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# Client Portal *for* Disbursements

ADB

10-12 May 2023 | Islamabad, Pakistan

# What is CPD (Client Portal for Disbursements)?

Secure external-facing web-application that allows the Borrower to prepare, submit and track **withdrawal applications (WA) for sovereign loans & grants online:**  
<https://cpd.adb.org>

- 24x7 system available anytime, anywhere

ADB



Welcome to ADB Client Portal For Disbursement

A better channel for submitting Withdrawal Applications for Sovereign Loans and Grants



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Login

username

password

Login

[Forgot Username/Password?](#)

[Need Help?](#)

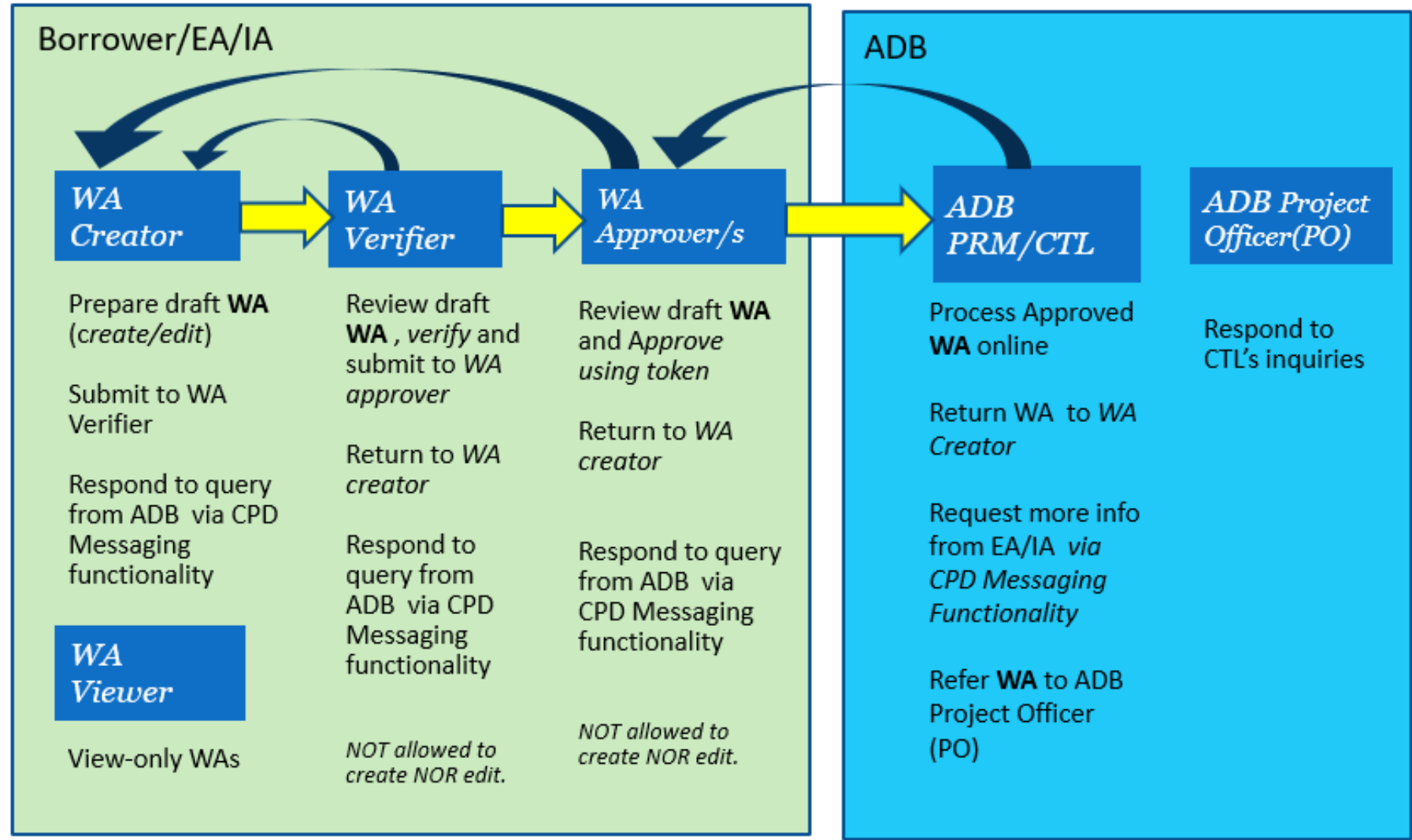


## Client Portal for Disbursements (CPD)

- Paperless submission
- Zero time and cost of mailing hard copy WA to ADB
- Reduced errors in WA preparation
- Expedited disbursement due to automated data validation
- Status tracker
- Quick access to reference documents



## Overview : WA Submission *in* CPD



# Required Forms for CPD

Roles	Required Form	Description
WA Creator, Verifier, and Viewer	Registration Form for Client Portal for Disbursements (Appendix 14A)	This form, indicating the persons to be given country access or project access in Client Portal for Disbursements, is to be signed by a competent authority in the particular executing or implementing agency
WA Approver	Evidence of Authorized Persons to Sign WA (Appendix 4A)	<p>This form, indicating the persons authorized to (i) deliver the WA by electronic means and (ii) manually sign hard copy WA is to be signed by the borrower's designated representative indicated in the loan agreement</p> <p>This form may also include the persons whose authority is requested to be revoked, as applicable</p>

# Key Features of CPD

- Automated validations
  - Duplicate WA number warning
  - Insufficient contract or loan balances
- Auto-generation of information
  - Contract name and description, contract balances, and contract currencies and cost categories
- Auto-population of payment instructions
  - Upon creation of Beneficiary Registration Facility (BRF) record
- E-mail notifications—for updates on WA status
- Workflow history—for tracking the WA status

# Key Features of CPD

- Messaging function
  - ADB and the executing agency can communicate for queries, and upload supporting documents, if requested
- Preview, export, and search facility
  - Preview the WA in PDF;
  - Export the summary/SOE sheet in Excel format; and
  - Search WA by various parameters such as loan or grant number, disbursement type, WA status, and date created or submitted.

