



USER GUIDE

TOP UP PORTAL

UPDATED 16 NOV 2017

BENEFITS OF TOP UP PORTAL

- Remove the reliance on e-mail requests
- Allow agents to track their top up requests and status
- Automatically send out proforma invoices to agents whose banks require for bank transfers to be made
- Automatically send out receipts to agents once top up has been completed

• AGENDA

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BANK ACCOUNTS &
OTHER MATTERS



LOGIN

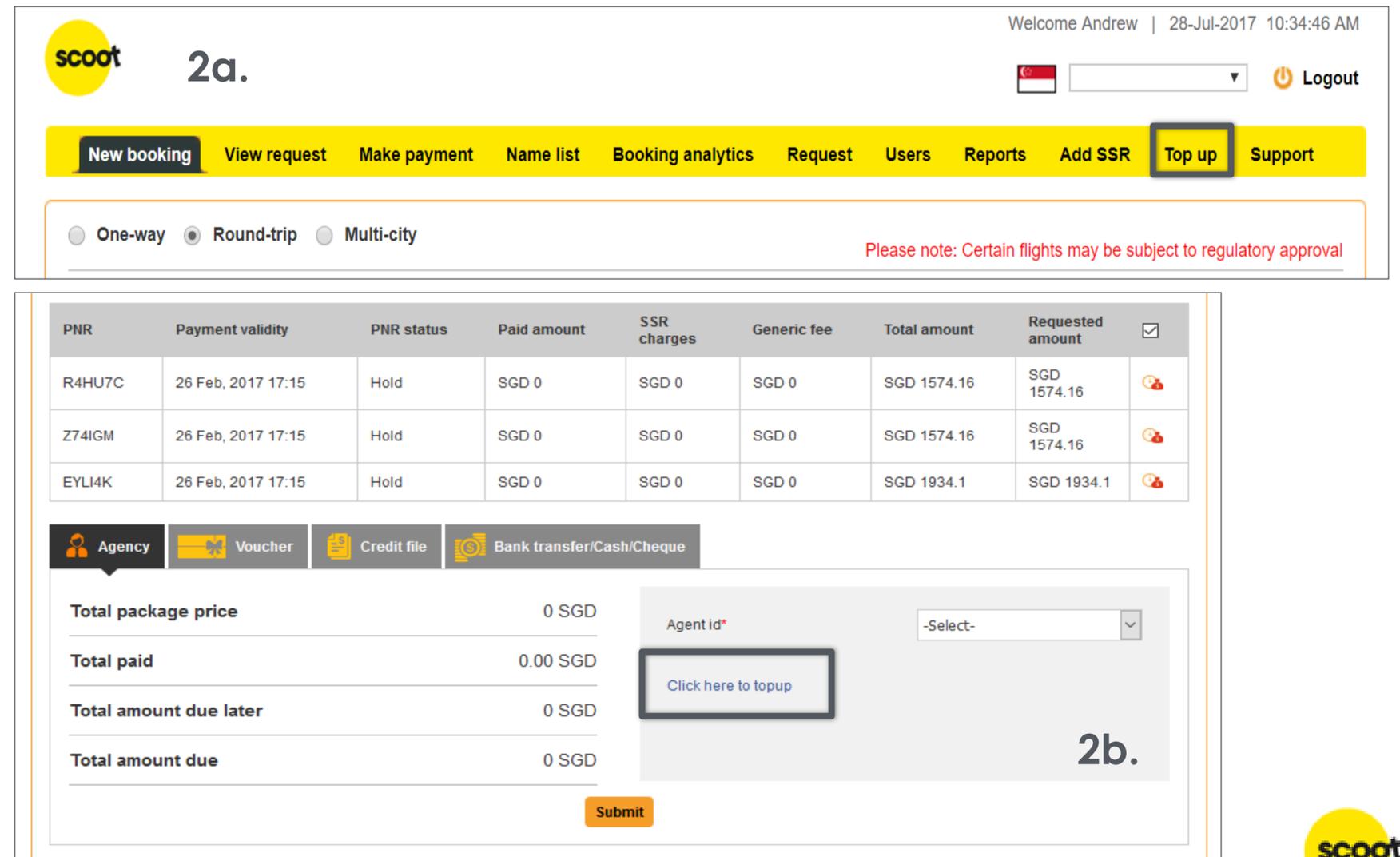
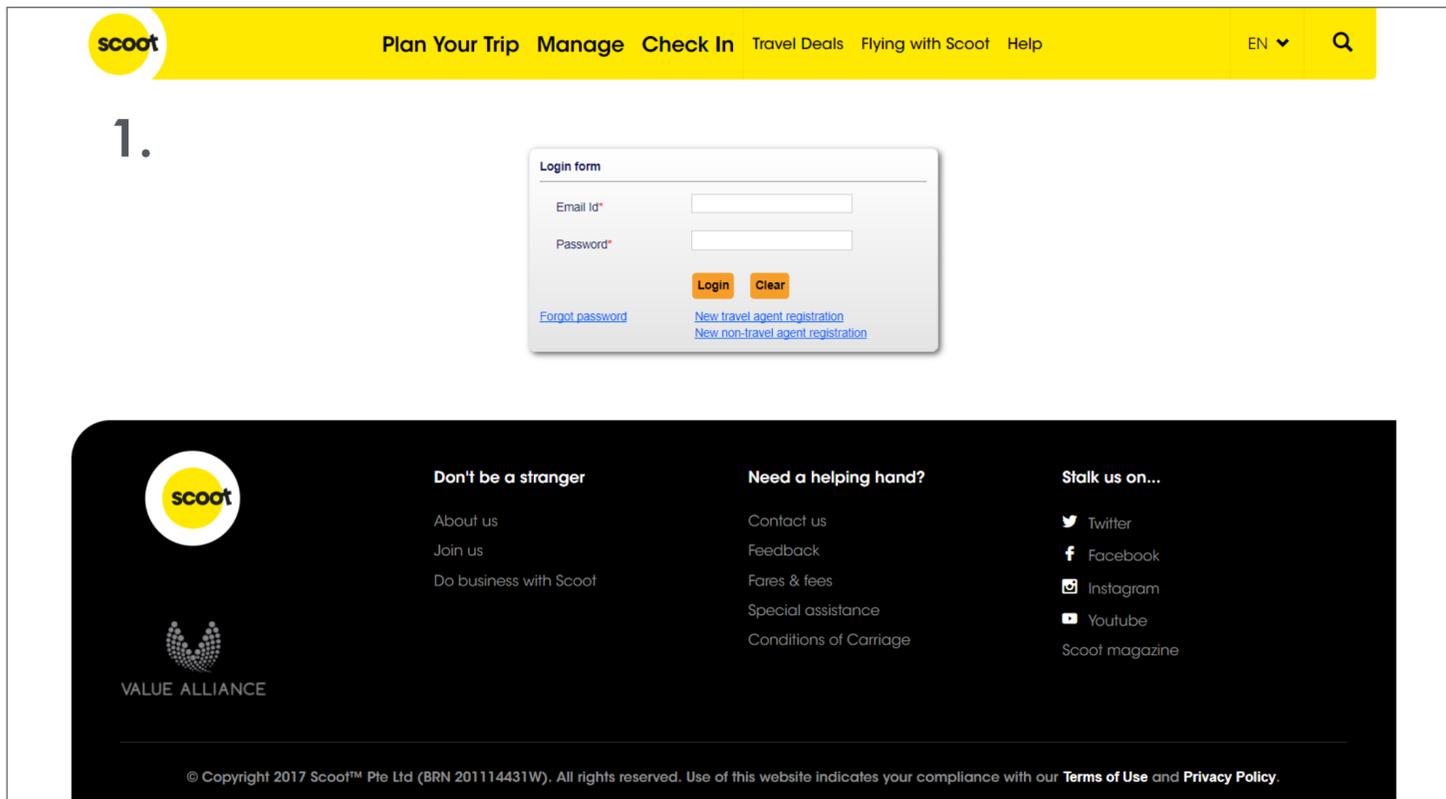
• LOGIN

- Login Methods:

1. Via Groups Portal (<http://groups.flyscoot.com/>) OR
2. Directly via Top Up Portal (<http://topupgroups.flyscoot.com/>)

LOGIN: GROUPS PORTAL

- 1. Login through Groups Portal
- 2a. Click the Top up link on the menu bar OR
- 2b. When making payment for PNR(s), at the Agency Tab, click on the link “Click here to topup”



• LOGIN: TOP UP PORTAL

- 1. Login through Top Up Portal

1.

