

# APAC - CNAPS code searching

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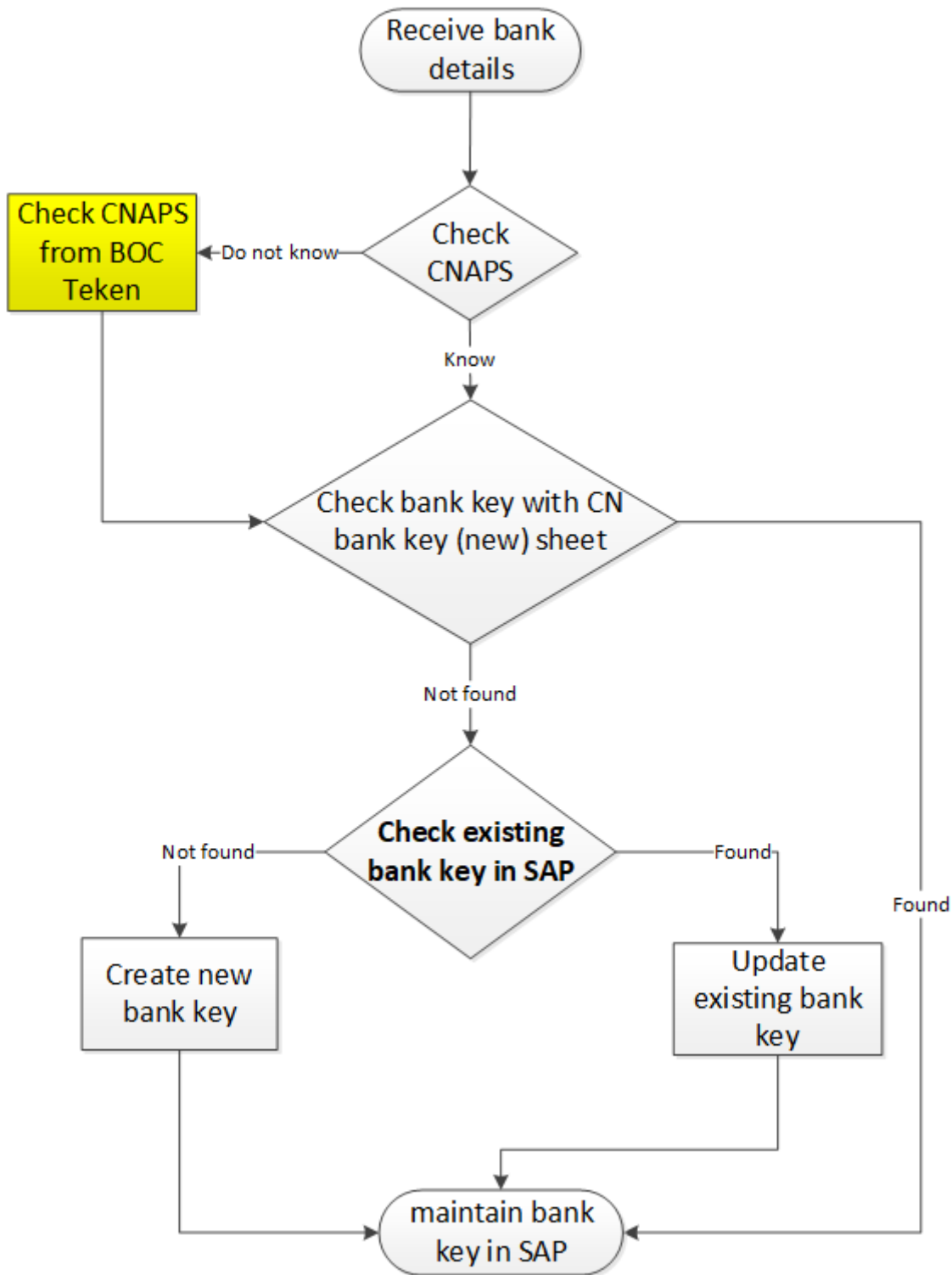
## 1. Objective and scope

This OP is a part of Chinese bank details maintenance which is to check CNAPS code for Chinese bank. Once you get CNAPS code, you can search whether bank key was created or not.

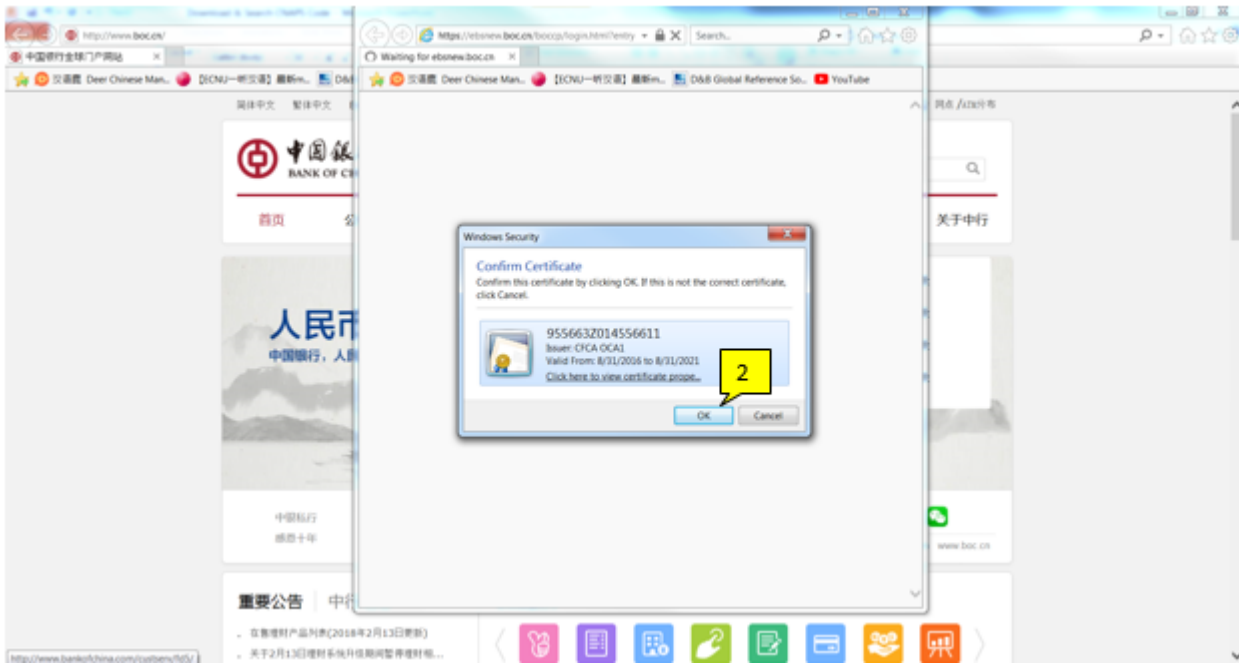
## 2. Context and definition

CNAPS is a unique code represent bank name and branch name which is mandatory information for AP team to run domestic payment

