



*business*Bridge®Premier
Cross-Border Wire Payment and Transfer
User Guide

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Purpose

User Guide for customers that initiate Cross-Border and Foreign Currency Transfers. Customers should create templates to initiate transfers for ease of use and added security.

Summary

This document outlines the steps of initiating Cross-Border Transfers using Templates.

Prerequisite

- **Cross Border transfers can only be initiated using Debit Accounts that are domiciled in the US**
- **FCDDA (Foreign Currency DDA) account used for Cross Border transfers must be operated within EWB US FX Department and added to your company profile in *businessBridge®Premier*.**

NOTE –There are specific requirements for different types of cross border transfers and those are highlighted in the detailed instructions. Please DO NOT change these special instructions for your transfer to be processed timely.

Create Book Wire – Cross Region Transfers in USD

1.1 Create Book Wire Template (INTL BOOK EWB US TO EWB HK)

From the Payment Center, go to Create Wire Template and select Book Wire.

The screenshot shows the EastWest Bank BusinessBridge Premier dashboard. The top navigation bar includes links for DASHBOARD, ACCOUNTS, PAYMENTS, TRANSFERS, FRAUD CONTROL, CHECK SERVICES, REPORTS, ADMINISTRATION, and OTHER. The left sidebar shows a tree view with 'MANAGE' (Payment Center, Template Center, Master Recipient List, Manage Template Groups), 'CREATE WIRE PAYMENTS' (From Template, Book Wire, Foreign Currency Wire, US Federal Tax, USD Wire), 'CREATE WIRE TEMPLATES' (Book Wire, Foreign Currency Wire, US Federal Tax, USD Wire), and 'PAYMENT TOOLS' (Export History, Holiday Calendar). A blue arrow points to the 'Book Wire' option under 'CREATE WIRE TEMPLATES'.

Create Wire Templates – Book Wire

Enter Template Name, Select Debit Account and either 'Create New' or 'Select Existing Recipient'.

The screenshot shows the 'CREATE BOOK WIRE TEMPLATE' form. The form is divided into two sections: 'TEMPLATE INFORMATION' and 'ADDITIONAL INFORMATION'. The 'TEMPLATE INFORMATION' section includes fields for 'Template Activation' (Active/Inactive), 'Template Name' (INTL BOOK EWB US TO EWB HK), 'Debit Account' (8880008001 - EWB 8001), 'Recipient' (Select Existing/Create New), 'Template Limit' (Enter a Template Limit), and 'Debit Amount' (Define amount when payment is created). The 'ADDITIONAL INFORMATION' section includes 'Reference Info' (Allow change when making payments, Enter Sender's Reference), 'Details of Payment' (Allow change when making payments, BOOK TRANSFER), and 'Details of Payment Line 2' (EWB HONG KONG). A blue arrow points to the 'Create New' button. Another blue arrow points to the 'Allow change when making payments' checkbox. A third blue arrow points to the 'BOOK TRANSFER' field. A fourth blue arrow points to the 'EWB HONG KONG' field.

When to use this form?
If you are transferring funds in USD to EWB Hong Kong account in USD (Same Entity/Company)

Click Create New to create a new recipient.

By checking the box, the field is editable when creating a payment from the template.

Enter: BOOK TRANSFER
EWB HONG KONG

Complete the Create Recipient form and click Continue. Preview the Recipient and Submit.

CREATE RECIPIENT

★ Required Fields ? X

Recipient Name * Hong Kong Recipient Name

Recipient ID * 12345678

Address Line 1 ABC Street

Address Line 2 Hong Kong

Address Line 3 Enter Address Line 3

Bank * Select a Bank

Options

Select a Bank ✓

EW BK SMRINO - 322070381 - ABA (Wi...

EAST WEST BANK HONG KONG - EWBKHKHH - SWIFT (International)

EAST WEST BANK HONG KONG - EWB...

EAST-WEST BANK - EWBKUS66 - SWIF...

Reference Info ☐ Allow change when making payments

PREVIEW RECIPIENT

★ Required Fields ? X

Recipient Name Hong Kong Recipient Name

Recipient ID 12345678

Address Line 1 ABC Street

Address Line 2 Hong Kong

Recipient Bank EAST WEST BANK HONG KONG
SWIFT (International) EWBKHKHH
INTERNATIONAL FINANCE CENTRE
2, SUITE 1108 FLOOR 11
HONG KONG

Save to Master Recipient List No

Cancel Edit Submit

Select EWBKHKHH from the drop-down

The template information will display. Preview the Book Wire Template. Click Submit Template.

CREATE BOOK WIRE TEMPLATE

Use this page to create a new Book Wire template.

TEMPLATE INFORMATION

★ Required Fields ? X

Template Activation ☒ Active ☐ Inactive

Template Name * INTL BOOK EWB US TO EWB HK

Debit Account * 8880008001 - EWB 8001

Recipient * Remove

Hong Kong Recipient Name
12345678
ABC Street
Hong Kong

Bank EAST WEST BANK HONG KONG
SWIFT (International) EWBKHKHH
INTERNATIONAL FINANCE CENTRE
2, SUITE 1108 FLOOR 11
HONG KONG Hong Kong, China

Template Limit Enter a Template Limit

Debit Amount ☒ Define amount when payment is created

☐ Changeable amount (can be changed when payment is created)

☐ Exact amount (cannot be changed when payment is created)

ADDITIONAL INFORMATION

Reference Info ☐ Allow change when making payments

Enter Sender's Reference

☒ Allow change when making payments

Enter Reference for Recipient

Details of Payment ☒ Allow change when making payments

BOOK TRANSFER

Details of Payment Line 2 EWB HONG KONG

Cancel Continue

PREVIEW BOOK WIRE TEMPLATE

Use this page to preview a Book Wire template.

TEMPLATE INFORMATION

★ Required Fields ? X

Template Activation Active

Template Name INTL BOOK EWB US TO EWB HK

Debit Account 8880008001 - EWB 8001

Recipient Hong Kong Recipient Name
12345678
ABC Street
Hong Kong

Bank EAST WEST BANK HONG KONG
SWIFT (International) EWBKHKHH
INTERNATIONAL FINANCE CENTRE
2, SUITE 1108 FLOOR 11
HONG KONG Hong Kong, China

Debit Amount Define amount when payment is created

ADDITIONAL INFORMATION

Sender's Reference No changes allowed

Reference for Recipient Allow change

Details of Payment Allow change
BOOK TRANSFER
EWB HONG KONG

Cancel Edit Template Submit Template

Use Details of Payment section and enter:
BOOK TRANSFER
EWB HONG KONG

A successful submit banner will appear.

 **Successful Submit**
Template INTL BOOK EWB US TO EWB HK has been successfully created.

[Template Center](#)

Now the template is completed, you will be able to use this template to create a payment.

1.2 Create Book Wire Payment from Template (INTL BOOK EWB US TO EWB HK)

From Template Center, select the wire template created.

The screenshot shows the 'TEMPLATE CENTER' interface. At the top, there's a header with 'TEMPLATE CENTER' and a sub-header 'Use this page to select template options or review existing templates.' Below this is a 'MANAGE TEMPLATES' section. It includes filters for 'Template Name', 'Payment Type' (set to 'Book Wire'), and 'Template Status' (set to 'All Statuses'). There's a 'Search' button and an 'ADVANCED SEARCH' link. Below the filters is a table with columns: Template Name, Status, Co. Account, Type, Recipient, Amount (Items), and Action. Two templates are listed: 'INTL BOOK EWB US TO EW...' and 'INTL BOOK_EWB_US to EW...'. At the bottom, there are buttons for 'Reject', 'Delete', 'Approve', 'Create Payment', and 'Export'.

Template Name	Status	Co. Account	Type	Recipient	Amount (Items)	Action
INTL BOOK EWB US TO EW...	Approved Active	8880008001 EWB 8001	Book Wire	Hong Kong Recipient Name EAST WEST BANK HONG KONG		
INTL BOOK_EWB_US to EW...	Pending Approval Active	888008801 EWB 8801	Book Wire	China Recipient Name EAST WEST BANK (CHINA) LTD		

Click the drop-down option and select Create Payment, or you can check the box to the left of the template and Click Create payment on the bottom menu.

This screenshot shows the same 'TEMPLATE CENTER' interface, but with the 'Create Payment' option selected for the first template. The 'Action' column now shows a dropdown menu with options: 'Edit Template', 'Copy Template', and 'Create Payment'. The 'Create Payment' option is highlighted. The 'Show / Hide Columns' button is also visible.

Template Name	Status	Co. Account	Type	Recipient	Amount (Items)	Action
INTL BOOK EWB US TO EW...	Approved Active	8880008001 EWB 8001	Book Wire	Hong Kong Recipient EAST WEST BANK HONG KONG		<div>▼</div> <div>Edit Template ></div> <div>Copy Template ></div> <div>Create Payment ></div>

Enter the Wire Amount and Value Date. Click Continue.

Preview the Book Wire from the Payment Template. Click Submit Payment.

CREATE BOOK WIRE PAYMENT FROM TEMPLATE

Use this page to create a new Book wire payment from template.

PAYMENT INFORMATION

Template Name

INTL BOOK EWB US TO EWB HK

Account

888000801 - Operating

Amount *

250.00

Value Date *

07/24/2023

Frequency

☒ One-Time Only ☐ Recurring

Recipient

Hong Kong Recipient
123445678
ABC Street
Hong Kong

Bank

EAST WEST BANK HONG KONG
SWIFT (International) EWBK99999
INTERNATIONAL FINANCE CENTRE
2, SUITE 1108 FLOOR 11
HONG KONG HONG KONG, CHINA

ADDITIONAL INFORMATION

Recipient Reference

Enter Reference for Recipient

Details of Payment

BOOK TRANSFER

Details of Payment Line 2

EWB HONG KONG

Workflow

☐ Approve on Submit

Cancel

Continue

PREVIEW BOOK WIRE PAYMENT FROM TEMPLATE

Use this page to preview a Book wire payment from template.

PAYMENT INFORMATION

Template Name

INTL BOOK EWB US TO EWB HK

Account

888000801 - Operating

Amount

USD 250.00

Value Date

07/24/2023

Send Date

07/24/2023

Frequency

One-Time Only

Recipient

Hong Kong Recipient
123445678
ABC Street
Hong Kong

Bank

EAST WEST BANK HONG KONG
SWIFT (International) EWBK99999
INTERNATIONAL FINANCE CENTRE
2, SUITE 1108 FLOOR 11
HONG KONG HONG KONG, CHINA

ADDITIONAL INFORMATION

Details of Payment

BOOK TRANSFER

Details of Payment Line 2

EWB HONG KONG

Approve on Submit

No

Cancel

Edit Payment

Submit Payment

You can also create a Recurring Payment. Select the Recurring button. Enter the recurring payment information.

Frequency

☐ One-Time Only ☒ Recurring

Recurring Schedule *

Every Two Weeks

Number of Payments

☐ Continue Until Further Notice

☐ Send _____ Total Payments

☒ End on This Date 03/19/2021

A successful submit banner will appear.

Successful Submit

Payment CDFW7ENK1 has been successfully created. Total amount USD 250.00.

Payment Center

NOTE: The payment still needs to be approved before it can be processed

1.3 Create Book Wire Template (INTL BOOK EWB US TO EWB CHINA)

From the Payment Center, go to Create Wire Template and select Book Wire.

The screenshot shows the EastWest Bank BusinessBridge Premier dashboard. The top navigation bar includes links for DASHBOARD, ACCOUNTS, PAYMENTS, TRANSFERS, FRAUD CONTROL, CHECK SERVICES, REPORTS, ADMINISTRATION, and OTHER. The left sidebar shows a tree view with ACCOUNTS, Checking, and Test Account. The main content area has a 'PAYMENTS' section with a sub-menu. The 'CREATE WIRE TEMPLATES' option is highlighted with a blue box and an arrow pointing to it. The sub-menu for 'CREATE WIRE TEMPLATES' includes: Book Wire, Foreign Currency Wire, US Federal Tax, and USD Wire. A blue box with the text 'Create Wire Templates – Book Wire' is also present.

Enter Template Name, Select Debit Account and either 'Create New' or 'Select Existing Recipient'.

The screenshot shows the 'CREATE BOOK WIRE TEMPLATE' form. The form is divided into two main sections: 'TEMPLATE INFORMATION' and 'ADDITIONAL INFORMATION'. In the 'TEMPLATE INFORMATION' section, the 'Template Activation' is set to 'Active'. The 'Template Name' is 'INTL BOOK EWB US TO EWB CHINA'. The 'Debit Account' is '8880008001 - EWB 8001'. The 'Recipient' field has two buttons: 'Select Existing' and 'Create New'. A blue box with the text 'Click Create New to create a new recipient' points to the 'Create New' button. The 'Template Limit' field is empty. The 'Debit Amount' section has three radio buttons: 'Define amount when payment is created' (selected), 'Changeable amount (can be changed when payment is created)', and 'Exact amount (cannot be changed when payment is created)'. In the 'ADDITIONAL INFORMATION' section, the 'Reference Info' section has a checkbox 'Allow change when making payments' which is checked. A blue box with the text 'By checking the box, the field is editable when creating a payment from the template.' points to this checkbox. The 'Details of Payment' section has a checkbox 'Allow change when making payments' which is checked. The 'Details of Payment Line 1' is 'BOOK TRANSFER' and the 'Details of Payment Line 2' is 'EWB CHINA'. A blue box with the text 'Enter: BOOK TRANSFER EWB CHINA' points to these fields. At the bottom of the form are 'Cancel' and 'Continue' buttons.

When to use this form?
If you are transferring funds in USD to EWB China account in USD (Same Entity/Company)

Click Create New to create a new recipient

By checking the box, the field is editable when creating a payment from the template.

Enter: BOOK TRANSFER EWB CHINA

Complete the Create Recipient form and click Continue. Preview the Recipient and Submit.

CREATE RECIPIENT

★ Required Fields ? X

Recipient Name *	China Recipient Name
Recipient ID *	87654321
Address Line 1	ABC Street
Address Line 2	ABC City, China
Address Line 3	Enter Address Line 3
Bank *	Select a Bank
Options	<div> <div>Select a Bank</div> <div> <div>EW B</div> <div>EAST WEST BANK (CHINA) LTD - EWBKCNH - SWIFT (International)</div> <div>EAST WEST BANK (CHINA) LTD - EWB...</div> <div>EAST WEST BANK HONG KONG - EWB...</div> <div>EAST-WEST BANK - EWBKUS66 - SWIF...</div> </div> </div>

PREVIEW RECIPIENT

★ Required Fields ? X

Recipient Name	China Recipient Name
Recipient ID	87654321
Address Line 1	ABC Street
Address Line 2	ABC City, China
Recipient Bank	EAST WEST BANK (CHINA) LTD SWIFT (International) EWBKCNH JIN MAO TOWER FLOOR 33 88 CENTURY BOULEVARD SHANGHAI 200121
Save to Master Recipient List	No
Recipient Contact Information	No

Cancel
Edit
Submit

Select EWBKCNH from the drop-down

The template information will display.
Preview the Book Wire Template. Click Submit Template.

