PPF Banka

USER GUIDE FOR INTERNETBANKING OF PPF banka a.s.

Part V: Payment Orders

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1. Introduction

For greater clarity, this User Guide is divided into several parts, which constitute separate documents. This part describes the Payment Orders entered through IB. Other information related to IB is provided in the other parts of the User Guide.
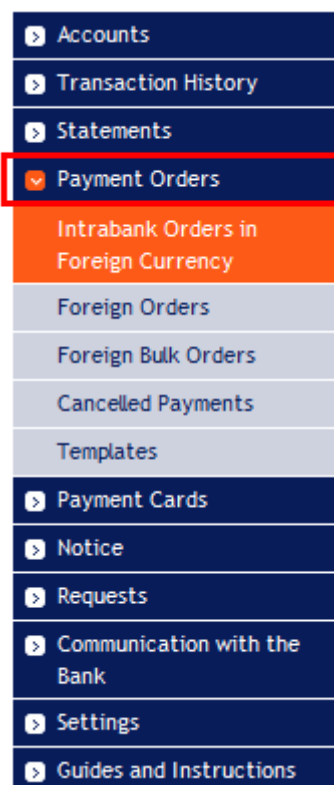
If the text of the User Guide contains terms, abbreviations of phrases starting with a capital letter, these shall have the meaning stipulated in the article Definition of Terms of the GBT and/or SBT, or the meaning specified in the individual provisions of the GBT and/or SBT and/or in this User Guide.

2. Options in the secondary menu for Payment Orders

<table>
<tr>
<td>If the User has access to a Client's Payment Accounts maintained in CZK and chooses Payment Orders in the primary menu, all the Payment Orders that the User can enter through IB are displayed in the secondary menu.</td>
<td>But if the User only has access to the Client's Payment Accounts maintained in a foreign currency and selects Payment Orders in the primary menu, only those Payment Orders that the User can enter through IB for a Payment Accounts maintained in a foreign currency are displayed in the secondary menu.</td>
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3. Functionalities common for all Payment Orders

3.1. Statuses of Payment Orders, Batches, requests, and applications

IB changes the status of Payment Orders, Batches (Bulk Payment Orders imported to the IB in a file), requests (for example, for a change of a Domestic Standing Order, for the cancellation of a Domestic Order, etc.), and applications (for example, a change in the transmission of account statements – see part III. of User Guideline) according to the progress of their processing, so that you have a clear overview of their current status. Information about the current status of the Payment Order, Batch, and requests is visible in the list of respective Payment Orders / Batches / requests (see point 4.).

Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Status	Payment no. ▲	Action
06.08.2014	250029	51003	0100	2.032,00 CZK	CANCELLED	301.7.682908.1	🔍 ✏️
19.06.2014	950026	40006	6000	18.000,00 CZK	ACCEPTED	301.7.682785.1	🔍 ✏️
10.06.2014	250029	51003	0100	2.032,00 CZK	ERROR	301.7.682637.1	🔍 ✏️
10.06.2014	250029	51003	0100	300,00 CZK	WAITAUTH	301.7.682635.1	🔍 ✏️ ✖️

Payment Orders, Batches, requests, and applications can have the following status:

Abbreviation	Verbal identification	Description
ACCEPTED	ACCEPTED. Accomplished.	The Payment Order/Batch/request were executed by the Bank.
ACCOK	ACCEPTED. Accomplished.	The Payment Order/Batch/request were executed by the Bank. The individual Payment Orders in the list in the Batch also have this status, which is identical to the ACCEPTED status which is shown for Payment Orders in the Batch processing history.
ARCHIV	ARCHIV. Archived.	The Payment Order/Batch/request were archived.
AUTHOK	AUTHOK. Authorized by the Bank.	The Payment Order/Batch/request were authorized by the Bank.
BAD	BAD. Incorrect transaction.	The Payment Order/Batch/request are incorrect and will not be executed.
BANKCANC	BANKCANC. Cancelled by the Bank – will not be processed.	The Payment Order/Batch/request were cancelled by the Bank and will not be executed.
CANCELLED	CANCELLED. Cancelled upon the Client's request.	The Payment Order/Batch/request were excluded from further processing upon the Client's request.
CANCREQ	CANCREQ. Cancellation request entered.	The Client requests to cancel a Payment Order/Batch/request and the cancellation request is being processed in the Bank's systems.
DECODED	DECODED.	The Payment Order/Batch/request were decoded (the safety cover was removed).
DECRYPTED	DECRYPTED.	The Payment Order/Batch/request were decrypted.

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Abbreviation	Verbal identification	Description
DISPATCH	DISPATCH. Successfully handled.	The Payment Order/Batch/request were successfully handled.
DONE_E	DONE_E. Partly executed.	All Payment Orders from the Batches were passed to the Bank for processing, but some were not executed (for insufficient Funds on the Payment Account, formal errors, etc.).
DUPLREJ	DUPLREJ. Rejected for identical identification.	The Payment Order/Batch/request were rejected from further processing due to the same identification.
EDIT	EDIT. Created manually.	The Payment Order/Batch/request were created manually.
ERROR	ERROR. Rejected for formal errors – will not be executed.	The Payment Order/Batch/request were rejected by the Bank from further processing for formal errors (e.g. invalid account format).
FAILED	FAILED. Outstanding – incorrect identification.	The Payment Order/Batch/request were not processed because of incorrect identification.
FORSIG	FORSIG. Waiting for authorization.	The Payment Order/Batch/request are waiting for authorization according to authorization Rights.
HOLD	HOLD. Delayed dispatch.	Dispatch of the Payment Order/Batch/request for further processing was delayed.
CHANGED	CHANGED. Changed.	Original content of the Payment Order/Batch/request has been changed.
CHECKOUT	CHECKOUT. Reserved for editing.	The Payment Order/Batch/request are being edited right now.
IMPORT	IMPORT. Created by import.	The Batch was imported to IB.
INITIALSIGN	INITIALSIGN. Insufficient authorization.	The Payment Order/Batch/request are not sufficiently authorized according to the Rights.
INSUFF	INSUFF. Rejected for insufficient Funds in the account – will not be executed.	There are insufficient Funds in the Payment Account for processing the Payment Order/Batch/request.
INSUFSIGN	INSUFSIGN. Insufficient authorization.	The Payment Order/Batch/request are not sufficiently authorized according to the authorization Rights.
NOVALSIGN	NOVALSIGN. Invalid authorization.	The Payment Order/Batch/request are not authorized according to the valid authorization Rights.
OK	OK. Valid transaction.	The Payment Order/Batch/request are in order and will be executed.
PARSED	PARSED. Successfully loaded into the database.	The Batch was successfully loaded into the database.
PARTSIG	PARTSIG. Waiting for final Authorization.	The Payment Order/Batch/request are waiting for final Authorization by another User / Users according to the Authorization Rights.

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Abbreviation	Verbal identification	Description
PARTSIGNED	PARTSIGNED. Waiting for final authorization.	The Payment Order/Batch/request are waiting for final authorization by another User / Users according to the authorization Rights.
PASSED	PASSED. Passed to the Bank.	The Payment Order/Batch/request were accepted by the Bank for processing.
PASSED_E	PASSED_E. Passed to the Bank only partly.	All the correct Payment Orders from the Batch were accepted by the Bank for processing, invalid (incorrect) Payment Orders were not accepted.
READY	READY. Ready for sending to the Bank.	The Payment Order/Batch/request are ready for sending to the Bank.
REC	REC. Imported.	The Payment Order/Batch/request were imported to the IB.
REJECT	REJECT. Rejected for formal errors – will not be executed.	The Batch was rejected by the Bank from further processing for formal errors (e.g., invalid account format). None of the Payment Orders from the Batch will be executed.
REJECTED	REJECTED. Rejected by the Bank.	The Payment Order/Batch/request were rejected by the Bank from further processing and will not be executed.
REQAUTH	REQAUTH. Requires manual authorization.	The Payment Order/Batch/request require manual authorization by the Bank.
REUSE	REUSE. Created by copying.	The Payment Order/Batch/request were created by copying.
SENT	SENT. Sent to the Bank.	The Payment Order/Batch/request were sent to the Bank.
SIGNED	SIGNED. Authorized.	The Payment Order/Batch/request were authorized according to the authorization Rights.
TEMP	TEMP. Temporary working copy.	This is a temporary working copy of the Payment Order/Batch/request.
TEMPL	TEMPL. Template.	This is a template of the Payment Order/Batch/request.
UNCHECKED	UNCHECKED. Still not covered by formal checks.	The Payment Order/Batch/request have not yet undergone formal checks.
VALSIGN	VALSIGN. Verified.	Authorization of the Payment Order/Batch/request is correct and complete.
VERIF	VERIF. Verified by the Bank.	The Payment Order/Batch/request were successfully authorized according to the authorization Rights and submitted for further processing.
WAITAUTH	WAITAUTH. Waiting for the Bank's authorization.	The Payment Order/Batch/request are waiting for authorization by the Bank.
WAITAUTH_H	WAITAUTH_H. Waiting for the Bank's authorization, Funds blocked.	The Payment Order/Batch/request are waiting for authorization by the Bank, the Funds in the amount of the Payment Order/Batch/request are blocked in the Payment Account.

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Abbreviation	Verbal identification	Description
WAITDONE	WAITDONE. Waiting for the completion of processing.	All items of bulk Payment Order (domestic and foreign) have not yet been processed – for example, some are waiting for sufficient funds in the account, some have already been posted.
WAITEFFECT	WAITEFFECT. Waiting for the date of effect.	The application waits until the date of effect, when it will be processed.
WAITFUNDS	WAITFUNDS. Waiting for sufficient Funds on account.	The Payment Order/Batch/request are waiting for sufficient Funds on the Payment Account.
WAITMATUR	WAITMATUR. Waiting for Maturity Date.	The Payment Order/Batch/request are waiting for the Maturity Date.
WAITMATUR_H	WAITMATUR_H. Waiting for Maturity Date, Funds blocked.	The Payment Order/Batch/request are waiting for the Maturity Date, the Funds in the amount of the Payment Order/Batch/request are blocked in the Payment Account.

3.2. Actions

An overview of individual Payment Orders is provided in the **Actions** column and the two to four icons therein depending on the status of the Payment Order.

Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Status	Payment no. ▲	Action
22.09.2014	950026	710018	6000	500,00 CZK	PASSED	301.7.683343.1	
22.09.2014	250029	051003	0100	20.320,00 CZK	PARTSIG	301.7.683342.1	
06.08.2014	250029	051003	0100	2.032,00 CZK	CANCELLED	301.7.682908.1	
19.06.2014	950026	740006	6000	18.000,00 CZK	ACCEPTED	301.7.682785.1	

Clicking on these icons will launch the following actions:

Icon	Action	Description
	Detail	Display details of the Payment Order/Batch/request.
	Change	For a Domestic Standing Order, Domestic Direct Debit Mandate and for Payment Order templates: Change of a Domestic Standing Order, Domestic Direct Debit Mandate or Payment Order template. IB displays the details of the placed Domestic Standing Order, Domestic Direct Debit Mandate or Payment Order template which can be changed.
	Copy	For other Payment Orders and requests, except for imported Domestic and Foreign Bulk Orders (Batches): Create a copy of the Payment Order. IB creates an exact copy of the selected Payment Order and changes the original Maturity Date to the first possible Maturity Date of the new Payment Order. If this action is used, it is not necessary to place the Payment Order again; simply change the selected items (e.g. the symbols) and Authorize the Payment Order.
	Authorize	Authorization of the placed Payment Order, Batch, or request. This icon appears only if the Payment Order/Batch/request requires authorization (e.g. if the Payment Order was placed by a User who cannot authorize Payment Orders himself, but only together with another User).

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Icon	Action	Description
	Cancel	**For a Domestic Order:** Cancellation of a Domestic Order, which has already been accepted by the Bank for processing but is in the WAITFUNDS or WAITMATUR status. **For a Domestic Standing Order and a Domestic Direct Debit Mandate:** Cancellation of a Domestic Standing Order and a Domestic Direct Debit Mandate with "Active" status.
	Delete	**For other Payment Orders (including a Domestic Order with a status other than WAITFUNDS or WAITMATUR, or a Domestic Standing Order and Domestic Direct Debit Mandate with a status other than "Active", and requests for the placement, change or cancellation of a Domestic Standing Order and Domestic Direct Debit Mandate with a status other than ACCEPTED), Batches, templates or requests:** Deletion of the placed Payment Order, Batch, complete or request. This icon appears only if the Payment Order, Batch or request have not yet been authorized and/or transmitted to the Bank for processing. A template may be deleted at any time.
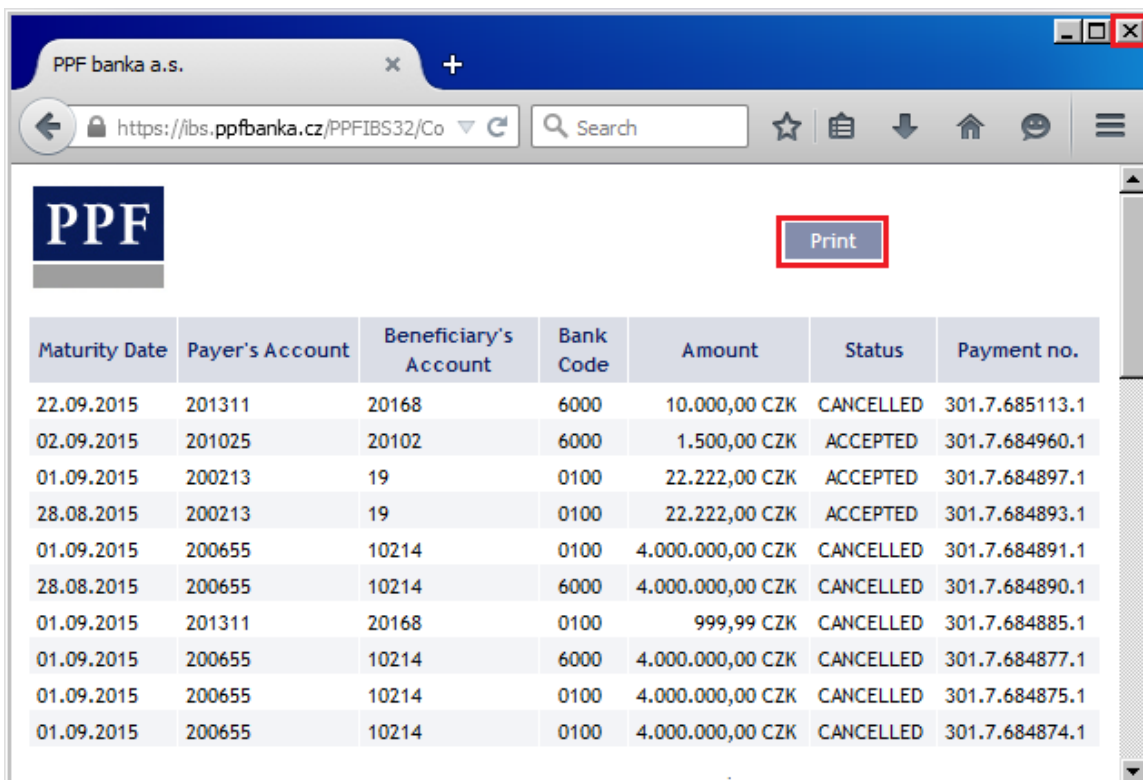
3.3. Print

If it is possible to print the displayed details a **Print** button is shown on the screen.

Clicking on this button will open a separate print preview window – to print out selected details, click on the **Print** button. Following the printout, close the window by clicking on the X in the upper right-hand corner of the window.

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3.4. Processing History

Clicking on the **Processing History** button in detail of Payment Order will display the progress of the processing.

Detail of Domestic Order

Payer's Account:	10005
Payer's Account Currency:	CZK
Payer's Account Type:	Current account
Beneficiary's Account:	80013
Bank Code:	6000
Date of Entry:	22.09.2015
Maturity Date:	22.09.2015
Amount:	10.000,00 CZK
Variable Symbol:	123658844
Constant Symbol:	8
Specific Symbol:	95612223
Information for the Payer:	
Message for the Beneficiary:	
Express Order:	standard
Status:	CANCELLED
Payment no.:	301.7.685113.1

Back to List   Processing History   Print   Copy

Processing history is displayed in separate window. You can find course of authorization in part **Entering and Authorization**, and data processing, including the associated status and any supplementary information, in part **Processing flow**.

Clicking on the **Update** button will refresh displayed data, clicking on the **Back** button will close the window.

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Processing History

Entering and Authorization

Date and time	Action	User
22.09.2015, 09:59:14	Entering	Bonifác Čtvrteční
22.09.2015, 09:59:19	Authorization	Bonifác Čtvrteční
22.09.2015, 09:59:47	Authorization	Pankrác Úterní
22.09.2015, 10:36:55	Entering to Cancel	Bonifác Čtvrteční
22.09.2015, 10:37:02	Authorization of Cancellation	Bonifác Čtvrteční
22.09.2015, 10:37:51	Authorization of Cancellation	Pankrác Úterní

Processing flow

Date and time	Action	Submitter	Details	Additional Information
22.09.2015, 09:59:19	New Order	Bonifác Čtvrteční		
22.09.2015, 09:59:19	rights change	Bonifác Čtvrteční	Úterní_Čtrvteční_společně bez omezení	
22.09.2015, 09:59:19	Signing Right added - still Applicable	Bonifác Čtvrteční		
22.09.2015, 09:59:47	Signing Right added - still Applicable	Pankrác Úterní		
22.09.2015, 10:00:22	Automatic Change of Status	PROCESS	WAITFUNDS WAITFUNDS. Waiting for sufficient amount of Funds in the account.	Information: ;
22.09.2015, 10:37:51	Automatic Change of Status	PROCESS	CANCREQ CANCREQ. Cancellation request entered.	Information: ;
22.09.2015, 10:38:51	Automatic Change of Status	PROCESS	CANCREQ CANCREQ. Cancellation request entered.	Information: ;
22.09.2015, 10:40:22	Automatic Change of Status	PROCESS	CANCELLED CANCELLED. Cancelled upon the Client's request.	Information: ; Information: ;

Back   Update

4. Payment Orders

After choosing **Payment Orders**, **Domestic Orders** and an overview thereof are displayed automatically (if you have access via IB to at least one Payment Account denominated in CZK), more precisely **Intrabank Orders in Foreign Currency** and an overview thereof (if you have access via IB to at Payment Accounts denominated in a foreign currency only). For placement and work with previously placed Payment Orders, continue by choosing from the secondary menu according to the type of Payment Order:

- Domestic Orders (including their cancellation) – point 4.1.,

- Domestic Bulk Orders – point 4.2.,

- Domestic Standing Orders (including their changes and cancellation) – point 4.3.,

- Domestic Direct Debit Orders – point 4.4.,

- Domestic Direct Debit Mandates – point 4.5.,

- Intrabank Orders in Foreign Currency – point 4.6.,

- Foreign Orders – point 4.7.,

- Foreign Bulk Orders – point 4.8.