scoot

User Login

Enter email id*

Enter password*

Login

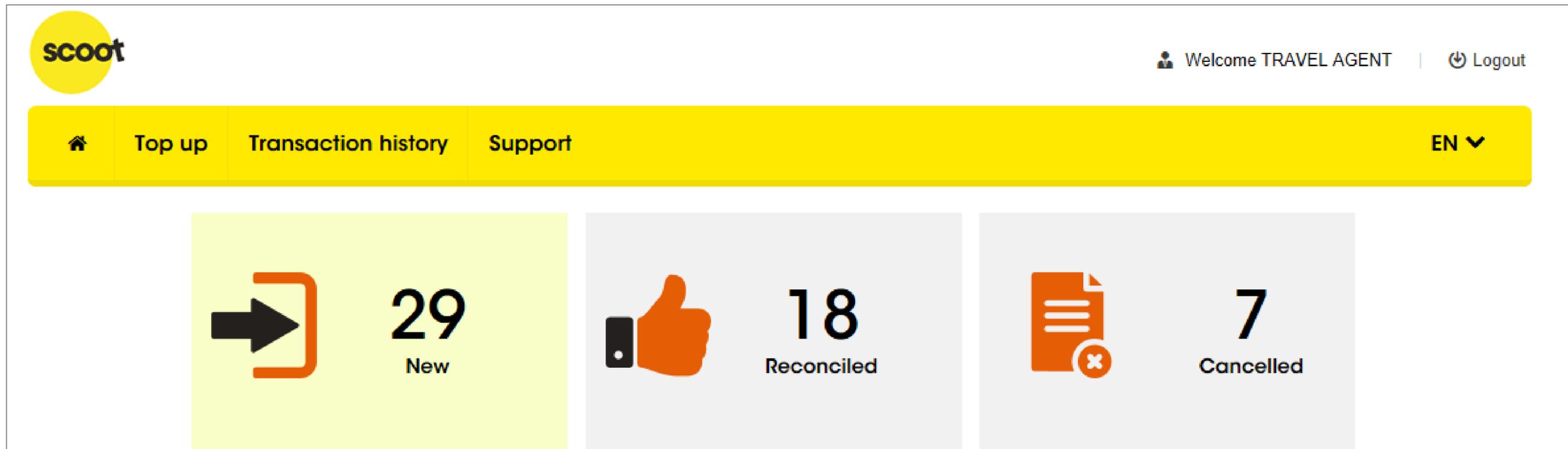
scoot



DASHBOARD

• DASHBOARD

- Once logged in, the following dashboard will be shown



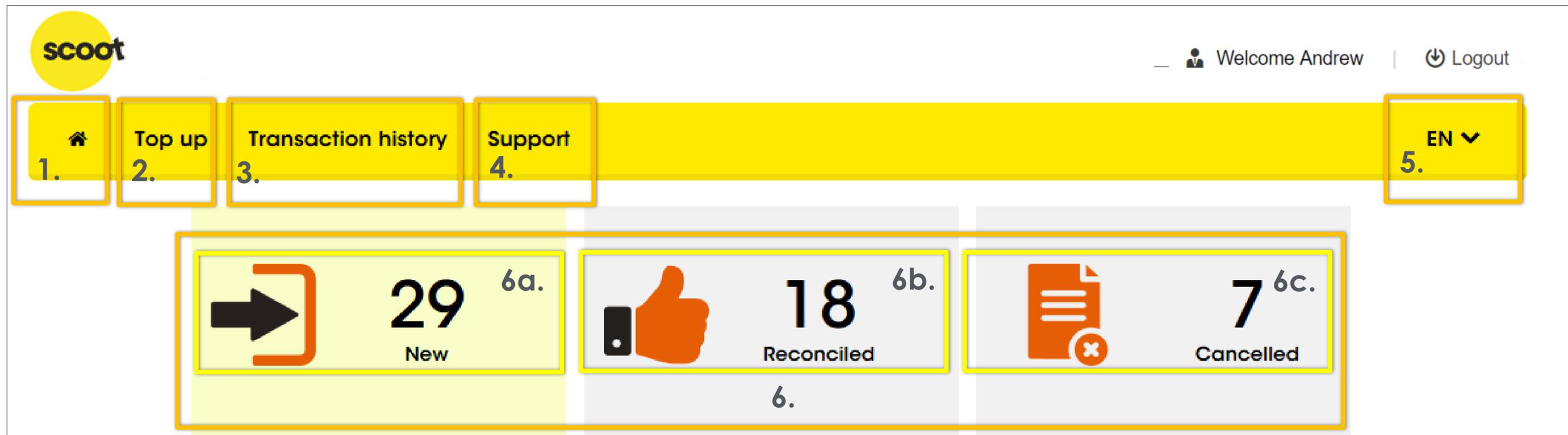
DASHBOARD

- 1. “Home” button: Clicking this will return you to this page
- 2. “Top up” button: Clicking this will allow you to make your top up request
- 3. “Transaction history” button: Clicking this will allow you to view all your top up requests, i.e. new, topped up, cancelled, pending, etc.

The screenshot shows the Scoot dashboard interface. At the top left is the Scoot logo. On the right, it says "Welcome Andrew" and "Logout". Below the logo is a navigation bar with five items: a home icon (1.), "Top up" (2.), "Transaction history" (3.), "Support" (4.), and "EN" with a dropdown arrow (5.). Below the navigation bar are three data cards. The first card (6a.) is highlighted in yellow and shows a right-pointing arrow icon, the number "29", and the word "New". The second card (6b.) shows a thumbs-up icon, the number "18", and the word "Reconciled". The third card (6c.) shows a document icon with a red 'x', the number "7", and the word "Cancelled". A large bracket on the left side of the dashboard groups the "Transaction history" button and the three data cards.

DASHBOARD

- 4. “Support” button: Clicking this will allow you to download this User Guide or view the list of FAQs
- 5. “Language” button: Clicking this will allow you to switch between languages



DASHBOARD

- 6. Summary: This shows the statuses of all requests at a glance
- 6a. “New” Status: Clicking this will bring you to the Transaction history page showing the “New” requests only
- 6b. “Reconciled” Status: Clicking this will bring you to the Transaction history page showing “Reconciled” requests only

The screenshot displays the scoot dashboard interface. At the top left is the scoot logo. On the top right, it says "Welcome Andrew" and "Logout". Below the logo is a navigation bar with five items: 1. Home (house icon), 2. Top up, 3. Transaction history, 4. Support, and 5. EN (language dropdown). Below the navigation bar are three summary cards: 6a. New (29 requests, with an arrow icon), 6b. Reconciled (18 requests, with a thumbs up icon), and 6c. Cancelled (7 requests, with a document and X icon). The cards are highlighted with yellow boxes.

DASHBOARD

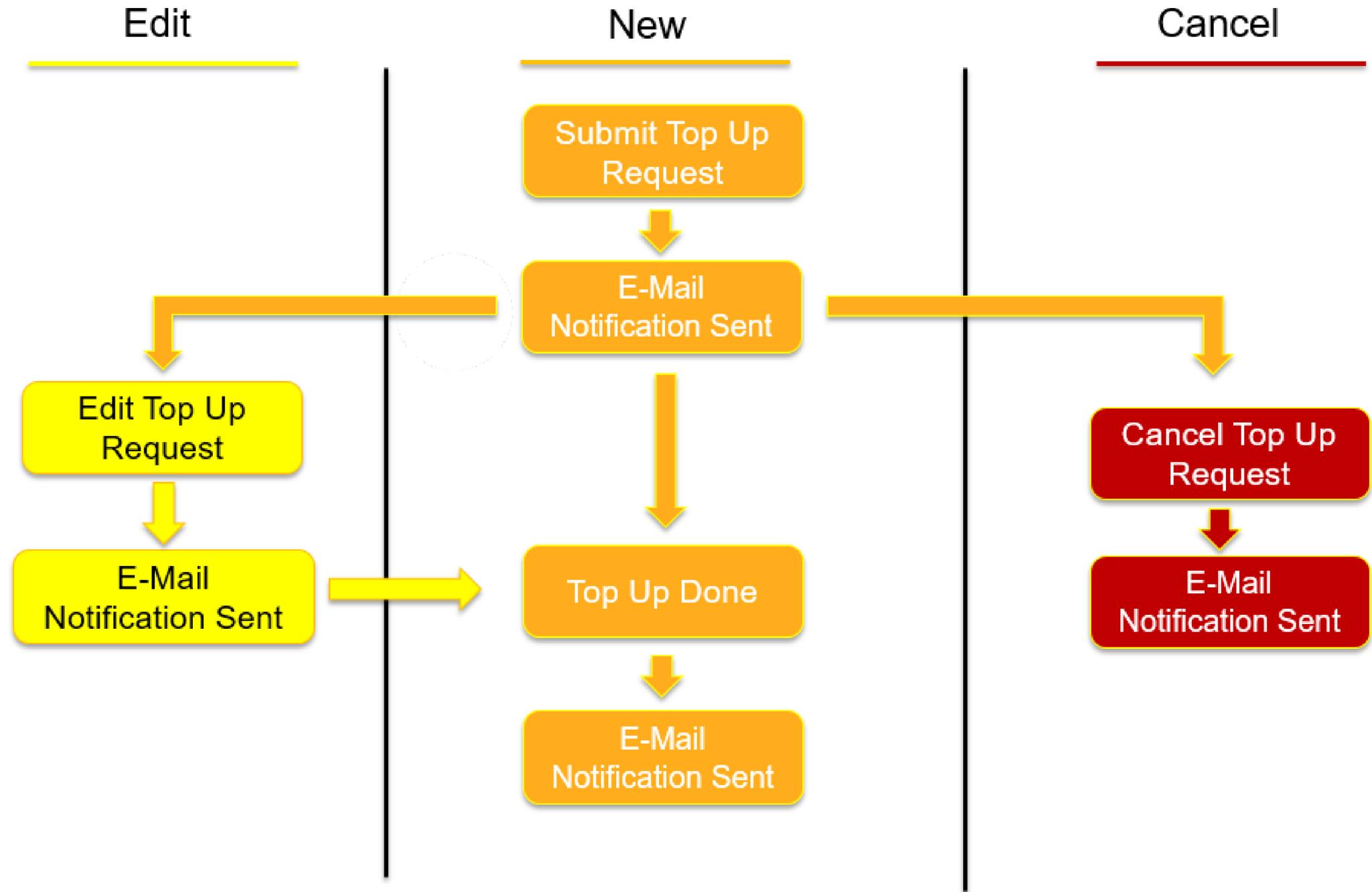
- 6c. “Cancelled” Status: Clicking this will bring you to the Transaction history page showing “Cancelled” requests only
- For list of statuses and their explanation, refer to Page 43

The screenshot shows the scoot dashboard interface. At the top left is the scoot logo. On the right, it says "Welcome Andrew" and "Logout". Below the logo is a navigation bar with four items: "1. Home", "2. Top up", "3. Transaction history", and "4. Support". On the far right of the navigation bar is "5. EN" with a dropdown arrow. Below the navigation bar are three status cards: "6a. 29 New" (with a right arrow icon), "6b. 18 Reconciled" (with a thumbs up icon), and "6c. 7 Cancelled" (with a document and X icon). A large yellow box highlights the "Transaction history" link and the "Cancelled" status card.



TOP UP REQUEST

TOP UP REQUEST – PROCESS



TOP UP REQUEST – E-MAIL NOTIFICATION

- 1. All positions (i.e. Travel Admin, Travel Manager, Travel Employee) are able to access the Top Up Portal and receive notifications

The screenshot displays the Scoot user management interface. At the top, the Scoot logo is on the left, and the user is logged in as Andrew on 28-Jul-2017 at 11:21:32 AM. A navigation bar contains several menu items, with 'Users' highlighted. Below this is a 'View users' section with a search form. The form includes fields for First name, Last name, Email Id, Country (a dropdown menu), and User type (a dropdown menu). There are also radio buttons for 'Email verification' (Yes/No) and 'Status' (Yes/No). 'Search' and 'Reset' buttons are at the bottom of the form. Below the form is a table of users. The table has columns for S/N, Contact person, Email Id, Country, Position, Agency name, Email verification, and Status. The first row shows a user with S/N 1, Contact person Mr DrewTest, Email Id receivable_ag@scoot-tigerair.com, Country Singapore, Position Travel Admin, Agency name TZ Finance Test, Email verification checked, and Status checked. The 'Email Id' and 'Position' columns in the table are highlighted with orange boxes, with a '2.' next to the Email Id header and a '1.' next to the Position header.