CREATE BOOK WIRE TEMPLATE

Use this page to create a new Book Wire template.

TEMPLATE INFORMATION

★ Required Fields ? X

Template Activation	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Template Name *	INTL BOOK EWB US TO EWB HK
Debit Account *	888008001 - EWB 8001
Recipient *	<div>Remove</div> <div> Hong Kong Recipient Name 12345678 ABC Street Hong Kong </div>
Bank	EAST WEST BANK HONG KONG SWIFT (International) EWBKHKH INTERNATIONAL FINANCE CENTRE 2, SUITE 1108 FLOOR 11 HONG KONG Hong Kong, China
Template Limit	Enter a Template Limit
Debit Amount	<input checked="" type="radio"/> Define amount when payment is created <input type="radio"/> Changeable amount (can be changed when payment is created) <input type="radio"/> Exact amount (cannot be changed when payment is created)

ADDITIONAL INFORMATION

Reference Info	<input type="checkbox"/> Allow change when making payments Enter Sender's Reference
	<input checked="" type="checkbox"/> Allow change when making payments Enter Reference for Recipient
Details of Payment	<input checked="" type="checkbox"/> Allow change when making payments BOOK TRANSFER
Details of Payment Line 2	EWB HONG KONG

Cancel
Continue

PREVIEW BOOK WIRE TEMPLATE

Use this page to preview a Book Wire template.

TEMPLATE INFORMATION

★ Required Fields ? X

Template Activation	Active
Template Name	INTL BOOK EWB US TO EWB CHINA
Debit Account	888008001 - EWB 8001
Recipient	China Recipient Name 87654321 ABC Street ABC City, China
Bank	EAST WEST BANK (CHINA) LTD SWIFT (International) EWBKCNH JIN MAO TOWER FLOOR 33 88 CENTURY BOULEVARD SHANGHAI China
Debit Amount	Define amount when payment is created

ADDITIONAL INFORMATION

Sender's Reference	No changes allowed
Reference for Recipient	Allow change
Details of Payment	Allow change BOOK TRANSFER EWB CHINA

Cancel
Edit Template
Submit Template

Use Details of Payment section and enter:
BOOK TRANSFER
EWB CHINA

CREATE BOOK WIRE TEMPLATE
Use this page to create a new Book Wire template.

?

TEMPLATE INFORMATION

Template Activation

☒ Active
 ☐ Inactive

Template Name *

INTL BOOK EWB US TO EWB CHINA

Debit Account *

8880000001 - EWB R001

Recipient *

Remove

China Recipient Name
 87834217
 ABC Street
 ABC City, China

Bank

EAST WEST BANK (CHINA) LTD
 SWIFT (International) EWBKCN33
 JIN MAO TOWER
 FLOOR 33 88 CENTURY BOULEVARD
 SHANGHAI China

Template Limit

Enter a Template Limit

Debit Amount

☒ Define amount when payment is created
☐ Changeable amount (can be changed when payment is created)
☐ Exact amount (cannot be changed when payment is created)

ADDITIONAL INFORMATION

Reference Info

☐ Allow change when making payments
 Enter Sender's Reference

☒ Allow change when making payments
 Enter Reference for Recipient

Details of Payment

☒ Allow change when making payments
 BOOK TRANSFER

Details of Payment Line 2

EWB CHINA

Cancel

Continue

A successful submit banner will appear.

Successful Submit
 Template INTL BOOK EWB US TO EWB CHINA has been successfully created.

Template Center

Now the template is completed, you will be able to use this template to create a payment.

1.4 Create Book Wire Payment from Template (INTL BOOK EWB US TO EWB CHINA)

From Template Center, select the wire template created.

The screenshot shows the 'TEMPLATE CENTER' interface. At the top, there's a header with a home icon, the title 'TEMPLATE CENTER', a subtitle 'Use this page to select template options or review existing templates.', and buttons for '+ Create a Template', 'Print', and '? Help'. Below the header is a 'MANAGE TEMPLATES' section. It includes filters for 'Template Name', 'Payment Type' (set to 'Book Wire'), and 'Template Status' (set to 'All Statuses'). There's a 'Search' button and an 'ADVANCED SEARCH' link. Below the filters is a table with columns: Template Name, Status, Co. Account, Type, Recipient, Amount (Items), and Action. The table lists two templates: 'INTL BOOK EWB US TO EW...' (Approved Active) and 'INTL BOOK_EWB_US to EW...' (Pending Approval Active). At the bottom, there are buttons for 'Reject', 'Delete', 'Approve', 'Create Payment', and 'Export'.

Template Name	Status	Co. Account	Type	Recipient	Amount (Items)	Action
INTL BOOK EWB US TO EW...	Approved Active	8880008001 EWB 8001	Book Wire	Hong Kong Recipient Name EAST WEST BANK HONG KONG		
INTL BOOK_EWB_US to EW...	Pending Approval Active	888008801 EWB 8801	Book Wire	China Recipient Name EAST WEST BANK (CHINA) LTD		

Click the drop-down option and select Create Payment, or you can check the box to the left of the template and Click Create payment on the bottom menu.

This screenshot shows the same 'TEMPLATE CENTER' interface, but with the 'Create Payment' button highlighted in red. A dropdown menu is open, showing options: 'Edit Template', 'Copy Template', and 'Create Payment'. The 'Create Payment' option is selected. The table below shows the same two templates, but the first one, 'INTL BOOK EWB US TO EW...', is now checked with a red box. The 'Create Payment' button is also highlighted in red.

Template Name	Status	Co. Account	Type	Recipient	Amount (Items)	Action
INTL BOOK EWB US TO EW...	Approved Active	8880008001 EWB 8001	Book Wire	China Recipient Name EAST WEST BANK (CHINA) LTD		

Enter the Wire Amount and Value Date. Click Continue.

Preview the Book Wire from the Payment Template. Click Submit Payment.

CREATE BOOK WIRE PAYMENT FROM TEMPLATE

Use this page to create a new Book wire payment from template.

PAYMENT INFORMATION

Template Name

INTL BOOK EWB US TO EWB CHINA

Account

8880008001 - Operating

Amount *

900.00

Value Date *

07/24/2023

Frequency

☒ One-Time Only

☐ Rec

Recipient

China Recipient Name
87654321
ABC Street
ABC City, China

Bank

EAST WEST BANK (CHINA) LTD
SWIFT (International) EWBKCN3H
JIN MAO TOWER
FLOOR 33 88 CENTURY BOULEVARD
SHANGHAI CHINA

ADDITIONAL INFORMATION

Recipient Reference

Enter Reference for Recipient

Details of Payment

BOOK TRANSFER

Details of Payment Line 2

EWB CHINA

Workflow

☐ Approve on Submit

Cancel

Continue

PREVIEW BOOK WIRE PAYMENT FROM TEMPLATE

Use this page to preview a Book wire payment from template.

PAYMENT INFORMATION

Template Name

INTL BOOK EWB US TO EWB CHINA

Account

8880008001 - Operating

Amount

USD 900.00

Value Date

07/24/2023

Send Date

07/24/2023

Frequency

One-Time Only

Recipient

China Recipient Name
87654321
ABC Street
ABC City, China

Bank

EAST WEST BANK (CHINA) LTD
SWIFT (International) EWBKCN3H
JIN MAO TOWER
FLOOR 33 88 CENTURY BOULEVARD
SHANGHAI CHINA

ADDITIONAL INFORMATION

Details of Payment

BOOK TRANSFER

Details of Payment Line 2

EWB CHINA

Approve on Submit

No

Cancel

Edit Payment

Submit Payment

A successful submit banner will appear.

✓

Successful Submit

Payment ALM7G7M4BH has been successfully created. Total amount USD 900.00.

Payment Center

NOTE: The payment still needs to be approved before it can be processed.

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Create Foreign Currency Wire – Payment and Transfers in Foreign Currency

2.1 Create Foreign Currency Wire Template (DOMESTIC EWB USD TO FCDDA HKD)

From the Payment Center, go to Create Wire Template and select Foreign Currency Wire.

The screenshot shows the EastWest Bank BusinessBridge Premier interface. The 'PAYMENTS' tab is selected, and the 'CREATE WIRE TEMPLATES' menu is open. A blue arrow points to the 'Foreign Currency Wire' option under the 'CREATE WIRE TEMPLATES' menu. A callout box on the right says 'Create Wire Templates – Foreign Currency Wire'.

Enter Template Name, Select Debit Account and either 'Create New' or 'Select Existing Recipient'.

The screenshot shows the 'CREATE FOREIGN CURRENCY WIRE TEMPLATE' form. The form is divided into two sections: 'TEMPLATE INFORMATION' and 'ADDITIONAL INFORMATION'. The 'TEMPLATE INFORMATION' section includes fields for 'Template Activation' (Active), 'Template Name' (DOMESTIC EWB US TO FCDDA HKD), 'Debit Account' (8880000005 - EWB 8005), 'Recipient' (Select Existing or Create New), 'Template Limit' (Enter a Template Limit), 'Debit Amount' (Define amount when payment is created), and 'Recipient Currency' (HKD Hong Kong Dollar). The 'ADDITIONAL INFORMATION' section includes fields for 'Routing Instructions' (Add Intermediary Bank, Add Receiving Bank), 'Reference Info' (Allow change when making payments, Enter Sender's Reference), 'Details of Payment' (Allow change when making payments, BOOK TRANSFER), 'Details of Payment Line 2' (FCDDA HKD), 'Sender to Receiver Information' (Add Information), and 'Charges' (Recipient, Shared, Ours). A blue arrow points to the 'Create New' button under the 'Recipient' field. A callout box on the right says 'Click Create New to create a new recipient'. Another blue arrow points to the 'Recipient Currency' field. A callout box on the right says 'Select the Recipient Currency from the list'. A third blue arrow points to the 'Allow change when making payments' checkbox under the 'Reference Info' section. A callout box on the right says 'By checking the box, the field is editable when creating a payment from the template.' A fourth blue arrow points to the 'BOOK TRANSFER' field under the 'Details of Payment' section. A callout box on the right says 'Enter: BOOK RANSFER FCDDA HKD'.

Complete the Create Recipient Form.

Click Full Bank List and search for Bank ID “EWBKUS66”. Select the bank.

CREATE RECIPIENT

Recipient Name *

EWB US

Recipient ID Type *

Account Number

Recipient ID *

1234567

Address Line 1 *

ABC Street

Address Line 2 *

ABC City, ABC State

Address Line 3

Enter Address Line 3

Bank *

☒ Select from List

☐ Enter Bank Information

Options

☐ Save to Master Recipient List

☐ Add Contact Information

Cancel

Continue

Preferred Bank List

Full Bank List

SEARCH FULL BANK LIST

Bank ID

EWBKUS66

Bank Name

Enter Bank Name


City

Enter City

Country/Region

Select a Country/Region

Search

Bank Name	Bank ID Type	Bank ID	City	Country/Region	Action
 EAST-WEST BANK N. LOS ROBLES AVENUE PASADENA 91101	SWIFT (International)	EWBKUS66	PASADENA	UNITED STATES	Select

Show 10

Cancel

Selected bank will appear. Click Continue. Preview the recipient detail and click Submit.

PREVIEW RECIPIENT

Recipient Name

EWB US

Recipient ID Type

Account Number

Recipient ID

1234567

Address Line 1

ABC Street

Address Line 2

ABC City, ABC State

Bank ID Type

SWIFT (International) EWBKUS66

Bank Name

EAST-WEST BANK

Address Line 1

N. LOS ROBLES AVENUE

Address Line 3

PASADENA UNITED STATES

Save to Master Recipient List

No

Recipient Contact Information

No

Cancel

Edit

Submit

Template information will display. Click Continue.
Preview the template. Click Submit Template.

CREATE FOREIGN CURRENCY WIRE TEMPLATE

Use this page to create a new Foreign Currency Wire template.

TEMPLATE INFORMATION

Template Activation

☒ Active ☐ Inactive

Template Name *

DOMESTIC EWB US TO FCDDA HKD

Debit Account *

8880008025 - EWB 8025

Recipient *

Remove

EWB US
1234567
ABC Street
ABC City, ABC State

Bank

EAST WEST BANK
SWIFT (International) EWBKUS66
N. LOS ROBLES AVENUE
PASADENA United States

Template Limit

Enter a Template Limit

Debit Amount

☒ Define amount when payment is created
☐ Changeable amount (can be changed when payment is created)
☐ Exact amount (cannot be changed when payment is created)

Recipient Currency *

HKD Hong Kong Dollar

ADDITIONAL INFORMATION

Routing Instructions

☐ Add Intermediary Bank
☐ Add Receiving Bank

Reference Info

☒ Allow change when making payments
Enter Sender's Reference

Details of Payment

☒ Allow change when making payments
BOOK TRANSFER

Details of Payment Line 2

FCDDA HKD

Sender to Receiver Information

☐ Add Information

Charges

☒ Recipient ☐ Shared ☐ Ours

Cancel

Continue

PREVIEW FOREIGN CURRENCY WIRE TEMPLATE

Use this page to preview a Foreign Currency Wire template.

TEMPLATE INFORMATION

Template Activation

Active

Template Name

DOMESTIC EWB US TO FCDDA HKD

Debit Account

8880008025 - EWB 8025

Recipient

EWB US
1234567
ABC Street
ABC City, ABC State

Bank

EAST WEST BANK
SWIFT (International) EWBKUS66
N. LOS ROBLES AVENUE
PASADENA United States

Debit Amount

Define amount when payment is created

Recipient Currency

HKD

ADDITIONAL INFORMATION

Sender's Reference

Allow change

Details of Payment

Allow change
BOOK TRANSFER
FCDDA HKD

Charges

Recipient

Cancel

Edit Template

Submit Template

A successful submit banner will display.

Successful Submit

Template DOMESTIC EWB US TO FCDDA HKD has been successfully created.

Template Center

Now the template is completed, you will be able to use this template to create a payment.

2.2 Create Wire Payment from Template (DOMESTIC EWB USD TO FCDDA HKD)

From Template Center, select the wire template created.

The screenshot shows the 'TEMPLATE CENTER' interface. At the top, there's a header with a plus icon for 'Create a Template', a printer icon for 'Print', and a help icon. Below the header is a 'MANAGE TEMPLATES' section. It includes filters for 'Template Name', 'Payment Type' (set to 'Foreign Currency Wire'), and 'Template Status' (set to 'All Statuses'). There's a 'Search' button and an 'ADVANCED SEARCH' link. Below the filters is a table with columns: Template Name, Status, Co. Account, Type, Recipient, Amount (Items), and Action. The table lists four templates, all of which are 'Approved' and 'Active'. The first three templates are for 'DOMESTIC FCDDA' in various currencies (CNH, HKD, JPY). The fourth template is for 'DOMESTIC FCDDA JPY322 BOOK'. At the bottom of the table, there's a 'Show / Hide Columns' button and a 'Show 25' dropdown. Below the table is a row of buttons: 'Reject', 'Delete', 'Approve', 'Create Payment', and 'Export'.