The conditions for placing and processing individual Payment Orders are defined in the GBT.

Domestic Direct Debit Order could be entered to the IB 30 calendar days before requested Maturity Day as maximum, other Payment Orders could be entered to the IB up to 1 calendar year before requested Maturity Day.

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You may also create templates for individual Payment Orders (with the exception of bulk Payment Orders – domestic and foreign, Domestic Standing Orders, and Domestic Direct Debit Mandates) – the procedure and details are described in point 5.

4.1. Domestic Orders

To display or place a Domestic Order, click on the menu **Payment Orders** and **Domestic Orders**.

Enter a new Domestic Order by clicking on **Place new order** (see point 4.1.1.); you can cancel a Domestic Order that has not yet been executed (see point 4.1.2.); you can modify the display of previously entered Domestic Orders by clicking on **Filter** (see point 4.1.3.).

4.1.1. Placing a Domestic Order

To place a Domestic Order, click on **Place new order**.

A form will appear for placement of a Domestic Order.

!!! ATTENTION !!!

Characters that are allowed in the CERTIS system can only be entered in the Domestic Order:

a b c d e f g h i j k l m n o p q r s t u v w x y z á ä č ď é ě í ľ ň ó ô ö ř ŕ š ť ú ů ü ý ž

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Á Ä Č Ď É Ě Í Ľ Ň Ó Ô Ö Ř Ŕ Š Ť Ú Ů Ü Ý Ž

0 1 2 3 4 5 6 7 8 9

/ - ? : ( ) . , ' + ! " # $ % & * ; < = > @ [\ ] ^ ` { | } ~ §

space

If other characters are entered in the Domestic Order, the Domestic Order cannot be authorized.

Enter the individual fields as follows – **fields marked in IB with a red asterisk are mandatory:**

Field	Description
Template	If you wish to use an existing template to enter a new Domestic Order, select it from the list. If no template has been created for Domestic Orders, the list will not be available.
Payer's account	Select the number of your account (the Payer's Account) from which the Domestic Order is to be executed.
Beneficiary's Account Number	Enter the Beneficiary's account number: • the first field is used to enter the account prefix (eleventh to sixteenth number positions counted from the right) and can remain blank, • **the second field is used to enter the account number** (first to tenth number positions counted from the right) and **is mandatory**.

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Field	Description
Bank code	Enter the Beneficiary's bank code or select one from the list.
Amount	Enter the amount of the Domestic Order (CZK is the default currency).
Due Date	The first possible Maturity Date will be entered automatically; it can be changed.
Express order	You can select here whether you require this Domestic Order to be sent as an express order. The conditions for executing express Domestic Orders are defined in the GBT. • no further action is required for an express Domestic Order to be processed if it is placed by 11:30; • **if an express Domestic Order is placed between 11:30 and 15:00, contact your relationship manager to have it processed – processing may be subject to Bank authorization. If you do not contact your relationship manager, this express Domestic Order will be cancelled without replacement; system highlights of this obligation by warning in a separate window** (see below).
Variable symbol	You can enter the variable symbol here.
Constant symbol	You can enter the constant symbol here. The entered constant symbol is validated against the list of permitted constant symbols.
Specific symbol	You can enter the specific symbol here.
Information for Payer	Here you can enter a description of the Domestic Order for your needs – data from this field is not transmitted to the Beneficiary.
Message for Beneficiary	Here you can enter a description for the Beneficiary – this is also displayed in the Payer's statement.
Template name	If you wish to save the placed Domestic Order as a template because you plan to use it more often (e.g. telephone bill payment, where the amount for each billing period changes and therefore it cannot be placed as a standing order), enter the name of the template under which this Domestic Order will be saved in the list of templates here.

If you wish to either delete all the entered details (when placing a new Domestic Order) or return to the original status (when using a template), you can click on **Clear**.

If you wish to save the Domestic Order as a template, click on **Save template – all the entered details including the amounts, symbols, etc., if these fields are entered, will be saved as a template**. Therefore, before saving the template we recommend completing only the details that will always be the same (in particular the Payer's Account, the Beneficiary's Account, the Beneficiary's bank code, etc.) and the template name, which is mandatory in this case and without which the template will not be saved, then saving the template and only then completing the other details that will change (Maturity Date, amount, symbols, etc.).

After entering all the required details, continue with authorization of the Domestic Order by clicking on **Submit**.

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Domestic Orders

Template:	No template available
Payer's Account:	1234567890 - TESTOVACÍ KLIENT S.R.O. - CZK ▼ *
Beneficiary's Account:	6000710018 *
Bank Code:	6000 *
Amount:	500 CZK *
Maturity Date:	22.09.2014 📅 * Express Order: ☐
Variable Symbol:	656652 Constant Symbol: 308
Specific Symbol:	66546661
Information for the Payer:	
Message for the Beneficiary :	invoice 12/2014
Template Name:	

* Mandatory field

Clear | Submit | Save Template

If you enter express Domestic Order in the period between 11.30 a.m. and 3.00 p.m., please contact your relationship manager - the processing of such an order is subject to approval by the Bank. If you do not contact relationship manager express Domestic Order will be canceled without any replacement. The system highlights of this obligation by warning in a separate window.

Warning

Approval of the Bank is necessary for the processing of this Payment Order. Please contact your relationship manager not later than 3 p.m. otherwise the Payment Order will be cancelled by the Bank without replacement and will not be processed.

OK

Perform authorization according to the defined Rights – the procedure is defined in Part I of the User Guide.

You can also enter a Domestic Order by copying an already existing Domestic Order (with any status, even cancelled). In such a case, click on the **Copy** icon next to the selected Domestic Order.

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Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Status	Payment no. ▲	Action
22.09.2014	950026	710018	6000	500,00 CZK	PASSED	301.7.683343.1	

IB will display an exact copy of the selected Domestic Order, with the exception of the **Maturity Date**, which is automatically changed to the first possible Maturity Date. Following the modification/entering of all the required details continue to the authorization of the Domestic Order using the **Submit** button. Perform the authorization by the predefined Rights; the procedure is described in Part I of the User Guide.

Domestic Orders

Template:	No template available
Payer's Account:	1234567890 - TESTOVACÍ KLIENT S.R.O. - CZK ▼ *
Beneficiary's Account:	6000710018 *
Bank Code:	6000 *
Amount:	500 CZK *
Maturity Date:	22.09.2014 📅 * Express Order: ☐
Variable Symbol:	656652 Constant Symbol: 308
Specific Symbol:	66546661
Information for the Payer:	
Message for the Beneficiary :	invoice 12/2014
Template Name:	

* Mandatory field

Clear   Submit   Save Template

4.1.2. Cancelling Domestic Orders

In IB, a Domestic Order with the **WAITFUNDS status – Waiting for sufficient funds on account**, or with the **WAITMATUR status – Waiting for Maturity date**, can be cancelled (other types of Payment Orders and Domestic Orders with a different status cannot be cancelled).

If it is possible to cancel a Domestic Order, an icon with a red X is shown in the row of such Domestic Order.

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Domestic Orders

| | Place new order | | | | | Filter | Delete Filter | Print |

Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Status	Payment no. ▲	Action
25.09.2014	14002	10018	6000	5.000.000,00 CZK	WAITMATUR	301.7.683391.1	🔍 ✎ ✖
22.09.2014	14002	10018	6000	50.000.000,00 CZK	WAITFUNDS	301.7.683390.1	🔍 ✎ ✖
22.09.2014	14002	51003	6000	50.000.000,00 CZK	WAITFUNDS	301.7.683388.1	🔍 ✎ ✖

After clicking in this icon, the details of the Domestic Order being cancelled will be recapitulated. The cancellation of a Domestic Order must be authorized in accordance with the configured Rights – the procedure is set out in Part I of the User Guide.

Cancellation of Domestic Order

Payer's Account:	00102
Beneficiary's Account:	60007
Bank Code:	6000
Date of Entry:	20.09.2014
Maturity Date:	25.09.2014
Amount:	50.000.000,00 CZK
Variable Symbol:	
Constant Symbol:	
Specific Symbol:	
Information for the Payer:	
Message for the Beneficiary :	
Express Order:	standard
Status:	WAITMATUR
Payment no.:	301.7.683345.1

SMS Code: [   ]   Generate SMS code

Back   Authorize

The request for the cancellation of a Domestic Order is displayed in the **Cancelled Payments** line. If another User must authorize the cancellation of an order under the configured Rights, such request is coloured orange and an **Authorize** icon is shown next to it – the authorization must be completed using the standard procedure (as set out in Part I of the User Guide).

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Following the completion of the authorization, the status of the Domestic Order in the list of Domestic Orders will change to **CANCREQ – Cancellation request entered**, and the colour of the line will change to orange.

If the Bank accepts and executes the request for the cancellation of the Domestic Order (i.e., the Domestic Order is cancelled):

- the status of the Domestic Order in the list of Domestic Orders is changed to **CANCELLED – Cancelled upon the Client's request** and the colour of the line will change back to black.

- In the list of cancelled Domestic Orders the status of the request for cancellation will change to **ACCOK – Accomplished.**

Under certain circumstances, a request for the cancellation of a Domestic Order with the status **WAITFUNDS – Waiting for sufficient funds on account** may even be rejected. This is a situation where during the period before the sending of the cancellation request the status of the Domestic Order is changed to **ACCEPTED – Accomplished** (e.g., during the cancellation of a Domestic Order

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with the status **WAITFUNDS – Waiting for sufficient funds on account** at a time when the Bank's systems are processing a request for the cancellation of a Domestic Order, payments are credited to the account, and the Available Balance on the Account is therefore sufficient for executing the Domestic Order). The Bank then processes the Domestic Order as usual and the cancellation request is rejected.

4.1.3. Displaying previously entered Domestic Orders

Previously entered Domestic Orders are displayed automatically when clicking on **Domestic Orders**. If you wish to display Domestic Orders according to the selected criteria, click on **Filter** in the upper right-hand corner of the screen.

After clicking on this icon, the field will appear to enter the required criteria for displaying the Domestic Orders entered.

To display the Domestic Orders, at least the detail from the **Payer's Account** field (**All Accounts** is the default setting) and the **Status** field (**Not Selected** is the default setting) must be filled in or selected:

Field	Description
Payer's account	You can leave all the accounts or select one from the roll-box.
Date from – to	Here you can enter the period for which you wish to display the placed Domestic Orders.
Amount from – to	Here you can enter the minimum amount of Domestic Orders (fill in only the **Amount from** field), the maximum amount of Domestic Orders (fill in only the **to** field**)** or the range of the Domestic Orders amounts (fill in both fields).
Beneficiary's Account Number	You can enter the number of the account of a specific Beneficiary, to which the Domestic Orders were sent.
Bank code	You can enter the code of the Beneficiary's (Beneficiaries') bank to which the Domestic Orders were sent.
Status	You can select the required Domestic Orders status (see point 3.1.).
Variable symbol Specific symbol	The Domestic Order symbols can be entered here.

If the entered data is incorrect, you can delete all the entered details by clicking **Clear** or click on **Back** to return to the homepage of **Domestic Payments**. After entering the required criteria, click on **Submit**.

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Filter

Payer's Account:	All Accounts ▾
Date from:	📅 to: 📅
Amount from:	to:
Beneficiary's Account:	Bank Code:
Status:	Not Selected ▾
Variable Symbol:	Specific Symbol:

Back Clear Display

The system will first summarise the entered criteria for the filter with the exception of criteria **All Accounts** in the field **From account** and criteria **Not Selected** in the field **Status**. The system does not display these criteria. Then the system will display all the Domestic Orders that fulfil the entered criteria. **These selected Domestic Orders are displayed as long as the User is signed in, unless the selection criteria are changed or deleted.**

You can change the entered criteria by clicking on Filter in the upper part of the screen. Click on **Delete filter** to display the list of all placed Domestic Orders again. The displayed data can also be printed by clicking on **Print** (see point 3.3.). Clicking on the **Detail** icon will show the details of the selected Domestic Order.

Domestic Orders

Place new order   Filter Delete Filter Print

| Amount from: | 500,00 |
| Amount to: | 1.000,00 |

Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Status	Payment no. ▲	Action
22.09.2014	50026	10018	6000	500,00 CZK	WAITMATUR	301.7.683343.1	🔍 ✏ ✖
01.08.2014	14002	51003	6000	500,00 CZK	ACCEPTED	301.7.682902.1	🔍 ✏
19.06.2014	50026	07070	6000	500,00 CZK	ACCEPTED	301.7.682784.1	🔍 ✏
19.06.2014	50026	10018	6000	500,00 CZK	ACCEPTED	301.7.682783.1	🔍 ✏

Pressing the **Back to List** button will return you to the original screen, **Domestic Orders**. Clicking on the **Processing History** button will display the progress of the processing (see point 3.4.). The displayed data can be printed using the **Print** button (see point 3.3.). Using the **Copy** button you can create a copy of the selected Domestic Order, thereby entering a new Domestic Order (see point 4.1.1.).

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Detail of Domestic Order

Payer's Account:	10005
Payer's Account Currency:	CZK
Payer's Account Type:	Current account
Beneficiary's Account:	80013
Bank Code:	6000
Date of Entry:	22.09.2015
Maturity Date:	22.09.2015
Amount:	10.000,00 CZK
Variable Symbol:	123658844
Constant Symbol:	8
Specific Symbol:	95612223
Information for the Payer:	
Message for the Beneficiary:	
Express Order:	standard
Status:	CANCELLED
Payment no.:	301.7.685113.1

Back to List   Processing History   Print   Copy

4.2. Domestic Bulk Orders

To display or place a Domestic Bulk Order, click on the menu **Payment Orders** and **Domestic Bulk Orders**.

Domestic Bulk Orders

Import   Place New Order   Filter   Delete Filter   Print

Date and Time of Entry Maturity Date	Payer's Account	Description	Submitter	Number of payments	Total amount	Status	Action
22.08.2014 22.08.2014	50026		Pankrác Úterní	4	15.300,48 CZK	ACCEPTED	
21.08.2014 21.08.2014	50026		Pankrác Úterní	4	15.300,48 CZK	ACCEPTED	

You can import a new Domestic Bulk Order in the form of a Batch using the **Import** button (see point 4.2.1.), or enter it manually using the **Place new order** button (see point 4.2.2.). You can modify the display of previously placed Domestic Bulk Orders by clicking on **Filter** (see point 4.2.3.).

4.2.1. Import of a Domestic Bulk Order (a Batch)

IB only enables the importing of Domestic Bulk Orders in files (Batches). The format options for these files are defined in File Formats (see Part I of the User Guide).

The various items in one Batch can have different Maturity Dates and can be executed from various accounts connected to IB. If a Batch contains items with Maturity Dates in the past or without the Maturity Date, the first Maturity Date in accordance with the GBC will be added automatically.

Import the Batches by clicking on **Import**.

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Domestic Bulk Orders

Import | Place New Order | | Filter | Delete Filter | Print

A form will appear for importing the Domestic Bulk Order.

!!! ATTENTION !!!

Characters that are allowed in the CERTIS system can only be entered in the imported file:

a b c d e f g h i j k l m n o p q r s t u v w x y z á ä č ď é ě í ľ ň ó ô ö ř ŕ š ť ú ů ü ý ž

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Á Ä Č Ď É Ě Í Ľ Ň Ó Ô Ö Ř Ŕ Š Ť Ú Ů Ü Ý Ž

0 1 2 3 4 5 6 7 8 9

/ - ? : ( ) . , ' + ! " # $ % & * ; < = > @ [\ ] ^ ` { | } ~ §

space

If other characters in the imported file are entered the individual items in the Batch may be rejected due to formal errors after uploading to IB or after transfer to the CNB, or the Batch Import may not be authorized.

Enter the individual fields as follows – **apart from the *Description* field, all other fields are mandatory:**

Field	Description
Payer's account	Select the number of your account (the Payer's Account) from which the Domestic Bulk Order is to be executed, or keep the selected **Payer's Account Number from the imported file – in such a case, however, the Payer's account number must be filled in for each item in the Batch.** **!!! ATTENTION !!!** **If in the *Payer's Account* field you select a specific Account from which the Domestic Bulk Order is to be made, the selected account will replace the Payer's Account in each item, included in the imported file!!!**
File format	Select the file format.
Express order	Here you can select whether you require the Domestic Bulk Order to be sent as express. The conditions for executing express Payment Orders are defined in the GBT: • no further action is required for an express Domestic Bulk Order to be processed if it is placed by 11:30; • **if an express Domestic Bulk Order is placed between 11:30 and 15:00, contact your relationship manager to have it processed – processing may be subject to Bank authorization. If you do not contact your relationship manager, this express Domestic Bulk Order will be cancelled without replacement; system highlights of this obligation by warning in a separate window** (see below)**.**
File path	Select the file by clicking on **Browse**.
Description	Here you can enter a description of the Domestic Bulk Order for easier orientation.

