

# Download Bank Statement- Korea

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## 2. Objective and Scope

This operational procedure (OP) demonstrates processes and procedures to download bank statement for Korea legal entities. This OP provides instruction for users to perform recurring activities and reacting expected scenarios.

This operational procedure (OP) applies for download statement activities of Korea entities:

- Solvay Specialty Polymers Korea Co Ltd (3383)
- Solvay Korea Co Ltd (5957)
- Daehan Solvay Special Chemicals Co Ltd (0387)
- Solvay Chemicals Korea Co., Ltd (7525)
- Solvay Silica Korea Co., Ltd (6746)

This operational procedure (OP) include how to retrieve bank statement from 7 bank website

## 3. Definitions

- SBS: In the current document, "Solvay Business Services" will be replaced by its abbreviation "SBS".
- AR BO: Accounts Receivable Back Office
- OP: Operating procedure
- CA: Customer Assistant Representative

## 4. Process Flows

Regarding AR Clearance incoming Payment, The Daily basis operation is download bank statement for monitoring customer incoming payment

## Scope



APAC

Korea

## ERP



PF1

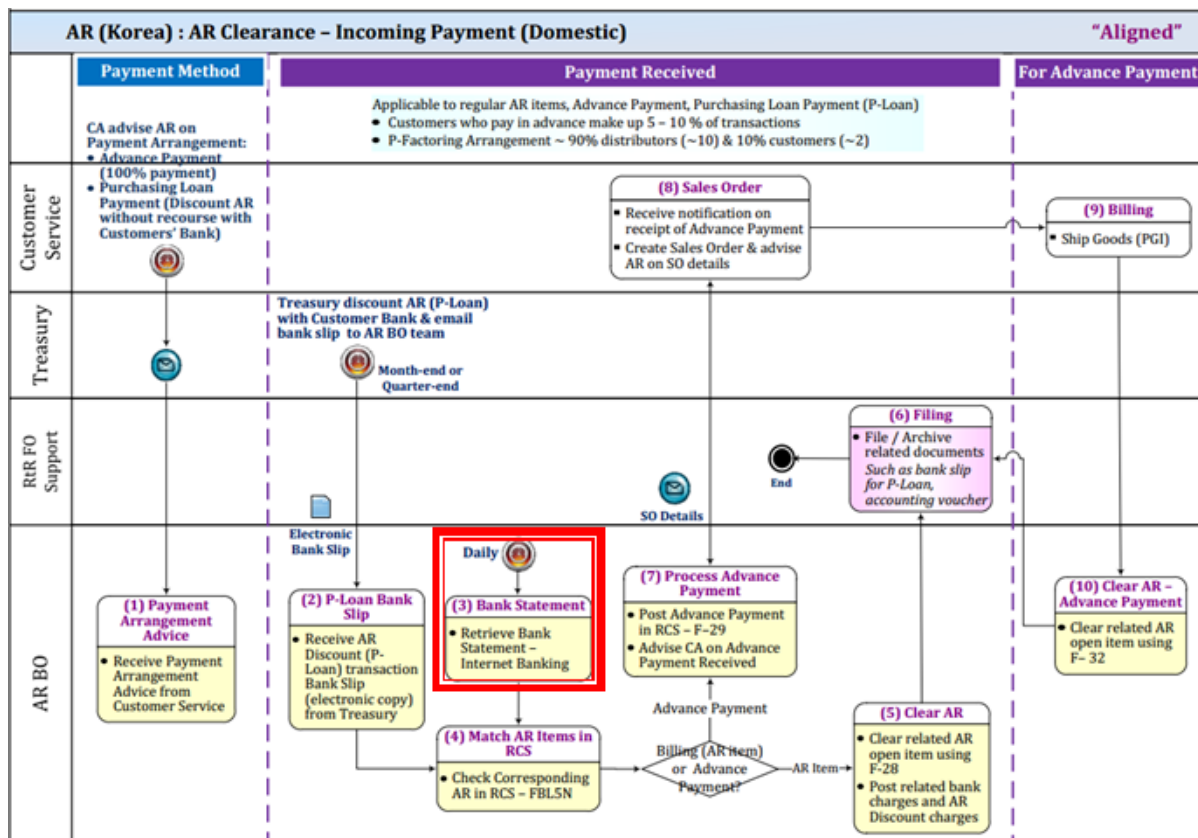


WP1

## References

## Attachments

LOP of Accounts Receivable Korea (RCS)