# CPD Legal Forms

- ◆ Registration Form
- ◆ Evidence of Authorized Persons Form
- ◆ Revocation of Authority of Authorized Persons Form

**CPD** CLIENT PORTAL FOR DISBURSEMENTS **ADB**

WAs Submitted by EA | WAs Uploaded by RM | Beneficiary Registration | System Setup | **References**

List of Withdrawal Applications

Enter Search Parameters

Country	All	▼	WA Number
Executing / Implementing Agency	All	▼	WA Reaction
Loan/Grant Number & Title:	All	▼	Created Date
Disbursement Type	All	▼	Last Update
WA Status	Submitted to ADB	▼	Date Submitted

References dropdown menu:

- CPD Manuals »
- Learning Videos »
- CPD Quick Reference Guide »
- CPD Product Brochure »
- CPD Legal Forms »**
- Guide to Filling-Up Payment Instructions
- Guide to Attaching Supporting Documents
- LDH Downloads »

CPD Legal Forms dropdown menu (highlighted in red):

- Evidence of Authorized Persons Form**
- Revocation of Authority of Authorized Persons
- Terms and Conditions for Use of Token Form
- Registration Form





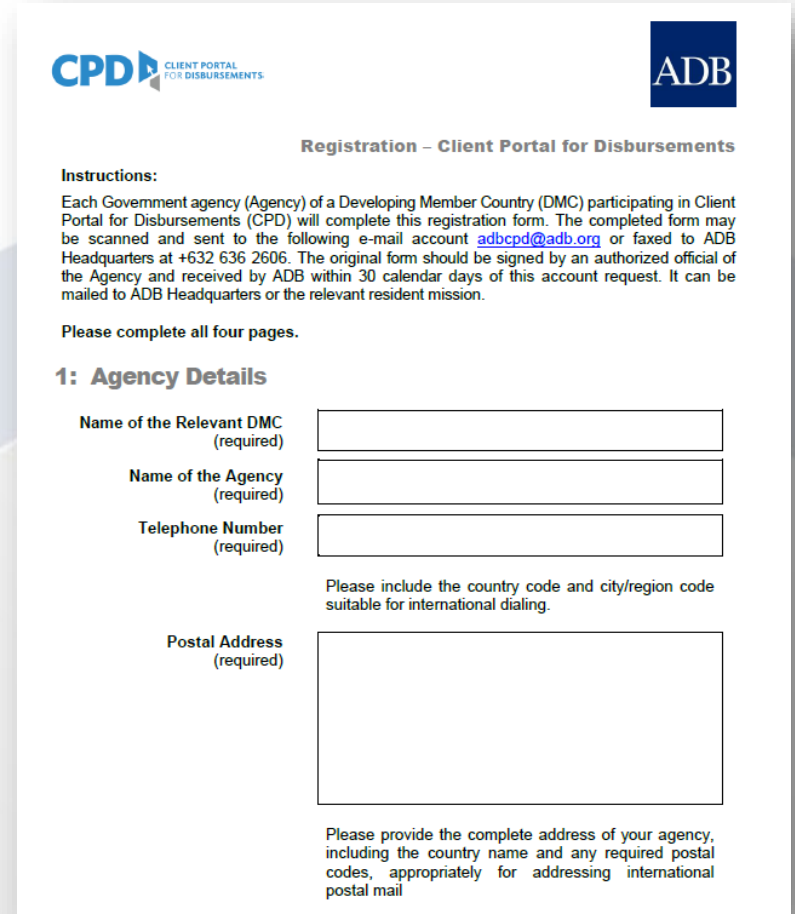
# Access to CPD

## Fill in and submit user registration form

1. Download CPD Registration Form in <http://www.adb.org/documents/client-portal-disbursements-guide>
2. Fill in the form/<sup>a</sup>
3. Submit to ADB or scan and email to [adbcpd@adb.org](mailto:adbcpd@adb.org)
4. ADB will send activation link to registered email address

<sup>a</sup> Evidence of Authorized Persons form- for authorized signatories; and Registration form – for creators and viewers of the agency

ADB



The image shows a registration form for the Client Portal for Disbursements (CPD). The form is titled "Registration – Client Portal for Disbursements" and includes the CPD and ADB logos. It contains instructions for users, a section for agency details with input fields for name, telephone number, and postal address, and a note about providing a complete address for international dialing.

**CPD** CLIENT PORTAL FOR DISBURSEMENTS

**ADB**

**Registration – Client Portal for Disbursements**

**Instructions:**  
Each Government agency (Agency) of a Developing Member Country (DMC) participating in Client Portal for Disbursements (CPD) will complete this registration form. The completed form may be scanned and sent to the following e-mail account [adbcpd@adb.org](mailto:adbcpd@adb.org) or faxed to ADB Headquarters at +632 636 2606. The original form should be signed by an authorized official of the Agency and received by ADB within 30 calendar days of this account request. It can be mailed to ADB Headquarters or the relevant resident mission.