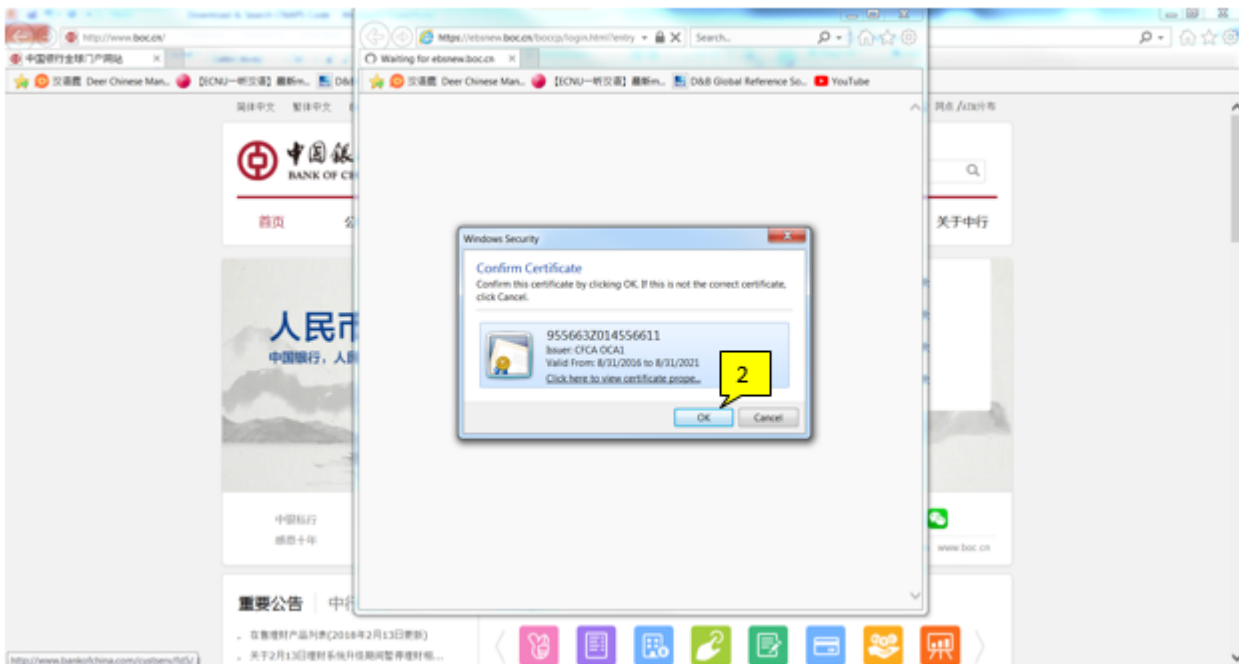
## 3. Flow of CN bank key maintenance



#### 4. How to Login BOC Token



#	Main activities	Tips/Best practices	Key points
1	Click ""		You have to plug in BOC token (USB) into your computer



#	Main activities	Tips/Best practices	Key points
2	Click "OK"		



#	Main activities	Tips/Best practices	Key points
3	Insert token password in 'Password' field		
4	Click "OK"		

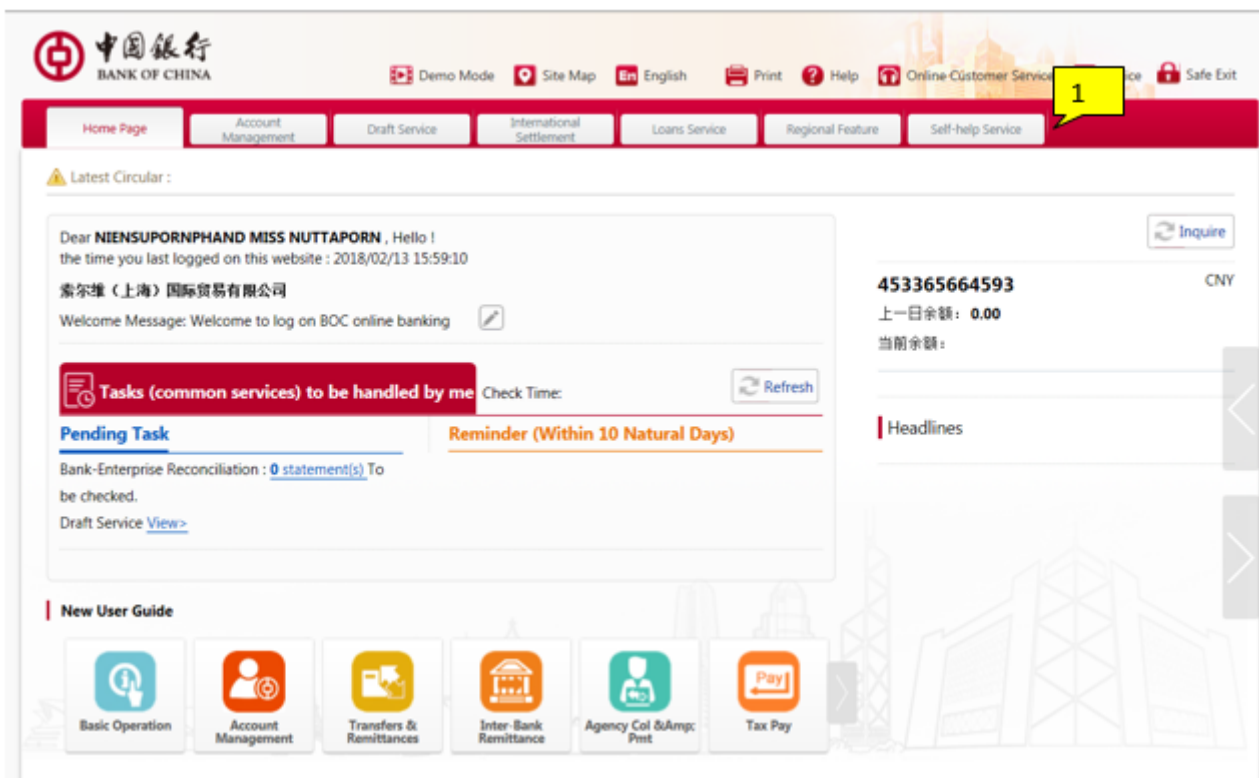


#	Main activities	Tips/Best practices	Key points
5	Insert user name		
6	Insert password		
7	Click 		



#	Main activities	Tips/Best practices	Key points
8	Click ""		
9	Select "English"		

## 5. How to Search CNAPS Code



#	Main activities	Tips/Best practices	Key points
1	Click		

Self-help Service > Management of Transaction Associates > Domestic RMB Payee [You can use this function to add, modify, delete and inquire ab...]

