

# คู่มือการใช้งาน TMB Business CLICK สำหรับการใช้งาน Pay Bills (TMB Fleet Card)

## 1. กรอกรหัสผู้ใช้งานเข้าระบบ TMB Business Click



TMB  
Business  
CLICK

ไทย | ENG

Welcome to Business CLICK | (TMB Business Portal)

User ID

Login

[Forgot password?](#)

## 2. เลือกเมนูการใช้งาน

The screenshot shows the TMB Cash Management menu. The 'Cash Management' tab is highlighted in the top navigation bar. In the left sidebar, 'Create online instruction' and 'Bill payment' are highlighted with red boxes. The main content area lists the following steps:

- 2.1 เลือกเมนู Cash Management
- 2.2 เลือกเมนู Create online instruction
- 2.3 เลือกเมนู Bill payment

## 3. กรอกข้อมูลใน Biller detail

The screenshot shows the 'Biller detail' form. The 'Biller category' dropdown is set to 'Fleet Card'. The 'Biller' dropdown is open, showing options: '-- choose --', 'Fleet Card (by Card) - 0699', and 'Fleet Card (by Company) - 0698'. The 'Biller name', 'Service name', and 'Notice' fields are empty.

3.1 เลือก Bill category > Fleet Card

3.2 เลือก Biller

- Fleet Card (by Card) สำหรับชำระเงิน/เติมเงินรายบัตร
- Fleet Card (by Company) สำหรับชำระเงินรายหน่วยงาน

## 4. กรอกข้อมูลใน Payment information



Payment information	
Debit account *	<input type="text" value="0011351053 - THB"/>
Company name	NAME TEST825056
Payment date *	<input type="text" value="09-01-2018"/>
Payment time	<input type="text" value="08:00"/>
Amount *	<input type="text" value="10,000.00 THB"/>
Visible for	<input type="text" value="Main group"/>

4.1 เลือก Debit account > บัญชีที่ต้องการหักเงิน

4.2 เลือก Payment date

4.3 เลือก Payment time (6.00 - 22.00 น.)

4.4 ระบุจำนวนเงิน Amount

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## 5. ส่งรายการ ตรวจสอบ อนุมัติตามลำดับขั้นที่ลูกค้ากำหนด



Cash Management	Bill payment (normal)																										
<ul style="list-style-type: none"><li>Review instruction to Bank<ul style="list-style-type: none"><li>List of payments</li><li>List of Debit/Credit notes</li><li>List of outstanding bills/invoices</li><li>List of applications</li><li>List of cheques</li></ul></li><li>Create online instruction<ul style="list-style-type: none"><li>Transfer to TMB account</li><li>Transfer to other bank</li><li>Cheques</li><li>PromptPay</li><li>Payroll</li><li>Payroll Management</li></ul></li><li>Bill payment<ul style="list-style-type: none"><li>Direct debit</li><li>General application</li></ul></li><li>Use instruction template</li><li>Import instruction file</li><li>View collection</li></ul>	<table><thead><tr><th colspan="2">Bill detail</th></tr></thead><tbody><tr><td>Biller category</td><td>Fleet Card</td></tr><tr><td>Biller code</td><td>0699</td></tr><tr><td>Biller name</td><td>Fleet Card (by Card)</td></tr><tr><td>Service name</td><td>Fleet Card (by Card)</td></tr></tbody></table> <p><b>Notice</b></p> <table><thead><tr><th colspan="2">Payment information</th></tr></thead><tbody><tr><td>Debit account</td><td>0017583891</td></tr><tr><td>Company name</td><td>NAME TEST825056</td></tr><tr><td>TMB Fleet Card No.</td><td>600000500000001</td></tr><tr><td>Payment date</td><td>09-01-2018</td></tr><tr><td>Payment time</td><td>Immediate</td></tr><tr><td>Amount</td><td>10,000.00 THB</td></tr><tr><td>Fee</td><td>0.00 THB (in-zone) / 0.00 THB (out-zone)</td></tr></tbody></table> <p>(please notice that fee will be...)</p> <p>Visible for: Main group</p> <p><input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Save and submit"/></p>	Bill detail		Biller category	Fleet Card	Biller code	0699	Biller name	Fleet Card (by Card)	Service name	Fleet Card (by Card)	Payment information		Debit account	0017583891	Company name	NAME TEST825056	TMB Fleet Card No.	600000500000001	Payment date	09-01-2018	Payment time	Immediate	Amount	10,000.00 THB	Fee	0.00 THB (in-zone) / 0.00 THB (out-zone)
Bill detail																											
Biller category	Fleet Card																										
Biller code	0699																										
Biller name	Fleet Card (by Card)																										
Service name	Fleet Card (by Card)																										
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## 5. ส่งรายการ ตรวจสอบ อนุมัติตามลำดับชั้นที่ลูกค้ากำหนด

**Cash Management**

- ▼ Review instruction to Bank
  - List of payments
  - List of Debit/Credit notes
  - List of outstanding bills/invoices
  - List of applications
  - List of cheques
- ▼ Create online instruction
  - ▶ Transfer to TMB account
  - ▶ Transfer to other bank
  - ▶ Cheques
  - ▶ PromptPay
  - Payroll
  - Payroll Management
  - Bill payment**
  - Direct debit
  - General application
  - ▶ Use instruction template
  - ▶ Import instruction file
  - ▶ View collection
  - ▶ Manage report scheduler

**Bill payment (normal)**

**Biller detail**

Biller category	Fleet Card
Biller code	0899
Biller name	Fleet Card (by Card)
Service name	Fleet Card (by Card)

**Notice**

**Payment information**

Debit account	0017583881
Company name	NAME TEST825056
TMB Fleet Card No.	600000550000001
Payment date	09-01-2018
Payment time	Immediate
Amount	10,000.00 THB
Fee	0.00 THB (in-zone) / 0.00 THB (out-zone)

Enter SMS code no. 46249430 x

Visible for: Main group

## 6. ตรวจสอบรายการ Payment

Home
For Authorization
Accounts
Trade Finance
Credit
Cash Management
EDC
FX
Administration
Transaction Report

**Cash Management** Home > Cash Management > Review instruction to Bank > List of payments

**Cash Management**

- ▼ Review instruction to Bank
  - List of payments**
  - List of Debit/Credit notes
  - List of outstanding bills/invoices
  - List of applications
  - List of cheques
- ▼ Create online instruction
  - ▶ Transfer to TMB account
  - ▶ Transfer to other bank
  - ▶ Cheques
  - ▶ PromptPay
  - Payroll
  - Payroll Management
  - Bill payment
  - Direct debit
  - General application

**List of payments**

Account: All

Status: Available  Selected: new, entered, declined, verified, partially signed

Date: from 09-01-2018 to

<input type="checkbox"/>	Customer ref Batch/tran ref Input by	Create date Payment date Payment time	Payment type Account number	Beneficiary	Amount	CCY	Status
<input type="checkbox"/>	BI1708290000001 Manual	29-06-2017 21-11-4206 Immediate	Bill payment (initiated) 0011351038	0211071295 e-Revenue	1,821.00	TH	entered
<input checked="" type="checkbox"/>	BB1170821000001 Manual	21-06-2017 21-11-4206 Immediate	Bill payment (initiated) 0011351053	Payment package billpayment	1,825.00	TH	entered

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