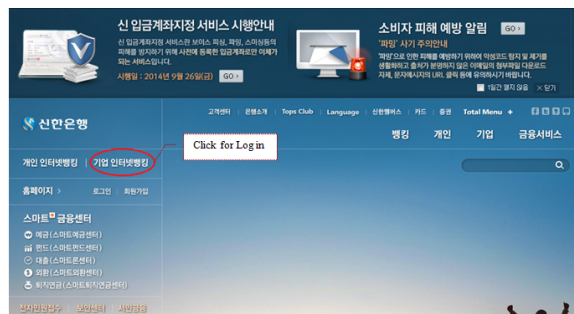
Downloading bank statement by each bank as following below.

## 4.1 SHINHAN Bank

Website: <http://www.shinhan.com/>

|              |              |
|--------------|--------------|
| Company Code | Password     |
| 7525         | Rhodia04-1   |
| 6746         | Rhodia6746-1 |
| 3383         | solvay2015// |
| 5957         | sfk77834!!   |
| 0387         | dsc72532!!   |

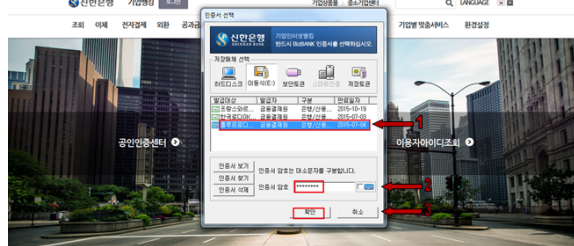
- On first website page click login button



- Then click button to choose certificate



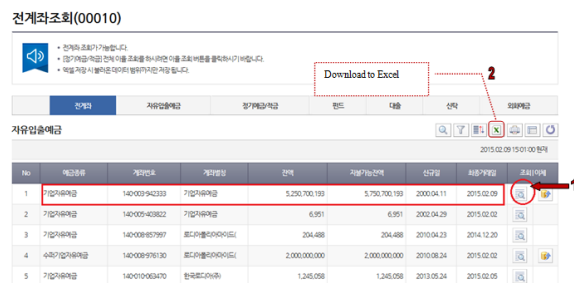
- Choose certificate that one match with bank (1)
- And fill the password by each company code (one by one) (2), Click OK (3)



- Click statement of account



- choose account number that you want to see details by transactions
- Click preview the details. (1)
- Click "Excel button" to download in excel file (2)



- will see the transaction of statement

| Incoming Transaction          |                     | Outgoing Transaction     |        |
|-------------------------------|---------------------|--------------------------|--------|
| No                            | 거래일시                | 입금액                      | 출금액    |
| 1                             | 2015.02.09 12:09:44 | 24,500,000               | 0      |
| 2                             | 2015.02.09 09:39:24 | 15,345,000               | 0      |
| 3                             | 2015.02.08 10:16:42 | 137,516,989              | 0      |
| 4                             | 2015.02.07 01:53:01 | 0                        | 31,942 |
| 5                             | 2015.02.06 15:54:08 | 4,957,797                | 0      |
| 6                             | 2015.02.06 15:51:07 | 20,222,136               | 0      |
| 7                             | 2015.02.06 15:27:38 | 2,824,404                | 0      |
| 입금잔액(입금합계: 422,300,366,025 원) |                     | 출금잔액(출금합계: 121,31,942 원) |        |

## 4.2 WOORI Bank

Website: <https://www.wooribank.com/>

Company Code Password

7525 Rhodia04-1

6746 Rhodia6746

3383 solvay2015//

5957 sfk77834!!

0387 dsc72532!!