Management of Transaction Associates

Domestic RMB Payee

Payee Name:

Collection Account Currency: CNY

Payee Mobile Phone Number:

Payee E-Mail:

Submit Return

#	Main activities	Tips/Best practices	Key points
2	Select "Management of Transaction Associates"		
3	Click "Domestic RMB Payee"		

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Self-help Service > Management of Transaction Associates > Domestic RMB Payee [ You can use this function to add, modify, delete and inquire ab... ]

Maintain Payee Payee Batch Import Payee Group Management

+ Inquiry Condition  
- Inquire about Result

Payee's Customer ID	Payee Name	Payee's Account Number	Payee's Account Opening Bank	Operation
<input type="checkbox"/>	成都市社会保险事业管理局	122557702458	四川省分行开发西区支行营业部	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Delete</a>
<input type="checkbox"/>	成都住房公积金管理中心	955107000000000	招商银行股份有限公司成都天府大道支行	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Delete</a>
<input type="checkbox"/>	邓卫青	6216611900017556513	中国银行广州水荫路支行	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Delete</a>
<input type="checkbox"/>	葛京生	6222600910026329084	交通银行北京东单支行	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Delete</a>
<input type="checkbox"/>	罗小华	6216611900007056193	广东省分行	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Delete</a>
<input type="checkbox"/>	上海外服(集团)有限公司	083651120100303014006	中国光大银行股份有限公司上海分行营业部	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Delete</a>
<input type="checkbox"/>	索尔德(上海)国际贸易有限公司	03398218015301346	中国农业银行股份有限公司上海外高桥保税区支行	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Delete</a>
<input type="checkbox"/>	索尔德投资有限公司	310066674018000591043	交通银行上海闵行支行	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Delete</a>
<input type="checkbox"/>	索尔德(上海)国际贸易有限公司	310066674018002223073	交通银行上海闵行支行	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Delete</a>
<input type="checkbox"/>	索尔德(上海)国际贸易有限公司北京分公司	110060194018010013509	交通银行北京东单支行	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Delete</a>
<input type="checkbox"/>	索尔德(上海)国际贸易有限公司成都分公司	125282356653	中国银行成都王府井支行	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Delete</a>
<input type="checkbox"/>	索尔德(上海)国际贸易有限公司广州分公司	702957735791	广东省分行	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Delete</a>
<input type="checkbox"/>	翟刚	6222600910026329076	交通银行北京东单支行	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Delete</a>
<input type="checkbox"/>	屠欣	6222600910026329118	交通银行北京东单支行	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Delete</a>

Select All [Inquiry Result Download](#) [Batch Delete](#) Inquired 14 records Current 4 / Total 1 pages [Previous Page](#) [Next Page](#) Goto  pages [Go](#)

[Add BOC Payee](#) [Add Non-BOC Payee](#)

Home Page Set Welcom... x Domestic R... x

#	Main activities	Tips/Best practices	Key points
4	Click <a href="#">Add Non-BOC Payee</a>		

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Self-help Service > Management of Transaction Associates > Domestic RMB Payee [ You can use this function to add, modify, delete and inquire ab... ]

Add Non-BOC Payee

\*Payee's Account Number:

\*Payee Name:

\*Payee Account Type: Corporate Account

\*Collection Account Currency: CNY

\*Payee's Account Opening Bank:  [Search](#) **5**

Payee Mobile Phone Number:

Payee E-Mail:

Payee's Customer ID:

Payee Fax:

Payee Address:

Clearing Bank Name:  [Search](#)

Clearing Bank Number of Receiving Bank:

Payee Groups: [Grouping](#)

[Submit](#) [Return](#)

Service Hotline: 95566 | Security Note: Bank of China Limited All Rights Reserved Page Number: 060202

#	Main activities	Tips/Best practices	Key points
5	Click <a href="#">Search</a>		

**Payee Bank Inquiry**

Opening Bank Name/CNAPS Code:

招商银行股份有限公司上海张江支行/308290003492  
 交通银行上海张江支行/301290050949  
 中国工商银行上海市张江支行/102290019495  
 平安银行股份有限公司上海张江支行/307290023023  
 兴业银行股份有限公司上海张江支行/309290000502  
 中国建设银行股份有限公司上海张江支行/105290039006  
 中国民生银行股份有限公司上海张江支行/305290002705  
 中国农业银行股份有限公司上海张江高科技园区支行/103290077105  
 中国农业银行股份有限公司上海张江集电港支行/103290077148  
 中国农业银行股份有限公司上海张江路支行/103290077197  
 402893200027  
 402893200051  
 402893200086  
 402893200078

Bank Name	Operation
阿巴嘎旗农村信用合作联社	Select
阿坝县农村信用合作社联合社	Select
阿坝州农村信用联社股份有限公司	Select
阿合奇县农村信用合作社	Select
阿克塞哈萨克族自治县农村信用合	Select
阿克陶县农村信用合作联社阿克陶	Select
阿克陶县农村信用合作联社巴仁信	Select
阿克陶县农村信用合作联社加马铁热克信用社	Select
阿克陶县农村信用合作联社克孜勒陶信用社	Select
阿克陶县农村信用合作联社莫十塔格信用社	Select

#	Main activities	Tips/Best practices	Key points
6	Insert either the keyword of bank and branch name in Chinese		
7	Select the correct bank/branch name and CNAPS		Possible bank/branch and CNAPS will be shown in the list

## 6. How to Download CNAPS Code

Home Page | Account Management | Transfers & Remittances | Liquidity Management | Draft Service | International Settlement | Loans Service | Regional Feature | Administrator | Self-help Service

Latest Circular [关于4月17-21日系统升级期间部分理财产品暂停交易的公告](#)

