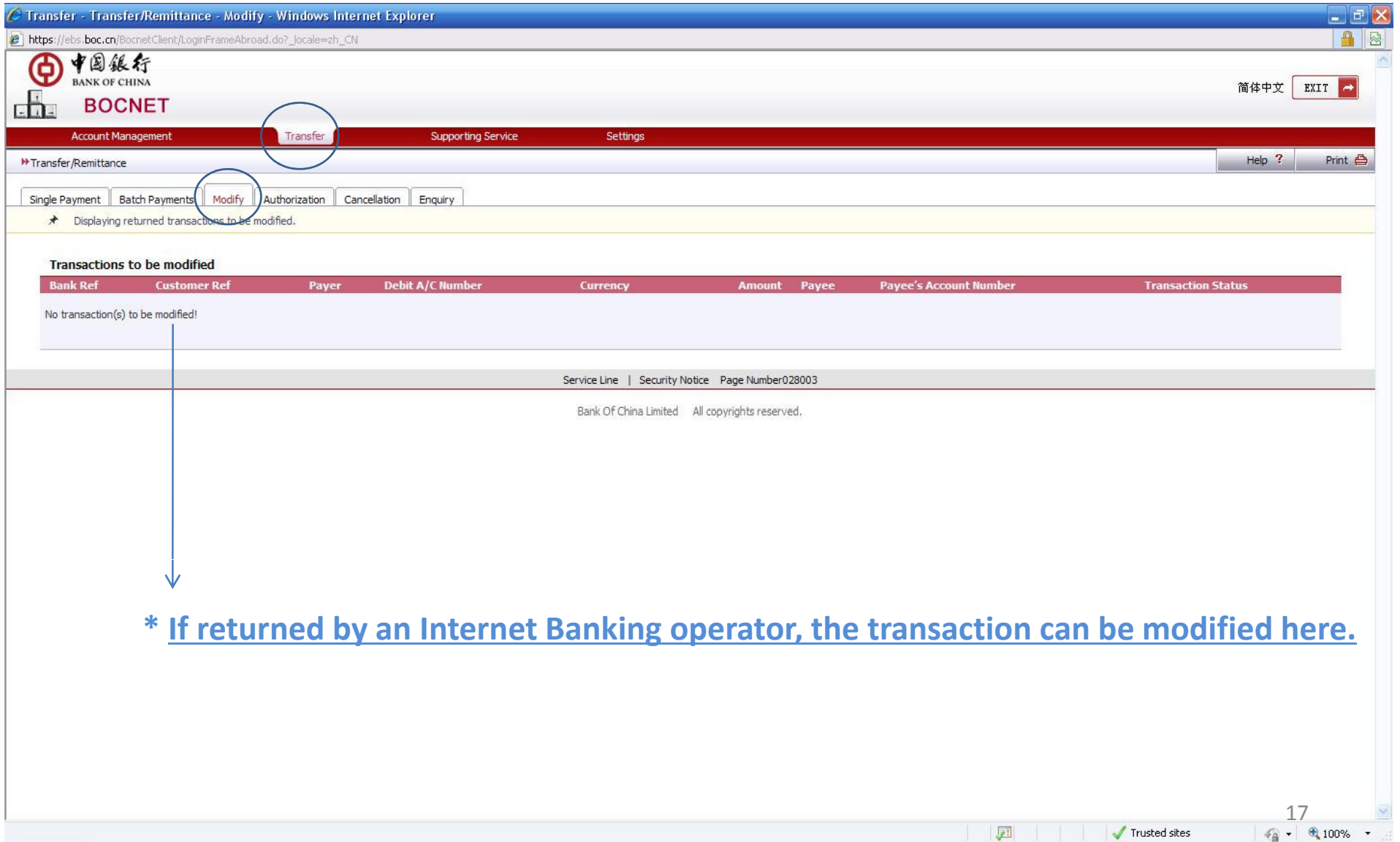
→ \* It is very important that you always follow the guide in yellow boxes.

Transaction Currency	Transaction Amount	Appointed Payment Date	Client Reference Number
GBP		2011-1-12	001
GBP		2011-1-14	002
Transaction Currency	Transaction Amount	Appointed Payment Date	Client Reference Number

Payee's Name	Payee's Account Number	Payee's Bank Code	Payee's Bank Name	Remarks
			HSBC	
			Barc	
Payee's Name	Payee's Account Number	Payee's Bank Code	Payee's Bank Name	Remarks

\* Blue boxes: compulsive. White boxes: optional.

\* If you are still unable to complete this form, please contact your client officer.



Transfer - Transfer/Remittance - Modify - Windows Internet Explorer

https://ebs.boc.cn/BocnetClient/LoginFrameAbroad.do?\_locale=zh\_CN

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简体中文 EXIT

Account Management **Transfer** Supporting Service Settings

Transfer/Remittance Help ? Print

Single Payment Batch Payments **Modify** Authorization Cancellation Enquiry

★ Displaying returned transactions to be modified.

**Transactions to be modified**

Bank Ref	Customer Ref	Payer	Debit A/C Number	Currency	Amount	Payee	Payee's Account Number	Transaction Status
No transaction(s) to be modified!								