Please complete all four pages.

**1: Agency Details**

Name of the Relevant DMC (required)

Name of the Agency (required)

Telephone Number (required)

Postal Address (required)

Please include the country code and city/region code suitable for international dialing.

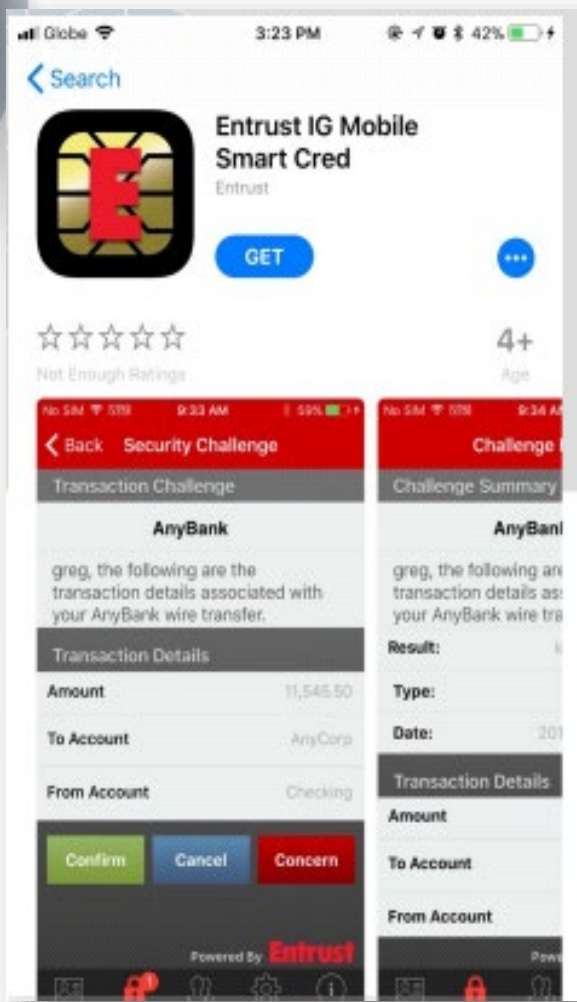
Please provide the complete address of your agency, including the country name and any required postal codes, appropriately for addressing international postal mail

# Security

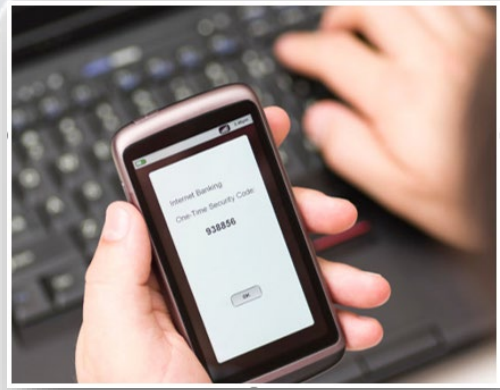


## Use of security token

- To secure the process of approval and submission of WA to ADB
- Electronically authenticates the WA Approver's identity
- Serves as the authorized WA Approver's digital signature to be used exclusively for approving and submitting BRFs and WA in the portal



- ❖ Available in **Apple** and **Android**
- ❖ OS Requirements
  - iOS 7 and later (Apple)
  - OS 2.3 (Gingerbread) and later (Android)
- ❖ Applications to download
  - **Entrust Smart Credential** (for approving WA)
  - **QR Reader for iPhone/ Lightning QRcode Scanner** (for activation of soft token)





# Beneficiary Registration Facility (BRF)

A feature in CPD for **registration of payment beneficiaries and instructions for Loans and Grants** to improve process efficiency and control.

The screenshot shows the CPD Client Portal for Disbursements search interface. The header includes the CPD logo, the text 'CLIENT PORTAL FOR DISBURSEMENTS', and the ADB logo. The navigation menu contains 'Home', 'Create Withdrawal Application', 'Create Beneficiary Registration', 'Search', and 'References'. The main content area is titled 'Search Beneficiary Registration' and contains a section 'Enter Search Parameters' with a search form. The form has the following fields:

Disbursement Type	All	Created Date	From	To
Loan/Grant Number & Title	All	Last Update Date	From	To
Currency	All	Date Submitted to ADB	From	To
Executing / Implementing Agency	All	Last Updated By	All	
Status	All			

