SCB FX Online User Manual – English version

SCB FX Online Support

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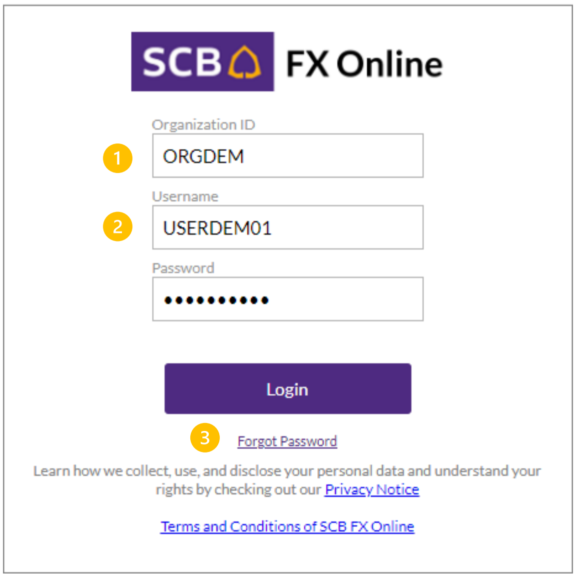
Chapter 1 – Getting Started

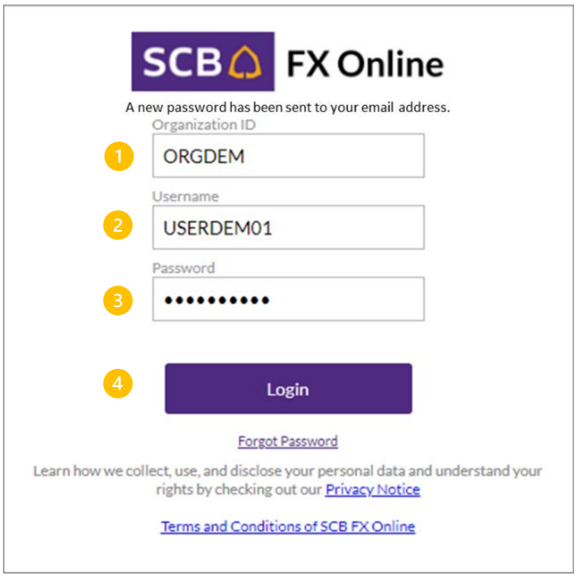
Open web browser and enter URL https://scbfxonline.scb.co.th Login screen will display.

Log-in



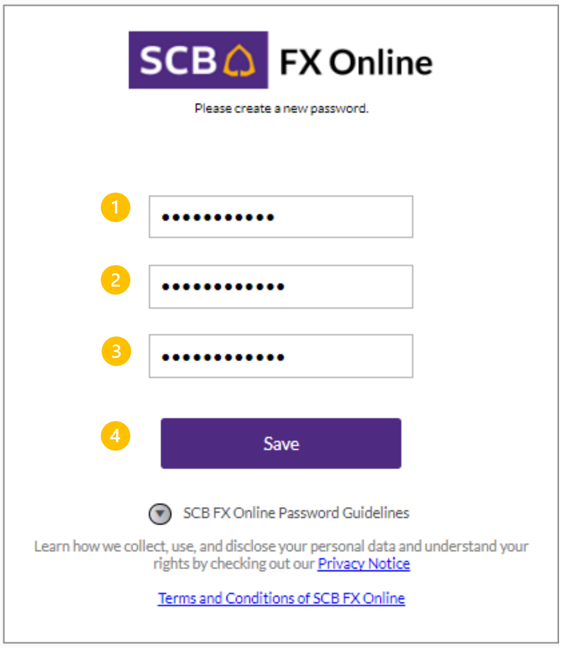
First time Log-in

For the first time Log-in, once the system displays a Log-in Screen, please process as follows.
*1. Enter Organization that defined by the bank in **Organization ID**.*
*2. Enter username that defined by the bank in **Username**.*
*3. Click on **Forgot Password** link. The system will send a temporary password to registered email address for set a new password. The temporary password will be valid for 24 hours.*



After receiving the temporary password from the above steps. Please process as follows:
*1. Enter Organization defined by the bank in **Organization ID**.*
*2. Enter username defined by the bank in **Username**.*
3. Enter a temporary password in Password
*4. Click on **Login** The system will force you to create a new password.*

The system allows the user to enter the wrong password not more than 3 times. The system will lock the account if you enter the incorrect password more than the limit. Please contact SCB FX Online Support to unlock your account.

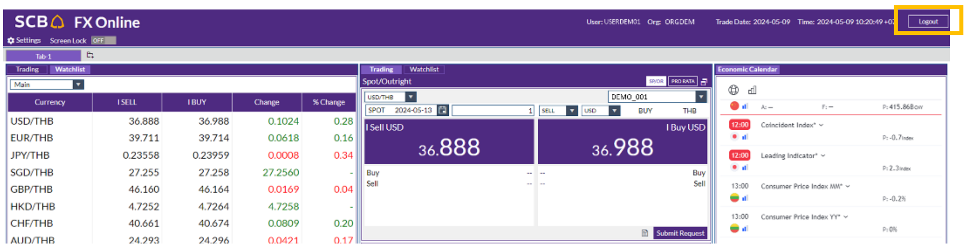


To create a new password

Once the system displays a Create Password Screen, please process as follows.
1. Enter a temporary password/original password in ***Current Password****.*
2. Enter new password in ***New Password****.*
3. Enter new password again for confirmation in ***Confirm Password****.*
4. Click on ***Save*** *The system will display a Log-in Screen, please use this new password to log in next time.*

Password Guidelines.
- Be a minimum of ten (10) characters long.
- Not contain your user ID or any part of your full name.
- Have no leading or trailing spaces.
- Contain no more than two consecutive, identical characters.
- Contain characters from all the following classes of characters:
> English uppercase letters (A, B, C, …, Z)
> English lowercase letters (a, b, c, …, z)
> Westernized Arabic numbers (0, 1, 2, …, 9)
*> Non-alphanumeric special characters, such as !, ?, and **

The system requires user to change a password every 3 months. The new password must not be the same as the last 3 times password.

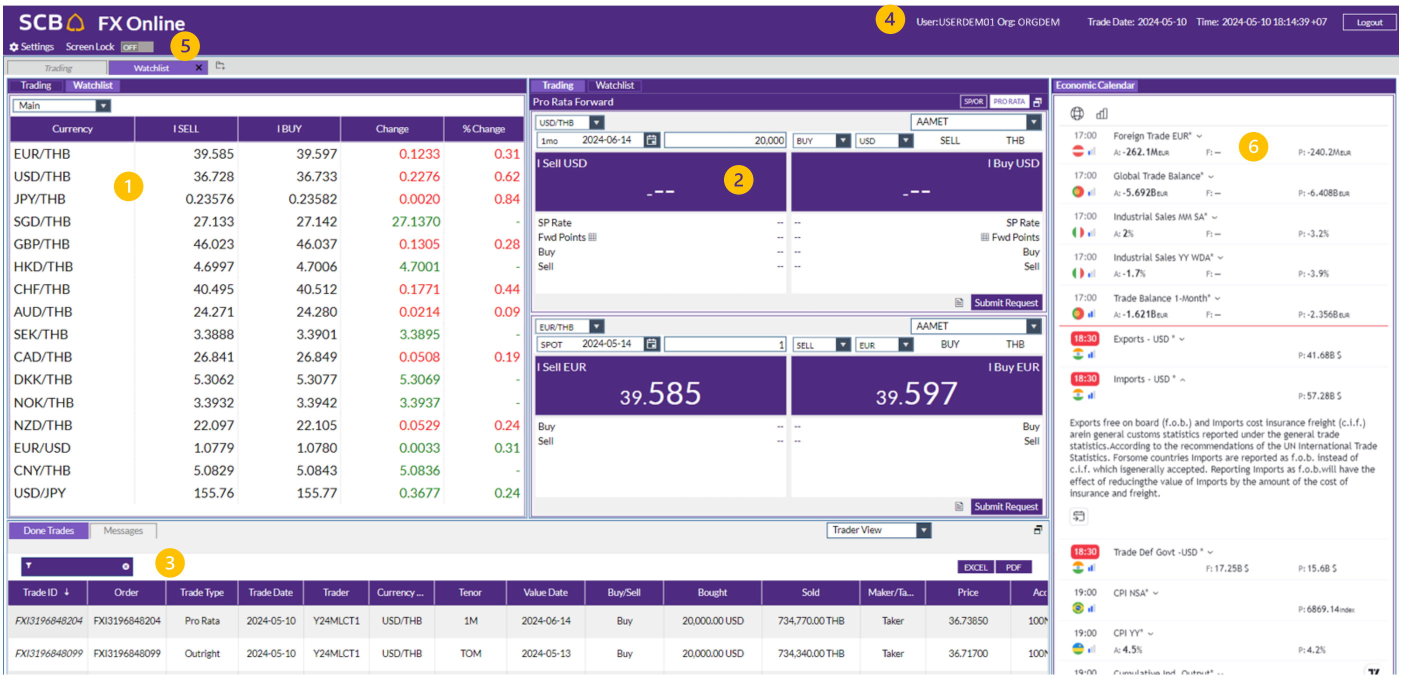


To Log out

Click on ***Logout*** *in the upper-right corner for log out.*

Chapter 2 – Understanding the Main Screen

After login successfully, Main screen of FX Online will display.



① Watchlist – Shows the buying and selling exchange rates at Value Spot. Access to adjust currency pairs (up to 16 currency pairs) (More details in Watchlist Setting, page 7)

② Trading area – Shows exchange rates (up to 4 currency pairs) and Trade access. (More details in Currency Pairs display setting in Trading area, page 9)

③ Blotter – Show a list of prior successfully requested transactions. (More details in Blotter Management, page 20)

④ User Information – Shows user information, date, and access to Log Out.

