PPF Banka

USER GUIDE FOR INTERNETBANKING SERVICE OF PPF banka a.s.

Part V: Payment Orders

Contents:

I.   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.

II.   Options in the secondary menu for Payment Orders

If the User has access to a Client's CA 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.	But if the User only has access to the Client's CA 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 CA maintained in a foreign currency are displayed in the secondary menu.
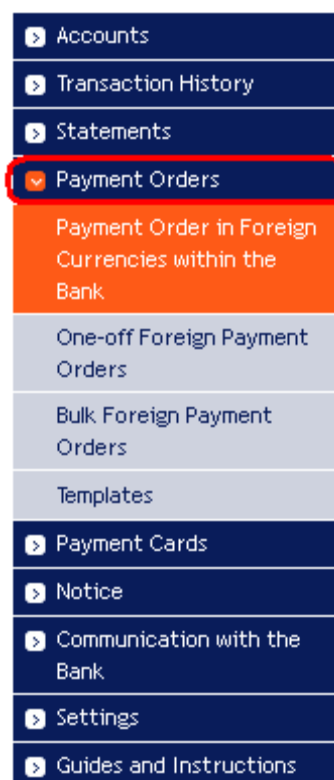
III. Status of Payment Orders, Batches, and requests

IB changes the status of Payment Orders, Batches (Bulk Payment Orders imported to the IB in a file), and requests (for example, for a change of a Domestic Standing Order, for the cancellation of a Domestic Order, etc.) 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 Chapter IV).

Due Date	From Account	Beneficiary's Account Number	Bank Code	Amount	Status	Payment no ▲	Action
20.12.2012	50026	40004	6000	254,00 CZK	WAITMATUR	301.7.397843.1	
11.09.2012	30009	40004	6000	1,00 CZK	ACCEPTED	301.7.397439.1	
05.09.2012	50026	40004	6000	25.476,00 CZK	PARTSIG	301.7.397428.1	

Payment Orders, Batches, and requests 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.
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 CA, 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 Authorisation.	The Payment Order/Batch/request are waiting for Authorisation according to Authorisation Rights.

Abbreviation	Verbal identification	Description
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 Authorization Rights.
INSUFF	INSUFF. Rejected for insufficient Funds in the account – will not be executed.	There are insufficient Funds in the CA 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 Authorisation.	The Payment Order/Batch/request are waiting for final Authorisation by another User / Users according to the Authorisation Rights.
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. Received by bank.	The Payment Order/Batch/request were received by the Bank.
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.

Abbreviation	Verbal identification	Description
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 CA.
WAITFUNDS	WAITFUNDS. Waiting for sufficient Funds on account.	The Payment Order/Batch/request are waiting for sufficient Funds on the CA.
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 CA.

IV. Payment Orders

After choosing **Payment Orders, One-off Domestic Payment Orders** and an overview thereof are displayed automatically (if you have access via IB to at least one account denominated in CZK), more precisely **Intrabank Order in Foreign Currency** and an overview thereof (if you have access via IB to at least one account denominated in a foreign currency). 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) – Article A,
- Domestic Bulk Orders – Article B,
- Domestic Direct Debit Orders – Article C,
- Domestic Standing Orders (including their changes and cancellation) – Article D,
- Intrabank Orders in Foreign Currency – Article E,
- Foreign Orders – Article F,
- Foreign Bulk Orders – Article G.

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

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

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.

Due Date	From Account	Beneficiary's Account Number	Bank Code	Amount	Status	Payment no ▲	Action
05.09.2012	50026	'40004	6000	25.476,00 CZK	PARTSIG	301.7.397427.1	
27.09.2012	50026	'30009	6000	2.483,00 CZK	WAITMATUR	301.7.397336.1	
28.08.2012	50026	'40004	6000	1.536,00 CZK	ACCEPTED	301.7.397335.1	

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 and for Payment Order templates: Change of a Domestic Standing Order or Payment Order template. IB displays the details of the placed Domestic Standing Order / Payment Order template which can be changed.

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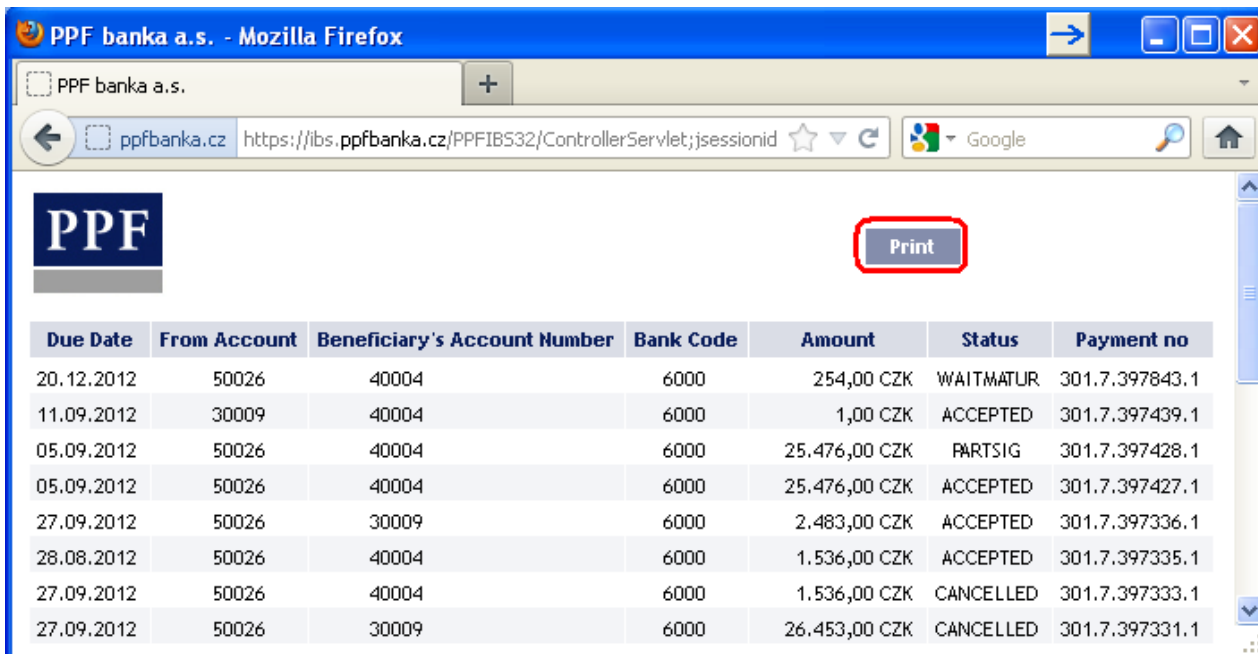| Icon	Action	Description
	Copy	<u>For other Payment Orders and requests, except for imported Domestic and Foreign Bulk Orders (Batches):</u> Create a copy of the Payment Order. IB creates an exact copy of the selected Payment Order and changes the original Maturity Date to the first possible Maturity 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 Authorise the Payment Order.
	Authorize	Authorisation of the placed Payment Order/Batch/request. This icon appears only if the Payment Order/Batch/request requires Authorisation (e.g. if the Payment Order was placed by a User who cannot Authorise Payment Orders himself, but only together with another User).
	Cancel	<u>For a Domestic Order:</u> Cancellation of a Domestic Order, which has already been accepted by the Bank for processing but is in the WAITFUNDS or WAITMATUR status.
	Delete	<u>For all Payment Orders/Batches/requests:</u> Deletion of the placed Payment Order/Batch/request. This icon appears only if the Payment Order/Batch/request have not yet been Authorized and/or transmitted to the Bank for processing.

