



# Guidelines

## WPS- Salary Information File (SIF)



## Salary Information File (SIF) generator

This tool will help you to create a new SIF or to generate SIF from an existing Wages Protection System (WPS) file format. The SIF file generator is available on the Commercial Bank website and can be accessed through the following links:

To create a new SIF click on the below site:

<https://eservices.cbq.qa/WPSOnlineSIFGenerator/?AllowUpload=false>

To create SIF from an existing WPS file:

<https://eservices.cbq.qa/WPSOnlineSIFGenerator/?AllowUpload=true>

# Generating a new SIF

To create a new SIF: Fill the below mentioned form and click the “Add” button to add the salary records to create a new SIF  
Follow the below steps and prepare your SIF without error:

1. Enter your ‘Employer Establishment ID or computer card number’ (EID) as per the WPS Registration Details
2. Please enter the Payer IBAN as mentioned on the WPS while registration
3. Total Salaries is displayed automatically
4. Payer QID - If you have registered for WPS, then mention the QID or you may leave the field blank
5. Enter the Payer EID as mentioned on the WPS while registration
6. ‘No. of Records’ will be displayed automatically
7. Select Month / Year
8. ‘File Creation Time’ need not be modified
9. ‘File Creation Date’ does not need to change
10. Once you fill the below Employee Salaries, now you click the button

## Employer Information

Employer EID 12345678	Payer IBAN QA73CBQA00000004580123456001	Total Salaries (QAR) 0.00
Payer QID	Payer EID 12345678	No. Of Records 0
Salary Month January	Salary Year 2017	File Creation Time 02:46
		File Creation Date 2017-01-08

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1. Once you fill the top Employer Information ,click the Add New record button
2. For Pay Card holder - enter full PayCard number
3. ‘Net Salary’ will be displayed automatically Employee name
4. Employee’s bank name
5. For Account Holder
6. ‘Net Salary’ displays automatically
7. Please enter the amounts as required under
8. ‘Extra Income’

## Employee Salaries

[+ Add new record](#)

	Seq	IBAN	Net Salary	Name	Bank	Basic Salary	Extra Hours	Extra Income
<a href="#">x Delete</a>	1	QA92CBQA000000004580123456...	6000	Diksha Vijay Dedhi	CBQ	6000	0	0
<a href="#">x Delete</a>	2	QA63CBQA000000004580785410...	10000	Amjid Pavaiz Malak	CBQ	10000	0	0
<a href="#">x Delete</a>	3	5104710005775003	600	Mohammad Sarwar	CBQ	600	0	0

# New SIF File Generator

Once You Click the “Download SIF”

Once You Click the “Download SIF”



1 If there is any Error in your SIF, you will not be able to download your SIF Details of the errors will appear when you try to download your SIF

2 The Salary Information file (SIF) will be saved as a .csv format with the correct file name in your selected folder automatically

Create new SIF : Fill the below form and use Add button to create salary records to create a new SIF

### Employer Information

Employer EID	Payer IBAN	Total Salaries (QAR)
12345678	QA73CBQA000000004580123456001	10,000.00
Payer QID	Payer EID	
	12345678	
Salary Month	Salary Year	File Creation Time
January	2017	02:46

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**SIF Data Validation Errors**

- 1 - Record No. 1, Either Visa ID or QID is required
- 2 - Record No. 2, Basic Salary must be more than 0

### Employee Salaries

[+ Add new record](#)

	Seq	IBAN	Net Salary	Basic Salary	Extra Hours	Extra Income	Deductions	QID	Visa ID
<a href="#">Delete</a>	1	QA63CBQA000000004580785410001	10000	10000	0	0	0		
<a href="#">Delete</a>	2	QA92CBQA000000004580123456001	0	0	0	0	0	29123457750	

SIF\_12345678\_CBQ\_20160729\_0816 29-07-2016 10:50 ... Microsoft Office E... 1 KB

Once you download your SIF, do not open it directly in Excel. Instead open the .csv file in Notepad

# Editing existing SIF File

To edit an existing SIF file:

Click the tab as shown and select the .csv file

Type the CAPTCHA code here .

Once the file name appears on the right side, click the 'Upload' button

Once you have successfully uploaded your file, then you can edit

Do the corrections and click the "Download SIF" button

Once you download your SIF, do not open it directly in Excel.