Welcome Andrew | 28-Jul-2017 11:21:32 AM

Logout

New booking View request Make payment Name list Booking analytics Request **Users** Reports Add SSR Top up Support

View users

Request

First name Last name

Email Id Country User type

Email verification Yes No Status Yes No

Search Reset

S/N	Contact person	2. Email Id	Country	1. Position	Agency name	Email verification	Status
1	Mr DrewTest	receivable_ag@scoot-tigerair.com	Singapore	Travel Admin	TZ Finance Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



TOP UP REQUEST – E-MAIL NOTIFICATION

- 2. The e-mail address to receive notifications is the e-mail id under the Users section. It is also the e-mail id you used during registration or when you were creating new users

Welcome Andrew | 28-Jul-2017 11:21:32 AM

Logout

New booking View request Make payment Name list Booking analytics Request **Users** Reports Add SSR Top up Support

2.

View users

Request

First name Last name

Email Id Country User type

Email verification Yes No Status Yes No

Search Reset

S/N	Contact person	2. Email Id	Country	1. Position	Agency name	Email verification	Status
1	Mr DrewTest	receivable_ag@scoot-tigerair.com	Singapore	Travel Admin	TZ Finance Test	✓	✓

TOP UP REQUEST – E-MAIL NOTIFICATION

- 2. E-mail notification will only be sent to the person who submitted the top up request even though there are more than one user

Welcome Andrew | 28-Jul-2017 11:21:32 AM

Logout

New booking View request Make payment Name list Booking analytics Request **Users** Reports Add SSR Top up Support

2.

View users

Request

First name Last name

Email Id Country User type

Email verification Yes No Status Yes No

Search **Reset**

S/N	Contact person	2. Email Id	Country	1. Position	Agency name	Email verification	Status
1	Mr DrewTest	reivable_ag@scoot-tigerair.com	Singapore	Travel Admin	TZ Finance Test	✓	✓



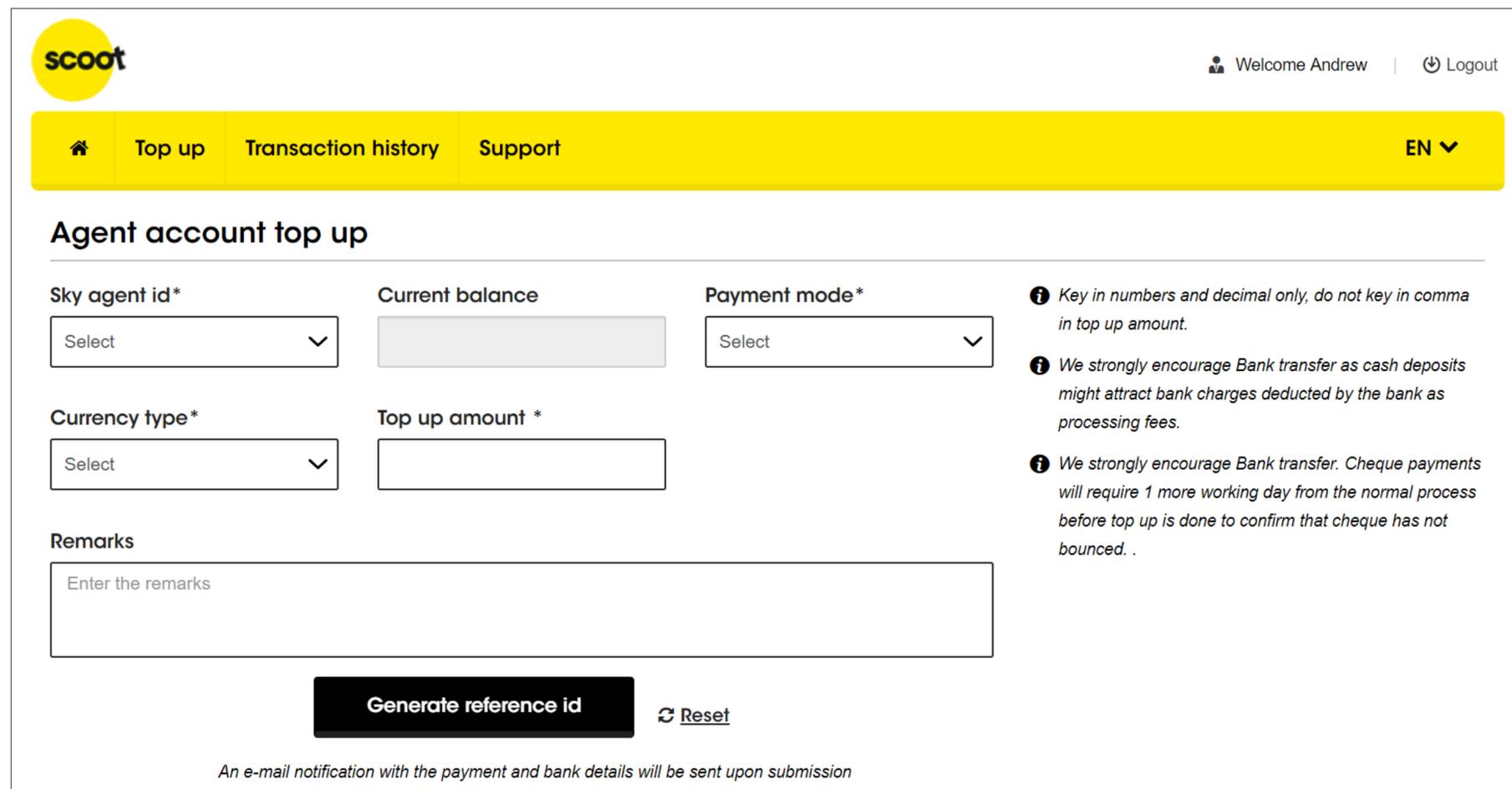


TOP UP REQUEST:

NEW REQUEST

• TOP UP REQUEST – NEW REQUEST

- Clicking on the “Top up” button will bring you to this page



The screenshot shows the 'Agent account top up' form in the Scoot system. The form is titled 'Agent account top up' and is located under the 'Top up' menu item. The form includes the following fields and controls:

- Sky agent id***: A dropdown menu with 'Select' and a downward arrow.
- Current balance**: A greyed-out text input field.
- Payment mode***: A dropdown menu with 'Select' and a downward arrow.
- Currency type***: A dropdown menu with 'Select' and a downward arrow.
- Top up amount ***: A text input field.
- Remarks**: A large text area with the placeholder text 'Enter the remarks'.
- Buttons**: A black button labeled 'Generate reference id' and a link labeled 'Reset' with a circular arrow icon.

On the right side of the form, there are three informational messages:

- i** Key in numbers and decimal only, do not key in comma in top up amount.
- i** We strongly encourage Bank transfer as cash deposits might attract bank charges deducted by the bank as processing fees.
- i** We strongly encourage Bank transfer. Cheque payments will require 1 more working day from the normal process before top up is done to confirm that cheque has not bounced. .

The form is part of a user interface with a yellow header bar containing the Scoot logo, navigation links (Home, Top up, Transaction history, Support), and a language dropdown (EN). The user is logged in as 'Andrew' and can click 'Logout'.

• TOP UP REQUEST – NEW REQUEST

- 1. Sky agent id: Select the Sky agent id to top up

The screenshot shows the 'Agent account top up' form in the Scoot system. The form is titled 'Agent account top up' and is located under the 'Top up' menu item. The form contains the following fields and actions:

- 1.** Sky agent id* (Dropdown menu)
- 2.** Current balance (Text input field)
- 3.** Payment mode* (Dropdown menu)
- 4.** Currency type* (Dropdown menu)
- 5.** Top up amount * (Text input field)
- 6.** Remarks (Text area with placeholder 'Enter the remarks')
- 7.** Informational text box containing three bullet points:
 - Key in numbers and decimal only, do not key in comma in top up amount.
 - We strongly encourage Bank transfer as cash deposits might attract bank charges deducted by the bank as processing fees.
 - We strongly encourage Bank transfer. Cheque payments will require 1 more working day from the normal process before top up is done to confirm that cheque has not bounced.
- 8.** Reset button (with refresh icon)
- 9.** Generate reference id button

At the bottom of the form, there is a note: "An e-mail notification with the payment and bank details will be sent upon submission".

TOP UP REQUEST – NEW REQUEST

- 2. Current balance: This is an auto populated field which shows the current balance in the Sky agent id selected. No edits allowed or required.

If this is your first top up, the current balance will reflect as SGD0 even though you might want to remit in other currency. Please go ahead to remit in the currency you wish to remit in. Your Sky agent id will be set up in the remitted currency. Afterwhich, for your second top up onwards, your current balance will reflect in your remitted currency

The screenshot shows the 'Agent account top up' form in the Scoot system. The form includes the following fields and elements:

- 1.** Sky agent id* (Dropdown menu)
- 2.** Current balance (Auto-populated field)
- 3.** Payment mode* (Dropdown menu)
- 4.** Currency type* (Dropdown menu)
- 5.** Top up amount* (Text input field)
- 6.** Remarks (Text area with placeholder 'Enter the remarks')
- 7.** Informational text box containing:
 - Key in numbers and decimal only, do not key in comma in top up amount.
 - We strongly encourage Bank transfer as cash deposits might attract bank charges deducted by the bank as processing fees.
 - We strongly encourage Bank transfer. Cheque payments will require 1 more working day from the normal process before top up is done to confirm that cheque has not bounced.
- 8.** Reset button (with refresh icon)
- 9.** Generate reference id button

At the bottom of the form, a note states: "An e-mail notification with the payment and bank details will be sent upon submission"

TOP UP REQUEST – NEW REQUEST

- 3. Payment mode: Select the payment mode for your transfer. Bank transfer would be preferred

Payment mode*

- Select
- Bank transfer
- Cash
- Cheque

The screenshot shows the 'Agent account top up' form in the Scoot system. The form includes the following fields and elements:

- 1.** Sky agent id* (dropdown menu)
- 2.** Current balance (text input field)
- 3.** Payment mode* (dropdown menu)
- 4.** Currency type* (dropdown menu)
- 5.** Top up amount* (text input field)
- 6.** Remarks (text area)
- 7.** Informational text box containing three bullet points:
 - Key in numbers and decimal only, do not key in comma in top up amount.
 - We strongly encourage Bank transfer as cash deposits might attract bank charges deducted by the bank as processing fees.
 - We strongly encourage Bank transfer. Cheque payments will require 1 more working day from the normal process before top up is done to confirm that cheque has not bounced.
- 8.** Reset button
- 9.** Generate reference id button

An e-mail notification with the payment and bank details will be sent upon submission

TOP UP REQUEST – NEW REQUEST

- 4. Currency type: Select the currency type for your transfer. You should select the same currency in the current balance box. If different currency is selected, amount topped up will be converted using Navitaire's exchange rate

The screenshot shows the 'Agent account top up' form in the Scoot system. The form includes the following fields and elements:

- 1.** Sky agent id* (Dropdown menu)
- 2.** Current balance (Text input field)
- 3.** Payment mode* (Dropdown menu)
- 4.** Currency type* (Dropdown menu)
- 5.** Top up amount* (Text input field)
- 6.** Remarks (Text area with placeholder 'Enter the remarks')
- 7.** Information box containing three bullet points:
 - Key in numbers and decimal only, do not key in comma in top up amount.
 - We strongly encourage Bank transfer as cash deposits might attract bank charges deducted by the bank as processing fees.
 - We strongly encourage Bank transfer. Cheque payments will require 1 more working day from the normal process before top up is done to confirm that cheque has not bounced.
- 8.** Reset button (with refresh icon)
- 9.** Generate reference id button

At the bottom of the form, a note states: "An e-mail notification with the payment and bank details will be sent upon submission".