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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A.   Domestic Orders

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

Enter a new Domestic Order by clicking on **Place new order** (see para 1); you can cancel a Domestic Order that has not yet been executed (see para 2); you can modify the display of previously entered Domestic Orders by clicking on **Filter** (see para 3).

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 may be rejected due to formal errors after transmission to the Bank or to the CNB.

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

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.
From 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 serves to enter the account prefix (eleventh to sixteenth number positions counted from the right) and can remain blank. The second field serves 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	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 payment	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.
Variable symbol	You can enter the variable symbol here.

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Field	Description
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 of the Domestic Order for your needs – it will appear in the Payer's account statement; the Beneficiary will not see it.
Message for Payee	Here you can enter a description for the Beneficiary – this information will not appear in the Payer's account 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 – <u>all the entered details including the amounts, symbols, etc., if these fields are entered, will be saved as a template</u>**. 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 Authorisation of the Domestic Order by clicking on **Submit**.

Domestic Payment Order

Template:	Select Template
From Account:	123456789 - BÚ TESTOVACÍ KLIENT S.R.O. - CZK *
Beneficiary's Account Number:	30009 *
Bank Code:	6000 *
Amount:	256 CZK *
Due Date:	20.12.2012 28 * **Express payment:** ☐
Variable symbol:	6566 **Constant Symbol:**
Specific Symbol:	66999874
Message for Payer:	
Message for Payee:	invoice for may 2012 - 5654455865
Template Name:	

*Mandatory details

Clear | Submit | Save Template

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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.

Due Date	From Account	Beneficiary's Account Number	Bank Code	Amount	Status	Payment no ▲	Action
20.12.2012	50026	30009	6000	256,00 CZK	PASSED	301.7.397844.1	

IB will display an exact copy of the selected Domestic Order, 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 Authorisation of the Domestic Order using the **Submit** button. Perform the Authorisation by the predefined Rights; the procedure is described in Part I of the User Guide.

Domestic Payment Order

Template:	Select Template
From Account:	123456789 - BÚ TESTOVACÍ KLIENT S.R.O. - CZK *
Beneficiary's Account Number:	30009 *
Bank Code:	6000 *
Amount:	256 CZK *
Due Date:	20.12.2012 28 * **Express payment:** ☐
Variable symbol:	6566 **Constant Symbol:**
Specific Symbol:	66999874
Message for Payer:	
Message for Payee:	
Template Name:	

* Mandatory details

Clear   Submit   Save Template

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.

Due Date	From Account	Beneficiary's Account Number	Bank Code	Amount	Status	Payment no ▲	Action
27.12.2012	51003	30009	6000	436,00 CZK	WAITMATUR	301.7.397847.1	🔍 ✏ ✖
28.12.2012	51003	40004	6000	852,00 CZK	WAITMATUR	301.7.397846.1	🔍 ✏ ✖
20.12.2012	51003	40004	6000	1.000.000,00 CZK	WAITFUNDS	301.7.397845.1	🔍 ✏ ✖

After clicking in this icon, the details of the Domestic Order being cancelled will be recapitulated. The cancellation of a Domestic Order must be Authorised in accordance with the Authorisation Rights.

Detail of Cancelled Payment

From Account:	51003
Beneficiary's Account Number:	40004
Bank Code:	6000
Date of entry:	20.12.2012
Due Date:	20.12.2012
Amount:	1.000.000,00 CZK
Variable symbol:	
Constant Symbol:	
Specific Symbol:	
Message for Payer:	
Message for Payee:	
Express payment:	standard
Status:	WAITFUNDS
Payment no:	301.7.397845.1

Certificate:	James II 05 2012
PIN:	

Back   **Authorize**

The request for the cancellation of a Domestic Order is displayed in the **Payment Cancellation** line. If another User must Authorise the cancellation of an order under the Authorisation Rights, such request is coloured orange and an Authorisation icon is shown next to it – the Authorisation must be completed using the standard procedure.

Following the completion of the Authorisation of the request for the cancellation of the Domestic Order 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 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.

3. Displaying previously entered Domestic Orders

Previously entered Domestic Orders are displayed automatically when clicking on **One-off 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 **Client'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
From 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 Order 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.
Beneficiary's 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 Order status (see chapter III).
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 One-off Payments**. After entering the required criteria, click on **Submit**.

Filter

From Account: All Accounts

Date from: [ ] 📅   **to:** [ ] 📅

Amount from: [ ]   **to:** [ ]

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

Status: Not Selected

Variable symbol: [ ]   **Specific Symbol:** [ ]

[Back | Clear | Submit]

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** – printing is performed in the same manner as described in chapter IV. Clicking on the **Detail** icon will show the details of the selected Domestic Order.

Domestic Payment Order   ❓ Help

[Place new order]   [Filter | Clear filter | Print]

Amount from: 1.000,00
Amount to: 3.000,00

Due Date	From Account	Beneficiary's Account Number	Bank Code	Amount	Status	Payment no ▲	Action
04.01.2013	50026	30009	6000	2.483,00 CZK	ACCEPTED	301.7.397945.1	🔍 ✏️
04.01.2013	50026	51003	0100	1.000,00 CZK	ACCEPTED	301.7.397944.1	🔍 ✏️
09.01.2013	50026	40004	6000	1.536,00 CZK	CANCELLED	301.7.397937.1	🔍 ✏️

Pressing the **Back** button will return you to the original screen, **One-off Domestic Orders**. The displayed data can be printed using the **Print** button – printing is performed in the same manner as described in chapter IV. Using the **Copy** button you can create a copy of the selected Domestic Order, thereby entering a new Domestic Order (see para 1).

