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Client Portal *for* Disbursements



22-23 November 2023 | Karachi, 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



CPD is the property of the Asian Development Bank. It is for authorized use only. Unauthorized, improper, or mis-use of this system is strictly prohibited and may result in denial of future access, administrative disciplinary action, and/or sanctions. By continuing to use this system, implies your awareness of and consent to these terms and conditions of use. If you are not an authorized user, please log out immediately.

Asian Development Bank

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Tel: + 63 2 632 4444
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Login

username

password

Login

[Forgot Username/Password?](#)

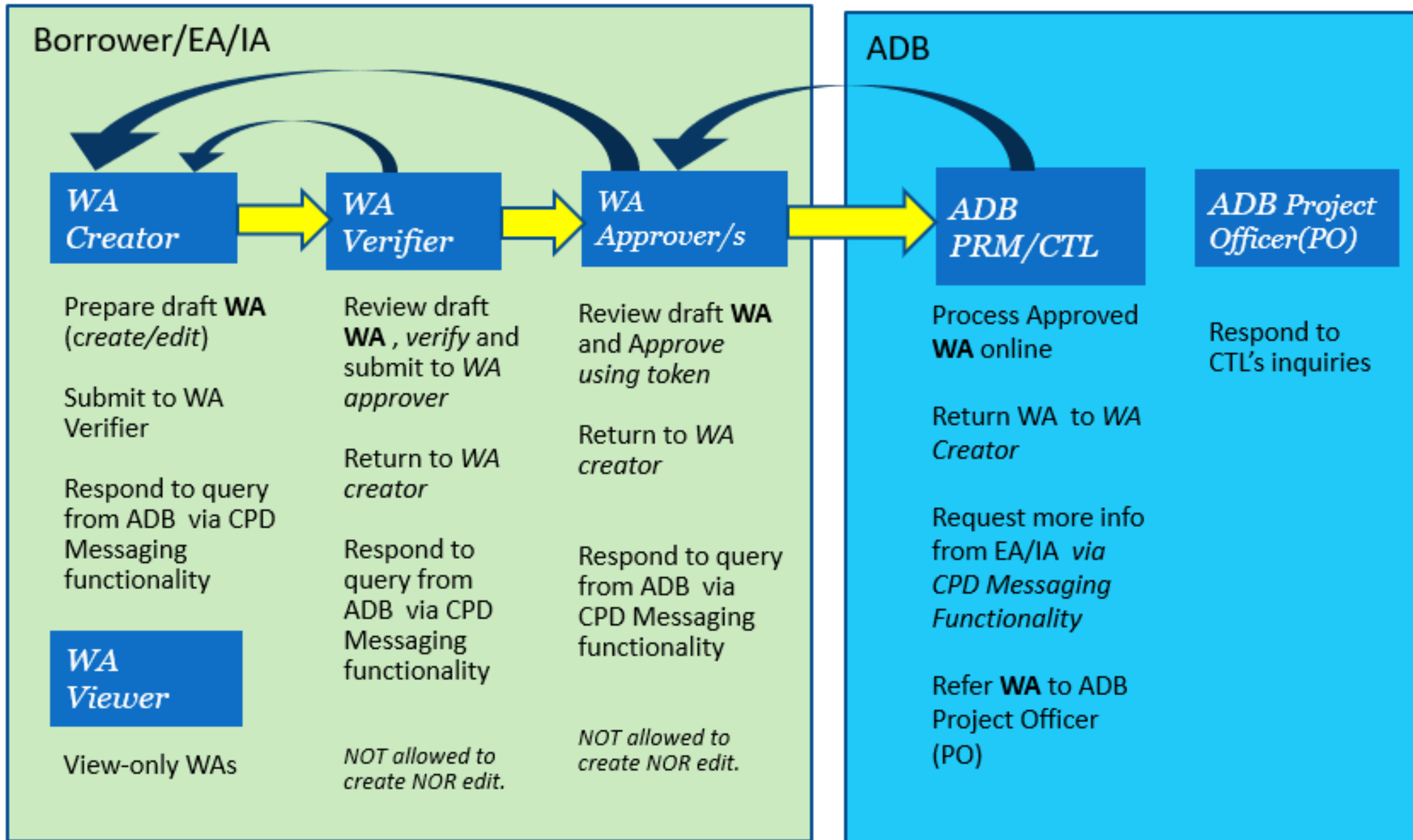
[Need Help?](#)