Template Name	Status	Co. Account	Type	Recipient	Amount (Items)	Action
DOMESTIC FCDDA CNH TO ...	Approved Active	987654321 FCDDA CNH	Foreign Currency Wire	ABC Company EAST-WEST BANK		
DOMESTIC FCDDA HKD TO ...	Approved Active	12436789 FCDDA HKD	Foreign Currency Wire	ABC Company EAST-WEST BANK		
DOMESTIC FCDDA JPY TO ...	Approved Active	55667788 FCDDA JPY	Foreign Currency Wire	Japanese Yen FCDDA Acct EAST-WEST BANK		
DOMESTIC FCDDA JPY322 ... BOOK	Approved Active	6767 JPY	Foreign Currency Wire	JAPANESE YEN FCDDA ACC... EAST-WEST BANK	JPY 500.00 (1)	

Click the drop-down option and select Create Payment, or you can check the box to the left of the template and Click Create payment on the bottom menu.

This screenshot shows the same 'TEMPLATE CENTER' interface, but with the first template, 'DOMESTIC EWB US TO FCD...', selected. The 'Status' is 'Approved' and 'Active', and the 'Co. Account' is '8880008005 EWB 8005'. The 'Type' is 'Foreign Currency Wire' and the 'Recipient' is 'EWB US EAST-WEST BANK'. The 'Action' column shows a dropdown menu that is open, with options: 'Edit Template', 'Copy Template', and 'Create Payment'. The 'Create Payment' option is highlighted. At the bottom of the interface, the 'Create Payment' button is also visible.

Template Name	Status	Co. Account	Type	Recipient	Amount (Items)	Action
DOMESTIC EWB US TO FCD...	Approved Active	8880008005 EWB 8005	Foreign Currency Wire	EWB US EAST-WEST BANK		<div>▼ Edit Template Copy Template Create Payment</div>

Click 'Get Value Date' or Enter the Value Date.

Click Continue, Preview the Wire payment information. Click Submit Payment.

CREATE FOREIGN CURRENCY WIRE PAYMENT FROM TEMPLATE

Use this page to create a new Foreign Currency Wire payment from template.

PAYMENT INFORMATION

Template Name

DOMESTIC EWB US TO FCDDA HKD

Debit Account

888000805 - EWB 8005

Amount *

750.00

Amount Type

☒ Debit Amount

☐ Credit Amount to Rec.

Recipient

EWB US
1234567
ABC Street
ABC City, ABC State

Bank

EAST-WEST BANK
50001 (International) EWBKUS66
N. LOS ROBLES AVENUE
PASADENA UNITED STATES

Recipient Currency

HKD

Exchange Rate

☒ Standard Rate

☐ Contract Rate

Get Rate

Indicative Rate

1 HKD = 0.12095257 USD

Conversion

750.00 USD = 5771.34 HKD

ADDITIONAL INFORMATION

Sender's Reference

Enter Sender's Reference

Details of Payment

BOOK TRANSFER

Details of Payment Line 2

FCDDA HKD

Charges

Recipient

Workflow

☐ Approve on Submit

PAYMENT DATE

Value Date *

07/26/2023

Get Value Date

Frequency *

☒ One-Time Only

☐ Recurring

Cancel

Continue

PREVIEW FOREIGN CURRENCY WIRE PAYMENT FROM TEMPLATE

Use this page to preview a Foreign Currency Wire payment from template.

PAYMENT INFORMATION

Template Name

DOMESTIC EWB US TO FCDDA HKD

Debit Account

888000805 - EWB 8005

Amount

USD 750.00

Credit Amount

5771.34 HKD (calculated)

Amount Type

Debit Amount

Recipient

EWB US
1234567
ABC Street
ABC City, ABC State

Bank

EAST-WEST BANK
50001 (International) EWBKUS66
N. LOS ROBLES AVENUE
PASADENA UNITED STATES

Recipient Currency

HKD

Exchange Rate

Standard Rate

Rate

1 HKD = 0.12095257 USD

ADDITIONAL INFORMATION

Details of Payment

BOOK TRANSFER

Details of Payment Line 2

FCDDA HKD

Charges

Recipient

Approve on Submit

No

PAYMENT DATE

Value Date

07/26/2023

Send Date

07/24/2023

Frequency


One-Time Only

Cancel

000 Payments

Submit Payments

A successful submit banner will appear.



Successful Submit

Payment 6CJAU37HBP has been successfully created. Total amount USD 750.00.

Payment Center

NOTE: The payment still needs to be approved before it can be processed.

2.3 Create Foreign Currency Wire Template (DOMESTIC FCDDA HKD to EWB USD)

From the Payment Center, go to Create Wire Template and select Foreign Currency Wire.

The screenshot shows the EastWest Bank BusinessBridge Premier interface. The top navigation bar includes links for DASHBOARD, ACCOUNTS, PAYMENTS, TRANSFERS, FRAUD CONTROL, CHECK SERVICES, REPORTS, ADMINISTRATION, and OTHER. The left sidebar shows a tree view with ACCOUNTS, Checking, and Test Account. The main content area is titled 'PAYMENTS' and contains four tabs: MANAGE, CREATE WIRE PAYMENTS, CREATE WIRE TEMPLATES, and PAYMENT TOOLS. The 'CREATE WIRE TEMPLATES' tab is selected, showing a list of options: Book Wire, Foreign Currency Wire, US Federal Tax, and USD Wire. A blue arrow points to the 'Foreign Currency Wire' option, which is highlighted in a blue box with the text 'Create Wire Templates – Foreign Currency Wire'.

Enter Template Name, Select Debit Account and either 'Create New' or 'Select Existing Recipient'.

The screenshot shows the 'CREATE FOREIGN CURRENCY WIRE TEMPLATE' form. The form is divided into two main sections: 'TEMPLATE INFORMATION' and 'ADDITIONAL INFORMATION'. In the 'TEMPLATE INFORMATION' section, the 'Template Activation' is set to 'Active'. The 'Template Name' is 'DOMESTIC FCDDA HKD TO EWB US'. The 'Debit Account' is '12436789 - FCDDA-HKD'. The 'Recipient' field has two buttons: 'Select Existing' and 'Create New'. A blue arrow points to the 'Create New' button with the text 'Click Create New to create a new recipient.' The 'Template Limit' field is 'Enter a Template Limit'. The 'Debit Amount' section has three radio buttons: 'Define amount when payment is created' (selected), 'Changeable amount (can be changed when payment is created)', and 'Exact amount (cannot be changed when payment is created)'. The 'Recipient Currency' is 'USD US Dollar'. A blue arrow points to the 'USD US Dollar' field with the text 'Select the Recipient Currency from the list.' The 'ADDITIONAL INFORMATION' section includes 'Routing Instructions' (Add Intermediary Bank, Add Receiving Bank), 'Reference Info' (Allow change when making payments, Enter Sender's Reference), 'Details of Payment' (Allow change when making payments, BOOK TRANSFER), 'Details of Payment Line 2' (EWB US ACCT), 'Sender to Receiver Information' (Add Information), and 'Charges' (Recipient, Shared, Durs). A blue arrow points to the 'Allow change when making payments' checkbox in the 'Reference Info' section with the text 'By checking the box, the field is editable when creating a payment from the template.' Another blue arrow points to the 'BOOK TRANSFER' field in the 'Details of Payment' section with the text 'Enter: BOOK TRANSFER EWB US ACCT'. The form has 'Cancel' and 'Continue' buttons at the bottom.

Complete the Create Recipient Form. Click Full Bank List and search for Bank ID “EWBKUS66”. Select the bank.

CREATE RECIPIENT

Recipient Name *

ABC Company

Recipient ID Type *

Account Number

Recipient ID *

12345

Address Line 1 *

ABC Street

Address Line 2 *

ABC City, ABC State

Address Line 3

Enter Address Line 3

Bank *

Select from List

Enter Bank Information with Bank ID

Preferred Bank List

Full Bank List

Options

Save to Master Recipient List

Add Contact Information

Cancel

Continue

SEARCH FULL BANK LIST

Bank ID

EWBKUS66

Bank Name

Enter Bank Name

City

Enter City

Country/Region

Select a Country/Region

Search

Bank Name	Bank ID Type	Bank ID	City	Country/Region	Action
EAST-WEST BANK N. LOS ROBLES AVENUE PASADENA 91101	SWIFT (International)	EWBKUS66	PASADENA	UNITED STATES	Select

Show 10

Cancel

Selected Bank will appear. Click Continue. Preview recipient detail and click Submit.

CREATE RECIPIENT

Recipient Name *

ABC Company

Recipient ID Type *

Account Number

Recipient ID *

12345

Address Line 1 *

ABC Street

Address Line 2 *

ABC City, ABC State

Address Line 3

Enter Address Line 3

Bank *

Select from List

Enter Bank Information

Remove

EAST-WEST BANK
SWIFT (International) EWBKUS66
N. LOS ROBLES AVENUE
PASADENA UNITED STATES

Options

Save to Master Recipient List

Add Contact Information

Cancel

Continue

PREVIEW RECIPIENT

Recipient Name

ABC Company

Recipient ID Type

Account Number

Recipient ID

12345

Address Line 1

ABC Street

Address Line 2

ABC City, ABC State

Bank ID Type

SWIFT (International) EWBKUS66

Bank Name

EAST-WEST BANK

Address Line 1

N. LOS ROBLES AVENUE

Address Line 3

PASADENA UNITED STATES

Save to Master Recipient List

No

Recipient Contact Information

No

Cancel

Edit

Submit

The template information will display.

Click Continue. Preview the template. Click Submit Template.

CREATE FOREIGN CURRENCY WIRE TEMPLATE

Use this page to create a new Foreign Currency Wire template.

TEMPLATE INFORMATION

Template Activation

☒ Active ☐ Inactive

Template Name *

DOMESTIC FCDDA HKD TO EWB US

Debit Account *

12435789 - FCDDA-HKD

Recipient *

Remove

ABC Company
12345
ABC Street
ABC City, ABC State

Bank

EAST-WEST BANK
SWIFT (International) EWBKUS66
N. LOS ROBLES AVENUE

Template Limit

Enter a Template Limit

Debit Amount

☒ Define amount when payment is created
☐ Changeable amount (can be changed when payment is created)
☐ Exact amount (cannot be changed when payment is created)

Recipient Currency *

USD US Dollar

ADDITIONAL INFORMATION

Routing Instructions

☐ Add Intermediary Bank
☐ Add Receiving Bank

Reference Info

☒ Allow change when making payments
Enter Sender's Reference

Details of Payment

☒ Allow change when making payments
BOOK TRANSFER

Details of Payment Line 2

EWB US ACCT

Sender to Receiver Information

☐ Add Information

Charges

☒ Recipient ☐ Shared ☐ Ours

Cancel

Continue

PREVIEW FOREIGN CURRENCY WIRE TEMPLATE

Use this page to preview a Foreign Currency Wire template.

TEMPLATE INFORMATION

Template Activation

Active

Template Name

DOMESTIC FCDDA HKD TO EWB US

Debit Account

12435789 - FCDDA-HKD

Recipient

ABC Company
12345
ABC Street
ABC City, ABC State

Bank

EAST-WEST BANK
SWIFT (International) EWBKUS66
N. LOS ROBLES AVENUE
PASADENA United States

Debit Amount

Define amount when payment is created

Recipient Currency

USD

ADDITIONAL INFORMATION

Sender's Reference

Allow change

Details of Payment

Allow change
BOOK TRANSFER
EWB US ACCT

Charges

Recipient

Cancel

Edit Template

Submit Template

A successful submit banner will display.

✓

Successful Submit

Template DOMESTIC FCDDA HKD TO EWB US has been successfully modified.

Template Center

Now the template is completed, you will be able to use this template to create a payment.

2.4 Create Wire payment from Template (DOMESTIC FCDDA HKD TO EWB USD)

From Template Center, select the wire template created.

TEMPLATE CENTER
Use this page to select template options or review existing templates.

+ Create a Template Print ? Help

MANAGE TEMPLATES

Template Name: _____ Payment Type: Foreign Currency Wire Template Status: All Statuses Search ADVANCED SEARCH

<input type="checkbox"/>	Template Name Description	Status Availability	Co. Account Co. Account Identifier	Type	Recipient Recipient Bank	Amount (Items) Recipient Amount (Items)	Action
<input type="checkbox"/>	DOMESTIC FCDDA CNH TO ...	Approved Active	987654321 FCDDA CNH	Foreign Currency Wire	ABC Company EAST-WEST BANK		
<input type="checkbox"/>	DOMESTIC FCDDA HKD TO ...	Approved Active	12436789 FCDDA-HKD	Foreign Currency Wire	ABC Company EAST-WEST BANK		
<input type="checkbox"/>	DOMESTIC FCDDA JPY TO ...	Approved Active	55667788 FCDDA JPY	Foreign Currency Wire	Japanese Yen FCDDA Acct EAST-WEST BANK		
<input type="checkbox"/>	DOMESTIC FCDDA JPY322 ... BOOK	Approved Active	6767 JPY	Foreign Currency Wire	JAPANESE YEN FCDDA ACC... EAST-WEST BANK	JPY 500.00 (1)	

Show / Hide Columns Show 25

Reject Delete Approve Create Payment Export

Click the drop-down option and select Create Payment, or you can check the box to the left of the template and Click Create payment on the bottom menu.

<input checked="" type="checkbox"/>	Template Name Description	Status Availability	Co. Account Co. Account Identifier	Type	Recipient Recipient Bank	Amount (Items) Recipient Amount (Items)	Action
<input checked="" type="checkbox"/>	DOMESTIC FCDDA HKD TO ...	Approved Active	12436789 FCDDA-HKD	Foreign Currency Wire	ABC Company EAST-WEST BANK		

Show / Hide Columns

Reject Delete Approve Create Payment Export

Edit Template >

Copy Template >

Create Payment >

Enter the Amount. Select the Exchange Rate.

- Standard Rate: If you select Standard Rate, Click 'Get Rate' and the standard rate will appear.
- Contract Rate: If you select Contract Rate, you should have already contacted the FX Dept to get a contract number and rate.
 - Select the Contract Rate option
 - Enter the Contract Number
 - Enter the Contract Rate
 - Click Calculate

Click 'Get Value Date' or Enter the Value Date.

Click Continue, Preview the Wire payment information. Click Submit Payment.

The image displays two screenshots of a web application for creating foreign currency wire payments. The left screenshot shows the 'CREATE FOREIGN CURRENCY WIRE PAYMENT FROM TEMPLATE' form. It includes sections for 'PAYMENT INFORMATION' (Template Name, Debit Account, Amount, Amount Type, Recipient, Bank, Recipient Currency, Exchange Rate), 'ADDITIONAL INFORMATION' (Sender's Reference, Details of Payment, Details of Payment Line 2, Charges, Recipient, Workflow), and 'PAYMENT DATE' (Value Date, Frequency). The right screenshot shows the 'PREVIEW FOREIGN CURRENCY WIRE PAYMENT FROM TEMPLATE' form, which displays the same information in a read-only format, including a 'Cancel' button and 'Edit Payment' and 'Submit Payment' buttons.