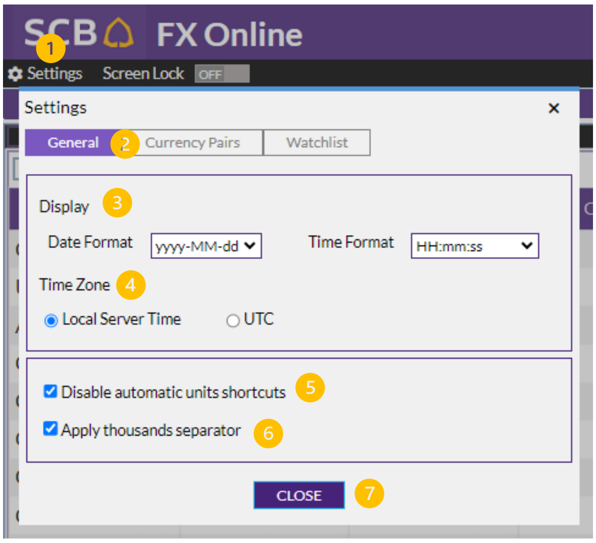
⑤ Setting Menu และ Screen Lock – Access the system settings and lock the transaction screen. (More details in Settings, page 5)

⑥ Economic Calendar - Shows economic calendar information.

Note: Zooming the screen might cause incorrect display

Chapter 3 – Currency Pair setup & Maintenance

Setting.



Display Setting.

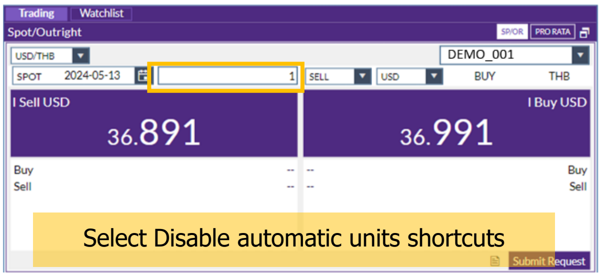
To set the display on the system, please process as follows.
*1. Click on **Settings** in the upper-left corner.*
*2. Click on **General**.*
3. To set the display format of the date and time.
4. The time zone can be set as follows.
*- Displays according to the computer's time, select **Local Server Time** (the system will select this value as the default).*
*- Displays in International Standard Time (GMT), select **UTC**.*

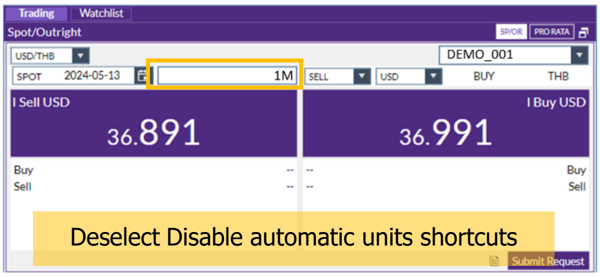
*5. To adjust the unit to display the transaction amount in multiples of millions, Deselected **Disable automatic units shortcuts** (this is selected by default).*

*6. To display the separator in the amount, Select on **Apply thousands separator** (this is selected by default)*

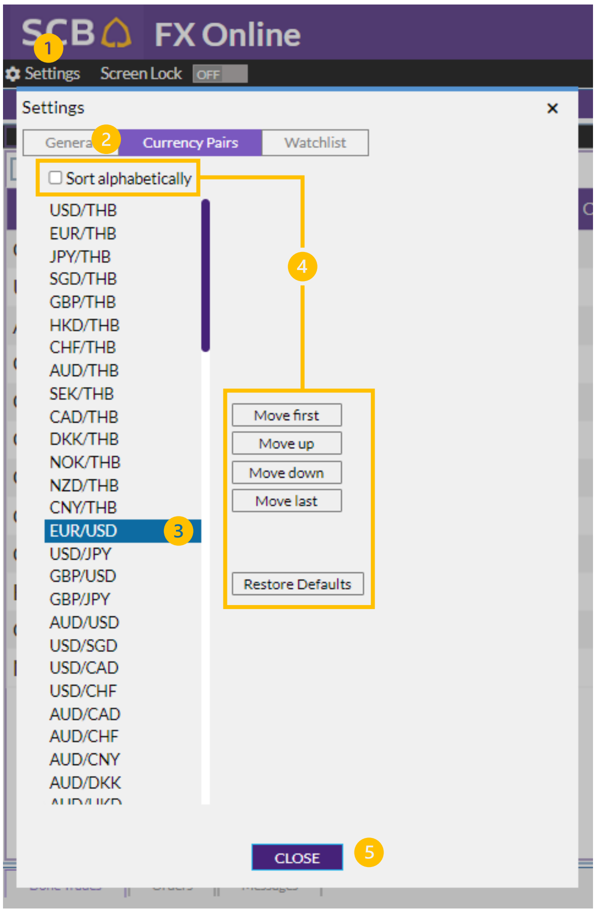
*7. Click on **CLOSE** to save the setting information.*

Example for Disable automatic units shortcuts.





Currency Pairs Setting.

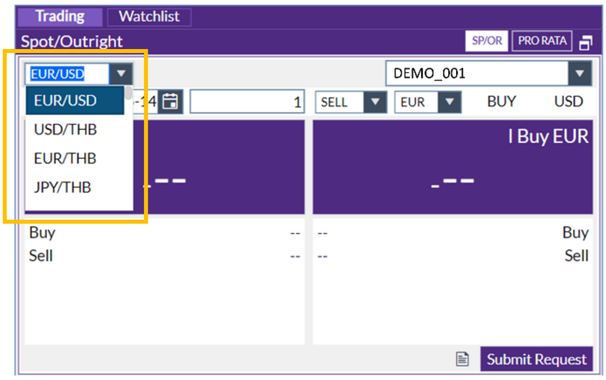


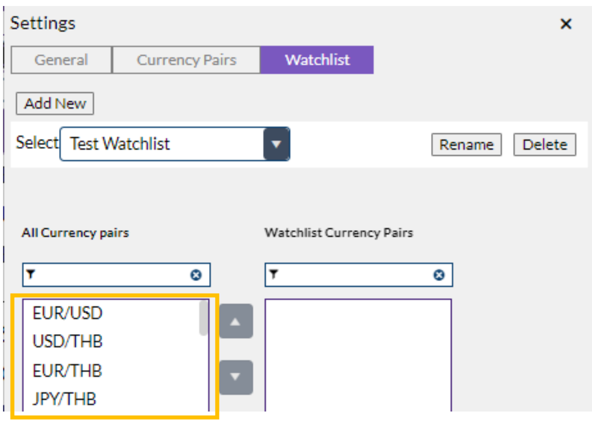
To adjust currency pairs display order for Trading Tab and All Currency Pairs.

To change the order of currency pairs on the system, please process as follows.
*1. Click on **Settings** in the upper-left corner.*
*2. Click on **Currency Pairs**.*
3. Select the currency pair you want to sort.
4. To sorting the currency pairs as follows:
*- Click on **Move first** to display the currency pair to first order.*
*- Click on **Move up** to move the currency pair to the previous position.*
*- Click on **Move down** to move the currency pair to the next position.*
*- Click on **Move last** to display to the currency pair to the last order.*
*- Click on **Restore Defaults** to sort currency pairs by default.*
*- Click on **Sort alphabetically** to sort by English alphabet of the Base Currency*

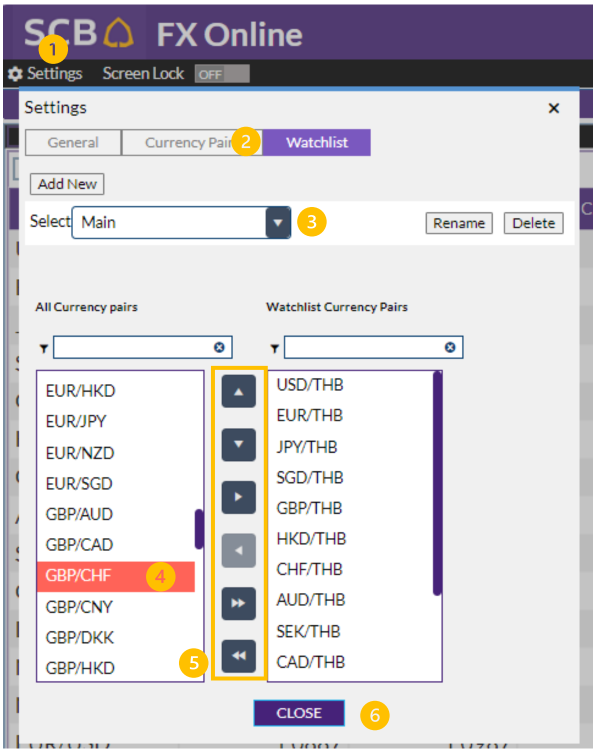
*5. Click on **CLOSE** to save the information.*

Example for currency pairs display order.

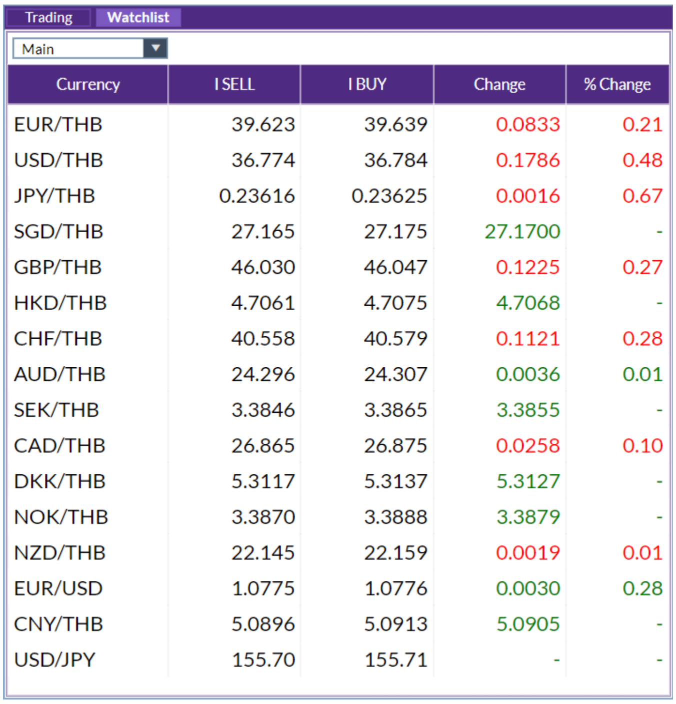




Watchlist Setting.