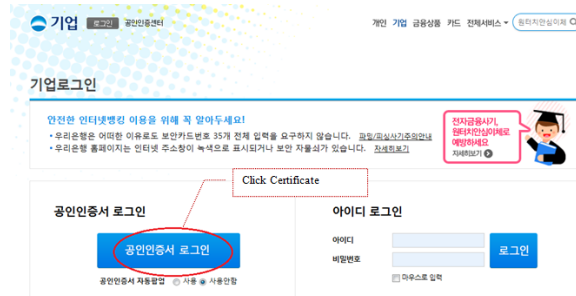
On first website page click login button



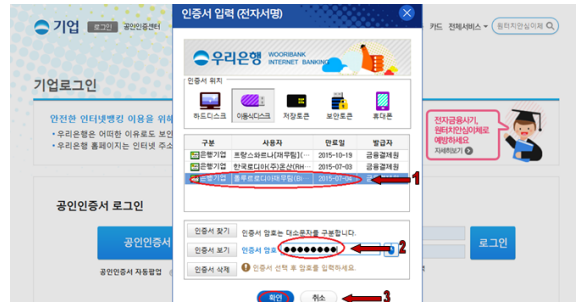
- Then click button to choose certificate



- Then click button to choose certificate



- Choose certificate that one match with bank
- And fill the password by each company code



- Click statement of account



- Choose account number that you want to see details by transactions



- Choose the date
- Click preveiw the details

Then the details will show and download to excel.

| No. | 선별 | 가제일시                  | 적요       | 가제내용      | 지급(₩) | 입금(₩)       | 가제후 잔액(₩)   |
|-----|----|-----------------------|----------|-----------|-------|-------------|-------------|
| 1   | ◎  | 2015.02.05 (14:32:13) | B2B      | 한국윌파이 (주) | 0     | 133,566,950 | 278,370,950 |
| 2   | ◎  | 2015.02.02 (14:36:38) | B2B PLUS | 한국윌팩스 (유) | 0     | 144,804,000 | 144,804,000 |

### 4.3 HANA Bank

Website: <http://corp.hanabank.com/common/main.do> <http://corp.hanabank.com/shhttp/install/index.html?url=http%3A//corp.hanabank.com/common/login/index.do>

| Company Code | Password     |
|--------------|--------------|
| 7525         | Rhodia04-1   |
| 6746         | Rhodia6746   |
| 3383         | solvay2015// |
| 5957         | sfk77834!!   |
| 0387         | dsc72532!!   |

On first website page click login by certificate button

[illegible]

- Choose certificate that one match with bank
- And fill the password by each company code.

- Choose account number that you want to see details by transactions



- Choose account number that you want to see details by transactions



- Choose the date
- Click preview the details

the details will show and download to excel.

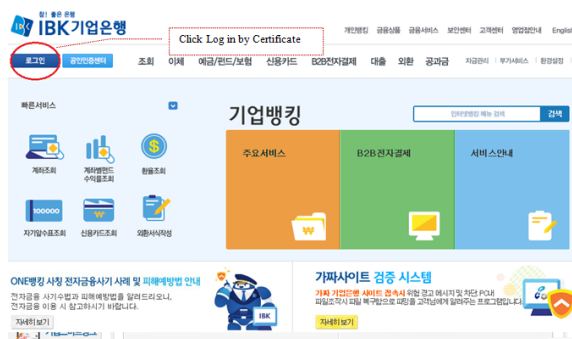


## 4.5 KIUP Bank

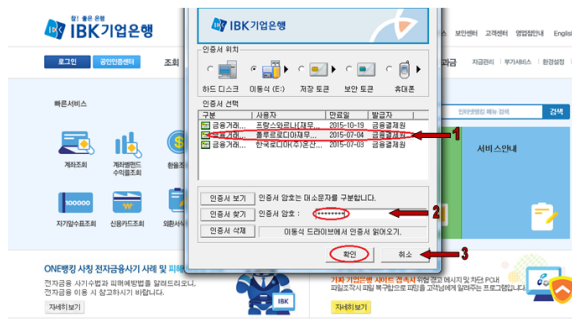
Website: <http://kiup.ibk.co.kr/>

| Company Code | Password     |
|--------------|--------------|
| 7525         | Rhodia04-1   |
| 6746         | Rhodia6746   |
| 3383         | solvay2015// |
| 5957         | sfk77834!!   |
| 0387         | dsc72532!!   |

- On first website page click login by certificate button



- Choose certificate that one match with bank
- And fill the password by each company code.