Instead open the .csv file in Notepad

Upload exiting SIF to edit and re-generate : Invalid Captcha. Try again

### Upload Existing SIF

Select existing SIF ... Enter Captcha AP19 AP1  SIF\_12345678\_CBQ\_20161228\_1630.csv

### Employer Information

Employer EID	Payer IBAN	Total Salaries (QAR)
<input type="text"/>	e.g QA96CBQA000000004010123456001	0.00
Payer QID	Payer EID	No. Of Records
<input type="text"/>	<input type="text"/>	0
Salary Month	Salary Year	File Creation Time
January	2017	02:55
		File Creation Date
		2017-01-08

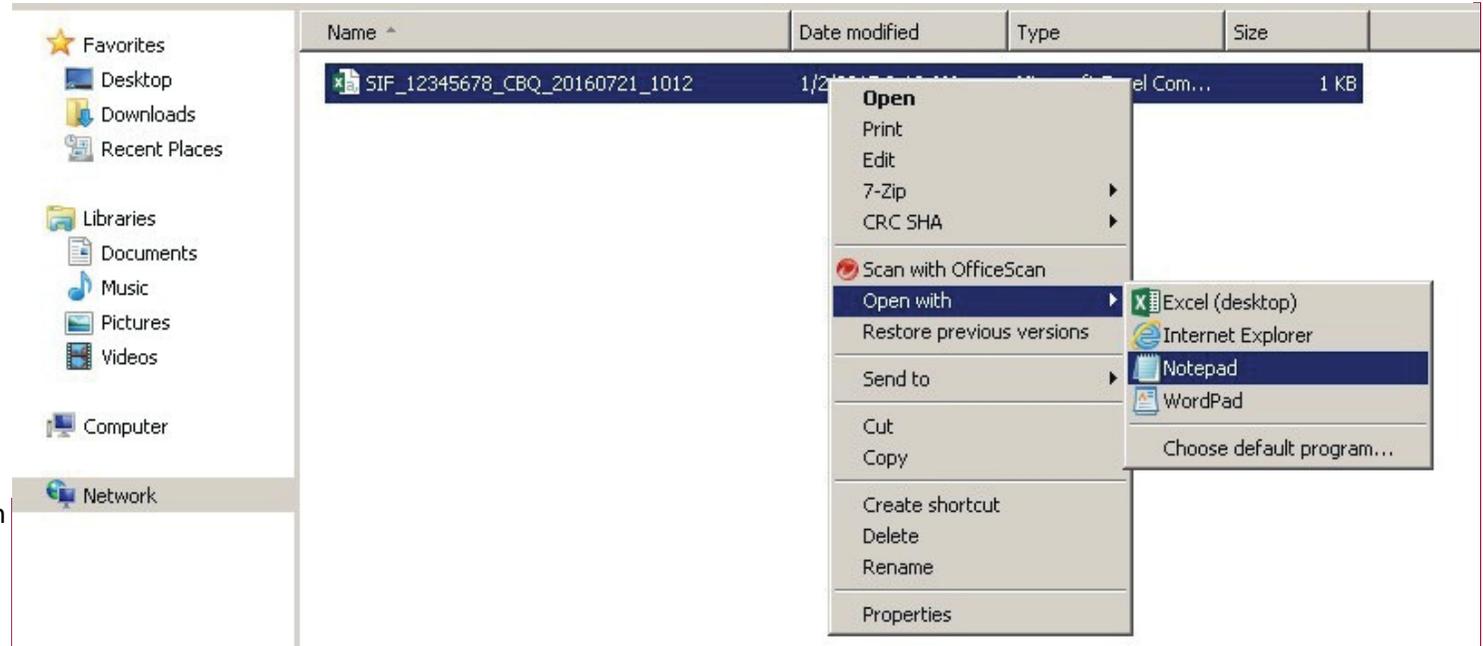
### Employee Salaries

Seq	IBAN	Net Salary	Name	Bank	Basic Salary	Extra Hours	Extra Income

January 2017 02:46 2017-01-08

**Important Notes:**

- Employer Establishment ID or computer card number (EID), Payer QID, Payer IBAN in the SIF should match with the WPS registration details.
- If the Employee's salary is to be mentioned as zero due to vacation, then you should mention his basic salary and the same amount should be mentioned in the deduction column which will make the net Salary as zero. Kindly note that net salary and number of working days should be mentioned as zero as well.
- You have to enter either the Payer's ID (Computer card number of the company) or Payer's QID (QID of the company sponsor or senior executive mentioned on the Computer card of the company).
- Do not mention both Payer ID and Payer QID.
- If your employee doesn't have a valid QID, only then visa ID (A travel document issued by the traveler's country of citizenship) has to be mentioned. Do not mention both QID and Visa ID at the same time.