Example for Watchlist panel.



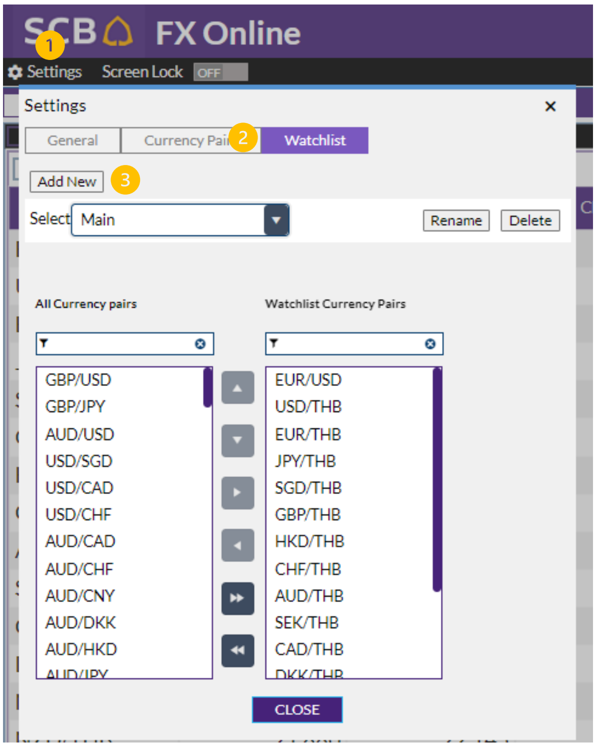
Currency	I SELL	I BUY	Change	% Change
EUR/THB	39.623	39.639	0.0833	0.21
USD/THB	36.774	36.784	0.1786	0.48
JPY/THB	0.23616	0.23625	0.0016	0.67
SGD/THB	27.165	27.175	27.1700	-
GBP/THB	46.030	46.047	0.1225	0.27
HKD/THB	4.7061	4.7075	4.7068	-
CHF/THB	40.558	40.579	0.1121	0.28
AUD/THB	24.296	24.307	0.0036	0.01
SEK/THB	3.3846	3.3865	3.3855	-
CAD/THB	26.865	26.875	0.0258	0.10
DKK/THB	5.3117	5.3137	5.3127	-
NOK/THB	3.3870	3.3888	3.3879	-
NZD/THB	22.145	22.159	0.0019	0.01
EUR/USD	1.0775	1.0776	0.0030	0.28
CNY/THB	5.0896	5.0913	5.0905	-
USD/JPY	155.70	155.71	-	-

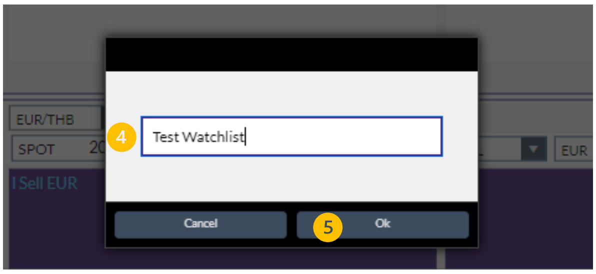
To adjust currency pairs in Watchlist.

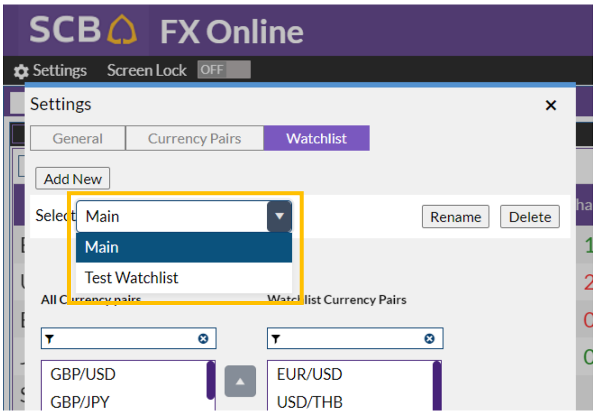
To adjust currency pairs, users can add up to 16 currency pairs by process as follows
*1. Click on **Settings** in the upper-left corner.*
*2. Click on **Watchlist**.*
*3. Select Watchlist in **Select**.*
*4. Select the currency pair in the **All Currency pairs** box. You can press shift or ctrl and hold to select multiple currency pairs.*
*5. Manage your selected currency pairs in the **Watchlist Currency Pairs** box by*
- Click on or to add the selected currency pair from the All Currency Pairs box to the Watchlist Currency Pairs box.
- Click on to move the selected currency pair in the Watchlist Currency Pairs box to the previous position.
- Click on to move the selected currency pair in the Watchlist Currency Pairs box to the next position.
- Click on to delete the selected currency pair in the Watchlist Currency Pairs box.
- Click on for delete all currency pairs in the Watchlist Currency Pairs box.

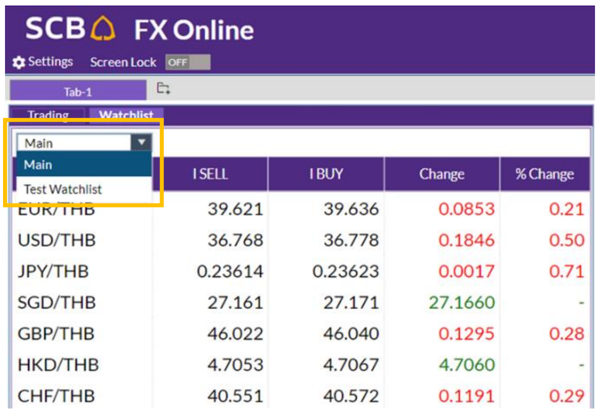
*6. Click on **CLOSE**. The modified currency pairs will be displayed in the Watchlist panel.*

Currency Pairs on Watchlist panel will only show FX rates. Users will not be able to make a transaction in this window.









To add Watchlist.

To add Watchlist, please process as follows.

*1. Click on **Setting**.*

*2. Click on **Watchlist**.*

*3. Click on **Add New**. The system will display pop-up to identify watchlist name.*

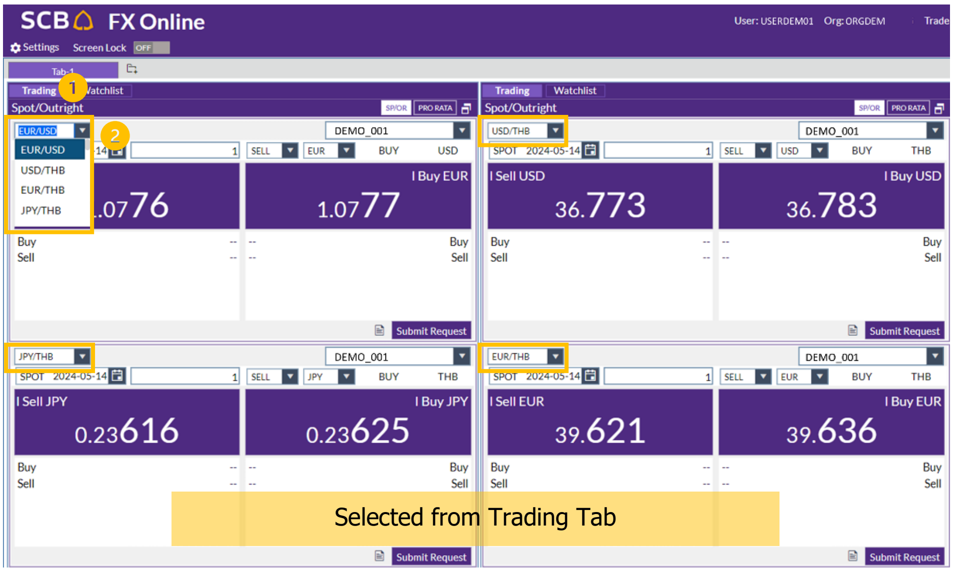
*4. Enter watchlist name in **Enter Watchlist Name***

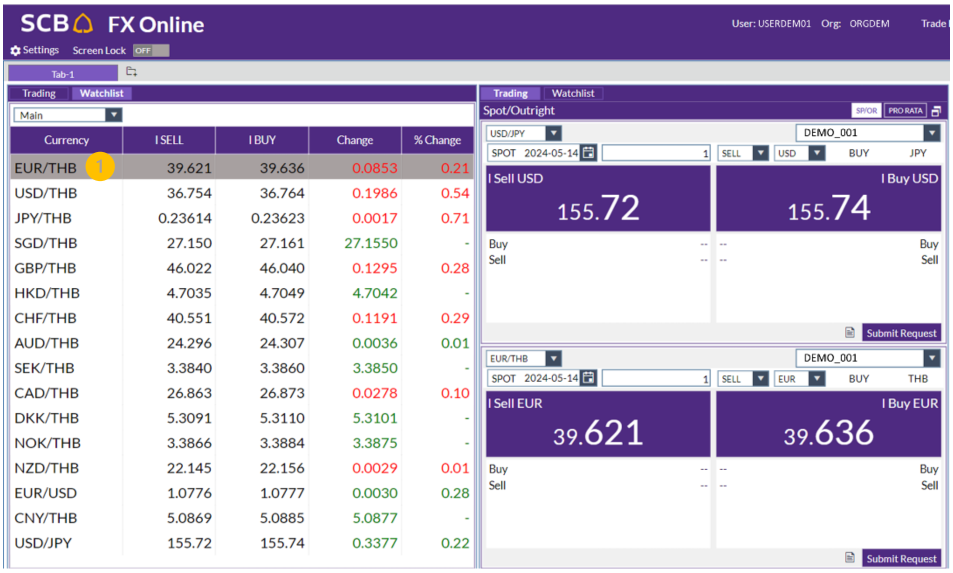
*5. Click on **Ok**.*

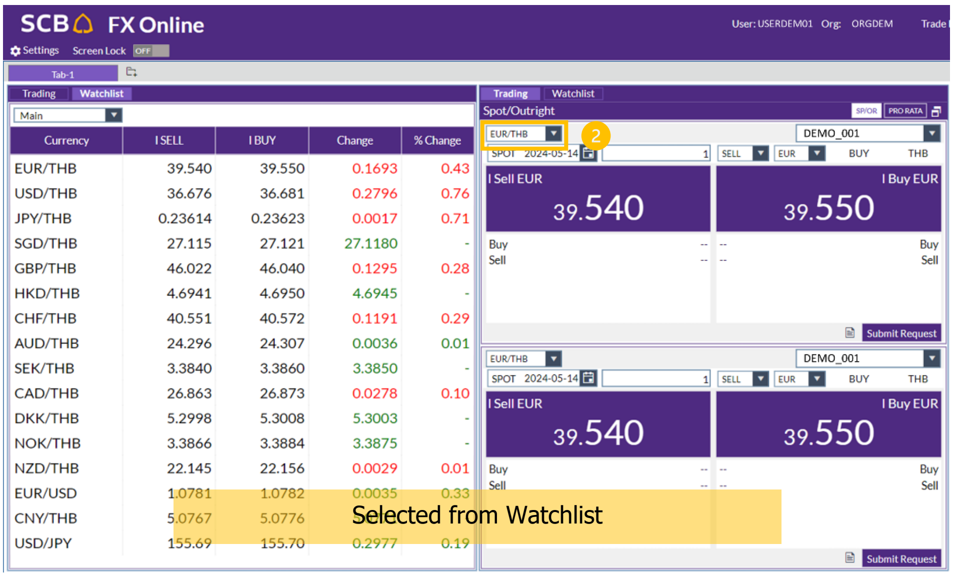
*6. To modified currency pairs on watchlist according to the steps of **To adjust currency pairs in Watchlist** as above.*