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
- 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 executing or implementing agency
WA Approver	Evidence of Authorized Persons to Sign WA (Appendix 4A)	<p>This form, indicating the persons authorized to</p> <ul style="list-style-type: none">(i) deliver the WA by electronic means and(ii) manually sign hard copy WA <p>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

- ◆ CPD Registration Form Appendix 14A (Direct Submission to ADB)
- ◆ Evidence of Authorized Persons Form Appendix 4A (through EAD)
- ◆ Revocation of Authority of Authorized Persons Form Annex-3 of Appendix 4A (Through EAD)



- WAs Submitted by EA
- WAs Uploaded by RM
- Beneficiary Registration
- System Setup
- References

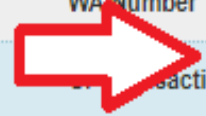
List of Withdrawal Applications

Enter Search Parameters

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

- 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 »

- 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 to ADB

1. Download CPD Registration Form in <http://www.adb.org/documents/client-portal-disbursements-guide>
2. Fill in the form^{/a}
3. Submit Appendix 14A to ADB or scan and email to adbcpd@adb.org
4. Submit Appendix 4A to EAD.
5. ADB will send activation link to registered email address

^{/a} Evidence of Authorized Persons form Appendix4A- for authorized signatories; and Registration form Appendix14A – for creators and viewers of the agency



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 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)

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

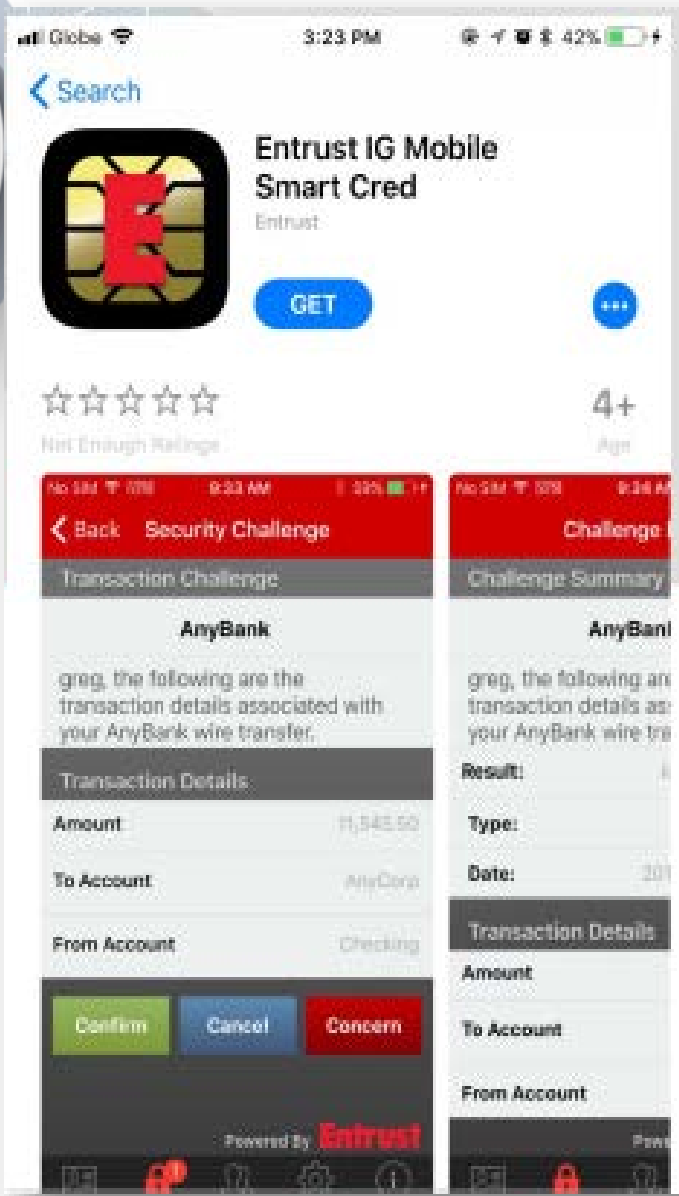
Postal Address (required)