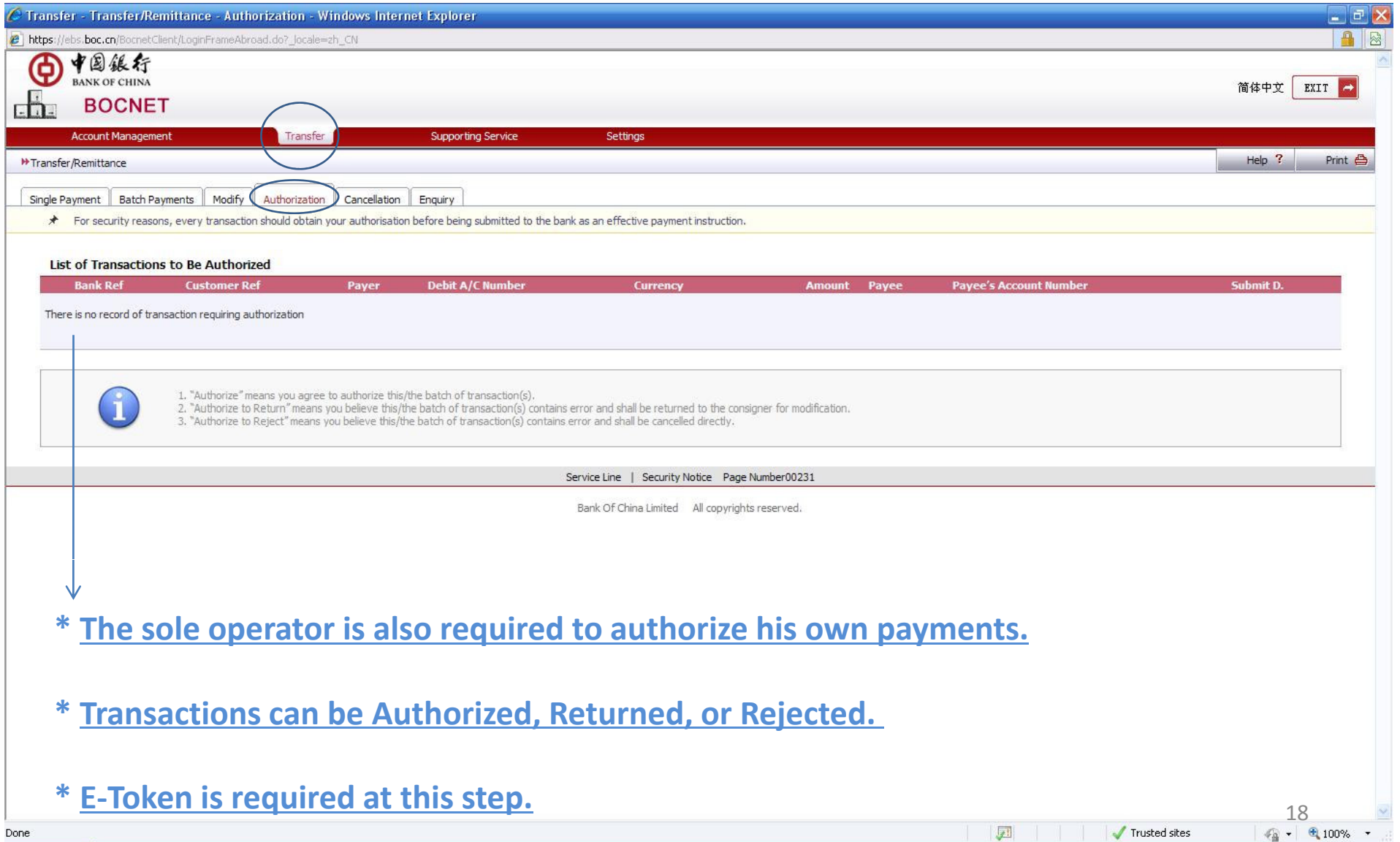
Service Line | Security Notice Page Number028003

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\* If returned by an Internet Banking operator, the transaction can be modified here.



Transfer - Transfer/Remittance - Authorization - Windows Internet Explorer

https://ebs.boc.cn/BocnetClient/LoginFrameAbroad.do?\_locale=zh\_CN

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BANK OF CHINA  
BOCNET

简体中文 EXIT

Account Management **Transfer** Supporting Service Settings

Transfer/Remittance Help ? Print

Single Payment Batch Payments Modify **Authorization** Cancellation Enquiry

\* For security reasons, every transaction should obtain your authorisation before being submitted to the bank as an effective payment instruction.

**List of Transactions to Be Authorized**

Bank Ref	Customer Ref	Payer	Debit A/C Number	Currency	Amount	Payee	Payee's Account Number	Submit D.
There is no record of transaction requiring authorization								

1. "Authorize" means you agree to authorize this/the batch of transaction(s).  
2. "Authorize to Return" means you believe this/the batch of transaction(s) contains error and shall be returned to the consignor for modification.  
3. "Authorize to Reject" means you believe this/the batch of transaction(s) contains error and shall be cancelled directly.

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Done

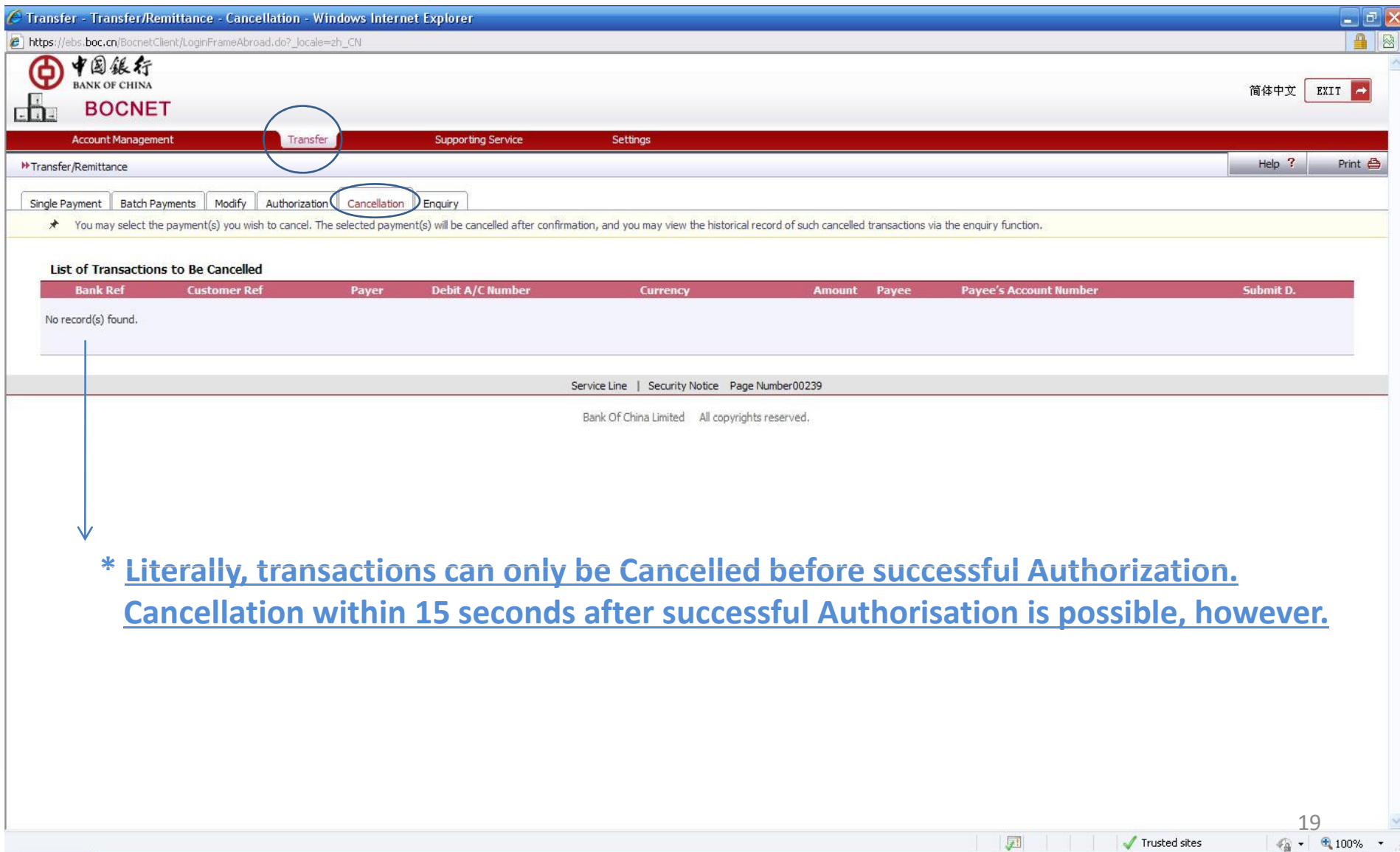
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\* The sole operator is also required to authorize his own payments.