The system will display the new Watchlist in the Settings screen and the main screen in the Watchlist panel.

Currency Pairs display setting in Trading area.







To add currency pairs in Trading area

To select the exchange rates of currency pairs for making transactions. Users can add up to 4 currency pairs. By process as follows

Selected from Trading Tab

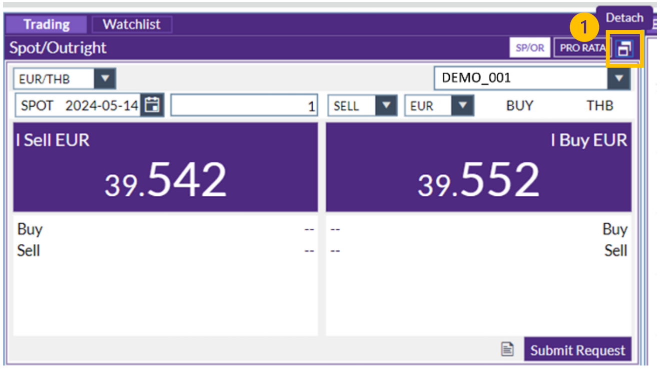
*1. Click on **Trading** on the top.*

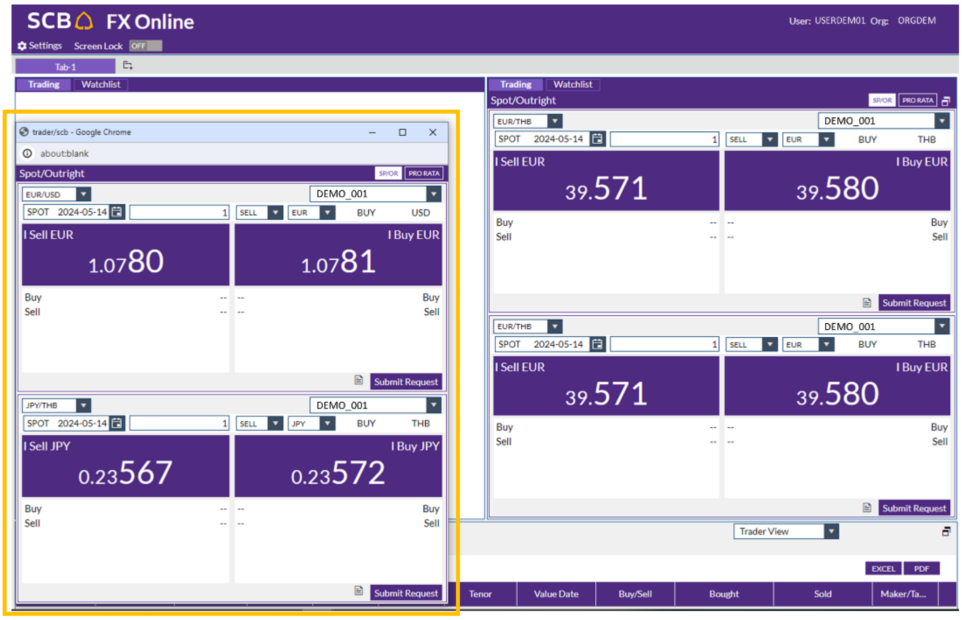
2. Select the currency pairs to display in each sub-panel.

Selected from Watchlist

1. Double-click on the currency pair in Watchlist panel.

2. The system will display the selected currency pair on the top panel.





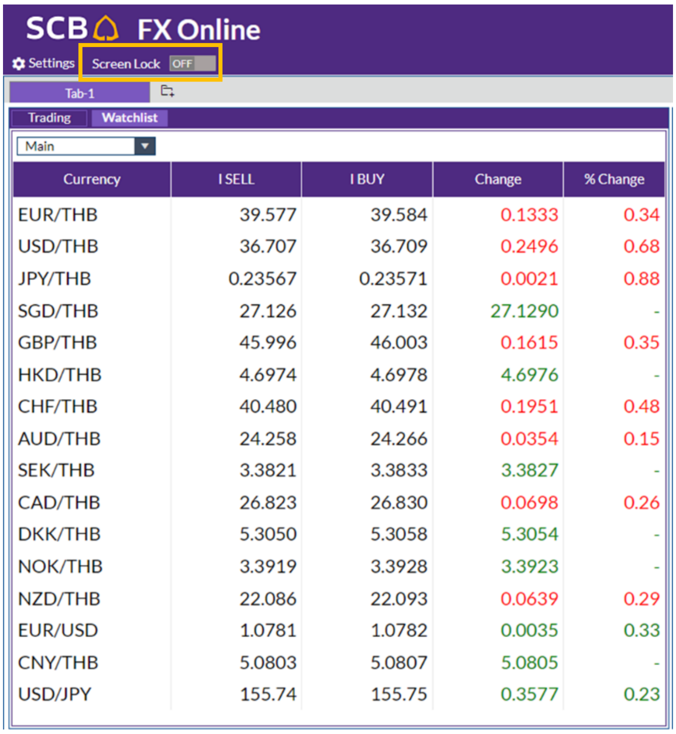
Separating the transaction panel from the main screen

To monitor only transaction panel by process as follows.

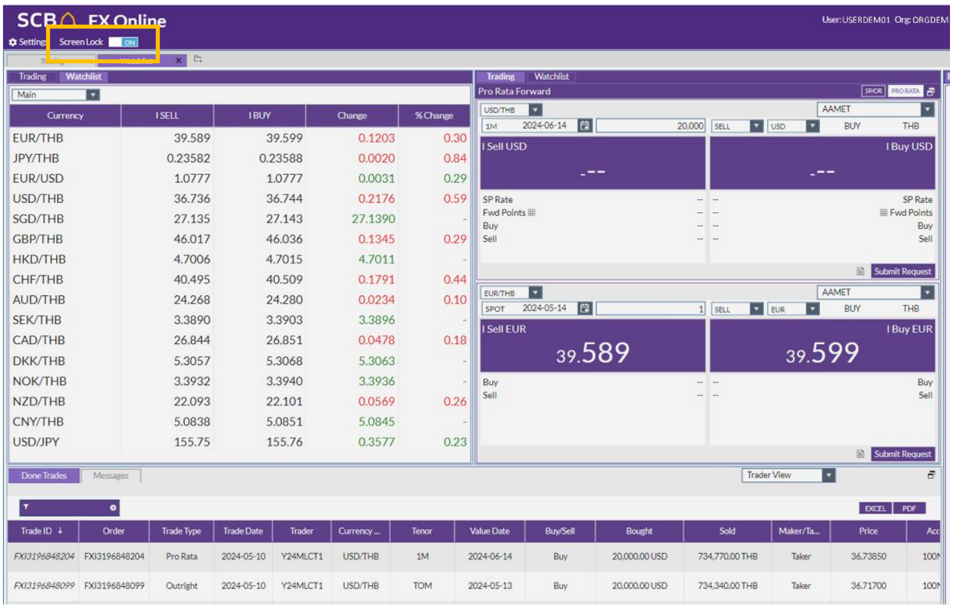
1. Click on (Detach) to separate the transaction window.

Users can minimize main screen to monitor only separated sub-panel. Click on x on the sub-window. The transaction panel will return to its original position.

Screen Lock Setting



Currency	I SELL	I BUY	Change	% Change
EUR/THB	39.577	39.584	0.1333	0.34
USD/THB	36.707	36.709	0.2496	0.68
JPY/THB	0.23567	0.23571	0.0021	0.88
SGD/THB	27.126	27.132	27.1290	-
GBP/THB	45.996	46.003	0.1615	0.35
HKD/THB	4.6974	4.6978	4.6976	-
CHF/THB	40.480	40.491	0.1951	0.48
AUD/THB	24.258	24.266	0.0354	0.15
SEK/THB	3.3821	3.3833	3.3827	-
CAD/THB	26.823	26.830	0.0698	0.26
DKK/THB	5.3050	5.3058	5.3054	-
NOK/THB	3.3919	3.3928	3.3923	-
NZD/THB	22.086	22.093	0.0639	0.29
EUR/USD	1.0781	1.0782	0.0035	0.33
CNY/THB	5.0803	5.0807	5.0805	-
USD/JPY	155.74	155.75	0.3577	0.23