- For further information, please contact [cashmanagement@cbq.qa](mailto:cashmanagement@cbq.qa)

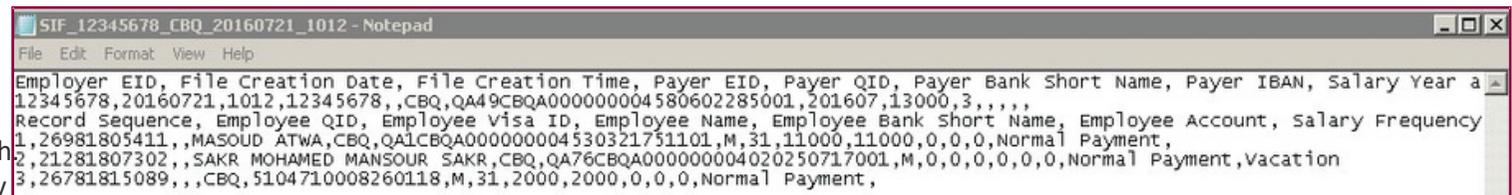
**Online salary transfer:**

There is no need to submit a salary request for CIB Corporate Internet Banking customers at the branch. The validated Salary Information File can be directly uploaded on Corporate Internet Banking.

**Manual salary transfer:**

Hardcopies of both salary letter and salary file should be submitted Al Wakrah Avenue branch. To be able to transfer salaries, soft copy of SIF in .csv format should be sent to the following email address:

[salary@cbq.qa](mailto:salary@cbq.qa)





## Error in the SIF

Here's what you might have done wrong:

# Errors and Solutions

Error code	Description	Solution
23	Number or Column in the SIF header does not match SIF specification 15	Ignore 'Error Code 23' on the WPS System and accept the Error
51	Number of Records value in the header does not match the actual number of records in the SIF	Check the Total Number of Records.
56	Record Sequence is not specified 5	Check the Record Sequence, Start from the beginning
59	Neither Employee Qatari ID nor Employee VISA ID are specified	Enter Only Employee QID. If not available, then only mention VISA ID
67	Employee Name is not Specified	Specify the Employee Name
70	Employee Bank Short Name is not specified	Specify the Employee Bank Short Name. Refer the WPS File Format .Pdf page No.10
74	Employee Account number is not specified	Specify the Employee Account number
78	Salary Frequency length is not 1 Character	Specify the Salary Frequency "M"/ "W"
79	Invalid Salary Frequency	Specify the Salary Frequency "M"/ "W"
80	Number of Working days is not specified	Mention the Employee Working days
84	Net Salary is not specified	Specify the Net Salary
88	Basic Salary is not specified	Mention the Basic Salary, it is mandatory
92	Extra Hours Value is not Specified	Mention the Extra Hours Value. If not mention as "0"
96	Extra Income Value is not Specified	Mention the Extra Income Value. If not mention as "0"
100	Deduction Value is not specified	Mention the Deduction Value. If not mention as "0"
52	There is no Regulated entity registered for the same Employer EID, Payer EID and Payer IBAN	Check the Employer EID, Payer EID, Payer IBAN in the SIF should be matching with the WPS registration details.
6	The file with the same file name already exists in the system	Change the File Name and upload it

## General instructions

### How to name the file:

Kindly be informed that the WPS .csv file should be named in a specific format which is as follows:

“SIF\_Computer card number\_CBQ\_YYYYMMDD\_TIME”

**Eg.: SIF\_10007230\_CBQ\_20170101\_1916.csv (SIF file should be saved in a .csv format)**

The date and time mentioned in the file should match with the date and time mentioned as the file name descriptor.

### Notes:

- Kindly be informed that if the QID number of an existing employee is provided in the file, then the ‘Employee Visa ID’ column should be left blank and vice versa The ‘Payer QID’ column should be left blank as the salaries are being transferred from the company’s corporate account and not from an individual’s account.

**WPS will accept the SIF file in .csv format only**

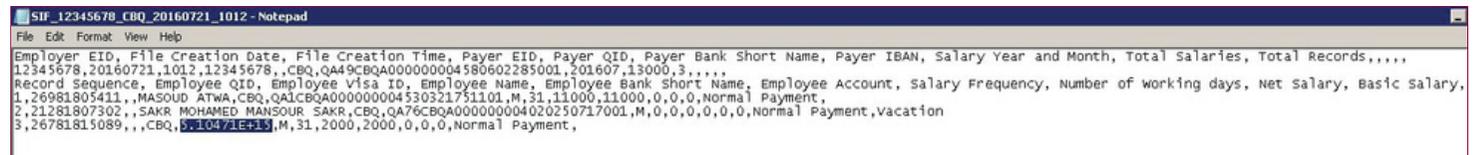
**For further information, please contact**

[wps-support@cbq.qa](mailto:wps-support@cbq.qa)