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Order Detail

From Account:	**50026**
Currency:	**CZK**
Account type:	**Current account**
Beneficiary's Account Number:	**30009**
Bank Code:	**6000**
Date of entry:	**28.08.2012**
Due Date:	**27.09.2012**
Amount:	**2.483,00 CZK**
Variable symbol:	**56665**
Constant Symbol:	
Specific Symbol:	**541122**
Message for Payer:	
Message for Payee:	
Express payment:	**standard**
Status:	**ACCOK**
Payment no:	**301.7.397336.1**

Back   Print   Copy

B.   Domestic Bulk Orders

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

Date and time of entry Due Date	Client´s Account	Order Description	Submitter	Number of payments	Total Amount	Status	Action
19.09.2012 19.09.2012	50018		PANKRÁC ÚTERNÍ	2	141.738,15 CZK	ACCEPTED	
18.09.2012 18.09.2012	30009		HENRY WHITE	2	1.088,15 CZK	ACCEPTED	

You can import a new Domestic Bulk Order in the form of a Batch using the **Import** button (see para 1), or enter it manually using the **Place new order** button (see para 2). You can modify the display of previously placed Domestic Bulk Orders by clicking on **Filter** (see para 3).

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 (in the case of import the Batch in CSV format), **there will be automatically added the first Maturity Date in accordance with the GBC.**

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

Bulk Domestic Payment Orders

[Import] [Place new order]   [Filter] [Clear filter] [Print]

A form will appear for importing the Domestic Bulk Order.

!!! ATTENTION !!!

Characters that are allowed in the <u>CERTIS</u> 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.

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

Field	Description
Client'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 – <u>in such a case, however, the Payer's account number must be filled in for each item in the Batch.</u>** **<u>!!! ATTENTION !!!</u>** **<u>If in the *Client's Account* field you select a specific account from which the Domestic Bulk Order is to be debited, the selected account will replace the Payer's Account in each item, included in the imported file!!!</u>**
File format	Select the file format.
Priority	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.
File path	Enter the path to the file with the Batch or 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 Authorised – either an icon to generate an SMS code or to load a Certificate and enter the PIN will appear. Thereupon you can import the Batch by clicking on **Import**.

Import of Bulk Payment Order

Client´s Account:	Remitter account number from import file ⌄
File format:	CSV format ⌄
Priority:	standard ⌄
File Path:	J:\500-ProvozAIT\560-OdborManagementuPlatebnichSluzeb\HANA\F [Browse]
Description:	invoices - january 2013

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

[Back] [Clear] [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 six separate Domestic Bulk Orders).

Bulk Domestic Payment Orders

? Help

[Import] [Place new order]   [Filter] [Clear filter] [Print]

The Batch is successfully loaded with status "REC".

Date and time of entry Due Date	Client´s Account	Order Description	Submitter	Number of payments	Total Amount	Status	Action
04.01.2013	40003	invoices - january 2013	PANKRÁC ÚTERNÍ		0,00 CZK	REC	
04.01.2013	40004	invoices - january 2013	PANKRÁC ÚTERNÍ		0,00 CZK	REC	
04.01.2013	30009	invoices - january 2013	PANKRÁC ÚTERNÍ		0,00 CZK	REC	
04.01.2013	40003	invoices - january 2013	PANKRÁC ÚTERNÍ		0,00 CZK	REC	
04.01.2013	30009	invoices - january 2013	PANKRÁC ÚTERNÍ		0,00 CZK	REC	
04.01.2013	40004	invoices - january 2013	PANKRÁC ÚTERNÍ		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 **Authorization** 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.

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 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**.

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Bulk Domestic Payment Orders

? Help

Import | **Place new order**   Fitter | Clear filter | Print

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
/ - ? : ( ) . , ' + ! " # $ % & * ; < = > @ [\ ] ^ ` { | } ~ §
space
If other characters are entered in the Domestic Bulk Order, the Domestic Bulk Order may be rejected due to formal errors after transmission to the Bank or to the CNB.

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

Field	Description
Details shared by all items	
Client'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 payment	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.
Details for each of the items	
Payee's Account	Enter the Beneficiary's Account number. The first field serves to enter the account prefix (eleventh to sixteenth number positions counted from the right) and can remain blank. The second field serves 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	Enter the amount (CZK is the default currency).
Payee's name	You can enter the Payee'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 Payer	Here you can enter a description – for your needs – it will appear in the Payer's account statement; the Beneficiary will not see it.
Message for Payee	Here you can enter a description for the Beneficiary – this information will not appear in the Payer's statement.

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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Bulk Domestic Payment Orders

Client´s Account:
123456789 - BÚ TESTOVACÍ KLIENT S.R.O. ▾ *

Due Date:
20.12.2012 * 📅

Description:
[   ]

☐ **Express payment**

Payee's Account:
[   ] 19 *

Bank Code: 0100 * 📒

Amount: 5653.50 * ✖

Payee's name: [   ]

Variable symbol: 556654

Constant Symbol: [   ]

Specific Symbol: [   ]

Message for Payee: [   ]

Message for Payer: [   ]

Payee's Account:
[   ] 46524 *

Bank Code: 0800 * 📒

Amount: 5234.65 * ✖

Payee's name: [   ]

Variable symbol: 4568541236

Constant Symbol: [   ]

Specific Symbol: 22555544

Message for Payee: [   ]

Message for Payer: [   ]

Payee's Account:
[   ] [   ] *

Bank Code: [   ] * 📒

Amount: [   ] * ✖

Payee's name: [   ]

Variable symbol: [   ]

Constant Symbol: [   ]

Specific Symbol: [   ]

Message for Payee: [   ]

Message for Payer: [   ]

* Mandatory data

[Default] [Continue] [Add Order]

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.

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).

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 Authorisation of the Domestic Bulk Order using the **Continue** button. Perform the Authorisation by the predefined Rights; the procedure is described in Part I of the User Guide.

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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 **From 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
From 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.
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 Order amounts (fill in both fields).
Status	Select the required status of the Domestic Bulk Order (see chapter III).
Bulk Order Number	You can enter the identification number assigned to the Domestic Bulk Order after its import 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 **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 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** – printing is performed in the same manner as described in chapter IV. 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 Bulk Payment Order

Due Date	Client´s Account	Payee's account	Payee´s Bank Code	Amount	Bulk payment number	Order Type	Status	Action
30.08.2012	30009	46524	0800	523.254,65 CZK	397355	Manual	ACCOK	🔍
30.08.2012	30009	19	0100	5.653,50 CZK	397355	Manual	ACCOK	🔍

List of Payments of Bulk Payment Order

Due Date	Client´s Account	Payee's account	Payee´s Bank Code	Amount	Bulk payment number	Order Type	Status	Action
21.12.2012	40004	40003	6000	413,00 CZK	397869	Imported	WAITMATUR	🔍
21.12.2012	40004	40003	6000	412,00 CZK	397869	Imported	WAITMATUR	🔍
21.12.2012	40004	30009	6000	411,00 CZK	397869	Imported	WAITMATUR	🔍

Clicking on **Detail** will display the details of the individual items from the selected Domestic Bulk Order.

