

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



Korea

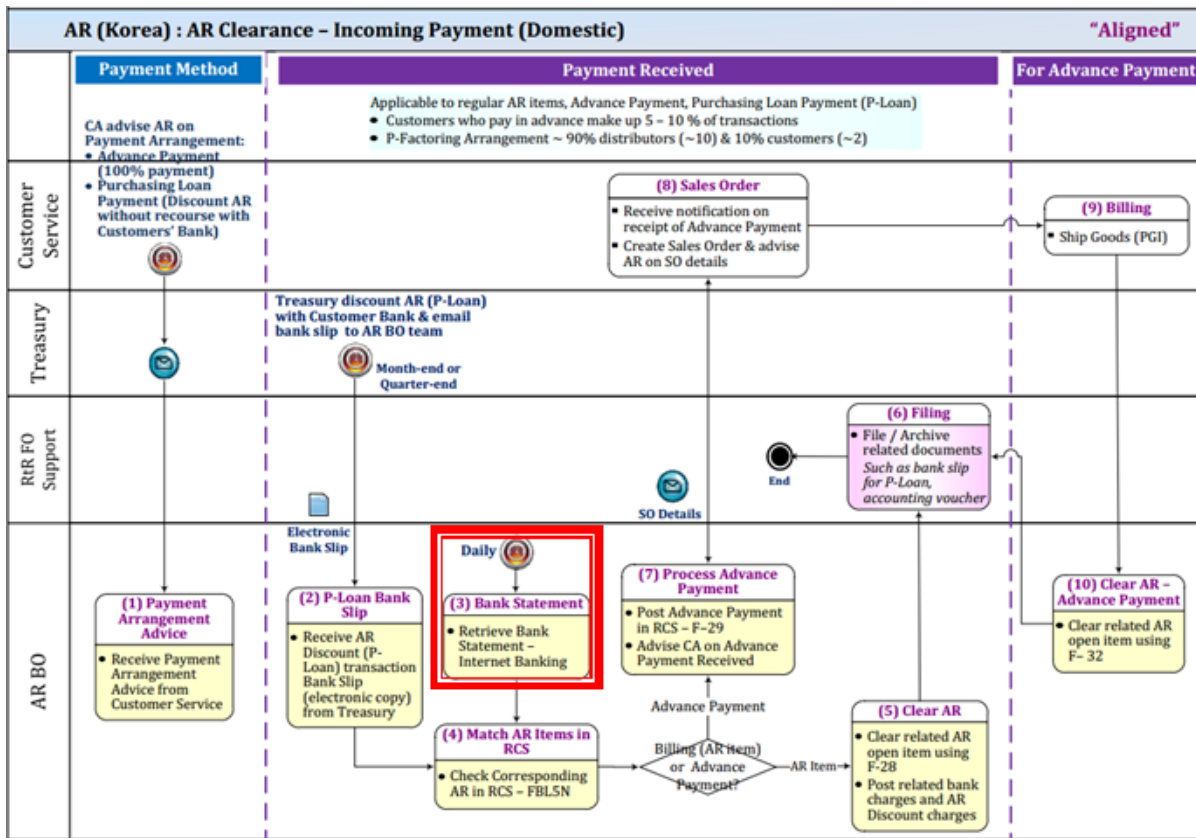
ERP



References

Attachments

LOP of Accounts Receivable Korea (RCS)



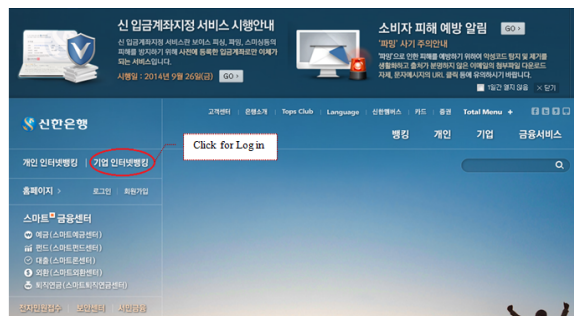
Downloading bank statement by each bank as following below.