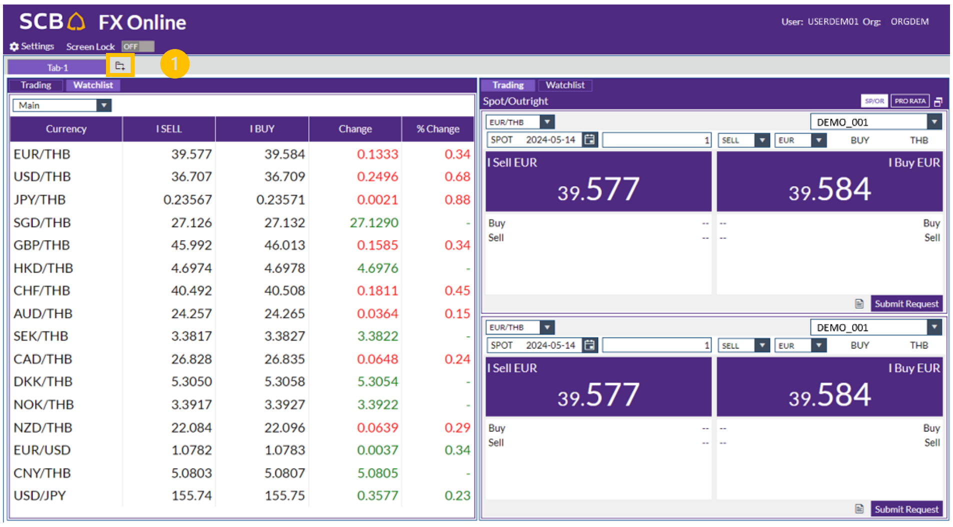


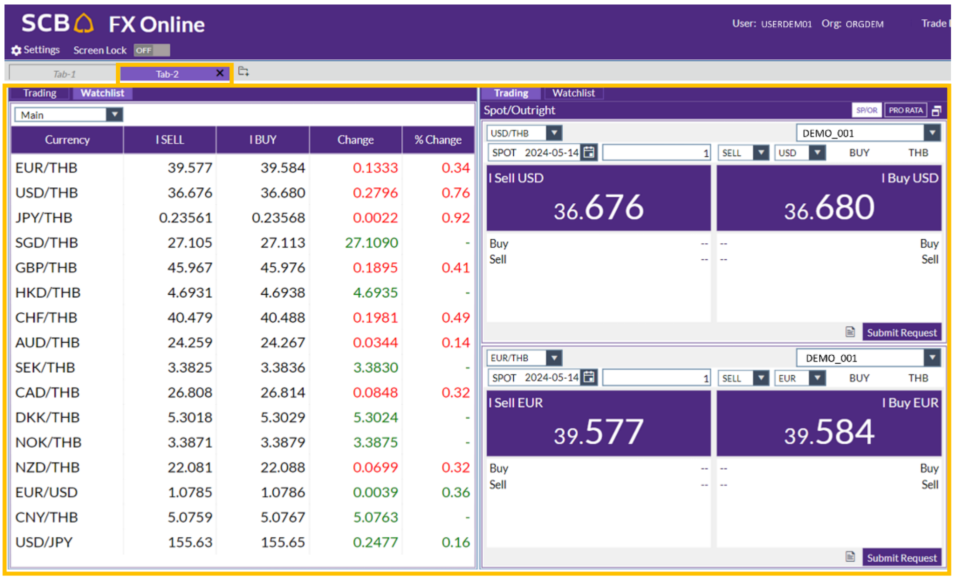
To lock the screen.

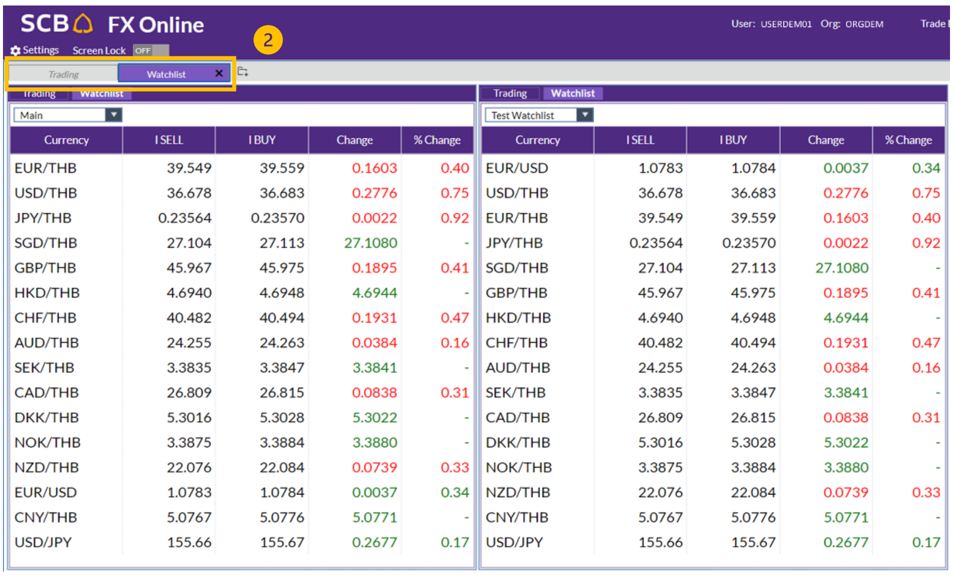
*- Turn on the Screen Lock to **ON**. The system will reduce the screen brightness and not allow users to process a transaction, but you can view the exchange rate in the Watchlist.*

*- To return to do the transaction, Turn the Screen Lock to **OFF** to turn off the Screen Lock and continue to make the transaction.*

Tab Setting







To add display screens

To add a screen for displaying Watchlist information or a trading panel. Please process as follows.

1. Click on [icon] to add a Tab screen. The window from the home screen will be copied into the new Tab.

2. Double-click on Tab to change the tab name.

Users can add and customize the screen according to the setting steps from other settings as above. The active Tab will be purple.

Chapter 4 – Deal Execution

You can execute FX transaction inside each Trading window. Please carefully execute FX transaction based on correct desired information such as Spot/Outright or Prorata, buy or sell, currency, delivery date, and amount.

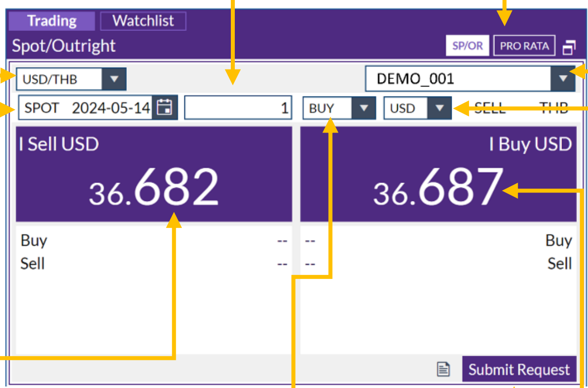
Trading Tile

Currency Pairs: The desired currency pair to be transacted, it is USD/THB.

Amount: The desired amount according to the selected currency, it is an amount of 1 USD.

Type of transaction are Spot/Outright or Prorata Forward, it is Spot/Outright.

The company name if the user can do transactions with multiple companies. Be careful to select the company, it is "DEMO_001".



Value date: The desired delivery date. The date is May 14, 2024.
(Format = YYYY-MM-DD)

Display the exchange currency for buying/selling. Here is the USD.

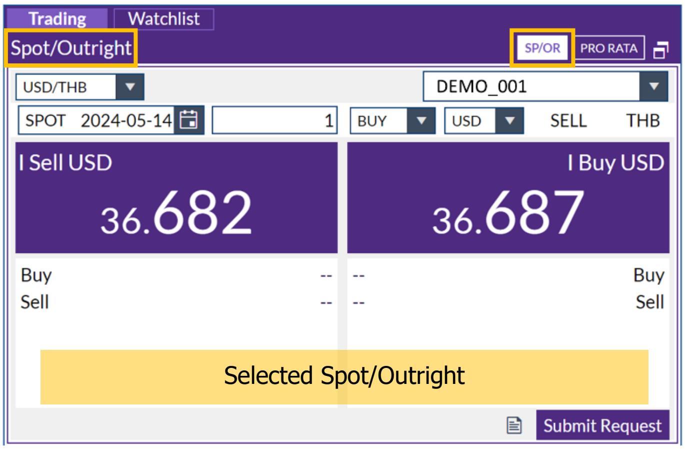
Displays the exchange rate. It is the rate for buying USD.

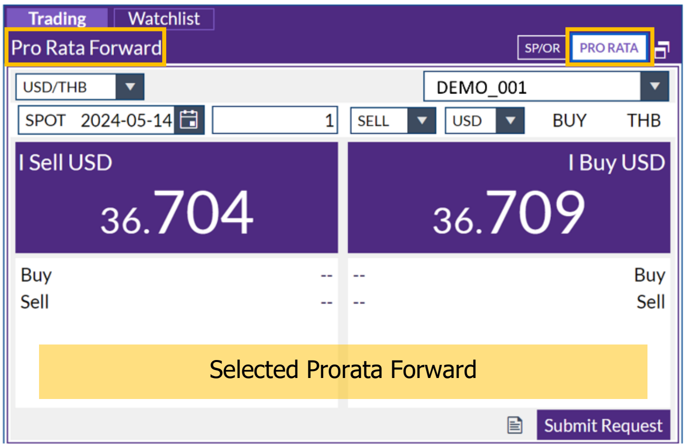
Displays the exchange rate. It is the rate for Selling USD.

SELL or BUY the selected currency, it is buying USD for the selected value date.

Click for submit request.

Specifying the transaction information.