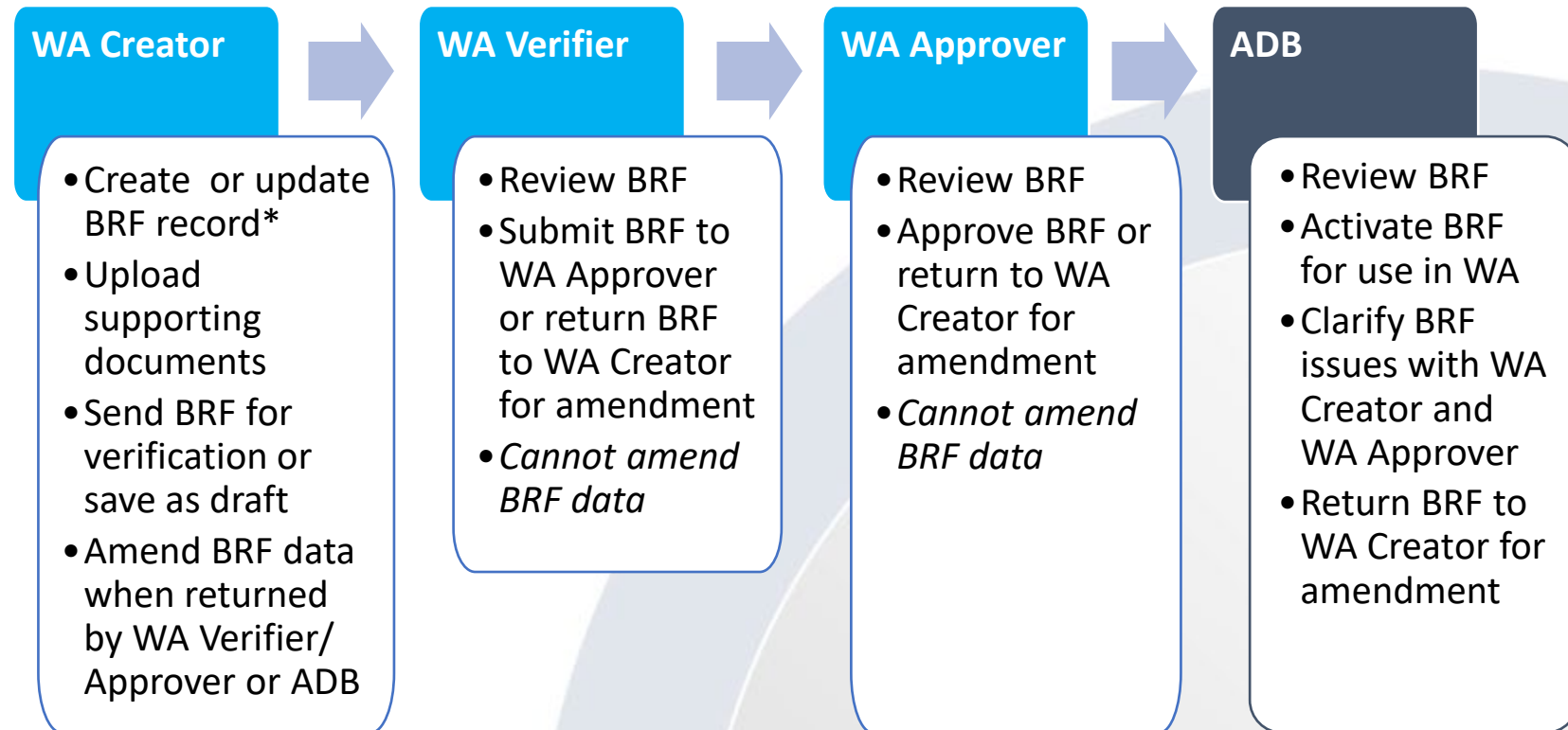
A 'Search' button is located at the bottom of the form.



## Beneficiary Registration Facility (BRF)

- Allows the borrower to create a one-time registration of payment beneficiaries
- Designed to strengthen internal control over the payment information provided by the borrower
- A BRF record must be submitted to and activated by ADB before the first payment to the beneficiary can be made
  - Once the BRF record is activated, the payment instruction section will automatically be populated when creating WA in CPD
  - For direct payments, WA Creators have the option to select from a list of BRF records created under the same Loan, Grant, Agency, Currency, and contract

# BRF Submission in CPD



*\*One-time registration of the payee's bank information. A BRF record should be updated in case of changes in the registered payment instructions.*



## Step 1: Enter Basic information

### Key fields:

Once click **“Save & Next”**, values cannot be changed  
New BRF will need to be created to change values

CPDA CLIENT PORTAL FOR DISBURSEMENTS ADB

Home Create Withdrawal Application **Create Beneficiary Registration** Search References

Enter Basic Information **Create Payment Instructions** Attach Supporting Documents Submit

Beneficiary Registration

Step 1 of 4 Workflow History

\* Disbursement Type: Direct Payment **Select**  
Direct Payment  
Reimbursement  
Advance

\* Product Type:  Loan  Grant

\* Loan/Grant Number & Title: \_\_\_\_\_

\* Executing / Implementing Agency: Department of Finance -

\* WA Currency: USD - US DOLLAR

\* PCSS Number: Select

Sub Contractor / Alternate Payment Instructions: \_\_\_\_\_

Cancel Save as Draft Save & Next



# BRF - Create & submit a BRF record

## Step 2: Create Payment Instructions

[Enter Basic Information](#)
▶
[Create Payment Instructions](#)
▶
[Attach Supporting Documents](#)
▶
[Submit](#)

Beneficiary Registration : **Direct Payment**  
 (LOAN: \_\_\_\_\_)

**Step 2 of 4** [Guide to Filing-Up Payment Instructions](#)

Disbursement Type : Direct Payment      Contract Number: 0001 - \_\_\_\_\_  
 Executing / Implementing Agency: Tangsibi Hydro Energy Limited      Currency: USD  
 Version: 0      Status: For Processing

Payment Instructions

Beneficiary Details [Get Existing Payment Info](#)

\* Beneficiary Type:  BANK  NON-BANK

\* Beneficiary: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Note**  
 To use an existing payment information, click on the **Get Existing Payment Info** button. This will display the list of existing activated payment information used in the same loan or grant.