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

No	거래일시	원인	입금액	출금액	내역	잔액	거래명	입금인도
1	2015.02.09 12:09:44	타행입	24,500,000	0	(우대)우대-4차	5,750,700.193	(우대)	
2	2015.02.09 09:39:24	타행입	15,345,000	0	상선	5,726,000.193	(우대)	
3	2015.02.08 10:16:42	타행입	137,516,888	0	코리아투자	5,710,885.193	(우대)	
4	2015.02.07 01:53:01	이자	0	31,942	한국투자증권	5,073,336.205	논현동	
5	2015.02.06 15:54:08	대매	4,957,797	0	829010793006	5,073,370.147	논현동	
6	2015.02.06 15:51:07	대매	20,222,136	0	829010793995	5,068,412.390	논현동	
7	2015.02.06 15:27:38	대매	2,824,604	0	820002059407	5,068,190.214	논현동	
입금전사+입금결제 6건 / 203,366,525 원					출금전사+출금결제 1건 / 31,942 원		잔액	5,250,700.193 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

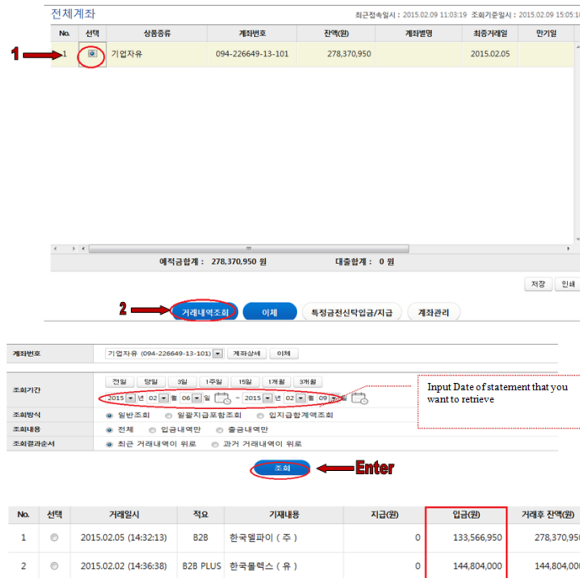


- Click statement of account



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

No	선택	상용종류	계좌번호	잔액(원)	계좌명칭	최종거래일	한기일
1	●	기업자유	094-226649-13-101	278,370,950		2015.02.05	



- Choose the date
- Click preview the details

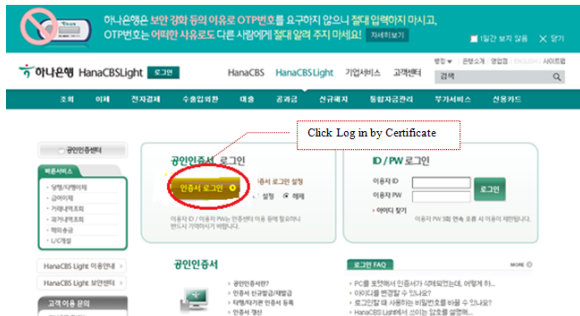
Then the details will show and download to excel.

4.3 HANA Bank

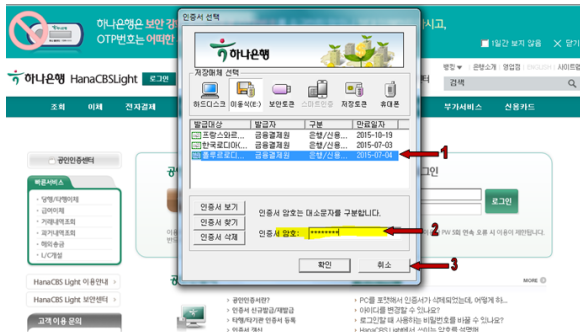
Website: <http://corp.hanabank.com/common/main.do> <http://corp.hanabank.com/shhttp/install/index.html?url=http%3A//corp.hanabank.com/common/login/index.do>

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

On first website page click login by certificate button



- 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.

4.4 KEB Bank

Website: <http://online.keb.co.kr>

Company Code	Password
7525	Rhodia04-1
6746	Rhodia6746
3383	solvy2015//
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.