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

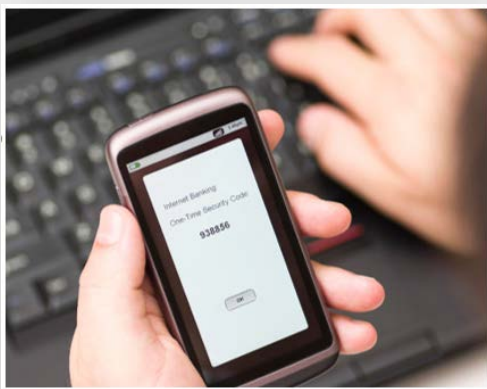


Use of security token

- 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 displays the CPD Client Portal for Disbursements interface. At the top left is the CPD logo and the text "CLIENT PORTAL FOR DISBURSEMENTS". At the top right is the ADB logo. Below the logo is a navigation menu with the following items: Home, Create Withdrawal Application, Create Beneficiary Registration, Search (highlighted in blue), and References. The main content area is titled "Search Beneficiary Registration". Below this title is a section labeled "Enter Search Parameters" which contains 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			

At the bottom of the search form is a blue "Search" button.

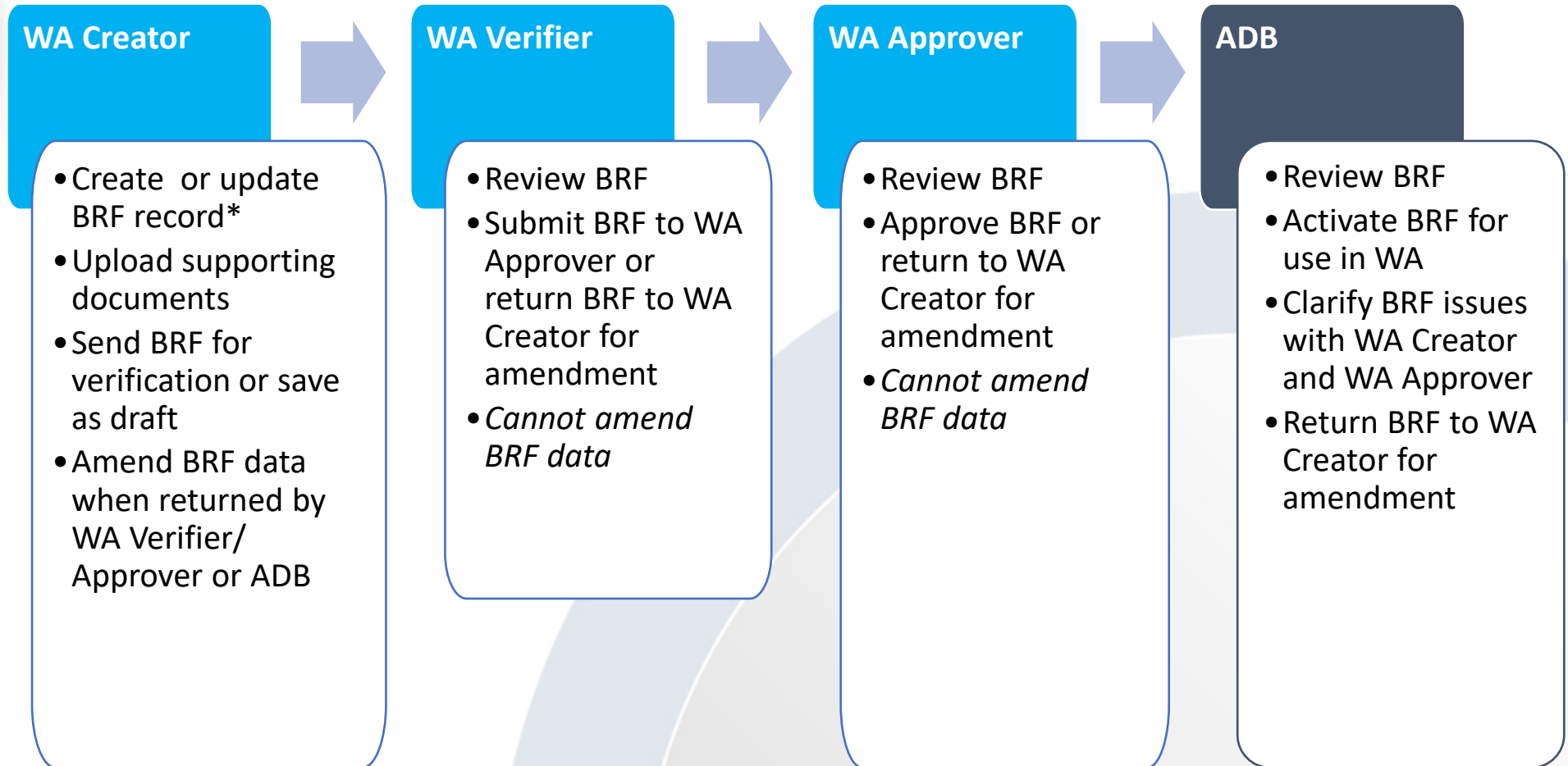




Functions of Beneficiary Registration Facility (BRF)

- 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

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
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 Filling-Up Payment Instructions

Disbursement Type : Direct Payment Contract Number: 0001

Executing / Implementing Agency: Tangsibji 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	Swift/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, AUNDH
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	RMABBTBT	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	* Beneficiary Account Number	1234567
	BHUTAN	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 <input type="button" value="✓"/>	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 (+)

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

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

Beneficiary Registration : **Direct Payment**
(LOAN-)

Step 3 of 4 [Workflow History](#) [Guide to Attaching Supporting Documents](#)

Disbursement Type : Direct Payment PCSS Number: 0009 - LTD.
Executing / Implementing Agency: WA Currency : USD
Version: 0.0 Status: Draft

Add Supporting Documents
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.

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

Selected file: Example.zip

