

# How to make a single transfer and the multiple transfer Website



## How to make a Single Transfer

1



Go to

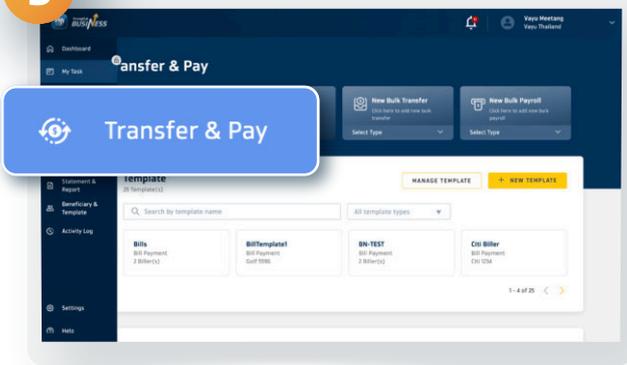
<https://business.krungthai.com>

2



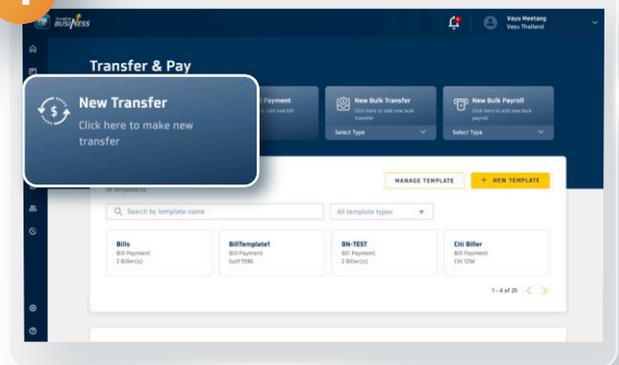
Select **LOGIN**

3



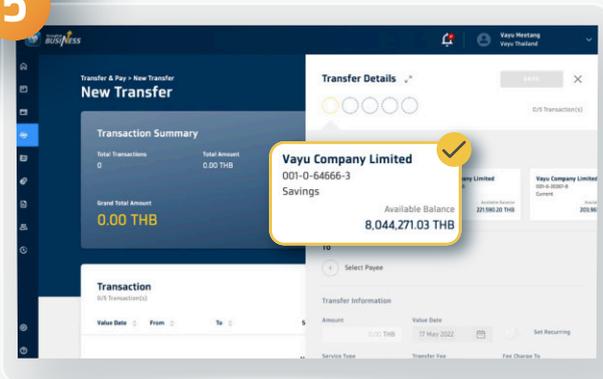
Select **Transfer & Pay**

4



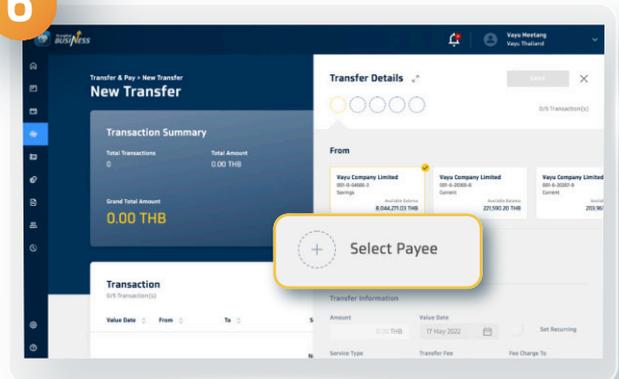
Select **New Transfer**

5



The details will be shown on side of the screen  
select the number of bank account