Due Date	Client´s Account	Payee's account	Payee´s Bank Code	Amount	Bulk payment number	Order Type	Status	Action
30.08.2012	30009	46524	0800	523.254,65 CZK	397355	Manual	ACCOK	🔍

Clicking on the **Back** button will return you to the initial list of items of the Domestic Bulk Order. The displayed data can also be printed by clicking on **Print** – printing is performed in the same manner as described in chapter IV.

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Payment Detail

Client´s Account Name:	BÚ TESTOVACÍ KLIENT S.R.O.
Client´s Account:	30009
Currency:	CZK
Account type:	Current account
Payee's account:	46524
Payee´s Bank Code:	0800
Payee's name:	
Due Date:	30.08.2012
Date of entry:	30.08.2012
Amount:	523.254,65 CZK
Variable symbol:	4568541236
Constant Symbol:	
Specific Symbo:	22555544
Message for Payer:	
Message for Payee:	
Priority:	standard
Status:	ACCOK
Payment no.:	302.7.397355.2

Back   **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 **Rights** button will display the progress of Authorization (see Part I of the User Guide) and clicking on the **View Processing Status History** button will display the progress of the processing of the Domestic Bulk Order (see below). The displayed data can also be printed by clicking on **Print** – printing is performed in the same manner as described in chapter IV.

List of Payments of Bulk Payment Order

Due Date	Client´s Account	Payee's account	Payee´s Bank Code	Amount	Bulk payment number	Order Type	Status	Action
30.08.2012	30009	46524	0800	523.254,65 CZK	397355	Manual	ACCOK	
30.08.2012	30009	19	0100	5.653,50 CZK	397355	Manual	ACCOK	

Back   **Rights**   **View Processing Status History**   **Print**

You can close the window with the history of the processing of the Domestic Bulk Order by clicking on **Close**.

C. Domestic Direct Debit Orders

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

Place a new Domestic Direct Debit Order by clicking on **New Order** (see para 1). You can modify the display of previously placed Domestic Direct Debit Orders by clicking on **Filter** (see para 2).

1.   Placing a Domestic Direct Debit Order

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

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 may be rejected due to formal errors after transmission to the Bank or to the CNB.

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 serves to enter the account prefix (eleventh to sixteenth number positions counted from the right) and can remain blank. The second field serves 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.
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 – this will appear in the Payer's account statement
Message for Beneficiary	Here you can enter a description for your needs – it will not appear in the Payer's account statement.
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 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 Authorisation of the Domestic Direct Debit Order by clicking on **Submit**.

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Domestic Direct Debit Order

Template:	Select Template
Beneficiary´s Account:	123456789 - BÚ TESTOVACÍ KLIENT S.R.O. - CZK *
Payer's Account Number:	30009 *
Debit Account Bank Code:	6000 *
Amount:	439.00 CZK *
Value Date:	21.12.2012 *
Variable Symbol:	7
Constant Symbol:	8
Specific Symbol:	9
Message for Payer:	
Message For Beneficiary:	invoice - december 2012
Template Name:	

*Mandatory details

[Clear] [Submit] [Save Template]

Perform Authorisation 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.

Value Date	Beneficiary´s Account	From Account	Bank Code	Amount	Status	Direct Debit Order ID ▲	Action
21.12.2012	50026	30009	6000	439,00 CZK	ACCEPTED	304.7.397887.1	

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

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.

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 Number	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 Order was paid.
Status	Select the required status of the Domestic Direct Debit Order (see chapter III).
Variable symbol Specific symbol	The symbols of the Domestic Direct Debit Order 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.**

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** – printing is performed in the same manner as described in chapter IV. Clicking on **Detail** will display the details of the selected Domestic Direct Debit Order.

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Domestic Direct Debit Orders

New Order   Filter   Clear filter   Print

Amount from:	**1.000,00**

Value Date	Beneficiary´s Account	From Account	Bank Code	Amount	Status	Direct Debit Order ID ▲	Action
04.10.2012	30009	50026	6000	6.351,00 CZK	ACCEPTED	304.7.397582.1	🔍 ✏️

Clicking on the **Back** button will return you to the initial screen of Domestic Direct Debit Orders. The displayed data can also be printed by clicking on **Print** – printing is performed in the same manner as described in chapter IV. 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 para 1).

Order detail

Beneficiary´s Account:	**30009**
Currency:	**CZK**
Account Type:	**Current account**
From Account:	**¹50026**
Bank Code:	**6000**
Payment Sent Date:	**20.12.2012**
Value Date:	**20.12.2012**
Amount:	**728,00 CZK**
Variable Symbol:	**9**
Constant Symbol:	**8**
Specific Symbol:	**7**
Message for Payer:	
Message For Beneficiary:	
Status:	**ACCOK**
Direct Debit Order ID:	**304.7.397879.1**

Back   **Print**   **Copy**

D.   Domestic Standing Orders

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

- ▶ Accounts
- ▶ Transaction History
- ▶ Statements
- ☑ Payment Orders
  - One-off Domestic Payment Orders
  - Bulk Domestic Payment Orders
  - Domestic Direct debit Orders
  - Domestic Standing Orders

Domestic Standing Orders

Place new order   Filter   Clear Filter   List of Requests   Print

Next payment date	Client´s Account	Payee's Account	Payee´s Bank Code	Amount	Description	Frequency	Status	Action
	50018	30009	6000	30,00 CZK	převod měsíčně	Monthly	Active	🔍 ✏️ ✖
14.01.2013	30009	40004	6000	55,00 CZK		Monthly	Active	🔍 ✏️ ✖

Place a new Domestic Standing Order by clicking on **Place new order** (see para 1); change the Domestic Standing Order by clicking on **Change** (see para 2); terminate the Domestic Standing Order by clicking on **Delete** (see para 3); you can display requests for new Domestic Standing Orders, their change or cancellation and requests waiting for Authorisation by another User by clicking on **List of requests** (see para 4), or modify the displaying of previously placed Domestic Standing Orders by clicking on **Filter** (see para 5).