• TOP UP REQUEST – NEW REQUEST

- 5. Top up amount: Key in the amount you wish to pay and topped up into your account. Key in numbers and decimal only, do not key in commas or currency

The screenshot shows the 'Agent account top up' form in the Scoot system. The form includes the following fields and elements:

- 1.** Sky agent id* (Dropdown menu)
- 2.** Current balance (Text input field)
- 3.** Payment mode* (Dropdown menu)
- 4.** Currency type* (Dropdown menu)
- 5.** Top up amount * (Text input field)
- 6.** Remarks (Text area with placeholder 'Enter the remarks')
- 7.** Informational text box containing three bullet points:
 - Key in numbers and decimal only, do not key in comma in top up amount.
 - We strongly encourage Bank transfer as cash deposits might attract bank charges deducted by the bank as processing fees.
 - We strongly encourage Bank transfer. Cheque payments will require 1 more working day from the normal process before top up is done to confirm that cheque has not bounced.
- 8.** Reset button (with refresh icon)
- 9.** Generate reference id button

At the bottom of the form, a note states: "An e-mail notification with the payment and bank details will be sent upon submission".

TOP UP REQUEST – NEW REQUEST

- 6. Remarks: Key in any remarks for your future reference
- 7. Information: Shows additional information for your top up request

The screenshot shows the 'Agent account top up' form in the Scoot system. The form includes the following fields and buttons:

- 1.** Sky agent id* (Dropdown menu)
- 2.** Current balance (Text input field)
- 3.** Payment mode* (Dropdown menu)
- 4.** Currency type* (Dropdown menu)
- 5.** Top up amount * (Text input field)
- 6.** Remarks (Text area with placeholder 'Enter the remarks')
- 7.** Information box containing three bullet points:
 - Key in numbers and decimal only, do not key in comma in top up amount.
 - We strongly encourage Bank transfer as cash deposits might attract bank charges deducted by the bank as processing fees.
 - We strongly encourage Bank transfer. Cheque payments will require 1 more working day from the normal process before top up is done to confirm that cheque has not bounced.
- 8.** Reset button (with refresh icon)
- 9.** Generate reference id button

At the bottom of the form, a note states: "An e-mail notification with the payment and bank details will be sent upon submission".

TOP UP REQUEST – NEW REQUEST

- 8. Reset: Clicking this will clear all fields
- 9. Generate reference id: Once you confirm that all the details are correct, clicking this will send an e-mail notification to your e-mail with a proforma invoice

The screenshot shows the 'Agent account top up' form in the Scoot system. The form includes the following fields and elements:

- 1.** Sky agent id* (Dropdown menu)
- 2.** Current balance (Text input field)
- 3.** Payment mode* (Dropdown menu)
- 4.** Currency type* (Dropdown menu)
- 5.** Top up amount * (Text input field)
- 6.** Remarks (Text area with placeholder 'Enter the remarks')
- 7.** Information box containing three bullet points:
 - Key in numbers and decimal only, do not key in comma in top up amount.
 - We strongly encourage Bank transfer as cash deposits might attract bank charges deducted by the bank as processing fees.
 - We strongly encourage Bank transfer. Cheque payments will require 1 more working day from the normal process before top up is done to confirm that cheque has not bounced.
- 8.** Reset button (with a circular arrow icon)
- 9.** Generate reference id button

At the bottom of the form, a note states: "An e-mail notification with the payment and bank details will be sent upon submission".

TOP UP REQUEST – NEW REQUEST

- Once “Generate reference id” button is clicked, below screen will appear showing the reference id

The image displays two screenshots of the Scoot agent account top up interface. The left screenshot shows the form with the "Generate reference id" button highlighted in yellow. The right screenshot shows the same form with a green success message at the top: "Reference id generated successfully and reference id is A000141. An e-mail notification with the payment and bank details has been sent". An orange arrow points from the button in the left screenshot to the message in the right screenshot.

Left Screenshot (Form State):

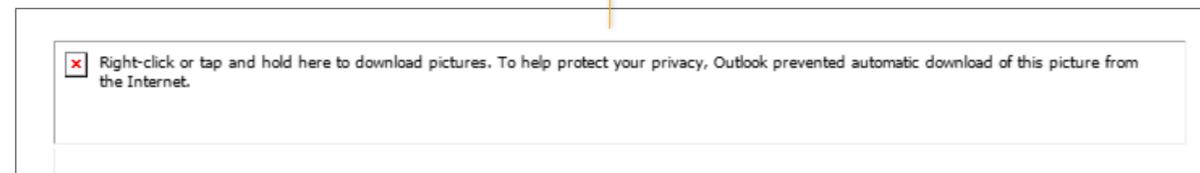
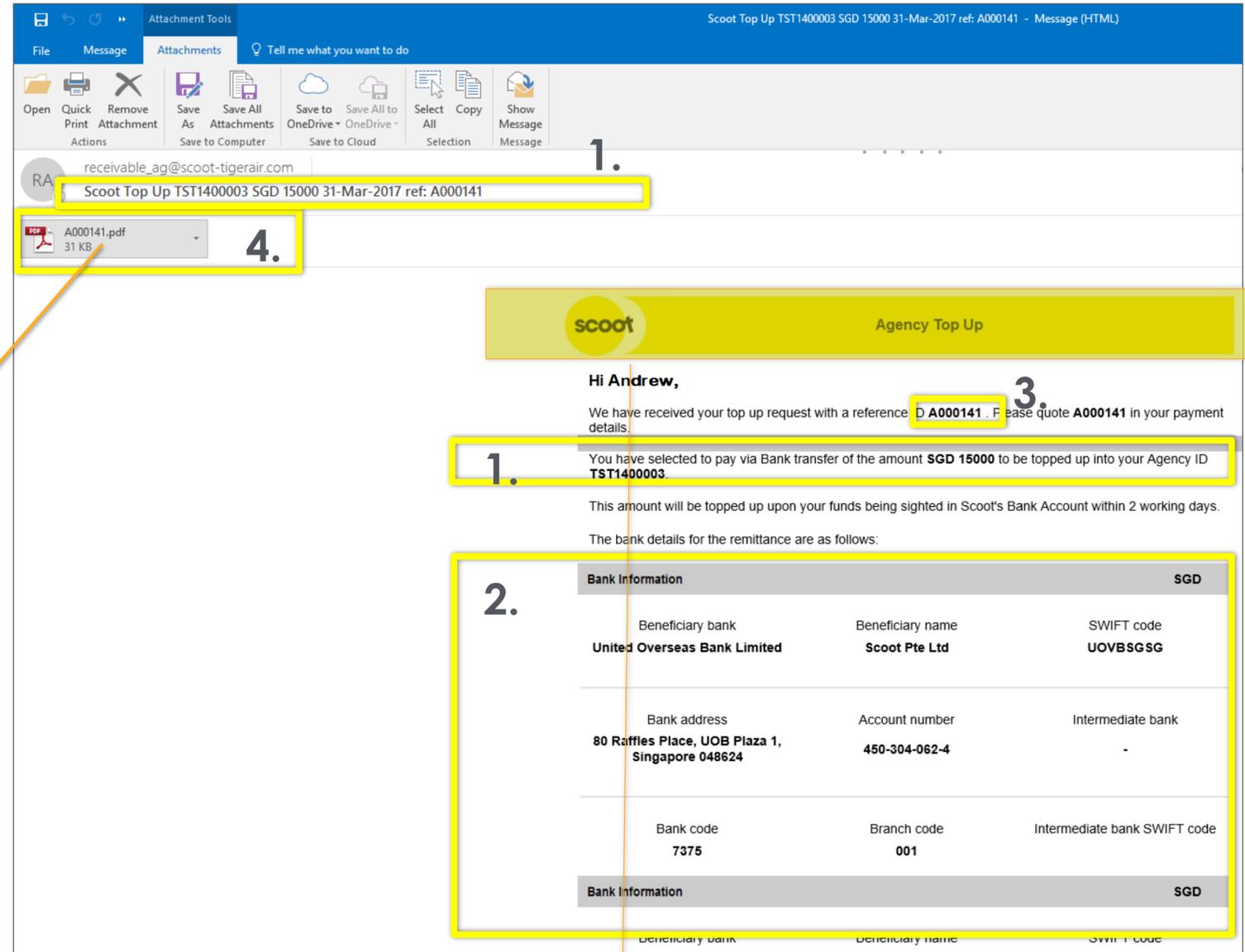
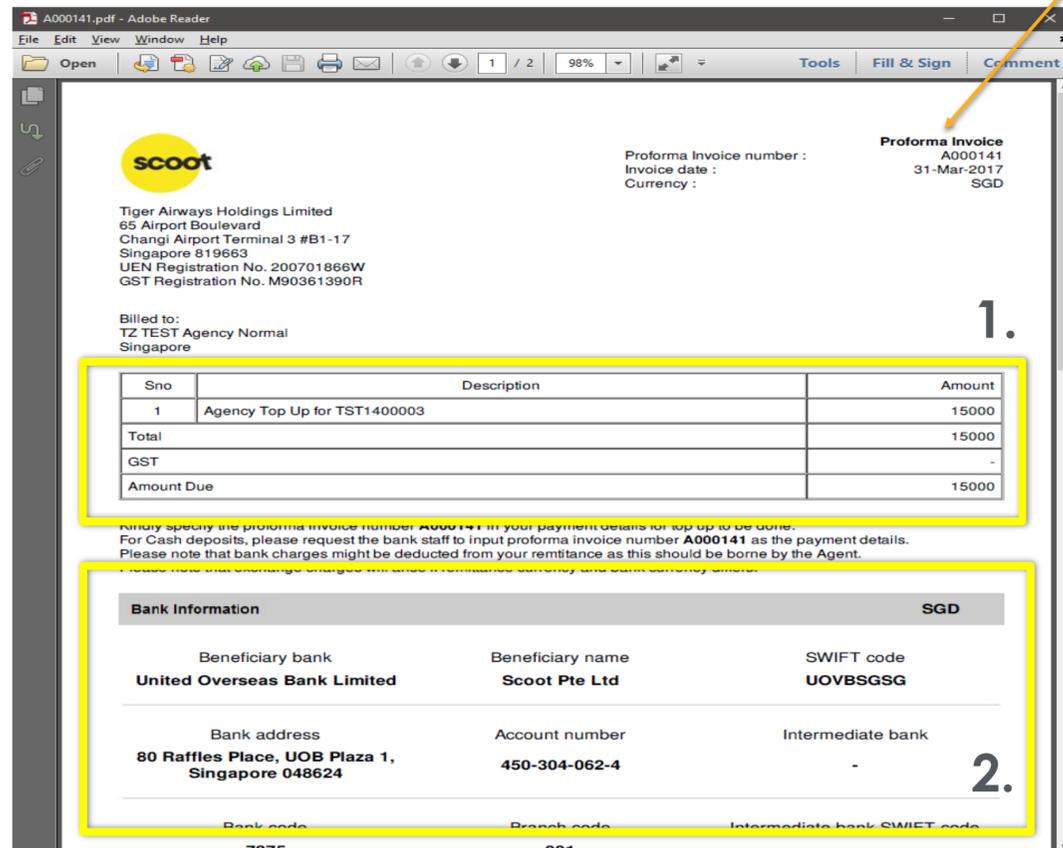
- Header: scoot, Welcome Andrew | Logout
- Navigation: Home, Top up, Transaction history, Support, EN
- Section: Agent account top up
- Fields:
 - Sky agent id*: TST1400003
 - Current balance: SGD 8857941.76
 - Payment mode*: Bank transfer
 - Currency type*: SGD
 - Top up amount*: 15000
 - Remarks: Enter the remarks
- Buttons: Generate reference id (highlighted), Reset
- Footnote: An e-mail notification with the payment and bank details will be sent upon submission
- Help Text:
 - Key in numbers and decimal only, do not key in comma in top up amount.
 - We strongly encourage Bank transfer. For Citibank, only 200 pieces of notes accepted per transactions. Coins and 201st number of notes will be subjected to bank charges. [Click here for listing of bank charges.](#)
 - We strongly encourage Bank transfer. Cheque payments will require 1 more working day from the normal process before top up is done to confirm that cheque has not bounced.