6

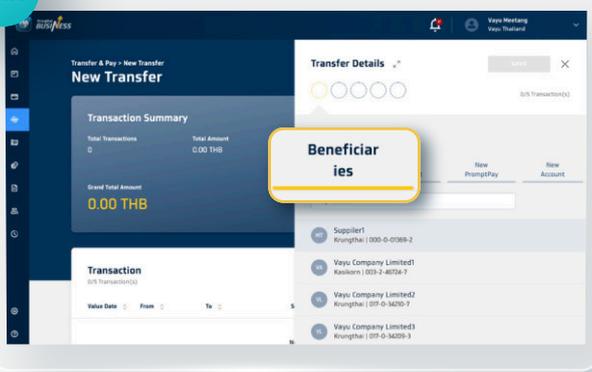


Select **Payee** from these  
4 menus as follows

# How to make a single transfer and the multiple transfer Website

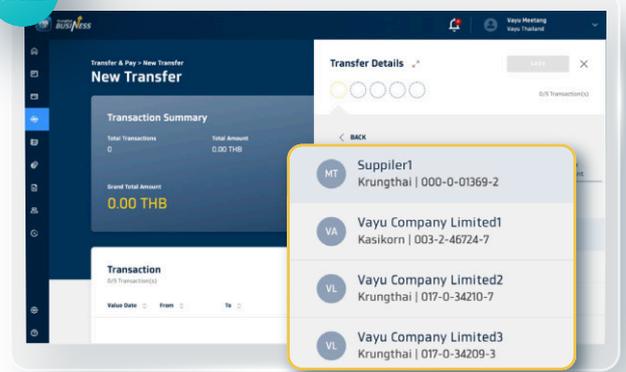
## 6.1 The Beneficiary Tab

6.1.1



The Beneficiary Tab

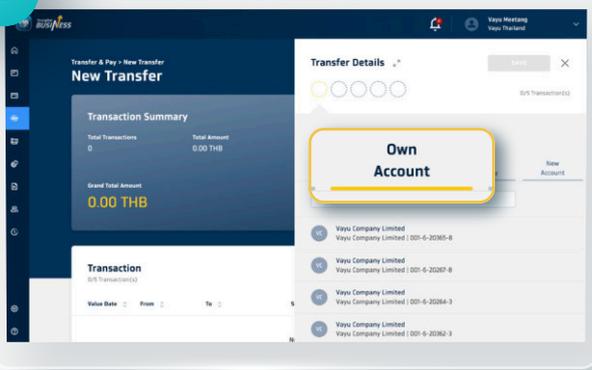
6.1.2



The added account of payee will be shown

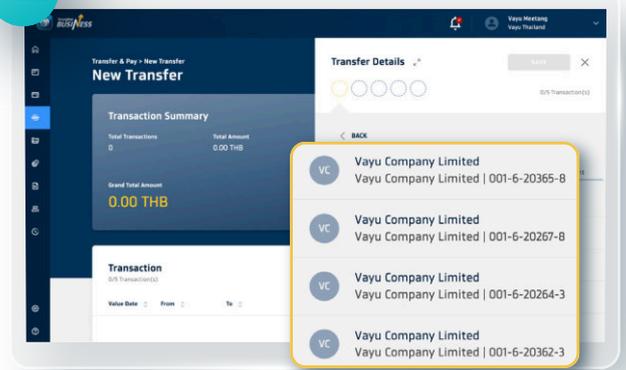
## 6.2 Your Own Account Tab

6.2.1



Your Own Account Tab

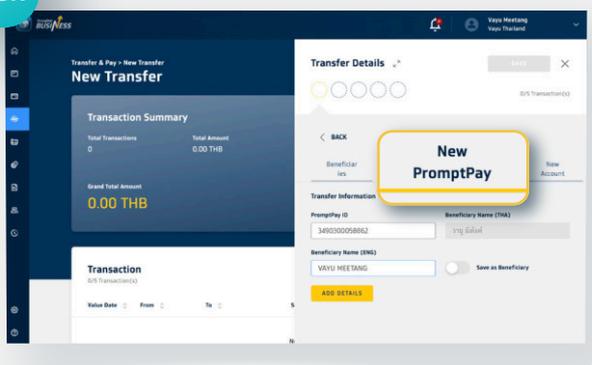
6.2.2



Your company's bank account will be shown on the screen

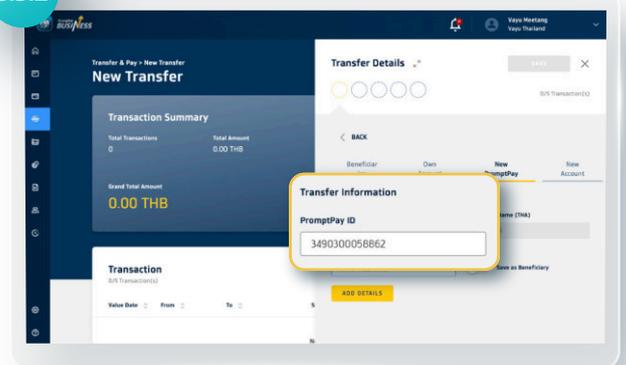
## 6.3 The New PromptPay Tab

6.3.1



The New PromptPay Tab

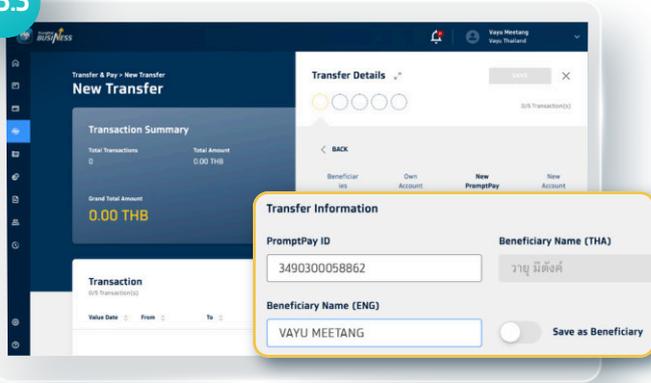
6.3.2



Enter the PromptPay number  
Can be both mobile number, identification number  
or taxpayer identification number

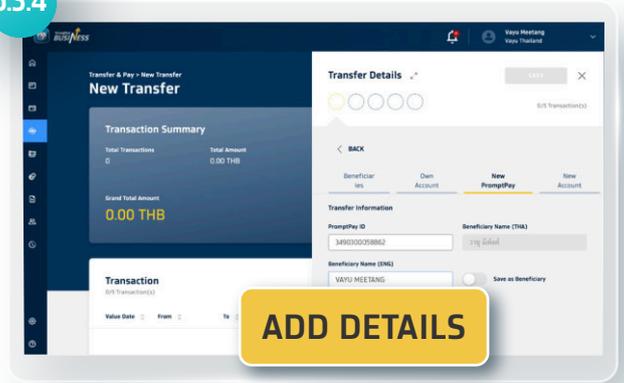
# How to make a single transfer and the multiple transfer Website

6.3.3



The system will show the bank account's name  
If the English bank account's name is not shown,  
please fill in the name in English

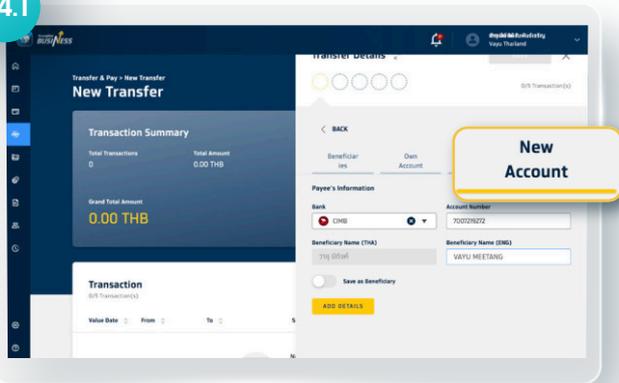
6.3.4



Click **Add Details**

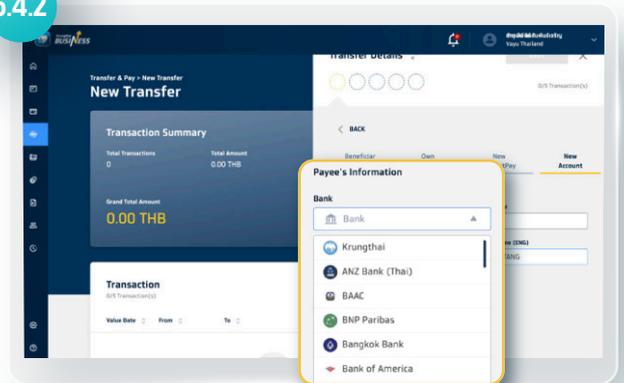
## 6.4 New Account Tab

6.4.1



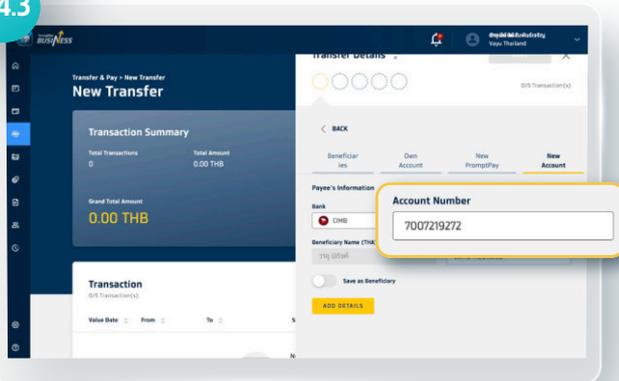
**New Account Tab**

6.4.2



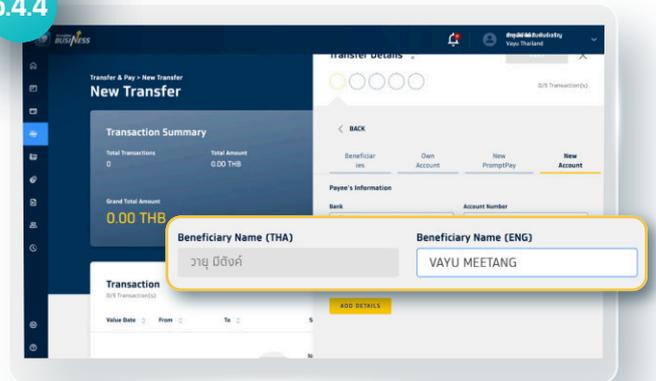
**Select the bank**

6.4.3



Enter **the account number of the payee**

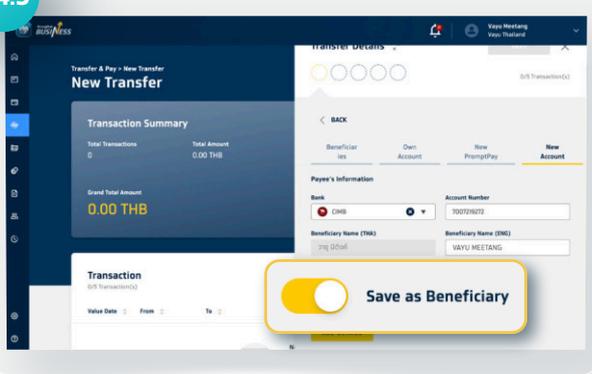
6.4.4



The system will show the bank account's name  
If the English bank account's name is not shown,  
please fill in the name in English