* Document Type:
 Contract amendment
 Bank confirmation letter
 Contract page with bank details
 Consultant's or service provider's invoice
 Others

Description:

List of Supporting Documents

Item No.	Document Type	Description	Filename	File Size	Uploaded By	Status	Action
1	Bank confirmation letter		Example.zip	5.32 KB	CRE, LCAMA	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>



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



Bank Information in the CPD Beneficiary Registration module

To view a sample of each scenario, click the column headers below:

Bank Type	Foreign Currency Transactions			Local Currency Transactions		
	<u>Scenario I</u>	<u>Scenario II</u>	<u>Scenario III</u>	<u>Scenario I</u>	<u>Scenario II</u>	<u>Scenario III</u>
Beneficiary Bank Details	Head Office i.e., BKCHCNBJ	Branch i.e., BANK OF CHINA (Xiamen Branch)	Head Office i.e., DEMIKG22	Branch i.e., BKCHCNBJ910	Head Office i.e., BKCHCNBJ	Branch i.e., BANK OF CHINA (Xiamen Branch)
Bank 1	Correspondent Bank i.e., CHASUS33	Head Office i.e., BKCHCNBJ	Intermediary Bank i.e., SABRRUMM			Head Office i.e., BKCHCNBJ
Bank 2		Correspondent Bank i.e., CHASUS33	Correspondent Bank i.e., CHASUS33			

Foreign Currency Transactions - Scenario I

Beneficiary Bank How to input bank information

* Beneficiary Bank Name	<input type="text" value="BANK OF CHINA"/>	* Beneficiary Account Number 	<input type="text" value="123456-ABC"/>
	<input type="text"/>	Other Codes 	<input type="text"/>

Beneficiary Bank Details

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

* Swift/BIC Code 	<input type="text" value="BKCHCNBJ"/> 
BANK OF CHINA 1 FUXING MEN NEI AVE. (HEAD OFFICE) BEIJING, CHINA	



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: SABRRUMM/RZBAATWW) or Head Office

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

Swift/BIC Code 	<input type="text" value="CHASUS33"/> 	Account No.	<input type="text"/>
JPMORGAN CHASE BANK, N.A. 4 NEW YORK PLAZA FLOOR 15 (ENERGY SETTLEMENTS) UNITED STATES OF AMERICA			

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 claimed, enter the Swift/BIC Code of their bank's correspondent for the Currency.