Dear 杨浩蓉, Hello! the time you last logged on this website: 2017/04/18 11:16:22

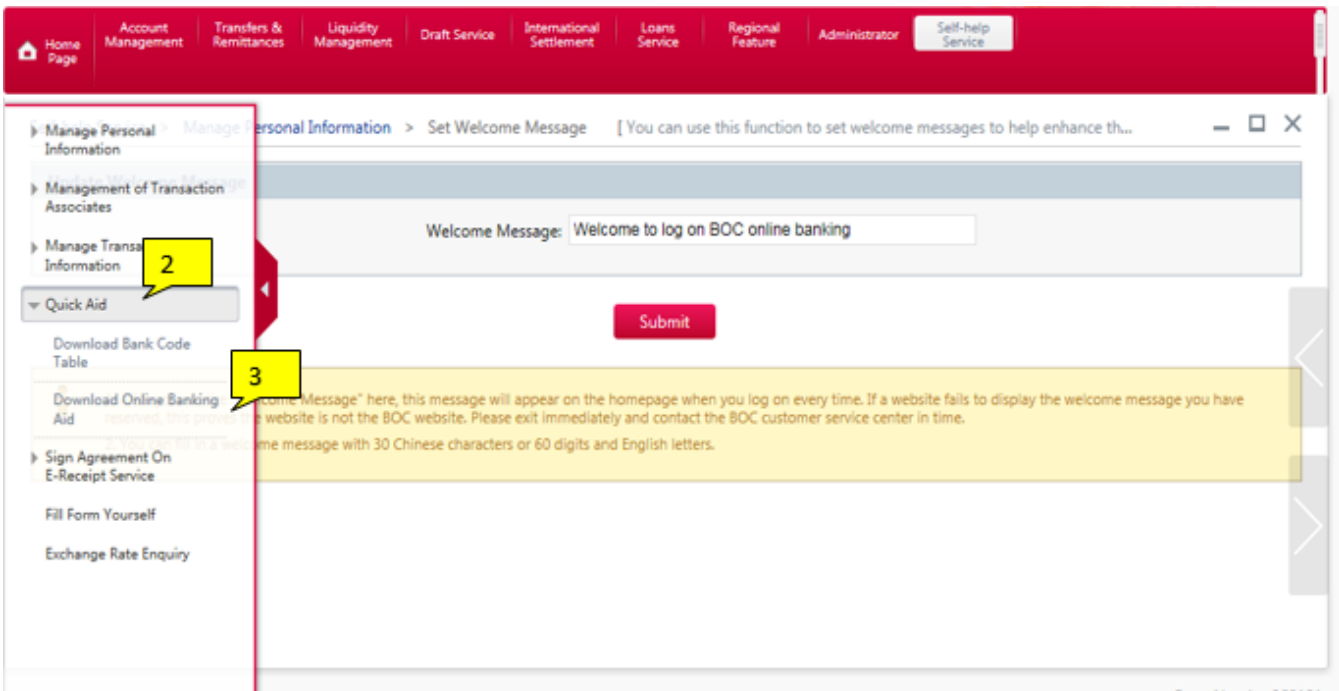
索尔维投资有限公司

Welcome Message: Welcome to log on BOC online banking

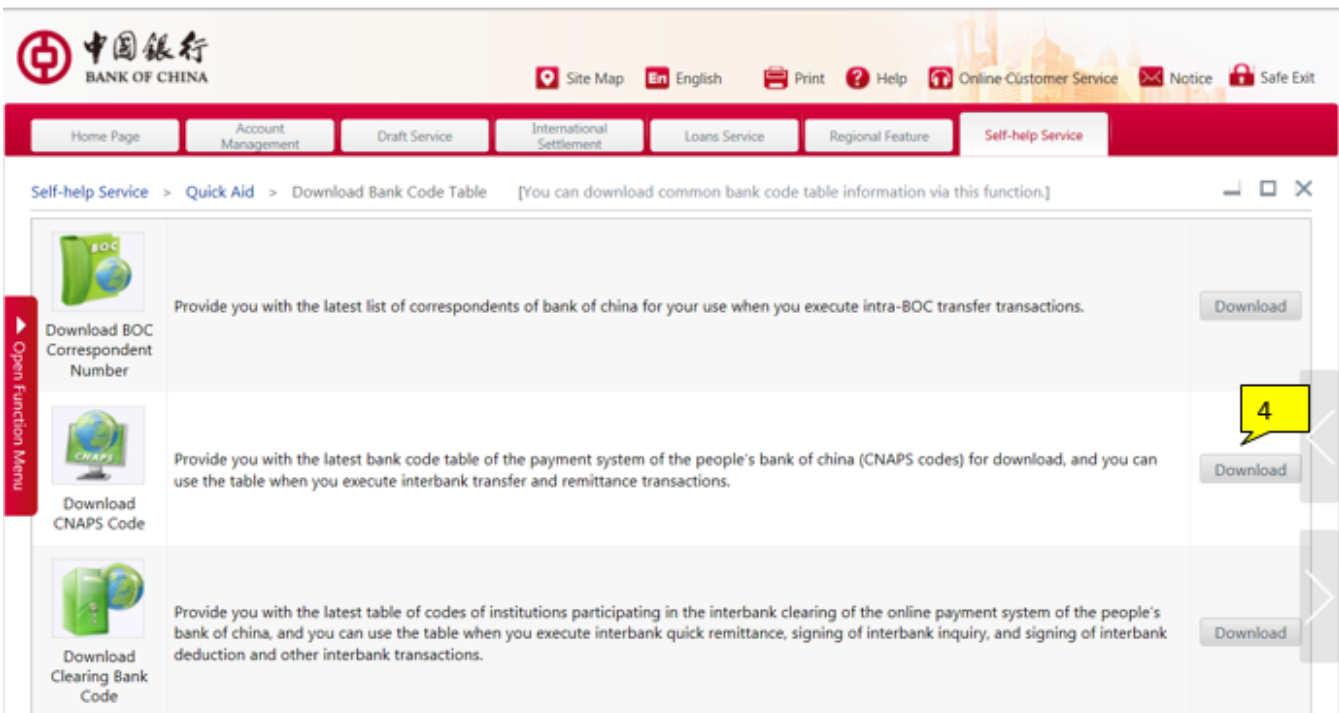
**Column of BOC Global Cash Management**

#	Main activities	Tips/Best practices	Key points
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1	Click <b>Self-help Service</b>		
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#	Main activities	Tips/Best practices	Key points
2	Click "Quick Aid"		
3	Click "Download Bank Code Table"		



#	Main activities	Tips/Best practices	Key points
4	Click "Download" in 'Download CNAPS Code'		

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Self-help Service > Quick Aid > Download Bank Code Table [You can download common bank code table information via this function.]

Download BOC Correspondent Number  
Provide you with the latest list of correspondents of bank of china for your use when you execute intra-BOC transfer transactions.

Download CNAPS Code  
Provide you with the latest bank code table of the payment system of the people's bank of china (CNAPS codes) for download, and you can use the table when you execute interbank transfer and remittance transactions.

Download Clearing Bank Code  
Provide you with the latest table of codes of institutions participating in the interbank clearing of the online payment system of the people's bank of china, and you can use the table when you execute interbank quick remittance, signing of interbank inquiry, and signing of interbank deduction and other interbank transactions.

Download of Electronic Bill Bank Code  
We provide the latest bank code list download of the PBOC electronic bill system for your use in bill service.

Do you want to open or save **cnap.zip** from **dlseiv.boc.cn**? Open Save Cancel

#	Main activities	Tips/Best practices	Key points
5	Click		

Home Page Account Management Draft Service International Settlement Loans Service Regional Feature Self-help Service

Self-help Service > Quick Aid > Download Bank Code Table [You can download common bank code table information via this function.]

Download BOC Correspondent Number  
Provide you with the latest list of correspondents of bank of china for your use when you execute intra-BOC transfer transactions.