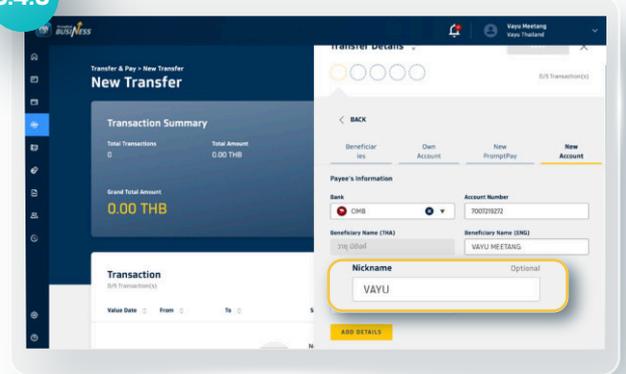
# How to make a single transfer and the multiple transfer Website

6.4.5



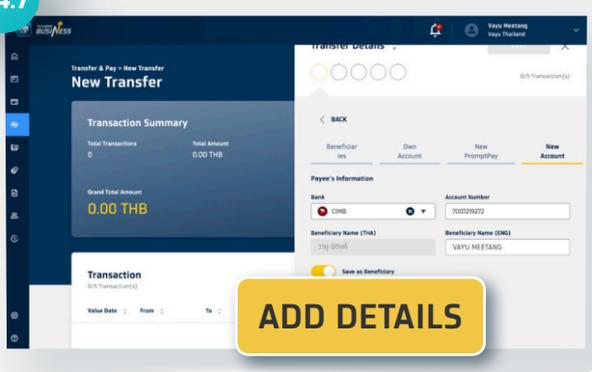
Click **Save as Beneficiary**, if you would like to add the Payee

6.4.6



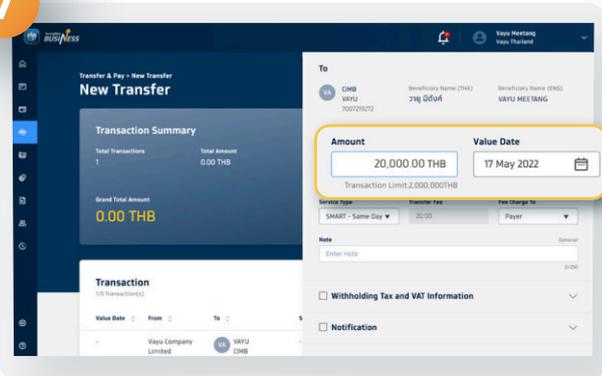
You can rename the Payee instead of the number of bank account

6.4.7



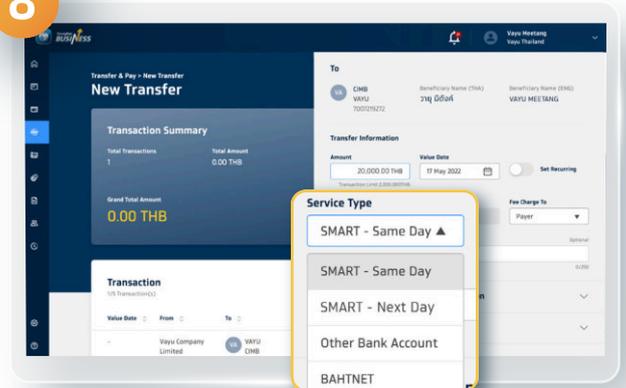
Click **Add details**

7



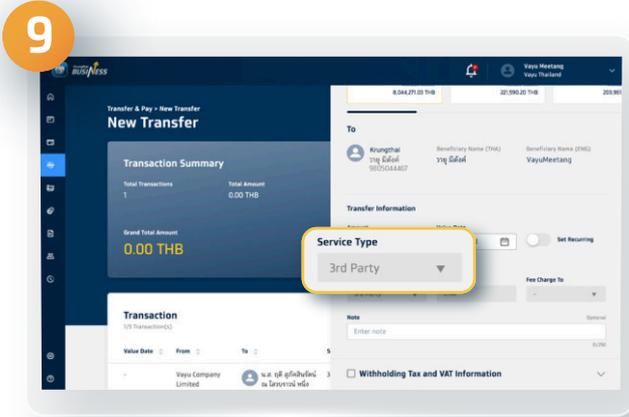
Enter **the amount of money and the Value Date**

8

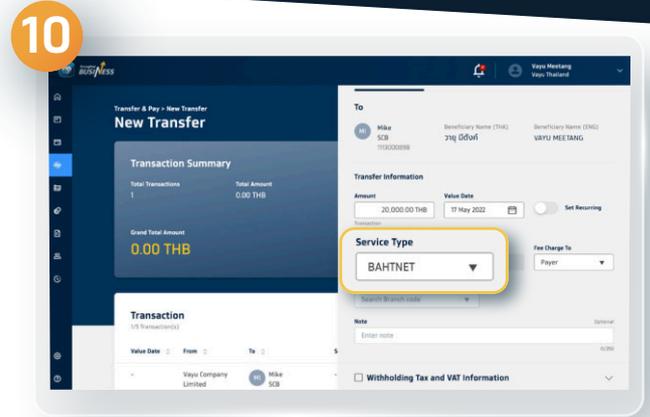


Select **Service Type**

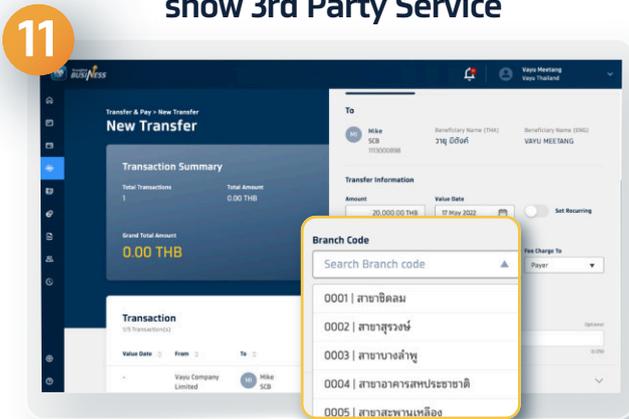
# How to make a single transfer and the multiple transfer Website