\* Transactions can be Authorized, Returned, or Rejected.

\* E-Token is required at this step.



Transfer - Transfer/Remittance - Cancellation - Windows Internet Explorer

https://ebs.boc.cn/BocnetClient/LoginFrameAbroad.do?\_locale=zh\_CN

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BANK OF CHINA  
BOCNET

简体中文 EXIT

Account Management **Transfer** Supporting Service Settings

Transfer/Remittance Help ? Print

Single Payment Batch Payments Modify Authorization **Cancellation** Enquiry

\* You may select the payment(s) you wish to cancel. The selected payment(s) will be cancelled after confirmation, and you may view the historical record of such cancelled transactions via the enquiry function.

**List of Transactions to Be Cancelled**

Bank Ref	Customer Ref	Payer	Debit A/C Number	Currency	Amount	Payee	Payee's Account Number	Submit D.
No record(s) found.								

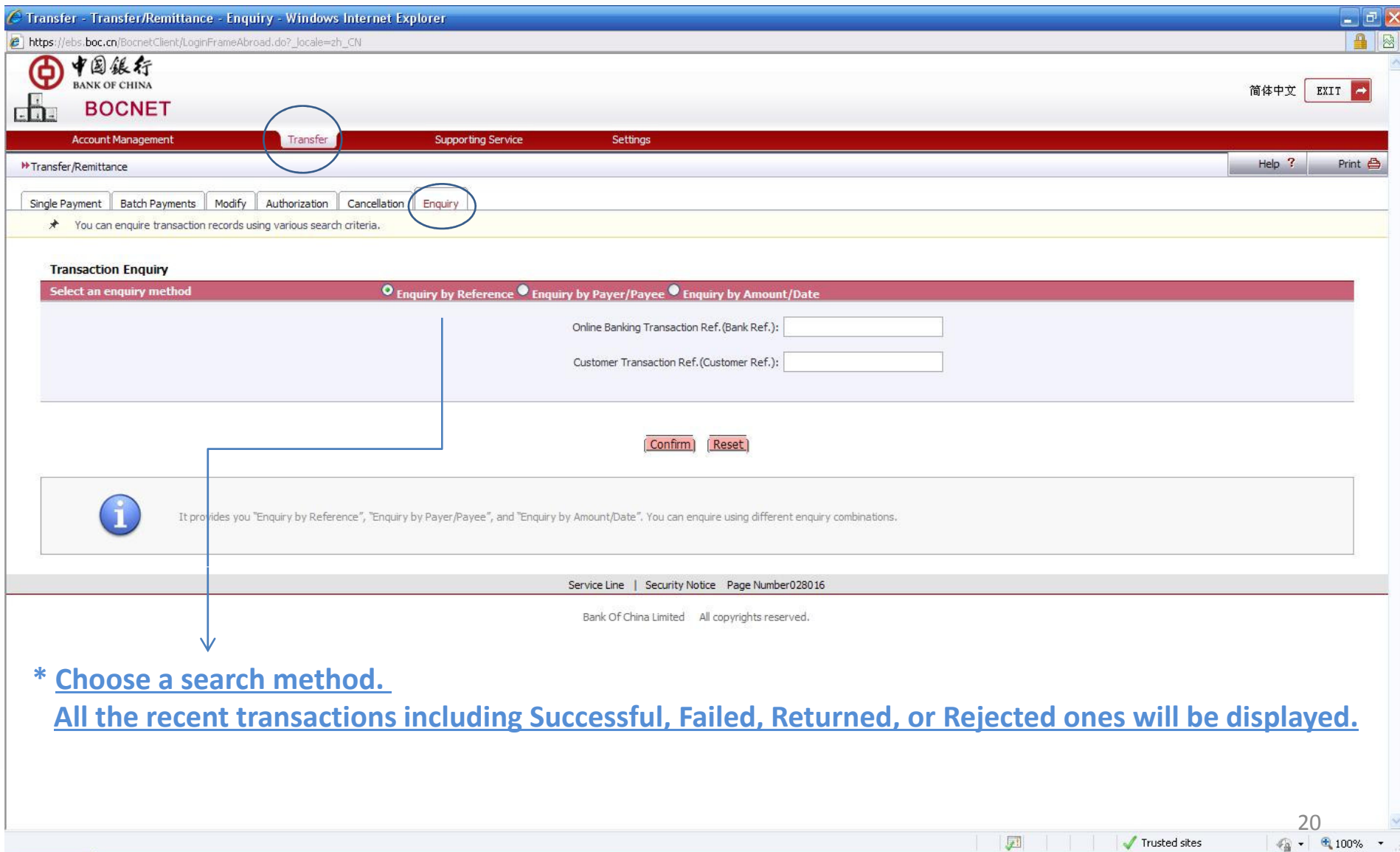
Service Line | Security Notice | Page Number00239

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\* Literally, transactions can only be Cancelled before successful Authorization. Cancellation within 15 seconds after successful Authorisation is possible, however.

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Transfer - Transfer/Remittance - Enquiry - Windows Internet Explorer

https://ebs.boc.cn/BocnetClient/LoginFrameAbroad.do?\_locale=zh\_CN

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简体中文 EXIT

Account Management **Transfer** Supporting Service Settings

Transfer/Remittance Help ? Print

Single Payment Batch Payments Modify Authorization Cancellation **Enquiry**

\* You can enquire transaction records using various search criteria.

