



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

## Part VI: Payment Cards

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## I. Introduction

For greater clarity, this User Guide is divided into several parts, which constitute separate documents. This part describes the display of data on debits payment cards (hereinafter referred to as “Card”) in 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 or phrases beginning 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, and also terms, abbreviations or phrases in *Business Conditions for Payment Cards of PPF banka a.s.*

## II. Users' access to details on DPC

In the Authorisation, the Client can specify the extent to which individual Users will have access to data on Cards. The following options can be selected:

- Do not display the Card to the User at all; or
- Display to the User only the Cards of which the User is Holder and which have been issued with a current account to which the User has access via IB; or
- Display to the User all Cards issued with all current accounts to which the User has access via IB.

For all Users for whom access to IB had been set up before 9 August 2012 when this functionality was implemented in IB, data on the Cards of which these Users are Holders and which had been issued with the current accounts to which these Users have access via IB were made available in IB. This setting can be changed by an addition to the User's Authorisation (see above).

## III. Display of debit payment cards

To display a Card, click on **Payment Cards** – then, the **Debit Payment Cards** option will automatically be shown together with a list of active Cards (i.e., Cards with the **Active** status), see Article [A](#). Below the **Inactive Cards** on the right-hand side of the screen, data on already inactive Cards (i.e., Cards with the **Inactive** status) can be displayed, see Article [B](#).

**Debit Payment Cards**

Accounts  
Transaction History  
Statements  
Payment Orders  
**Payment Cards**  
Debit Payment Cards  
Unsuccessful Card Transactions  
Notice  
Communication with the Bank  
Settings  
Guides and Instructions

Help

Inactive Cards

Card number	Card Holder	Total Weekly Limit	Drawing	Card status	Action
5458 54xx xxxx 6910	PANKRÁC ÚTERNÍ	100.000,00 CZK	14.325,43 CZK	Active	
5458 54xx xxxx 4330	HENRY WHITE	100.000,00 CZK	31.591,52 CZK	Active	
5457 36xx xxxx 1691	IVAN GROZNYJ	300.000,00 CZK	0,00 CZK	Active	
5457 36xx xxxx 0170	JANE DOVE	200.000,00 CZK	0,00 CZK	Active	
5457 36xx xxxx 7594	ŽOFIE PÁTEČNÍ	300.000,00 CZK	0,00 CZK	Active	






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Payment cards can have the following status:

Verbal identification	Description
Active	The Card is active and functioning and can be used
Inactive	The Card is already inactive and cannot be used. The Card has this status when the standard period of its validity has expired, the Client or Card Holder has requested its early renewal or has returned the Card, or the Card was cancelled on the Bank's or the Client's initiative.
Inactive – lost	The Card is already inactive and cannot be used. The Card has this status when the Card was cancelled because of loss.
Inactive – stolen	The Card is already inactive and cannot be used. The Card has this status when the Card was cancelled because of theft.

## A. Display of active Cards

In the list of active Cards, click on the **Detail** icon in the **Action** column in the row of the selected Card to see more detailed information about the Card.

Debit Payment Cards						? Help
						Inactive Cards
Card number	Card Holder	Total Weekly Limit	Drawing	Card status	Action	
5458 54xx xxxx 6910	PANKRÁC ÚTERNÍ	100.000,00 CZK	14.325,43 CZK	Active		
5458 54xx xxxx 4330	HENRY WHITE	100.000,00 CZK	31.591,52 CZK	Active		
5457 36xx xxxx 1691	IWAN GROZNYJ	300.000,00 CZK	0,00 CZK	Active		
5457 36xx xxxx 0170	JANE DOVE	200.000,00 CZK	0,00 CZK	Active		
5457 36xx xxxx 7594	ŽOFIE PÁTEČNÍ	300.000,00 CZK	0,00 CZK	Active		

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Following the above steps, the Payment Card Detail screen will show detailed information on the selected Card, in particular the Card Limits and the draw down, Card validity, insurance policies taken out, the current account with which the Card has been issued, etc.