A successful submit banner will appear.

A banner with a green checkmark icon and the text 'Successful Submit' and 'Payment U1ZW673UP4 has been successfully created. Total amount HKD 500.00.' A 'Payment Center' button is located on the right.

NOTE: The payment still needs to be approved before it can be processed

2.5 Create Foreign Currency Wire Template (DOMESTIC FCDDA CNH to EWB USD)

From the Payment Center, go to Create Wire Template and select Foreign Currency Wire.

The screenshot shows the EastWest Bank BusinessBridge Premier interface. The 'PAYMENTS' menu is expanded, and the 'CREATE WIRE TEMPLATES' option is highlighted. A blue arrow points to this option, with a text box that says 'Create Wire Templates – Foreign Currency Wire'.

Enter Template Name, Select Debit Account and either 'Create New' or 'Select Existing Recipient'.

The screenshot shows the 'CREATE FOREIGN CURRENCY WIRE TEMPLATE' form. The form is divided into two sections: 'TEMPLATE INFORMATION' and 'ADDITIONAL INFORMATION'.

TEMPLATE INFORMATION

- Template Activation: ☒ Active ☐ Inactive
- Template Name: DOMESTIC FCDDA CNH TO EWB US
- Debit Account: 987654321 - FCDDA CNH
- Recipient:
- Template Limit: Enter a Template Limit
- Debit Amount: ☒ Define amount when payment is created ☐ Changeable amount (can be changed when payment is created) ☐ Exact amount (cannot be changed when payment is created)
- Recipient Currency: USD US Dollar

ADDITIONAL INFORMATION

- Routing Instructions: ☐ Add Intermediary Bank ☐ Add Receiving Bank
- Reference Info: ☒ Allow change when making payments. Enter Sender's Reference
- Details of Payment: ☒ Allow change when making payments. BOOK TRANSFER
- Details of Payment Line 2: EWB US ACCT
- Sender to Receiver Information: ☐ Add Information
- Charges: ☒ Recipient ☐ Shared ☐ Ours

Buttons: Cancel, Continue

When to use this form?
If you are transferring funds from FCDDA account (Foreign Currency) to EWB USD account (Same Entity/Company)

Click 'Create New' to create a new recipient

Select the Recipient Currency from the list

By checking the box, the field is editable when creating a payment from the template.

Enter: BOOK TRANSFER
EWB US ACCT

Complete the Create Recipient form.

Click Full Bank List and search for Bank ID “EWBKUS66”. Select the bank.

CREATE RECIPIENT

Recipient Name *

ABC Company

Recipient ID Type *

Account Number

Recipient ID *

12345

Address Line 1 *

ABC Street

Address Line 2 *

ABC City, ABC State

Address Line 3

Enter Address Line 3

Bank *

☒ Select from List

☐ Enter Bank Information with Bank ID

Preferred Bank List

Full Bank List

Options

☐ Save to Master Recipient List

☐ Add Contact Information

Cancel

Continue

SEARCH FULL BANK LIST

Bank ID

EWBKUS66

Bank Name

Enter Bank Name

City

Enter City

Country/Region

Select a Country/Region

Search

Bank Name	Bank ID Type	Bank ID	City	Country/Region	Action
EAST-WEST BANK N. LOS ROBLES AVENUE PASADENA 91101	SWIFT (international)	EWBKUS66	PASADENA	UNITED STATES	Select

Show 10

Cancel

Selected bank will appear. Click Continue. Preview recipient detail and click Submit.

CREATE RECIPIENT

Recipient Name *

ABC Company

Recipient ID Type *

Account Number

Recipient ID *

12345

Address Line 1 *

ABC Street

Address Line 2 *

ABC City, ABC State

Address Line 3

Enter Address Line 3

Bank *

☒ Select from List

☐ Enter Bank Information

Remove

EAST-WEST BANK
SWIFT (international) EWBKUS66
N. LOS ROBLES AVENUE
PASADENA UNITED STATES

Options

☐ Save to Master Recipient List

☐ Add Contact Information

Cancel

Continue

PREVIEW RECIPIENT

Recipient Name

ABC Company

Recipient ID Type

Account Number

Recipient ID

12345

Address Line 1

ABC Street

Address Line 2

ABC City, ABC State

Bank ID Type

SWIFT (international) EWBKUS66

Bank Name

EAST-WEST BANK

Address Line 1

N. LOS ROBLES AVENUE

Address Line 3

PASADENA UNITED STATES

Save to Master Recipient List

No

Recipient Contact Information

No

Cancel

Edit

Submit

Template information will display. Click Continue.
Preview the Foreign Currency Wire template. Click Submit Template.

CREATE FOREIGN CURRENCY WIRE TEMPLATE

Use this page to create a new Foreign Currency Wire template.

TEMPLATE INFORMATION

Template Activation

☒ Active ☐ Inactive

Template Name *

DOMESTIC FCDDA CNH TO EWB US

Debit Account *

987654321 - FCDDA CNH

Recipient *

Remove

ABC Company
12345
ABC Street
ABC City, ABC State

Bank

EAST-WEST BANK
SWIFT (International) EWBKUS66
N. LOS ROBLES AVENUE
PASADENA UNITED STATES

Template Limit

Enter a Template Limit

Debit Amount

☒ Define amount when payment is created
☐ Changeable amount (can be changed when payment is created)
☐ Exact amount (cannot be changed when payment is created)

Recipient Currency *

USD US Dollar

ADDITIONAL INFORMATION

Routing Instructions

☐ Add Intermediary Bank
☐ Add Receiving Bank

Reference Info

☒ Allow change when making payments
Enter Sender's Reference

Details of Payment

☒ Allow change when making payments
BOOK TRANSFER

Details of Payment Line 2

EWB US ACCT

Sender to Receiver Information

☐ Add Information

Charges

☒ Recipient ☐ Shared ☐ Durs

Cancel

Continue

PREVIEW FOREIGN CURRENCY WIRE TEMPLATE

Use this page to preview a Foreign Currency Wire template.

TEMPLATE INFORMATION

Template Activation

Active

Template Name

DOMESTIC FCDDA CNH TO EWB US

Debit Account

987654321 - FCDDA CNH

Recipient

ABC Company
12345
ABC Street
ABC City, ABC State

Bank

EAST-WEST BANK
SWIFT (International) EWBKUS66
N. LOS ROBLES AVENUE
PASADENA United States

Debit Amount

Define amount when payment is created

Recipient Currency

USD

ADDITIONAL INFORMATION

Sender's Reference

No changes allowed

Details of Payment

Allow change
BOOK TRANSFER
EWB US ACCT

Charges

Recipient

Cancel

Edit Template

Submit Template

A successful submit banner will appear.

Successful Submit

Template DOMESTIC FCDDA CNH TO EWB US has been successfully modified.

Template Center

Now the template is completed, you will be able to use this template to create a payment.

2.6 Create Wire Payment from Template (DOMESTIC FCDDA CNH TO EWB USD)

From Template Center, select the wire template created.

TEMPLATE CENTER
Use this page to select template options or review existing templates.

+ Create a Template Print ? Help

MANAGE TEMPLATES

Template Name: _____ Payment Type: Foreign Currency Wire Template Status: All Statuses Search ADVANCED SEARCH

<input type="checkbox"/>	Template Name Description	Status Availability	Co. Account Co. Account Identifier	Type	Recipient Recipient Bank	Amount (Items) Recipient Amount (Items)	Action
<input type="checkbox"/>	DOMESTIC FCDDA CNH TO ...	Approved Active	987654321 FCDDA_CNH	Foreign Currency Wire	ABC Company EAST-WEST BANK		▼
<input type="checkbox"/>	DOMESTIC FCDDA HKD TO ...	Approved Active	12436789 FCDDA-HKD	Foreign Currency Wire	ABC Company EAST-WEST BANK		▼
<input type="checkbox"/>	DOMESTIC FCDDA JPY TO ...	Approved Active	55667788 FCDDA_JPY	Foreign Currency Wire	Japanese Yen FCDDA Acct EAST-WEST BANK		▼
<input type="checkbox"/>	DOMESTIC FCDDA JPY322 ... BOOK	Approved Active	6767 JPY	Foreign Currency Wire	JAPANESE YEN FCDDA ACC... EAST-WEST BANK	JPY 500.00 (1)	▼

Show / Hide Columns Show 25

Reject Delete Approve Create Payment Export

Click the drop-down option and select Create Payment, or you can check the box to the left of the template and Click Create payment on the bottom menu.

<input checked="" type="checkbox"/>	Template Name Description	Status Availability	Co. Account Co. Account Identifier	Type	Recipient Recipient Bank	Amount (Items) Recipient Amount (Items)	Action
<input checked="" type="checkbox"/>	DOMESTIC FCDDA CNH TO ...	Approved Active	987654321 FCDDA_CNH	Foreign Currency Wire	ABC Company EAST-WEST BANK		▼

Show / Hide Columns

Reject Delete Approve Create Payment Export

Edit Template >

Copy Template >

Create Payment >

Enter the Amount. Select the Exchange Rate.

- Standard Rate: If you select Standard Rate, Click 'Get Rate' and the standard rate will appear.
- Contract Rate: If you select Contract Rate, you should have already contacted the FX Dept to get a contract number and rate.
 - Select the Contract Rate option
 - Enter the Contract Number
 - Enter the Contract Rate
 - Click Calculate

Click 'Get Value Date' or Enter the Value Date.

Click Continue, Preview the Wire payment information. Click Submit Payment.

CREATE FOREIGN CURRENCY WIRE PAYMENT FROM TEMPLATE

Use this page to create a new Foreign Currency Wire payment from template.

?

Help

PAYMENT INFORMATION

Template Name

DOMESTIC FCDDA CNH TO EWB US

Debit Account

987654321 - FCDDA_CNH

Amount *

800.00

Amount Type

☒ Debit Amount

☐ Credit Amount

Recipient

ABC Company
12345
ABC Street
ABC City, ABC State

Bank

EAST-WEST BANK
SWIFT (International) EWBKUS66
N. LOS ROBLES AVENUE
PASADENA UNITED STATES

Recipient Currency

USD

Exchange Rate

☐ Standard Rate

☒ Contract Rate

Contract Number *

1234

Contract Rate *

7.234

Calculate

Conversion

800.00 CNH = 110.59 USD

PREVIEW FOREIGN CURRENCY WIRE PAYMENT FROM TEMPLATE

Use this page to preview a Foreign Currency Wire payment from template.

PAYMENT INFORMATION

Template Name

DOMESTIC FCDDA CNH TO EWB US

Debit Account

987654321 - FCDDA_CNH

Amount

1000.0000

Credit Amount

110.59 USD (calculated)

Amount Type

Debit Amount

Recipient

ABC Company
12345
ABC Street
ABC City, ABC State

Bank

EAST-WEST BANK
SWIFT (International) EWBKUS66
N. LOS ROBLES AVENUE
PASADENA UNITED STATES

Recipient Currency

USD

Exchange Rate

Contract Rate

Contract Number

1234

Rate

1.0000 = 7.234 CNH

ADDITIONAL INFORMATION

Details of Payment

800.00 USD

Details of Payment Line 1

1000.00 USD

Charges

Recipient

Appearance on Submit

No

PAYMENT DATE

Value Date

01/01/2023

Send Date

01/01/2023

Frequency

One Time Only

Cancel

Hold Payment

Submit Payment

A successful submit banner will appear.

✓

Successful Submit

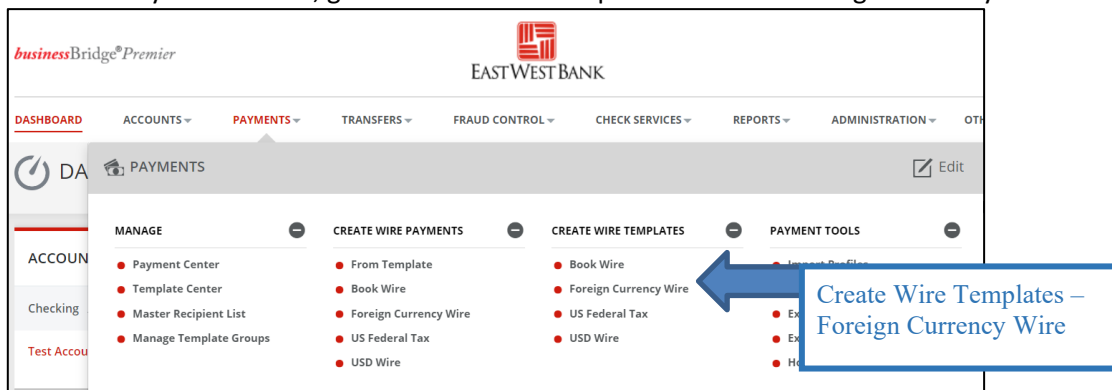
Payment 75GH10J7UO has been successfully created. Total amount CNH 800.00.

Payment Center

NOTE: The payment still needs to be approved before it can be processed.

2.7 Create Foreign Currency Wire Template (DOMESTIC FCDDA JPY to FCDDA JPY)

From the Payment Center, go to Create Wire Template and select Foreign Currency Wire.



Enter Template Name, Select Debit Account and either 'Create New' or 'Select Existing Recipient'.

The screenshot shows the 'CREATE FOREIGN CURRENCY WIRE TEMPLATE' form. The form is divided into two sections: 'TEMPLATE INFORMATION' and 'ADDITIONAL INFORMATION'. The 'TEMPLATE INFORMATION' section includes fields for 'Template Activation' (set to 'Active'), 'Template Name' (DOMESTIC FCDDA JPY TO FCDDA JPY), 'Debit Account' (55657788 - FCDDA JPY), 'Recipient' (with 'Select Existing' and 'Create New' buttons), 'Template Limit' (Enter a Template Limit), 'Debit Amount' (set to 'Define amount when payment is created'), and 'Recipient Currency' (JPY Japanese Yen). The 'ADDITIONAL INFORMATION' section includes 'Routing Instructions' (Add Intermediary Bank, Add Receiving Bank), 'Reference Info' (Allow change when making payments, Enter Sender's Reference), 'Details of Payment' (Allow change when making payments, BOOK TRANSFER), 'Details of Payment Line 2' (FCDDA JPY), 'Sender to Receiver Information' (Add Information), and 'Charges' (set to 'Recipient'). Annotations with blue arrows point to the 'Create New' button, the 'Recipient Currency' dropdown, the 'Allow change when making payments' checkbox, and the 'BOOK TRANSFER' field. A callout box with the text 'When to use this form? If you are transferring funds from FCDDA account to FCDDA account in the same Currency (Same Entity/Company)' is located in the top right. Another callout box with the text 'Enter: BOOK TRANSFER FCDDA JPY' is located in the bottom right.

When to use this form?
If you are transferring funds from FCDDA account to FCDDA account in the same Currency (Same Entity/Company)

Click Create New to create a new recipient

Select the Recipient Currency from the list

By checking the box, the field is editable when creating a payment from the template.

Enter: BOOK TRANSFER FCDDA JPY

Complete the Create Recipient form.
Click Full Bank List and search for Bank ID 'EWBKUS66'. Select the bank.