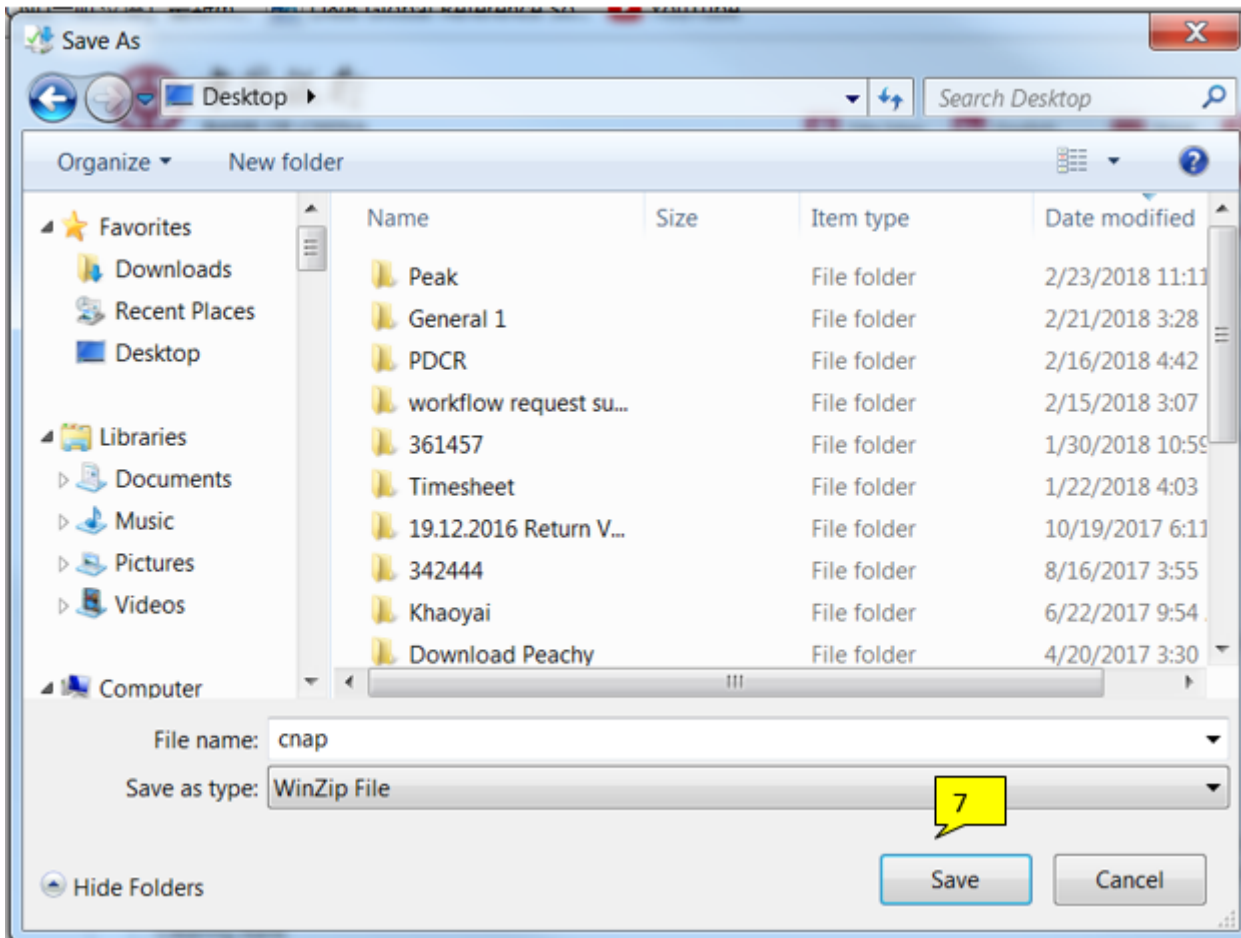
Download CNAPS Code  
Provide you with the latest bank code table of the payment system of the people's bank of china (CNAPS codes) for download, and you can use the table when you execute interbank transfer and remittance transactions.

Download Clearing Bank Code  
Provide you with the latest table of codes of institutions participating in the interbank clearing of the online payment system of the people's bank of china, and you can use the table when you execute interbank quick remittance, signing of interbank inquiry, and signing of interbank deduction and other interbank transactions.

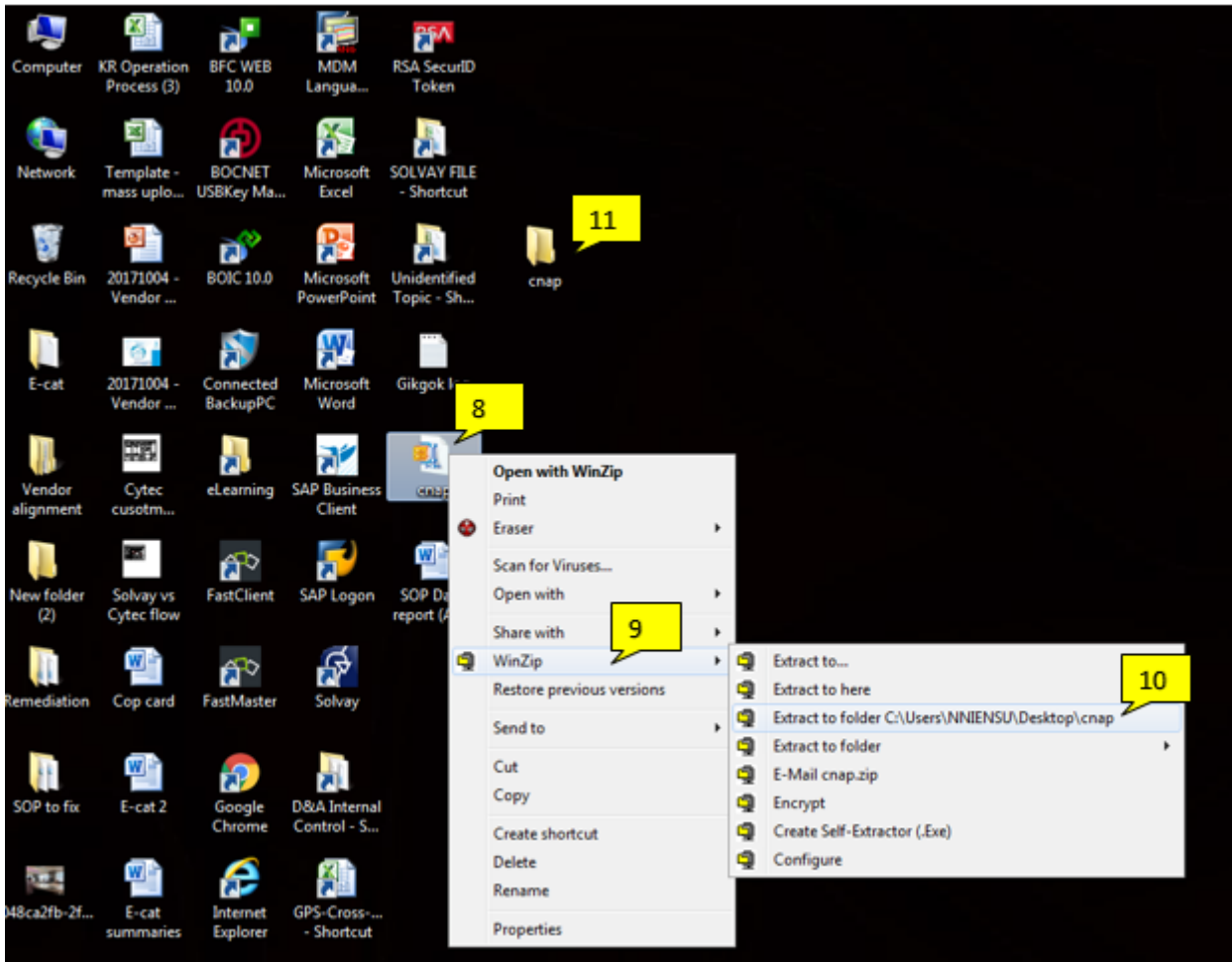
Download of Electronic Bill Bank Code  
We provide the latest bank code list download of the PBOC electronic bill system for your use in bill service.