Payment Card Detail		
Card Limit	Limit Amount	Drawing of Limit
ATM Limit	100.000,00 CZK	5.200,00 CZK
POS Limit	10.000,00 CZK	9.125,43 CZK
<b>Total Weekly Limit</b>	<b>100.000,00 CZK</b>	<b>14.325,43 CZK</b>
<hr/>		
Card number:	5458 54xx xxxx 6910	
Card type:	MasterCard Embossed Card	
Card Holder:	PANKRÁC ÚTERNÍ	
Card valid from:	1/2013	
Card valid to:	1/2016	
Card status:	Active	
Card Insurance:		
Travel Insurance:		
E-commerce Transactions:	Unallowed	
Contactless Transaction:	Allowed	
Displaying CA balance via ATM:	Allowed	
Card Automatic Renewal:	Set	
Main CA number:	000000 30009	
Main CA currency:	CZK	
Associated CA number:		
Associated CA currency:		
<div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 5px;"> <span style="background-color: #4a5a7a; color: white; padding: 5px 10px; margin-right: 5px;">Settled Transactions</span> <span style="background-color: #4a5a7a; color: white; padding: 5px 10px; margin-right: 5px;">Card Transaction Blocking</span> <span style="background-color: #4a5a7a; color: white; padding: 5px 10px;">Unsuccessful Transactions</span> </div> <div style="display: flex; justify-content: center; margin-top: 5px;"> <span style="background-color: #4a5a7a; color: white; padding: 5px 10px; margin-right: 5px;">Back</span> <span style="background-color: #4a5a7a; color: white; padding: 5px 10px;">Print</span> </div>		

The bottom part of the Payment Card Detail screen shows buttons for displaying Payment Transactions executed using the selected Card: **Settled Transactions**, **Card Transaction Blocking** and **Unsuccessful Transactions**. Details related to these buttons are set out in Chapter [IV](#).

Clicking on the **Back** button will return you to the first screen, **Debit Payment Cards**. The displayed Card details can be printed out using the **Print** button. Clicking on this button will open a separate window with print preview; for printout, click on the **Print** button. After printing, close the window by clicking on the X in the upper right-hand corner of the window.

Card Limit	Limit Amount	Drawing of Limit
ATM Limit	100.000,00 CZK	5.200,00 CZK
POS Limit	10.000,00 CZK	9.125,43 CZK
Total Weekly Limit	100.000,00 CZK	14.325,43 CZK

Card number: 5458 54xx xxxx 6910

Card type: MasterCard Embossed Card

Card Holder: PANKRÁC ÚTERNÍ

Card valid from: 1/2013

Card valid to: 1/2016

Card status: Active

Card Insurance:

Travel Insurance:

E-commerce Transactions: Unallowed

Contactless Transaction: Allowed

Displaying CA balance via ATM: Allowed

Card Automatic Renewal: Set

Main CA number: 000000 30009

Main CA currency: CZK

Associated CA number:

Associated CA currency:

## B. Display of inactive Cards

In the list of inactive Cards, click on the **Detail** icon in the **Actions** column on the row of the particular Card to display more detailed information on the selected Card. Payment Card Details are the same as for active Cards and can also be printed out, see Article [A](#).

Clicking on the **Back** button will return you to the list of active Cards.