If you wish to delete all the entered details, you can click on **Default**.

The import of a Batch into IB must be authorized – an icon to generate an SMS code, to enter an OTP code, or to load a Certificate and enter the PIN will appear. Thereupon you can import the Batch by clicking on **Import**.

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Import of Domestic Bulk Order

Payer's Account:	Remitter account number from import file ▾ *
File format:	CSV format ▾ *
Express Order:	NO ▾
File Location:	Browse... CSV_T_140920.txt
Description:	invoices - september 2014

SMS Code:	Format checking and generate new SMS code

Back   Default   Import

After successful import of the Batch, information about successful loading of the file into the system with the status **REC** will appear in the list of all Domestic Bulk Orders. The system will also automatically divide the imported file into several separate Domestic Bulk Orders by the Maturity Date of each of the items and at the same time by the Payer's account number (in the example shown below, a Batch was imported with items with two different Maturity Dates from three different Accounts of the Payer; as the result, a single imported file was divided into five separate Domestic Bulk Orders).

Domestic Bulk Orders

Import   Place New Order   Filter   Delete Filter   Print

The Batch is successfully loaded with status "REC".

Date and Time of Entry Maturity Date	Payer's Account	Description	Submitter	Number of payments	Total amount	Status	Action
20.09.2014	50026	invoices - 09 2014	Bonifác Čtvrteční		0,00 CZK	REC	
20.09.2014	50026	invoices - 09 2014	Bonifác Čtvrteční		0,00 CZK	REC	
20.09.2014	50152	invoices - 09 2014	Bonifác Čtvrteční		0,00 CZK	REC	
20.09.2014	40003	invoices - 09 2014	Bonifác Čtvrteční		0,00 CZK	REC	
20.09.2014	40003	invoices - 09 2014	Bonifác Čtvrteční		0,00 CZK	REC	

To authorize the Domestic Bulk Order, it is necessary to click on **Domestic Bulk Orders** again. The data will be updated in the overview of placed Domestic Bulk Orders. Separate Domestic Bulk Orders must be authorized individually – click on the **Authorize** icon in the **Action** column.

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The details of the Domestic Bulk Order will appear – here the Domestic Bulk Order must be authorized – the procedure is described in Part I of the User Guide.

If you enter express Domestic Bulk Order in the period between 11.30 a.m. and 3.00 p.m., please contact your relationship manager – the processing of such an order is subject to approval by the Bank. If you do not contact relationship manager express Domestic Bulk Order will be canceled without any replacement. The system highlights of this obligation by warning in a separate window.

4.2.2. Manual entering of a Domestic Bulk Order

Domestic Bulk Orders can also be entered manually. This option is suitable for **entering a small number of items** in one Domestic Bulk Order, and the **conditions are as follows**:

- **the same Payer's Account, and**

- **the same Maturity Date, and**

- **the same priority of every item (standard/express).**

To enter a Domestic Bulk Order manually click on **Place New Order**.

A form for entering a Domestic Bulk Order will appear.

!!! ATTENTION !!!

Characters that are allowed in the CERTIS system can only be entered in the Domestic Bulk Order:

a b c d e f g h i j k l m n o p q r s t u v w x y z á ä č ď é ě í ľ ň ó ô ö ř ŕ š ť ú ů ü ý ž

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Á Ä Č Ď É Ě Í Ľ Ň Ó Ô Ö Ř Ŕ Š Ť Ú Ů Ü Ý Ž

0 1 2 3 4 5 6 7 8 9

/ - ? : ( ) . , ' + ! " # $ % & * ; < = > @ [\ ] ^ ` { | } ~ §

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space

If other characters are entered in the Domestic Bulk Order, the Domestic Bulk Order cannot be authorized.

Enter the individual fields as follows – **fields marked in IB with a red asterisk are mandatory:**

Field	Description
Details shared by all items	
Payer's Account	Select the number of your account (the Payer's Account) from which the Domestic Bulk Order is to be executed.
Due Date	The first possible Maturity Date will be entered automatically; it can be changed.
Description	You can enter a description of the Domestic Bulk Order here for easier orientation.
Express order	Here you can specify whether you require the Domestic Bulk Order to be executed as express. The conditions for making express payments are provided in the GBT: • no further action is required for an express Domestic Bulk Order to be processed if it is placed by 11:30; • **if an express Domestic Bulk Order is placed between 11:30 and 15:00, contact your relationship manager to have it processed – processing may be subject to Bank authorization. If you do not contact your relationship manager, this express Domestic Bulk Order will be cancelled without replacement; system highlights of this obligation by warning in a separate window** (see below).
Details for each of the items	
Beneficiary's Account	Enter the Beneficiary's Account number: • the first field is used to enter the account prefix (eleventh to sixteenth number positions counted from the right) and can remain blank, • **the second field is used to enter the account number** (first to tenth number positions counted from the right) and **is mandatory**.
Bank code	Enter the Beneficiary's bank code or select one from the list.
Amount (CZK)	Enter the amount (CZK is the default currency).
Beneficiary's name	You can enter the Beneficiary's name here.
Variable symbol	You can enter the variable symbol here.
Constant symbol	You can enter the constant symbol here. The entered constant symbol is validated against the list of permitted constant symbols.
Specific symbol	You can enter the specific symbol here.
Message for Beneficiary	Here you can enter a description – for your needs – this is also displayed in the Payer's statement.
Information for Payer	Here you can enter a description for the Beneficiary – data from this field is not transmitted to the Beneficiary.

You can cancel a redundant form for an individual item by clicking on the X in the upper right-hand corner of the form (however, an empty form has no influence on the correct processing of the Domestic Bulk Order); you can add additional forms by clicking on the **Add Order** button in the bottom part of the screen. Once you have entered all the required items click on **Continue**.

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Domestic Bulk Order

Payer's Account:
1234567890 - TESTOVACÍ KLIENT S.R.O. - CZK ▾ *

Maturity Date:
22.09.2014 * 📅

Description:
advanced payments

☐ Express Order

Beneficiary's Account:
1505 *

Bank Code:
6000 * 📁

Amount in CZK:
10046.00 * ✖

Beneficiary's Name:

Variable Symbol:
54565

Constant Symbol:
8

Specific Symbol:

Message for the Beneficiary :
SEPTEMBER 2014

Information for the Payer:

Beneficiary's Account:
20097 *

Bank Code:
6000 * 📁

Amount in CZK:
8521.00 * ✖

Beneficiary's Name:

Variable Symbol:
76889

Constant Symbol:
8

Specific Symbol:

Message for the Beneficiary :
SEPTEMBER 2014

Information for the Payer:

Beneficiary's Account:
*

Bank Code:
* 📁

Amount in CZK:
* ✖

Beneficiary's Name:

Variable Symbol:

Constant Symbol:

Specific Symbol:

Message for the Beneficiary :

Information for the Payer:

---

* Mandatory field

[Default] [Continue] [Add payment]

If you enter express Domestic Bulk Order in the period between 11.30 a.m. and 3.00 p.m., please contact your relationship manager - the processing of such an order is subject to approval by the Bank. If you do not contact relationship manager express Domestic Bulk Order will be canceled without any replacement. The system highlights of this obligation by warning in a separate window.

Warning

Approval of the Bank is necessary for the processing of this Payment Order. Please contact your relationship manager not later than 3 p.m. otherwise the Payment Order will be cancelled by the Bank without replacement and will not be processed.

[OK]

Thereupon the entered items of the Domestic Bulk Order will be summarised and the field required for its authorization will appear. Perform the authorization by the predefined Rights; the procedure is described in Part I of the User Guide.

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Domestic Bulk Order

Payer's Account:
1234567890 - TESTOVACÍ KLIENT S.R.O. - CZK *

Maturity Date:
22.09.2014 * 📅

Description:
advanced payments

☐ Express Order

Beneficiary's Account:
1505 *

Bank Code:
6000 * 📁

Amount in CZK:
10046.00 * ✖

Beneficiary's Name:

Variable Symbol:
54565

Constant Symbol:
8

Specific Symbol:

Message for the Beneficiary :
SEPTEMBER 2014

Information for the Payer:

Beneficiary's Account:
20097 *

Bank Code:
6000 * 📁

Amount in CZK:
8521.00 * ✖

Beneficiary's Name:

Variable Symbol:
76889

Constant Symbol:
8

Specific Symbol:

Message for the Beneficiary :
SEPTEMBER 2014

Information for the Payer:

Number of payments:	2
Total amount:	18.567,00 CZK
SMS Code:	Generate SMS code

* Mandatory field

Back   Authorize

A manually entered Domestic Bulk Order can (unlike the imported orders) also be entered by way of copying another, already existing manually entered Domestic Bulk Order (with any status, even cancelled). In such a case, click on the **Copy** icon next to the selected Domestic Bulk Order (this icon does not appear with imported Domestic Bulk Orders).

Domestic Bulk Orders

Import   Place New Order   Filter   Delete Filter   Print

Date and Time of Entry Maturity Date	Payer's Account	Description	Submitter	Number of payments	Total amount	Status	Action
20.09.2014 22.09.2014	50026	advanced payments	Bonifác Čtvrteční	2	18.567,00 CZK	WAITMATUR	🔍 ✏️

IB shows an exact copy of the selected Domestic Bulk Order, with the exception of the Maturity Date, which is automatically changed to the first possible Maturity Date. Following the modification/entering of all the required details continue to the authorization of the Domestic Bulk Order using the **Continue** button. Perform the authorization by the predefined Rights; the procedure is described in Part I of the User Guide.

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4.2.3. Displaying previously placed Domestic Bulk Orders

Previously entered Domestic Bulk Orders are displayed automatically when clicking on **Domestic Bulk Orders**. If you wish to display Domestic Bulk Orders according to the selected criteria, click on **Filter** in the upper right-hand corner of the screen.

After clicking on this icon, the field will appear to enter the required criteria for displaying the Domestic Bulk Orders entered.

To display the Domestic Bulk Orders, at least the detail from the **Payer's Account** field (**All Accounts** is the default setting) and the **Status** field (**Not Selected** is the default setting) must be filled in or selected:

Field	Description
Payer's Account	You can leave all the accounts or select one from the roll-box.
Date from – to	Here you can enter the period for which you wish to display the placed Domestic Bulk Orders.

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Field	Description
Amount from – to	Here you can enter the minimum amount of Domestic Bulk Orders (fill in only the **Amount from** field), the maximum amount of Domestic Bulk Orders (fill in only the **to** field**)** or the range of the Domestic Bulk Orders amounts (fill in both fields).
Status	You can select the required status of the Domestic Bulk Orders (see point 3.1.).
Bulk Order Number	You can enter the identification number assigned to the Domestic Bulk Order after its entering into IB.

If the entered data is incorrect, you can delete all the entered details by clicking **Clear** or click on **Back** to return to the homepage of **Domestic Bulk Orders**. After entering the required criteria, click on **Submit**.

The system will first summarise the entered criteria for the filter with the exception of criteria **All Accounts** in the field **Payer's Account** and criteria **Not Selected** in the field **Status**. The system does not display these criteria. Then the system will display all the Domestic Bulk Orders that fulfil the entered criteria. **These selected Domestic Bulk Orders are displayed as long as the User is signed in, unless the selection criteria are changed or deleted.**

You can change the entered criteria by clicking on **Filter** in the upper part of the screen. Click on **Delete filter** to display the list of all placed Domestic Bulk Orders again. The displayed data can also be printed by clicking on **Print** (see point 3.3.). Clicking on **Detail** will display the details of the selected Domestic Bulk Order.

The detail of a Domestic Bulk Order contains a list of all items of the Domestic Bulk Order and also indicates the method in which it was entered – manually, or imported.

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List of Payments of Domestic Bulk Order

Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Payment Order Number	Order Type	Status	Action
01.09.2015	50026	40004	0100	7.531,00 CZK	684903	Manual	ACCOK	🔍
01.09.2015	50026	51003	0100	8.521,00 CZK	684903	Manual	ACCOK	🔍

Back   Processing History   Authorize   Print

List of Payments of Domestic Bulk Order

Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Payment Order Number	Order Type	Status	Action
08.09.2015	50026	50045	6000	6.346,00 CZK	685008	Imported	ACCOK	🔍
08.09.2015	50026	80013	6000	6.346,00 CZK	685008	Imported	ACCOK	🔍

Back   Processing History   Authorize   Print

Clicking on the **Back** button in the list of items of the Domestic Bulk Order will return you to the original screen, **Domestic Bulk Orders**. Clicking on the **Processing History** button will display the progress of the processing (see point 3.4.). Clicking on the **Authorize** button will display the progress of authorization (see Part I of the User Guide) – only in case Payment Order has status PARTSIG or FORSIG. The displayed data can also be printed by clicking on **Print** (see point 3.3.). Clicking on **Detail** will display the details of the individual items from the selected Domestic Bulk Order.

Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Payment Order Number	Order Type	Status	Action
28.08.2015	50026	50045	6000	6.346,00 CZK	684905	Imported	ACCOK	🔍

Clicking on the **Back** button will return you to the initial list of items of the Domestic Bulk Order. Clicking on the **Processing History** button will display the progress of the processing (see point 3.4.). The displayed data can also be printed by clicking on **Print** (see point 3.3.).

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Payment Detail

Payer's Account Name:	BÚ TESTOVACÍ KLIENT S.R.O.
Payer's Account:	50026
Payer's Account Currency:	CZK
Payer's Account Type:	Current account
Beneficiary's Account:	50045
Beneficiary's Bank Code:	6000
Beneficiary's Name:	
Maturity Date:	08.09.2015
Date of Entry:	08.09.2015
Amount:	6.346,00 CZK
Variable symbol:	3080000099
Constant Symbol:	0000000008
Specific Symbol:	1380000000
Information for the Payer:	
Message for the Beneficiary:	
Express Order:	standard
Status:	ACCOK
Payment no.:	302.7.685008.4

Back   Processing History   Print

4.3. Domestic Standing Orders

To display, place, change or terminate a Domestic Standing Order, click on the menu **Payment Orders** and **Domestic Standing Orders**.

Domestic Standing Orders

Place new order   Filter   Delete Filter   List of Requests   Print

Next Payment	Payer's Account	Beneficiary's Account	Bank Code	Amount	Description ▲	Frequency	Status	Action
19.02.2015	50026	50002	6000	2.010,00 CZK		Biannually	Active	
19.08.2015	50026	50010	6000	9.512,00 CZK		Annually	Active	

Menu items: Accounts, Transaction History, Statements, Payment Orders (Domestic Orders, Domestic Bulk Orders, Domestic Standing Orders, Domestic Direct Debit)

You have the following options available to you:

- Place a new Domestic Standing Order by clicking on **Place new order** (see point 4.3.1.);

- Change the Domestic Standing Order by clicking on **Change** (see point 4.3.2.);

- Cancel the Domestic Standing Order by clicking on **Delete** (if you require immediate cancellation, see point 4.3.3.) or **Change** (if you need cancellation to take effect at a later time – see point 4.3.2.);

- You can display requests for new Domestic Standing Orders (including requests waiting for authorization by another User) by clicking on **List of Requests** (see point 4.3.4.a);

- Display requests to change or cancel Domestic Standing Orders (including requests waiting for authorization by another User) by clicking on **Detail** (see point 4.3.4.b);

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- Modify the displaying of previously placed Domestic Standing Orders by clicking on **Filter**. Display the detail and history of changes by clicking on **Detail** (see point 4.3.5.).

4.3.1. Setting up of a Domestic Standing Order

Set up a Domestic Standing Order by clicking on **Place new order**.

Domestic Standing Orders

| Place new order | | Filter | Delete Filter | List of Requests | Print |

The form for setting up a Domestic Standing Order will appear.

!!! ATTENTION !!!

Characters that are allowed in the CERTIS system can only be entered in the Domestic Standing Order:

a b c d e f g h i j k l m n o p q r s t u v w x y z á ä č ď é ě í ľ ň ó ô ö ř ŕ š ť ú ů ü ý ž

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Á Ä Č Ď É Ě Í Ľ Ň Ó Ô Ö Ř Ŕ Š Ť Ú Ů Ü Ý Ž

0 1 2 3 4 5 6 7 8 9

/ - ? : ( ) . , ' + ! " # $ % & * ; < = > @ [\ ] ^ ` { | } ~ §

space

If other characters are entered in the Domestic Standing Order, the Domestic Standing Order cannot be authorized.

Enter the individual fields as follows – **fields marked with a red asterisk are mandatory:**

Field	Description
Description	Here you can enter a description for easier orientation – the Beneficiary will not see this information.
Payer's Account	Select the number of your account (the Payer's Account) from which payment of the Domestic Standing Order is to be made.
Beneficiary's Account	Enter the Beneficiary's account number: • the first field is used to enter the account prefix (eleventh to sixteenth number positions counted from the right) and can remain blank. • **the second field is used to enter the account number** (first to tenth number positions counted from the right) **and is mandatory**. • **the third field is used to enter the Beneficiary's bank code** (this can be selected from a list) **and is mandatory.**
Amount	Enter the amount of the Domestic Standing Order (CZK is the default currency).
Frequency	Select the required frequency of payments under the Domestic Standing Order here.
First Payment Day	Enter the date when the first payment under the Domestic Standing Order is to be made. The earliest date of first payment can be entered is the next Business Day following the placement of the Domestic Standing Order. **Further payments according to the entered frequency will be based on this date.**
Expiration date	Here you can enter the expiration date of the Domestic Standing Order, if you know it. This date should be at least one day later than the required date of the last payment under the Domestic Standing Order.