Do you want to open or save **cnap.zip** from **dlseiv.boc.cn**? Open Save Save as Save and open

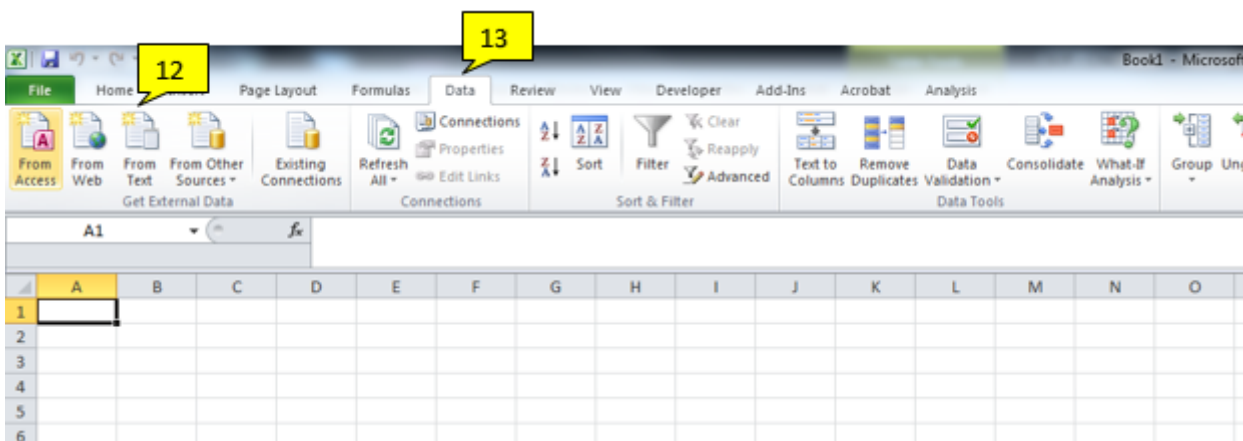
#	Main activities	Tips/Best practices	Key points
6	Click "Save as"		



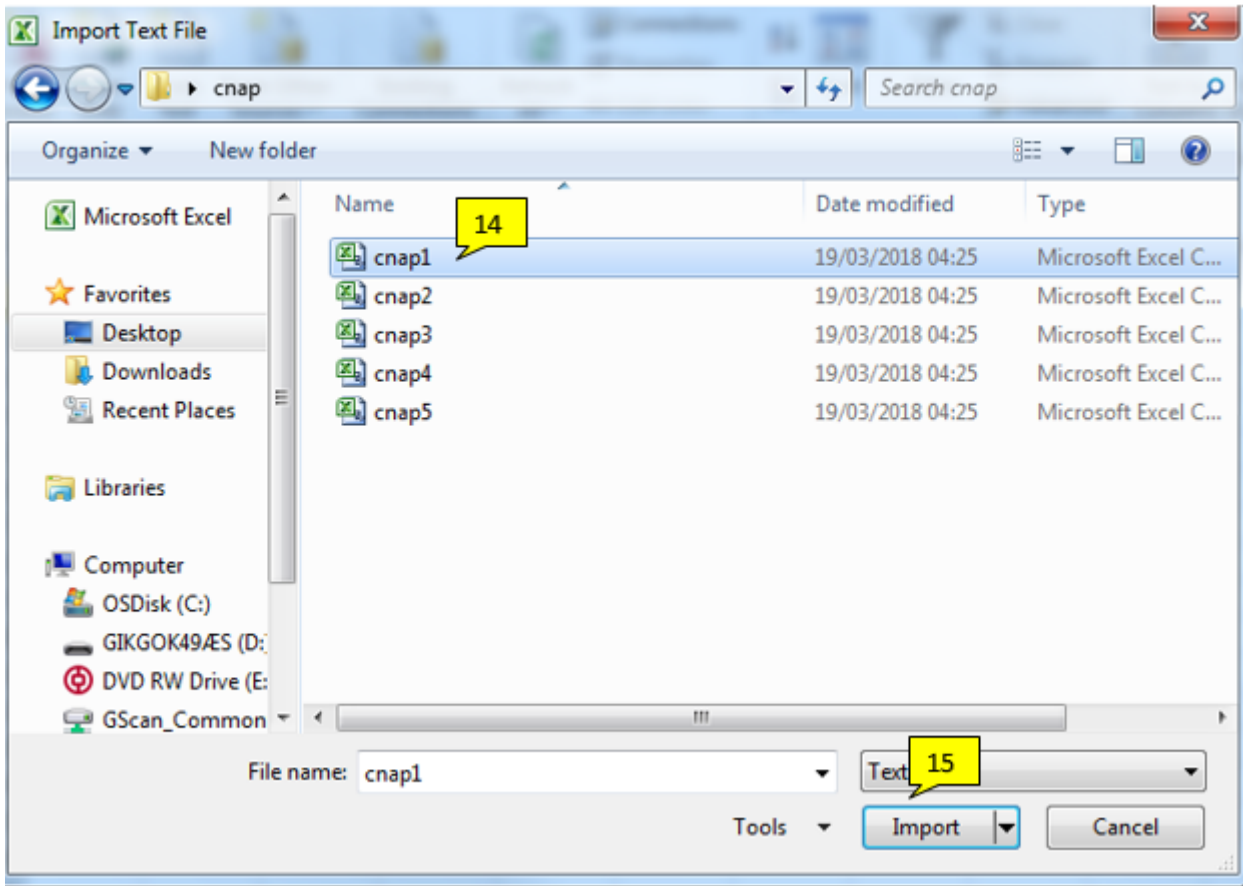
#	Main activities	Tips/Best practices	Key points
7	Select your destination to save and click "Save"		