Swift/BIC Code 	<input type="text"/>		Account No.	<input type="text"/>
--	----------------------	---	-------------	----------------------

Foreign Currency Transactions - Scenario II

Beneficiary Bank Details

 How to input bank information

* Beneficiary Bank Name	BANK OF CHINA	* Beneficiary Account Number 	123456-ACCNT-NO
	(XIAMEN BRANCH)	Other Codes 	

Beneficiary Bank Details

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

* Bank Address	NORTH HUBIN ROAD,	* Country:	China, People's Rep. Of 
	XIAMEN, CHINA		



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: SABRRUMM/RZBAATWW) or Head Office



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

Swift/BIC Code 	BKCHCNBJ		Account No.	
	BANK OF CHINA 1 FUXING MEN NEI AVE (HEAD OFFICE) BEIJING, CHINA			

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 	CHASUS33		Account No.	
	JPMORGAN CHASE BANK, N.A. 4 NEW YORK PLAZA FLOOR 15 (ENERGY SETTLEMENTS) UNITED STATES OF AMERICA			

Foreign Currency Transactions - Scenario III

Beneficiary Bank

 How to input bank information

* Beneficiary Bank Name

* Beneficiary Account Number 

Other Codes 

Beneficiary Bank Details

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

* Swift/BIC Code  

DEMIR KYRGYZ INTERNATIONAL BANK
245 CHUI AVENUE
KYRGYZSTAN



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: SABRRUMM/RZBAATWW) or Head Office

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

Swift/BIC Code  



SBERBANK
VAVILOV UL. 19
(OPERATIONS DEPARTMENT)
RUSSIAN FEDERATION

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 claimed, enter the Swift/BIC Code of their bank's correspondent for the Currency.

Swift/BIC Code  

JPMORGAN CHASE BANK, N.A.
4 NEW YORK PLAZA FLOOR 15
(ENERGY SETTLEMENTS)
UNITED STATES OF AMERICA

Account No.



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	Tangsihi Hydro Energy Limited - BHU0011		0001			1.0			Activated	13-Jun-2020
7994	Loan-BHU (COL)	DP	EUR	Tangsihi Hydro Energy Limited - BHU0011		0001			1.0			Activated	12-Dec-2019
8018	Loan-BHU (COL)	IA	USD	Tangsihi Hydro Energy Limited - BHU0011					1.0			Activated	28-Jun-2019
8028	Loan-BHU (COL)	DP	USD	Tangsihi Hydro Energy Limited - BHU0011		0001			1.0			Activated	15-Jul-2018



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](#)

[Withdrawal Application](#) [Beneficiary Registration](#)

List of Withdrawal Applications for Action

Country: Loan/Grant: Loan/Grant Number:

Show entries

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

[CPD Manuals >](#)

[CPD Product Brochure >](#)

[CPD Quick Reference Guide >](#)

[CPD Legal Forms >](#)

[Learning Videos >](#)

[Guide to Filing-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	

References

- CPD Manuals >
- 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
- CPD Quick Reference Guide >
- CPD Product Brochure >
- CPD Legal Forms >
- Guide to Filing-Up Payment Instructions
- Guide to Attaching Supporting Documents



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
- 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 elearning@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

ADB CPD CLIENT PORTAL FOR DISBURSEMENTS

Home Create Withdrawal Application Search WA References

List of Withdrawal Applications

Country: Select Country Product Type: Select Product Type Product Number: Select Product Number

Commitment Letter

Product No.	No.	Disb. Type	WA Number	WA Currency
Loan-3226-BHU (COL)	CP-EA-10001	DP	00051	USD

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

Withdrawal Application: Direct Payment

Step 1 of 5

Workflow History

* Product Type: Loan Grant

* Loan/Grant Number & Title: [] [v] Check Loan Profile and Balance

* Executing / Implementing Agency: Department of Macroeconomic Affairs, MOF - BHU0022 [v]

* Withdrawal Application Number: TEST1

* WA Currency & Amount: [v] [] 100.00

* Is this the Final Disbursement for this loan? Yes No ←



1. WA Number must be unique per Product
2. **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.
3. 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 %	00
* 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.)	53,886,270.34 Contract Balance as of 04-Oct-2020	Bill Date	05-Oct-2020
Date of Payment (Due)		Remarks:	Invoice no. [?]