**Transaction Enquiry**

Select an enquiry method

Enquiry by Reference  Enquiry by Payer/Payee  Enquiry by Amount/Date

Online Banking Transaction Ref. (Bank Ref.):

Customer Transaction Ref. (Customer Ref.):

Confirm Reset

**i** It provides you "Enquiry by Reference", "Enquiry by Payer/Payee", and "Enquiry by Amount/Date". You can enquire using different enquiry combinations.

Service Line | Security Notice | Page Number028016

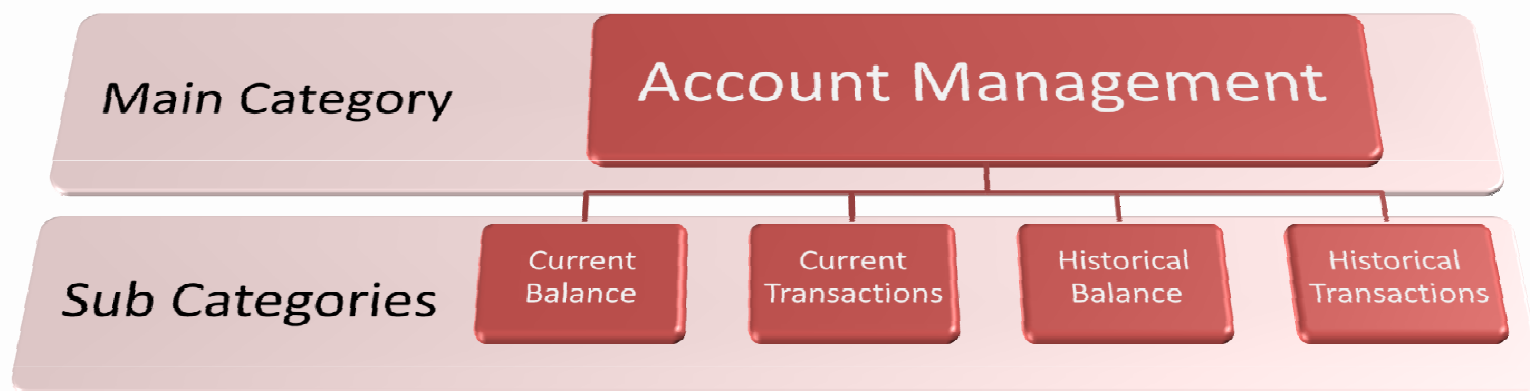
Bank Of China Limited All copyrights reserved.

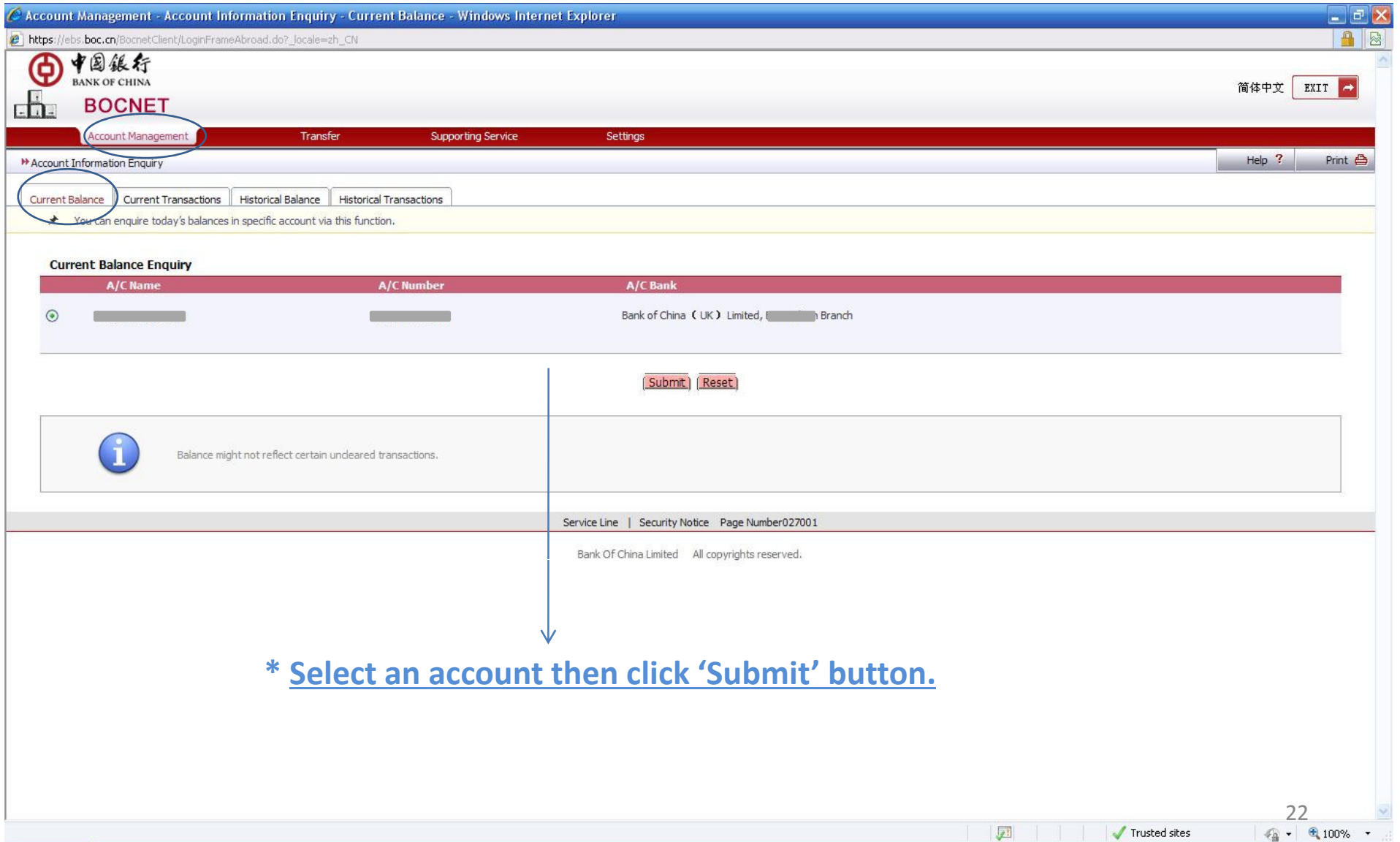
20

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\* Choose a search method.

All the recent transactions including Successful, Failed, Returned, or Rejected ones will be displayed.