List of Existing Payment Info

Show **10** entries Filter \_\_\_\_\_

Payee's Name	Payee's Address	Country	Swi/BIC Code	Bank Name	Bank Account Number	Bank Address
DSI UNDERGROUND AUSTRIA GMBH			ASPKAT2L	ALLGEMEINE SPARKASSE OBEROESTERREIC		LINZ
EPIROC MINING INDIA LTD.				DEUTSCHE BANK AG		2F, SUPREME, ITI RD, AJUNDH
HINDUSTAN CONSTRUCTION CO. LTD	HINCON HSE 11/F, LAL BAHADUR	IND		BANK OF BHUTAN LIMITED		TRONGSA, BHUTAN
HINDUSTAN CONSTRUCTION COMPANY	HINCON HOUSE, 11FL LAL BAHADUR	IND		BANK OF BHUTAN LTD.		TRONGSA, BHUTAN
RODICO CO. LTD.	215-87-59609 SUITE 145, 5F JEIL	KOR	KOEXKRSE	KEB HANA BANK		EULJIRO
SCHWING STETTER (INDIA) PVT. LTD.				HDFC BANK LTD.		CHENNAI, TAMILNADU
TANGSIBJI HYDRO ENERGY LIMITED	TRONGSA, BHUTAN	BHU	RMABTBT	ROYAL MONETARY AUTHORITY OF BHUTAN		KAWAJANGSA





# BRF - Create & submit a BRF record

## Step 2: Create Payment Instructions (Cont.)

Beneficiary Bank Details [How to input bank information](#)

* Beneficiary Bank Name	ROYAL MONETARY AUTHORITY OF BHUTAN	* Beneficiary Account Number	1234567
		Other Codes	

Beneficiary Bank Details

\*Enter bank details using (Choose one only):  Bank Address  Swift/BIC Code

* Swift/BIC Code	RMABBTBT	
------------------	----------	--

Bank 1

Correspondent Bank (For example: US Bank for USD, EU Bank for EUR)

Note: If Beneficiary Bank is not located in the Country whose Currency is claimed, enter the Swift/BIC Code of their bank's correspondent for the Currency.  
Or As Applicable, Intermediary Bank (For example: CZNBKRSE/RZBAATWW), or Head Office

Note: Intermediary bank is a bank that acts in between the Beneficiary Bank and Correspondent Bank

Swift/BIC Code	FRNYUS33	Account No.	
----------------	----------	-------------	--

Bank 2

Applicable with Intermediary Bank (For example: US Bank for USD, EU Bank for EUR)

\*If Beneficiary Bank is not located in the Country whose Currency is claimed, enter the Swift/BIC Code of their bank's correspondent for the Currency

Swift/BIC Code		Account No.	
----------------	--	-------------	--

Bank to Bank (FOR ADB USE ONLY) [Show \(+\)](#)

Back Cancel Save as Draft Save & Next



# BRF - Create & submit a BRF record

## Step 3: Attach supporting documents

1. Attach documents that will confirm the payment instructions.
2. Select the **Document Type** that applies for the document.
3. Enter a short description about the attachment.
4. Click **Save**. The attachment will be added in the **List of Supporting Documents**.
5. Repeat from **Step 1** to attach another document. A maximum of ten (10) files may be attached to the beneficiary registration. Note that each file for upload should not go beyond 10MB in size.
6. Click **Next**. This will open the **Submit** page.

Supporting documents can be bank letter detailing the payment instructions, the contract pages with the payment details or the supplier invoice/ payment request with the payment details

The screenshot shows the 'Attach Supporting Documents' step in a web application. At the top, there is a progress bar with four steps: 'Enter Basic Information', 'Create Payment Instructions', 'Attach Supporting Documents' (current step), and 'Submit'. Below the progress bar, the page title is 'Beneficiary Registration : Direct Payment (LOAN-...)'. There are links for 'Step 3 of 4', 'Workflow History', and 'Guide to Attaching Supporting Documents'. The main form area contains fields for 'Disbursement Type' (Direct Payment), 'PCSS Number' (0009-LTD), 'Executing / Implementing Agency', 'WA Currency' (USD), 'Version' (0.0), and 'Status' (Draft). Below these fields is a section titled 'Add Supporting Documents' with a note: 'Maximum of ten (10) files can be attached to the Beneficiary Registration. Characters such as ~ \* % & \* . < > / \ ( ) are not allowed in the filename. Please rename your file before uploading.' There is a 'Browse...' button and a 'Selected file:' section showing 'Example.zip'. Underneath, there are radio buttons for 'Document Type': 'Contract amendment', 'Bank confirmation letter' (checked), 'Contract page with bank details', 'Consultant's or service provider's invoice', and 'Others'. A 'Description:' field is also present. A 'Save' button is at the bottom of this section. Below the form is a 'List of Supporting Documents' table:

Item No.	Document Type	Description	Filename	File Size	Uploaded By	Status	Action
1	Bank confirmation letter		Example.zip	5.32 KB	CRE, LCAMA	✓	✗

At the bottom of the interface are three buttons: 'Back', 'Cancel', and 'Next'.



MINOR CHANGE –no approval process  
 MAJOR CHANGE – requires approval process



## BRF - Create & submit a BRF record

### Step 4: Submit the BRF for reviewer

A message opens to confirm the beneficiary registration. Review all the details displayed and once confirmed, click **“Submit”**.

A message flashes to confirm the beneficiary registration submission to the BRF Reviewer

Are you sure you want to submit the beneficiary registration? ✕

Please confirm the following details before submission:

**Disbursement Type:** Direct Payment  
**Loan/Grant:** Loan-  
**Currency:** USD  
**Agency:** Ministrv of Industry, Science, Tech and Innov -  
**Beneficiary:** | AND  
INVESTMENT CO., LTD.  
**Payee Account Number:**  
**Bank Name:**

Please confirm also that the payment instructions are correct and follow the Guide to Payment Instructions.