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Field	Description
Variable symbol	You can enter the variable symbol here.
Constant symbol	You can enter the constant symbol here. The entered constant symbol is validated against the list of permitted constant symbols.
Specific symbol	You can enter the specific symbol here.
Information for the Payer	Here you can enter a description for your needs – data from this field is not transmitted to the Beneficiary.
Message for the Beneficiary	Here you can enter a description for the Beneficiary – this is also displayed in the Payer's statement.

If you wish to either delete all the entered details, you can click on **Default**.

After entering all the required details, continue with authorization of the Domestic Standing Order by clicking on **Continue**.

Perform authorization according to the defined Rights – the procedure is defined in Part I of the User Guide.

Following successful authorization, a request is sent to the Bank to set up a Domestic Standing Order (the request is displayed under **List of Requests** – see point 4.3.4.a). **If a Domestic Standing Order needs to be authorized by two or more Users, the request must be authorized under that button.**

Once it has been set up in the Bank's systems, a Domestic Standing Order is displayed in the introductory summary (see the introduction to point 4.3. and point 4.3.5. – it may not be displayed immediately).

4.3.2. Changing a Domestic Standing Order

!!! ATTENTION !!!

A change of a Domestic Standing Order can be is always effective from the next Business Day .

You can also <u>set the effective date of change</u> – change can be entered with more in advance and have not to be effective as of the current date of the next payment but for example after several months.

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To change a Domestic Standing Order, click on **Change** icon in the row of the respective Domestic Standing Order.

Domestic Standing Orders

| Place new order | | | | | | Filter | Delete Filter | List of Requests | Print |

Next Payment	Payer's Account	Beneficiary's Account	Bank Code	Amount	Description ▲	Frequency	Status	Action
19.02.2015	50026	50002	6000	2.010,00 CZK		Biannually	Active	🔍 ✏️ ✖️

The details of the placed Domestic Standing Order will appear. Apart from the Payer's account and Frequency, all details of a Domestic Standing Order may be changed:

Field	Description
Description	Here you can enter or change the description of the Domestic Standing Order.
Beneficiary's Account	Here you can change the number of the Beneficiary's Account: • the first field is used to enter the account prefix (positions 11 to 16 of the account number, counted from the right); this may be left blank; • **the second field is used to enter the account number** (positions 1 to 10 of the account number, counted from the right) and **is mandatory**; • **the third field is used to enter the code of the Beneficiary's bank** (it can be selected from the list) and **is mandatory**.
Amount	Here you can change the amount of the Domestic Standing Order.
Next payment date	• The date of the next payment under the Domestic Standing Order is displayed here – this information may not be changed.
Effective date of change	The date of the next Business Day is automatically added here – this information may not be changed.
Expiration date	Here you can enter the expiration date of the Domestic Standing Order, if you know it. This date should be at least one Business Day later than the required date of the last payment under the Domestic Standing Order.
Variable symbol	Here you can enter/change the variable symbol.
Constant symbol	Here you can enter/change the constant symbol. The entered constant symbol is validated against the list of permitted constant symbols.
Specific symbol	Here you can enter/change the specific symbol
Information for Payer	Here you can enter or change the description as required for your own internal purposes – data from this field is not transmitted to the Beneficiary.
Message for the Beneficiary	Here you can enter or change the description for the requirements of the Beneficiary – this is also displayed in the Payer's statement.

If you require another change – for example to change the Payer's Account, Frequency, move the date of the next payment (ie. Omit payment of a Domestic Standing Order) etc., you need to cancel the existing Domestic Standing Order and place a new one with the new data (in this case, return by clicking on **Back**).

After entering all the required details, continue with authorization of the Domestic Standing Order by clicking on **Continue**.

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Change of Domestic Standing Order

Payer's Account:	.50002
First Payment Date:	07.11.2014
Frequency:	Quarterly

Description:	plyn 2		
Beneficiary's Account:		50010	6000 *
Amount:	1550.00	CZK	
Next payment date:	09.11.2015 📅	Expiration Date:	📅
Effective Date of the Change:	06.10.2015 📅		
Variable Symbol:	5622315876	Constant Symbol:	
Specific Symbol:			
Information for the Payer:			
Message for the Beneficiary:			

* Mandatory field

[Back] [Continue]

Perform authorization according to the defined Rights – the procedure is defined in Part I of the User Guide.

Following successful authorization, a request is sent to the Bank to change a Domestic Standing Order (the request is displayed under **Detail** and subsequently under **Change History** – see point 4.3.4.b). **If a change in a Domestic Standing Order needs to be authorized by two or more Users, the request must be authorized under that option.**

Only one change waiting for processing may be made to a Domestic Standing Order at any one time. Therefore, following successful authorization, the status of the Domestic Standing Order is changed to "**Temporarily locked for changes**" and icons **Change** and **Cancel** are not available. This status will be displayed until the setting the entered change in the Bank's systems. Afterwards the status of the Domestic Standing Order returns to **Active**, details of Domestic Standing Order are updated and another change is then possible.

Domestic Standing Orders

[Place new order]   [Filter] [Delete Filter] [List of Requests] [Print]

Next Payment	Payer's Account	Beneficiary's Account	Bank Code	Amount	Description	Frequency	Status	Action
09.11.2015	50002	50010	6000	1.550,00 CZK	plyn 2	Quarterly	Temporarily locked for changes	🔍

4.3.3. Cancelling a Domestic Standing Order

You can cancel a Domestic Standing Order in one of two ways:

a) Enter the expiration date as a change in the Domestic Standing Order according to point 4.3.2., or

b) Use the **Cancel** icon in the row of the respective Domestic Standing Order in line with the following procedure.

If you use the **Cancel** icon to cancel a Domestic Standing **Order**, <u>cancellation will take place automatically with effect as of the next Business Day</u>.

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Domestic Standing Orders

Place new order					**Filter**	**Delete Filter**	**List of Requests**	**Print**

Next Payment	Payer's Account	Beneficiary's Account	Bank Code	Amount	Description ▲	Frequency	Status	Action
19.02.2015	50026	50002	6000	2.010,00 CZK		Biannually	Active	🔍 📝 ✖

After clicking on this icon, the screen for authorization will appear instantly. Perform authorization according to the defined Rights – the procedure is defined in Part I of the User Guide.

Following successful authorization, a request is sent to the Bank to cancel a Domestic Standing Order (the request is displayed under **Detail** and subsequently under **Change History** – see point 4.3.4.b). **If a Domestic Standing Order cancellation needs to be authorized by two or more Users, the request must be authorized under that option.**

Once it has been cancelled in the Bank's systems, the Domestic Standing Order is also deleted in the introductory summary (see the introduction to point 4.3.) – deletion may not be immediate.

4.3.4. Displaying requests for the placement, change or cancellation of a Domestic Standing Order

a) Requests for setting up a Domestic Standing Order

Requests for the setting up of a Domestic Standing Order **placed through IB** can be displayed by clicking on **List of Requests**. **Requests submitted by other means (mail, in person at the Bank's Place of Business, etc.) are not reflected in the list of requests displayed in IB –** a Domestic Standing Order is displayed in IB only after it has been entered.

Domestic Standing Orders

Place new order				**Filter**	**Delete Filter**	**List of Requests**	**Print**

The left column shows the date of placing the request into IB and the type of request (**Create**). Clicking on the **Back** button will return you to the preceding **Domestic Standing Orders** screen. The displayed data can also be printed by clicking on **Print** (see point 3.3.).

List of Requests

Date of entry Request type	Payer's Account	Beneficiary's Account	Bank Code	Amount	Description	Frequency	Status	Action
05.10.2015 Create	14002	80021	6000	18.254,36 CZK	installment of loan	Monthly	PARTSIG	🔍 👤 ✖
22.09.2015 Create	14002	50045	6000	656,00 CZK		Monthly	ACCEPTED	🔍

Back	**Print**

Clicking on the **Detail** icon in the **Action** column will display the detail of the entered request.

Clicking on the **Back to list** button will return you to the preceding **List of Requests** screen. Clicking on the **Processing History** button will display the progress of the processing (see point 3.4.). The displayed data can also be printed by clicking on **Print** (see point 3.3.).

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Detail of Request

Description:	installment of loan
Payer's Account:	:14002
Payer's Account Currency:	CZK
Beneficiary's Account:	80021
Beneficiary's Bank Code:	6000
Date of Entry:	05.10.2015
First Payment Date:	06.10.2015
Next payment date:	
Expiration Date:	
Amount:	18.254,36 CZK
Frequency:	Monthly
Variable Symbol:	326589561
Constant Symbol:	
Specific Symbol:	
Information for the Payer:	installment of loan
Message for the Beneficiary:	
Identification Number:	
Status:	PARTSIG
Request No.:	303.7.685204.1

Back to List	Processing History	Print

Where, under the defined Rights, a request to place a Domestic Standing Order needs to be authorized by another User, the icons **Authorize** is displayed in the **Action** column.

To complete the authorization of a request, click on **Authorize** and carry out authorization in accordance with the defined Rights – the procedure is explained in Part I of the User Guide.

Date of entry Request type	Payer's Account	Beneficiary's Account	Bank Code	Amount	Description	Frequency	Status	Action
05.10.2015 Create	14002	80021	6000	18.254,36 CZK	installment of loan	Monthly	PARTSIG	

At any time prior to the completion of authorization, a request may also be deleted (for example, if incorrect information has been entered) – in this case, click on the **Delete** icon.

Date of entry Request type	Payer's Account	Beneficiary's Account	Bank Code	Amount	Description	Frequency	Status	Action
05.10.2015 Create	14002	80021	6000	18.254,36 CZK	installment of loan	Monthly	PARTSIG	

The system asks whether you really want to delete the selected order – click on the **Yes** button.

Delete the Payment Order

Would you like to delete the payment order?

Yes	No

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The request to place a Domestic Standing Order will then be deleted.

b) Requests to change or cancel a Domestic Standing Order

Requests for changes of Domestic Standing Orders and requests to cancel Domestic Standing Orders which have been **placed through IB awaiting completion of authorization** can be displayed in the detail of a specific Domestic Standing Order. **Requests submitted by other means (mail, in person at the Bank's Place of Business, etc.) are not reflected in the list of changes displayed in IB –** only the change that has been entered is reflected in IB.

First click on the **Detail** icon in the row of the selected Domestic Standing Order.

Domestic Standing Orders

| Place new order | | | | | Filter | Delete Filter | List of Requests | Print |

Next Payment	Payer's Account	Beneficiary's Account	Bank Code	Amount	Description	Frequency	Status	Action
09.11.2015	50002	50010	6000	1.550,00 CZK	plyn 2	Quarterly	Temporarily locked for changes	🔍

In the detail of the Domestic Standing Order click on the **Change History** button.

Detail of Domestic Standing Order

Description:	plyn 2
Payer's Account:	50002
Payer's Account Currency:	CZK
Beneficiary's Account:	50010
Beneficiary's Bank Code:	6000
Date of Entry:	15.08.2014
First Payment Date:	07.11.2014
Next payment date:	09.11.2015
Expiration Date:	
Amount:	1.550,00 CZK
Frequency:	Quarterly
Variable Symbol:	5622315876
Constant Symbol:	
Specific Symbol:	321
Information for the Payer:	
Message for the Beneficiary:	
Identification Number:	1974
Status:	Temporarily locked for changes

| Back to List | Change History | Print |

A history of the changes to the selected Domestic Standing Order will appear. The left column shows the date on which the change request was entered in IB and the type of the request. Clicking on the **Back** button will return you to the preceding **Detail of Domestic Standing Order** screen. The displayed data can also be printed by clicking on **Print** (see point 3.3.). Clicking on the **Detail** icon in the **Action** column will display the detail of the entered request.

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Change History

Date of entry Request type	Payer's Account	Beneficiary's Account	Bank Code	Amount	Description	Frequency	Status	Action
05.10.2015 Edit	50002	50010	6000	1.550,00 CZK	plyn 2	Quarterly	PARTSIG	

Back   Print

Clicking on the **Back to list** button will return you to the preceding **Change History** screen. Clicking on the **Processing History** button will display the progress of the processing (see point 3.4.). The displayed data can also be printed by clicking on **Print** (see point 3.3.).

Detail of Request

Description:	plyn 2
Payer's Account:	50002
Payer's Account Currency:	CZK
Beneficiary's Account:	50010
Beneficiary's Bank Code:	6000
Date of Entry:	05.10.2015
Effective Date of the Change:	06.10.2015
Next payment date:	09.11.2015
Expiration Date:	
Amount:	1.550,00 CZK
Frequency:	Quarterly
Variable Symbol:	5622315876
Constant Symbol:	
Specific Symbol:	
Information for the Payer:	
Message for the Beneficiary:	
Identification Number:	1974
Status:	PARTSIG
Request No.:	350.7.685206.1

Back to List   Processing History   Print

Where, under the defined Rights, a request to change a Domestic Standing Order needs to be authorized by another User, the icons **Authorize** and **Delete** are displayed in the **Action** column.

To complete the authorization of a request, click on **Authorize** and carry out authorization in accordance with the defined Rights – the procedure is explained in Part I of the User Guide.

Date of entry Request type	Payer's Account	Beneficiary's Account	Bank Code	Amount	Description	Frequency	Status	Action
05.10.2015 Edit	50002	50010	6000	1.550,00 CZK	plyn 2	Quarterly	PARTSIG	

At any time prior to the completion of authorization, a request may also be deleted (for example, if incorrect information has been entered) – in this case, click on the **Delete** icon.

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Date of entry Request type	Payer's Account	Beneficiary's Account	Bank Code	Amount	Description	Frequency	Status	Action
05.10.2015 Edit	50002	50010	6000	1.550,00 CZK	plyn 2	Quarterly	PARTSIG	

The system asks whether you really want to delete the selected order – click on the **Yes** button.

Delete the Payment Order

Would you like to delete the payment order?

Yes   No

The request to change a Domestic Standing Order will then be deleted.

4.3.5. Displaying previously placed Domestic Standing Orders

Previously entered Domestic Standing Orders are displayed automatically when clicking on **Domestic Standing Orders**. If you wish to display Domestic Standing Orders according to the selected criteria, click on **Filter** in the upper right-hand corner of the screen.

Domestic Standing Orders

Next Payment	Payer's Account	Beneficiary's Account	Bank Code	Amount	Description ▲	Frequency	Status	Action
19.02.2015	50026	50002	6000	2.010,00 CZK		Biannually	Active	
19.08.2015	50026	50010	6000	9.512,00 CZK		Annually	Active	

After clicking on this icon, the field will appear to enter the required criteria for display of Domestic Standing Orders.

To display Domestic Standing Orders, at least the detail from the **Payer's Account** field (**All Accounts** is the default setting) and field **Frequency** (**Not selected** is the default setting) must be filled in:

Field	Description
Payer's Account	You can leave all the accounts or select one from the roll-box.
Next payment date from – to	Here you can enter the period in which the next payment under the Domestic Standing Order will be made.
Last payment date from – to	Here you can enter the period for making the last payment under the Domestic Standing Order.
Amount from – to	Here you can enter the minimum amount of the Domestic Standing Orders (fill in only the **Amount from** field), the maximum amount of the Domestic Standing Orders (fill in only the **to** field) or the range of the Domestic Standing Order amounts (fill in both fields).
Beneficiary's Account	You can enter the number of a specific Beneficiary's Account to which payments of Domestic Standing Orders were made.
Bank code	You can enter the code of the Beneficiary's (Beneficiaries') bank to which payments of Domestic Standing Orders were made.
Variable symbol Specific symbol	The symbols of Domestic Standing Orders can be entered here.
Frequency	Either leave the frequency blank or select a frequency from the roll-box.

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If the entered data is incorrect, you can delete all the entered details by clicking **Clear** or click on **Back** to return to the homepage of the **Domestic Standing Orders**. After entering the required criteria, click on **Submit**.

The system will first summarise the entered criteria for the filter with the exception of criteria **All Accounts** in the field **Payer's Account** and the **Not selected** criteria in the **Frequency** field (the system does not display these criteria). Then the system will display all the Domestic Standing Orders that fulfil the entered criteria. **These selected Domestic Standing Orders are displayed as long as the User is signed in, unless the criteria are changed or deleted.**

You can change the entered criteria by clicking on Filter in the upper part of the screen. Click on **Delete filter** for the list of all placed Domestic Standing Orders to appear again. The displayed data can also be printed by clicking on **Print** (see point 3.3.). Clicking on the **Detail** icon will display the details of the selected Domestic Standing Order.

Clicking on the **Back to List** button will return you to the initial **Domestic Standing Orders** screen. The displayed data can also be printed by clicking on **Print** (see point 3.3.).

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Detail of Domestic Standing Order

Description:	
Payer's Account:	.50002
Payer's Account Currency:	CZK
Beneficiary's Account:	86680
Beneficiary's Bank Code:	3030
Date of Entry:	20.08.2015
First Payment Date:	25.08.2015
Next payment date:	13.10.2015
Expiration Date:	
Amount:	123,00 CZK
Frequency:	Weekly
Variable Symbol:	1515
Constant Symbol:	
Specific Symbol:	
Information for the Payer:	
Message for the Beneficiary:	
Identification Number:	2121
Status:	Active

Back to List   Change History   Print

Clicking on the **Change History** button will display a list of changes made to the respective Domestic Standing Order – see point 4.3.4.b).

4.4.   Domestic Direct Debit Orders

To display or place a Domestic Direct Debit Order, click on the menu **Payment Orders** and **Domestic Direct Debit Orders**.