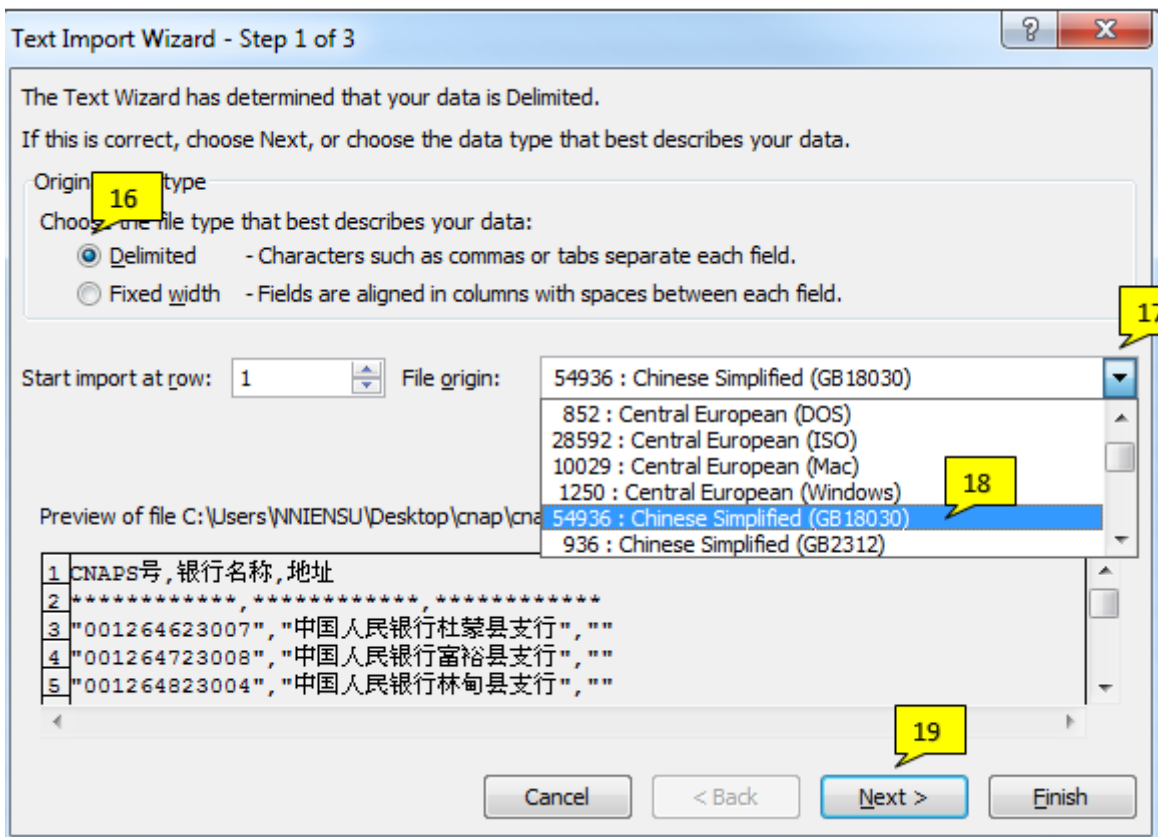
#	Main activities	Tips/Best practices	Key points
8	Click "Right" on your mouse on the file you just downloaded		
9	Select "WinZip"		
10	Select "Extract to folder ....."		Do not select "Extract to folder"
11	The file will be extracted and saved in the same place you downloaded CNAPS file		





#	Main activities	Tips/Best practices	Key points
12	Open "Excel" and click "Data"		
13	Select		



#	Main activities	Tips/Best practices	Key points
14	Select the file	Always start with cnap1	You can select one file each time
15	Click 		



#	Main activities	Tips/Best practices	Key points
16	Select "Delimited"		

17	Click 		
18	Select "54936: Chinese Simplified (GB18030)"		
19	Click 		

**Text Import Wizard - Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

**Delimiters**

Tab 20


Semicolon

Comma

Space

Other:

Treat consecutive delimiters as one


Text qualifier:  

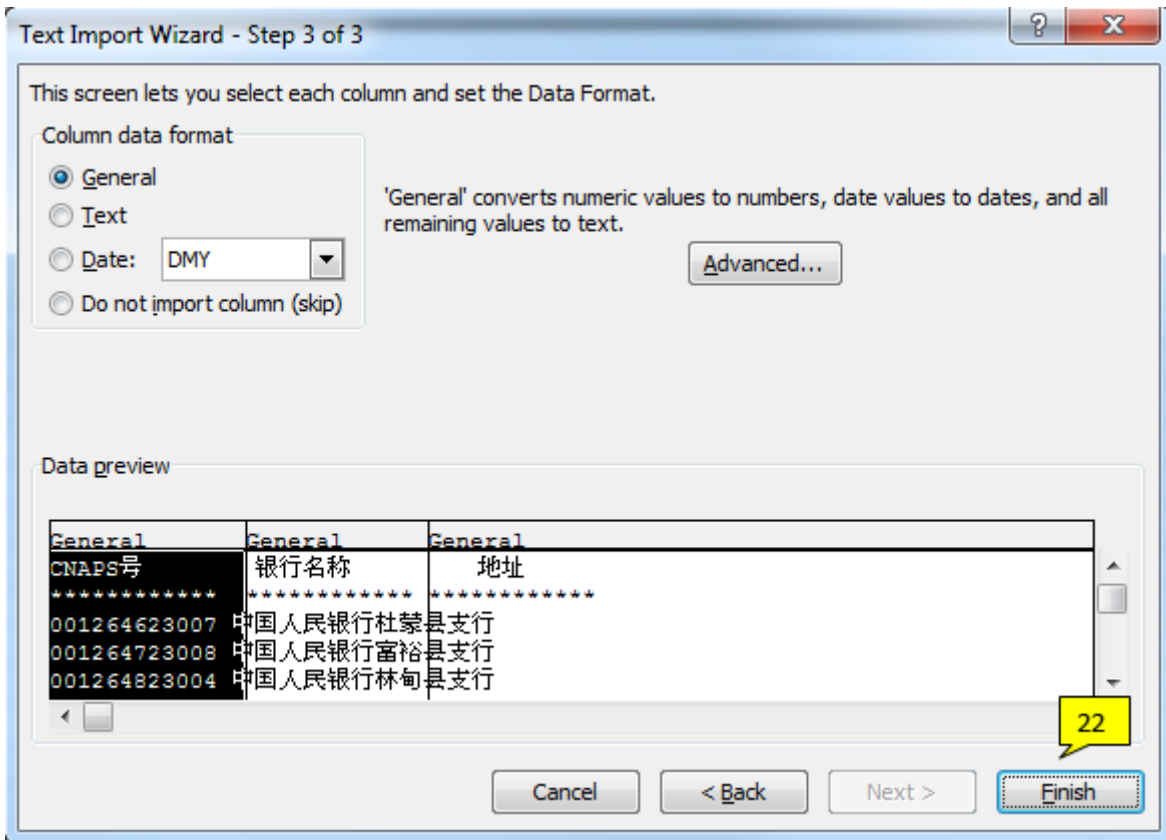
**Data preview**


CNAPS号	银行名称	地址
001264623007	中国人民银行杜蒙县支行	
001264723008	中国人民银行富裕县支行	
001264823004	中国人民银行林甸县支行	