Right Screenshot (Success State):

- Header: scoot, Welcome Andrew | Logout
- Navigation: Home, Top up, Transaction history, Support, EN
- Message: Reference id generated successfully and reference id is A000141. An e-mail notification with the payment and bank details has been sent
- Section: Agent account top up
- Fields:
 - Sky agent id*: Select
 - Current balance: [Greyed out]
 - Payment mode*: Select
 - Currency type*: Select
 - Top up amount*: [Empty]
 - Remarks: Enter the remarks
- Buttons: Generate reference id, Reset
- Footnote: An e-mail notification with the payment and bank details will be sent upon submission
- Help Text:
 - Key in numbers and decimal only, do not key in comma in top up amount.
 - We strongly encourage Bank transfer. For Citibank, only 200 pieces of notes accepted per transactions. Coins and 201st number of notes will be subjected to bank charges. [Click here for listing of bank charges.](#)
 - We strongly encourage Bank transfer. Cheque payments will require 1 more working day from the normal process before top up is done to confirm that cheque has not bounced.

TOP UP REQUEST – NEW REQUEST

- You will receive an e-mail with:
- 1. Top Up Details
- 2. Bank Account
- 3. Reference id
- 4. Proforma invoice



IF YOU ARE UNABLE TO VIEW THE SCOOT-TIGERAIR PICTURES AND YOU SEE THE ABOVE MESSAGE, RIGHT CLICK IT AND CLICK "DOWNLOAD PICTURES"



TOP UP REQUEST – NEW REQUEST

- Be sure to mention the reference id in your payment details to prevent delays in the top up

Proforma Invoice
A000141
31-Mar-2017
SGD

Proforma Invoice number :
Invoice date :
Currency :

Proforma Invoice
A000141
31-Mar-2017
SGD

Tiger Airways Holdings Limited
65 Airport Boulevard
Changi Airport Terminal 3 #B1-17
Singapore 819663
UEN Registration No. 200701866W
GST Registration No. M90361390R

Billed to:
TZ TEST Agency Normal
Singapore

Sno	Description	Amount
1	Agency Top Up for TST1400003	15000
Total		15000
GST		-
Amount Due		15000

Kindly specify the proforma invoice number **A000141** in your payment details for top up to be done.
For Cash deposits, please request the bank staff to input proforma invoice number **A000141** as the payment details.
Please note that bank charges might be deducted from your remittance as this should be borne by the Agent.
Please note that exchange charges will arise if remittance currency and bank currency differs.

Bank Information SGD

Beneficiary bank	Beneficiary name	SWIFT code
United Overseas Bank Limited	Scoot Pte Ltd	UOVBSGSG
Bank address	Account number	Intermediate bank
80 Raffles Place, UOB Plaza 1, Singapore 048624	450-304-062-4	-
Bank code	Branch code	Intermediate bank SWIFT code
7375	001	

Kindly specify the proforma invoice number **A000141** in your payment details for top up to be done.
For Cash deposits, please request the bank staff to input proforma invoice number **A000141** as the payment details.
Please note that bank charges might be deducted from your remittance as this should be borne by the Agent.
Please note that exchange charges will arise if remittance currency and bank currency differs.

TOP UP REQUEST – NEW REQUEST

- Once topped up by Scoot, you will receive an e-mail to notify you along with the receipt

receivable_ag@scoot-tigerair.com
Scoot Top Up TST1400003 SGD 15000 2017-03-31 01:12:09 ref: A000141 - Status: Topped Up

Agency Top Up

Hi Andrew,

We have received SGD 15000 in Scoot's Bank for A000141.

The amount SGD 15000 has been topped up into your Agency ID TST1400003.

Please refer to the attached for the receipt for A000141.

The Scoot-Tigerair Team

Help?
For invoice, credit note, receipt, bank details please contact: receivable_ag@scoot-tigerair.com
For agency matters please contact: sales@scoot-tigerair.com
For group bookings please contact: groups@scoot-tigerair.com

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Receipt
Receipt number : RA000141
Receipt date : 31-Mar-2017
Currency : SGD

scoot

Tiger Airways Holdings Limited
65 Airport Boulevard
Changi Airport Terminal 3 #B1-17
Singapore 819663
UEN Registration No. 200701866W
GST Registration No. M90361390R

Received from:
TZ TEST Agency Normal
Singapore

Sno	Description	Amount
1	Receipt for A000141	15000

Please note that this is a system generated document, no signature is required.
Please print this electronic receipt as no hardcopy will be sent to you.





TOP UP REQUEST:

EDIT REQUEST

TOP UP REQUEST – EDIT REQUEST

- To edit a submitted request, go to (only requests that have not been topped up can be edited):
 - 1. Transaction history

Reference id generated successfully and reference id is A000142. An e-mail notification with the payment and bank details has been sent

Agent account top up

Sky agent id*	Current balance	Payment mode*
<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/>
Currency type*	Top up amount *	
<input type="text" value="Select"/>	<input type="text"/>	

Remarks

[Reset](#)

An e-mail notification with the payment and bank details will be sent upon submission

- i** Key in numbers and decimal only, do not key in comma in top up amount.
- i** We strongly encourage Bank transfer. For Citibank, only 200 pieces of notes accepted per transactions. Coins and 201st number of notes will be subjected to bank charges. [Click here for listing of bank charges](#).
- i** We strongly encourage Bank transfer. Cheque payments will require 1 more working day from the normal process before top up is done to confirm that cheque has not bounced. .

TOP UP REQUEST – EDIT REQUEST

- 2. Search for the transaction you wish to edit and click on the “Edit” icon

The screenshot displays the Scoot app interface. At the top, there is a navigation bar with the Scoot logo, user information 'Welcome Andrew', and a 'Logout' button. Below this is a menu bar with 'Top up', 'Transaction history', and 'Support' options, along with a language selector 'EN'. The main content area is titled 'Search transaction' and includes a search form with a 'Reference number' input field and a 'Status' dropdown menu. A 'Search' button and a 'Reset' link are also present. To the right of the search form, there are three informational tips. Below the search form is the 'View transaction' section, which shows a table of transactions. The table has columns for 'S.No', 'Reference number', 'Currency type', 'Topup amount', 'Status', 'Edit', and 'View'. The 'Edit' column contains icons for editing each transaction, and these icons are highlighted with a yellow box. A search box above the table contains the number '2.'. An 'Export' button is located at the top right of the table area.