Account Management - Account Information Enquiry - Current Balance - Windows Internet Explorer

https://ebs.boc.cn/BocnetClient/LoginFrameAbroad.do?\_locale=zh\_CN

中國銀行  
BANK OF CHINA  
BOCNET

简体中文 EXIT

Account Management Transfer Supporting Service Settings

Account Information Enquiry Help ? Print

Current Balance Current Transactions Historical Balance Historical Transactions

You can enquire today's balances in specific account via this function.

**Current Balance Enquiry**

A/C Name	A/C Number	A/C Bank
		Bank of China (UK) Limited, Branch

Submit Reset

Balance might not reflect certain uncleared transactions.

Service Line | Security Notice Page Number027001

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**\* Select an account then click 'Submit' button.**

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Account Management - Account Information Enquiry - Current Balance - Windows Internet Explorer

https://ebs.boc.cn/BocnetClient/LoginFrameAbroad.do?\_locale=zh\_CN

中國銀行  
BANK OF CHINA  
BOCNET

简体中文 EXIT

Account Management Transfer Supporting Service Settings


Account Information Enquiry Help ? Print

Current Balance Current Transactions Historical Balance Historical Transactions

Displaying current balance information for selected account.

**Current Balance Enquiry Results List**

A/C Number	Currency	Current Balance	Available Balance	Enquiry Time	A/C Name	A/C Bank	O/D Balance	Available Overdraft Limit	Total Overdraft Limit
[REDACTED]	GBP	658.63	658.63	2009/10/16 15:30:55	[REDACTED]	Bank of China (UK) Limited [REDACTED] Branch	0.00	0.00	0.00


 Transactions which for whatever reason cannot be processed to your account in real time may create a discrepancy between your account balance and movements in the account.  
 (1) Available Balance: refers to outstanding/effective balance of an account (book balance minus frozen amount).  
 (2) Available Overdraft Limit: refers to the remaining overdraft balance currently available for the customer.  
 (3) Utilized Overdraft Limit + Available Overdraft Limit = Total Overdraft Limit of the account.

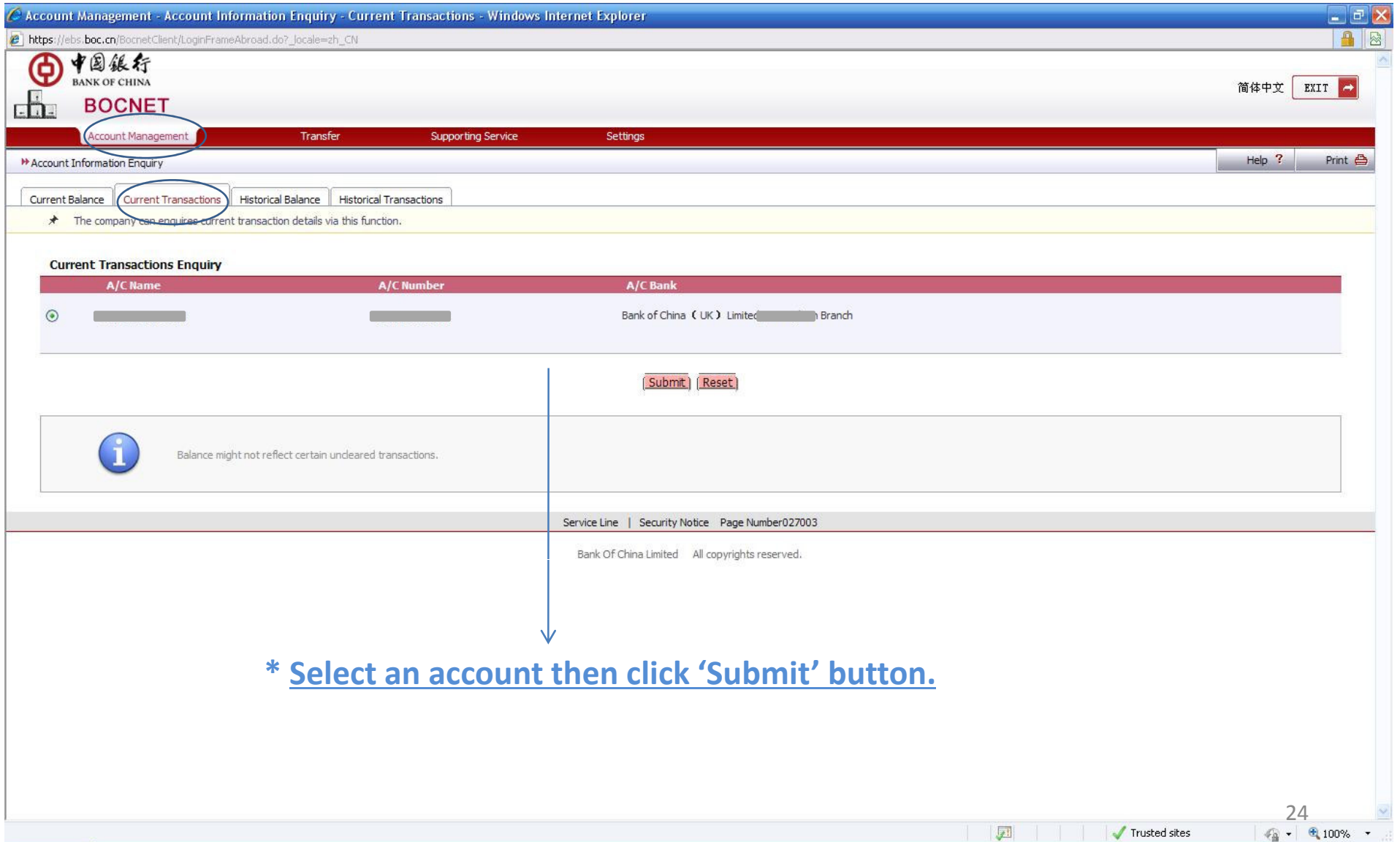
Service Line | Security Notice Page Number027002

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**\* Details which are shown.**

Done Trusted sites 100%





Account Management - Account Information Enquiry - Current Transactions - Windows Internet Explorer

https://ebs.boc.cn/BocnetClient/LoginFrameAbroad.do?\_locale=zh\_CN

中國銀行  
BANK OF CHINA  
BOCNET

简体中文 EXIT


Account Management Transfer Supporting Service Settings

Account Information Enquiry Help ? Print


Current Balance **Current Transactions** Historical Balance Historical Transactions

The company can enquire current transaction details via this function.

### Current Transactions Enquiry

A/C Name	A/C Number	A/C Bank
		Bank of China (UK) Limited Branch

Submit Reset

 Balance might not reflect certain uncleared transactions.