Accounts							
Transaction History	**Domestic Direct Debit Orders**						
Statements	New Order			Filter	Delete Filter	Print	
Payment Orders							
Domestic Orders	Maturity Date	Beneficiary´s Account	Payer's Account	Payer's Bank Code	Amount	Status	Payment No. ▲	Action
Domestic Bulk Orders							
Domestic Standing Orders	27.08.2014	14002	19	0100	5.000,00 CZK	ACCEPTED	304.7.683192.1	
Domestic Direct Debit Orders	13.08.2014	51003	50029	6000	2.000,00 CZK	ACCEPTED	304.7.683019.1	
Domestic Direct Debit	14.08.2014	50152	50026	6000	800,00 CZK	WAITMATUR	304.7.683011.1	

Place a new Domestic Direct Debit Order by clicking on **New Order** (see point 4.4.1.). You can modify the display of previously placed Domestic Direct Debit Orders by clicking on **Filter** (see point 4.4.2.).

4.4.1. Placing a Domestic Direct Debit Order

Place a Domestic Direct Debit Order by clicking on **New Order**.

Domestic Direct Debit Orders

New Order   Filter   Delete Filter   Print

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The form for placing a Domestic Direct Debit Order will appear.

!!! ATTENTION !!!

Characters that are allowed in the [CERTIS](#) system can only be entered in the Domestic Direct Debit Order:

a b c d e f g h i j k l m n o p q r s t u v w x y z á ä č ď é ě í ľ ň ó ô ö ř ŕ š ť ú ů ü ý ž

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Á Ä Č Ď É Ě Í Ľ Ň Ó Ô Ö Ř Ŕ Š Ť Ú Ů Ü Ý Ž

0 1 2 3 4 5 6 7 8 9

/ - ? : ( ) . , ' + ! " # $ % & * ; < = > @ [\ ] ^ ` { | } ~ §

space

If other characters are entered in the Domestic Direct Debit Order, the Domestic Direct Debit Order cannot be authorized.

Enter the individual fields as follows – **fields marked with a red asterisk are mandatory:**

Field	Description
Template	If you wish to use an existing template to enter a new Domestic Direct Debit Order, select it from the list. If no template has been created for Domestic Direct Debit Orders, the list will not be available.
Beneficiary's Account	Select the number of your account (the Beneficiary's Account) to which the direct debit amount is to be credited.
Payer's Account Number	Enter the Payer's Account number. The first field is used to enter the account prefix (eleventh to sixteenth number positions counted from the right) and can remain blank. The second field is used to enter the account number (first to tenth number positions counted from the right) and is mandatory.
Debit Account Bank Code	Enter the Payer's bank code or select one from the list.
Amount	Enter the amount of the Domestic Direct Debit Order (CZK is the default currency).
Value Date	The first possible Maturity Date will be entered automatically; it can be changed, **but maximum of 30 calendar days from the date of entry** (eg. the order is entered on September 22, 2015, Value Date may be a maximum of October 22, 2015).
Variable symbol	You can enter the variable symbol here.
Constant symbol	You can enter the constant symbol here. The entered constant symbol is validated against the list of permitted constant symbols.
Specific symbol	You can enter the specific symbol here.
Message for Payer	Here you can enter a description for the Payer's needs.
Information for Beneficiary	Here you can enter a description for your needs – data from this field is not transmitted to the Payer.
Template name	If you wish to save the placed Domestic Direct Debit Order as a template because you plan to use it more often (e.g. telephone bill payment, where the amount for each billing period changes), enter the name of the template under which this template will be saved in the list of templates here.

If you wish to delete all the entered details (if placing a new Domestic Direct Debit Order) or return to the original status (when using a template), you can click on **Clear**.

If you wish to save the placed Domestic Direct Debit Order as a template, click on **Save template** – **all the entered details including the amounts, symbols, etc., if these fields are entered, will be**

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saved as a template. Therefore, before saving the template we recommend completing only the details that will always be the same (in particular the Payer's Account, the Beneficiary's Account, the Payer's bank code, etc.), and the template name, which is mandatory in this case and without which the template will not be saved, then saving the template and only then completing the other details that will change (Maturity Date, amount, symbols, etc.).

After entering all the required details, continue with authorization of the Domestic Direct Debit Order by clicking on **Submit**.

Domestic Direct Debit Order

Template:	No template available
Beneficiary´s Account:	1234567890 - TESTOVACÍ KLIENT S.R.O. - CZK ▼ *
Payer's Account Number:	1021 *
Debit Account Bank Code:	6000 *
Amount:	5000 CZK *
Maturity Date:	22.09.2014 📅 *
Variable Symbol:	Constant Symbol:
Specific Symbol:	
Message for the Payer:	
Information for the Beneficiary :	
Template Name:	

* Mandatory field

Clear   Submit   Save Template

Perform authorization according to the defined Rights – the procedure is defined in Part I of the User Guide.

You can also enter a Domestic Direct Debit Order by copying another, already existing manually entered Domestic Direct Debit Order (with any status, even cancelled). In such a case, click on the **Copy** icon next to the selected Domestic Direct Debit Order.

Maturity Date	Beneficiary´s Account	Payer's Account	Payer's Bank Code	Amount	Status	Payment No. ▲	Action
27.08.2014	14002	19	0100	5.000,00 CZK	ACCEPTED	304.7.683192.1	🔍 ✏️

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IB shows an exact copy of the selected Domestic Direct Debit Order, with the exception of the field **Maturity Date**, which is automatically changed to the first possible Maturity Date. Following the modification/entering of all the required details continue to the authorization of the Domestic Direct Debit Order using the **Submit** button. Perform the authorization by the predefined Rights; the procedure is described in Part I of the User Guide.

Domestic Direct Debit Order

Template:	No template available
Beneficiary´s Account:	1234567890 - TESTOVACÍ KLIENT S.R.O. - CZK ▼ *
Payer's Account Number:	1021 *
Debit Account Bank Code:	6000 *
Amount:	5000 CZK *
Maturity Date:	22.09.2014 📅 *
Variable Symbol:		Constant Symbol:
Specific Symbol:	
Message for the Payer:	
Information for the Beneficiary :	
Template Name:	

* Mandatory field

Clear   Submit   Save Template

4.4.2. Displaying previously entered Domestic Direct Debit Orders

Previously entered Domestic Direct Debit Orders are automatically displayed when clicking on **Domestic Direct Debit Orders.** If you need to display Domestic Direct Debit Orders according to selected criteria, click on **Filter** in the upper right-hand corner of the screen.

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Domestic Direct Debit Orders

| Accounts |
| Transaction History |
| Statements |
| Payment Orders |

New Order   Filter   Delete Filter   Print

Maturity Date	Beneficiary´s Account	Payer's Account	Payer's Bank Code	Amount	Status	Payment No. ▲	Action
22.09.2014	51003	4002	6000	5.000,00 CZK	ACCEPTED	304.7.683369.1	🔍 📝
27.08.2014	14002	19	0100	5.000,00 CZK	ACCEPTED	304.7.683192.1	🔍 📝
13.08.2014	51003	0029	6000	2.000,00 CZK	ACCEPTED	304.7.683019.1	🔍 📝

Side menu items: Domestic Orders / Domestic Bulk Orders / Domestic Standing Orders / **Domestic Direct Debit Orders** / Domestic Direct Debit

After clicking on this icon, a field will appear to enter the required criteria for displaying Domestic Direct Debit Orders.

To display the Domestic Direct Debit Orders, at least the detail from the **Beneficiary's Account** field (**All Accounts** is the default setting) and the **Status** field (**Not Selected** is the default setting) must be filled in or selected:

Field	Description
Beneficiary's Account	You can leave all the accounts or select one from the roll-box.
Date from – to	Here you can enter the period for which you wish to display the placed Domestic Direct Debit Orders.
Amount from – to	Here you can enter the minimum amount of the Domestic Direct Debit Orders (fill in only the **Amount from** field), the maximum amount of the Domestic Direct Debit Orders (fill in only the **to** field**)** or the range of the Domestic Direct Debit Order amounts (fill in both fields).
Payer's Account	You can enter the number of the specific Payer's Account from which Domestic Direct Debit Orders were executed.
Bank Code	You can enter the code of the Payer's (Payers') bank from which the Domestic Direct Debit Orders was paid.
Status	Select the required status of the Domestic Direct Debit Orders (see point 3.1.).
Variable symbol Specific symbol	The symbols of the Domestic Direct Debit Orders can be entered here.

If the entered data is incorrect, you can delete all the entered details by clicking **Clear** or click on **Back** to return to the homepage of Domestic **Direct Debit Orders**. After entering the required criteria, click on **Submit**.

Filter

Beneficiary´s Account:	All Accounts ▼
Date from:	[ ] 📅	to:	[ ] 📅
Amount from:	[ ]	to:	[ ]
Payer´s Account:	[ ]	Bank Code:	[ ]
Status:	Not Selected ▼
Variable Symbol:	[ ]	Specific Symbol:	[ ]

Back   Clear   Display

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The system will first summarise the entered criteria for the filter with the exception of criteria **All Accounts** in the field **Beneficiary's Account** and criteria **Not Selected** in the field **Status** (the system does not display these criteria). Then the system will display all the Domestic Direct Debit Orders that fulfil the entered criteria. **These selected Domestic Direct Debit Orders are displayed as long as the User is signed in, unless the selection criteria are changed or deleted.**

You can change the entered criteria by clicking on **Filter** in the upper part of the screen. Click on **Delete filter** to display the list of all placed Domestic Direct Debit Orders again. The displayed data can also be printed by clicking on **Print** (see point 3.3.). Clicking on **Detail** will display the details of the selected Domestic Direct Debit Order.

Domestic Direct Debit Orders

New Order   Filter   Delete Filter   Print

Amount to: 200,00

Maturity Date	Beneficiary's Account	Payer's Account	Payer's Bank Code	Amount	Status	Payment No. ▲	Action
05.10.2015	50026	40004	6000	152,00 CZK	ACCEPTED	304.7.685207.1	🔍 ✏️

Clicking on the **Back to list** button will return you to the initial screen of **Domestic Direct Debit Orders**. Clicking on the **Processing History** button will display the progress of the processing (see point 3.4.). The displayed data can also be printed by clicking on **Print** (see point 3.3.). Using the **Copy** button you can create a copy of the selected Domestic Direct Debit Order, thereby entering a new Domestic Direct Debit Order (see point 4.4.1.).

Detail of Domestic Direct Debit Order

Beneficiary's Account:	50026
Payer's Account Currency:	CZK
Payer's Account Type:	Current account
Payer's Account:	40004
Payer's Bank Code:	6000
Payment Sent Date:	05.10.2015
Maturity Date:	05.10.2015
Amount:	152,00 CZK
Variable Symbol:	800
Constant Symbol:	8
Specific Symbol:	800
Message for the Payer:	
Information for the Beneficiary:	
Status:	ACCOK
Payment No.:	304.7.685207.1

Back to List   Processing History   Print   Copy

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4.5. Domestic Direct Debit Mandates

To display, enter, change or cancel a Domestic Direct Debit Mandate, click on **Payment Orders** and **Domestic Direct Debit Mandates.**

You have the following options:

- Enter a new Domestic Direct Debit Mandate by pressing **Place new mandate** (see point 4.5.1.);

- Change a Domestic Direct Debit Mandate via the **Change** icon (see point 4.5.2.);

- Cancel a Domestic Direct Debit Mandate via the **Cancel** icon (if you have a request for immediate cancellation, see point 4.5.3.) or via the **Change** icon (if you have a request for cancellation that is to take effect at a later time, see point 4.5.2.);

- You can display requests for a new Domestic Direct Debit Mandate (including requests waiting for authorization by another User) by pressing **List of Requests** (see point 4.5.4.a);

- Display requests to change or cancel a Domestic Direct Debit Mandate (including requests waiting for authorization by another User) via the **Detail** icon (see point 4.5.4.b);

- You can display already entered Domestic Direct Debit Mandates via the **Filter** button. Display a detail and change history via the **Detail** icon (see point 4.5.5.).

4.5.1. Enter a Domestic Direct Debit Mandate

Enter a Domestic Direct Debit Mandate by clicking on **Place new mandate**.

The form for entering the details of a Domestic Direct Debit Mandate is displayed.

!!! ATTENTION !!!

Only characters that are allowed in the CERTIS system can be entered in a Domestic Direct Debit Mandate:

a b c d e f g h i j k l m n o p q r s t u v w x y z á ä č ď é ě í ľ ň ó ô ö ř ŕ š ť ú ů ü ý ž

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Á Ä Č Ď É Ě Í Ľ Ň Ó Ô Ö Ř Ŕ Š Ť Ú Ů Ü Ý Ž

0 1 2 3 4 5 6 7 8 9

/ - ? : ( ) . , ' + ! " # $ % & * ; < = > @ [\ ] ^ ` { | } ~ §

space

If other characters are entered in the Domestic Direct Debit Mandate, the Domestic Direct Debit Mandate cannot be authorized.

Into individual fields as follows – **fields marked with a red asterisk in IB are mandatory**:

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Field	Description
Description	Here you can enter a description for ease of identification – this information will not be displayed to the Beneficiary.
Payer's Account	Select the number of your account (the Payer's Account) from which the direct debit payment is to be made.
Beneficiary's Account	Enter the number of the Beneficiary's Account which may collect payments from the above-mentioned Payer's Account: • the first field is used to enter the account prefix (positions 11 to 16 of the account number, counted from the right; this may be left blank; • **the second field is used to enter the account number** (positions 1 to 10 of the account number, counted from the right) and **is mandatory**; • **the third field is used to enter the code of the Beneficiary's bank** (it can be selected from the list) and **is mandatory**.
Maximum Amount	Enter the maximum amount which may periodically be collected from the account (the default currency is CZK).
Frequency	Select the required frequency of direct debit payments from the list. Upon receiving a direct debit demand, the system will check whether the demand has been sent at the required frequency – if it is sent more than once, direct debit is not carried out. An exception is **At any time if the other conditions are met** – in this case, a direct debit demand may be sent repeatedly (even several times a day), but must meet other conditions (i.e. the maximum amount and, where appropriate, the variable symbol).
Valid from	Enter the date when direct debit may take place for the first time. The first such date may be the next Business Day after the Domestic Direct Debit Mandate has been entered. **Other payments in line with the required frequency will be derived from that date.**
Valid to	Here, you can enter the date until which direct debit payments are to be made, if known. This date should be at least one Business day higher than the date required for the last direct debit payment.
Variable symbol	Here, you can enter the variable symbol – upon receiving a direct debit demand, the system will check whether the demand contains this variable symbol. If this variable symbol is not stated in the demand for a direct debit payment, direct debiting is not carried out.
Information for Payer	Here, you can enter or change the description as required for your own internal purposes – data from this field is not transmitted to the Beneficiary.

If you wish to delete all the data entered, you can click **Clear**.

After entering all the required information, proceed to the authorization of the Domestic Direct Debit Mandate by pressing **Continue**.

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Perform authorization according to the defined Rights – the procedure is defined in Part I of the User Guide.

Following successful authorization, a request is sent to the Bank to create a Domestic Direct Debit Mandate (the request is displayed under **List of requests** – see point 4.5.4.a). **If a Domestic Direct Debit Mandate needs to be authorized by two or more Users, the request must be authorized under that button.**

Once it has been placed in the Bank's systems, a Domestic Direct Debit Mandate is displayed in the introductory summary (see the introduction to point 4.5. and point 4.5.5. – it may not be displayed immediately).

4.5.2. Changing a Domestic Direct Debit Mandate

To change a Domestic Direct Debit Mandate, click on **Change** in the row of the respective Domestic Direct Debit Mandate.

!!! ATTENTION !!!

A change of a Domestic Direct Debit Mandate is always performed with effect of the next Business Day.

The details of the placed Domestic Direct Debit Mandate will appear. Apart from the Payer's account and Frequency, all details of a Domestic Direct Debit Mandate may be changed:

Field	Description
Description	Here you can enter/change the description of the Direct Debit Mandate.

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Field	Description
Beneficiary's Account	Here you can change the number of the Beneficiary's Account: • the first field is used to enter the account prefix (positions 11 to 16 of the account number, counted from the right; this may be left blank; • **the second field is used to enter the account number** (positions 1 to 10 of the account number, counted from the right) and **is mandatory**; • **the third field is used to enter the code of the Beneficiary's bank** (it can be selected from the list) and **is mandatory**.
Maximum Amount	Here you can change the maximum amount which may periodically be collected from the account.
Effective date of change	Here the date of the next Business Day is automatically displayed – this information may not be changed.
Valid to	Here you can enter the date until which direct debit payments are to be made, if known. This date should be at least one Business day higher than the date required for the last direct debit payment.
Variable symbol	Here you can enter/change the variable symbol – upon receiving a direct debit demand, the system will check whether the demand contains this variable symbol. If this variable symbol is not stated in the demand for a direct debit payment, direct debiting is not carried out.
Information for Payer	Here you can enter or change the description as required for your own internal purposes – data from this field is not transmitted to the Beneficiary.

To change the Payer's Account or Frequency, you need to cancel the existing Domestic Direct Debit Mandate and place a new one with new data (in this case, return by clicking on **Back**).

After entering all the required details, proceed to the authorization of the Domestic Direct Debit Mandate by clicking on **Continue**.

Perform authorization according to the defined Rights – the procedure is defined in Part I of the User Guide.

Following successful authorization, a request is sent to the Bank to change a Domestic Direct Debit Mandate (the request is displayed under **Detail** and subsequently under **Change History** – see point

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4.5.4.b). **If a change in a Domestic Direct Debit Mandate needs to be authorized by two or more Users, the request must be authorized under that option.**

Only one change waiting for processing may be made to a Domestic Direct Debit Mandate at any one time. Therefore, following successful authorization, the status of the Domestic Direct Debit Mandate is changed to "**Temporarily locked for changes**" and icons **Change** and **Cancel** are not available. This status will be displayed until setting the entered change in the Bank's systems. Afterwards the status of the Domestic Direct Debit Mandate returns to **Active**, details of Domestic Direct Debit Mandate are updated and another change is then possible.

