

USER GUIDE FOR INTERNETBANKING OF PPF banka a.s.

Part V: Payment Orders

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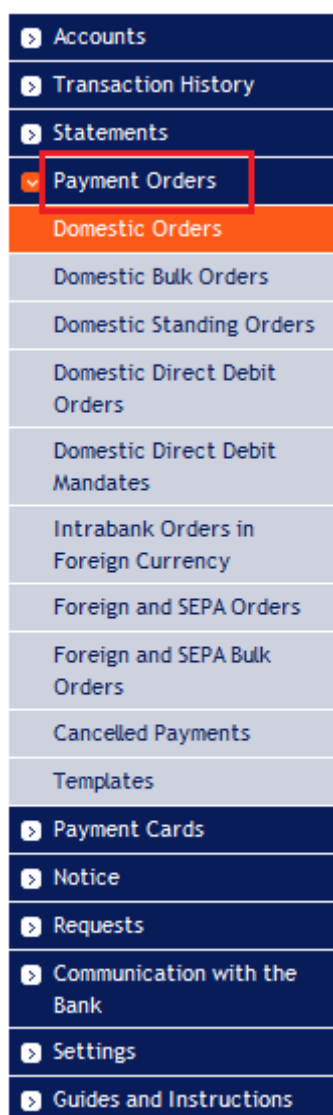
1. Introduction

For greater clarity, this User Guide is divided into several parts, which constitute separate documents. This part describes the Payment Orders entered through IB. Other information related to IB is provided in the other parts of the User Guide.

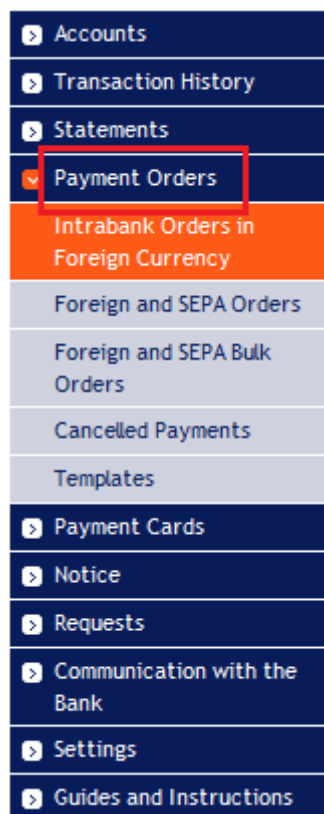
If the text of the User Guide contains terms, abbreviations of phrases starting with a capital letter, these shall have the meaning stipulated in the article Definition of Terms of the GBT and/or SBT, or the meaning specified in the individual provisions of the GBT and/or SBT and/or in this User Guide.

2. Options in the secondary menu for Payment Orders

If the User has access to a Client's Payment Accounts maintained in CZK and chooses **Payment Orders** in the primary menu, all the Payment Orders that the User can enter through IB are displayed in the secondary menu.



But if the User only has access to the Client's Payment Accounts maintained in a foreign currency and selects **Payment Orders** in the primary menu, only those Payment Orders that the User can enter through IB for a Payment Accounts maintained in a foreign currency are displayed in the secondary menu.










3. Functionalities common for all Payment Orders

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

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

If you move the mouse over the Status name, its more detailed description will be displayed.

| Maturity Date | Payer's Account | Beneficiary's Account | Bank Code | Amount | Status | Payment no. ▲ | Action |
|---------------|-----------------|-----------------------|-----------|--------------------|---|-----------------|---|
| 15.09.2016 | 37377 | 80008 | 0100 | 999.999.999,00 CZK | CANCELLED | 301.7.1256953.1 |   |
| 15.09.2016 | 37377 | 80008 | 6000 | 999.999.999,00 CZK | CANCELLED. Cancelled upon the Client's request. | | |
| 15.09.2016 | 37377 | 80008 | 6000 | 999.999.999,00 CZK | WAITFUNDS | 301.7.1256949.1 |    |
| 15.09.2016 | 37377 | 80008 | 0100 | 999.999.999,00 CZK | BANKCANC | 301.7.1256948.1 |   |

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

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

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





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

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



3.2. Actions



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

If you move the mouse over the icons, a more detailed description of their function will be displayed.