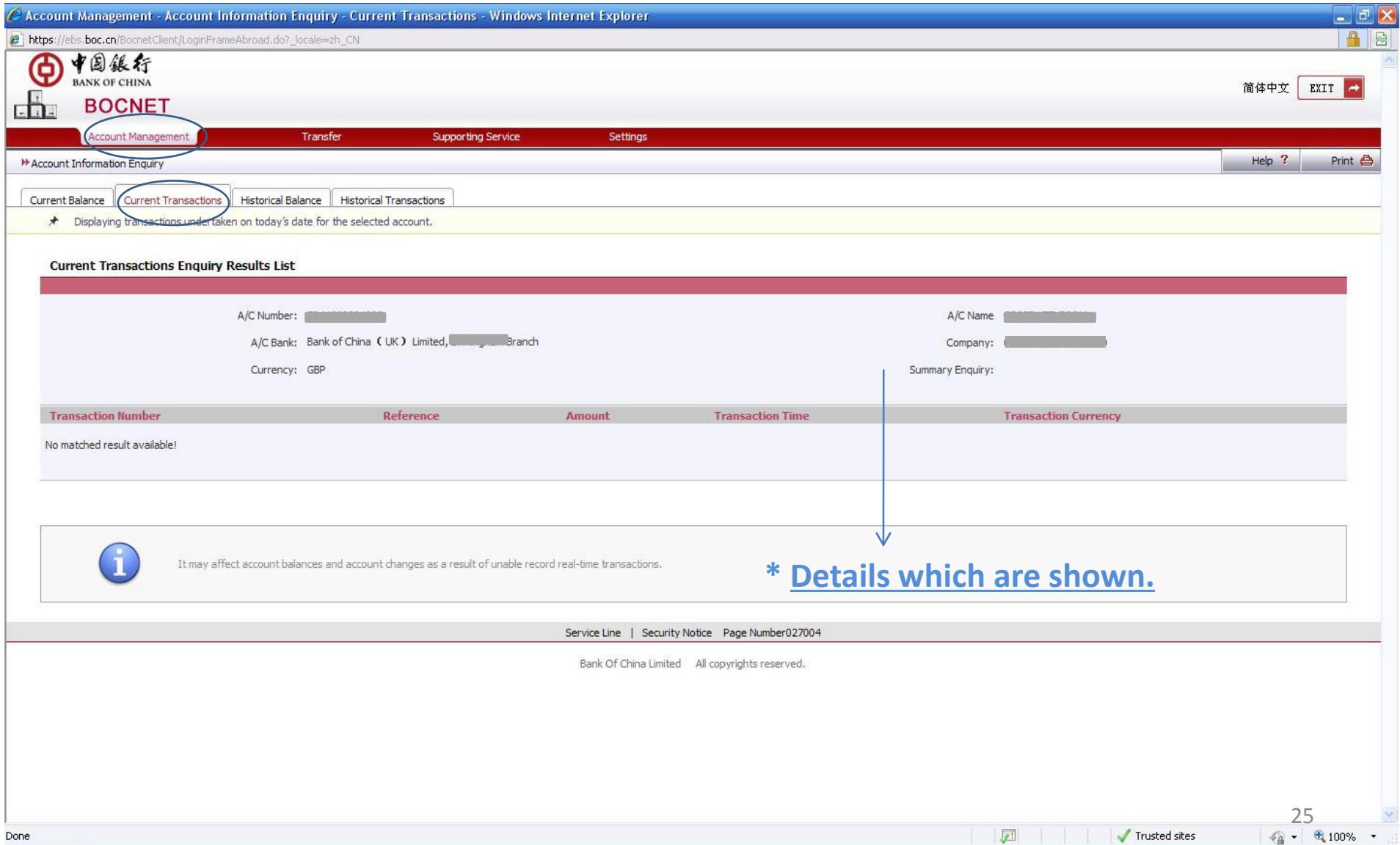
Service Line | Security Notice | Page Number027003

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**\* Select an account then click 'Submit' button.**

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The screenshot shows the BOCNET web interface for account management. The 'Current Transactions' tab is selected. The enquiry results show account details and a table with no data.

**Account Information:**

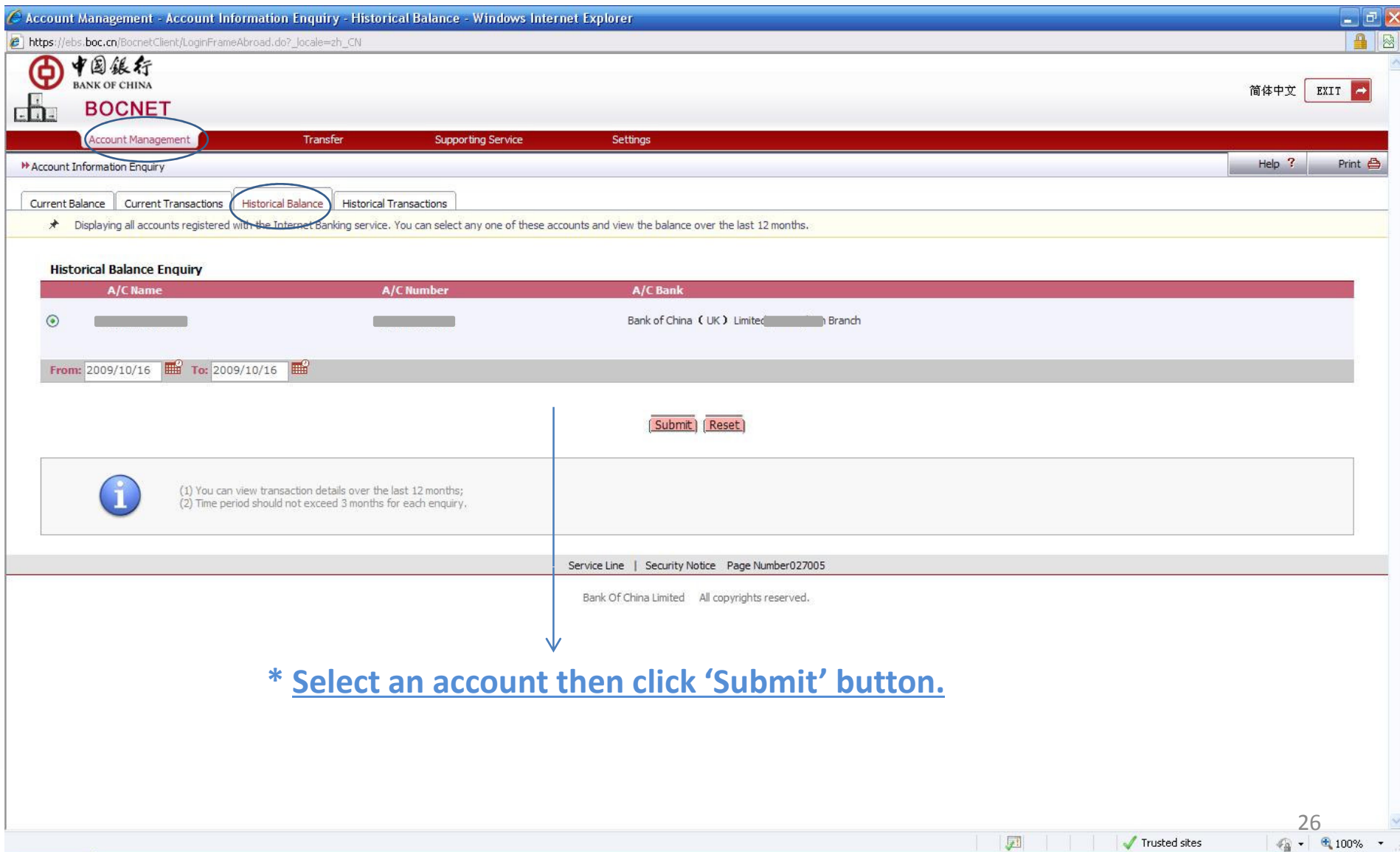
- A/C Number: [Redacted]
- A/C Name: [Redacted]
- A/C Bank: Bank of China (UK) Limited, [Redacted] Branch
- Company: [Redacted]
- Currency: GBP