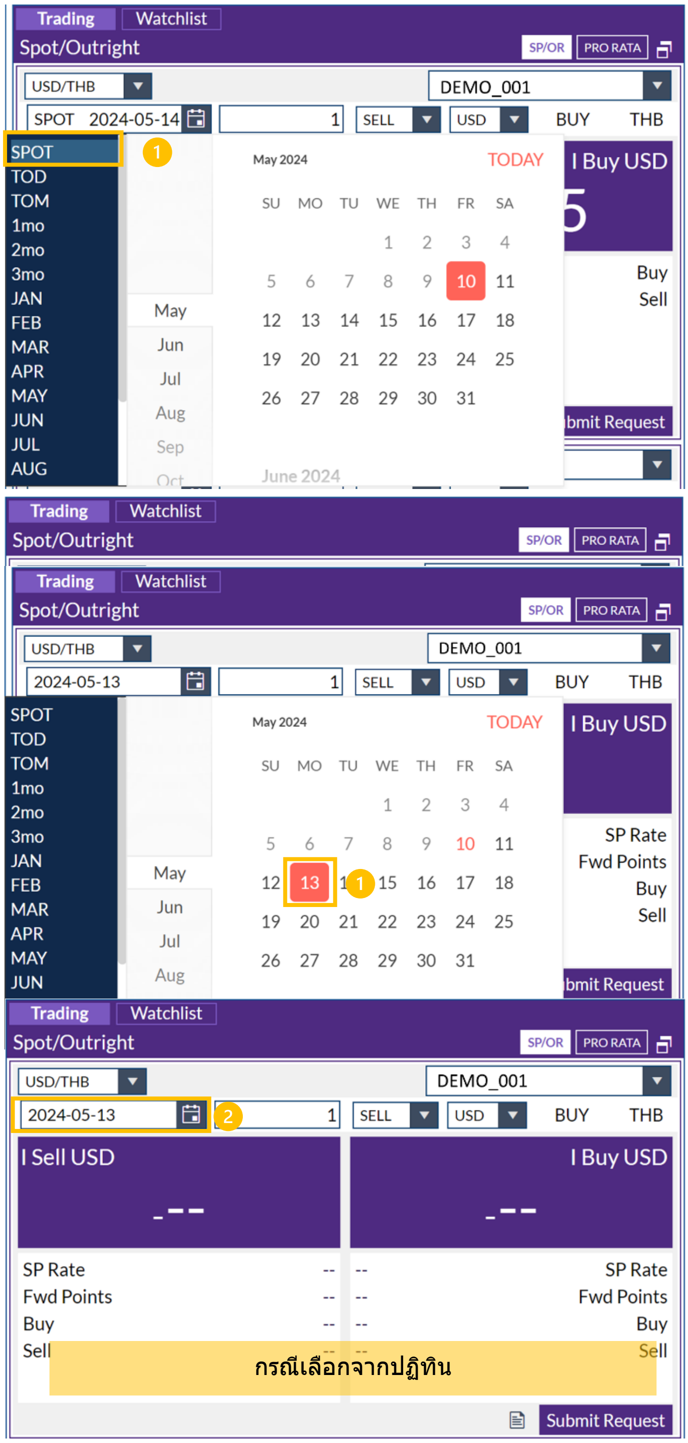


Selecting type of transaction

To select the transaction type from the upper-right corner.

*- To make a transaction type Spot/Outright, click on **SP/OR**.*

*- To make a Prorata Forward transaction, click on **PRO RATA.***



Selecting Value Date

To specify the value date, click on and process the following.

- Select a date from the Standard Tenor on the left-hand side, such as SPOT (2 business days from today), TOD (today), TOM (tomorrow), etc.

1. Select tenor from Standard Tenor.

2. The system will display the selected Tenor and automatically calculate the date.

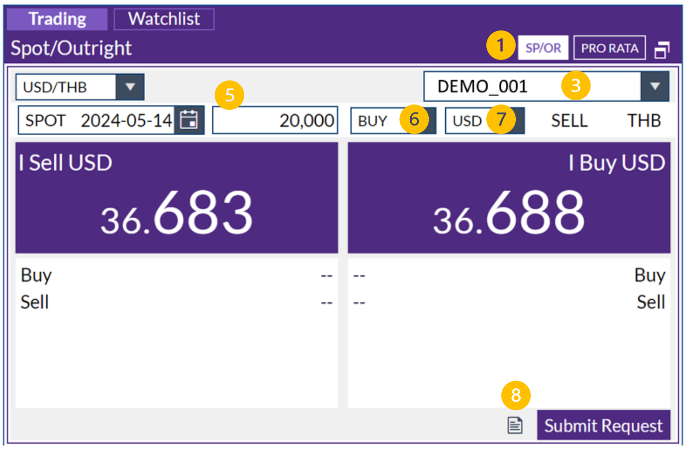
- Select a date from the calendar displayed on the right-hand side

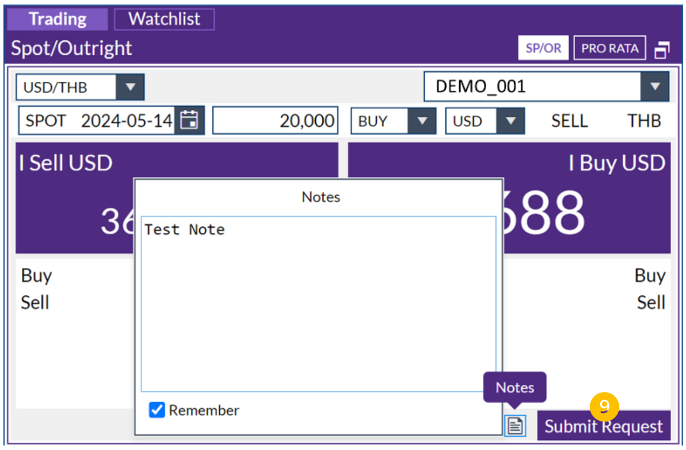
1. Select a date from the calendar.

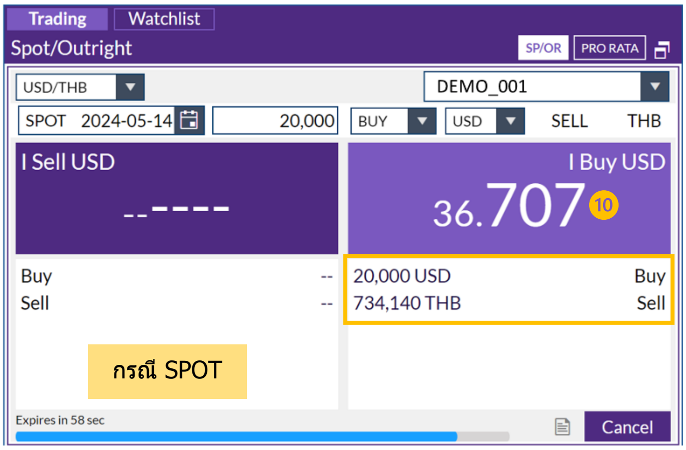
2. The system will display the date selected from the calendar.

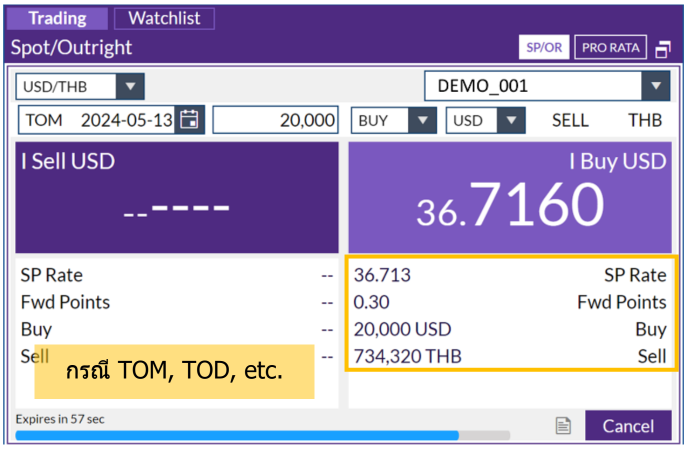
- If the value date is a holiday, the system will pop-up a warning message that Value date is adjusted to a valid business date. And calculate the value date to the next available date.