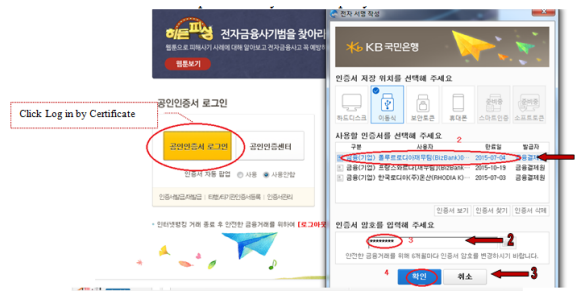


4.6 KOOKMIN Bank

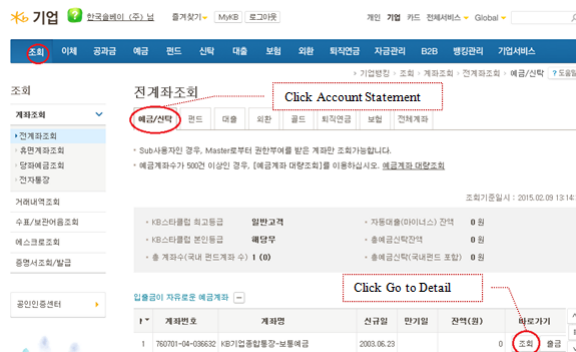
Website: <https://obiz.kbstar.com/quics?page=C015661#CP>

Company Code	Password
7525	Rhodia04-1
6746	Rhodia6746
3383	solvy2015//
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.



조회기간 : 2014.12.26 ~ 2015.01.26

No	선	거래일시	적요	의뢰인/수--	출금액(원)	입금액(원)	잔액(원)
1	●	2015.01.23 11:04:07	인터넷출금이체	한국솔베이(주)	297,460,500	0	9,757
2	●	2015.01.23 10:54:33	인터넷입금이체	B2B연계대출상환	0	297,439,316	297,470,257
3	●	2015.01.23 10:43:49	대체출금	추심수수료	2,000	0	30,941
4	●	2015.01.02 17:06:48	인터넷출금이체	한국솔베이(주)	256,700,500	0	32,941
5	●	2015.01.02 17:01:29	인터넷출금이체	한국솔베이(주)	900,000,500	0	256,733,441
6	●	2015.01.02 16:24:58	인터넷입금이체	B2B연계대출상환	0	1,156,733,941	1,156,733,941
7	●	2014.12.31 19:09:27	인터넷출금이체	신한한국솔베이(-	64,607,954	0	0
8	●	2014.12.30 14:10:04	인터넷입금이체	정화제기(주)	0	64,592,000	64,607,954

4.7 CITI Bank

4.7.1 Cat-I

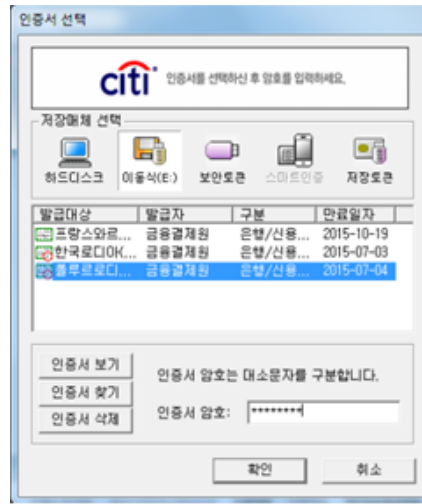
Website: <http://koreacitidirect.citigroup.com/index.jsp>

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

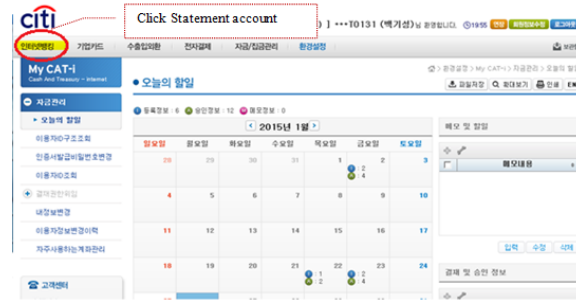
- On first website page click login by certificate button
- Choose certificate that one match with bank
- And fill the password by each company code.