**Transaction Table:**

Transaction Number	Reference	Amount	Transaction Time	Transaction Currency
No matched result available!				

**Message:** It may affect account balances and account changes as a result of unable record real-time transactions.

**Annotation:** \* Details which are shown.



Account Management - Account Information Enquiry - Historical Balance - Windows Internet Explorer

https://ebs.boc.cn/BocnetClient/LoginFrameAbroad.do?\_locale=zh\_CN

中國銀行  
BANK OF CHINA  
BOCNET

简体中文 EXIT

Account Management Transfer Supporting Service Settings

Account Information Enquiry Help ? Print

Current Balance Current Transactions **Historical Balance** Historical Transactions

★ Displaying all accounts registered with the Internet Banking service. You can select any one of these accounts and view the balance over the last 12 months.

### Historical Balance Enquiry

A/C Name	A/C Number	A/C Bank
		Bank of China (UK) Limited Branch

From: 2009/10/16 To: 2009/10/16

Submit Reset

**i** (1) You can view transaction details over the last 12 months;  
(2) Time period should not exceed 3 months for each enquiry.

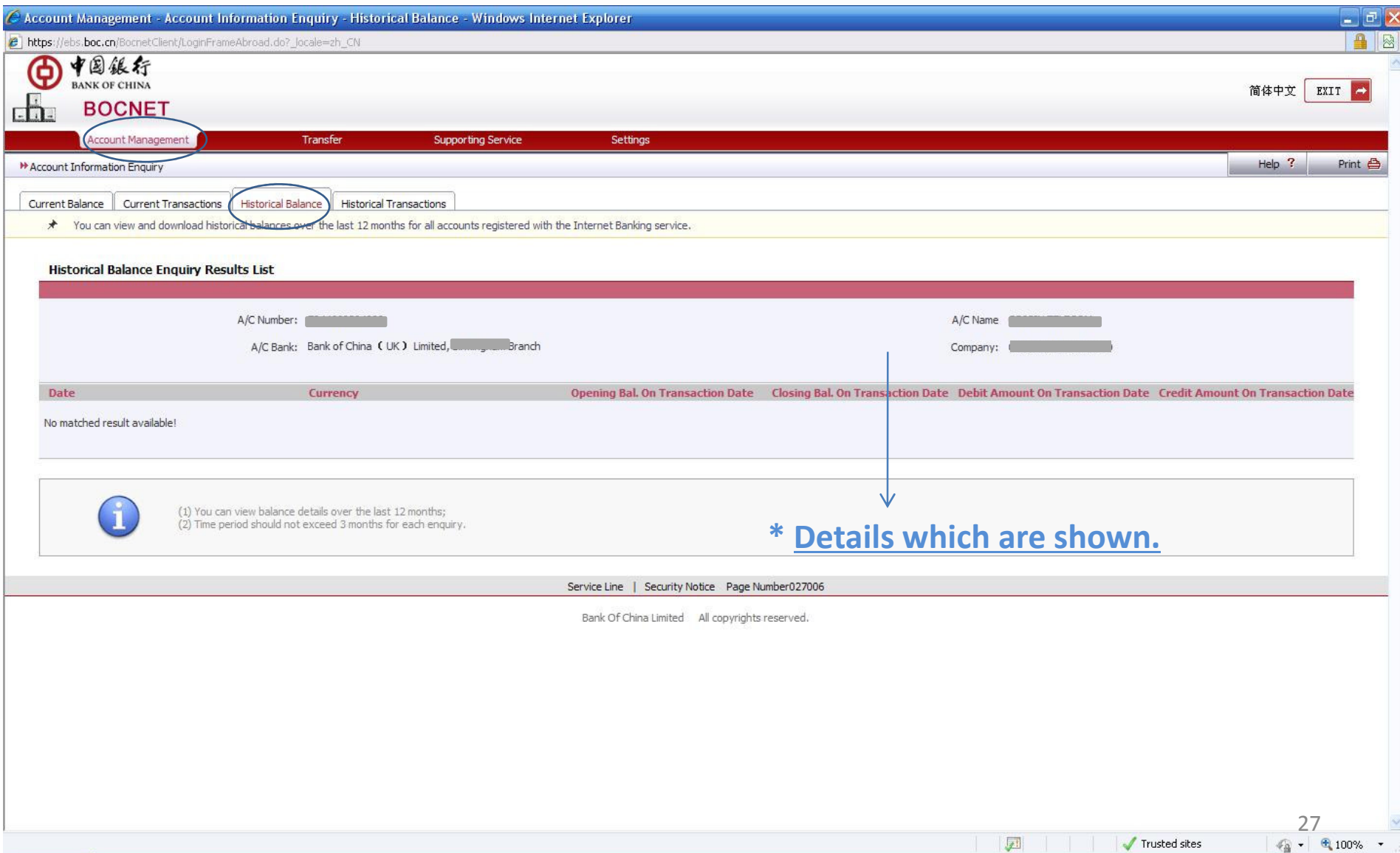
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**\* Select an account then click 'Submit' button.**

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Account Management - Account Information Enquiry - Historical Balance - Windows Internet Explorer

https://ebs.boc.cn/BocnetClient/LoginFrameAbroad.do?\_locale=zh\_CN

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Account Management Transfer Supporting Service Settings

Account Information Enquiry Help ? Print

Current Balance Current Transactions **Historical Balance** Historical Transactions

You can view and download historical balances over the last 12 months for all accounts registered with the Internet Banking service.