CREATE RECIPIENT

Recipient Name *

Japanese Yen FCDDA Acct

Recipient ID Type *

Account Number

Recipient ID *

23456

Address Line 1 *

ABC Street

Address Line 2 *

ABC City, ABC State

Address Line 3

Enter Address Line 3

Bank *

☒ Select from List

☐ Enter Bank Information with Bank ID

Preferred Bank List

Full Bank List

Options

☐ Save to Master Recipient List

☐ Add Contact Information

Cancel

Continue

SEARCH FULL BANK LIST

Bank ID

EWBKUS66

Bank Name

Enter Bank Name

City

Enter City

Country/Region

Select a Country/Region

Search

Bank Name ▲	Bank ID Type ▲	Bank ID ▲	City ▲	Country/Region ▲	Action
EAST-WEST BANK N. LOS ROBLES AVENUE PASADENA 91101	SWIFT (International)	EWBKUS66	PASADENA	UNITED STATES	Select

Show 10

Cancel

Preview recipient information. Click Submit.

PREVIEW RECIPIENT

Recipient Name

Japanese Yen FCDDA Acct

Recipient ID Type

Account Number

Recipient ID

23456

Address Line 1

ABC Street

Address Line 2

ABC City, ABC State

Bank ID Type

SWIFT (International) EWBKUS66

Bank Name

EAST-WEST BANK

Address Line 1

N. LOS ROBLES AVENUE

Address Line 3

PASADENA UNITED STATES

Save to Master Recipient List

No

Recipient Contact Information

No

Cancel

Edit

Submit

Template information will display. Click Continue.
Preview the wire template. Click Submit Template.

CREATE FOREIGN CURRENCY WIRE TEMPLATE

Use this page to create a new Foreign Currency Wire template.

TEMPLATE INFORMATION

Template Activation

☒ Active ☐ Inactive

Template Name *

DOMESTIC FCDDA JPY TO FCDDA JPY

Debit Account *

55667788 - FCDDA JPY

Recipient *

Remove

Japanese Yen FCDDA Acct
23456
ABC Street
ABC City, ABC State

Bank

EAST-WEST BANK
SWIFT (International) EWBKUS66
N. LOS ROBLES AVENUE
PASADENA UNITED STATES

Template Limit

Enter a Template Limit

Debit Amount

☒ Define amount when payment is created
☐ Changeable amount (can be changed when payment is created)
☐ Exact amount (cannot be changed when payment is created)

Recipient Currency *

JPY Japanese Yen

ADDITIONAL INFORMATION

Routing Instructions

☐ Add Intermediary Bank
☐ Add Receiving Bank

Reference Info

☒ Allow change when making payments
Enter Sender's Reference

Details of Payment

☒ Allow change when making payments
BOOK TRANSFER

Details of Payment Line 2

FCDDA JPY

Sender to Receiver Information

☐ Add Information

Charges

☒ Recipient ☐ Shared ☐ Ours

Cancel

Continue

PREVIEW FOREIGN CURRENCY WIRE TEMPLATE

Use this page to preview a Foreign Currency Wire template.

TEMPLATE INFORMATION

Template Activation

Active

Template Name

DOMESTIC FCDDA JPY TO FCDDA JPY

Debit Account

55667788 - FCDDA JPY

Recipient

Japanese Yen FCDDA Acct
23456
ABC Street
ABC City, ABC State

Bank

EAST-WEST BANK
SWIFT (International) EWBKUS66
N. LOS ROBLES AVENUE
PASADENA United States

Debit Amount

Define amount when payment is created

Recipient Currency

JPY

ADDITIONAL INFORMATION

Sender's Reference

Allow change

Details of Payment

Allow change
BOOK TRANSFER
FCDDA JPY 23456

Charges

Recipient

Cancel

Edit Template

Submit Template

A successful submit banner will appear.

Successful Submit

Template DOMESTIC FCDDA JPY TO FCDDA JPY has been successfully created.

Template Center

Now the template is completed, you will be able to use this template to create a payment.

2.8 Create Wire Payment from Template (DOMESTIC FCDDA JPY TO FCDDA JPY)

From Template Center, select the wire template created.

TEMPLATE CENTER
Use this page to select template options or review existing templates.

+ Create a Template Print ? Help

MANAGE TEMPLATES

Template Name: _____ Payment Type: Foreign Currency Wire Template Status: All Statuses Search ADVANCED SEARCH

<input type="checkbox"/>	Template Name Description	Status Availability	Co. Account Co. Account Identifier	Type	Recipient Recipient Bank	Amount (Items) Recipient Amount (Items)	Action
<input type="checkbox"/>	DOMESTIC FCDDA CNH TO ...	Approved Active	987654321 FCDDA CNH	Foreign Currency Wire	ABC Company EAST-WEST BANK		
<input type="checkbox"/>	DOMESTIC FCDDA HKD TO ...	Approved Active	12436789 FCDDA-HKD	Foreign Currency Wire	ABC Company EAST-WEST BANK		
<input type="checkbox"/>	DOMESTIC FCDDA JPY TO ...	Approved Active	55667788 FCDDA JPY	Foreign Currency Wire	Japanese Yen FCDDA Acct EAST-WEST BANK		
<input type="checkbox"/>	DOMESTIC FCDDA JPY322 ... BOOK	Approved Active	6767 JPY	Foreign Currency Wire	JAPANESE YEN FCDDA ACC... EAST-WEST BANK	JPY 500.00 (1)	

Show / Hide Columns Show 25

Reject Delete Approve Create Payment Export

Click the drop-down option and select Create Payment, or you can check the box to the left of the template and Click Create payment on the bottom menu.

<input checked="" type="checkbox"/>	Template Name Description	Status Availability	Co. Account Co. Account Identifier	Type	Recipient Recipient Bank	Amount (Items) Recipient Amount (Items)	Action
<input checked="" type="checkbox"/>	DOMESTIC FCDDA JPY TO ...	Approved Active	55667788 FCDDA JPY	Foreign Currency Wire	Japanese Yen FCDDA Acct EAST-WEST BANK		

Show / Hide Columns

Reject Delete Approve Create Payment Export

Edit Template >

Copy Template >

Create Payment >

Enter the Wire amount. Click 'Get Value Date' or Enter the Value Date.
Click Continue. Preview the Wire payment information. Click Submit Payment.

CREATE FOREIGN CURRENCY WIRE PAYMENT FROM TEMPLATE
?

Use this page to create a new Foreign Currency Wire payment from template.

PAYMENT INFORMATION

Template Name	DOMESTIC FCDDA JPY TO FCDDA JPY
Debit Account	55667788 - FCDDA_JPY
Amount *	4,500.00
Amount Type	<input checked="" type="radio"/> Debit Amount <input type="radio"/> Credit Amount
Recipient	Japanese Yen FCDDA Acct 23456 ABC Street ABC City, ABC State
Bank	EAST-WEST BANK SWIFT (International) ENBKUS66 N. LOS ROBLES AVENUE PASADENA UNITED STATES
Recipient Currency	JPY

ADDITIONAL INFORMATION

Sender's Reference	Enter Sender's Reference
Details of Payment	BOOK TRANSFER
Details of Payment Line 2	FCDDA JPY
Charges	Recipient
Workflow	<input type="checkbox"/> Approve on Submit

PAYMENT DATE

Value Date *	07/27/2023	Get Value Date
Frequency *	<input checked="" type="radio"/> One-Time Only <input type="radio"/> Recurring	

[Cancel](#)
[Continue](#)

PREVIEW FOREIGN CURRENCY WIRE PAYMENT FROM TEMPLATE
?

Use this page to preview a Foreign Currency Wire payment from template.

PAYMENT INFORMATION

Template Name	DOMESTIC FCDDA JPY TO FCDDA JPY
Debit Account	55667788 - FCDDA_JPY
Amount	JPY 4,500.00
Amount Type	Debit Amount
Recipient	Japanese Yen FCDDA Acct 23456 ABC Street ABC City, ABC State
Bank	EAST-WEST BANK SWIFT (International) ENBKUS66 N. LOS ROBLES AVENUE PASADENA UNITED STATES
Recipient Currency	JPY

ADDITIONAL INFORMATION

Details of Payment	BOOK TRANSFER
Details of Payment Line 2	FCDDA JPY
Charges	Recipient
Approve on Submit	No

PAYMENT DATE

Value Date	07/27/2023
Send Date	07/26/2023
Frequency	One-Time Only

[Cancel](#)
[Edit Payment](#)
[Submit Payment](#)

A successful submit banner will appear.

Successful Submit
 Payment X2W5TBCHU6 has been successfully created. Total amount JPY 4,500.00.

[Payment Center](#)

NOTE: The payment still needs to be approved before it can be processed.

2.9 Create Foreign Currency Wire Template (INTL WIRE FCDDA CNH TO HK BENE)

From the Payment Center, go to Create Wire Template and select Foreign Currency Wire.

The screenshot shows the EastWest Bank BusinessBridge Premier interface. The top navigation bar includes links for DASHBOARD, ACCOUNTS, PAYMENTS, TRANSFERS, FRAUD CONTROL, CHECK SERVICES, REPORTS, ADMINISTRATION, and OTHER. The left sidebar shows a tree view with 'PAYMENTS' selected. The main content area displays a 'CREATE WIRE TEMPLATES' menu with options: 'Book Wire', 'Foreign Currency Wire', 'US Federal Tax', and 'USD Wire'. A blue arrow points to the 'Foreign Currency Wire' option, which is highlighted in a blue box with the text 'Create Wire Templates – Foreign Currency Wire'.

Enter Template Name, Select Debit Account and either 'Create New' or 'Select Existing Recipient'.

The screenshot shows the 'CREATE FOREIGN CURRENCY WIRE TEMPLATE' form. The form is divided into two main sections: 'TEMPLATE INFORMATION' and 'ADDITIONAL INFORMATION'. In the 'TEMPLATE INFORMATION' section, the 'Template Activation' is set to 'Active'. The 'Template Name' is 'INTL WIRE FCDDA CNH TO HK BENE'. The 'Debit Account' is '987654321 - FCDDA_CNH'. The 'Recipient' field has two buttons: 'Select Existing' and 'Create New'. A blue arrow points to the 'Create New' button, which is highlighted in a blue box with the text 'Click Create New to create a new recipient'. The 'Template Limit' field is empty. The 'Debit Amount' section has three radio buttons: 'Define amount when payment is created' (selected), 'Changeable amount (can be changed when payment is created)', and 'Exact amount (cannot be changed when payment is created)'. The 'Recipient Currency' is 'CNH China Yuan'. A blue arrow points to the 'Recipient Currency' field, which is highlighted in a blue box with the text 'Select the Recipient Currency from the list'. In the 'ADDITIONAL INFORMATION' section, the 'Routing Instructions' section has two checkboxes: 'Add Intermediary Bank' and 'Add Receiving Bank'. The 'Reference Info' section has a checked checkbox 'Allow change when making payments' and a text field 'Enter Sender's Reference'. A blue arrow points to the 'Allow change when making payments' checkbox, which is highlighted in a blue box with the text 'By checking the box, the field is editable when creating a payment from the template.' The 'Details of Payment' section has a checked checkbox 'Allow change when making payments' and a text field 'BOOK TRANSFER'. A blue arrow points to the 'BOOK TRANSFER' text field, which is highlighted in a blue box with the text 'Enter: BOOK TRANSFER'. The 'Sender to Receiver Information' section has a checkbox 'Add Information'. The 'Charges' section has three radio buttons: 'Recipient' (selected), 'Shared', and 'Ours'. At the bottom of the form are 'Cancel' and 'Continue' buttons.

Complete the Create Recipient form.

Click Full Bank List and search for Bank ID “EWBKHKHH”. Select the bank.

The screenshot shows the 'CREATE RECIPIENT' form with the following fields filled out:

- Recipient Name: EWB Hong Kong Beneficiary
- Recipient ID Type: Account Number
- Recipient ID: 12345
- Address Line 1: ABC STREET
- Address Line 2: Hong Kong
- Address Line 3: Enter Address Line 3
- Bank: ☒ Select from List

The 'SEARCH FULL BANK LIST' modal is open, showing a table of bank information:

Bank Name	Bank ID Type	Bank ID	City	Country/Region	Action
EAST WEST BANK 8 FINANCE STREET TWO INTERNATIONAL FINANCE CENTRE F CENTRAL	SWIFT (International)	EWBKHKHH	CENTRAL	HONG KONG, CHINA	Select

Buttons at the bottom of the modal: Cancel, Select.

Buttons at the bottom of the 'CREATE RECIPIENT' form: Cancel, Continue.

Bank information will display. Click Continue. Preview recipient detail and Click Submit.

The screenshot shows the 'CREATE RECIPIENT' form with the following fields filled out:

- Recipient Name: EWB Hong Kong Beneficiary
- Recipient ID Type: Account Number
- Recipient ID: 12345
- Address Line 1: ABC STREET
- Address Line 2: Hong Kong
- Address Line 3: Enter Address Line 3
- Bank: ☒ Select from List

The 'PREVIEW RECIPIENT' modal is open, showing the following details:

- Recipient Name: EWB Hong Kong Beneficiary
- Recipient ID Type: Account Number
- Recipient ID: 12345
- Address Line 1: ABC STREET
- Address Line 2: Hong Kong
- Bank ID Type: SWIFT (International) EWBKHKHH
- Bank Name: EAST WEST BANK HONG KONG
- Address Line 1: INTERNATIONAL FINANCE CENTRE
- Address Line 2: 2, SUITE 1108 FLOOR 11
- Address Line 3: HONG KONG HONG KONG, CHINA
- Save to Master Recipient List: No
- Recipient Contact Information: No

Buttons at the bottom of the modal: Cancel, Edit, Submit.

Buttons at the bottom of the 'CREATE RECIPIENT' form: Cancel, Continue.

Template will display. Click Continue. Preview template detail and Click Submit Template.

CREATE FOREIGN CURRENCY WIRE TEMPLATE

Use this page to create a new Foreign Currency Wire template.

TEMPLATE INFORMATION

Template Activation

☒ Active ☐ Inactive

Template Name *

INTL WIRE FCDDA CNH TO HK BENE

Debit Account *

987654321 - FCDDA, CNH

Recipient *

Remove

EWB Hong Kong Beneficiary
12345
ABC Street
Hong Kong

Bank

EAST WEST BANK HONG KONG
SWIFT (International) EWBKHKHH
INTERNATIONAL FINANCE CENTRE
2, SUITE 1108 FLOOR 11
HONG KONG HONG KONG, CHINA

Template Limit

Enter a Template Limit

Debit Amount

☒ Define amount when payment is created
☐ Changeable amount (can be changed when payment is created)
☐ Exact amount (cannot be changed when payment is created)

Recipient Currency *

CNH China Yuan

ADDITIONAL INFORMATION

Routing Instructions

☐ Add intermediary Bank
☐ Add Receiving Bank

Reference Info

☒ Allow change when making payments
Enter Sender's Reference

Details of Payment

☒ Allow change when making payments
BOOK TRANSFER

Sender to Receiver Information

☐ Add Information

Charges

☒ Recipient ☐ Shared ☐ Ours

Cancel

Continue

PREVIEW FOREIGN CURRENCY WIRE TEMPLATE

Use this page to preview a Foreign Currency Wire template.