Cancel Submit



## BRF - Update an activated BRF record

1. Click **“Search”** > **“Search Beneficiary Registration”**
2. Enter Search Parameters, then click **“Search”**
3. Select the BRF that you want to update
4. Click on **“Update”** to start updating the record

Home Create Withdrawal Application Create Beneficiary Registration **Search** References

Search Withdrawal Application  
Search Beneficiary Registration

**Search Beneficiary Registration**

Enter Search Parameters

Disbursement Type	All	BRF ID	
Loan/Grant Number & Title	LOAN -BHU (COL) - SECOND	Created Date	From To
Currency	All	Last Update Date	From To
Executing / Implementing Agency	All	Date Submitted to ADB	From To
Status	Activated	Last Updated By	All

Search

Search Results

Show 10 entries Filter

BRF ID	Loan/Grant Number	Disbursement Type	Currency	Agency	Beneficiary Name	Contract No.	Sub Contract or	Subloan No.	Version	Date Submitted	Last Message Timestamp (Manila Time)	Status	Last Updated
7983	Loan-BHU (COL)	DP	BTN	Tangsbji Hydro Energy Limited - BHU0011		0001			1.0			Activated	13-Jun-2020
7994	Loan-BHU (COL)	DP	EUR	Tangsbji Hydro Energy Limited - BHU0011		0001			1.0			Activated	12-Dec-2019
8018	Loan-BHU (COL)	IA	USD	Tangsbji Hydro Energy Limited - BHU0011					1.0			Activated	28-Jun-2019
8028	Loan-BHU (COL)	DP	USD	Tangsbji Hydro Energy Limited - BHU0011		0001			1.0			Activated	18-Jul-2018



## BRF - Update an activated BRF record (Cont.)

### MINOR UPDATE:

Updating the Beneficiary Address & Bank Address is considered minor and does not require the workflow to verifier & approver

### MAJOR UPDATE:

Other fields when being updated will require the workflow to verifier & approver and ADB activation



# BRF Reference Guides- in CPD

QRG, brochures and other materials will be available in CPD for Users

[CPD BRF Creators Guide](#)

[CPD BRF Verifiers/Approvers Guide](#)

### List of Withdrawal Applications for Action

Country: All | Loan/Grant: All | Loan/Grant Number: All

Show 10 entries

Loan/Grant Number	WA Number	CP Transaction No.	Disbursement Type	WA
Loan-3083-INO	SIT14	CP-EA-40847	Initial Advance	

### References

- CPD Manuals
- CPD Product Brochure
- CPD Quick Reference Guide**
- CPD Legal Forms
- Learning Videos
- Guide to Filling-Up Payment Instructions
- Guide to Attaching Supporting Documents
- LDH Downloads
- Releases
- QRG - Soft Token (IOS)
- QRG - Soft Token (Android)
- QRG - Hard Token (Entrust)
- QRG - Two-Touch Workflow (Creator-Approver)
- QRG - Three-Touch Workflow (Creator-Verifier-Approver)
- QRG - CPD BRF Creators**
- QRG - CPD BRF Verifiers/Approvers**



# Video Guides- in CPD

## Videos:

- [CPD - Creating and Submitting a BRF Record \(Two-Touch Approval\)](#)
- [CPD - Creating and Submitting a BRF Record \(Three-Touch Workflow\)](#)
- [CPD - Updating an Activated BRF Record](#)
- [CPD - Verifying a BRF Record](#)
- [CPD - Approving a BRF Record](#)

**CPD** CLIENT PORTAL FOR DISBURSEMENTS **ADB**

WAs Submitted by EA | WAs Uploaded by RM | Beneficiary Registration | System Setup | **References**

**List of Withdrawal Applications**

Enter Search Parameters

Country	All	WA Number
Executing / Implementing Agency	All	CP Transaction
Loan/Grant Number & Title:	All	Created Date
Disbursement Type	All	Last Update

**Learning Videos**

- Creating and Submitting a BRF Record (Two-Touch Approval)
- Creating and Submitting a BRF Record (Three-Touch Workflow)
- Updating an Activated BRF Record
- Verifying a BRF Record
- Approving a BRF Record



Videos are available NOW in the CPD Reference Tab



## ADDITIONAL POINTERS/REMINDERS

1. Create the BRF immediately after a contract has been awarded and PCSS has been issued.
  - Payment information per contract
  - Request the supplier/contractor to provide a bank letter detailing the payment instruction.
  - If the currency to be paid is in foreign currency, details of correspondent bank should also be provided in the bank letter





## ADDITIONAL POINTERS/REMINDERS

3. Please fill-out **all** the required information in BRF. Learning materials and videos are found in the Reference section of the CPD.

ADB

Necessity of initial upfront investment on the effort to ensure accuracy and consistent information  
But will benefit in assurance of consistent/accurate information and process efficiency for all future submissions.