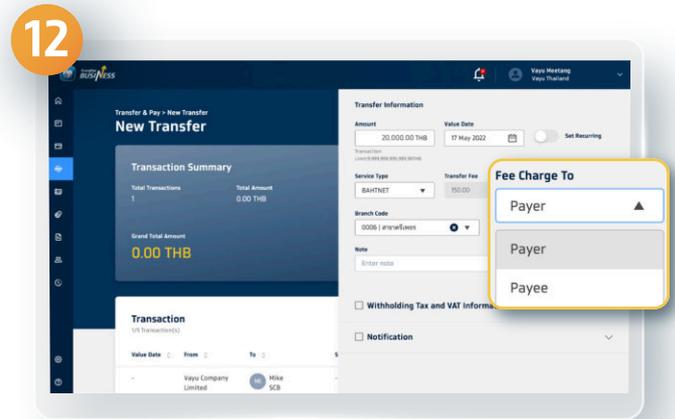
Once you choose Krungthai bank as a payee's account, the system will automatically show 3rd Party Service



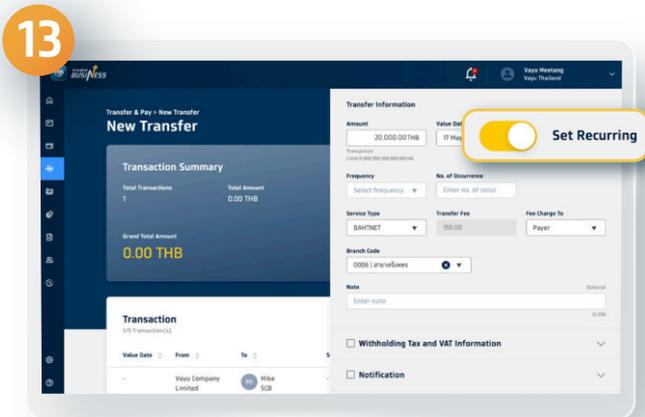
Only for BAHTNET 's Other Bank Account Transfer



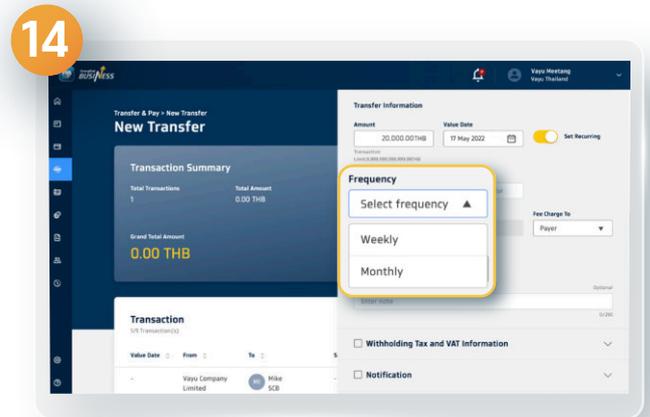
The user must enter the branch code



Select Fee Charge To



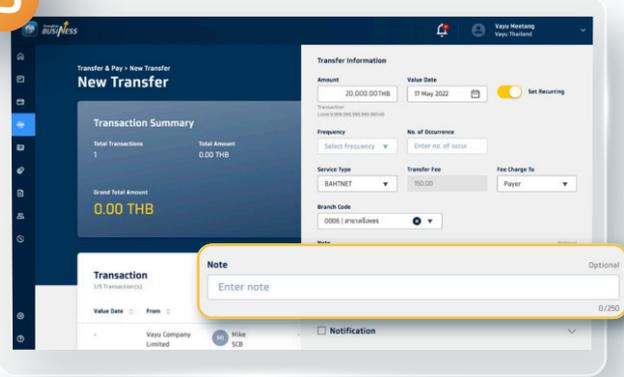
You can also set recurring transfer as weekly or monthly in advance



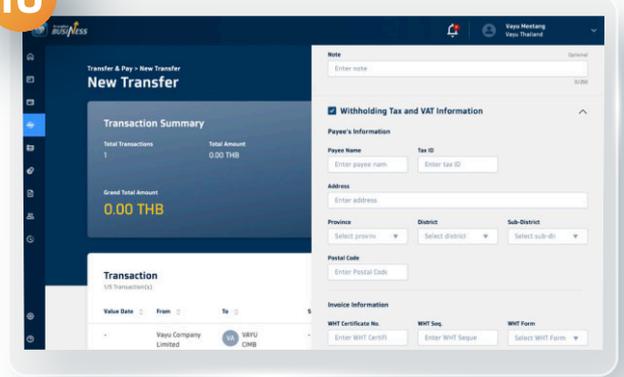
Select Frequency

# How to make a single transfer and the multiple transfer Website

15



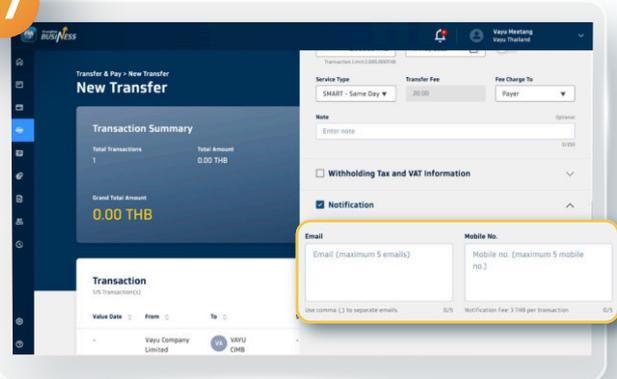
16



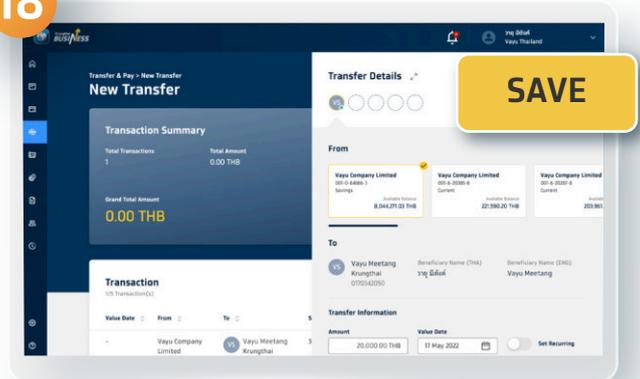
You can add more information such as **Note**

The withholding tax, value added tax information

17



18

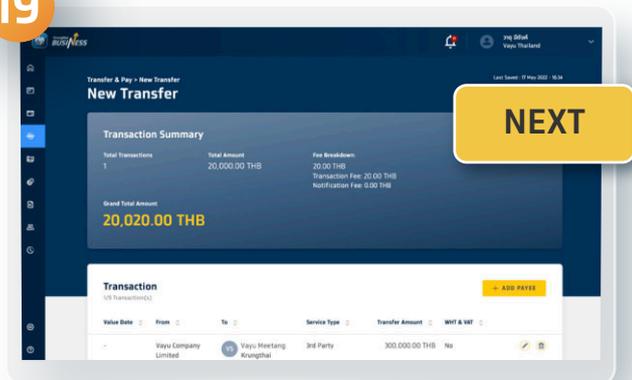


**Notification**

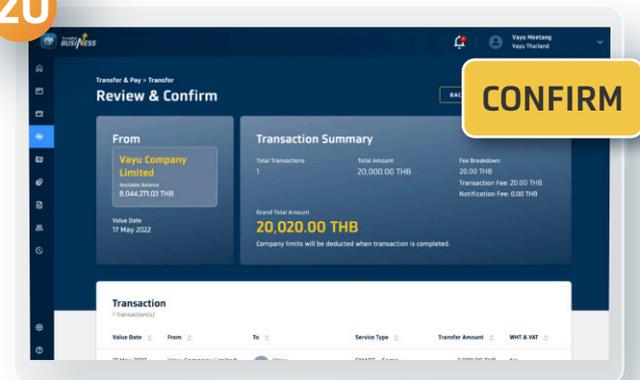
(must not exceed more than 100 letters of email notification estimated 5 emails or 5 numbers of SMS)