1.   Placement of a Domestic Standing Order

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

Domestic Standing Orders   ? Help

Place new order   Filter   Clear Filter   List of Requests   Print

The form for placing 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 may be rejected due to formal errors after transmission to the Bank or to the CNB.

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.
Client's Account	Select the number of your account (the Payer's Account) from which payment of the Domestic Standing Order is to be made.
Payee's Account	Enter the Beneficiary's account number. The first field serves to enter the account prefix (eleventh to sixteenth number positions counted from the right) and can remain blank. The second field serves to enter the account number (first to tenth number positions counted from the right) and is mandatory.
Payee's Bank Code	Enter the Beneficiary's bank code or select one from the list.
Frequency	Select the required frequency of payments under the Domestic Standing Order here.
Amount	Enter the amount of the Domestic Standing Order (CZK is the default currency).
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 Payee	Here you can enter a description for the Beneficiary – this information will not appear in the Payer's account statement.
Message for Payer	Here you can enter a description for your needs – it will appear in the Payer's account statement; the Beneficiary will not see it.
Date of first payment	Enter the date when the first payment under the Domestic Standing Order is to be made. Further payments according to the entered frequency will be based on this date.
Termination date	Here you can enter the termination 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.

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

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

Domestic Standing Payment Order

Description:	TV licence fee
Client´s Account:	123456789 - BÚ TESTOVACÍ KLIENT S.R.O. ∨ *
Payee's Account:	30009 *
Payee´s Bank Code:	6000 *
Frequency:	Monthly ∨ *
Amount:	135 CZK *
Variable symbol:	2565549
Constant Symbol:	
Specific Symbol:	
Message for payee:	
Message for Payer:	television licence fee
Date of first payment:	07.01.2013 ☷ *
Termination date:	☷

* Mandatory details

Back | Default | Continue

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

2. Changing a Domestic Standing Order

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

!!! ATTENTION !!!
A change of a Domestic Standing Order can be performed no later than by the end of the Business Hours on the Business Day preceding the Maturity Date (next subsequent payment) of the Domestic Standing Order. Changes requested after this time limit will not be executed/will only be applicable as of the next subsequent payment. Otherwise, the Bank does not guarantee that the change will be projected in the next payment.

Next payment date	Client´s Account	Payee's Account	Payee´s Bank Code	Amount	Description	Frequency	Status	Action
	50018	30009	6000	30,00 CZK		Monthly	Active	

The details of the placed Domestic Standing Order will appear. Change entered details to new details or add details if they were not entered upon the entering of the Domestic Standing Order:

Field	Description
Amount	Here you can change the amount of 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
Termination date	Here you can enter the termination 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.

Other details of the Domestic Standing Order cannot be changed!!!! In this case, it is necessary to cancel the existing Domestic Standing Order and place a new one (in this case, return by clicking on **Back to list**).

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

Change of Domestic Standing Payment Order

Date of first payment: 03.10.2012

Description:

Amount: 32.00　CZK

Variable symbol: 3025684

Constant Symbol:

Specific Symbol: 8

Termination date: [　] 28

Back　Continue

When summarising the entered details, the system will also warn that a change or cancellation of the Domestic Standing Order on its Maturity Date might not be carried out by the Bank (see above). Perform Authorisation according to the defined Rights – the procedure is defined in Part I of the User Guide.

3.　Cancelling a Domestic Standing Order

You can cancel a Domestic Standing Order in one of two ways:
a) Enter the termination date as a change in the Domestic Standing Order according to para 2, or
b) Use the **Delete** icon in the row of the respective Domestic Standing Order.

!!! ATTENTION !!!
Cancellation of a Domestic Standing Order can be performed no later than by the end of the Business Hours on the Business Day preceding the Maturity Date (next subsequent payment) of the Domestic Standing Order. Cancellation requested after this time limit will not be executed/will only be applicable as of the next subsequent payment. Otherwise, the Bank does not guarantee that the next payment will not be made.

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

4.   Displaying requests for placement or change of a Domestic Standing Order

a)   Requests for setting up a Domestic Standing Order

Requests for the placement 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 POS, etc.) are not reflected in the list of requests displayed in IB.**

The left column shows the date of placing the request into IB and the type of request.

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** – printing is performed in the same manner as described in chapter IV.

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

Clicking on the **Back** button will return you to the preceding **List of Requests** screen. The displayed data can also be printed by clicking on **Print** – printing is performed in the same manner as described in chapter IV.

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Request for Domestic Standing Payment Order

Client´s Account:	51003
Currency:	CZK
Account type:	Current account
Payee's Account:	30009
Payee´s Bank Code:	6000
Date of first payment:	07.01.2013
Termination date:	
Frequency:	Monthly
Amount:	135,00 CZK
Description:	TV licence fee
Variable symbol:	2565549
Constant Symbol:	
Specific Symbol:	
Message for Payer:	television licence fee
Message for payee:	
Status:	PASSED
Idendification Number:	

Back Print

b) Requests for changes of Domestic Standing Order

Requests for changes of Domestic Standing Orders **placed through IB** 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.**

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

Domestic Standing Orders

Place new order   Filter Clear Filter List of Requests Print

Next payment date	Client´s Account	Payee's Account	Payee´s Bank Code	Amount	Description	Frequency	Status	Action
14.01.2013	2009730009	2009740004	6000	55,00 CZK		Monthly	Active	

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

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Domestic Standing Payment Order Detail

Client´s Account:	**30009**
Currency:	**CZK**
Account type:	**Current account**
Payee's Account:	**40004**
Payee´s Bank Code:	**6000**
Date of first payment:	**13.06.2012**
Date of Next Payment:	
Termination date:	
Frequency:	**Monthly**
Amount:	**55,00 CZK**
Description:	
Variable symbol:	**54355**
Constant Symbol:	
Specific Symbol:	**55528**
Message for Payer:	
Message for payee:	
Status:	**Active**
Idendification Number:	**922**

Back   **Print**   **Change History**

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** – printing is performed in the same manner as described in chapter IV.

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

Change History

Date of entry Request type	Client´s Account	Payee's Account	Payee´s Bank Code	Amount	Description	Frequency	Status	Action
01.11.2012 Edit	30009	40004	6000	55,00 CZK		Monthly	PASSED	🔍
30.08.2012 Edit	30009	40004	6000	555,00 CZK		Monthly	PASSED	🔍

Back   **Print**

Clicking on the **Back** button will return you to the preceding **Change History** screen. The displayed data can also be printed by clicking on **Print** – printing is performed in the same manner as described in chapter IV.