TEMPLATE INFORMATION

Template Activation

Active

Template Name

INTL WIRE FCDDA CNH TO HK BENE

Debit Account

987654321 - FCDDA, CNH

Recipient

EWB Hong Kong Beneficiary
12345
ABC STREET
Hong Kong

Bank

EAST WEST BANK HONG KONG
SWIFT (International) EWBKHKHH
INTERNATIONAL FINANCE CENTRE
2, SUITE 1108 FLOOR 11
HONG KONG Hong Kong, China

Debit Amount

Define amount when payment is created

Recipient Currency

CNH

ADDITIONAL INFORMATION

Sender's Reference

Allow change

Details of Payment

Allow change
BOOK TRANSFER

Charges

Recipient

Approve on Submit

No

A successful submit banner will appear.

✓

Successful Submit


Template INTL WIRE FCDDA CNH TO HK BENE has been successfully modified.

Template Center

Now the template is completed, you will be able to use this template to create a payment.

2.10 Create Wire Payment from Template (INTL WIRE FCDDA CNH TO HK BENE)

From Template Center, select the wire template created.

 **TEMPLATE CENTER**
Use this page to select template options or review existing templates.

[+ Create a Template](#) [Print](#) [? Help](#)




MANAGE TEMPLATES

Template Name
Enter Template Name

Payment Type
Foreign Currency Wire

Template Status
All Statuses

ADVANCED SEARCH

<input type="checkbox"/>	Template Name Description	Status Availability	Co. Account Co. Account Identifier	Type	Recipient Recipient Bank	Amount (Items) Recipient Amount (Items)	Action
<input type="checkbox"/>	INTL WIRE FCDDA CNH TO...	Approved Active	987654321 FCDDA_CNH	Foreign Currency Wire	EWB China Beneficiary EAST WEST BANK (CHINA) LTD		
<input type="checkbox"/>	INTL WIRE FCDDA CNH TO...	Approved Active	987654321 FCDDA_CNH	Foreign Currency Wire	EWB Hong Kong Beneficiary EAST WEST BANK HONG KONG		
<input type="checkbox"/>	INTL WIRE FCDDA HKD TO...	Approved Active	12436789 FCDDA-HKD	Foreign Currency Wire	EWB Hong Kong Beneficiary EAST WEST BANK HONG KONG		

Click the drop-down option and select Create Payment, or you can check the box to the left of the template and Click Create payment on the bottom menu.

☒

Template Name
Description

Status
Availability

Co. Account
Co. Account Identifier

Type

Recipient
Recipient Bank

Amount (Items)
Recipient Amount (Items)

Action

☒


INTL WIRE FCDDA CNH TO...

Approved
Active

987654321
FCDDA_CNH

Foreign Currency Wire

EWB Hong Kong Beneficiary
EAST WEST BANK HONG KONG



Show / Hide Columns

Reject

Delete

Approve

Create Payment

Export

Edit Template

Copy Template

Create Payment

Enter the Wire amount. Click 'Get Value Date' or Enter the Value Date.
Click Continue. Preview the Wire payment information. Click Submit Payment.

CREATE FOREIGN CURRENCY WIRE PAYMENT FROM TEMPLATE
Use this page to create a new Foreign Currency Wire payment from template.

PAYMENT INFORMATION

Template Name

INTL WIRE FCQDIA CNH TO HK BENE

Debit Account

987654321 - FCQDIA, CNH

Amount *

800.00

Amount Type

☒ Debit Amount
 ☐ Credit Amount

Recipient

EWB Hong Kong Beneficiary
 12345
 ABC STREET
 Hong Kong

Bank

EAST WEST BANK HONG KONG
 SWIFT (International) EWBKHHHH
 INTERNATIONAL FINANCE CENTRE
 2, SUITE 1108 FLOOR 11
 HONG KONG HONG KONG, CHINA

Recipient Currency

CNH

ADDITIONAL INFORMATION

Sender's Reference

Enter Sender's Reference

Details of Payment

BOOK TRANSFER

Charges

Recipient

Workflow

☐ Approve on Submit

PAYMENT DATE

Value Date *

07/27/2023

Get Value Date

Frequency *

☒ One-Time Only
 ☐ Recurring

Cancel

Continue

PREVIEW FOREIGN CURRENCY WIRE PAYMENT FROM TEMPLATE
Use this page to preview a Foreign Currency Wire payment from template.

PAYMENT INFORMATION

Template Name

INTL WIRE FCQDIA CNH TO HK BENE

Debit Account

987654321 - FCQDIA, CNH

Amount

CNH 800.00

Amount Type

Debit Amount

Recipient

EWB Hong Kong Beneficiary
 12345
 ABC STREET
 Hong Kong

Bank

EAST WEST BANK HONG KONG
 SWIFT (International) EWBKHHHH
 INTERNATIONAL FINANCE CENTRE
 2, SUITE 1108 FLOOR 11
 HONG KONG HONG KONG, CHINA

Recipient Currency

CNH

ADDITIONAL INFORMATION

Details of Payment

BOOK TRANSFER

Charges

Recipient

Approve on Submit

No

PAYMENT DATE

Value Date

07/27/2023

Send Date

07/25/2023

Frequency

One-Time Only

Cancel

Get Payment

Submit Payment

A successful submit banner will appear.

Successful Submit
 Payment WDQGB2F2OA has been successfully created. Total amount CNH 800.00.

[Payment Center](#)

NOTE - The payment still needs to be approved before it can be processed.

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2.11 Create Foreign Currency Wire Template (INTL WIRE FCDDA HKD TO HK BENE)

From the Payment Center, go to Create Wire Template and select Foreign Currency Wire.

The screenshot shows the EastWest Bank BusinessBridge Premier interface. The 'PAYMENTS' menu is expanded, and the 'CREATE WIRE TEMPLATES' option is highlighted. A blue arrow points to the 'Foreign Currency Wire' option under the 'CREATE WIRE TEMPLATES' menu. A text box next to the arrow says 'Create Wire Templates – Foreign Currency Wire'.

Enter Template Name, Select Debit Account and either 'Create New' or 'Select Existing Recipient'.

The screenshot shows the 'CREATE FOREIGN CURRENCY WIRE TEMPLATE' form. The form is divided into two sections: 'TEMPLATE INFORMATION' and 'ADDITIONAL INFORMATION'.

TEMPLATE INFORMATION

- Template Activation: ☒ Active ☐ Inactive
- Template Name: INTL WIRE FCDDA HKD TO HK BENE
- Debit Account: 12436789 - FCDDA-HKD
- Recipient: (A blue arrow points to the 'Create New' button with the text 'Click Create New to create a new recipient')
- Template Limit: Enter a Template Limit
- Debit Amount: ☒ Define amount when payment is created ☐ Changeable amount (can be changed when payment is created) ☐ Exact amount (cannot be changed when payment is created)
- Recipient Currency: HKD Hong Kong Dollar (A blue arrow points to the 'HKD Hong Kong Dollar' option with the text 'Select the Recipient Currency from the list')

ADDITIONAL INFORMATION

- Routing Instructions: ☐ Add Intermediary Bank ☐ Add Receiving Bank
- Reference Info: ☒ Allow change when making payments (A blue arrow points to the 'Allow change when making payments' checkbox with the text 'By checking the box, the field is editable when creating a payment from the template.') Enter Sender's Reference
- Details of Payment: ☒ Allow change when making payments (A blue arrow points to the 'Allow change when making payments' checkbox with the text 'Enter: BOOK TRANSFER') BOOK TRANSFER
- Sender to Receiver Information: ☐ Add Information
- Charges: ☒ Recipient ☐ Shared ☐ Ours

Buttons: Cancel, Continue

Complete the Create Recipient form.

Click Full Bank List and search for Bank ID “EWBKHKHH”. Select the bank.

The screenshot shows the 'CREATE RECIPIENT' form with the following fields filled out:

- Recipient Name: EWB Hong Kong Beneficiary
- Recipient ID Type: Account Number
- Recipient ID: 12345
- Address Line 1: ABC STREET
- Address Line 2: Hong Kong
- Address Line 3: Enter Address Line 3
- Bank: Select from List (radio button selected)

The 'SEARCH FULL BANK LIST' modal is open, showing a search for Bank ID 'EWBKHKHH'. The search results table is as follows:

Bank Name	Bank ID Type	Bank ID	City	Country/Region	Action
EAST WEST BANK 8 FINANCE STREET TWO INTERNATIONAL FINANCE CENTRE F CENTRAL	SWIFT (international)	EWBKHKHH	CENTRAL	HONG KONG, CHINA	Select

The modal also includes a 'Cancel' button and a 'Show 10' dropdown.

Bank information will display. Click Continue. Preview recipient detail and Click Submit.

The screenshot shows the 'CREATE RECIPIENT' form with the following fields filled out:

- Recipient Name: EWB Hong Kong Beneficiary
- Recipient ID Type: Account Number
- Recipient ID: 12345
- Address Line 1: ABC STREET
- Address Line 2: Hong Kong
- Address Line 3: Enter Address Line 3
- Bank: Select from List (radio button selected)

The 'PREVIEW RECIPIENT' modal is open, showing the following details:

- Recipient Name: EWB Hong Kong Beneficiary
- Recipient ID Type: Account Number
- Recipient ID: 12345
- Address Line 1: ABC STREET
- Address Line 2: Hong Kong
- Bank ID Type: SWIFT (international) EWBKHKHH
- Bank Name: EAST WEST BANK HONG KONG
- Address Line 1: INTERNATIONAL FINANCE CENTRE
- Address Line 2: 2, SUITE 1108 FLOOR 11
- Address Line 3: HONG KONG HONG KONG, CHINA
- Save to Master Recipient List: No
- Recipient Contact Information: No

The modal also includes a 'Cancel' button, an 'Edit' button, and a 'Submit' button.

Template will be updated. Click Continue. Preview the Template. Click Submit Template.

CREATE FOREIGN CURRENCY WIRE TEMPLATE

Use this page to create a new Foreign Currency Wire template.

TEMPLATE INFORMATION

Template Activation

☒ Active ☐ Inactive

Template Name *

INTL WIRE FCDDA HKD TO HK BENE

Debit Account *

12436789 - FCDDA-HKD

Recipient *

Remove

EWB Hong Kong Beneficiary
12345
ABC Street
Hong Kong

Bank

EAST WEST BANK HONG KONG
SWIFT (International) EWBKHKHH
INTERNATIONAL FINANCE CENTRE
2, SUITE 1108 FLOOR 11
HONG KONG HONG KONG, CHINA

Template Limit

Enter a Template Limit

Debit Amount

☒ Define amount when payment is created
☐ Changeable amount (can be changed when payment is created)
☐ Exact amount (cannot be changed when payment is created)

Recipient Currency *

HKD Hong Kong Dollar

ADDITIONAL INFORMATION

Routing Instructions

☐ Add Intermediary Bank
☐ Add Receiving Bank

Reference Info

☒ Allow change when making payments
Enter Sender's Reference

Details of Payment

☒ Allow change when making payments
BOOK TRANSFER

Sender to Receiver Information

☐ Add Information

Charges

☒ Recipient ☐ Shared ☐ Ours

Cancel

Continue

PREVIEW FOREIGN CURRENCY WIRE TEMPLATE

Use this page to preview a Foreign Currency Wire template.

TEMPLATE INFORMATION

Template Activation

Active

Template Name

INTL WIRE FCDDA HKD TO HK BENE

Debit Account

12436789 - FCDDA-HKD

Recipient

EWB Hong Kong Beneficiary
12345
ABC Street
Hong Kong

Bank

EAST WEST BANK HONG KONG
SWIFT (International) EWBKHKHH
INTERNATIONAL FINANCE CENTRE
2, SUITE 1108 FLOOR 11
HONG KONG HONG KONG, CHINA

Debit Amount

Define amount when payment is created

Recipient Currency

HKD

ADDITIONAL INFORMATION

Sender's Reference

Allow change

Details of Payment

Allow change
BOOK TRANSFER

Charges

Recipient

Cancel

Edit Template

Submit Template

A successful submit banner will appear.

Successful Submit

Template INTL WIRE FCDDA HKD TO HK BENE has been successfully created.

Template Center

Now the template is completed, you will be able to use this template to create a payment.

2.12 Create Wire Payment from Template (INTL WIRE FCDDA HKD TO HK BENE)

From Template Center, select the wire template created.

TEMPLATE CENTER

Use this page to select template options or review existing templates.

+ Create a Template

Print

? Help

MANAGE TEMPLATES

Template Name

Enter Template Name

Payment Type

Foreign Currency Wire

Template Status

All Statuses

Search

ADVANCED SEARCH

<input type="checkbox"/>	Template Name Description	Status Availability	Co. Account Co. Account Identifier	Type	Recipient Recipient Bank	Amount (Items) Recipient Amount (Items)	Action
<input type="checkbox"/>	INTL WIRE FCDDA CNH TO...	Approved Active	987654321 FCDDA_CNH	Foreign Currency Wire	EWB China Beneficiary EAST WEST BANK (CHINA) LTD		
<input type="checkbox"/>	INTL WIRE FCDDA CNH TO...	Approved Active	987654321 FCDDA_CNH	Foreign Currency Wire	EWB Hong Kong Beneficiary EAST WEST BANK HONG KONG		
<input type="checkbox"/>	INTL WIRE FCDDA HKD TO...	Approved Active	12436789 FCDDA-HKD	Foreign Currency Wire	EWB Hong Kong Beneficiary EAST WEST BANK HONG KONG		

Click the drop-down option and select Create Payment, or you can check the box to the left of the template and Click Create payment on the bottom menu.

☒

Template Name
Description

Status
Availability

Co. Account
Co. Account Identifier

Type

Recipient
Recipient Bank

Amount (Items)
Recipient Amount (Items)

Action

VIEW LAST MODIFIED BY

☒

INTL WIRE FCDDA HKD TO...

Approved
Active

12436789
FCDDA-HKD

Foreign Currency Wire

EWB Hong Kong Beneficiary
EAST WEST BANK HONG KONG

Show / Hide Columns

Reject

Delete

Approve

Create Payment

Export

Edit Template

Copy Template

Create Payment

Enter the Wire amount. Click 'Get Value Date' or Enter the Value Date.
Click Continue. Preview the Wire payment information. Click Submit Payment.

CREATE FOREIGN CURRENCY WIRE PAYMENT FROM TEMPLATE

Use this page to create a new Foreign Currency Wire payment from template.