Click **Save**

19



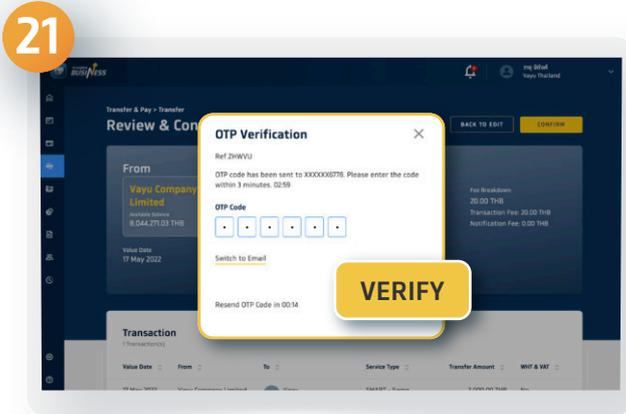
20



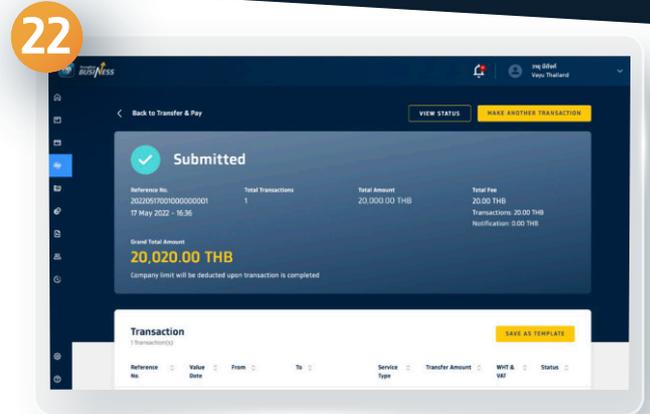
The system will show your transfer information, verify the information and click **Next**

Select **Confirm**

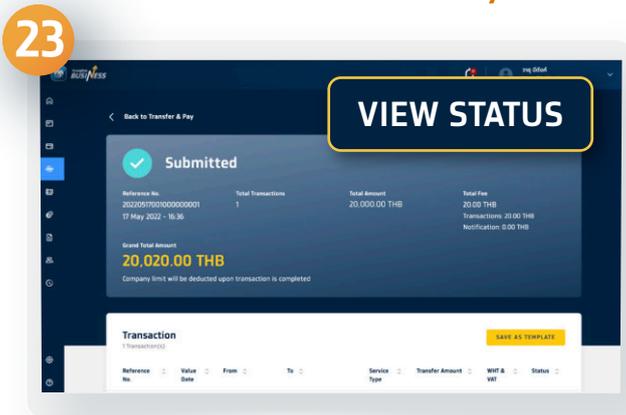
# How to make a single transfer and the multiple transfer Website



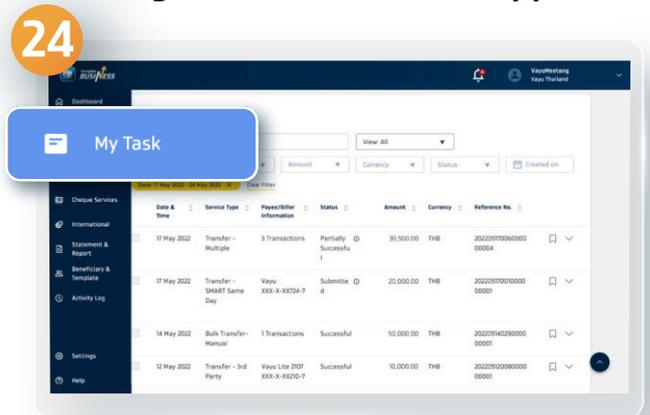
Enter the **OTP code** received by SMS and click **Verify**



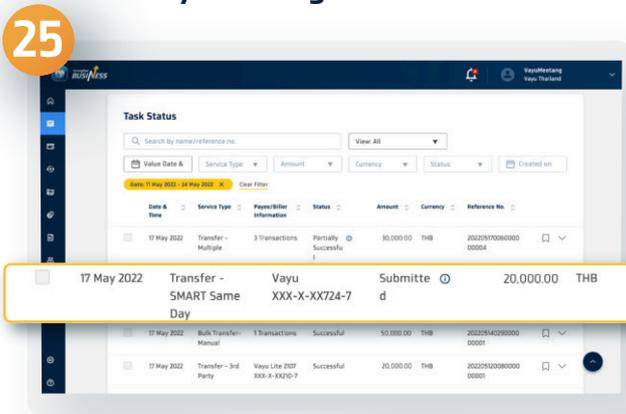
You have successfully made a Single Transfer without approver



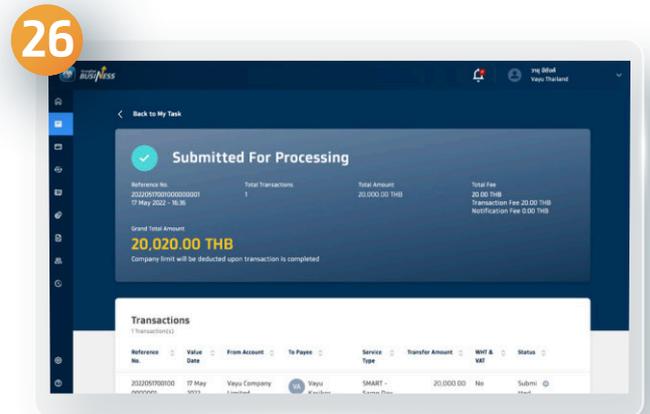
You can check your transfer status by clicking **View Status**



Or view **Task Status** at My Task



Select the transfer you need to check



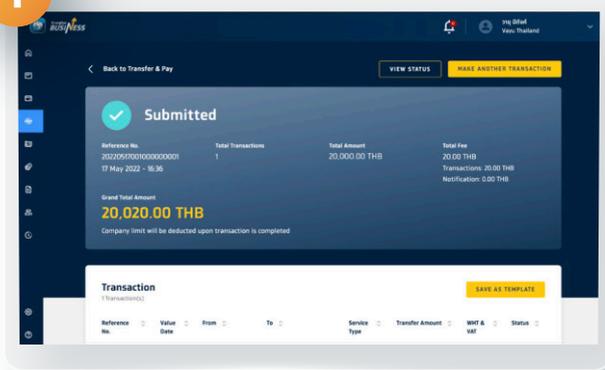
Submitted For Processing status will be shown on the screen (Depend on service you selected on Step 8)