| Maturity Date | Payer's Account | Beneficiary's Account | Bank Code | Amount | Status | Payment no. ▲ | Action |
|---------------|-----------------|-----------------------|-----------|-------------------|-----------|-----------------|---|
| 21.09.2016 | 80008 | 80008 | 6000 | 1.000,00 CZK | WAITMATUR | 301.7.1257042.1 |     |
| 20.09.2016 | 80008 | 80008 | 6000 | 1.000,00 CZK | ACCEPTED | 301.7.1257041.1 |     Copy |
| 21.09.2016 | 80008 | 80008 | 6000 | 1.000,00 CZK | CANCELLED | 301.7.1257040.1 |     |
| 20.09.2016 | 80008 | 80008 | 6000 | 10.000.000,00 CZK | PARTSIG | 301.7.1257038.1 |     |

Clicking on these icons will launch the following actions:

| Icon | Action | Description |
|---|--------|---|
|  | Detail | Display details of the Payment Order/Batch/request. |
|  | Change | <u>For a Domestic Standing Order, Domestic Direct Debit Mandate and for Payment Order templates:</u> Change of a Domestic Standing Order, Domestic Direct Debit Mandate_or Payment Order template. IB displays the details of the placed Domestic Standing Order, Domestic Direct Debit Mandate_or Payment Order template which can be changed. |
| | Copy | <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 Authorize the Payment Order. |

| Icon | Action | Description |
|---|-----------|---|
|  | Authorize | Authorization of the placed Payment Order, Batch, or request. This icon appears only if the Payment Order/Batch/request requires authorization (e.g. if the Payment Order was placed by a User who cannot authorize Payment Orders himself, but only together with another User). |
|  | Cancel | <p><u>For a Domestic Order:</u></p> <p>Cancellation of a Domestic Order, which has already been accepted by the Bank for processing but is in the WAITFUNDS or WAITMATUR status.</p> <p><u>For a Domestic Standing Order and a Domestic Direct Debit Mandate:</u></p> <p>Cancellation of a Domestic Standing Order and a Domestic Direct Debit Mandate with "Active" status.</p> |
| | Delete | <p><u>For other Payment Orders (including a Domestic Order with a status other than WAITFUNDS or WAITMATUR, or a Domestic Standing Order and Domestic Direct Debit Mandate with a status other than "Active", and requests for the placement, change or cancellation of a Domestic Standing Order and Domestic Direct Debit Mandate with a status other than ACCEPTED), Batches, templates or requests:</u></p> <p>Deletion of the placed Payment Order, Batch, complete or request. This icon appears only if the Payment Order, Batch or request have not yet been authorized and/or transmitted to the Bank for processing. A template may be deleted at any time.</p> |

3.3. Print

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



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

PPF banka a.s. <https://ibs.ppfbanka.cz/PPFIBS32/Co> Search

PPF Print

| Maturity Date | Payer's Account | Beneficiary's Account | Bank Code | Amount | Status | Payment no. |
|---------------|-----------------|-----------------------|-----------|------------------|-----------|----------------|
| 22.09.2015 | 201311 | 20168 | 6000 | 10.000,00 CZK | CANCELLED | 301.7.685113.1 |
| 02.09.2015 | 201025 | 20102 | 6000 | 1.500,00 CZK | ACCEPTED | 301.7.684960.1 |
| 01.09.2015 | 200213 | 19 | 0100 | 22.222,00 CZK | ACCEPTED | 301.7.684897.1 |
| 28.08.2015 | 200213 | 19 | 0100 | 22.222,00 CZK | ACCEPTED | 301.7.684893.1 |
| 01.09.2015 | 200655 | 10214 | 0100 | 4.000.000,00 CZK | CANCELLED | 301.7.684891.1 |
| 28.08.2015 | 200655 | 10214 | 6000 | 4.000.000,00 CZK | CANCELLED | 301.7.684890.1 |
| 01.09.2015 | 201311 | 20168 | 0100 | 999,99 CZK | CANCELLED | 301.7.684885.1 |
| 01.09.2015 | 200655 | 10214 | 6000 | 4.000.000,00 CZK | CANCELLED | 301.7.684877.1 |
| 01.09.2015 | 200655 | 10214 | 0100 | 4.000.000,00 CZK | CANCELLED | 301.7.684875.1 |
| 01.09.2015 | 200655 | 10214 | 0100 | 4.000.000,00 CZK | CANCELLED | 301.7.684874.1 |