PAYMENT INFORMATION

Template Name

INTL WIRE FCDA HKD TO HK BENE

Debit Account

1243678D - FCDA-HKD

Amount *

1,500.00

Amount Type

☒ Debit Amount ☐ Credit Amount to Recipient

Recipient

EWB Hong Kong Beneficiary
12345
ABC Street
Hong Kong

Bank

EAST WEST BANK HONG KONG
SWIFT (International) EWBKHKHH
INTERNATIONAL FINANCE CENTRE
2, SUITE 1108 FLOOR 11
HONG KONG HONG KONG, CHINA

Recipient Currency

HKD

ADDITIONAL INFORMATION

Sender's Reference

Enter Sender's Reference

Details of Payment

BOOK TRANSFER

Charges

Recipient

Workflow

☐ Approve on Submit

PAYMENT DATE

Value Date *

07/24/2023

Get Value Date

Frequency *

☒ One-Time Only ☐ Recurring

Cancel

Continue

PREVIEW FOREIGN CURRENCY WIRE PAYMENT FROM TEMPLATE

Use this page to preview a Foreign Currency Wire payment from template.

PAYMENT INFORMATION

Template Name

INTL WIRE FCDA HKD TO HK BENE

Debit Account

1243678D - FCDA-HKD

Amount

HKD 1,500.00

Amount Type

Debit Amount

Recipient

EWB Hong Kong Beneficiary
12345
ABC Street
Hong Kong

Bank

EAST WEST BANK HONG KONG
SWIFT (International) EWBKHKHH
INTERNATIONAL FINANCE CENTRE
2, SUITE 1108 FLOOR 11
HONG KONG HONG KONG, CHINA

Recipient Currency

HKD

ADDITIONAL INFORMATION

Details of Payment

BOOK TRANSFER

Charges

Recipient

Approve on Submit

No

PAYMENT DATE

Value Date

07/24/2023

Send Date

07/20/2023

Frequency

One-Time Only

Cancel

Edit Payment

Submit Payment

A successful submit banner will appear.

✓

Successful Submit

Payment ZFPATNVKZ has been successfully created. Total amount HKD 1,500.00.

Payment Center

NOTE: The payment still needs to be approved before it can be processed.

2.13 Create Foreign Currency Wire Template (INTL WIRE FCDDA CNH TO CHINA BENE)

From the Payment Center, go to Create Wire Template and select Foreign Currency Wire.

The screenshot shows the East West Bank BusinessBridge Premier interface. The 'PAYMENTS' menu is expanded, and the 'CREATE WIRE TEMPLATES' option is highlighted. A blue arrow points to the 'Foreign Currency Wire' option under the 'CREATE WIRE TEMPLATES' menu. A text box next to the arrow says 'Create Wire Templates – Foreign Currency Wire'.

Enter Template Name, Select Debit Account and either 'Create New' or 'Select Existing Recipient'.

The screenshot shows the 'CREATE FOREIGN CURRENCY WIRE TEMPLATE' form. The form is divided into two sections: 'TEMPLATE INFORMATION' and 'ADDITIONAL INFORMATION'. In the 'TEMPLATE INFORMATION' section, the 'Template Name' is 'INTL WIRE FCDDA CNH TO CHINA BEN', the 'Debit Account' is '987654321 - FCDDA CNH', and the 'Recipient' is 'Create New'. A blue arrow points to the 'Create New' button with the text 'Click Create New to create a new recipient'. The 'Template Limit' is 'Enter a Template Limit'. The 'Debit Amount' is 'Define amount when payment is created'. The 'Recipient Currency' is 'CNH China Yuan'. A blue arrow points to the 'Recipient Currency' field with the text 'Select the Recipient Currency from the list'. In the 'ADDITIONAL INFORMATION' section, the 'Routing Instructions' are 'Add Intermediary Bank' and 'Add Receiving Bank'. The 'Reference Info' is 'Allow change when making payments' (checked). The 'Details of Payment' is 'Allow change when making payments' (checked) and 'BOOK TRANSFER'. A blue arrow points to the 'Allow change when making payments' checkbox with the text 'By checking the box, the field is editable when creating a payment from the template.' Another blue arrow points to the 'BOOK TRANSFER' field with the text 'Enter: BOOK TRANSFER'. The 'Sender to Receiver Information' is 'Add Information'. The 'Charges' are 'Recipient', 'Shared', and 'Durs'. The form has 'Cancel' and 'Continue' buttons at the bottom.

Complete the Create Recipient form.
Click Full Bank List and search for Bank ID “EWBKCNH”. Select the bank.

The 'CREATE RECIPIENT' form is partially filled out. The 'Recipient Name' is 'EWB China Beneficiary'. The 'Recipient ID Type' is 'Account Number'. The 'Recipient ID' is '54321'. The 'Address Line 1' is 'ABC Street'. The 'Address Line 2' is 'Beijing, China'. The 'Address Line 3' is empty. The 'Bank' field has two radio buttons: 'Select from List' (selected) and 'Enter Bank Information'. Below the radio buttons are two red buttons: 'Preferred Bank List' and 'Full Bank List'. The 'Options' section has two checkboxes: 'Save to Master Recipient List' and 'Add Contact Information'. At the bottom are 'Cancel' and 'Continue' buttons. The 'SEARCH FULL BANK LIST' modal is open, showing a table of bank information. The table has columns: Bank ID, Bank Name, City, Country/Region, and Action. The first row shows 'EWBKCNH' for Bank ID, 'EAST WEST BANK (CHINA) LTD' for Bank Name, 'SHANGHAI' for City, and 'CHINA' for Country/Region. The 'Action' column has a 'Select' button. The modal also has a 'Cancel' button at the bottom.

CREATE RECIPIENT

Recipient Name * EWB China Beneficiary

Recipient ID Type * Account Number

Recipient ID * 54321

Address Line 1 * ABC Street

Address Line 2 * Beijing, China

Address Line 3 Enter Address Line 3

Bank * ☒ Select from List ☐ Enter Bank Information

Options

☐ Save to Master Recipient List

☐ Add Contact Information

Cancel Continue

SEARCH FULL BANK LIST

Bank ID Bank Name City Country/Region Search

EWBKCNH Enter Bank Name Enter City Select a Country/Region

Bank Name Bank ID Type Bank ID City Country/Region Action

EAST WEST BANK (CHINA) LTD SWIFT (International) EWBKCNH SHANGHAI CHINA Select

JIN MAO TOWER
FLOOR 33 88 CENTURY BOULEVARD
SHANGHAI 200121

Cancel

Show 10

Bank information will display. Click Continue. Preview the Recipient. Click Submit.

The 'CREATE RECIPIENT' form is partially filled out. The 'Recipient Name' is 'EWB China Beneficiary'. The 'Recipient ID Type' is 'Account Number'. The 'Recipient ID' is '54321'. The 'Address Line 1' is 'ABC Street'. The 'Address Line 2' is 'Beijing, China'. The 'Address Line 3' is empty. The 'Bank' field has two radio buttons: 'Select from List' (selected) and 'Enter Bank Information'. Below the radio buttons is a red button: 'Remove'. The 'Options' section has two checkboxes: 'Save to Master Recipient List' and 'Add Contact Information'. At the bottom are 'Cancel', 'Edit', and 'Submit' buttons. The 'PREVIEW RECIPIENT' modal is open, showing the recipient information. The modal has fields for: Recipient Name, Recipient ID Type, Recipient ID, Address Line 1, Address Line 2, Address Line 3, Bank ID Type, Bank Name, Address Line 1, Address Line 2, Address Line 3, Save to Master Recipient List, and Recipient Contact Information. The 'Save to Master Recipient List' field is 'No'. The 'Recipient Contact Information' field is 'No'. The modal also has 'Cancel', 'Edit', and 'Submit' buttons at the bottom.

CREATE RECIPIENT

Recipient Name * EWB China Beneficiary

Recipient ID Type * Account Number

Recipient ID * 54321

Address Line 1 * ABC Street

Address Line 2 * Beijing, China

Address Line 3 Enter Address Line 3

Bank * ☒ Select from List ☐ Enter Bank Information

Options

☐ Save to Master Recipient List

☐ Add Contact Information

Remove

EAST WEST BANK (CHINA) LTD
SWIFT (International) EWBKCNH
JIN MAO TOWER
FLOOR 33 88 CENTURY BOULEVARD
SHANGHAI CHINA

Cancel Edit Submit

PREVIEW RECIPIENT

Recipient Name EWB China Beneficiary

Recipient ID Type Account Number

Recipient ID 54321

Address Line 1 ABC Street

Address Line 2 Beijing, China

Address Line 3

Bank ID Type SWIFT (International) EWBKCNH

Bank Name EAST WEST BANK (CHINA) LTD

Address Line 1 JIN MAO TOWER

Address Line 2 FLOOR 33 88 CENTURY BOULEVARD

Address Line 3 SHANGHAI CHINA

Save to Master Recipient List No

Recipient Contact Information No

Cancel Edit Submit

Template will be updated. Click Continue. Preview the Template. Click Submit Template.

CREATE FOREIGN CURRENCY WIRE TEMPLATE

Use this page to create a new Foreign Currency Wire template.

TEMPLATE INFORMATION

Template Activation

☒ Active ☐ Inactive

Template Name *

INTL WIRE FCDDA CNH TO CHINA BENE

Debit Account *

987654321 - FCDDA_CNH

Recipient *

Remove

EWB China Beneficiary
54321
ABC Street
Beijing, China

Bank

EAST WEST BANK (CHINA) LTD
SWIFT (International) EWBKCN2H
JIN MAO TOWER
FLOOR 33 88 CENTURY BOULEVARD
SHANGHAI China

Template Limit

Enter a Template Limit

Debit Amount

☒ Define amount when payment is created
☐ Changeable amount (can be changed when payment is created)
☐ Exact amount (cannot be changed when payment is created)

Recipient Currency *

CNH China Yuan

ADDITIONAL INFORMATION

Routing Instructions

☐ Add Intermediary Bank
☐ Add Receiving Bank

Reference Info

☒ Allow change when making payments
Enter Sender's Reference

Details of Payment

☒ Allow change when making payments
BOOK TRANSFER

Sender to Receiver Information

☐ Add Information

Charges

☒ Recipient ☐ Shared ☐ Ours

Cancel

Continue

PREVIEW FOREIGN CURRENCY WIRE TEMPLATE

Use this page to preview a Foreign Currency Wire template.

TEMPLATE INFORMATION

Template Activation

Active

Template Name

INTL WIRE FCDDA CNH TO CHINA BENE

Debit Account

987654321 - FCDDA_CNH

Recipient

EWB China Beneficiary
54321
ABC Street
Beijing, China

Bank

EAST WEST BANK (CHINA) LTD
SWIFT (International) EWBKCN2H
JIN MAO TOWER
FLOOR 33 88 CENTURY BOULEVARD
SHANGHAI CHINA

Debit Amount

Define amount when payment is created

Recipient Currency

CNH

ADDITIONAL INFORMATION

Sender's Reference

Allow change

Details of Payment

Allow change
BOOK TRANSFER

Charges


Recipient

Cancel

Edit Template

Submit Template

A successful submit banner will appear.



Successful Submit

Template INTL WIRE FCDDA CNH TO CHINA BENE has been successfully created.

Template Center

Now the template is completed, you will be able to use this template to create a payment.

2.14 Create Wire Payment from Template (INTL WIRE FCDDA CNH TO CHINA BENE)

From Template Center, select the wire template created.

TEMPLATE CENTER

Use this page to select template options or review existing templates.

Create a Template

Print

Help

MANAGE TEMPLATES

Template Name

Enter Template Name

Payment Type

Foreign Currency Wire

Template Status

All Statuses

Search

ADVANCED SEARCH

<input type="checkbox"/>	Template Name Description	Status Availability	Co. Account Co. Account Identifier	Type	Recipient Recipient Bank	Amount (Items) Recipient Amount (Items)	Action
<input type="checkbox"/>	INTL WIRE FCDDA CNH TO...	Approved Active	987654321 FCDDA_CNH	Foreign Currency Wire	EWB China Beneficiary EAST WEST BANK (CHINA) LTD		
<input type="checkbox"/>	INTL WIRE FCDDA CNH TO...	Approved Active	987654321 FCDDA_CNH	Foreign Currency Wire	EWB Hong Kong Beneficiary EAST WEST BANK HONG KONG		
<input type="checkbox"/>	INTL WIRE FCDDA HKD TO...	Approved Active	12436789 FCDDA-HKD	Foreign Currency Wire	EWB Hong Kong Beneficiary EAST WEST BANK HONG KONG		

Click the drop-down option and select Create Payment, or you can check the box to the left of the template and Click Create payment on the bottom menu.

☒

Template Name
Description

Status
Availability

Co. Account
Co. Account Identifier

Type

Recipient
Recipient Bank

Amount (Items)
Recipient Amount (Items)

Action

VIEW LAST MODIFIED BY

☒

INTL WIRE FCDDA CNH TO...

Approved
Active

987654321
FCDDA_CNH

Foreign Currency Wire

CHINA BENE
EAST WEST BANK (CHINA) LTD

Show / Hide Columns

Reject

Delete

Approve

Create Payment

Export

Edit Template

Copy Template

Create Payment

Enter the Wire amount. Click 'Get Value Date' or Enter the Value Date.
Click Continue. Preview the Wire payment information. Click Submit Payment.

CREATE FOREIGN CURRENCY WIRE PAYMENT FROM TEMPLATE

Use this page to create a new Foreign Currency Wire payment from template.

PAYMENT INFORMATION

Template Name

INTL WIRE FCDDA CNH TO CHINA BENE

Debit Account

987654321 - FCDDA, CNH

Amount *

2,000.00

Amount Type

☒ Debit Amount

☐ Credit Amount to Recipient

Recipient

EWE China Beneficiary
54321
ABC Street
Beijing, China

Bank

EAST WEST BANK (CHINA) LTD
SWIFT (International) EWBKCN3H
JIN MAO TOWER
FLOOR 33 88 CENTURY BOULEVARD
SHANGHAI CHINA

Recipient Currency

CNH

ADDITIONAL INFORMATION

Sender's Reference

Enter Sender's Reference

Details of Payment

BOOK TRANSFER

Charges

Recipient

Workflow

☐ Approve on Submit

PAYMENT DATE

Value Date *

07/27/2023

Frequency *

☒ One-Time Only

☐ Recurring

Get Value Date

Cancel

Continue

PREVIEW FOREIGN CURRENCY WIRE PAYMENT FROM TEMPLATE

Use this page to preview a Foreign Currency Wire payment from template.

PAYMENT INFORMATION

Template Name

INTL WIRE FCDDA CNH TO CHINA BENE

Debit Account

987654321 - FCDDA, CNH

Amount

CNH 2,000.00

Amount Type

Debit Amount

Recipient

EWE China Beneficiary
54321
ABC Street
Beijing, China

Bank

EAST WEST BANK (CHINA) LTD
SWIFT (International) EWBKCN3H
JIN MAO TOWER
FLOOR 33 88 CENTURY BOULEVARD
SHANGHAI CHINA

Recipient Currency

CNH

ADDITIONAL INFORMATION

Details of Payment

BOOK TRANSFER

Charges

Recipient

Approve on Submit

No

PAYMENT DATE

Value Date

07/27/2023

Send Date

07/25/2023

Frequency

One-Time Only

Cancel

Make Payment

Submit Payment

A successful submit banner will appear.

✓

Successful Submit

Payment KHG0IBXKTX has been successfully created. Total amount CNH 2,000.00.