# How to make a single transfer and the multiple transfer Website



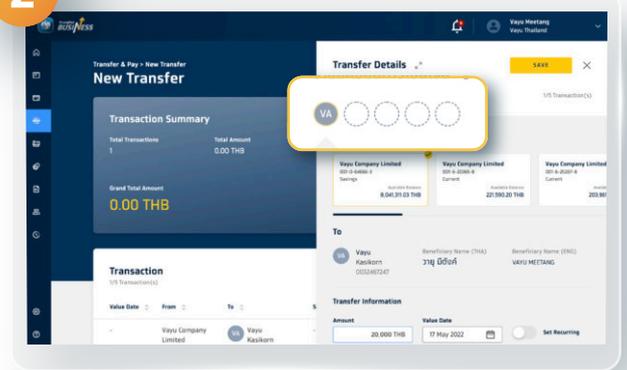
## How to make the Multiple Transfer

1



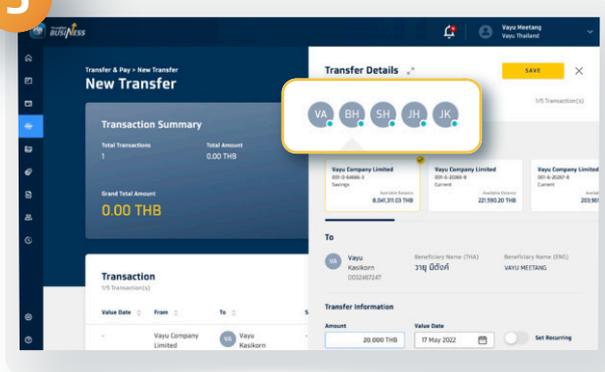
User can proceed the same way as Single Transfer without approver

2



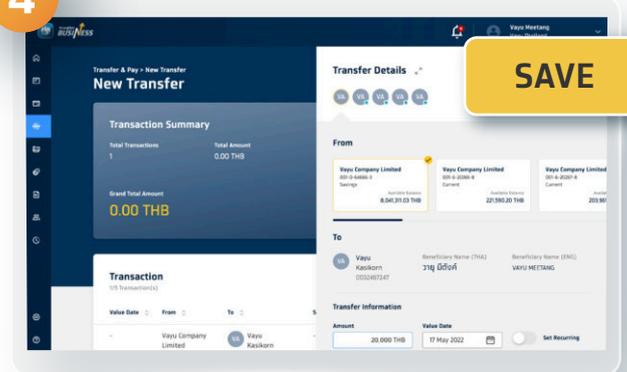
Once the first transfer list has successfully been made, you can **add more transfer** at the top of the screen

3



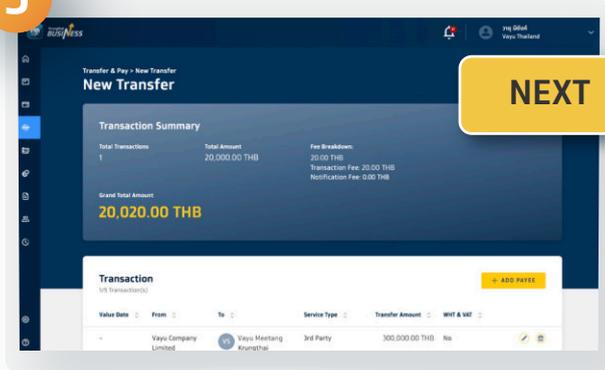
You can add up to 5 more transfer lists per one time

4



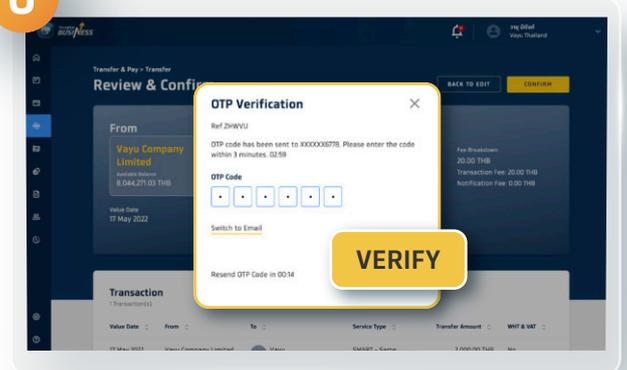
Click **Save**

5



Verify your information and click **Next**

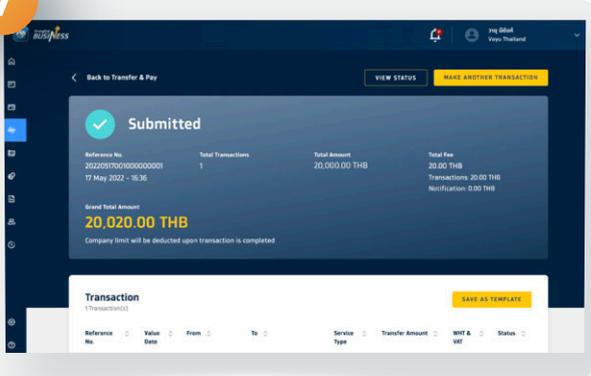
6



Enter the **OTP code** received by SMS and click **Verify**

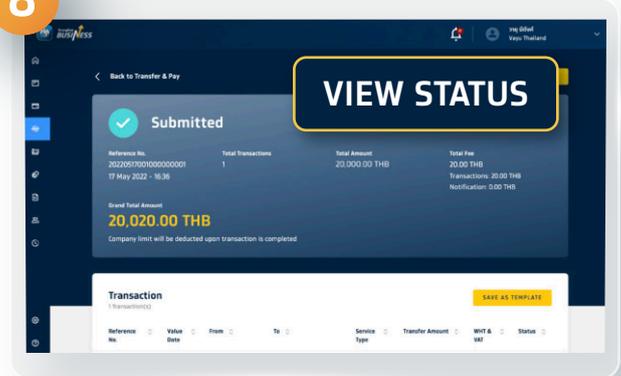
# How to make a single transfer and the multiple transfer Website