Search transaction

Reference number: Status:

[Advance search](#) [Reset](#)

View transaction [+ Export](#)

Show entries Search:

S.No	Reference number	Currency type	Topup amount	Status	Edit	View
1	A000142	SGD	15001.00	→	✎	👁
2	A000141	SGD	15000.00	⚖	✎	👁
3	A000130	SGD	1500.00	→	✎	👁
4	A000129	SGD	100.00	→	✎	👁
5	A000128	SGD	900.00	⚖	✎	👁
6	A000125	SGD	1.00	🗑	✎	👁
7	A000124	SGD	12.00	⚖	✎	👁
8	A000116	SGD	1000.00	⚖	✎	👁
9	A000105	SGD	123.00	→	✎	👁



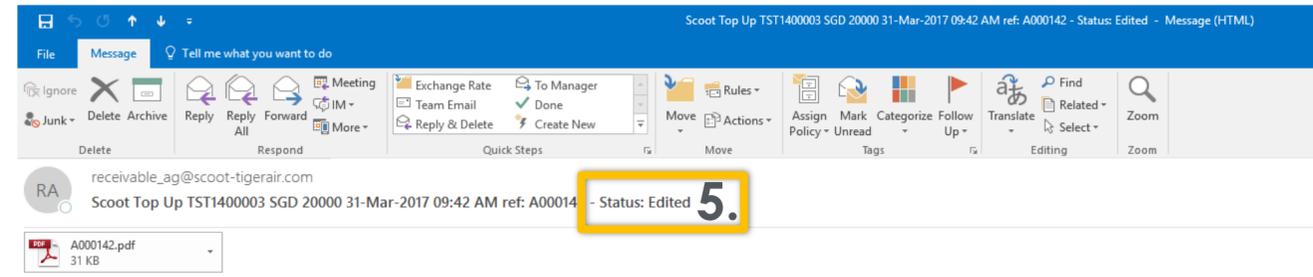
• TOP UP REQUEST – EDIT REQUEST

- 3. You will be able to change the Currency, Top up amount, Payment Mode and Remarks. Once edited, click “Update”
- 4. If you do not want to edit, click the cross and not “Cancel”, as “Cancel” will void your top up request

The screenshot displays the Scoot system interface. At the top, there is a navigation bar with 'Top up', 'Transaction history', and 'Support' options. A user profile 'Welcome Andrew' and a 'Logout' button are visible. Below the navigation bar is a 'Search transaction' section. A modal window titled 'Edit transaction details' is open, showing transaction information for Reference number A000142, Sky agent id TST1400003, and Status New. The modal includes fields for Currency (SGD), Topup amount (15001), and Payment Mode (Bank transfer). There is also a Remarks field. At the bottom of the modal are 'Update' and 'Cancel' buttons. A yellow box highlights the 'Update' button with the number '3.', and another yellow box highlights the close button (cross) with the number '4.'. The background shows a table of transactions with columns for S.No, Reference number, Currency, Amount, and Status.

TOP UP REQUEST – EDIT REQUEST

- 5. You will receive an e-mail notification on the revised amount with a revised proforma invoice
- 6. Once topped up by Scoot, you will receive an e-mail to notify you along with the receipt



scoot Agency Top Up

Hi Andrew, **5.**

We have received your revised top up request with a reference ID **A000142**. Please quote **A000142** in your payment details.

You have selected to pay via Bank transfer of the amount **SGD 20000** to be topped up into your Agency ID **TST1400003**.

This amount will be topped up upon your funds being sighted in Scoot's Bank Account within 2 working days.

The bank details for the remittance are as follows:

Bank Information			SGD
Beneficiary bank	Beneficiary name	SWIFT code	
United Overseas Bank Limited	Scoot Pte Ltd	UOVBSGSG	
Bank address	Account number	Intermediate bank	
80 Raffles Place, UOB Plaza 1, Singapore 048624	450-304-062-4	-	
Bank code	Branch code	Intermediate bank SWIFT code	
7375	001		
Bank Information			SGD
Beneficiary bank	Beneficiary name	SWIFT code	





TOP UP REQUEST:

CANCEL REQUEST

TOP UP REQUEST – CANCEL REQUEST

- To cancel a submitted request, go to (only requests that have not been topped up can be cancelled):
 - 1. Transaction history

scot Welcome Andrew | Logout

Top up Transaction history Support EN

Reference id generated successfully and reference id is A000142. An e-mail notification with the payment and bank details has been sent

Agent account top up

Sky agent id* Current balance Payment mode*

Currency type* Top up amount *

Remarks

Generate reference id [Reset](#)

An e-mail notification with the payment and bank details will be sent upon submission

- i** Key in numbers and decimal only, do not key in comma in top up amount.
- i** We strongly encourage Bank transfer. For Citibank, only 200 pieces of notes accepted per transactions. Coins and 201st number of notes will be subjected to bank charges. [Click here for listing of bank charges](#).
- i** We strongly encourage Bank transfer. Cheque payments will require 1 more working day from the normal process before top up is done to confirm that cheque has not bounced. .

TOP UP REQUEST – CANCEL REQUEST

- 2. Search for the transaction you wish to cancel and click on the “Edit” icon

The screenshot shows the Scoot website interface. At the top, there is a navigation bar with the Scoot logo, a user profile for Andrew, and a Logout button. Below the navigation bar, there are tabs for Top up, Transaction history, and Support. The main content area is titled "Search transaction" and contains a search form with a "Reference number" input field and a "Status" dropdown menu. A "Search" button and a "Reset" button are also present. To the right of the search form, there are three informational notes. Below the search form, there is a "View transaction" section with a "Show 10 entries" dropdown and a "Search:" input field containing the number "2.". An "Export" button is located to the right of the search field. The main part of the page is a table of transactions with columns for S.No, Reference number, Currency type, Topup amount, Status, Edit, and View. The "Edit" column contains icons for editing each transaction, and this column is highlighted with a yellow box.

Reference number: Status:

[Advance search](#) [Reset](#)

View transaction [+ Export](#)

Show entries Search:

S.No	Reference number	Currency type	Topup amount	Status	Edit	View
1	A000142	SGD	15001.00	→	✎	👁
2	A000141	SGD	15000.00	⚖	✎	👁
3	A000130	SGD	1500.00	→	✎	👁
4	A000129	SGD	100.00	→	✎	👁
5	A000128	SGD	900.00	⚖	✎	👁
6	A000125	SGD	1.00	🗑	✎	👁
7	A000124	SGD	12.00	⚖	✎	👁
8	A000116	SGD	1000.00	⚖	✎	👁
9	A000105	SGD	123.00	→	✎	👁



TOP UP REQUEST – CANCEL REQUEST

- 3. Click on “Cancel” and key in your reason for cancellation
- 4. You will receive an e-mail notification on the cancellation
- 5. Request cannot be used anymore

Edit transaction details

Only for transactions that are in New and Unmatched, you can edit the information. On completing the changes, click on Update button to update the changes.

Reference number	Sky agent id	Status
A000142	TST1400003	New
Travel agent name	Initiated by	Initiated date
Travel Agent B	Travel Agent B	31-Mar-2017 09:42 AM
Currency*	Topup amount*	Payment Mode*
SGD	15001	Bank transfer

Remarks

Update Cancel 3.

Edit transaction details

Only for transactions that are in New and Unmatched, you can edit the information. On completing the changes, click on Update button to update the changes.

Reason for cancellation

Enter your reason for cancellation in less than 100 characters

Submit Back



TOP UP STATUSES

TOP UP STATUSES

- To see your requests' statuses, go to Transaction History
- You will be able to see the status by hovering your mouse over the icon

The screenshot displays the Scoot website interface. At the top, there is a navigation bar with the Scoot logo, a user greeting 'Welcome Andrew', and a 'Logout' link. Below this is a secondary navigation bar with 'Top up', 'Transaction history', and 'Support' tabs, along with a language selector 'EN'. The main content area is titled 'Search transaction' and includes a search form with a 'Reference number' input field and a 'Status' dropdown menu. A 'Search' button and a 'Reset' link are also present. To the right of the search form, there are three informational tips. Below the search section is a 'View transaction' section with an 'Export' button. A table of transactions is shown, with columns for 'S.No', 'Reference number', 'Currency type', 'Topup amount', 'Status', 'Edit', and 'View'. The 'Status' column contains icons representing different transaction statuses, and a yellow box highlights this column.

S.No	Reference number	Currency type	Topup amount	Status	Edit	View
1	A000143	SGD	50.00			
2	A000142	SGD	20000.00			
3	A000141	SGD	15000.00			
4	A000130	SGD	1500.00			
5	A000129	SGD	100.00			
6	A000128	SGD	900.00			
7	A000125	SGD	1.00			
8	A000124	SGD	12.00			

• TOP UP STATUSES

Statuses	Interpretation
New	Request that was recently submitted
Reconciled	Request has been topped up successfully
Mismatched	Request reference id is found in payment details but amount or currency does not tally Airline will perform the top up manually
Unmatched	Request that has been outstanding
Cancelled	Request has been cancelled
Partially Reconciled	Not applicable yet



REPORT

REPORT

- To access your report, go to Transaction history
- By default, it will list all transactions for the recent month in descending order of the Reference number

The screenshot displays the Scoot app interface for the 'Transaction history' section. At the top, there is a navigation bar with 'Top up', 'Transaction history', and 'Support' options. Below this is a search section with a 'Reference number' input field and a 'Status' dropdown menu. A 'Search' button and a 'Reset' link are also present. To the right of the search section, there are three informational tips. Below the search section is a 'View transaction' section with an 'Export' button. A table of transactions is shown, with columns for S.No, Reference number, Currency type, Topup amount, Status, Edit, and View. The 'Reference number' column is highlighted with a yellow box.

Search transaction

Reference number: Status:

[Advance search](#) [Reset](#)

View transaction [Export](#)

Show entries Search:

S.No	Reference number	Currency type	Topup amount	Status	Edit	View
1	A000143	SGD	50.00	📄	✎	📄
2	A000142	SGD	20000.00	⚖️	✎	📄
3	A000141	SGD	15000.00	⚖️	✎	📄
4	A000130	SGD	1500.00	⚖️	✎	📄
5	A000129	SGD	100.00	➡️	✎	📄
6	A000128	SGD	900.00	⚖️	✎	📄
7	A000125	SGD	1.00	📄	✎	📄



REPORT

- To specify your search, you can:
- 1. Filter
- 2. Sort

The screenshot displays the Scoot web application interface. At the top left is the Scoot logo. On the top right, there is a user greeting "Welcome Andrew" and a "Logout" link. Below this is a navigation bar with "Top up", "Transaction history", and "Support" tabs, and a language selector "EN".

The main section is titled "Search transaction". It contains a search form with a "Reference number" input field and a "Status" dropdown menu. Below the form are links for "Advance search", "Search", and "Reset". A red box highlights the search form, with a "1." next to it. To the right of the form are three informational notes:

- 1. Keep a track on the generated Unique reference Ids and know their status by entering the reference number in the search box.
- 2. Export the list of transaction and related information by clicking the Export link.
- 3. For transactions that have New and Unmatched statuses, you can edit the information by clicking the edit icon..To view more information for a transaction, click on the view icon.

Below the search form is the "View transaction" section. It features a "Show 10 entries" dropdown and a "Search:" input field. A table lists transactions with columns for S.No, Reference number, Currency type, Topup amount, Status, Edit, and View. A red box highlights the table header, with a "2." next to it.