Executing Deal



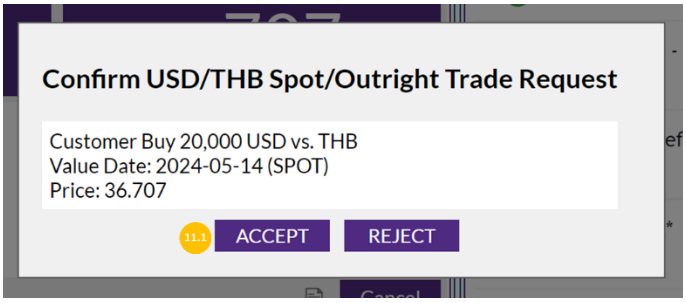


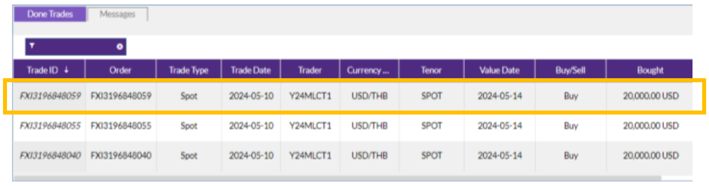


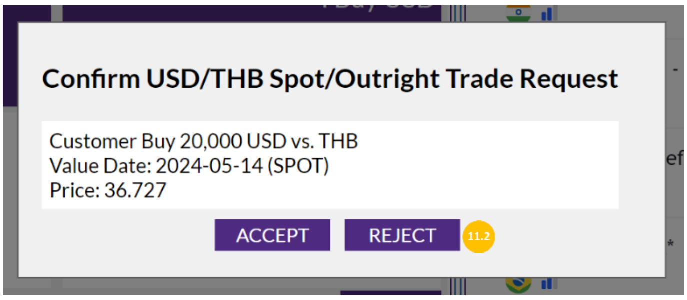


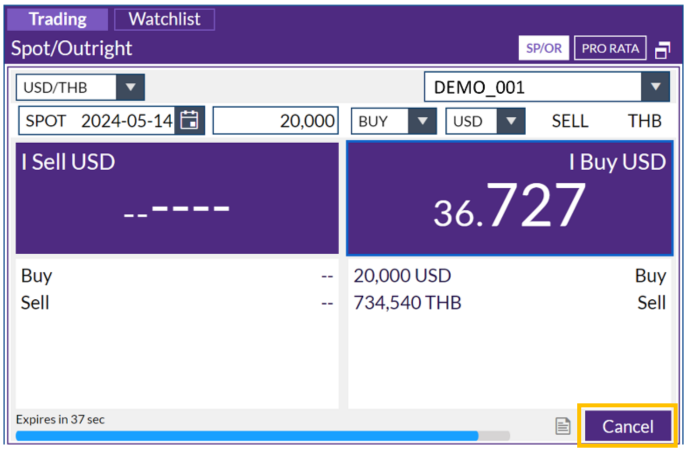
Steps to execute deal - Spot/Outright

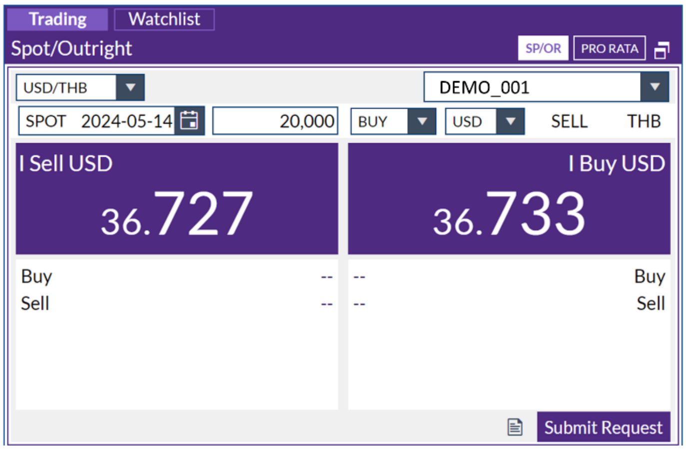
*1. Select the transaction type as **SP/OR**.*
2. Select the Currency Pairs.
3. Select the Company.
4. Select the Value Date.
5. Enter the Amount that want to make a transaction
6. Choose whether to buy or sell.
7. Select Currency
8. If you want to enter additional details such as invoice no., click on and select Remember.
*9. Click on **Submit Request** to request the rate. This step is asking for a price. It is not a confirmation transaction.*
10. The system will display the rate according to the selection. (I Buy or I Sell).
- Spot transactions (2 days after the transaction), the system will display Buy and Sell information to inform your entered amount and the equivalent currency amount.
- Others value date except Spot (such as Today, Tomorrow, or Forward), the system will display Spot Rate, Forward Points, Buy and Sell information to inform your entered amount and the equivalent currency amount.
*- If cancel a Submit Request, click on **Cancel** to cancel or let the countdown time end. The system will display the same screen before submitting a request.*
- If confirm, double-click on the rate to confirm the transaction within the countdown time.







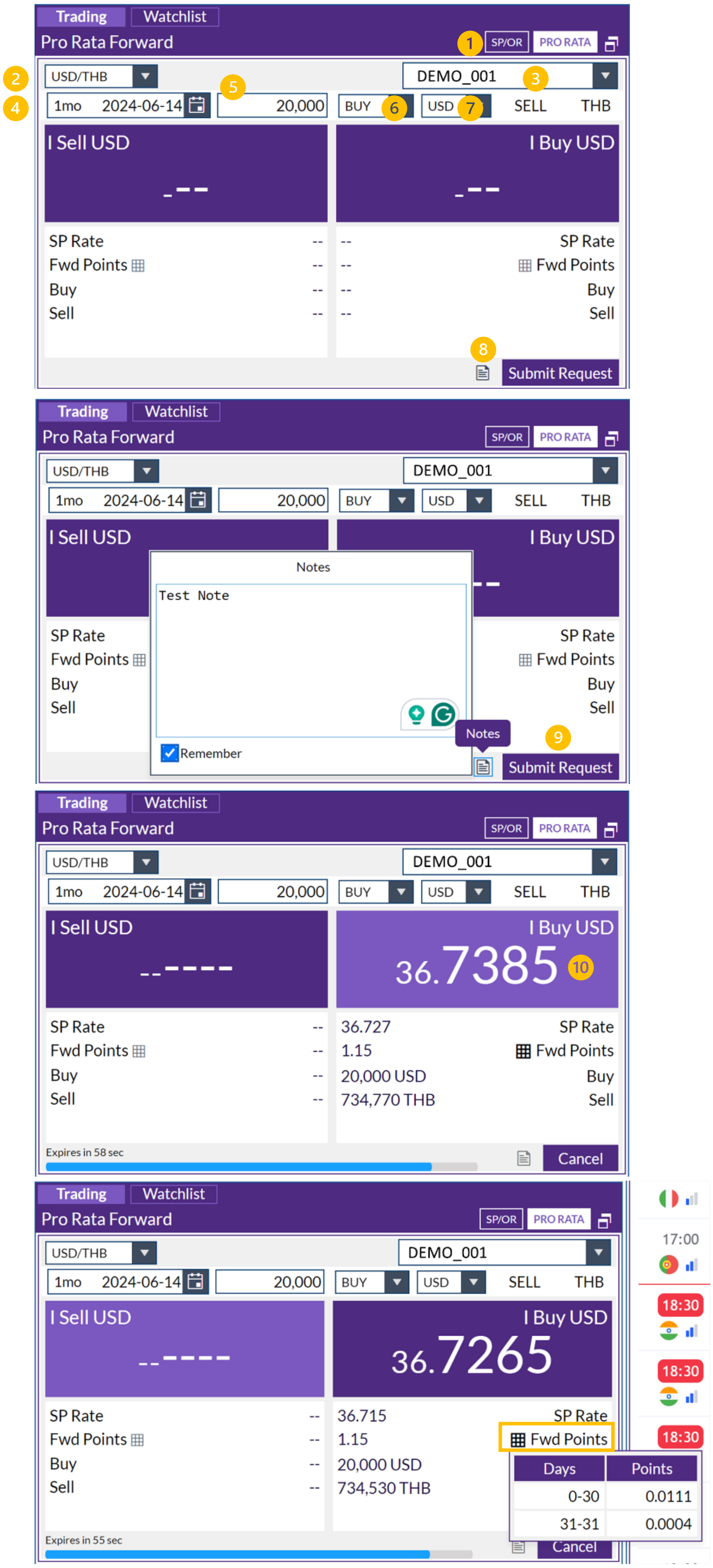




Steps to execute deal - Spot/Outright (Cont.)

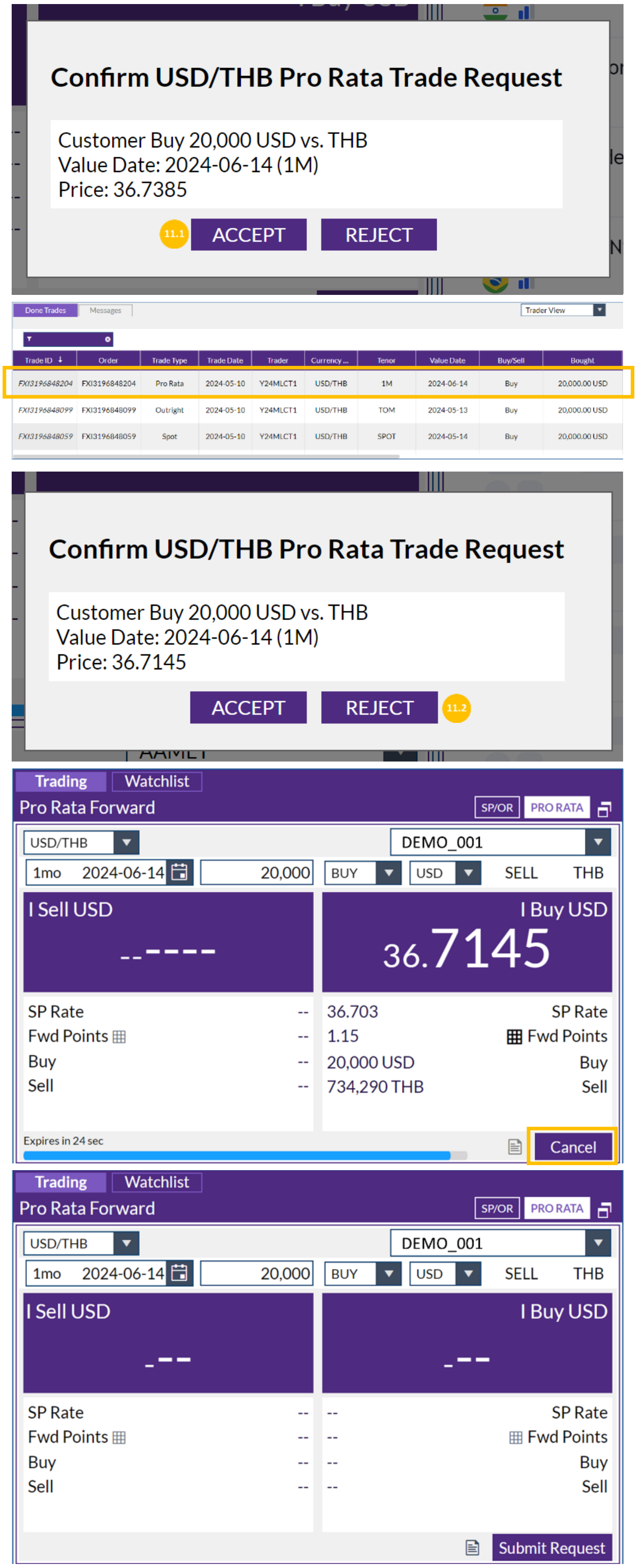
11. The system will display a pop-up message with transaction details for confirmation.
*11.1 If confirm, click on **ACCEPT**. within the countdown period as shown in the bar below. Once confirmation is successful, the deal details are shown on the Blotter below.*

*11.2 If reject, click on **REJECT**. The system will return to the previous screen. Blotter will not display the Reject transaction.*



Steps to execute deal - Prorata Forwards

*1. Select the transaction type as **PRO RATA***
2. Select the Currency Pairs.
3. Select the Company.
4. Select the Value Date. The value date must be greater than SPOT.
5. Enter the Amount that want to make a transaction
6. Choose whether to buy or sell.
7. Select Currency
8. If you want to enter additional details such as invoice no., click on and select Remember.
*9. Click on **Submit Request** to request the rate. This step is asking for a price. It is not a confirmation transaction.*
10. The system will display the rate according to the selection. (I Buy or I Sell).
- If value date as TODAY, TOMORROW, SPOT (2 days after the transaction) or less than SPOT. The system will display a message warning that Request failed! And not be able to complete the transaction
- Forward transaction, the system will display Spot Rate, Forward Points, Buy and Sell information to inform your entered amount and the equivalent currency amount. Fwd Points can be click to view the Prorata table.
*- If cancel a Submit Request, click on **Cancel** to cancel or let the countdown time end. The system will display the same screen before submitting a request.*
- If confirm, double-click on the rate to confirm the transaction within the countdown time.