7



You have successfully made the Multiple Transfer without approver

8



You can check your transfer status by clicking **View Status**

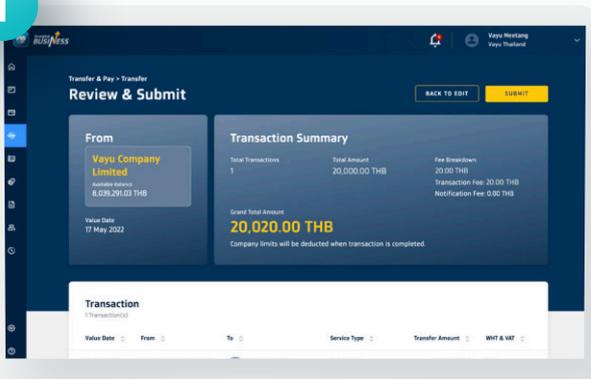


## How to make the Single Transfer and the Multiple Transfer with approve



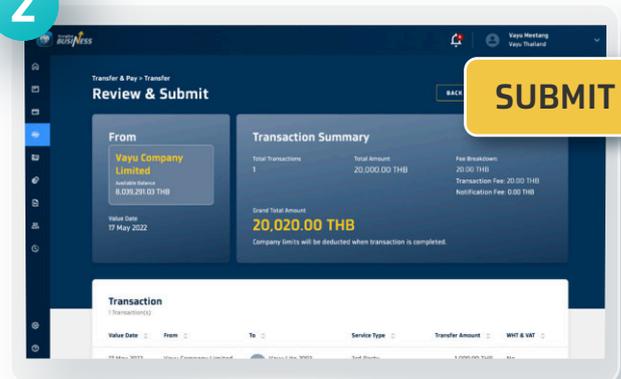
### 1.1 For The Maker

1



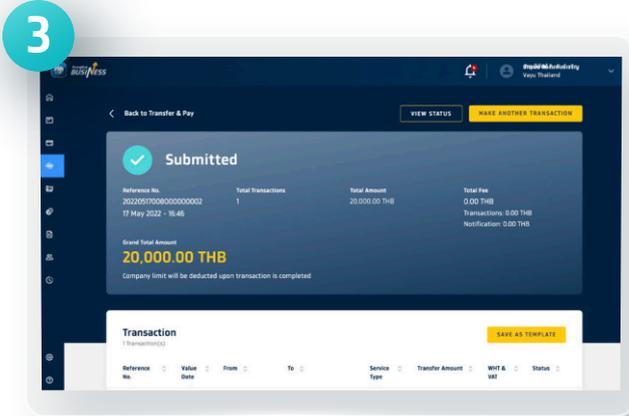
User proceeds the same way as the Transfer without approver

2

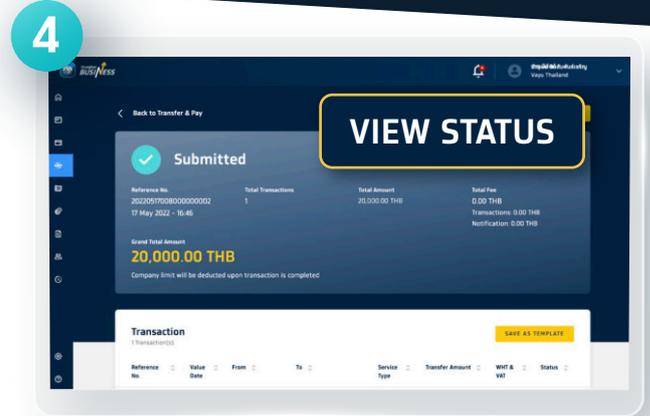


Once you have completely created the transfer list, click **Submit**

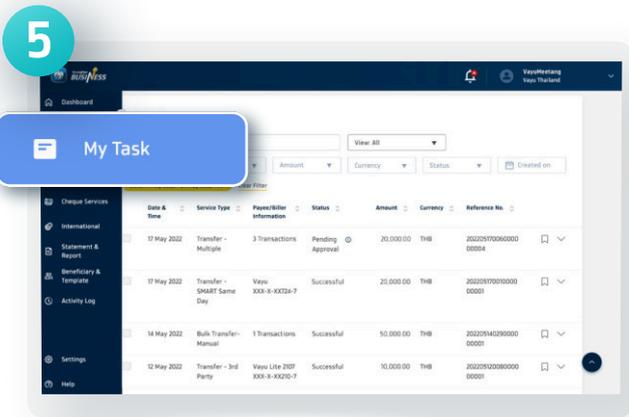
# How to make a single transfer and the multiple transfer Website



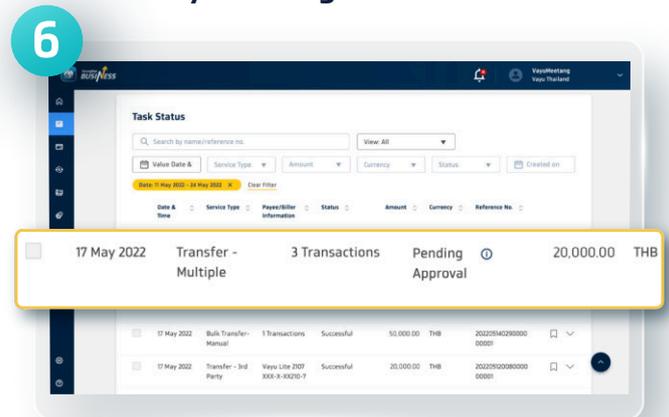
The system will show all details



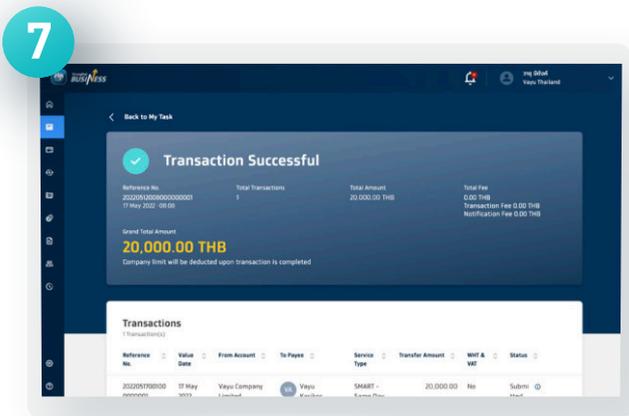
You can check your transfer status by clicking **View Status**



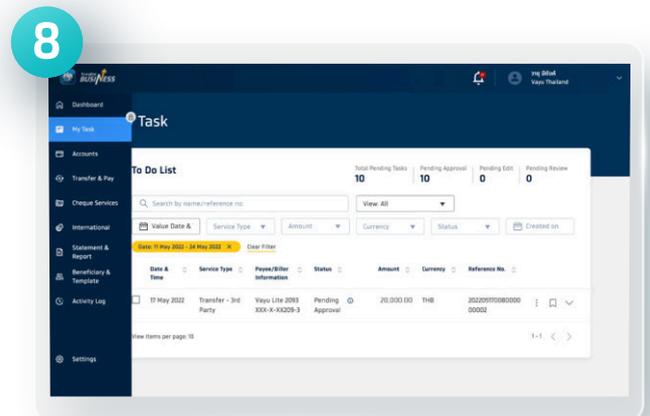
Or view **Task Status** at My Task



Select the transfer you need to check



Transaction Successful status will be shown on the screen



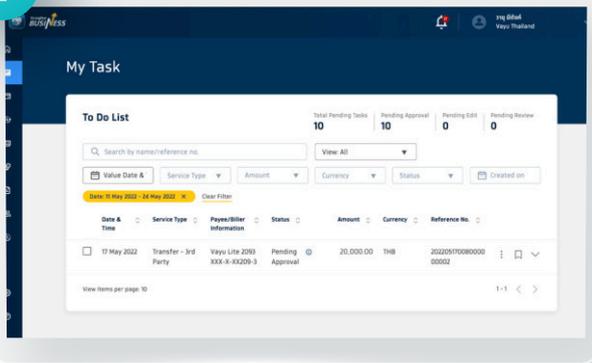
If the company has the Checker, the verification must be done before each transfer