- Choose account number that you want to see details by transactions



- Choose the date
- Click preview the details
- The details will show and download to excel.

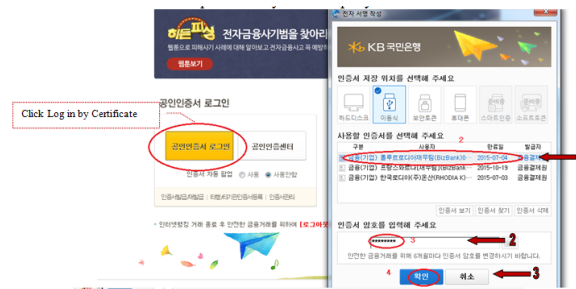


## 4.6 KOOKMIN Bank

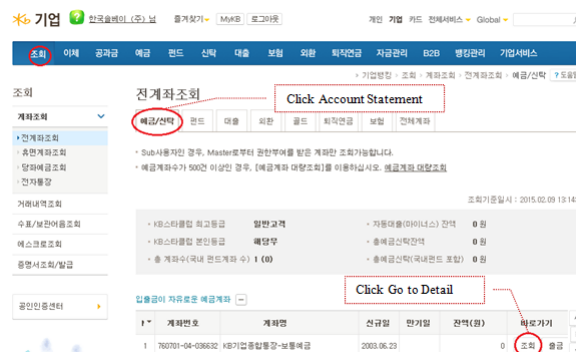
Website: <https://obiz.kbstar.com/quics?page=C015661#CP>

| Company Code | Password     |
|--------------|--------------|
| 7525         | Rhodia04-1   |
| 6746         | Rhodia6746   |
| 3383         | solvay2015// |
| 5957         | sfk77834!!   |
| 0387         | dsc72532!!   |

- On first website page click login by certificate button
- Choose certificate that one match with bank
- And fill the password by each company code.



- Choose account number that you want to see details by transactions



- Choose the date
- Click preview the details

- The details will show and download to excel.

## 4.7 CITI Bank

#### 4.7.1 Cat-I

| Company Code | Password    |
|--------------|-------------|
| 7525         | Rhodia04-1  |
| 3383         | solvay2015/ |
| 5957         | sfk77834!!  |
| 0387         | dsc72532!!  |

- On first website page click login by certificate button
- Choose certificate that one match with bank
- And fill the password by each company code.

- Choose certificate that one match with bank
- And fill the password by each company code.



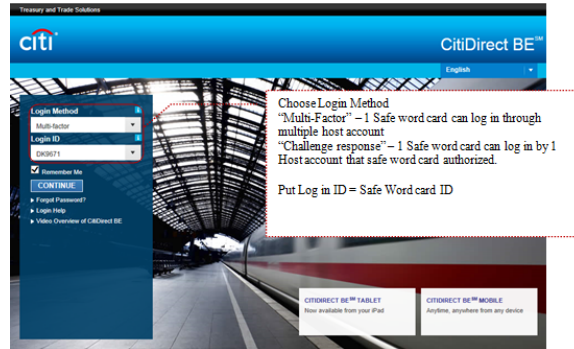
#### 4.7.2 Citi Direct Website

Website: <https://portal.citidirect.com/portalservices/forms/login.pser>

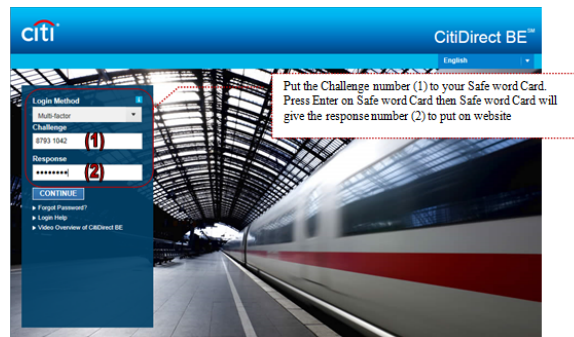
For using Citi direct website , need the safe word card which is issued by CITIBANK to access website instead password