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



- Click Statement details account



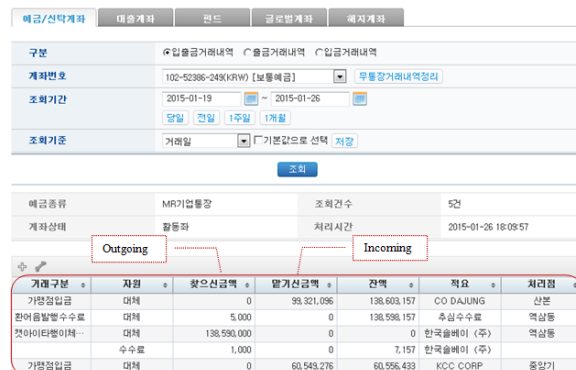
- Choose account number that you want to see details by transactions



- Choose the date
- Click preview the details



- Then the details will show and can download to excel.



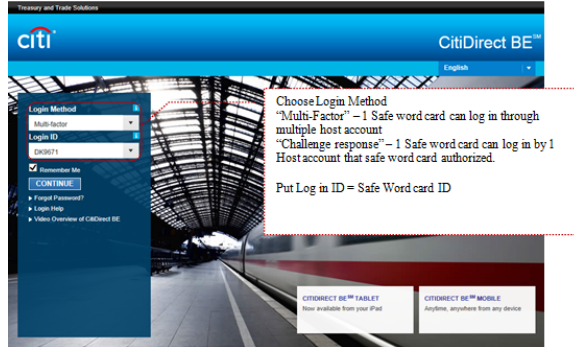
4.7.2 Citi Direct Website

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



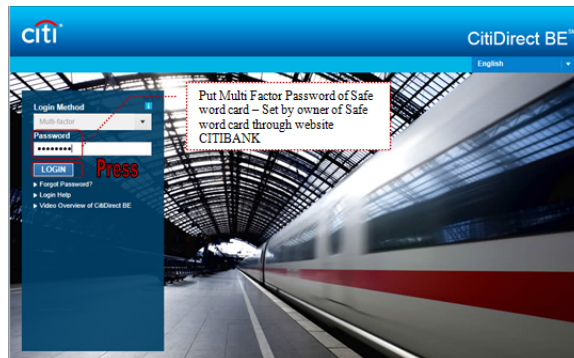
- On first website page click login by certificate button
- Choose Login Method "Multi-Factor" or "Challenge Response"
- Put your Sign-On ID from your Safe-Word card.
- Click Continue



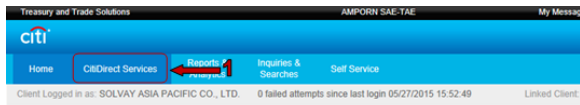
- Log on the safe word card by pin.[Citibank provide password for open the safeword]
- Do challenge response password between website and Safe word card.
- Click Continue



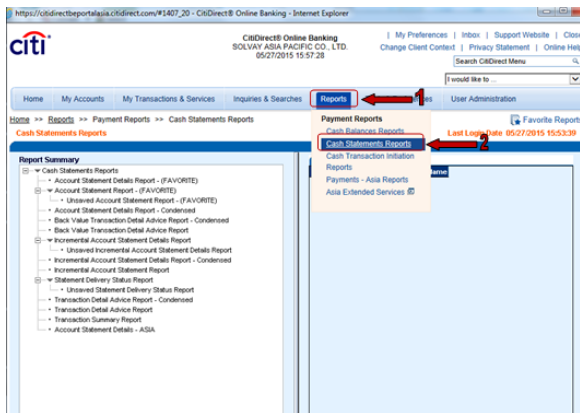
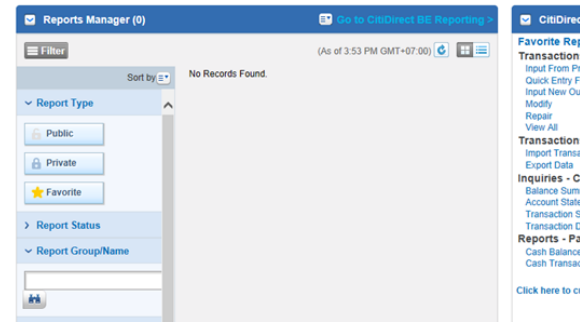
- Put Multi factor password of Safe word card
- Click Login