3.4. Processing History

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

Detail of Domestic Order

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

Processing History
Print
Copy
Back to List

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

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

Processing History

Entering and Authorization

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

Processing flow

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

Back Update

4. Payment Orders

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

- Domestic Orders (including their cancellation) – point [4.1.](#),
- Domestic Bulk Orders – point [4.2.](#),
- Domestic Standing Orders (including their changes and cancellation) – point [4.3.](#),
- Domestic Direct Debit Orders – point [4.4.](#),
- Domestic Direct Debit Mandates – point [4.5.](#),
- Intrabank Orders in Foreign Currency – point [4.6.](#),
- Foreign Orders and SEPA Orders – point [4.7.](#),
- Foreign Bulk Orders and SEPA Bulk Orders – point [4.8.](#)

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

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

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

You can enter a new Payment Order directly from the Current Accounts list which is displayed after entering into IB. In the **New order** column, a button is available for each account to quickly open a form to enter a Payment Order by Account Currency:

- The **Domestic** button is displayed for CZK-based accounts, clicking on this button a form for entering a manual Domestic order;
- For foreign currency accounts other than CZK, the **Foreign** button is displayed, clicking on this button a form for entering a manual Foreign and SEPA order will be displayed.

| Current Accounts | | | | | | |
|------------------|----------------------------|-----------------------|----------|--------------|--------------------|-----------|
| Account Type | Account Number | Account Name | Currency | Book Balance | Disposable Balance | New order |
| Current account | 1234567890 | TESTOVACÍ KLIENT S.R. | EUR | 12.812,66 | 12.812,66 | Foreign |
| Current account | 9876543210 | TESTOVACÍ KLIENT S.R. | CZK | 39.815,52 | 39.815,52 | Domestic |

4.1. Domestic Orders

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

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

4.1.1. Placing a Domestic Order

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

A form will appear for placement of a Domestic Order.

!!! ATTENTION !!!

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

a b c d e f g h i j k l m n o p q r s t u v w x y z á ä ç ď é ě í ľ ň ó ô õ ř ř š ť ú ů ŷ 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 Ç Ď ě Ě Í Ľ Ň Ó Ô Õ Ř Ŕ Š Ť Ú Ů ŷ Ž

0 1 2 3 4 5 6 7 8 9

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

space

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

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

| Field | Description |
|------------------------------|---|
| Template | If you wish to use an existing template to enter a new Domestic Order, select it from the list. If no template has been created for Domestic Orders, the list will not be available. |
| Payer's account | Select the number of your account (the Payer's Account) from which the Domestic Order is to be executed. |
| Beneficiary's Account Number | Enter the Beneficiary's account number: <ul style="list-style-type: none"> the first field is used to enter the account prefix (eleventh to sixteenth number positions counted from the right) and can remain blank, the second field is used to enter the account number (first to tenth number positions counted from the right) and is mandatory. |
| Bank code | Enter the Beneficiary's bank code or select one from the list. |
| Amount | Enter the amount of the Domestic Order (CZK is the default currency). |
| Due Date | The first possible Maturity Date will be entered automatically; it can be changed. |
| Express order | You can select here whether you require this Domestic Order to be sent as an express order. The conditions for executing express Domestic Orders are defined in the GBT. <ul style="list-style-type: none"> no further action is required for an express Domestic Order to be processed if it is placed by 11:30; if an express Domestic Order is placed between 11:30 and 15:00, contact your relationship manager to have it processed – processing may be subject to Bank authorization. If you do not contact your relationship manager, this express Domestic Order will be cancelled without replacement; <u>system highlights of this obligation by warning in a separate window</u> (see below). |
| Variable symbol | You can enter the variable symbol here. |
| Constant symbol | You can enter the constant symbol here. The entered constant symbol is validated against the list of permitted constant symbols. |
| Specific symbol | You can enter the specific symbol here. |
| Information for Payer | Here you can enter a description of the Domestic Order for your needs – data from this field is not transmitted to the Beneficiary. |
| Message for Beneficiary | Here you can enter a description for the Beneficiary – this is also displayed in the Payer's statement. |
| Template name | If you wish to save the placed Domestic Order as a template because you plan to use it more often (e.g. telephone bill payment, where the amount for each billing period changes and therefore it cannot be placed as a standing order), enter the name of the template under which this Domestic Order will be saved in the list of templates here. |

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

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

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

Domestic Orders

Template: No template available

Payer's Account: *

Beneficiary's Account: *

Bank Code: *

Amount: CZK *

Maturity Date: 28 *

Express Order:

Variable Symbol: Constant Symbol:

Specific Symbol:

Information for the Payer:

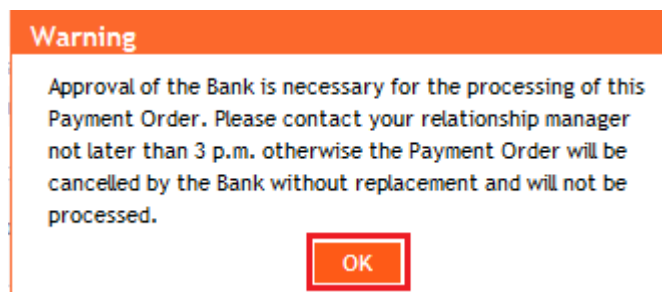
Message for the Beneficiary:

Template Name:

* Mandatory field

Clear
Submit
Save Template

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



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.

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


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

Domestic Orders


Template: No template available

Payer's Account: *

Beneficiary's Account: *

Bank Code:  *

Amount: CZK *

Maturity Date:  28 *

Express Order:

Variable Symbol:

Constant Symbol:

Specific Symbol:

Information for the Payer:

Message for the Beneficiary:

Template Name:

* Mandatory field

4.1.2. Cancelling Domestic Orders

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

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

Domestic Orders

Place new order Filter Delete Filter Print

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

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

Cancellation of Domestic Order

| | |
|------------------------------|-----------------|
| Payer's Account: | 80008 |
| Beneficiary's Account: | 80016 |
| Bank Code: | 6000 |
| Date of Entry: | 19.10.2017 |
| Maturity Date: | 24.10.2017 |
| Amount: | 1,00 CZK |
| Variable Symbol: | |
| Constant Symbol: | |
| Specific Symbol: | |
| Information for the Payer: | |
| Message for the Beneficiary: | |
| Express Order: | standard |
| Status: | WAITMATUR |
| Payment no.: | 301.7.1620881.1 |

SMS Code: Generate SMS code

Back Processing History Authorize







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

| Date of Cancellation Request ▲ | Maturity Date | Payer's Account | Beneficiary's Account | Bank Code | Amount | Status | Action |
|--------------------------------|---------------|-----------------|-----------------------|-----------|-------------------|---------|--------|
| 20.09.2014 | 25.09.2014 | 214002 | 710018 | 6000 | 50.000.000,00 CZK | PARTSIG | |
| 04.08.2014 | 06.08.2014 | 250029 | 051003 | 0100 | 2.032,00 CZK | ACCOK | |
| 04.08.2014 | 05.08.2014 | 950026 | 740006 | 6000 | 18.000,00 CZK | ACCOK | |
| 04.08.2014 | 13.06.2014 | 250029 | 051003 | 0100 | 2.032,00 CZK | ACCOK | |
| 05.05.2014 | 12.05.2014 | 250125 | 051003 | 6000 | 65.875,56 CZK | ACCOK | |
| 05.05.2014 | 02.05.2014 | 250125 | 051003 | 6000 | 659.875,56 CZK | ACCOK | |
| 02.05.2014 | 02.05.2014 | 250125 | 051003 | 6000 | 659.875,56 CZK | ACCOK | |
| 14.04.2014 | 17.04.2014 | 250029 | 051003 | 6000 | 100,00 CZK | ACCOK | |

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

Domestic Orders

Place new order Filter Delete Filter Print






| Maturity Date | Payer's Account | Beneficiary's Account | Bank Code | Amount | Status | Payment no. ▲ | Action |
|---------------|-----------------|-----------------------|-----------|-------------------|-----------|----------------|---|
| 25.09.2014 | 214002 | 710018 | 6000 | 5.000.000,00 CZK | WAITMATUR | 301.7.683346.1 |    |
| 25.09.2014 | 214002 | 710018 | 6000 | 50.000.000,00 CZK | CANCREQ | 301.7.683345.1 |    |

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.


Domestic Orders

Place new order Filter Delete Filter Print

| Maturity Date | Payer's Account | Beneficiary's Account | Bank Code | Amount | Status | Payment no. ▲ | Action |
|---------------|-----------------|-----------------------|-----------|-------------------|-----------|----------------|--|
| 25.09.2014 | 214002 | 710018 | 6000 | 5.000.000,00 CZK | WAITMATUR | 301.7.683346.1 |    |
| 25.09.2014 | 214002 | 710018 | 6000 | 50.000.000,00 CZK | CANCELLED | 301.7.683345.1 |   |

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

Cancelled Payments

| Date of Cancellation Request ▲ | Maturity Date | Payer's Account | Beneficiary's Account | Bank Code | Amount | Status | Action |
|--------------------------------|---------------|-----------------|-----------------------|-----------|-------------------|--------|---|
| 20.09.2014 | 25.09.2014 | 214002 | 710018 | 6000 | 50.000.000,00 CZK | ACCOK |  |

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.