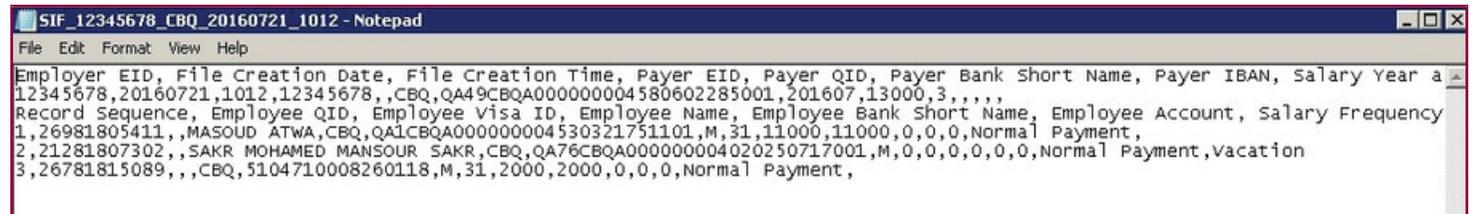
## General instructions

## Before you submit the Salary Information File:

- Once you have downloaded the SIF, don't open the .csv file directly with Excel . If you open the .csv file in Excel and save it again, Commercial Bank's beneficiary account number or the last 4 digits of the PayCard will automatically change to zero or change to an incorrect number.
- Once you download the SIF as a .csv format, open the file with Notepad only to check if the cards' numbers are correct or if you would like to make any amendments to the file.



```
SIF_12345678_CBQ_20160721_1012 - Notepad
File Edit Format View Help
Employer EID, File Creation Date, File Creation Time, Payer EID, Payer QID, Payer Bank Short Name, Payer IBAN, Salary Year and Month, Total Salaries, Total Records,,,,,
12345678,20160721,1012,12345678,,CBQ,QA49CBQA000000004580602285001,201607,13000,3,,,,
Record Sequence, Employee QID, Employee Visa ID, Employee Name, Employee Bank Short Name, Employee Account, Salary Frequency, Number of working days, Net Salary, Basic Salary,
1,26981805411,,MASOUD ATWA,CBQ,QA1CBQA000000004530321751101,M,31,11000,11000,0,0,0,Normal Payment,
2,21281807302,,SAKR MOHAMED MANSOUR SAKR,CBQ,QA76CBQA000000004020250717001,M,0,0,0,0,0,0,Normal Payment,vacation
3,26781815089,,CBQ,5104710008260118,M,31,2000,2000,0,0,0,Normal Payment,
```



```
SIF_12345678_CBQ_20160721_1012 - Notepad
File Edit Format View Help
Employer EID, File Creation Date, File Creation Time, Payer EID, Payer QID, Payer Bank Short Name, Payer IBAN, Salary Year a
12345678,20160721,1012,12345678,,CBQ,QA49CBQA000000004580602285001,201607,13000,3,,,,
Record Sequence, Employee QID, Employee Visa ID, Employee Name, Employee Bank Short Name, Employee Name, Employee Account, Salary Frequency
1,26981805411,,MASOUD ATWA,CBQ,QA1CBQA000000004530321751101,M,31,11000,11000,0,0,0,Normal Payment,
2,21281807302,,SAKR MOHAMED MANSOUR SAKR,CBQ,QA76CBQA000000004020250717001,M,0,0,0,0,0,0,Normal Payment,vacation
3,26781815089,,CBQ,5104710008260118,M,31,2000,2000,0,0,0,Normal Payment,
```

If you would like to correct the file once uploaded, please open SIF using the below link:

<https://eservices.cbq.qa/WPSOnlineSIFGenerator/?AllowUpload=false>

to amend and then download again.

If you would like to manually create the file: Open the original Excel file, amend as required and save it again.

## After submitting SIF file

## Important notes

### Online transfer:

Once you upload the SIF successfully, you will receive an automated email from Commercial Bank. If the SIF was successfully validated technically and financially, but some transactions were rejected due to incorrect beneficiary account/ PayCard number; you will receive an automated email with an attachment including the details of why the file was rejected.

Please check your email and you can again upload a new file for the rejected transactions only.

### Manual transfer:

- If the SIF file has been rejected due to a technical validation error, then the SIF processing team will send an email to the customer mentioning about the same.
- Do the required changes and re-submit the SIF to [salary@cbq.qa](mailto:salary@cbq.qa)

### Reversal of the transaction:

- If your SIF has been processed successfully but with rejected transactions, the reversal amount will be automatically credited back to your account
- Kindly check your e-mail for the rejections. We request you to process a new SIF for the rejected employees only

### Once amended, you may:

Transfer online- upload the new SIF for the rejected employee

Manually transfer- submit a new salary letter to the branch as well as soft copy of the same to [salary@cbq.qa](mailto:salary@cbq.qa)

### Note:

For any queries on blocked PayCard issues, kindly email us at [paycard@cbq.qa](mailto:paycard@cbq.qa)



**Thank you**