Domestic Direct Debit Mandates

| Place new mandate | | | | | | | Filter | Delete Filter | List of Requests | Print |

Mandate date	Payer's Account	Beneficiary's Account	Bank Code	Maximum Amount	Description	Frequency	Status	Action
06.05.2014	51003	50029	6000	2.000,00 CZK	T-mobile	Monthly	Temporarily locked for changes	🔍

4.5.3. Cancelling a Domestic Direct Debit Mandate

You can cancel a Domestic Direct Debit Mandate in one of two ways:

c)   Enter the termination date as a change in the Domestic Direct Debit Mandate according to point 4.5.2., or

d)   Use the **Cancel** icon in the row of the respective Domestic Direct Debit Mandate in line with the following procedure.

If you use the **Cancel** icon to cancel a Domestic Direct Debit Mandate, **cancellation will take place automatically with effect as of the next Business Day**.

Domestic Direct Debit Mandates

| Place new mandate | | | | | | | Filter | Delete Filter | List of Requests | Print |

Mandate date	Payer's Account	Beneficiary's Account	Bank Code	Maximum Amount ⏷	Description	Frequency	Status	Action
13.08.2014	40003	50018	6000	1.000,00 CZK		Weekly	Active	🔍 ✎ ✖

After clicking on this icon, the screen for authorization will appear instantly. Perform authorization according to the defined Rights – the procedure is defined in Part I of the User Guide.

Following successful authorization, a request is sent to the Bank to cancel a Domestic Direct Debit Mandate (the request is displayed under **Detail** and subsequently under **Change History** – see point 4.5.4.b). **If a Domestic Direct Debit Mandate cancellation needs to be authorized by two or more Users, the request must be authorized under that option.**

Once it has been cancelled in the Bank's systems, the Domestic Direct Debit Mandate is also deleted in the introductory summary (see the introduction to point 4.5.) – deletion may not be immediate.

4.5.4. Displaying requests for the placement, change or cancellation of a Domestic Direct Debit Mandate

a)   Requests for setting up a Domestic Direct Debit Mandate

Requests for the placement of a Domestic Direct Debit Mandate **placed through IB** can be displayed by clicking on **List of Requests**. **Requests submitted by other means (mail, in person at the Bank's Place of Business, etc.) are not reflected in the list of requests displayed in IB –** a Domestic Direct Debit Mandate is displayed in IB only after it has been entered.

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Domestic Direct Debit Mandates

| Place new mandate | | Filter | Delete Filter | List of Requests | Print |

The left column shows the date on which the request was entered in IB and the type of request (**Create**). Clicking on the **Back** button will return you to the preceding **Domestic Direct Debit Mandates** screen. The data displayed can also be printed by clicking on **Print** (see point 3.3.).

List of Requests

Date of entry Request type	Payer's Account	Beneficiary's Account	Bank Code	Maximum Amount	Description	Frequency	Status	Action
05.10.2015 Create	14002	50050	6000	1.800,00 CZK	Telefonica	Monthly	PARTSIG	
20.09.2014 Create	14002	14045	6000	4.000,00 CZK	insurance	Annually	PASSED	

| Back | Print |

Clicking on the **Back to list** button will return you to the preceding **List of Requests** screen. Clicking on the **Processing History** button will display the progress of the processing (see point 3.4.). The data displayed can also be printed by clicking on **Print** (see point 3.3.).

Detail of Request

Description:	**Telefonica**
Payer's Account:	**14002**
Payer's Account Currency:	**CZK**
Beneficiary's Account:	**50050**
Beneficiary's Bank Code:	**6000**
Date of Entry:	**05.10.2015**
Valid from:	**07.10.2015**
Valid to:	
Maximum Amount:	**1.800,00 CZK**
Frequency:	**Monthly**
Variable Symbol:	
Information for the Payer:	**Telefonica**
Identification Number:	
Status:	**PARTSIG**
Request No.:	**333.7.685209.1**

| Back to List | Processing History | Print |

Where, under the defined Rights, a request to place a Domestic Direct Debit Mandate needs to be authorized by another User, the icons **Authorize** and **Delete** are displayed in the **Action** column.

To complete the authorization of a request, click on **Authorize** and carry out authorization in accordance with the defined Rights – the procedure is explained in Part I of the User Guide.

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Date of entry Request type	Payer's Account	Beneficiary's Account	Bank Code	Maximum Amount	Description	Frequency	Status	Action
05.10.2015 Create	14002	50050	6000	1.800,00 CZK	Telefonica	Monthly	PARTSIG	

At any time prior to the completion of authorization, a request may also be deleted (for example, if incorrect information has been entered) – in this case, click on the **Delete** icon.

Date of entry Request type	Payer's Account	Beneficiary's Account	Bank Code	Maximum Amount	Description	Frequency	Status	Action
05.10.2015 Create	14002	50050	6000	1.800,00 CZK	Telefonica	Monthly	PARTSIG	

The system asks whether you really want to delete the selected order – click on the **Yes** button.

Delete the Payment Order

Would you like to delete the payment order?

Yes   No

The request to place a Domestic Direct Debit Mandate will then be deleted.

b)   Requests to change or cancel a Domestic Direct Debit Mandate

Requests to change a Domestic Direct Debit Mandate and requests to cancel a Domestic Direct Debit Mandate which have been **placed through IB awaiting completion of authorization** can be displayed in the detail of a specific Domestic Direct Debit Mandate. **Requests submitted by other means (mail, in person at the Bank's Place of Business, etc.) are not reflected in the list of changes displayed in IB –** only the change that has been entered is reflected in IB.

First click on the **Detail** icon in the row of the selected Domestic Direct Debit Mandate.

Domestic Direct Debit Mandates

Place new mandate   Filter   Delete Filter   List of Requests   Print

Mandate date	Payer's Account	Beneficiary's Account	Bank Code	Maximum Amount	Description	Frequency	Status	Action
06.05.2014	51003	50029	6000	2.000,00 CZK	T-mobile	Monthly	Temporarily locked for changes	

In the detail of the Domestic Direct Debit Mandate click on the **Change History** button.

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Detail of Domestic Direct Debit Mandate

Description:	T-mobile
Payer's Account:	51003
Payer's Account Currency:	CZK
Beneficiary's Account:	50029
Beneficiary's Bank Code:	6000
Date of Entry:	2014-05-03T16:33:44.000Z
Valid from:	06.05.2014
Valid to:	
Maximum Amount:	2.000,00 CZK
Frequency:	Monthly
Variable symbol:	
Information for the Payer:	
Idendification Number:	498
Status:	Temporarily locked for changes

Back to List   Change History   Print

A history of the changes to the selected Domestic Direct Debit Mandate will appear. The left column shows the date on which the change request was entered in IB and the type of the request. Clicking on the **Back** button will return you to the preceding **Detail of Domestic Direct Debit Mandate** screen. The displayed data can also be printed by clicking on **Print** (see point 3.3.). Clicking on the **Detail** icon in the **Action** column will display the detail of the entered request.

Change History

Date of entry Request type	Payer's Account	Beneficiary's Account	Bank Code	Maximum Amount	Description	Frequency	Status	Action
05.10.2015 Edit	51003	50029	6000	2.500,00 CZK	T-mobile	Monthly	PARTSIG	
22.09.2015 Edit	51003	50029	6000	2.000,00 CZK	T-mobile	Monthly	ACCEPTED	

Back   Print

Clicking on the **Back to list** button will return you to the preceding **Change History** screen. Clicking on the **Processing History** button will display the progress of the processing (see point 3.4.). The data displayed can also be printed by clicking on **Print** (see point 3.3.).

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Detail of Request

Description:	T-mobile
Payer's Account:	51003
Payer's Account Currency:	CZK
Beneficiary's Account:	50029
Beneficiary's Bank Code:	6000
Date of Entry:	05.10.2015
Effective Date of the Change:	06.10.2015
Valid to:	
Maximum Amount:	2.500,00 CZK
Frequency:	Monthly
Variable Symbol:	
Information for the Payer:	T-mobile
Identification Number:	498
Status:	PARTSIG
Request No.:	355.7.685208.1

Back to List	Processing History	Print

Where, under the defined Rights, a request to change a Domestic Direct Debit Mandate needs to be authorized by another User, the icons **Authorize** and **Delete** are displayed in the **Action** column.

To complete the authorization of a request, click on **Authorize** and carry out authorization in accordance with the defined Rights – the procedure is explained in Part I of the User Guide.

Date of entry Request type	Payer's Account	Beneficiary's Account	Bank Code	Maximum Amount	Description	Frequency	Status	Action
05.10.2015 Create	14002	50050	6000	1.800,00 CZK	Telefonica	Monthly	PARTSIG	

At any time prior to the completion of authorization, a request may also be deleted (for example, if incorrect information has been entered) – in this case, click on the **Delete** icon.

Date of entry Request type	Payer's Account	Beneficiary's Account	Bank Code	Maximum Amount	Description	Frequency	Status	Action
05.10.2015 Create	14002	50050	6000	1.800,00 CZK	Telefonica	Monthly	PARTSIG	

The system asks whether you really want to delete the selected order – click on the **Yes** button.

Delete the Payment Order

Would you like to delete the payment order?

Yes	No

The request to change a Domestic Direct Debit Mandate will then be deleted.

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4.5.5. Displaying previously placed Domestic Direct Debit Mandates

Previously entered Domestic Direct Debit Mandates are displayed automatically after clicking on **Domestic Direct Debit Mandates**. If you wish to display Domestic Direct Debit Mandates according to selected criteria, click on **Filter** in the upper right-hand corner of the screen.

After clicking on this icon, the field will appear to enter the required criteria for the display of Domestic Direct Debit Mandates.

To display Domestic Direct Debit Mandates, at least information from the **Payer's Account** field (**All Accounts** is the default setting) and field **Frequency** (**Not selected** is the default setting) must be filled in:

Field	Description
Payer's Account	You can leave all the accounts or select one from the roll-box.
Start of validity from – to	Here you can enter the period in which the validity of Domestic Direct Debit Mandates is to commence.
End of validity from – to	Here you can enter the period in which validity of Domestic Direct Debit Mandates is to end.
Maximum amount from – to	Here you can enter the minimum permitted amount of Domestic Direct Debit Mandates (fill in only the **Amount from** field), the maximum permitted amount of Domestic Direct Debit Mandates (fill in only the **to** field) or the range of the Domestic Direct Debit Mandate amounts (fill in both fields).
Beneficiary's Account	You can enter the number of a specific Beneficiary's Account from which direct debit demands may be sent.
Bank code	You can enter the code of the Beneficiary's (Beneficiaries') bank from which direct debit demands may be sent.
Frequency	Either leave the frequency blank or select a frequency from the roll-box.

If the entered data is incorrect, you can delete all information entered by clicking **Clear** or click on **Back** to return to the homepage of **Domestic Direct Debit Mandates**. After entering the required criteria, click on **Display**.

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Filter

Payer's Account:	All Accounts

Start of validity

from: [ ] 28   to: [ ] 28

End of validity

from: [ ] 28   to: [ ] 28

Maximum amount from: [ ]   to: [ ]

Beneficiary's Account: [ ]   Bank Code: [ ]

Frequency: Not Selected

[Back] [Default] [Display]

The system will first summarise the criteria entered for the filter with the exception of the criterion **All Accounts** in the field **Payer's Account** and the **Not selected** criterion in the **Frequency** field (the system does not display these criteria). Then the system will display all the Domestic Direct Debit Mandates that fulfil the criteria entered. **These selected Domestic Direct Debit Mandates are displayed as long as the User is signed in, unless the criteria are changed or deleted.**

You can change the criteria entered by clicking on Filter in the upper part of the screen. Click on **Delete filter** for the list of all Domestic Direct Debit Mandates entered to appear again. The data displayed can also be printed by clicking on **Print** (see point 3.3.). Clicking on the **Detail** icon will display the details of the selected Domestic Direct Debit Mandate.

Domestic Direct Debit Mandates

[Place new mandate]   [Filter] [Delete Filter] [List of Requests] [Print]

Maximum amount from:	5.000,00
Amount to:	6.000,00

Mandate date	Payer's Account	Beneficiary's Account	Bank Code	Maximum Amount ▲	Description	Frequency	Status	Action
16.06.2014	14002	50026	6000	5.000,00 CZK	THK - 1.	Monthly	Active	🔍 ✏ ✖

Clicking on the **Back to list** button will return you to the initial **Domestic Direct Debit Mandates** screen. The data displayed can also be printed by clicking on **Print** (see point 3.3.).

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Clicking on the **Change History** button will display a list of changes made to the respective Domestic Direct Debit Mandate – see point 4.5.4.b).

4.6. Intrabank Order in Foreign Currency

This Payment Order type can be entered for payments between two accounts kept at the Bank, provided that at least one of them is denominated in a foreign currency.

To display or place an Intrabank Order in Foreign Currency, click on the menu **Payment Orders** and **Payment Order in Foreign Currencies within the Bank**.

You can place a new Intrabank Order in Foreign Currency by clicking on **New order** (see point 4.6.1.). You can modify the display of previously placed Intrabank Orders in Foreign Currency by clicking on **Filter** (see point 4.6.2.).

Intrabank Orders in Foreign Currency can also be imported into IB as part of importing a Foreign Bulk Order, see point 4.8.

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4.6.1. Placing an Intrabank Order in Foreign Currency

Place an Intrabank Order in Foreign Currency by clicking on **New order**.

Intrabank Orders in Foreign Currency

New Order   Filter   Delete Filter   Print

The form for placing an Intrabank Order in Foreign Currency will appear.

!!! ATTENTION !!!

Characters that are allowed in the [CERTIS](#) system can only be entered in the Intrabank Order in Foreign Currency:

a b c d e f g h i j k l m n o p q r s t u v w x y z á ä č ď é ě í ľ ň ó ô ö ř ŕ š ť ú ů ü ý ž

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Á Ä Č Ď É Ě Í Ľ Ň Ó Ô Ö Ř Ŕ Š Ť Ú Ů Ü Ý Ž

0 1 2 3 4 5 6 7 8 9

/ - ? : ( ) . , ' + ! " # $ % & * ; < = > @ [\ ] ^ ` { | } ~ §

space

If other characters are entered in the Intrabank Order in Foreign Currency, the Intrabank Order in Foreign Currency cannot be authorized.

Enter the individual fields as follows – **fields marked in IB with a red asterisk are mandatory:**

Field	Description
Template	If you wish to use an existing template to enter a new Intrabank Order in Foreign Currency, select it from the list. If no template has been created for Intrabank Orders in Foreign Currency, the list will not be available.
Payer's Account	Select the number of your account (the Payer's Account) from which the Interbank Order in Foreign Currency is to be executed.
Beneficiary's Account	Enter the Beneficiary's account number. The first field is used to enter the account prefix (eleventh to sixteenth number positions counted from the right) and can remain blank. The second field is used to enter the account number (first to tenth number positions counted from the right) and is mandatory.
Due date	The first possible Maturity Date will be entered automatically; it can be changed.
Amount	Enter the amount of the Intrabank Order in Foreign Currency.
Currency	Enter the currency of the Intrabank Order in Foreign Currency. **!!! ATTENTION !!!** **INTRABANK ORDERS IN FOREIGN CURRENCY CAN ONLY BE ENTERED IN THE CURRENCY OF THE PAYER'S ACCOUNT OR IN THE CURRENCY OF THE BENEFICIARY'S ACCOUNT, OTHERWISE THEY WILL NOT BE EXECUTED!!!**
Message for Beneficiary	Here you can enter a description of the payment for the Beneficiary's needs – this this is also displayed in the Payer's statement.
Information for Bank	Here you can enter information for the Bank about the individual conditions agreed with the Bank for a specific Intrabank Order in Foreign Currency (e.g. individual exchange rate, value date, etc.).
Template name	If you wish to save the placed Intrabank Order in Foreign Currency as a template because you plan to use it more often, enter the name of the template under which this Intrabank Order in Foreign Currency will be saved in the list of templates here.

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If you wish to delete all the entered details (if placing a new Intrabank Order in Foreign Currency) or return to the original status (when using a template), you can click on **Clear**.

If you wish to save the Intrabank Order in Foreign Currency as a template, click on **Save template – all the entered details including the amount, etc., if these fields are entered, will be saved as a template**. Therefore, before saving the template we recommend completing only the details that will always be the same (in particular the Payer's Account, the Beneficiary's Account, etc.), and the name of the template, which is mandatory in this case and without which the template will not be saved, then saving the template and only then completing the other details that will change (Maturity Date, amount, etc.).

After entering all the required details, continue with authorization of the Intrabank Order in Foreign Currency by clicking on **Continue**.

Intrabank Order in Foreign Currency

Template:	No template available
Payer's Account:	1234567890 - TESTOVACÍ KLIENT S.R.O. - CZK ▼ *
Beneficiary's Account:	[ ] 60003 *
BIC (SWIFT):	PMBPCZPP
Maturity Date:	22.09.2014 [28] *
Amount:	2325 *
Currency:	USD *

AMOUNT CAN BE IN THE CURRENCY OF ONE OF THE ABOVE ACCOUNTS ONLY, OTHERWISE THE ORDER WILL NOT BE PERFORMED.

Charges:	OUR
Message for Beneficiary:	
Message for Bank:	
Template Name:	

* Mandatory field

[Clear] [Submit] [Save Template]

Perform authorization according to the defined Rights – the procedure is defined in Part I of the User Guide.

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You can also enter an Intrabank Order in Foreign Currency by copying another, already existing Intrabank Order in Foreign Currency (with any status, even non executed). In such a case, click on the **Copy** icon next to the selected Intrabank Order in Foreign Currency.