4.1.3. Displaying previously entered Domestic Orders

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

Domestic Orders

Place new order

Filter Delete Filter Print

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

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

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

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

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

Filter

Payer's Account: All Accounts

Date from: 28 to: 28

Amount from: to:

Beneficiary's Account: Bank Code:

Status: Not Selected

Variable Symbol: Specific Symbol:

Back Clear Display

The system will first summarise the entered criteria for the filter with the exception of criteria **All Accounts** in the field **From account** and criteria **Not Selected** in the field **Status**. The system does not display these criteria. Then the system will display all the Domestic Orders that fulfil the entered










criteria. **These selected Domestic Orders are displayed as long as the User is signed in, unless the selection criteria are changed or deleted.**

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

Domestic Orders

Place new order Filter Delete Filter Print

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

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

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

Detail of Domestic Order

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

Back to List Processing History Print Copy

4.2. Domestic Bulk Orders

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

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

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

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

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

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

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

A form will appear for importing the Domestic Bulk Order.

!!! ATTENTION !!!

Characters that are allowed in the [CERTIS](#) system can only be entered in the imported file:

a b c d e f g h i j k l m n o p q r s t u v w x y z á ä ç d' é ë í ľ ň ó ö ő ř ř š ť ú ů ů 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 Ç Ď É Ě ě Ľ Ň Ó Ö Ő Ŕ Ŕ Š Ť Ú Ů Ů Ý Ž

0 1 2 3 4 5 6 7 8 9

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

space

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

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

| Field | Description |
|-----------------|--|
| Payer's account | The Payer's Account Number from the imported file is preset here as a choice – the Payer's account number must be stated in the Batch for each item. |
| File format | Select the file format. |

| Field | Description |
|---------------|---|
| Express order | <p>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:</p> <ul style="list-style-type: none"> no further action is required for an express Domestic Bulk Order to be processed if it is placed by 11:30; <u>if an express Domestic Bulk Order is placed between 11:30 and 15:00, contact your relationship manager to have it processed – processing may be subject to Bank authorization. If you do not contact your relationship manager, this express Domestic Bulk Order will be cancelled without replacement; system highlights of this obligation by warning in a separate window</u> (see below). |
| File path | Select the file by clicking on Browse . |
| Description | Here you can enter a description of the Domestic Bulk Order for easier orientation. |

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

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

Import of Domestic Bulk Order

Payer's Account: *

File format: *

Express Order:

File Location:

Description:

SMS Code:

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

Domestic Bulk Orders

Import Place New Order Filter Delete Filter Print

The Batch is successfully loaded with status "REC".

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

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

- Accounts
- Transaction History
- Statements
- Payment Orders
 - Domestic Orders
 - Domestic Bulk Orders**
 - Domestic Standing Orders
 - Domestic Direct Debit Orders
 - Domestic Direct Debit Mandates
 - Intrabank Orders in Foreign Currency
 - Foreign Orders

Domestic Bulk Orders

Import Place New Order Filter Delete Filter Print

| Date and Time of Entry Maturity Date | Payer's Account | Description | Submitter | Number of payments | Total amount | Status | Action |
|---|--------------------|-----------------------|--------------------|--------------------|---------------|--------|--------|
| 20.09.2014 | 50026 | invoices - 09 2014 | Bonifác Čtvrtletní | 6 | 23.492,00 CZK | FORSIG | |
| 22.09.2014 | 50026 | invoices - 09 2014 | Bonifác Čtvrtletní | 5 | 12.170,00 CZK | FORSIG | |
| 20.09.2014 | 50152 | invoices - 09 2014 | Bonifác Čtvrtletní | 1 | 2.044,00 CZK | FORSIG | |
| 23.09.2014 | 40003 | invoices - 09 2014 | Bonifác Čtvrtletní | 1 | 5.545,00 CZK | FORSIG | |
| 20.09.2014 | 40003 | invoices - 09 2014 | Bonifác Čtvrtletní | 1 | 1.042,00 CZK | FORSIG | |
| 22.09.2014 | 40003 | invoices - 09 2014 | Bonifác Čtvrtletní | 1 | 1.042,00 CZK | FORSIG | |

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

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

Warning

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

OK

4.2.2. Manual entering of a Domestic Bulk Order

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

- the same Payer's Account, and
- the same Maturity Date, and
- the same priority of every item (standard/express).