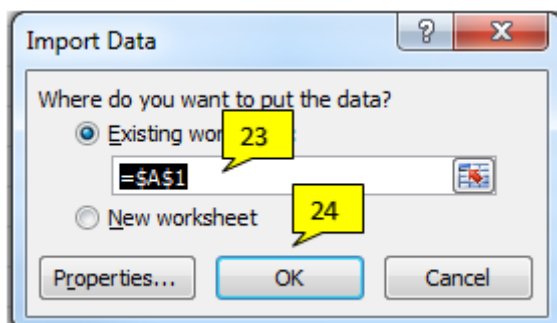
21

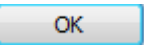
Cancel   < Back   **Next >**   Finish

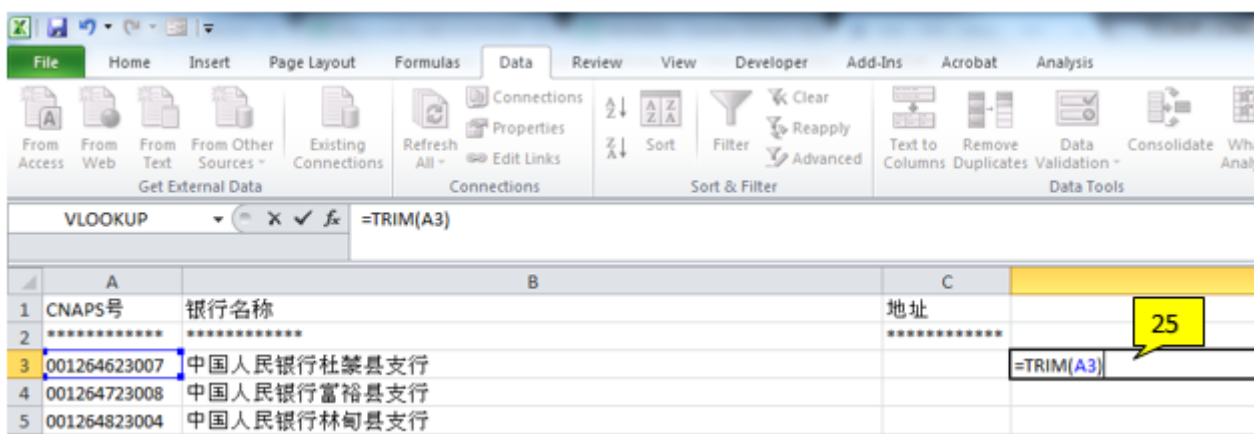
#	Main activities	Tips/Best practices	Key points
20	Select only "Comma"		
21	Click 		



#	Main activities	Tips/Best practices	Key points
22	Click 		



#	Main activities	Tips/Best practices	Key points
23	Insert "\$A\$1"		
24	Click 		



#	Main activities	Tips/Best practices	Key points
25	Click cell D3 and try formula " =trim(A3) " and then click "Enter" on keyboard		


#	Main activities	Tips/Best practices	Key points
26	Double click on the lower right corner to copy formula from D3 to the end of row		

#	Main activities	Tips/Best practices	Key points
27	Click "Right" on your mouse at column D		
28	Select "Copy"		

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
1	CNAPS号	银行名称	地址	
2	*****	*****	*****	
3	001264623007	中国人民银行杜蒙县支行		00126462300
4	001264723008	中国人民银行富裕县支行		00126472300
5	001264823004	中国人民银行林甸县支行		00126482300
6	001252022000	中国人民银行松原市中心支行		00125202200
7	001261023000	中国人民银行哈尔滨中心支行营业部		00126102300
8	001261023059	中国人民银行巴彦县支行		00126102305
9	001261023067	中国人民银行宾县支行		00126102306
10	001264923003	中国人民银行克山县支行		00126492300
11	001272123002	中国人民银行桦南县支行		00127212300
12	001274123009	中国人民银行勃利县支行		00127412300
13	001275723000	中国人民银行绥芬河市支行		00127572300
14	001276423006	中国人民银行海伦市支行		00127642300
15	001277223002	中国人民银行明水县支行		00127722300

Callout 29 points to the right-click action on column D. Callout 30 points to the 'Paste Special' option in the context menu, specifically the 'Values (V)' sub-option. A callout 123 points to the 'Paste Special' icon in the context menu.

#	Main activities	Tips/Best practices	Key points
29	Click "Right" on your mouse at column D again		
30	Click 		The formula will be removed

	A	B	C	D
4	001264723008	中国人民银行富裕县支行		001264723008
5	001264823004	中国人民银行林甸县支行		001264823004
6	001252022000	中国人民银行松原市中心支行		001252022000
7	001261023000	中国人民银行哈尔滨中心支行营业部		001261023000
8	001261023059	中国人民银行巴彦县支行		001261023059
9	001261023067	中国人民银行宾县支行		001261023067
10	001264923003	中国人民银行克山县支行		001264923003
11	001272123002	中国人民银行桦南县支行		001272123002
12	001274123009	中国人民银行勃利县支行		001274123009
13	001275723000	中国人民银行绥芬河市支行		001275723000
14	001276423006	中国人民银行海伦市支行		001276423006
15	001277223002	中国人民银行明水县支行		001277223002
16	001272723008	中国人民银行抚远县支行		001272723008
17	001272923003	中国人民银行同江市支行		001272923003
18	001275823005	中国人民银行密山市支行		001275823005
19	001276523000	中国人民银行望奎县支行		001276523000
20	001277323006	中国人民银行绥化县支行		001277323006
21	001272623007	中国人民银行饶河县支行		001272623007
22	001272823004	中国人民银行友谊县支行		001272823004
23	001275323003	中国人民银行穆稜市支行		001275323003
24	001275623006	中国人民银行虎林市支行		001275623006
25	001277123001	中国人民银行庆安县支行		001277123001
26	001272423005	中国人民银行宝清县支行		001272423005
27	001276723009	中国人民银行青冈县支行		001276723009
28	001278023002	中国人民银行黑河市中心支行		001278023002
29	001278223000	中国人民银行北安市支行		001278223000
30	001278323005	中国人民银行五大连池市支行		001278323005
31	001272523009	中国人民银行汤原县支行		001272523009
32	001274023005	中国人民银行七台河市中心支行		001274023005
33	001275523002	中国人民银行林口县支行		001275523002
34	001276323002	中国人民银行肇东市支行		001276323002
35	001276923008	中国人民银行肇州县支行		001276923008
36	001272323000	中国人民银行桦川县支行		001272323000
37	001273123000	中国人民银行富锦市支行		001273123000
38	001275123008	中国人民银行宁安市支行		001275123008
39	001191015057	中国人民银行清水河县支行		001191015057
40	001148813007	中国人民银行安平县支行		001148813007
41	001164014000	中国人民银行长治市中心支行		001164014000
42	001192015004	中国人民银行包头市中心支行		001192015004
43	001192015012	中国人民银行包头市郊区支行		001192015012

#	Main activities	Tips/Best practices	Key points
31	Click to open new worksheet	You will need to repeat step #13 - #31 until you complete all files	You can combine all worksheets into 1 worksheet if you want