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 "F01" or Refreshing the browser while 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 BRF Migrated?	Yes
* Beneficiary		* Beneficiary Address	
		* Country:	KOREA, REPUBLIC OF
		SWIFT Code	

Other Beneficiary Details

Beneficiary Bank Details

SWIFT Code	KDEIKRSE Click to view SWIFT details		
* Bank Name	KEB HANA BANK KEB HANA BANK HEAD OFFICE JUNG-GU	* Bank Address	EULJIPO 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 entered, enter the SWIFT Code of that bank's correspondent for the Country.
Or As Applicable, Intermediary Bank (For example: GABRUMMRO25AUTWWS, or Head Office)
Note: Intermediary Bank is a bank that acts in between the Beneficiary Bank and Correspondent Bank.*

SWIFT Code	CHASUS33 Click to view SWIFT details	Account No.	
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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 entered, enter the SWIFT Code of that bank's correspondent for the Country.

SWIFT Code		Account No.	
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Special Instructions

Back Cancel Save as Draft Save & Next



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 8 | 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 CHEONGDOKIANG WEST ROAD, HAIJIAN DISTRICT, BEIJING, CHINA	PRC		INDUSTRIAL AND COMMERCIAL BANK OF CHINA		
KATHERINE SMITH	N 22 CHEONGDOKIANG WEST ROAD, HAIJIAN DISTRICT, BEI CHINA					
JUAN DL CRUZ		ARM		COMMERCIAL BANK OF C 26 XICHANGJIAN STREET		BEIJING
ABC COMPANY		ARM		HISBC BANK ARMENIA CLOSED JOINT STOCK		YEREVAN

Close

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

Withdrawal Application: Direct Payment
(LOAN:)

Step 3 of 8 | Guide to Payment Instructions

WA Number: 12345 WA Currency & Amount: USD 100.00

Payment Inst

Beneficiary Det

* Beneficiary

* Country: HAIJIAN DISTRICT, BEIJING, CHINA
CHINA, PEOPLE'S REP. OF

Swift/BIC Code

Beneficiary Bank Details

Swift/BIC Code: ICBCNBJ33J

* Bank Name: INDUSTRIAL AND COMMERCIAL BANK

* Bank Address: 26 XICHANGJIAN STREET

* Beneficiary Account No./IBAN

* Country:

Other Codes

ADB

CLIENT PORTAL FOR DISBURSEMENTS

ADB



Create Withdrawal Application

D. Attach Supporting Documents

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 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:

- Consultant's or service provider's invoice
- Contractor's 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

*** Document Type:**

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 200838.pdf	68.6 KB	Creator1.		



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"/>)		Tangsilbi Hydro Energy Limited - BHJ0011



Questions

For further comments and suggestions, e-mail adbcpd@adb.org

ADB

QUIZ No. 1

EA intends to check the information of activated BRF for its Loan/Grant, what option in CPD would be selected by EA?

A. Beneficiary registration > Search Beneficiary

B. Beneficiary Registration > Create Beneficiary

C. Beneficiary Registration > For Action Beneficiary

Answer is option A

QUIZ No. 2

BRF is used for

- A. Updating existing beneficiary bank account in CPD;
- B. Creation of new beneficiary bank account in CPD;
- C. For both A, and B

Answer is option C

QUIZ No. 3

For activation of BRF for PKR currency account, the bank letter must contain following information

- A. Bank name, account title, bank address, IBAN of Beneficiary Bank Account
- B. Bank name address, and Account number only
- C. Bank name, IBAN, Branch address, name and SWIFT code of correspondent bank

Answer is option A

QUIZ No. 4

For activation of BRF for USD account, the bank letter must contain following information

- A. Account title, bank name and branch address, account number, SWIFT Code of Beneficiary Bank Account
- B. Account title, bank name and branch address, IBAN, SWIFT Code of beneficiary bank account, name and SWIFT code of correspondent bank
- C. Bank name address, and Account number only

Answer is option B



Thank you!

ADB