Payment Center

NOTE: The payment still needs to be approved before it can be processed.

2.15 Create Foreign Currency Wire Template (INTL WIRE FCDDA JPY TO JAPAN BENE)

From the Payment Center, go to Create Wire Template and select Foreign Currency Wire.

The screenshot shows the EASTWEST BANK BusinessBridge Premier interface. The 'PAYMENTS' menu is expanded, and the 'CREATE WIRE TEMPLATES' option is highlighted. A blue arrow points to this option with a callout box that says 'Create Wire Templates – Foreign Currency Wire'.

businessBridge® Premier
EASTWEST BANK

DASHBOARD ACCOUNTS PAYMENTS TRANSFERS FRAUD CONTROL CHECK SERVICES REPORTS ADMINISTRATION OTHER

DA PAYMENTS Edit

MANAGE
• Payment Center
• Template Center
• Master Recipient List
• Manage Template Groups

CREATE WIRE PAYMENTS
• From Template
• Book Wire
• Foreign Currency Wire
• US Federal Tax
• USD Wire

CREATE WIRE TEMPLATES
• Book Wire
• Foreign Currency Wire
• US Federal Tax
• USD Wire

PAYMENT TOOLS
• Import Profiles

Create Wire Templates – Foreign Currency Wire

Enter Template Name, Select Debit Account and either 'Create New' or 'Select Existing Recipient'.

The screenshot shows the 'CREATE FOREIGN CURRENCY WIRE TEMPLATE' form. The form is divided into two sections: 'TEMPLATE INFORMATION' and 'ADDITIONAL INFORMATION'. The 'TEMPLATE INFORMATION' section includes fields for Template Activation, Template Name, Debit Account, Recipient, Template Limit, Debit Amount, and Recipient Currency. The 'ADDITIONAL INFORMATION' section includes fields for Routing Instructions, Reference Info, Details of Payment, and Sender to Receiver Information. A blue arrow points to the 'Create New' button with a callout box that says 'Click Create New to create a new recipient'. Another blue arrow points to the 'JPY Japanese Yen' option under Recipient Currency with a callout box that says 'Select the Recipient Currency from the list.' A third blue arrow points to the 'Allow change when making payments' checkbox under Reference Info with a callout box that says 'By checking the box, the field is editable when creating a payment from the template.'

CREATE FOREIGN CURRENCY WIRE TEMPLATE
Use this page to create a new Foreign Currency Wire template.

TEMPLATE INFORMATION

Template Activation ☒ Active ☐ Inactive

Template Name * INTL WIRE FCDDA JPY TO JAPAN BENE

Debit Account * 55667788 - FCDDA JPY

Recipient *

Template Limit Enter a Template Limit

Debit Amount ☒ Define amount when payment is created
☐ Changeable amount (can be changed when payment is created)
☐ Exact amount (cannot be changed when payment is created)

Recipient Currency * JPY Japanese Yen

ADDITIONAL INFORMATION

Routing Instructions ☐ Add Intermediary Bank
☐ Add Receiving Bank

Reference Info ☒ Allow change when making payments
Enter Sender's Reference

Details of Payment ☒ Allow change when making payments
Enter Details of Payment

Sender to Receiver Information ☐ Add Information

Charges ☒ Recipient ☐ Shared ☐ Ours

Cancel Continue

When to use this form?
If you are transferring funds from FCDDA (foreign currency account) to Recipient in another country

Click Create New to create a new recipient

Select the Recipient Currency from the list.

By checking the box, the field is editable when creating a payment from the template.

Complete the Create Recipient form. Click Full Bank List and search the Recipient Bank. Select the bank.

CREATE RECIPIENT

★ Required Fields

?

✕

Recipient Name *

Japan Bene

Recipient ID Type *

Account Number

Recipient ID *

23456

Address Line 1 *

ABC STREET

Address Line 2 *

Kyoto, Japan

Address Line 3

Enter Address Line 3

Bank *

☒ Select from List

☐ Enter Bank Information

Options

☐ Save to Master Recipient List

☐ Add Contact Information

Cancel

Continue

SEARCH FULL BANK LIST

?

✕

Bank ID

Enter Bank ID

Bank Name

Enter Bank Name

City

kyoto

Country/Region

Select a Country/Region

Search

Bank Name ▲

Bank ID Type ▲

Bank ID ▲

City ▲

Country/Region ▲

Action

BANK OF KYOTO,LTD.,THE

KARASUMADORI MATSUBARA AGARU

SHIMOGYO-KU

KYOTO 600-0000

SWIFT (International)

BOKFJPJZ

KYOTO

JAPAN

Select

BANK OF KYOTO,LTD.,THE

KARASUMADORI MATSUBARA AGARU

SHIMOGYO-KU

KYOTO

SWIFT (International)

BOKFJPJZXXX

KYOTO

JAPAN

Select

Bank information will display. Click Continue. Preview recipient detail and Click Submit.

CREATE RECIPIENT

★ Required Fields

?

✕

Recipient Name *

Japan Bene

Recipient ID Type *

Account Number

Recipient ID *

23456

Address Line 1 *

ABC Street

Address Line 2 *

Kyoto, Japan

Address Line 3

Enter Address Line 3

Bank *

☒ Select from List

☐ Enter Bank Information with Bank ID

Options

☐ Save to Master Recipient List

☐ Add Contact Information

Cancel

Continue

PREVIEW RECIPIENT

★ Required Fields

?

✕

Recipient Name

Japan Bene

Recipient ID Type

Account Number

Recipient ID

23456

Address Line 1

ABC Street

Address Line 2

Kyoto, Japan

Address Line 3

KYOTO JAPAN

Bank ID Type

SWIFT (International) BOKFJPJZ

Bank Name

BANK OF KYOTO,LTD.,THE

Address Line 1

KARASUMADORI MATSUBARA AGARU

Address Line 2

SHIMOGYO-KU

Address Line 3

KYOTO JAPAN

Save to Master Recipient List

No

Recipient Contact Information

No

Cancel

Edit

Submit

49

Template will be updated. Click Continue. Preview the Template. Click Submit Template.

CREATE FOREIGN CURRENCY WIRE TEMPLATE

Use this page to create a new Foreign Currency Wire template.

?

Help

TEMPLATE INFORMATION

Required Fields

Template Activation

☒ Active ☐ Inactive

Template Name *

INTL WIRE FCDDA JPY TO JAPAN BENE

Debit Account *

55657788 - FCDDA_JPY

Recipient *

Remove

Japan Bene
23456
ABC Street
Kyoto, Japan

Bank

BANK OF KYOTO LTD., THE
SWIFT (International) BOKFJP3Z
KARASUMADORI MATSUBARA AGARU
SHIMOGYO-KU
KYOTO JAPAN

Template Limit

Enter a Template Limit

Debit Amount

☒ Define amount when payment is created
☐ Changeable amount (can be changed when payment is created)
☐ Exact amount (cannot be changed when payment is created)

Recipient Currency *

JPY Japanese Yen

ADDITIONAL INFORMATION

Routing Instructions

☐ Add Intermediary Bank
☐ Add Receiving Bank

Reference Info

☒ Allow change when making payments
Enter Sender's Reference

Details of Payment

☒ Allow change when making payments
Enter Details of Payment

Sender to Receiver Information

☐ Add Information

Charges

☒ Recipient ☐ Shared ☐ Ours

Cancel

Continue

PREVIEW FOREIGN CURRENCY WIRE TEMPLATE

Use this page to preview a Foreign Currency Wire template.

?

Help

TEMPLATE INFORMATION

Required Fields

Template Activation

Active

Template Name

INTL WIRE FCDDA JPY TO JAPAN BENE

Debit Account

55657788 - FCDDA_JPY

Recipient

Japan Bene
23456
ABC Street
Kyoto, Japan

Bank

BANK OF KYOTO LTD., THE
SWIFT (International) BOKFJP3Z
KARASUMADORI MATSUBARA AGARU
SHIMOGYO-KU
KYOTO Japan

Debit Amount

Define amount when payment is created

Recipient Currency

JPY

ADDITIONAL INFORMATION

Sender's Reference

Allow change

Details of Payment

Allow change

Charges

Recipient

Cancel

Edit Template

Submit Template

A successful submit banner will appear.

Successful Submit


Template INTL WIRE FCDDA JPY TO JAPAN BENE has been successfully created.

Template Center

Now the template is completed, you will be able to use this template to create a payment.

2.16 Create Wire Payment from Template (INTL WIRE FCDDA JPY TO JAPAN BENE)

From Template Center, select the wire template created.

 **TEMPLATE CENTER**
Use this page to select template options or review existing templates.

[+ Create a Template](#) [Print](#) [? Help](#)




MANAGE TEMPLATES

Template Name
Enter Template Name

Payment Type
Foreign Currency Wire


Template Status
All Statuses

ADVANCED SEARCH

<input type="checkbox"/>	Template Name Description	Status Availability	Co. Account Co. Account Identifier	Type	Recipient Recipient Bank	Amount (Items) Recipient Amount (Items)	Action
<input type="checkbox"/>	INTL WIRE FCDDA CNH TO...	Approved Active	987654321 FCDDA_CNH	Foreign Currency Wire	EWB China Beneficiary EAST WEST BANK (CHINA) LTD		
<input type="checkbox"/>	INTL WIRE FCDDA CNH TO...	Approved Active	987654321 FCDDA_CNH	Foreign Currency Wire	EWB Hong Kong Beneficiary EAST WEST BANK HONG KONG		
<input type="checkbox"/>	INTL WIRE FCDDA HKD TO...	Approved Active	12436789 FCDDA-HKD	Foreign Currency Wire	EWB Hong Kong Beneficiary EAST WEST BANK HONG KONG		

Click the drop-down option and select Create Payment, or you can check the box to the left of the template and Click Create payment on the bottom menu.

☒ ☐ ☐

Template Name Description	Status Availability	Co. Account Co. Account Identifier	Type	Recipient Recipient Bank	Amount (Items) Recipient Amount (Items)	Action
<input checked="" type="checkbox"/> INTL WIRE FCDDA JPY TO...	Approved Active	55667788 FCDDA_JPY	Foreign Currency Wire	Japan Bene BANK OF KYOTO,LTD.,THE		

Show / Hide Columns

Reject

Delete

Approve

Create Payment

Export

Edit Template

Copy Template

Create Payment

Enter the Wire amount. Click 'Get Value Date' or Enter the Value Date.
Click Continue. Preview the Wire payment information. Click Submit Payment.

CREATE FOREIGN CURRENCY WIRE PAYMENT FROM TEMPLATE

Use this page to create a new Foreign Currency Wire payment from template.

PAYMENT INFORMATION

Template Name: INTL WIRE FCDDA JPY TO JAPAN BENE

Debit Account: 55667788 - FCDDA_JPY

Amount: 5,000.00

Amount Type: ☒ Debit Amount ☐ Credit Amount to Re

Recipient: Japan BENE
23456
ABC St-wet
Kyoto, Japan

Bank: BANK OF KYOTO, LTD., THE
SWIFT (International) BOKYJPJZ
KARASUMADORI MATSUBARA AGARU
SHIMOGUCHI-KU
KYOTO JAPAN

Recipient Currency: JPY

ADDITIONAL INFORMATION

Sender's Reference: Enter Sender's Reference

Details of Payment: Enter Details of Payment

Charges: Recipient

Workflow: ☐ Approve on Submit

PAYMENT DATE

Value Date: 07/24/2023 Get Value Date

Frequency: ☒ One-Time Only ☐ Recurring

Cancel Continue

PREVIEW FOREIGN CURRENCY WIRE PAYMENT FROM TEMPLATE

Use this page to preview a Foreign Currency Wire payment from template.

PAYMENT INFORMATION

Template Name: INTL WIRE FCDDA JPY TO JAPAN BENE

Debit Account: 55667788 - FCDDA_JPY

Amount: JPY 5,000.00

Amount Type: Debit Amount

Recipient: Japan BENE
23456
ABC St-wet
Kyoto, Japan

Bank: BANK OF KYOTO, LTD., THE
SWIFT (International) BOKYJPJZ
KARASUMADORI MATSUBARA AGARU
SHIMOGUCHI-KU
KYOTO JAPAN

Recipient Currency: JPY

ADDITIONAL INFORMATION

Charges: Recipient

Approve on Submit: No

PAYMENT DATE

Value Date: 07/24/2023

Send Date: 07/20/2023

Frequency: One-Time Only

Cancel Edit Payment Submit Payment

A successful submit banner will appear.

Successful Submit
Payment I4OAJ2QXZO has been successfully created. Total amount JPY 5,000.00.

Payment Center

NOTE: The payment still needs to be approved before it can be processed.

Appendix A – Requirement for Foreign Currency Wire Transfer to China

This is only applicable when transferring China local currency to China [CHN/CNY]

1. Purpose of Payment Example

Business Type	Purpose Code	Definition
Cross-border goods trade	/CGODDR/	Goods/Trade
Cross-border capital transfer	/CCTFDR/	Capital Account
Cross-border Service Trade	/CSTRDR/	Service Trade
Other	/COCADR/	Other Account Transaction

2. Documentation required for release of funds to China Beneficiary

- Supporting documentation is required from the beneficiary. Any discrepancy in the supporting documents can delay the release of funds.
- Beneficiary should provide the documentation to their local branch (where the account is domiciled).
- Beneficiary can provide the documentation to their local branch as soon as the payer confirms the initiation of the transfer.

3. Beneficiary Full Address

Full beneficiary name and full address is required.

Example of address:

CREATE RECIPIENT

Recipient Name *	China Recipient Name
Recipient ID Type *	Account Number
Recipient ID *	546272727
Address Line 1 *	No. 38 Xonghe Rd
Address Line 2 *	Daya Dist, Taichung City
Address Line 3	Taiwan (R.O.C.)

4. Beneficiary Bank

Full beneficiary bank and full detailed address is required.

Example of address:

EAST WEST BANK (CHINA) LTD
SWIFT (international) EWBKCNH
88, CENTURY BOULEVARD
JIN MAO TOWER FLOOR 30
SHANGHAI CHINA

Appendix B – East West Bank SWIFT Codes

EAST WEST BANK US	EWBKUS66
EAST WEST BANK HONG KONG	EWBKHKHH
EAST WEST BANK CHINA	EWBKCNH

Appendix C – Value Date Definition and Future Date Restrictions

Value Date -The date on which a wire transaction is expected to be settled. The value date is calculated based on the currency of the wire payment.

Future Date - Book Wires, Domestic USD and USD International Wires may be Future Dated up to 30 Days in the future.

Foreign Currency Wires may be Future Dated up to 7 days in the future.

Appendix D – Charge Bearer

Indicates to which party the wire is responsible for paying any related fees.

Options are as follows:

- Shared - The fees are shared between the originator and the receiver.
- Ours - The originator of the wire pays all fees.
- Recipient - The receiver of the wire pays all fees.

Contact

For any questions, please contact Global Transaction Services Customer Service at 888.761.3967, Monday through Friday, 6:00 AM to 7:00 PM PT, or email GTS Customer Support at ewbb@eastwestbank.com.