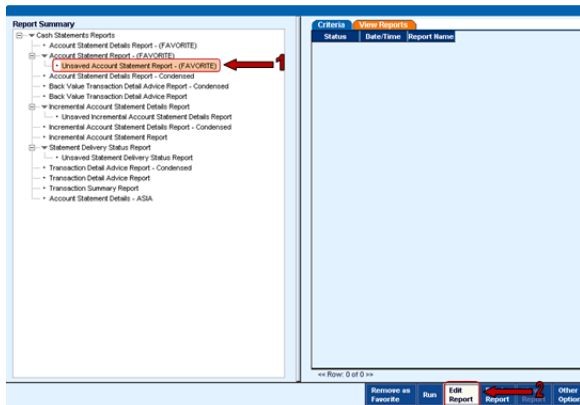
- Click CitiDirect Services



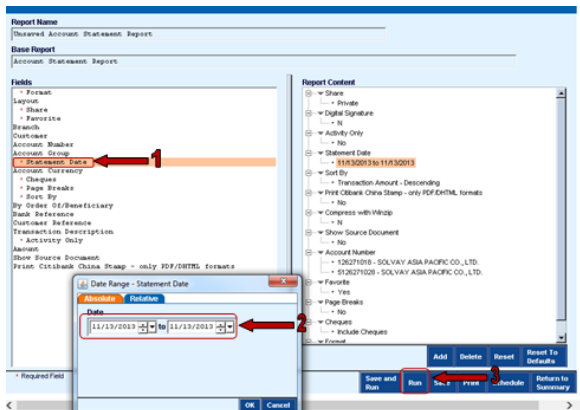
- Go to Reports and then click Cash Statements Reports



- Click Unsaved account statement Report
- Click Edit Report

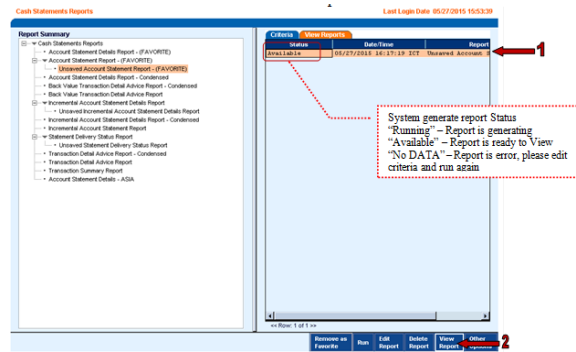


- Put statement date
- Click Run
- Default report format is PDF file, if need other format can be click Format and choose the format which you want.



- Once report status show available

- Click the tab available then click view report



4.7.3 Citi Consolidate Report

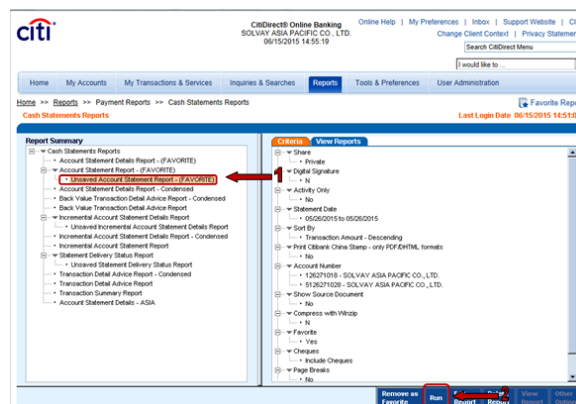
This report is generating for company code 3383 only.

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

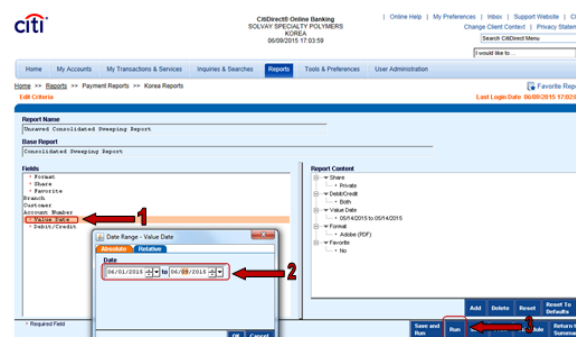
CITIBANK prepare consolidate report to support the incoming transaction.

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 shows the Citibank Online Banking interface. At the top, there is a navigation bar with the Citibank logo and user information. Below this, there are several tabs and a search bar. The main content area is titled 'Korea Reports' and contains a 'Report Summary' section with a tree view of report categories. A table is displayed below the summary, with columns for 'Status' and 'Run Time'. The table appears to be empty or has very little data visible.

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