Maturity Date	Payer's Account	Beneficiary's Account	Amount	Status	Payment no. ▲	Action
18.06.2014	52005	61110	2,00 USD	ACCEPTED	321.7.682780.1	

IB shows an exact copy of the selected Intrabank Order in Foreign Currency, with the exception of the **Due Date**, which is automatically changed to the first possible Maturity Date. Following the modification/entering of all the required details continue to the authorization of the Intrabank Order in Foreign Currency using the **Continue** button. Perform the Authorization by the predefined Rights; the procedure is described in Part I of the User Guide.

Intrabank Order in Foreign Currency

Template: No template available

Payer's Account: 1234567890 - TESTOVACÍ KLIENT S.R.O. - CZK *

Beneficiary's Account: [ ] 60003 *

BIC (SWIFT):   PMBPCZPP   Maturity Date: 22.09.2014 [28] *

Amount: 2325 *   Currency: USD *

AMOUNT CAN BE IN THE CURRENCY OF ONE OF THE ABOVE ACCOUNTS ONLY, OTHERWISE THE ORDER WILL NOT BE PERFORMED.

Charges: OUR

Message for Beneficiary: [ ]

Message for Bank: [ ]

Template Name: [ ]

* Mandatory field

Clear   Submit   Save Template

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4.6.2. Displaying previously entered Intrabank Orders in Foreign Currency

Previously entered Intrabank Orders in Foreign Currency are displayed automatically when clicking on **Payment Order in Foreign Currencies within the Bank**. If you wish to display Intrabank Orders in Foreign Currency according to the selected criteria, click on **Filter** in the upper right-hand corner of the screen.

	Intrabank Orders in Foreign Currency						
▸ Accounts							
▸ Transaction History							
▸ Statements	New Order				Filter	Delete Filter	Print
▾ Payment Orders							
Domestic Orders	Maturity Date	Payer's Account	Beneficiary's Account	Amount	Status	Payment no. ▲	Action
Domestic Bulk Orders	22.09.2014	52005	61110	2.325,00 USD	PASSED	321.7.683373.1	🔍 📝
Domestic Standing Orders	18.06.2014	52005	61110	2,00 USD	ACCEPTED	321.7.682780.1	🔍 📝
Domestic Direct Debit Orders	02.05.2014	51016	51003	432,00 EUR	ACCEPTED	321.7.682372.1	🔍 📝
Domestic Direct Debit Mandates	02.05.2014	50026	50037	10.000,00 CZK	ACCEPTED	321.7.682371.1	🔍 📝
Intrabank Orders in Foreign Currency	02.05.2014	50213	51003	6.548,00 RUB	ACCEPTED	321.7.682370.1	🔍 📝
Foreign Orders	02.05.2014	51016	30009	324,00 USD	ERROR	321.7.682369.1	🔍 📝

After clicking on this icon, a field will appear to enter the required criteria for displaying Intrabank Orders in Foreign Currency.

To display Intrabank Orders in Foreign Currency, at least the detail from the **Payer's Account** field must be filled in or selected (**All Accounts** is the default setting):

Field	Description
Payer's Account	You can leave all the accounts or select one from the roll-box.
Date from – to	Here you can enter the period for which you wish to display the placed Intrabank Orders in Foreign Currency.
Amount from – to	Here you can enter the minimum amount of the Intrabank Orders in Foreign Currency (fill in only the **Amount from** field), the maximum amount of the Intrabank Orders in Foreign Currency (fill in only the **to** field**)** or the range of the Intrabank Orders in Foreign Currency amounts (fill in both fields).
Currency	You can enter the currency of the Intrabank Orders in Foreign Currency.
Beneficiary's Account	You can enter the number of the Beneficiary's account to which the Intrabank Orders in Foreign Currency were executed.

If the entered data is incorrect, you can delete all the entered details by clicking **Clear** or click on **Back** to return to the homepage of **Intrabank Orders in Foreign Currency**. After entering the required criteria, click on **Submit**.

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Filter

Payer's Account:	All Accounts
Date from:	[28] to: [28]
Amount from:	to:
Currency:	
Beneficiary's Account:	

[Back] [Clear] [Display]

The system will first summarise the entered criteria for the filter with the exception of criteria **All Accounts** in the field **Payer's Account**. The system does not display this criterion. Then the system will display all the Intrabank Orders in Foreign Currency that fulfil the entered criteria. **These selected Intrabank Orders in Foreign Currency are displayed as long as the User is signed in, unless the criteria are changed or deleted.**

You can change the entered criteria by clicking on **Filter** in the upper part of the screen. Click on **Delete filter** for the list of all placed Intrabank Orders in Foreign Currency to appear again. The displayed data can also be printed by clicking on **Print** (see point 3.3.). Clicking on the **Detail** icon will display the details of the selected Intrabank Order in Foreign Currency.

Intrabank Orders in Foreign Currency

[New Order]   [Filter] [Delete Filter] [Print]

Currency: **USD**

Maturity Date	Payer's Account	Beneficiary's Account	Amount	Status	Payment no. ▲	Action
22.09.2015	52027	50026	324,00 USD	WAITAUTH	321.7.685131.1	🔍 ✏️
04.09.2015	52027	50026	55,55 USD	ACCEPTED	321.7.684963.1	🔍 ✏️

Clicking on the **Back** button will return you to the initial Intrabank Orders in Foreign Currency screen. Clicking on the **Processing History** button will display the progress of the processing (see point 3.4.). The displayed data can also be printed by clicking on **Print** (see point 3.3.). Using the **Copy** button you can create a copy of the selected Intrabank Order in Foreign Currency, thereby entering a new Intrabank Order in Foreign Currency (see point 4.6.1.).

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Detail of Intrabank Order in Foreign Currency

Payer's Account:	**52027**
Payer's Account Currency:	**USD**
Payer's Account Type:	**Current account**
Beneficiary's Account:	**50026**
BIC (SWIFT):	**PMBPCZP0**
Payment Sent Date:	**22.09.2015**
Maturity Date:	**22.09.2015**
Amount:	**324,00 USD**
Charges:	**OUR**
Message for the Beneficiary:	
Information for the Bank:	
Status:	**WAITAUTH**
Payment no. :	**321.7.685131.1**

Back to List	Processing History	Print	Copy

4.7. Foreign Orders

To display or place a Foreign Order, click on the menu **Payment Orders** and **Foreign Orders**.

Foreign Orders

| Accounts | Transaction History | Statements | Payment Orders | Domestic Orders | Domestic Bulk Orders | Domestic Standing Orders | Domestic Direct Debit Orders | Domestic Direct Debit Mandates | Intrabank Orders in Foreign Currency | Foreign Orders | Foreign Bulk Orders | Cancelled Payments | Templates | Payment Cards | Notice |

Place New Order   Filter   Delete Filter   Print

Maturity Date	Payer's Account	Beneficiary's Account/IBAN	BIC (SWIFT)	Amount	Status	Action
01.09.2014	51003	9963590000	GENODEM1HWI	753,12 EUR	WAITMATUR	
07.08.2014	51003	15	CIBCCATT	150,00 CAD	ACCEPTED	
07.08.2014	51003	5444	CTBAAU2S	321,00 AUD	ACCEPTED	
07.08.2014	50026	12456	BKTRUS33	753,00 USD	ACCEPTED	
15.05.2014	51003	DE874786151899000	GENODEM1HWI	753,12 USD	ACCEPTED	
14.05.2014	51003	DE874786151899000	GENODEM1HWI	753,12 EUR	ACCEPTED	
02.05.2014	51003	DE874786151899000	GENODEM1HWI	1.234,00 EUR	ACCEPTED	
02.05.2014	50002	CZ93600000000020053	PMBACZPP	753,00 EUR	ACCEPTED	
15.04.2014	50026	12456	BKTRUS33	753,00 USD	ACCEPTED	
15.04.2014	50026	12456	BKTRUS33	800,00 USD	ACCEPTED	

< Previous | 1 | 2 | Next >

You can place a new Foreign Order by clicking on **Place New order** (see point 4.7.1.). You can modify the displaying of previously placed Foreign Orders by clicking on **Filter** (see point 4.7.2.).

4.7.1. Placing a Foreign Order

Place a Foreign Payment Order by clicking on **Place New order**.

Foreign Orders

Place New Order   Filter   Delete Filter   Print

The form for placement of a Foreign Payment Order will appear.

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!!! ATTENTION !!!

Characters that are allowed in the SWIFT messages can only be entered in the Foreign Order:

a b c d e f g h i j k l m n o p q r s t u v w x y z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9

/ - ? : ( ) . , ' +

space

If other characters are entered in the Foreign Order, it will not be possible to authorize the Foreign Order.

Enter the individual fields as follows – **the fields marked in IB with a red asterisk are mandatory:**

Field	Description
Template	If you want to enter a new Foreign Order using an existing template, select it from the list. If no template has been created for the Foreign Orders, the list will not be available.
Payer's Account	Select the number of your account (the Payer's Account) from which the Foreign Order is to be executed.
Amount	Enter the amount of the Foreign Order.
Currency	Enter the currency of the Foreign Order.
Charges	Select the type of fee. For **Payment Transactions in EUR to EU/EEA countries and SEPA Payment Transactions (including payments to other banks in the Czech Republic), only SHA is permissible.** For other Payment Transactions, SHA or OUR charges are available.
Due Date	The first possible Due Date will be entered automatically; it can be changed.
Beneficiary	
IBAN/Account	Enter the Beneficiary's account number – **this field is mandatory.** **Account number has to be stated in the IBAN format in the case of a Payment Transaction to EU/EEA countries in EU/EEA currencies and SEPA Payment Transactions (including payments to other banks in the Czech Republic).**
Name and address	Enter the Beneficiary's trade name/company name/given name and surname and the address of the Beneficiary's registered office/place of residence, including the country. Fill in each row of this field from left to right. **The first row of this field must be filled in.** It is transmitted to the SWIFT message as 4 lines containing 35 characters each. **The first position of each row must not be a gap, dash or colon –** these are positions which are transferred to the rows of the SWIFT report as the first characters and SWIFT report standards do not permit such characters in the first position of a row.

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Field	Description
Beneficiary's Bank	
BIC (SWIFT)	Enter the Beneficiary's bank's BIC (the SWIFT code) – **this field is mandatory**. If you do not know the BIC, ask the Beneficiary for this information or look it up at www.swift.com/bsl.
Country	Enter the country ISO code of the Beneficiary's **bank** (**not the Beneficiary's country – the Beneficiary's country can differ from the country of the Beneficiary's bank) – this field is mandatory**. **The country code of the Beneficiary's bank must match positions 5 and 6 of the BIC (SWIFT) of the Beneficiary's bank.** (example: BIC: PMBP**CZ**PP, County code: **CZ**).
Correspondent Bank	
BIC (SWIFT)	If you wish to send a Foreign Order via a specific bank, you can enter its BIC (SWIFT code) here. We recommend to fill this data especially for Payment Orders in USD.
Information Fields	
Message for Beneficiary	Here you can enter a description for the Beneficiary. Fill in each row of this field from left to right. It is transferred to the SWIFT message as 4 lines containing 35 characters each. **The first position of each row must not be a gap, dash or colon –** these are positions which are transferred to the rows of the SWIFT report as the first characters and SWIFT report standards do not permit such characters in the first position of a row.

Message for Bank	Here you can enter information for further processing of the Foreign Order at the Bank:
	
	 1) individual conditions agreed with the Bank for the specific Foreign Order (e.g. individual exchange rate, agreed value date, express sending of the Foreign Order, etc.), or
	
	 2) additional information for the payment instruction (e.g. clarification of the Beneficiary's bank), or
	
	 3) optional details for SEPA Payment Transactions agreed between the Payer and the Beneficiary (Payer's reference, identification of the Payer, identification of the Beneficiary, purpose code and category purpose code), or
	
	 4) **mandatory data for Foreign Order denominated in RUB:**
	
	 a. <u>inside Russian Federation:</u>
	
	 • BIK of the Payee bank – national numeric bank code (9 digits),
	
	 • VO code – Russia payment title (5 digits),
	
	 • NDS (VAT) – information on whether the payment includes tax and, if so, its quantification in RUB,
	
	 • the exact description of the payment purpose,
	
	 • for Payee – legal entity:
	
	     o INN – registration number of tax administration (10 - 12 digits),
	
	     o KPP – special code for tax administration (9 digits),
	
	     (note: INN nor KPP are not required for Payee – natural person);

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Field	Description
Message for Bank	b. outside Russian Federation: • BIK of the Payee bank – national numeric bank code (9 digits), • VO code – Russia payment title (5 digits), • NDS (VAT) – information on whether the payment includes tax and, if so, its quantification in RUB, • the exact description of the payment purpose. You can obtain required information from your business partner (payment Payee). **Foreign Order in RUB cannot be realized without these data**. Fill in each line of this field from left to right. Information from this field is transmitted to the Bank as follows: the first line of 30 characters, followed by lines two to six with 33 characters each. **The first position of each row must not be a gap, dash or colon**.
Information for Payer	Here you can enter a description of the Foreign Order for your needs – data from this field is not transmitted to the Beneficiary.
Template name	If you wish to save the placed Foreign Order as a template because who will be using it more often, enter the template name under which this Foreign Order will be saved in the list of templates.

Validations of the details being entered, for the above conditions (including the use of the allowed characters), are implemented in IB. If the entered details are incorrect IB will show information about non-fulfilment of these conditions with the name of the field that must be corrected (the field is also highlighted by colouring in the Foreign Order), e.g.:

Foreign Order

Information for the Bank - Entered unallowed character.
Charges - The SEPA Payment Order and the Payment Order in EUR sent to the EU/EEA countries (including payments to other banks in Czech Republic) may be sent with the charge type "SHA" only.
IBAN/Account - The SEPA Payment Order and the Payment Order in the currencies of EU/EEA countries sent to the EU/EEA countries (including payments to other banks in Czech Republic) must include the Beneficiary's account in IBAN format.

If you wish, you can either delete all the entered details (while you are placing a new Foreign Order) or return to the original status (if you are using a template), you can click on **Clear**.

If you wish to save the placed Foreign Order as a template, click on **Save template – all of the entered details including the amount, etc. if entered will be saved in the template**. Therefore, before saving the template we recommend completing only the details that will always remain the same (particularly the Payer's Account, the Beneficiary's Account, the BIC of the Beneficiary's bank, etc.), and the name of the template, which is mandatory in this case and without which the template will not be saved, then saving the template, and then completing the other details that will change (Maturity Date, amount, etc.).

After entering all the required data, continue with authorization of the Foreign Order by clicking on **Submit**.

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Foreign Order

Template:	No template available
Payer's Account:	1234567890 - TESTOVACÍ KLIENT S.R.O. - CZK *
Amount:	1465,32 *
Currency:	EUR *
Charges:	SHA *
Maturity Date:	22.09.2014 *

Beneficiary *

IBAN/Account:	DE87478615189963590000
Name and Address:	FIRMA GMBH / RATHAUSPLATZ 15
	D-12345 BERLIN / GERMANY

Beneficiary's Bank *

BIC (SWIFT):	GENODEM1HWI	Country:	DE

The BIC (SWIFT) of the Beneficiary's bank can be found at www.swift.com/bsl. Any additional identification details for the Beneficiary's bank type in the field "Information for the Bank".

Correspondent Bank

BIC (SWIFT):	DEUTDEFF

Message for the Beneficiary:	INVOICE NO. 213255-2014	FROM 12.4.2014
Information for the Bank:	AGREED CHANGE RATE: 26,181	
Information for the Payer:		
Template Name:		

* Mandatory field

[Default] [Continue] [Save Template]

Perform authorization according to the defined Rights – the procedure is defined in Part I of the User Guide.

You can also enter a Foreign Order by copying an already existing Foreign Order (with any status, even cancelled). In such a case, click on the **Copy** icon next to the selected Foreign Order.

Maturity Date	Payer's Account	Beneficiary's Account/IBAN	BIC (SWIFT)	Amount	Status	Action
01.09.2014	51003	9963590000	GENODEM1HWI	753,12 EUR	WAITMATUR	

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IB will display an exact copy of the selected Foreign Order, with the exception of the **Maturity Date**, which is automatically changed to the first possible Maturity Date. Following the modification/entering of all the required details continue to the authorization of the Foreign Order using the **Submit** button. Perform the authorization by the predefined Rights; the procedure is described in Part I of the User Guide.

Foreign Order

Template:	No template available
Payer's Account:	1234567890 - TESTOVACÍ KLIENT S.R.O. - CZK ▼ *
Amount:	1465,32 *
Currency:	EUR 🟡 *
Charges:	SHA ▼ *
Maturity Date:	22.09.2014 📅 *

Beneficiary *

IBAN/Account:	DE87478615189963590000
Name and Address:	FIRMA GMBH — RATHAUSPLATZ 15
	D-12345 BERLIN — GERMANY

Beneficiary's Bank *

BIC (SWIFT):	GENODEM1HWI	Country:	DE 🟡

The BIC (SWIFT) of the Beneficiary's bank can be found at www.swift.com/bsl. Any additional identification details for the Beneficiary's bank type in the field "Information for the Bank".

Correspondent Bank

BIC (SWIFT):	DEUTDEFF

Message for the Beneficiary:	INVOICE NO. 213255-2014	FROM 12.4.2014
Information for the Bank:	AGREED CHANGE RATE: 26,181	
Information for the Payer:		
Template Name:		

* Mandatory field

[Default] [Continue] [Save Template]

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4.7.2. Displaying previously placed Foreign Orders

Previously entered Foreign Orders are displayed automatically when clicking on **Foreign Orders**.

If you wish to view Foreign Orders according to selected criteria, click on **Filter** in the upper right-hand corner of the screen.

After clicking on this icon, a field will appear for entry of the required criteria for displaying Foreign Orders.