## Inactive Debit Payment Cards

Card number	Card Holder	Card valid from	Card valid to	Card status	Action
5458 54xx xxxx 2277	HENRY WHITE	1/2013	1/2016	Inactive	
5458 54xx xxxx 3584	BONIFÁC ČTVRTEČNÍ	10/2010	10/2013	Inactive	
5458 54xx xxxx 3174	JURIJ GAGARIN	10/2010	10/2013	Inactive	
5458 54xx xxxx 2024	BONIFÁC ČTVRTEČNÍ	5/2012	5/2015	Inactive - lost	
5458 54xx xxxx 4799	JURIJ GAGARIN	5/2012	5/2015	Inactive - stolen	

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## IV. Payment transactions made using a Card

Information about Payment Transactions made using a Card is available in IB. This information can also be displayed directly from the Payment Card Detail screen (see Chapter III, Article [A.](#)):

- Payment Transactions made using a Card are first displayed in **Card Transaction Blocking**. Payment Transactions are displayed there pending their settlement, see Article [A.](#),
- executed Payment Transactions that will be processed on the current day, see Article [B.](#),
- executed Payment Transactions that have been processed, see Article [C.](#),
- Payment Transactions that have been rejected, see Article [D.](#)

### A. Blocking related to Payment Transactions made using a Card

In the **Transaction History** option click on the **Card Transaction Blocking** option to display the Payment Transactions, made using the Card, which are waiting for processing. The **Filter** button will help you to adjust their display.

If you have used the **Card Transaction Blocking** button in Payment Card Detail, Payment Transactions made using only this Card will automatically be selected there.

Details on this option are specified in Part IV. of the User Guide.

- Accounts
- Transaction History
- Settled Transaction List
- Today's Turnovers
- Card Transaction Blocking
- Statements
- Payment Orders
- Payment Cards
- Notice
- Communication with the Bank
- Settings
- Guides and Instructions

### Card Transaction Blocking

Filter
Clear Filter
Print

Date from:	28.12.2012						
Date to:	28.01.2013						
Date of Transaction	Card number	Client's Account	Account type	Payment Information	Amount	Currency	Transaction type
25.01.2013	5458 54xx xxxx 4330	2009740004	Current account	545854xxxxxx4330 WHITE DE,Dresden Jeans Live Mode	- 2.047,16	CZK	Card transaction - blockation 79,99 EUR 25.01.2013/_22984
25.01.2013	5458 54xx xxxx 6910	2009730009	Current account	545854xxxxxx6910 ÚTERNÍ CZ,Praha 9 Datart International	- 490,00	CZK	Card transaction - blockation 25.01.2013/_22979
25.01.2013	5458 54xx xxxx 4330	2009740004	Current account	545854xxxxxx4330 WHITE US,Boston Member Financial Insti	- 20.000,00	CZK	Card transaction - blockation 25.01.2013/184278

## B. Payment Transactions made using a Card, which will be processed on the current day – today's turnover

On the day on which executed Payment Transactions are settled, they are transferred from **Card Transaction Blocking** to **Today's Turnovers**. These Payment Transactions are displayed there together with other Payment Transactions that will be settled on the current day. If you want to display only Payment Transactions made using a Card you need to adjust the selection using the **Filter** button – select the **Card Transactions** option in the **Transaction Type** field.

Displayed Payment Transactions can also be exported using the **Export XML** or **Export CSV** buttons.

Details on this option are specified in Part IV. of the User Guide.

The screenshot shows the 'Today's Turnovers' page. On the left is a navigation menu with 'Transaction History', 'Settled Transaction List', 'Today's Turnovers' (highlighted), 'Card Transaction Blocking', 'Statements', 'Payment Orders', 'Payment Cards', 'Notice', 'Communication with the Bank', 'Settings', and 'Guides and Instructions'. The main area is titled 'Today's Turnovers' and includes a 'Filter' button, 'Clear filter', and 'Print'. Below the title, 'Transaction Type' is set to 'Card Transactions'. A table displays the following data:

Date of Entry Value Date	Client's Account Account Type	Counterparty's Account Number Counterparty's Bank Code Counterparty's Account Name	VS CS SS	Transaction Information	Amount Currency Transaction Type
05.02.2013	30009			Card Transaction	- 1.110,50 CZK CARD
05.02.2013	Current account				
05.02.2013	30009			Card Transaction	- 1.200,00 CZK CARD
05.02.2013	Current account				
05.02.2013	40004			Card Transaction	- 190,00 CZK CARD
05.02.2013	Current account				

At the bottom of the table are 'Export XML' and 'Export CSV' buttons.