S.No	Reference number	Currency type	Topup amount	Status	Edit	View
1	A000143	SGD	50.00	📄	✏️	👁️
2	A000142	SGD	20000.00	⚖️	✏️	👁️
3	A000141	SGD	15000.00	⚖️	✏️	👁️
4	A000130	SGD	1500.00	⚖️	✏️	👁️
5	A000129	SGD	100.00	📄	✏️	👁️
6	A000128	SGD	900.00	⚖️	✏️	👁️
7	A000125	SGD	1.00	📄	✏️	👁️

REPORT – FILTER

- You can filter for:
- 1. Specific Reference number
- 2. Status

The screenshot displays the Scoot app interface. At the top, there is a navigation bar with the Scoot logo, a user profile icon labeled 'Welcome Andrew', and a 'Logout' button. Below this is a secondary navigation bar with options: 'Top up', 'Transaction history' (highlighted), and 'Support'. A language selector 'EN' is on the right.

The main section is titled 'Search transaction'. It contains a search form with two input fields: 'Reference number' (labeled 1.) and 'Status' (labeled 2.). Below these is an 'Advance search' button (labeled 3.) and a 'Search' button (labeled 4.) with a 'Reset' link next to it. To the right of the search form are three informational notes:

- Keep a track on the generated Unique reference Ids and know their status by entering the reference number in the search box.
- Export the list of transaction and related information by clicking the Export link.
- For transactions that have New and Unmatched statuses, you can edit the information by clicking the edit icon..To view more information for a transaction, click on the view icon.

Below the search form is a 'View transaction' section. It includes a 'Show 10 entries' dropdown, a search input, and an 'Export' button. The main content is a table with the following data:

S.No	Reference number	Currency type	Topup amount	Status	Edit	View
1	A000143	SGD	50.00	📄	✏️	👁️
2	A000142	SGD	20000.00	⚖️	✏️	👁️
3	A000141	SGD	15000.00	⚖️	✏️	👁️
4	A000130	SGD	1500.00	⚖️	✏️	👁️
5	A000129	SGD	100.00	➡️	✏️	👁️
6	A000128	SGD	900.00	⚖️	✏️	👁️
7	A000125	SGD	1.00	📄	✏️	👁️



REPORT – FILTER

- You can filter for:
- 3. Advanced search – Start date to End date: These dates are the dates when the request was first submitted and not the top up dates
- 4. Reset – To clear all search conditions

scoot Welcome Andrew | Logout

Top up Transaction history Support EN

Search transaction

Reference number **1.** A000130 Status **2.** Select

Advance search Start date **3.** 28-Feb-2017 End date 31-Mar-2017

Search Reset **4.**

i Keep a track on the generated Unique reference Ids and know their status by entering the reference number in the search box.

i Export the list of transaction and related information by clicking the Export link.

i For transactions that have New and Unmatched statuses, you can edit the information by clicking the edit icon.. To view more information for a transaction, click on the view icon.

View transaction Export

REPORT – SORT

- You can sort the columns:
- S.No, Reference number and Topup amount
- It can be sorted in ascending or descending order

The screenshot displays the Scoot web application interface. At the top, there is a navigation bar with the Scoot logo, user information (Welcome Andrew), and a Logout button. Below this is a secondary navigation bar with links for Home, Top up, Transaction history (which is highlighted), and Support, along with a language selector (EN).

The main content area is titled "Search transaction" and includes a search form with a "Reference number" input field and a "Status" dropdown menu. There are also "Advance search", "Search", and "Reset" buttons. To the right of the search form, there are three informational tips:

- Keep a track on the generated Unique reference Ids and know their status by entering the reference number in the search box.
- Export the list of transaction and related information by clicking the Export link.
- For transactions that have New and Unmatched statuses, you can edit the information by clicking the edit icon.. To view more information for a transaction, click on the view icon.

Below the search form is the "View transaction" section, which features a table of transactions. The table has a search bar and an "Export" button. The table columns are: S.No, Reference number, Currency type, Topup amount, Status, Edit, and View. The first row of the table is highlighted with a yellow border.

S.No	Reference number	Currency type	Topup amount	Status	Edit	View
1	A000143	SGD	50.00	☑	✎	👁
2	A000142	SGD	20000.00	⚖	✎	👁
3	A000141	SGD	15000.00	⚖	✎	👁
4	A000130	SGD	1500.00	⚖	✎	👁
5	A000129	SGD	100.00	☑	✎	👁
6	A000128	SGD	900.00	⚖	✎	👁
7	A000125	SGD	1.00	☑	✎	👁

REPORT – DOWNLOAD

- To download the report, click on “Export”

The screenshot displays the Scoot web application interface. At the top left is the Scoot logo. On the right, there is a user greeting "Welcome Andrew" and a "Logout" link. Below this is a navigation bar with "Top up", "Transaction history" (the active page), and "Support" buttons, along with a language selector "EN".

The main content area is titled "Search transaction" and includes a search form with a "Reference number" input field and a "Status" dropdown menu. There are "Search" and "Reset" buttons. To the right of the search form are three informational tips:

- Keep a track on the generated Unique reference Ids and know their status by entering the reference number in the search box.
- Export the list of transaction and related information by clicking the Export link.
- For transactions that have New and Unmatched statuses, you can edit the information by clicking the edit icon.. To view more information for a transaction, click on the view icon.

Below the search form is the "View transaction" section. It features a "Show 10 entries" indicator and a "Search:" input field. A table lists transactions with columns for S.No, Reference number, Currency type, Topup amount, Status, Edit, and View. The "Export" button is highlighted with a yellow box.

S.No	Reference number	Currency type	Topup amount	Status	Edit	View
1	A000143	SGD	50.00	☑	✎	👁
2	A000142	SGD	20000.00	⚖	✎	👁
3	A000141	SGD	15000.00	⚖	✎	👁
4	A000130	SGD	1500.00	⚖	✎	👁
5	A000129	SGD	100.00	🔄	✎	👁
6	A000128	SGD	900.00	⚖	✎	👁
7	A000125	SGD	1.00	☑	✎	👁

REPORT – DOWNLOAD

- Downloaded report shows columns:
- D: Bank deposited into
- E: Currency
- F: Top up Amount

transactionHistory_136b1a35ef.xls [Compatibility Mode] - Excel

SNO	SKY AGENT ID	REFERENCE NUMBER	BANK NAME	CURRENCY TYPE	TOPUP AMOUNT	INITIATED DATE	LAST MODIFIED DATE	STATUS
1	TST1400003	A000143	-	SGD	50	31-Mar-2017 10:02 AM	31-Mar-2017 10:05 AM	Cancelled
2	TST1400003	A000142	United Overseas Bank Limited	SGD	20000	31-Mar-2017 09:42 AM	31-Mar-2017 09:57 AM	Reconciled
3	TST1400003	A000141	United Overseas Bank Limited	SGD	15000	31-Mar-2017 09:12 AM	31-Mar-2017 09:34 AM	Reconciled
4	TST1400003	A000130	汇丰银行 (中国) 有限公司 (Control - SGD China)	SGD	1500	29-Mar-2017 02:26 PM	31-Mar-2017 10:13 AM	Reconciled
5	TST1400003	A000129	-	SGD	100	29-Mar-2017 01:42 PM	29-Mar-2017 01:42 PM	New
6	TST1400003	A000128	汇丰银行 (中国) 有限公司 (Control - SGD China)	SGD	900	28-Mar-2017 05:25 PM	28-Mar-2017 05:26 PM	Reconciled
7	TST1400003	A000125	-	SGD	1	27-Mar-2017 08:42 PM	27-Mar-2017 08:42 PM	Cancelled
8	TST1400003	A000124	Citibank N.A., Singapore	SGD	12	27-Mar-2017 08:30 PM	27-Mar-2017 08:40 PM	Reconciled
9	TST1400003	A000116	Citibank N.A., Singapore	SGD	1000	22-Mar-2017 10:47 AM	22-Mar-2017 10:48 AM	Reconciled
10	TST1400003	A000105	-	SGD	124	20-Mar-2017 06:55 PM	31-Mar-2017 10:39 AM	New
11	TST1400003	A000091	Citibank N.A., Singapore	SGD	1400	20-Mar-2017 01:54 PM	20-Mar-2017 01:54 PM	Reconciled
12	TST1400003	A000090	汇丰银行 (中国) 有限公司	SGD	10000	17-Mar-2017 10:49 AM	20-Mar-2017 01:56 PM	Reconciled
13	TST1400003	A000089	汇丰银行 (中国) 有限公司 (Control - SGD China)	SGD	900	17-Mar-2017 10:05 AM	17-Mar-2017 10:31 AM	Reconciled
14	TST1400003	A000084	汇丰银行 (中国) 有限公司 (Control - SGD China)	SGD	1000	17-Mar-2017 03:17 PM	17-Mar-2017 03:52 PM	Reconciled
15	TST1400003	A000070	-	SGD	111	13-Mar-2017 02:16 PM	13-Mar-2017 02:16 PM	New
16	TST1400003	A000068	-	SGD	10	13-Mar-2017 02:12 PM	13-Mar-2017 02:12 PM	New



REPORT – DOWNLOAD

- Downloaded report shows columns:
- G: Date request was submitted

SNO	SKY AGENT ID	REFERENCE NUMBER	BANK NAME	CURRENCY TYPE	TOPUP AMOUNT	INITIATED DATE	LAST MODIFIED DATE	STATUS
1	TST1400003	A000143	-	SGD	50	31-Mar-2017 10:02 AM	31-Mar-2017 10:05 AM	Cancelled
2	TST1400003	A000142	United Overseas Bank Limited	SGD	20000	31-Mar-2017 09:42 AM	31-Mar-2017 09:57 AM	Reconciled
3	TST1400003	A000141	United Overseas Bank Limited	SGD	15000	31-Mar-2017 09:12 AM	31-Mar-2017 09:34 AM	Reconciled
4	TST1400003	A000130	汇丰银行（中国）有限公司 (Control - SGD China)	SGD	1500	29-Mar-2017 02:26 PM	31-Mar-2017 10:13 AM	Reconciled
5	TST1400003	A000129	-	SGD	100	29-Mar-2017 01:42 PM	29-Mar-2017 01:42 PM	New
6	TST1400003	A000128	汇丰银行（中国）有限公司 (Control - SGD China)	SGD	900	28-Mar-2017 05:25 PM	28-Mar-2017 05:26 PM	Reconciled
7	TST1400003	A000125	-	SGD	1	27-Mar-2017 08:42 PM	27-Mar-2017 08:42 PM	Cancelled
8	TST1400003	A000124	Citibank N.A., Singapore	SGD	12	27-Mar-2017 08:30 PM	27-Mar-2017 08:40 PM	Reconciled
9	TST1400003	A000116	Citibank N.A., Singapore	SGD	1000	22-Mar-2017 10:47 AM	22-Mar-2017 10:48 AM	Reconciled
10	TST1400003	A000105	-	SGD	124	20-Mar-2017 06:55 PM	31-Mar-2017 10:39 AM	New
11	TST1400003	A000091	Citibank N.A., Singapore	SGD	1400	20-Mar-2017 01:54 PM	20-Mar-2017 01:54 PM	Reconciled
12	TST1400003	A000090	汇丰银行（中国）有限公司	SGD	10000	17-Mar-2017 10:49 AM	20-Mar-2017 01:56 PM	Reconciled
13	TST1400003	A000089	汇丰银行（中国）有限公司 (Control - SGD China)	SGD	900	17-Mar-2017 10:05 AM	17-Mar-2017 10:31 AM	Reconciled
14	TST1400003	A000084	汇丰银行（中国）有限公司 (Control - SGD China)	SGD	1000	17-Mar-2017 03:17 PM	17-Mar-2017 03:52 PM	Reconciled
15	TST1400003	A000070	-	SGD	111	13-Mar-2017 02:16 PM	13-Mar-2017 02:16 PM	New
16	TST1400003	A000068	-	SGD	10	13-Mar-2017 02:12 PM	13-Mar-2017 02:12 PM	New



