

# SMARTFORM

## CASH MGMT BEST PRACTICES FOR CLIENTS & OPS

CORPORATE & INSTITUTIONAL BANKING

CB APAC IT Payments & Collections



**BNP PARIBAS**

The bank for a changing world

# Best Practices

---

## Dos

- Scanning Options:
    - Black and White (Text/Line art) option
    - 300 DPI
    - Tiff format
- 

## Don'ts

- Do not dirty the barcode
  - Form has been stressed-test and results have shown that degrading the form 3 times or more will result in decoding failure
    - Clients re-scanning form multiple times due to having multiple authorisers
  - Do not scan the smartform in 'colour' or 'grayscale'
  - Do not scan crumpled forms
- 

## Misc

- Forms with solid black line across it will generally fail (from faxes)
  - Blurred forms will generally fail, esp in the barcode area
  - Clients will no longer be able to use expired forms after the stipulated date
- 