## C. Processed Payment Transactions made using a Card

In the **Transaction History** option click on the **Settled Transaction List** option to display the Payment Transactions made using a Card, which have already been settled. These Payment Transactions are displayed there together with other settled Payment Transactions. If you want to display only Payment Transactions made using a Card you need to adjust the selection using the **Filter** button.

If you have used the **Settled Transactions** button in Payment Card Detail, Payment Transactions made only by this Card will automatically be selected there.

Displayed Payment Transactions can also be exported using the **Export XML** or **Export CSV** buttons.

Details on this option are specified in Part IV. of the User Guide.

- Accounts
- Transaction History
- Settled Transaction List**
- Today's Turnovers
- Card Transaction Blocking
- Statements
- Payment Orders
- Payment Cards
- Notice
- FreeForms
- Communication with the Bank
- Settings
- Guides and Instructions

## Settled Transaction List

[Filter](#) [Clear filter](#) [Print](#)

Date from: **11.01.2013**

Date to: **11.02.2013**

Date of Entry Value Date	Client's Account Account Type	Counterparty's Account Number Counterparty's Bank Code Counterparty's Account Name	VS CS SS	Transaction Information	Amount Currency Transaction Type
05.02.2013	30009	545854xxxxxx6910 ÚTERNÍ		Card Transaction - ATM	- 1.200,00
05.02.2013	Current account	,PRAHA 4 RAIFFEISENBANK A.S.		05.02.2013/_22998	CZK CARD
05.02.2013	30009	545854xxxxxx6910 ÚTERNÍ		Card transaction - POS	- 1.110,50
05.02.2013	Current account	CZE,Brandys n.Lab Tesco Brandys nad L.		05.02.2013/_22999	CZK CARD
05.02.2013	40004	545854xxxxxx4330 WHITE		Card transaction - POS	- 190,00
05.02.2013	Current account	CZ,NERATOVICE NABYTEK, OBLUV		05.02.2013/_23000	CZK CARD
25.01.2013	40004	545854xxxxxx4330 WHITE		Card transaction - POS	- 10.247,76
25.01.2013	Current account	RUS,MOSKVA KADASHEVSKAYA HOTEL		16.200,00 RUB 405,21 EUR 25,290 25.01.2013/_22983	CZK CARD
25.01.2013	30009	545854xxxxxx6910 ÚTERNÍ		Card transaction - POS	- 43.205,44
25.01.2013	Current account	RUS,ST-PETERSBURG LOUIS VUITTON-KONUSHEN		68.300,00 RUB 1.708,40 EUR 25,290 25.01.2013/_22978	CZK CARD
25.01.2013	30009	545854xxxxxx6910 ÚTERNÍ		Card Transaction - ATM	- 5.200,00
25.01.2013	Current account	,PRAHA 4 RAIFFEISENBANK A.S.		25.01.2013/_22977	CZK CARD

[Export XML](#) [Export CSV](#)

## D. Unsuccessful Payment Transactions made using a Card

In the Payment Cards option click on the Unsuccessful Card Transactions option to display the Payment Transactions made using a Card, which were rejected. The Filter button will help you to adjust their display.

If you have used the Unsuccessful Transaction button in Payment Card Detail, Payment Transactions made only by this Card will automatically be selected there.