REPORT – DOWNLOAD

- Downloaded report shows columns:
- H: Last modified date. If status is Reconciled, this is the top up date. If status is Cancelled, this is the Cancelled date

SNO	SKY AGENT ID	REFERENCE NUMBER	BANK NAME	CURRENCY TYPE	TOPUP AMOUNT	INITIATED DATE	LAST MODIFIED DATE	STATUS
1	TST1400003	A000143	-	SGD	50	31-Mar-2017 10:02 AM	31-Mar-2017 10:05 AM	Cancelled
2	TST1400003	A000142	United Overseas Bank Limited	SGD	20000	31-Mar-2017 09:42 AM	31-Mar-2017 09:57 AM	Reconciled
3	TST1400003	A000141	United Overseas Bank Limited	SGD	15000	31-Mar-2017 09:12 AM	31-Mar-2017 09:34 AM	Reconciled
4	TST1400003	A000130	汇丰银行（中国）有限公司 (Control - SGD China)	SGD	1500	29-Mar-2017 02:26 PM	31-Mar-2017 10:13 AM	Reconciled
5	TST1400003	A000129	-	SGD	100	29-Mar-2017 01:42 PM	29-Mar-2017 01:42 PM	New
6	TST1400003	A000128	汇丰银行（中国）有限公司 (Control - SGD China)	SGD	900	28-Mar-2017 05:25 PM	28-Mar-2017 05:26 PM	Reconciled
7	TST1400003	A000125	-	SGD	1	27-Mar-2017 08:42 PM	27-Mar-2017 08:42 PM	Cancelled
8	TST1400003	A000124	Citibank N.A., Singapore	SGD	12	27-Mar-2017 08:30 PM	27-Mar-2017 08:40 PM	Reconciled
9	TST1400003	A000116	Citibank N.A., Singapore	SGD	1000	22-Mar-2017 10:47 AM	22-Mar-2017 10:48 AM	Reconciled
10	TST1400003	A000105	-	SGD	124	20-Mar-2017 06:55 PM	31-Mar-2017 10:39 AM	New
11	TST1400003	A000091	Citibank N.A., Singapore	SGD	1400	20-Mar-2017 01:54 PM	20-Mar-2017 01:54 PM	Reconciled
12	TST1400003	A000090	汇丰银行（中国）有限公司	SGD	10000	17-Mar-2017 10:49 AM	20-Mar-2017 01:56 PM	Reconciled
13	TST1400003	A000089	汇丰银行（中国）有限公司 (Control - SGD China)	SGD	900	17-Mar-2017 10:05 AM	17-Mar-2017 10:31 AM	Reconciled
14	TST1400003	A000084	汇丰银行（中国）有限公司 (Control - SGD China)	SGD	1000	17-Mar-2017 03:17 PM	17-Mar-2017 03:52 PM	Reconciled
15	TST1400003	A000070	-	SGD	111	13-Mar-2017 02:16 PM	13-Mar-2017 02:16 PM	New
16	TST1400003	A000068	-	SGD	10	13-Mar-2017 02:12 PM	13-Mar-2017 02:12 PM	New



REPORT – DOWNLOAD

- Downloaded report shows columns:
- I: Latest status of the request which was updated on the date in Column H

The screenshot shows an Excel spreadsheet titled 'transactionHistory_136b1a35ef.xls [Compatibility Mode] - Excel'. The spreadsheet contains a transaction history report with the following data:

SNO	SKY AGENT ID	REFERENCE NUMBER	BANK NAME	CURRENCY TYPE	TOPUP AMOUNT	INITIATED DATE	LAST MODIFIED DATE	STATUS
1	TST1400003	A000143	-	SGD	50	31-Mar-2017 10:02 AM	31-Mar-2017 10:05 AM	Cancelled
2	TST1400003	A000142	United Overseas Bank Limited	SGD	20000	31-Mar-2017 09:42 AM	31-Mar-2017 09:57 AM	Reconciled
3	TST1400003	A000141	United Overseas Bank Limited	SGD	15000	31-Mar-2017 09:12 AM	31-Mar-2017 09:34 AM	Reconciled
4	TST1400003	A000130	汇丰银行 (中国) 有限公司 (Control - SGD China)	SGD	1500	29-Mar-2017 02:26 PM	31-Mar-2017 10:13 AM	Reconciled
5	TST1400003	A000129	-	SGD	100	29-Mar-2017 01:42 PM	29-Mar-2017 01:42 PM	New
6	TST1400003	A000128	汇丰银行 (中国) 有限公司 (Control - SGD China)	SGD	900	28-Mar-2017 05:25 PM	28-Mar-2017 05:26 PM	Reconciled
7	TST1400003	A000125	-	SGD	1	27-Mar-2017 08:42 PM	27-Mar-2017 08:42 PM	Cancelled
8	TST1400003	A000124	Citibank N.A., Singapore	SGD	12	27-Mar-2017 08:30 PM	27-Mar-2017 08:40 PM	Reconciled
9	TST1400003	A000116	Citibank N.A., Singapore	SGD	1000	22-Mar-2017 10:47 AM	22-Mar-2017 10:48 AM	Reconciled
10	TST1400003	A000105	-	SGD	124	20-Mar-2017 06:55 PM	31-Mar-2017 10:39 AM	New
11	TST1400003	A000091	Citibank N.A., Singapore	SGD	1400	20-Mar-2017 01:54 PM	20-Mar-2017 01:54 PM	Reconciled
12	TST1400003	A000090	汇丰银行 (中国) 有限公司	SGD	10000	17-Mar-2017 10:49 AM	20-Mar-2017 01:56 PM	Reconciled
13	TST1400003	A000089	汇丰银行 (中国) 有限公司 (Control - SGD China)	SGD	900	17-Mar-2017 10:05 AM	17-Mar-2017 10:31 AM	Reconciled
14	TST1400003	A000084	汇丰银行 (中国) 有限公司 (Control - SGD China)	SGD	1000	17-Mar-2017 03:17 PM	17-Mar-2017 03:52 PM	Reconciled
15	TST1400003	A000070	-	SGD	111	13-Mar-2017 02:16 PM	13-Mar-2017 02:16 PM	New
16	TST1400003	A000068	-	SGD	10	13-Mar-2017 02:12 PM	13-Mar-2017 02:12 PM	New





BANK ACCOUNTS &

OTHER MATTERS

• BANK ACCOUNTS

- Please remit to the bank accounts in this document for top up requests submitted via the Agency Top Up Portal
- These bank accounts will appear on the payment details in the e-mail notification sent when you submit a top up request

BANK ACCOUNTS

Currency	SGD	USD #	AUD #	JPY#
Beneficiary Bank	Citibank N.A., Singapore			
Beneficiary Name	Scoot Tigerair Pte. Ltd.			
Swift Code	CITISGSG			
Bank Code	7214			
Branch Code	001			
Account Number	0855079054	0855079089	0855079119	0855079135
Correspondent Bank	NA	Citibank N.A. New York	NA	NA
Correspondent Bank Swift Code	NA	CITIUS33	NA	NA
Correspondent Bank ABA Routing No.	NA	021000089	NA	NA

PLEASE NOTE, AS THE ACCOUNTS (USD, AUD, JPY) ARE OPENING IN SINGAPORE, ONLY TELEGRAPHIC TRANSFER IS ACCEPTABLE

BANK ACCOUNTS

Currency	PHP	MYR	IDR
Beneficiary Bank	Standard Chartered Bank (PHILIPINES)	Standard Chartered Bank	
Beneficiary Name	Scoot Tigerair Pte. Ltd.		
Swift Code	SCBLPHMMXXX	SCBLMYKXXXX	SCBLIDJXXXX
Bank Code	NA	NA	50
Branch Code	NA	NA	0306
Bank Address	7/F 6788 Sky Plaza Building Ayala Avenue Makati City	No. 36 Jalan Sultan Ismail, Ground Floor, 50250 Kuala Lumpur, Malaysia	Menara Standard Chartered, Jln Prof.Dr.Satrio Kav 164, Jakarta 12930, Indonesia
Account Number	0146-5925278-13	312194653224	306-1009143-0



BANK ACCOUNTS

Currency	THB
Beneficiary Bank	Standard Chartered Bank (Thai) Public Company Ltd
Beneficiary Name	Scoot Tigerair Pte. Ltd.
Swift Code	SCBLTHBX
Bank Code	020
Branch Code	101
Bank Address	90 North Sathorn 2 nd Floor, Building 3, Silom, Bangrak, Bangkok 10500
Account Number	00100836429

Currency	CNY
Beneficiary Bank	中国工商银行股份有限公司广州天河支行
Beneficiary Name	新加坡酷虎航空有限公司广州代表处
Swift Code	ICBKCNBJGDG
Bank Address	广州市天河区天河东路102号
Account Number	3602013419201137634

• OTHER MATTERS – CONTACT

- For invoice, receipt and bank details matter, please contact: receivable_ag@flyscoot.com
- For agency and group bookings matters, please contact: sales@flyscoot.com

• OTHER MATTERS – TOP UP REMINDERS

- Please quote the reference id in your payment details
- Top up will be done within 2 days or earlier once funds are sighted in our bank account
- Bank charges might be deducted from your remittance as this should be borne by the agent
- Exchange charges will arise if remittance currency and bank currency differs



THANK YOU

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