Change of Domestic Standing Payment Order

Client´s Account:	30009
Currency:	CZK
Account type:	Current account
Payee's Account:	40004
Payee´s Bank Code:	6000
Date of first payment:	13.06.2012
Termination date:	
Frequency:	Monthly
Amount:	55,00 CZK
Description:	
Variable symbol:	54355
Constant Symbol:	
Specific Symbol:	55528
Message for Payer:	
Message for payee:	
Status:	PASSED
Idendification Number:	

Back   Print

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.

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 **From Account** field (**All Accounts** is the default setting):

Field	Description
From Account	You can leave all the accounts or select one from the roll-box.
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).

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Field	Description
Beneficiary's Account number	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.
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.

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 **From account**. The system does not display this criterion. 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** – printing is performed in the same manner as described in chapter IV. Clicking on the **Detail** icon will display the details of the selected Domestic Standing Order.

Clicking on the **Back** button will return you to the initial **Domestic Standing Orders** screen. The displayed data can also be printed by clicking on **Print** – printing is performed in the same manner as described in chapter IV.

Domestic Standing Payment Order Detail

Client´s Account:	51003
Currency:	CZK
Account type:	Current account
Payee's Account:	30009
Payee´s Bank Code:	6000
Date of first payment:	07.01.2013
Date of Next Payment:	
Termination date:	
Frequency:	Monthly
Amount:	135,00 CZK
Description:	TV licence fee
Variable symbol:	2565549
Constant Symbol:	
Specific Symbol:	
Message for Payer:	television licence fee
Message for payee:	
Status:	Active
Idendification Number:	954

Back **Print** **Change History**

Clicking on the **Change History** button will display a list of changes made to the respective Domestic Standing Order – see para 4.b).

E.   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**.

Payment Order in Foreign Currencies within the Bank

Accounts
Transaction History
Statements
Payment Orders
One-off Domestic Payment Orders
Bulk Domestic Payment Orders
Domestic Direct debit Orders
Domestic Standing Orders
Payment Order in Foreign Currencies within the Bank

New Order   **Filter** **Clear filter** **Print**

Value Date	From Account	Beneficiary's Account Number	Amount	Status	Request ID ▲	Action
08.01.2013	50018	51011	123,00 USD	PASSED	321.7.397995.1	🔍 ✏️
08.01.2013	30009	51002	2.000,00 CZK	WAITAUTH	321.7.397994.1	🔍 ✏️
08.01.2013	54000	51038	412,00 GBP	WAITAUTH	321.7.397993.1	🔍 ✏️
08.01.2013	50018	51038	963,00 EUR	WAITAUTH	321.7.397992.1	🔍 ✏️
08.01.2013	50018	51011	123,00 USD	WAITAUTH	321.7.397991.1	🔍 ✏️
19.09.2012	50018	51038	5.000,00 EUR	ACCEPTED	321.7.397503.1	🔍 ✏️

You can place a new Intrabank Order in Foreign Currency by clicking on **New order** (see para 1). You can modify the display of previously placed Intrabank Orders in Foreign Currency by clicking on **Filter** (see para 2).

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

1.   Placing an Intrabank Order in Foreign Currency

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

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 may be rejected due to formal errors after transmission to the Bank.

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.
From 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 Number	Enter the Beneficiary's account number. The first field serves to enter the account prefix (eleventh to sixteenth number positions counted from the right) and can remain blank. The second field serves 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 ONE OF THE ABOVE ACCOUNTS, OTHERWISE THEY WILL NOT BE EXECUTED!!!**
Message for Beneficiary	Here you can enter a description of the payment for the Beneficiary's needs – this information will not appear in the Payer's statement.
Message 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.

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**.

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If you wish to save the Intrabank Order in Foreign Currency as a template, click on **Save template – <u>all the entered details including the amount, etc., if these fields are entered, will be saved as a template</u>**. 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 Authorisation of the Intrabank Order in Foreign Currency by clicking on **Continue**.

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

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.

Value Date	From Account	Beneficiary's Account Number	Amount	Status	Request ID ▲	Action
08.01.2013	50018	51038	753,12 EUR	WAITAUTH	321.7.397997.1	

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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 Authorisation of the Intrabank Order in Foreign Currency using the **Continue** button. Perform the Authorisation by the predefined Rights; the procedure is described in Part I of the User Guide.

Intrabank Payment Order in Foreign Currencies

Template:	**No template available**
From Account:	123456789 - TESTOVACÍ KLIENT S.R.O. - EUR ✱
Beneficiary's Account Number:	51038 ✱
SWIFT:	**PMBPCZPP** **Due Date:** 08.01.2013 28 ✱
Amount:	753,12 ✱ **Currency:** EUR ✱
Charges:	**OUR**
Message for Beneficiary:	registration fee
Message for Bank:	
Template Name:	

✱ **Mandatory details**

Clear   Submit   Save Template

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.

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 From **Account** field must be filled in or selected (**All Accounts** is the default setting):

Field	Description
From 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 number	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 Foreign Currency Transfers**. 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 **From 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.**

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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** – printing is performed in the same manner as described in chapter IV. Clicking on the **Detail** icon will display the details of the selected Intrabank Order in Foreign Currency.

Payment Order in Foreign Currencies within the Bank

? Help

New Order   Filter   Clear filter   Print

Currency: EUR

Value Date	From Account	Beneficiary's Account Number	Amount	Status	Request ID ▲	Action
09.01.2013	50018	51038	963,00 EUR	WAITMATUR	321.7.397999.1	🔍 ✏️
08.01.2013	50018	51038	753,12 EUR	ACCEPTED	321.7.397997.1	🔍 ✏️
08.01.2013	54000	51038	412,00 EUR	ACCEPTED	321.7.397996.1	🔍 ✏️

Clicking on the **Back** button will return you to the initial Intrabank Orders in Foreign Currency screen. The displayed data can also be printed by clicking on **Print** – printing is performed in the same manner as described in chapter IV. 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 para 1.).

Order Detail

From Account:	'50018
Currency:	CZK
Account Type:	Current account
Beneficiary's Account Number:	51038
SWIFT:	PMBPCZPP
Payment Sent Date:	08.01.2013
Value Date:	09.01.2013
Amount:	963,00 EUR
Charges:	OUR
Message for Beneficiary:	
Message for Bank:	
Status:	WAITMATUR
Request ID:	321.7.397999.1

Back   Print   Copy

F.   Foreign Orders

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

You can place a new Foreign Order by clicking on **New order** (see para 1). You can modify the displaying of previously placed Foreign Orders by clicking on **Filter** (see para 2).