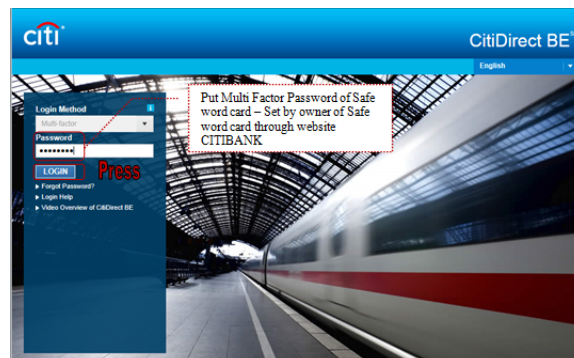
- On first website page click login by certificate button
- Choose Login Method "Multi-Factor" or "Challenge Response"
- Put your Sign-On ID from your Safe-Word card.
- Click Continue



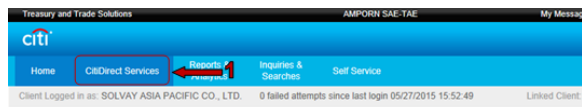
- Log on the safe word card by pin.[Citibank provide password for open the safeword]
- Do challenge response password between website and Safe word card.
- Click Continue



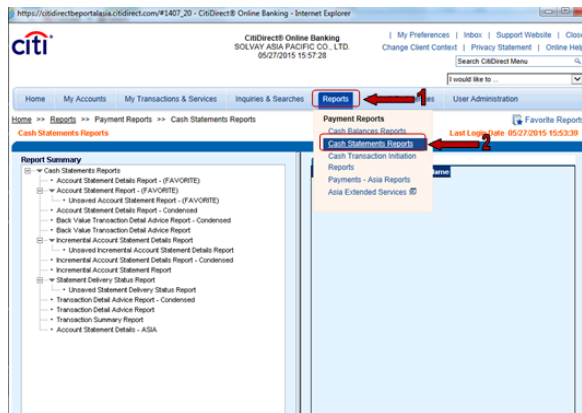
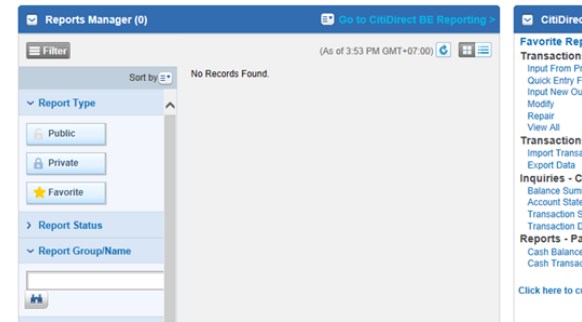
- Put Multi factor password of Safe word card
- Click Login



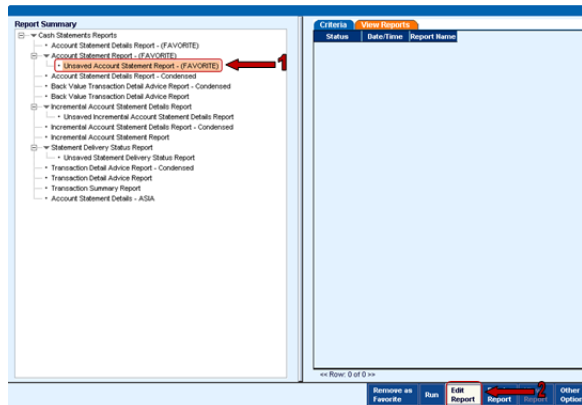
- Click CitiDirect Services



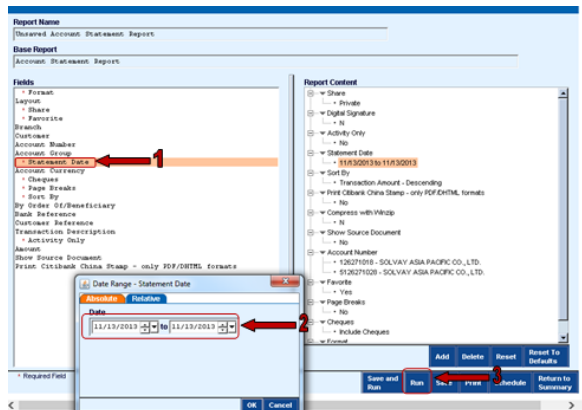
- Go to Reports and then click Cash Statements Reports