## Performance Consideration



### ISSUE

Document upload may require large bandwidth and be time consuming

### SOLUTION

#### *For Users*

- ◆ Use PDF format and document without images
- ◆ Zip files to reduce file size
- ◆ Check the min. bandwidth requirement
- ◆ 10 MB maximum size (per document)

#### *For System Design*

- ◆ Perform virus check and upload to central file server in the background during off peak hours



## Inquiries, Web Link and Tutorial Videos

- Contact the ADB CPD Help Desk:
  - ADB CPD Help Desk
  - Tel: +632 8632-4422
  - E-mail address: [adbcpd@adb.org](mailto:adbcpd@adb.org)
- Available references inside <https://cpd.adb.org>
  - Detailed guides on how to use CPD, user manuals, product brochures, quick reference guides, and legal forms
  - Video tutorials for BRF creation, verification, and submission are available under the CPD references tab.
- E-learning
  - Send an e-mail to [elarning@adb.org](mailto:elarning@adb.org) to enroll in the elearning modules for WA creation, verification, and submission using CPD available at <https://elearn.adb.org>.

1. The required number of approvers for the loan or grant depends on the arrangement of Borrower with ADB.
2. WA won't be submitted to ADB until the number of approvals is reached



# Create Withdrawal Application

## A. Enter Basic Information



1. WA Number must be unique per Product
2. The [Segment] field appears only if the loan or grant has a credit (financial intermediary) and non-credit (investment) component.
3. **Final disbursement.** Preparation of WA(s) for final disbursement(s) of a project loan and tranche disbursement of a policy-based loan should be closely coordinated between ADB and the borrower, particularly if the remaining unutilized balance is expected to be fully utilized.
4. Don't forget to tick correctly because we might miss this



# Create Withdrawal Application

## B. Enter Summary Sheet/SOE

Enter Basic Information | **Enter Summary Sheet / SOE** | Create Payment Instructions | Attach Supporting Documents | Submit

Withdrawal Application: **Direct Payment**  
(LOAN-)

**Step 2 of 5** Note: This is mandatory for Direct Payment.

WA Number: TEST1      WA Currency & Amount: BTN 100.00

Enter Expenditure to Summary Sheet

* PCSS No. - Contractor	0001 - EGIS INTERNATIONAL...	* Total Amount Payable	BTN 102.04
EA Contract/PO Ref. No.		Net of Tax	<input type="checkbox"/>
Description	CS-01 PROJECT IMPLEMENTATION CONSULTANT EGIS INTERNATIONAL JV WITH EGIS INDIA AND	* Exchange Rate	1.0000000000
Address	SAINT-QUENTIN-EN-YVELINES FRANCE	ADB Disbursement %	98
* Category/Subcategory	02 - Consulting Services	* Amount Requested for Withdrawal	BTN 100.00
* Contract Currency of Payment	BTN - NGULTRUM	Period Covered	From 05-Oct-2020 To 05-Oct-2020
Contract Balance (per Curr./Cat.)	53,885,270.34 <small>Contract Balance as of 04-Oct-2020</small>	Bill Date	05-Oct-2020
Date of Payment (Due)		Remarks:	invoice no. 8

**Save**

Summary Sheet

Select Category: ALL

Item No.	PCSS No.	Category/Subcategory	WA Currency	Amount Requested for Withdrawal	Delete
1	0001 - EGIS INTERNATIONAL JV WITH EGIS INDIA AND	02 - Consulting Services	BTN	100.00	
Overall Total			BTN	100.00	

Back      Cancel      **Next**



1. Selecting a PCSS No. will display the EA Contract / PO Ref. No., Description, and Address if available
2. System will automatically display categories/subcategories and currencies applicable for the selected PCSS.
3. User can click the tip button to check contract profile and balance. Balance is as of last ADB business day.



# Create Withdrawal Application

## C. Create Payment Instructions -BRF

Enter Basic Information | Enter Summary Sheet / SOE | **Create Payment Instructions** | Attach Supporting Documents | Submit

Withdrawal Application: **Direct Payment**  
(LOAN)

Step 3 of 5 **Note: Verify auto-populated or selected Payment Instructions from Beneficiary Registrations and click on SAVE AND NEXT to proceed. Please refrain from pressing "F5" or Refreshing the browser when saving.** [Guide to Payment Instructions](#)

WA Number:	TEST1	WA Currency & Amount:	USD 200,000.00
------------	-------	-----------------------	----------------

**Payment Instructions**

**Beneficiary Details**

Beneficiary Type:	NON-BANK	Is this SWF Migrated?	Yes
* Beneficiary		* Beneficiary Address	
		* Country:	KOREA, REPUBLIC OF
		* SWIFT Code	

**Other Beneficiary Details**

**Beneficiary Bank Details**

SWIFT Code	KIDKXKSE <a href="#">Click to view SWIFT details</a>		
* Bank Name	KEB HANA BANK KEB HANA BANK HEAD OFFICE JUNG-GU	* Bank Address	EULGIRO SEOUL
Beneficiary Account Number:		* Country:	KOREA, REPUBLIC OF
		* Other Codes	

**Bank 1**  
Correspondent Bank (For example, US Bank for USD, EU Bank for EUR)  
*Note: If Beneficiary Bank is not located in the Country whose Currency is selected, enter the SWIFT Code of their bank's correspondent for the Currency.*  
On An Application, Intermediary Bank (For example, SUBRFLMM33HANXXX, or Head Office)  
*Note: Intermediary bank is a bank that acts in between the Beneficiary Bank and Correspondent Bank.*

SWIFT Code	CHASUS33 <a href="#">Click to view SWIFT details</a>	Account No.	
------------	--	-------------	--

**Bank 2**  
Applicable with Intermediary Bank (For example, US Bank for USD, EU Bank for EUR)  
*Note: If Beneficiary Bank is not located in the Country whose Currency is selected, enter the SWIFT Code of their bank's correspondent for the Currency.*

SWIFT Code		Account No.	
------------	--	-------------	--

**Special Instructions**

Back Cancel Save as Draft Save & Next

1. Create Payment Instruction not required for Imprest – Liquidation Only, Commitment Letter – LC Issuance and Commitment Letter – LC Amendment
2. Clearing Code is required as an alternative if the SWIFT code for the PAYEE's bank (not the head office) is not available. The Clearing codes include the Fed Wire Routing number (/FW+9 digits) or CHIPS Universal Identifier (/CH+6 digits), UK Domestic SortCode (SC), Australian Bank State Branch Code (AU), and German Bankleitzahl (BL) account number with the correspondent bank, where applicable.