1.   Placing a Foreign Order

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

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

!!! 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.
From Account	Select the number of your account (the Payer's Account) from which the Foreign Order is to be executed.
Beneficiary's Account Number	Enter the Beneficiary's account number. **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).**

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Field	Description
SWIFT	Enter the BIC (the Beneficiary's bank's SWIFT code). **This field is mandatory in the case of Payment Transactions to EU/EEA countries in EU/EEA currencies and SEPA Payment Transactions (including payments to other banks in the Czech Republic).**
Due Date	The first possible Maturity Date will be entered automatically; it can be changed.
Amount	Enter the amount of the Foreign Order.
Currency	Enter the currency of the Foreign Order.
Beneficiary's Name and Address	Enter the designation / company name / first name and surname of the Beneficiary and address of their registered office / permanent residence, including the country. This is transferred to the SWIFT message as 4 lines containing 35 characters, we recommend taking this into consideration when filling in the data.
Country of Beneficiary's Bank	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**).
Name and Address of Beneficiary's Bank	You can enter the name and address of the Beneficiary's bank here. **This field is obligatory if the BIC (SWIFT code) is not stated.** It is transferred to the SWIFT message as 4 lines containing 35 characters, we recommend taking this into consideration when filling in the data.
Message for Beneficiary	Here you can enter a description for the Beneficiary. It is transferred to the SWIFT message as 4 lines containing 35 characters, we recommend taking this into consideration when filling in the data.
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. required correspondence bank, etc.), 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).
Charges	Select the type of fee. **In the case of Payment Transactions in EUR to EU/EEA countries and SEPA Payment Transactions (including payments to other banks in the Czech Republic), SHA is permissible only.** In the case of other Payment Transactions SHA or OUR fees can be stated.
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.:

Message for Bank - Entered unallowed character.

Beneficiary's Account Number - 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.

Name and Address of Beneficiary's Bank - Entered unallowed character.

Message for Beneficiary - Entered unallowed character.

Beneficiary´s Name and Address - 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.

SWIFT - Entered unallowed character.

If you wish, you can either delete all the entered details (if 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 – <u>all of the entered details including the amount, etc. if entered will be saved in the template</u>**. 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 Authorisation of the Foreign Order by clicking on **Submit**.

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Foreign Payment Order

Template:	No template available
From Account:	123456789 - TESTOVACÍ KLIENT S.R.O. - CZK ▼ *
Beneficiary's Account Number:	CZ12600000000051002 *
SWIFT:	PMBPCZPP
Due Date:	10.01.2013 📅 *
Amount:	423.87 *
Currency:	GBP *
Beneficiary´s Name and Address:	TESTOVACI KLIENT / ULICE 15 / PRAHA 1 / CESKA REPUBLIKA *
Country of Beneficiary's Bank:	DE *
Name and Address of Beneficiary's Bank:	
Message for Beneficiary:	
Message for Bank:	
Charges:	SHA ▼ *
Template Name:	

* Mandatory details

[Clear] [Submit] [Save Template]

Perform Authorisation 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.

Due Date	From Account	Beneficiary's Account Number	SWIFT	Amount	Status	Payment Number ▲	Action
10.01.2013	50026	CZ126000000000051002	PMBPCZPP	152,36 EUR	WAITMATUR	305.7.398025.1	

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 Authorisation of the Foreign Order using the **Submit** button. Perform the Authorisation by the predefined Rights; the procedure is described in Part I of the User Guide.

Foreign Payment Order

Template:	**No template available**
From Account:	123456789 - TESTOVACÍ KLIENT S.R.O. - CZK ⌄ *
Beneficiary's Account Number:	CZ12600000000051002 *
SWIFT:	PMBPCZPP
Due Date:	10.01.2013 📅 *
Amount:	423.87 *
Currency:	GBP *

Beneficiary´s Name and Address:

TESTOVACI KLIENT
ULICE 15
PRAHA 1
CESKA REPUBLIKA
*

Country of Beneficiary's Bank: DE *

Name and Address of Beneficiary's Bank:

Message for Beneficiary:

Message for Bank:

Charges: SHA ⌄ *

Template Name:

* Mandatory details

Clear   Submit   Save Template

2. Displaying previously placed Foreign Orders

Previously entered Foreign Orders are displayed automatically when clicking on **One-off Foreign Payment 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 **From Account** field (**All Accounts** is the default setting) must be filled in or selected:

Field	Description
From 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).
SWIFT	You can enter the 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 number	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 **One-off Foreign Payment Orders** homepage by clicking on **Back**. After entering the required criteria, click on **Submit**.

The system first summarises the entered filter criteria with the exception of criteria **All Accounts** in the field **From 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** – printing is performed in the same manner as described in chapter IV. Clicking on the **Detail** icon will display the details of the selected Foreign Order.

Pressing the **Back** button will return you to the original screen, **One-off Foreign Payment Orders**. The displayed data can be printed using the **Print** button – printing is performed in the same manner as described in chapter IV. Using the **Copy** button you can create a copy of the selected Foreign Order, thereby entering a new Foreign Order (see para 1.).

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Order Detail

From Account:	50026
Currency:	CZK
Account Type:	Current account
Beneficiary's Account Number:	CZ12600000000051002
SWIFT:	PMBPCZPP
Beneficiary´s Name and Address:	TESTOVACI KLIENT ULICE 15 PRAHA 1 CESKA REPUBLIKA
Country of Beneficiary's Bank:	CZ
Name and Address of Beneficiary's Bank:	
Payment Sent Date:	09.01.2013
Due Date:	10.01.2013
Amount:	152,36 EUR
Message for Beneficiary:	
Message for Bank:	
Charges:	SHA
Status:	WAITMATUR
Payment Number:	305.7.398025.1

Back | Print | Copy

G. Foreign Bulk Orders

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

Bulk Foreign Payment Orders

Bulk Order Import   Filter | Clear filter | Print

Date and time of entry / Due Date	Client´s Account	Order Description	Submitter	Number of payments	Status	Action
08.01.2013 09.01.2013	54000		PANKRÁC ÚTERNÍ	1	ERROR	
08.01.2013 09.01.2013	40004		PANKRÁC ÚTERNÍ	1	ACCEPTED	
08.01.2013 09.01.2013	40004		PANKRÁC ÚTERNÍ	1	ERROR	
08.01.2013 09.01.2013	40004		PANKRÁC ÚTERNÍ	1	ERROR	
08.01.2013 09.01.2013	40004		PANKRÁC ÚTERNÍ	2	ERROR	
08.01.2013 09.01.2013	40004		PANKRÁC ÚTERNÍ	1	ACCEPTED	
08.01.2013 09.01.2013	40004		PANKRÁC ÚTERNÍ	1	ERROR	

Menu items: Accounts, Transaction History, Statements, Payment Orders, One-off Domestic Payment Orders, Bulk Domestic Payment Orders, Domestic Direct debit Orders, Domestic Standing Orders, Payment Order in Foreign Currencies within the Bank, One-off Foreign Payment Orders, Bulk Foreign Payment Orders, Payment Cancellation

You can import a new Foreign Bulk Order in the form of a Batch using the **Bulk Order Import** button (see para 1.). You can modify the display of previously placed Foreign Bulk Orders by clicking on **Filter** (see para 2.).