- Click Unsaved account statement Report
- Click Edit Report

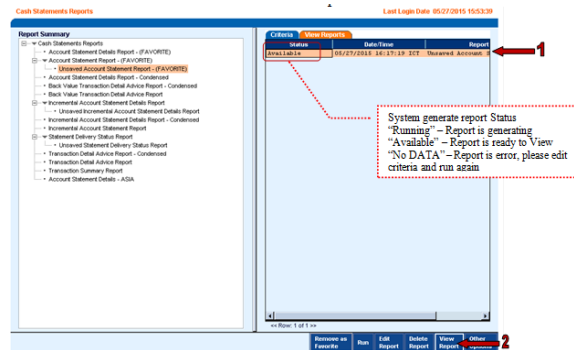


- Put statement date
- Click Run
- Default report format is PDF file, if need other format can be click Format and choose the format which you want.



- Once report status show available

- Click the tab available then click view report



#### 4.7.3 Citi Consolidate Report

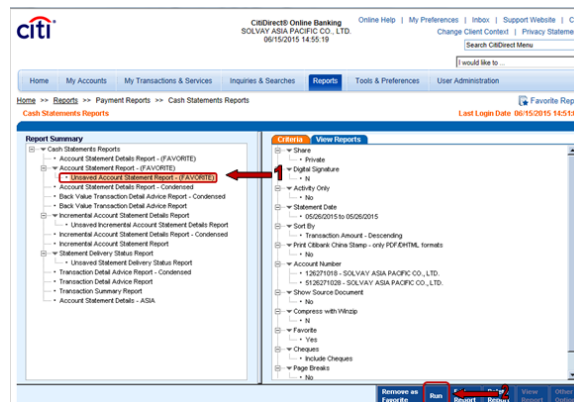
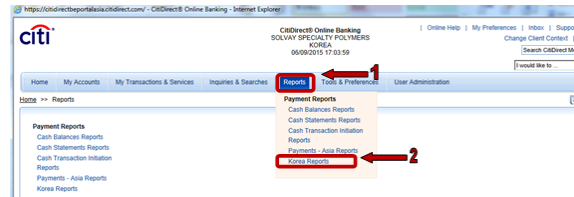
This report is generating for company code 3383 only.

When customer paid to local bank account of 3383, Local bank will transfer the fund to CITIBANK by automatically every day.

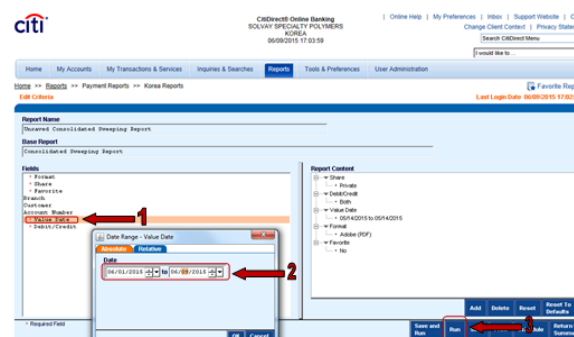
CITIBANK prepare consolidate report to support the incoming transaction.

Step for download consolidate report

- After log in to CitiDirect website
- go to Report and click Korea Reports
- Click Unsaved consolidated Sweeping Report
- Click Criteria
- Click Edit report



- Click Value Date
- Choose the date
- Click Run



- System will generate the report, Status tab would start "Running" when status tab changed to "Available", can view the report.

The screenshot displays the Citibank Online Banking portal. The user is logged in as 'SOLJUN SPYUN/CTY PCL/NEWS' from 'KOREA' on '08/08/2015 17:03:59'. The 'Korea Reports' section is active, showing a 'Report Summary' on the left and a main table on the right. The table has columns for 'Status' and 'Data Year' but contains no data. The sidebar lists several reports, including 'Interest Committed Escrowing Report' which is selected.

System generate report Status  
 "Running" – Report is generating  
 "Available" – Report is ready to View  
 "No DATA" – Report is error, please edit  
 criteria and run again