To display Foreign Orders, at least the detail from the **Payer's Account** field (**All Accounts** is the default setting) must be filled in or selected:

Field	Description
Payer's Account	You can leave all the accounts or select one from the roll-box.
Date from – to	You can enter the period for which you wish to see placed Foreign Orders.
Amount from – to	You can enter the minimum amount of Foreign Orders (fill in only the **Amount from** field), the maximum amount of Foreign Orders (fill in only the **to** field), or the range of amounts of Foreign Orders (fill in both fields).
BIC	You can enter the BIC (SWIFT code) of the Beneficiary's specific bank to which Foreign Orders were sent.
Currency	You can enter the currency of Foreign Orders.
Beneficiary's Account/IBAN	You can enter the number of the Beneficiary's account to which the Foreign Orders were executed. **The Beneficiary's account number must be entered precisely as it was in the Foreign Order** (IBAN/national format).

In the case of incorrectly entered details, you can delete all the entered details by clicking **Clear** or you can return to the **Foreign Orders** homepage by clicking on **Back**. After entering the required criteria, click on **Submit**.

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Filter

Payer's Account:	All Accounts ▾
Date from:	📅 to: 📅
Amount from:	to:
Currency:	📁 BIC:
Beneficiary's Account/IBAN:	
Status:	Not Selected ▾

Back   Default   Display

The system first summarises the entered filter criteria with the exception of criteria **All Accounts** in the field **Payer's Account**. The system does not display this criterion. Then the system will display all Foreign Orders that fulfil the given criteria. **These selected Foreign Orders are displayed as long as the User is signed in, unless the criteria are changed or deleted.**

The entered criteria can be changed by clicking on **Filter** in the upper part of the screen. By clicking on **Delete filter**, the list of all placed Foreign Orders will reappear. The displayed data can also be printed by clicking on **Print** (see point 3.3.). Clicking on the **Detail** icon will display the details of the selected Foreign Order.

Foreign Orders

Place New Order   Filter   Delete Filter   Print

Amount from:	753,00
Amount to:	753,00
Currency:	USD

Maturity Date	Payer's Account	Beneficiary's Account/IBAN	BIC (SWIFT)	Amount	Status	Action
27.03.2015	50026	12456	BKTRUS33	753,00 USD	ACCEPTED	🔍 ✏️
27.03.2015	50026	12456	BKTRUS33	753,00 USD	ACCEPTED	🔍 ✏️

Pressing the **Back** button will return you to the original screen, **Foreign Payment Orders**. Clicking on the **Processing History** button will display the progress of the processing (see point 3.4.). The displayed data can be printed using the **Print** button (see point 3.3.). Using the **Copy** button you can create a copy of the selected Foreign Order, thereby entering a new Foreign Order (see point 4.7.1.).

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Detail of Foreign Order

Payer's Account:	50026
Payer's Account Currency:	CZK
Amount:	753,00 USD
Date of Entry:	27.03.2015
Maturity Date:	27.03.2015
Charges:	OUR
Beneficiary:	12456 OUR FIRM LTD LOS ANGELES USA
Beneficiary's Bank:	BKTRUS33
Correspondent Bank:	
Message for the Beneficiary:	
Information for the Bank:	
Information for the Payer:	
Payment No.:	305.7.683889.1
Status:	ACCOK

Back to List	Processing History	Print	Copy

4.8. Foreign Bulk Orders

To display or enter a Foreign Bulk Order click on the menu **Payment Orders** and **Foreign Bulk Orders**.

Foreign Bulk Orders

Maturity Date	Payer's Account	Description	Submitter	Number of payments	Status	Action
26.08.2014 27.08.2014	50026		Pankrác Úterní	1	WAITMATUR	
22.08.2014 25.08.2014	50026		Pankrác Úterní	1	WAITMATUR	
19.08.2014 20.08.2014	50029		Pankrác Úterní	4	WAITMATUR	
19.08.2014 20.08.2014	50002		Pankrác Úterní	1	WAITMATUR	
07.08.2014 07.08.2014	50002		Pankrác Úterní	1	ACCEPTED	
07.08.2014 07.08.2014	50029		Pankrác Úterní	4	ACCEPTED	
08.07.2014 09.07.2014	50029		Pankrác Úterní	4	WAITMATUR	

Menu items: Accounts, Transaction History, Statements, Payment Orders, Domestic Orders, Domestic Bulk Orders, Domestic Standing Orders, Domestic Direct Debit Orders, Domestic Direct Debit Mandates, Intrabank Orders in Foreign Currency, Foreign Orders, Foreign Bulk Orders, Cancelled Payments, Templates

You can import a new Foreign Bulk Order in the form of a Batch using the **Import** button (see point 4.8.1.). You can modify the display of previously placed Foreign Bulk Orders by clicking on **Filter** (see point 4.8.2.).

4.8.1. Import of a Foreign Bulk Order (a Batch)

IB enables the importing of Foreign Bulk Orders in files (Batches). The format options for these files are defined in Formats of Files (see Part I of the User Guide).

Intrabank Orders in Foreign Currency can also be placed in a Batch, but they have to meet the conditions for Foreign Orders within the EU/EEA, i.e.:

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- **The Beneficiary's account number must be in the IBAN format,**

- **BIC (the SWIFT code) of the Beneficiary's Bank, i.e., PPF banka a.s. – PMBCZPP, must be specified.**

Regardless of specified fee type (SHA or OUR), the Payer will always pay a fee for Intrabank Order in Foreign Currency in accordance with the Bank's Price List.

The various items in one Batch can have different Maturity Dates and can be executed from various accounts connected to IB. If a Batch contains items with Maturity Dates in the past or without the Maturity Date (in the case of import the Batch in CSV format), **there will be automatically added the first Maturity Date in accordance with the GBC.**

Click on **Import** to import a Batch.

Foreign Bulk Orders

[Import]   [Filter] [Delete Filter] [Print]

The form for importing a Foreign Bulk Order will appear.

!!! ATTENTION!!!

Characters that are allowed in SWIFT messages can only be entered in the Foreign Bulk Order:

a b c d e f g h i j k l m n o p q r s t u v w x y z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9

/ - ? : ( ) . , ' +

space

If other characters are entered in the Foreign Bulk Order, individual items in the Batch may be rejected after loading to IB due to formal errors, or it may not be possible to authorize the Batch import.

Enter the individual fields as follows – **apart from the *Description* field, all other fields are mandatory:**

Field	Description
Payer's account	Select the number of your account (the Payer's account), from which the Foreign Bulk Order is to be executed, or keep the selected Payer's Account Number **from the imported file – in such a case, however the Payer's account number must be filled in for every item in the Batch.** **!!! ATTENTION !!!** **If in the *Payer's Account* field you select a specific account from which the Foreign Bulk Order is to be debited, the selected account will replace the Payer's Account in each item, included in the imported file!!!**
File format	Select the file format.
File path	Select the file by clicking on **Browse**.
Description	Here you can enter a description of the Foreign Bulk Order for easier orientation.

If you wish to delete all the entered details, you can click on **Clear**.

The import of a Batch into IB must be Authorized – either an icon to generate an SMS code, to enter an OTP code, or to load a Certificate and enter the PIN will appear. Thereupon you can import the Batch by clicking on **Import**.

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Import of Foreign Bulk Order

Payer's Account:	Remitter account number from import file ▾ *
File format:	CSV format ▾ *
File Location:	Browse... CSV_T_140920_II.txt
Description:	invoices - 09 2014

* Mandatory field

SMS Code: [ ] Format checking and generate new SMS code

Back to List | Default | Import

After successful import of the Batch, information about successful loading of the file into the system with the status **REC** will appear in the list of all Foreign Bulk Orders. The system will also automatically divide the imported file into several separate Foreign Bulk Orders by the Maturity Date of each of the items and at the same time by the Payer's account number (in the example shown below, a Batch was imported with items with two different Maturity Dates from two different accounts of the Payer; as the result, a single imported file was divided into four separate Foreign Bulk Orders).

Foreign Bulk Orders

Import   Filter | Delete Filter | Print

The Batch is successfully loaded with status "REC".

Maturity Date	Payer's Account	Description	Submitter	Number of payments	Status	Action
20.09.2014	50018	invoices - 09 2014	Pankrác Úterní		REC	
20.09.2014	50026	invoices - 09 2014	Pankrác Úterní		REC	
20.09.2014	50018	invoices - 09 2014	Pankrác Úterní		REC	
20.09.2014	50026	invoices - 09 2014	Pankrác Úterní		REC	

To Authorize the Foreign Bulk Order, it is necessary to click on **Foreign Bulk Orders** again. The data will be updated in the overview of placed Foreign Bulk Orders. Separate Foreign Bulk Orders must be Authorized individually – click on the **authorization** icon in the **Action** column.

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The details of the Foreign Bulk Order will appear – here the Foreign Bulk Order must be authorized – the procedure is described in Part I of the User Guide

4.8.2. Displaying previously placed Foreign Bulk Orders

Previously entered Foreign Bulk Orders are displayed automatically when clicking on **Foreign Bulk Orders**. If you wish to display Foreign Bulk Orders according to the selected criteria, click on **Filter** in the upper right-hand corner of the screen.

After clicking on this button, the field will appear to enter the required criteria for displaying the Foreign Bulk Orders.

To display the Foreign Bulk Orders, at least the detail from the **Payer's Account** field (**All Accounts** is the default setting) and the **Status** field (**Not Selected** is the default setting) must be filled in or selected:

Field	Popis
Payer's Account	You can leave all the accounts or select one from the roll-box.
Date from – to	Here you can enter the period for which you wish to display the placed Foreign Bulk Orders.
Amount from – to	Here you can enter the minimum amount of Foreign Bulk Orders (fill in only the **Amount from** field), the maximum amount of Foreign Bulk Orders (fill in only the **to** field**)** or the range of the Foreign Bulk Order amounts (fill in both fields).
Status	Select the required status of the Foreign Bulk Order (see point 3.1.).

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If the entered data is incorrect, you can delete all the entered details by clicking **Clear** or click on **Back** to return to the homepage of **Foreign Bulk Orders**. After entering the required criteria, click on **Submit.**

The system will first summarise the entered criteria for the filter with the exception of criteria **All Accounts** in the field **Payer's account**. The system does not display this criterion. Then the system will display all the Foreign Bulk Orders that fulfil the entered criteria. **These selected Foreign Bulk Orders are displayed as long as the User is signed in, unless the selection criteria are changed or deleted.**

You can change the entered criteria by clicking on **Filter** in the upper part of the screen. Click on **Delete filter** to display the list of all placed Foreign Bulk Orders again. The displayed data can also be printed by clicking on **Print** (see point 3.3.). Clicking on **Detail** will display the details of the selected Foreign Bulk Order.

The detail of a Domestic Bulk Order contains a list of all items of the Foreign Bulk Order. Clicking on **Detail** will display the details of the individual items from the selected Foreign Bulk Order. Clicking on the **Back to List** button in the list of items of the Foreign Bulk Order will return you to the original screen, **Foreign Bulk Orders**. Clicking on the **Authorize** button will display the progress of authorization (see Part I of the User Guide). Clicking on the **Processing History** button will display the progress of the processing of the Foreign Bulk Order (see point 3.4.). The displayed data can also be printed by clicking on **Print** (see point 3.3.).

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List of Payments of Foreign Bulk Order

Maturity Date	Payer´s Account	Beneficiary's Account/IBAN	BIC (SWIFT)	Amount	Status	Action
04.09.2015	50026	IT42G0200801604000500024099	UNCRITM0	54,11 SEK	ACCOK	🔍
04.09.2015	50026	CZ5226000000005109999009	CITICZP0	44,44 DKK	ACCOK	🔍
04.09.2015	50026	CZ5226000000005109999009	CITICZP0	33,33 EUR	ACCOK	🔍

Back to List	Processing History	Authorize	Print

Clicking on the **Back** button in the payment detail, you will return to the initial list of items of the Foreign Bulk Order. Clicking on the **Processing History** button will display the progress of the processing (see point 3.4.). The displayed data can also be printed by clicking on **Print** (see point 3.3.).

Payment Detail

Payer's Account:	50026
Payer's Account Currency:	CZK
Amount:	54,11 SEK
Date of Entry:	02.09.2015
Maturity Date:	04.09.2015
Charges:	SHA
Beneficiary:	IT42G0200801604000500024099 IVAN MATO HRASKEHO 2231/25 PRAHA - CHODOV CZECH REPUBLIC
Beneficiary's Bank:	UNCRITM0 IT
Correspondent Bank:	
Message for the Beneficiary:	
Information for the Bank:	
Information for the Payer:	
Payment No.:	306.7.684959.3
Status:	ACCOK

Back	Processing History	Print

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5. Payment Order templates

Under the menu **Payment Orders** and **Templates**, you can create a template for Payment Orders, which you plan to use more often, e.g. for paying telephone bills, where the amount for each billing period changes and therefore the it cannot be placed as a standing order).

Create a new template by clicking on **New Template** (see point 5.1.); change a template by clicking on **Change** (see point 5.2.); delete a template by clicking on the **Delete** icon (see point 5.3.); you can modify the displaying of already created templates by clicking on **Filter** (see point 5.4.).

5.1.   Creation of a new Payment Order template

Create a Payment Order template by clicking on **New Template**.

First, the type of Payment Order for which the template is to be created will appear. **The template cannot be created for bulk Payment Orders (domestic or foreign), Domestic Standing Orders or Domestic Direct Debit Mandates.** Select the required type from the list and click on **Submit**.

A field to enter the Payment Order details will appear. The fields are the same as when placing the respective Payment Order (see point 4.), with the exception of the Maturity Date, which is not entered into the template. **The only mandatory field is the *Template Name*** (marked with a red asterisk); **other fields of the template need not be entered.**

If you wish to delete all the entered details, click on **Clear**. After entering all the required details, save the template by clicking on **Save Template** (creation of a template does not require authorization).

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Domestic Order Template

Template Name:	VODNÉ A STOČNÉ
Payer's Account:	1234567890 - TESTOVACÍ KLIENT S.R.O. - CZK
Beneficiary's Account:	9874563210
Beneficiary's Bank Code:	6000
Amount:	Express Order: ☐
Variable Symbol:	Constant Symbol:
Specific Symbol:	654566444
Information for the Payer:	
Message for Beneficiary:	FAKTURA ZA

* Mandatory field

[Clear] [Save Template] [List Template]

5.2. Change of the Payment Order template

Change the Payment Order template by clicking on **Change** in the row of the respective template.

Template Name ▾	Payment Order Type	Beneficiary's Account	Beneficiary's Bank	Amount	Currency	Action
VODNÉ A STOČNÉ	Domestic Order	563210	6000		CZK	🔍 ✏️ ✖

The details of the created Payment Order template appear. With the exception of the template name, any details can be changed.

After entering the required changes, save the template by clicking on **Save Template** (a change of a template does not require Authorization).

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Domestic Order Template

Template Name:	VODNÉ A STOČNÉ
Payer's Account:	1234567890 - TESTOVACÍ KLIENT S.R.O. - CZK
Beneficiary's Account:	9874563210
Beneficiary's Bank Code:	6000
Amount:	Express Order: ☐
Variable Symbol:	Constant Symbol:
Specific Symbol:	654566444
Information for the Payer:	
Message for Beneficiary:	FAKTURA ZA

* Mandatory field

Clear   Save Template   List Template

5.3. Deleting a Payment Order template

You can delete the Payment Order template by clicking on **Delete** in the row of the respective template.

Template Name ▾	Payment Order Type	Beneficiary's Account	Beneficiary's Bank	Amount	Currency	Action
VODNÉ A STOČNÉ	Domestic Order	563210	6000		CZK	🔍 ✏️ ✖

After clicking on this icon, a window will appear with a query as to whether you wish to delete the selected template – confirm deletion of the template by clicking on **Yes**.

Delete the Template

Do you want to delete the Template?

Yes   No

The template will be deleted from the list of templates (template deleting does not require Authorization).

5.4. Display of already created Payment Order templates

Previously entered Payment Order templates will be automatically displayed when clicking on **Templates**. If you need to display created Payment Order templates according to the Payment Order type, click on **Filter** in the upper right-hand corner of the screen.

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Template Name ▾	Payment Order Type	Beneficiary's Account	Beneficiary's Bank	Amount	Currency	Action
DOPRAVA	Foreign Order	66448797	DEUTDEFF		EUR	
KOMUNÁLNÍ POPLATKY	Domestic direct debit order	30009	6000	250	CZK	
POŠTOVNÉ	Domestic Order	887421	5500		CZK	
T-MOBILE	Domestic Order	563210	0100		CZK	
VODNÉ A STOČNÉ	Domestic Order	563210	6000		CZK	
VYROVNÁNÍ ÚČTŮ	Intrabank Order in Foreign Currency	65544			USD	
další havarijní pojištění - limit 3.215,0 Kč ročně	Domestic direct debit order	051003	6000		CZK	
kdykoliv, 1500 Kč, účet PK	Domestic direct debit order	051003	6000		CZK	
naše stravenky - 4600 Kč týdně	Domestic direct debit order	950018	6000		CZK	

After clicking on this icon, a field will appear to select the type of Payment Order for which the created templates are to be displayed. Select the required type of Payment Order and click on **Submit** button.

The system shows all templates for the selected type of Payment Order. **These selected templates are displayed as long as the User is signed in, unless the selection criteria are changed or deleted.** The entered criteria can be changed by clicking on **Filter** in the upper part of the screen. By clicking on **Delete filter**, the list of all created templates will appear again.

Template Name ▾	Payment Order Type	Beneficiary's Account	Beneficiary's Bank	Amount	Currency	Action
POŠTOVNÉ	Domestic Order	653887421	5500		CZK	
T-MOBILE	Domestic Order	9874563210	0100		CZK	
VODNÉ A STOČNÉ	Domestic Order	9874563210	6000		CZK	

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