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.:
- **The Beneficiary's account number must be in the IBAN format,**
- **BIC of the Beneficiary's Bank, i.e., PPF banka a.s. – PMBCZPPXXX, must be specified.**

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 **Bulk Order Import** to import a Batch.

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.

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

Field	Description
Client'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 *Client'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	Enter the path to the file with the Batch or 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 Authorised – either an icon to generate an SMS code or to load a Certificate and enter the PIN will appear. Thereupon you can import the Batch by clicking on **Import**.

Import of Bulk Payment Order

Client´s Account:	Remitter account number from import file
File format:	CSV format
File Path:	J:\500-ProvozAIT\560-OdborManagementuPlatebnichSluzeb\HANA\F [Browse]
Description:	invoices - january 2013

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

[Back] [Clear] [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).

Bulk Foreign Payment Orders

? Help

[Bulk Order Import]   [Filter] [Clear filter] [Print]

The Batch is successfully loaded with status "REC".

Date and time of entry Due Date	Client´s Account	Order Description	Submitter	Number of payments	Status	Action
10.01.2013	30009	invoices - january 2013	HENRY WHITE		REC	
10.01.2013	40004	invoices - january 2013	HENRY WHITE		REC	
10.01.2013	30009	invoices - january 2013	HENRY WHITE		REC	
10.01.2013	40004	invoices - january 2013	HENRY WHITE		REC	

To Authorise the Foreign Bulk Order, it is necessary to click on **Foreign Bulk Payment Orders** again. The data will be updated in the overview of placed Foreign Bulk Orders. Separate Foreign Bulk Orders must be Authorised 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 Authorised – the procedure is described in Part I of the User Guide

2.   Displaying previously placed Foreign Bulk Orders

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

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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 **From 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
From 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 chapter III.).
Bulk Order Number	You can enter the identification number assigned to the Foreign Bulk Order after its import 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 **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 **From 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** – printing is performed in the same manner as described in chapter IV. Clicking on **Detail** will display the details of the selected Foreign Bulk Order.

Bulk Foreign Payment Orders

Bulk Order Import

| Filter | Clear filter | Print |

| Date from: | 01.01.2013 |
| Date to: | 10.01.2013 |

Date and time of entry Due Date	Client´s Account	Order Description	Submitter	Number of payments	Status	Action
10.01.2013 10.01.2013	30009	invoices - january 2013	JURIJ GAGARIN	1	ACCEPTED	🔍
10.01.2013 10.01.2013	40004	invoices - january 2013	JURIJ GAGARIN	3	ACCEPTED	🔍
10.01.2013 11.01.2013	30009	invoices - january 2013	JURIJ GAGARIN	2	WAITMATUR	🔍

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** button in the list of items of the Foreign Bulk Order will return you to the original screen, **Foreign Bulk Payment Orders**. Clicking on the **Rights** button will display the progress of Authorisation (see Part I of the User Guide) and clicking on the **View Processing Status History** button will display the progress of the processing of the Foreign Bulk Order. The displayed data can also be printed by clicking on **Print** – printing is performed in the same manner as described in chapter IV.

List of Payments of Bulk Payment Order

Due Date	Client´s Account	Payee's account	SWIFT	Amount	Status	Bulk payment number	Action
10.01.2013	40004	SK3302000000012351	SUBASKBX	124,65 EUR	ACCOK	398043	🔍
10.01.2013	40004	CZ9001000000040231	KOMBCZPPXXX	124,65 EUR	ACCOK	398043	🔍
10.01.2013	40004	CZ1260000000051002	PMBACZPPXXX	41,65 CZK	ACCOK	398043	🔍

| Back | Rights | View Processing Status History | Print |

Clicking on the **Back** button in the payment detail, you will return to the initial list of items of the Foreign Bulk Order. The displayed data can also be printed by clicking on **Print** – printing is performed in the same manner as described in chapter IV.

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Payment Detail

Client´s Account:	**000000 40004**
Currency:	**CZK**
Account type:	**Current account**
Payee's account:	**SK3302000000000000012351**
SWIFT:	**SUBASKBX**
Name and address of payee:	**JANKO HRASKO U NAMESTI 20 PRESOV 25 0 00 SLOVAKIA**
Country of payee's bank:	**the Slovak Republic**
Name and address of payee's bank:	**VSEOBECNA UVEROVA BANKA**
Date of entry:	**10.01.2013**
Due Date:	**10.01.2013**
Amount:	**124,65 EUR**
Message for Payee:	**FAKTURA 56/2012 Z 15.1.2012**
Message for the bank:	
Charges:	**SHA**
Status:	**ACCOK**
Payment no.:	**306.7.398043.3**

Back   Print

You can close the window with the history of the processing of the Foreign Bulk Order by clicking on **Close.**

Processing Status History

Submitter	Type of Action	Date and time	Details	Additional Information
JURIJ GAGARIN	Signing Right added - still Applicable	10.01.2013 11:35:01		
HENRY WHITE	Signing Right added - still Applicable	10.01.2013 11:47:11		
HENRY WHITE	rights change	10.01.2013 11:47:11	White_Dove_spolu bez omezení	
HENRY WHITE	rights change	10.01.2013 11:47:11	Bond_White_jointly no restrictions	
PANKRÁC ÚTERNÍ	Signing Right added - still Applicable	10.01.2013 11:47:58		
PANKRÁC ÚTERNÍ	rights change	10.01.2013 11:47:58	Úterní_samostatně bez omezení	
PROCESS	Automatic Change of Status	10.01.2013 11:48:42	WAITAUTH Waiting for the Bank authorisation.	Information: ;
PROCESS	Automatic Change of Status	10.01.2013 12:05:44	ACCEPTED Accomplished.	Information: ;

Close

V. 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 Article A.); change a template by clicking on **Change** (see Article B.); delete a template by clicking on the **Delete** icon (see Article C.); you can modify the displaying of already created templates by clicking on **Filter** (see Article D.).

A. 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) and for Standing Orders.** 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 chapter IV.), with the exception of the Payment Order 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 authorisation).

B. Change of the Payment Order template

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

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 Authorisation).

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C.   Deleting a Payment Order template

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

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**.

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

D. 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.

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.