# How to make a single transfer and the multiple transfer Website

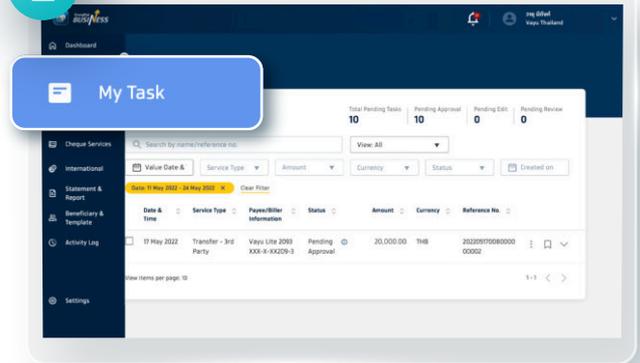


## 1.2 For The Approver

1



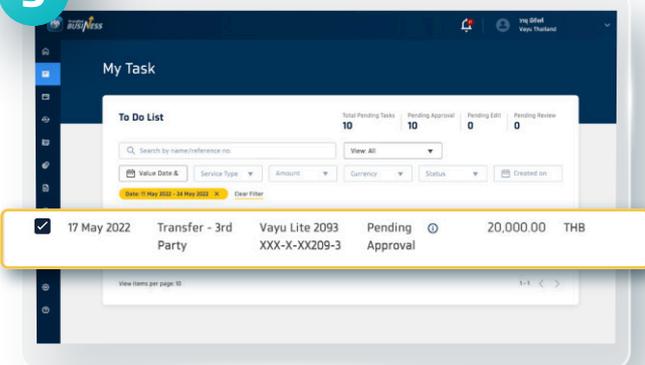
2



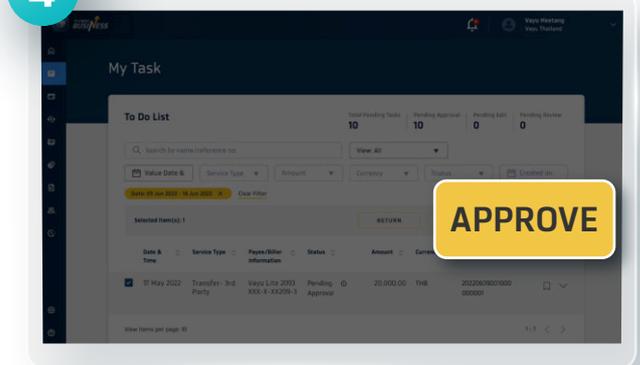
The approver will be notified the transfer needed to be verified via e-mail, SMS, and Push notifications

Select **My Task**

3



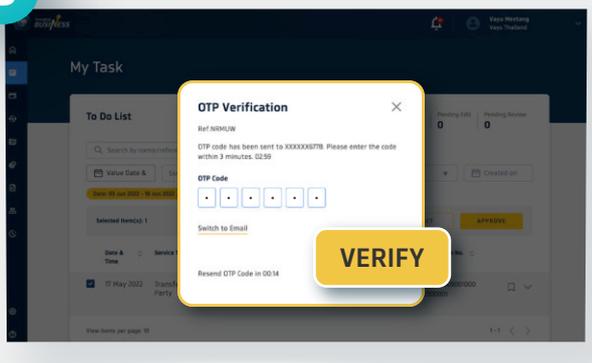
4



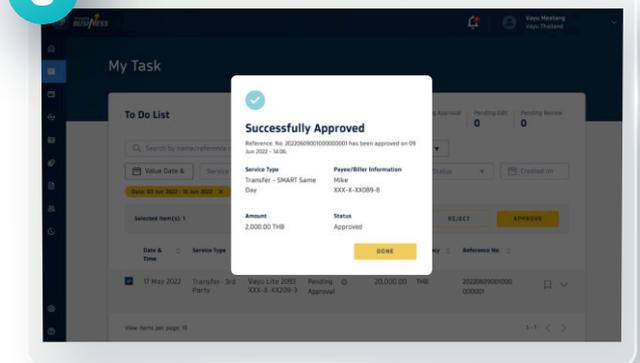
Select Pending Approval under To Do List, select the **transfer list**

Click **Approve**

5



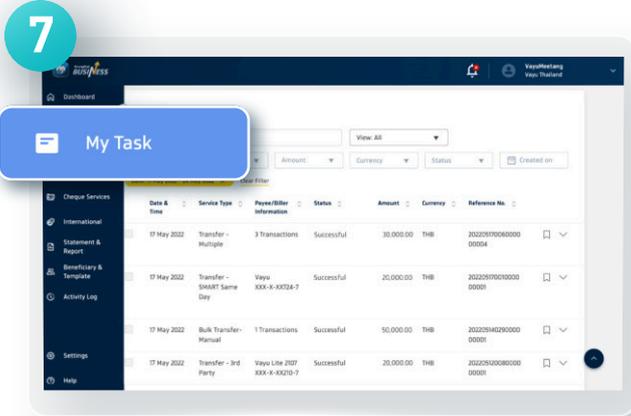
6



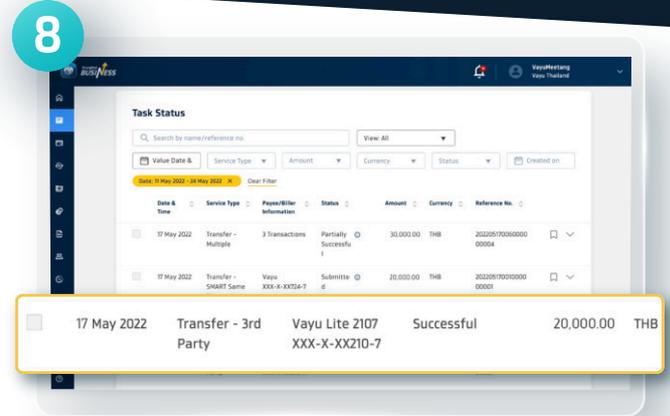
Enter the **OTP code** received by SMS and select **Verify**

The Approved status will be shown on the screen

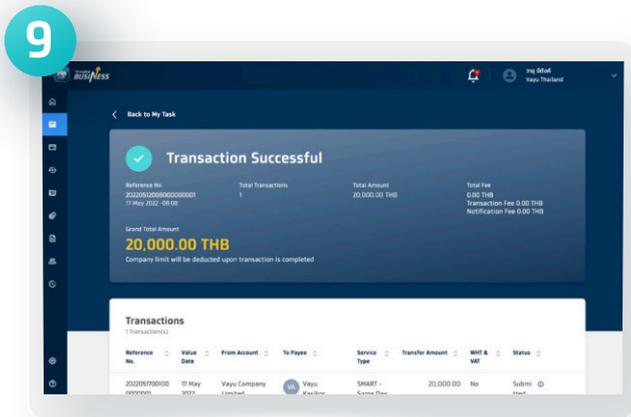
# How to make a single transfer and the multiple transfer Website



View **Task Status** at My Task



Select the transfer you need to check



Transaction Successful status will be shown on the screen