# Create Withdrawal Application

## C. Create Payment Instructions -BRF

Enter Basic Information | Enter Summary Sheet / SOE | **Create Payment Instructions** | Attach Supporting Documents | Submit

Withdrawal Application: Direct Payment  
(LOAN: )

Step 3 of 5 [Guide to Payment Instructions](#)

WA Number: 12345 WA Currency & Amount: USD 100.00

Payment Instructions

Beneficiary Details [Get List of BRF](#)

\* Beneficiary

\* Country: Swift/BIC Code

Beneficiary Bank Details

Swift/BIC Code

\* Bank Name \* Bank Address

\* Beneficiary Account No./IBAN \* Country:

Other Codes

List of Existing Payment Info

Show 100 entries Filter:

Beneficiary Name	Beneficiary Address	Country	Swift/BIC Code	Bank Name	Bank Account Number	Bank Address
JOHN DOE	N 22 CHEONGZHIANG WEST ROAD, HAOJIAN DISTRICT, BEIJING, CHINA	PRC		INDUSTRIAL AND COMMERCIAL BANK 26 XICHANGAN STREET		
KATHERINE SMITH	N 22 CHEONGZHIANG WEST ROAD, HAOJIAN DISTRICT, BEIJING, CHINA					
JUAN DL CRUZ		ARM		COMMERCIAL BANK OF C 26 XICHANGAN STREET		BEIJING
ABC COMPANY		ARM		HSEC BANK ARMENIA CLOSED JOINT STOC 66		YEREVAN

Close

Once a record is selected, the available fields will be auto-populated with payment information details from the BRF record.

Withdrawal Application: Direct Payment  
(LOAN: )

Step 3 of 5 [Guide to Payment Instructions](#)

WA Number: 12345 WA Currency & Amount: USD 100.00

Payment Instructions

Beneficiary Details

\* Beneficiary

HAOJIAN DISTRICT, BEIJING, CHINA

\* Country: CHINA, PEOPLE'S REP OF

Swift/BIC Code

Beneficiary Bank Details

Swift/BIC Code: ICBKCNBJUM

\* Bank Name: INDUSTRIAL AND COMMERCIAL BANK

\* Bank Address: 26 XICHANGAN STREET

\* Beneficiary Account No./IBAN

\* Country:

Other Codes

ADB

CLIENT PORTAL FOR DISBURSEMENTS

ADB



# Create Withdrawal Application

## D. Attach Supporting Documents

**CPDA** CLIENT PORTAL FOR DISBURSEMENTS **ADB**

Home **Create Withdrawal Application** Create Beneficiary Registration Search References

Enter Basic Information **Enter Summary Sheet / SOE** Create Payment Instructions **Attach Supporting Documents** Submit

Withdrawal Application: **Direct Payment**  
(LOAN-: [input])

**Step 4 of 5** [Guide to Attaching Supporting Documents](#)

WA Number: TEST1 WA Currency & Amount: BTN 100.00

### Add Supporting Documents

\* Maximum of ten (10) files can be attached to the Withdrawal Application. Characters such as ~ \* @ % & \* ; < > ? / ( ) are not allowed in the filename. Please rename your file before uploading.

**Define Attachment:** (Maximum file size: 10MB)

**Selected file:**

**Document Type:**

- Consultant's or service provider's Invoice
- Contractors invoice or bill
- Signed Cover Letter
- Unconditional Bank Guarantee
- Purchase order or Supplier's invoice
- Bill of lading or delivery receipts, bank guarantee
- Interim Payment Certificate or Summary of work progress
- Others

**Description:**

### List of Supporting Documents

Item No.	Document Type	Description	Filename	File Size	Uploaded By	Status	Action
1	Interim Payment Certificate or Summary of work progress		CTLA LGD3 20063B.pdf	68.6 KB	Creator1.	<span style="color: green;">✔</span>	<span style="color: red;">✖</span>



User can only upload up to 10 files and each file must not exceed 10MB





# Create Withdrawal Application

## E. Submit WA to Verifier

**CPD** CLIENT PORTAL FOR DISBURSEMENTS **ADB**

Home **Create Withdrawal Application** Create Beneficiary Registration Search References

Enter Basic Information  Enter Summary Sheet / SOE  Create Payment Instructions  Attach Supporting Documents  **Submit**

Withdrawal Application: **Direct Payment**  
(LOAN)

Step 5 of 5

WA Number: TEST1 WA Currency & Amount: BTN 100.00

Select Withdrawal Application Verifier

Withdrawal Application Verifier	Position	Agency
Generic Verifier1 (generic.verifier1@ <input type="text"/> )		Tangsibji Hydro Energy Limited - BHU0011



# Questions

*For further comments and suggestions, e-mail [adbcpd@adb.org](mailto:adbcpd@adb.org)*

ADB



Thank you!

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