Steps to execute deal - Prorata Forwards (Cont.)

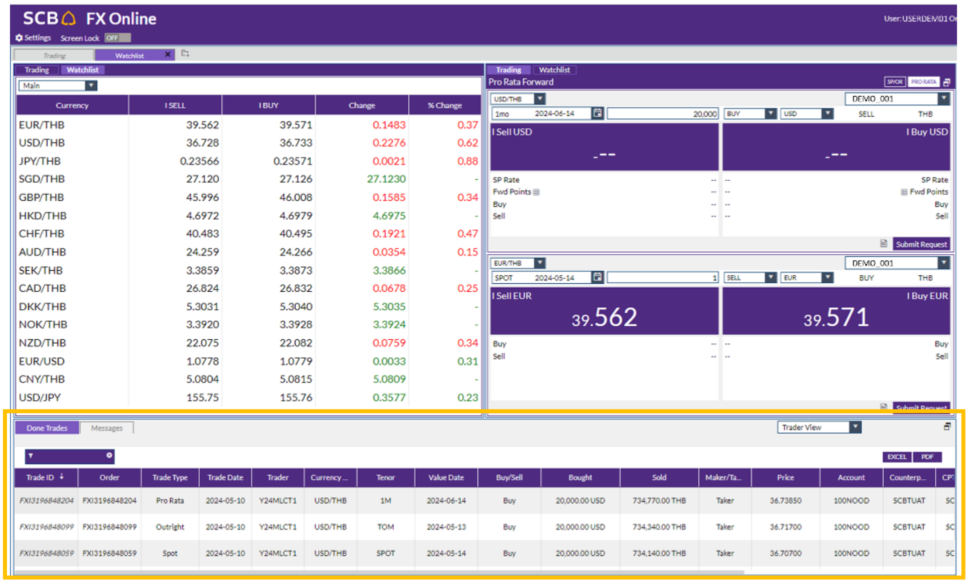
11. The system will display a pop-up message with transaction details for confirmation.
*11.1 If confirm, click on **ACCEPT**. within the countdown period as shown in the bar below. Once confirmation is successful, the deal details are shown on the Blotter below.*

*11.2 If reject, click on **REJECT**. The system will return to the previous screen. Blotter will not display the Reject transaction.*

Chapter 5 – Blotter and Deal ticket

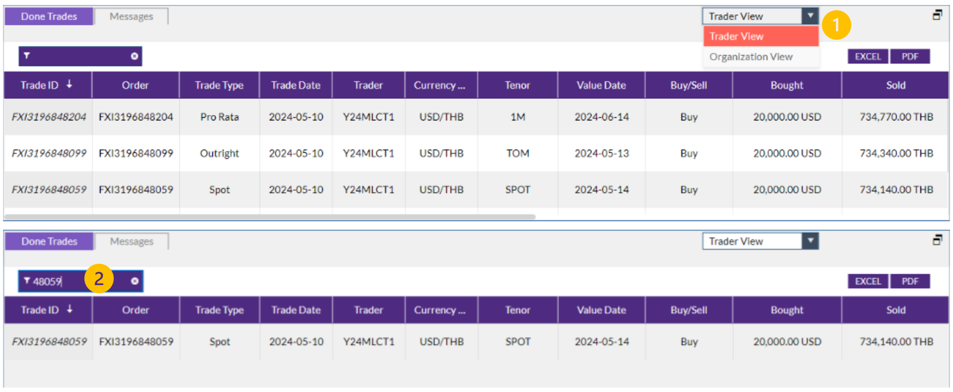
FX Blotter is a panel showing confirmed and successful transactions. The list of transactions will display deals quotations in the past 24 hours.

Blotter Management



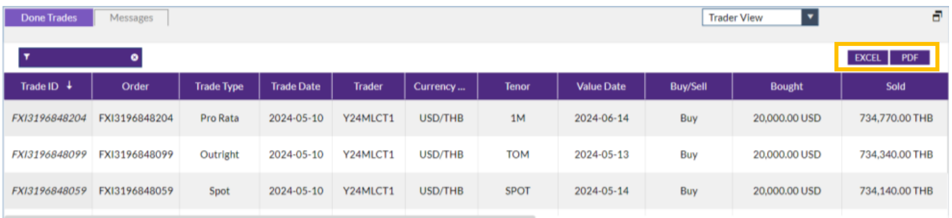
Blotter

All successfully accepted deals will be displayed in FX Blotter panel.



Searching Deal

1. Select displaying Deal format Trader (your transactions) or Organization (all transactions of the company)
2. Enter search information such as Trade ID, Trad Date, Value Date, etc. The system will automatically display information from the specified search term.

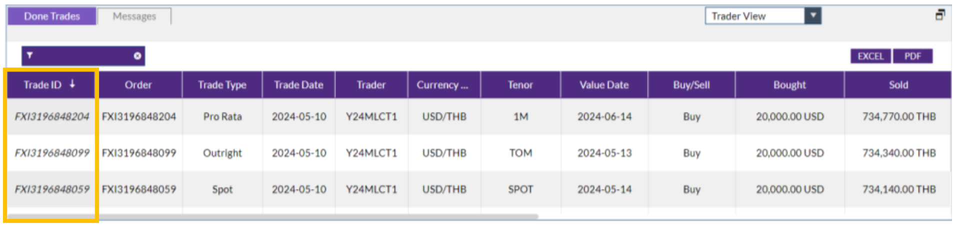


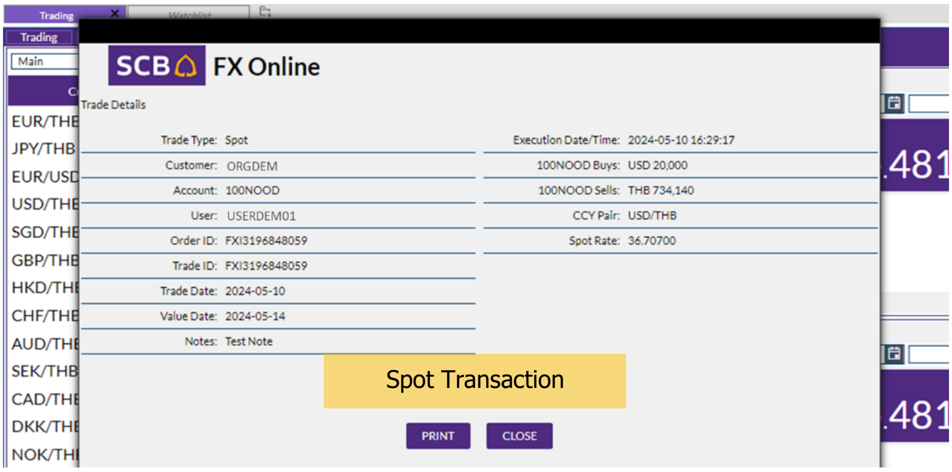
Exporting data in Blotter

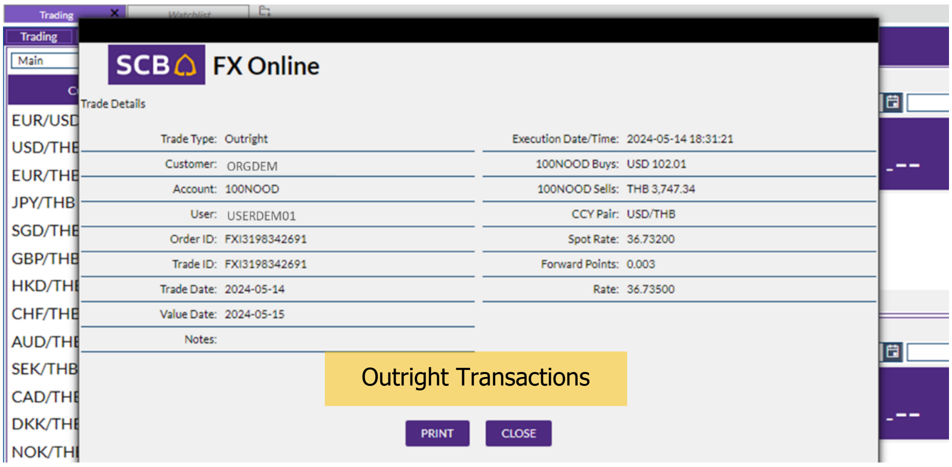
To export all items or Deal searches click on the ***Excel*** *or* ***PDF*** *button to export the deal. The received information will be in a table like shown in Blotter.*

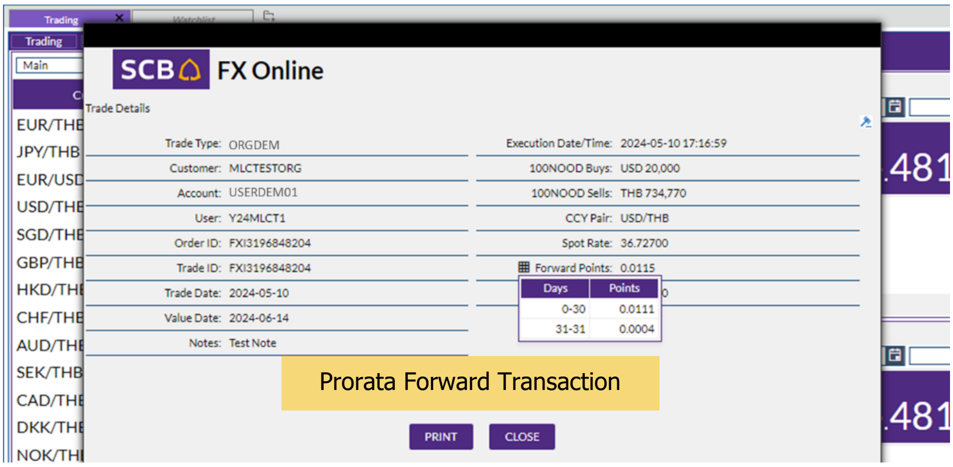
Deal ticket

After accepting deal, you can view or print deal ticket by double click on the deal in blotter.









View & Print Deal tickets

*1. Double-click on the **Trader ID** in Blotter. The system will display the deal ticket information.*
*- Click on **Print**. The system will display the Print screen according to your web browser.*
*- Click on **CLOSE**, to return to the main screen.*