- Accounts
- Transaction History
- Statements
- Payment Orders
- Payment Cards**
- Debit Payment Cards
- Unsuccessful Card Transactions**
- Notice
- Communication with the Bank

## Unsuccessful Card Transactions

[Filter](#) [Clear Filter](#) [Print](#)

Date from: **28.12.2012**

Date to: **28.01.2013**

Date of Transaction	Card number	Amount	Currency	Transaction type	Reason for Rejection
25.01.2013	5458 54xx xxxx 6910	11.017,10	CZK	Card transaction - POS	TRANSACTION LIMIT EXCEED
25.01.2013	5458 54xx xxxx 4330	10.000,00	INR	Card Transaction - ATM	EXCEEDS WITHDRAWAL LIMIT
25.01.2013	5458 54xx xxxx 4330	200.000,00	CZK	Card transaction - POS	TRANSACTION LIMIT EXCEED


Clicking on the Filter button will display a field for entering the required criteria for displaying rejected Payment Transactions made using a Card.

For displaying them, you need to fill in and/or select at least the details in the Card number field (All payment cards is the default setting) and the Period field (Last month is the default setting), or, as the case may be, the Date from – Date to fields (dates for the last month is the default setting):

Field	Description
Card number	All Cards can be kept, or one can be selected from accounts in the roll box.
Period	<p><b>Last month</b> is the default setting here. Options:</p> <ul style="list-style-type: none"> <li>• Today: Will display Payment Transactions made on the preceding Business Day;</li> <li>• Last week: Will display Payment Transactions made in the last calendar week;</li> <li>• Current month: Will display Payment Transactions made in the current calendar month;</li> <li>• Last month: Will display Payment Transactions made in the past month (e.g., from 19 April 2012 to 19 May 2012);</li> <li>• Select a different period: Here you can enter a different period for which you want to display executed Payment Transactions; Payment Transactions made in the specified period will be displayed.</li> </ul>
Date from – Date to	Here you can enter the period for which you want to display executed Payment Transactions. Payment Transactions made in the specified period will be displayed.
Amount from – Amount to	Here you can enter the minimum amount of the Payment Transaction (fill in only the <b>Amount from</b> field), the maximum amount of the Payment Transaction (fill in only the <b>Amount to</b> field), or the range within which the Payment Transaction should fall (fill in both fields).



Should you enter incorrect data, you can delete all the hitherto entered data using the **Clear** button or you can click the **Back** button to go back to the first screen, **Unsuccessful Card Transactions**. Once you have entered the required criteria, click on the **Display** button.

## Filter

 Help

**Card number:**

**Period:**

**Date from:**   **Date to:**  

**Amount from:**  **Amount to:**

Back
Clear
Display

The system will first recapitulate the criteria entered for the filter and then display all unsuccessful Payment Transactions matching the criteria entered. **Unsuccessful Payment Transactions so selected will be displayed throughout the time the User is logged in, unless the selection criteria are changed or cleared.**

Entered criteria can be changed by clicking on the **Filter** button in the upper part of the screen. Clicking on the **Clear Filter** button will again display the list of all unsuccessful Payment Transactions. Displayed details can also be printed out using the **Print** button – printing takes place as described in Chapter III, Article [A](#).



## Unsuccessful Card Transactions Help

**Card number:** 5458 54xx xxxx 4330  
**Date from:** 28.12.2012  
**Date to:** 28.01.2013

Date of Transaction ▲	Card number	Amount	Currency	Transaction type	Reason for Rejection
25.01.2013	5458 54xx xxxx 4330	200.000,00	CZK	Card transaction - POS	TRANSACTION LIMIT EXCEED
25.01.2013	5458 54xx xxxx 4330	10.000,00	INR	Card Transaction - ATM	EXCEEDS WITHDRAWAL LIMIT

## V. Notifications of Payment Transactions made using a Card

The sending of notifications of Payment Transactions made using a Card can be set up in IB: **Notice on Successful Card Transaction** and **Notice on Unsuccessful Card Transaction**. Details are set out in Part III. of the User Guide.

### Create Notice

- Accounts
- Transaction History
- Statements
- Payment Orders
- Payment Cards
- Notice**
- Notice List
- Notice Settings
- Communication with the Bank
- Settings
- Guides and Instructions

**Notice Name:**

**Notice type:**

**Contact Type:**

**Contact:**