### Historical Balance Enquiry Results List

A/C Number: [REDACTED] A/C Name: [REDACTED]  
A/C Bank: Bank of China (UK) Limited, [REDACTED] Branch Company: [REDACTED]

Date	Currency	Opening Bal. On Transaction Date	Closing Bal. On Transaction Date	Debit Amount On Transaction Date	Credit Amount On Transaction Date
No matched result available!					

**i** (1) You can view balance details over the last 12 months;  
(2) Time period should not exceed 3 months for each enquiry.

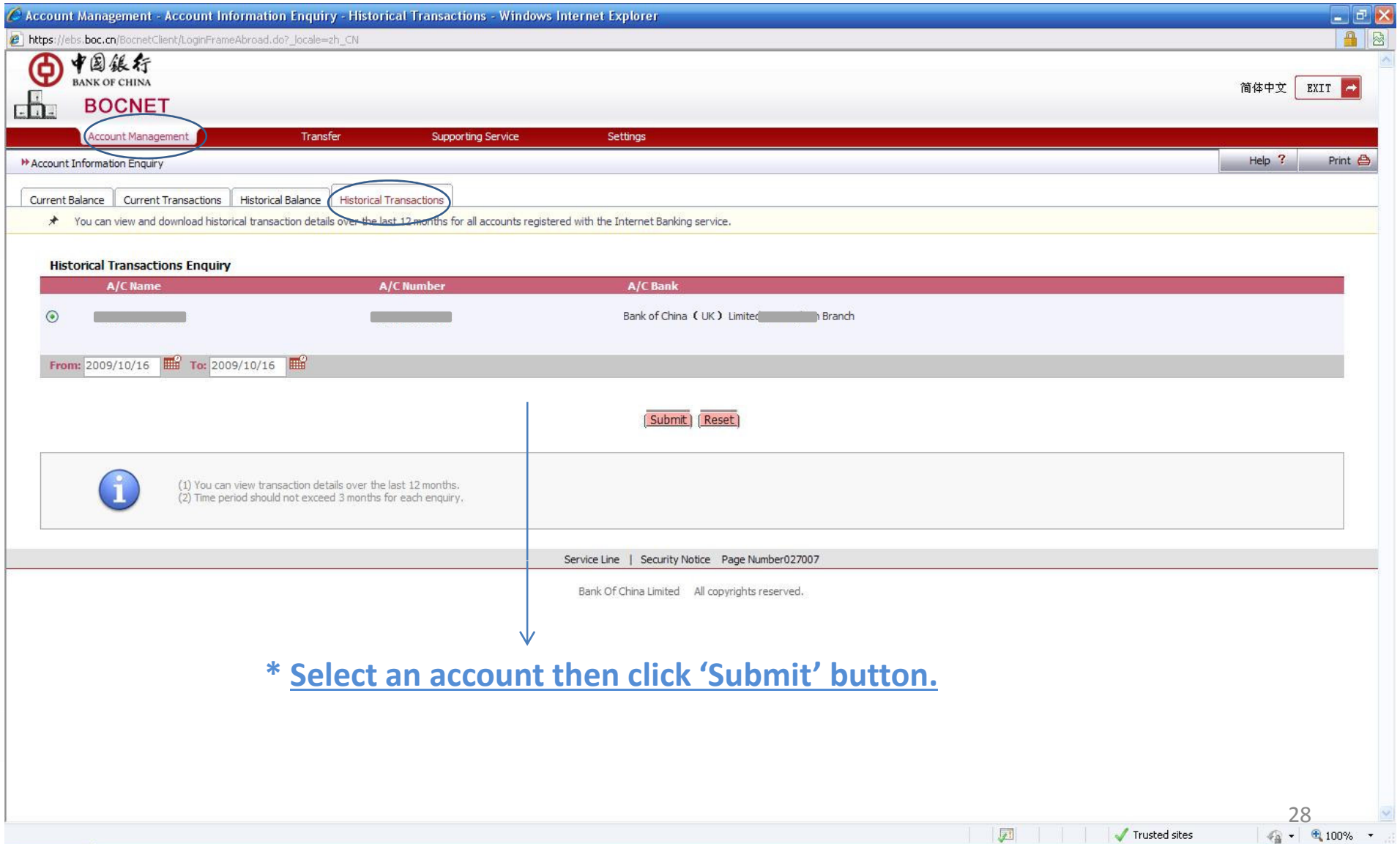
\* Details which are shown.

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Account Management Transfer Supporting Service Settings

Account Information Enquiry Help ? Print

Current Balance Current Transactions Historical Balance **Historical Transactions**

You can view and download historical transaction details over the last 12 months for all accounts registered with the Internet Banking service.

### Historical Transactions Enquiry

A/C Name	A/C Number	A/C Bank
		Bank of China (UK) Limited Branch

From: 2009/10/16 To: 2009/10/16

Submit Reset

**i** (1) You can view transaction details over the last 12 months.  
(2) Time period should not exceed 3 months for each enquiry.

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**\* Select an account then click 'Submit' button.**

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Account Management - Account Information Enquiry - Historical Transactions - Windows Internet Explorer

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Account Management | Transfer | Supporting Service | Settings

Account Information Enquiry

Current Balance | Current Transactions | Historical Balance | **Historical Transactions**

It displays all accounts you have registered with the internet bank. You can select any one of these accounts and view the transaction details over the last 12 months.

**Historical Transactions Enquiry Results List**

A/C Number: [REDACTED]      A/C Name: [REDACTED]  
A/C Bank: Bank of China (UK) Limited, [REDACTED] Branch      Company: [REDACTED]  
Currency: GBP      Summary Enquiry:

Transaction Number	Transaction Date	Reference	Transaction Currency	Credit/Debit Amount	Account Balance
The account has no transaction information available.					

**\* Details which are shown.**

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