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

Domestic Bulk Orders

Import
Place New Order

Filter
Delete 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 ç đ é ě í ľ ň ó ô ö ř ř š ť ú ů ů 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 Ç Ď É Ě Í Ľ Ň Ó Ô Ö Ř Ř Š Ť Ú Ů Ů 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 cannot be authorized.

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

| Field | Description |
|------------------------------------|--|
| Details shared by all items | |
| Payer's Account | Select the number of your account (the Payer's Account) from which the Domestic Bulk Order is to be executed. |
| Due Date | The first possible Maturity Date will be entered automatically; it can be changed. |
| Description | You can enter a description of the Domestic Bulk Order here for easier orientation. |
| Express order | <p>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:</p> <ul style="list-style-type: none"> • no further action is required for an express Domestic Bulk Order to be processed if it is placed by 11:30; • <u>if an express Domestic Bulk Order is placed between 11:30 and 15:00, contact your relationship manager to have it processed – processing may be subject to Bank authorization. If you do not contact your relationship manager, this express Domestic Bulk Order will be cancelled without replacement; system highlights of this obligation by warning in a separate window</u> (see below). |

| Field | Description |
|--------------------------------------|--|
| Details for each of the items | |
| Beneficiary's Account | Enter the Beneficiary's Account number: <ul style="list-style-type: none"> the first field is used to enter the account prefix (eleventh to sixteenth number positions counted from the right) and can remain blank, the second field is used to enter the account number (first to tenth number positions counted from the right) and is mandatory. |
| Bank code | Enter the Beneficiary's bank code or select one from the list. |
| Amount (CZK) | Enter the amount (CZK is the default currency). |
| Beneficiary's name | You can enter the Beneficiary's name here. |
| Variable symbol | You can enter the variable symbol here. |
| Constant symbol | You can enter the constant symbol here. The entered constant symbol is validated against the list of permitted constant symbols. |
| Specific symbol | You can enter the specific symbol here. |
| Message for Beneficiary | Here you can enter a description – for your needs – this is also displayed in the Payer's statement. |
| Information for Payer | Here you can enter a description for the Beneficiary – data from this field is not transmitted to the Beneficiary. |

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

Domestic Bulk Order

| | | | |
|--|--|--|--|
| Payer's Account: <input type="text" value="1234567890 - TESTOVACÍ KLIENT S.R.O. - CZK"/> | | Maturity Date: <input type="text" value="22.09.2014"/> | |
| Description: <input type="text" value="advanced payments"/> | | <input type="checkbox"/> Express Order | |

| | | |
|---|---|--|
| Beneficiary's Account: <input type="text" value="1505"/> | Bank Code: <input type="text" value="6000"/> | Amount in CZK: <input type="text" value="10046.00"/> |
| Beneficiary's Name: <input type="text"/> | Variable Symbol: <input type="text" value="54565"/> | Constant Symbol: <input type="text" value="8"/> |
| Message for the Beneficiary : <input type="text" value="SEPTEMBER 2014"/> | Information for the Payer: <input type="text"/> | |

| | | |
|---|---|---|
| Beneficiary's Account: <input type="text" value="20097"/> | Bank Code: <input type="text" value="6000"/> | Amount in CZK: <input type="text" value="8521.00"/> |
| Beneficiary's Name: <input type="text"/> | Variable Symbol: <input type="text" value="76889"/> | Constant Symbol: <input type="text" value="8"/> |
| Message for the Beneficiary : <input type="text" value="SEPTEMBER 2014"/> | Information for the Payer: <input type="text"/> | |

| | | |
|--|---|---|
| Beneficiary's Account: <input type="text"/> | Bank Code: <input type="text"/> | Amount in CZK: <input type="text"/> |
| Beneficiary's Name: <input type="text"/> | Variable Symbol: <input type="text"/> | Constant Symbol: <input type="text"/> |
| Message for the Beneficiary : <input type="text"/> | Information for the Payer: <input type="text"/> | |

* Mandatory field

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

Warning

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

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.

Domestic Bulk Order

| | | | |
|---|----------------------------------|--|-----------------------------------|
| Payer's Account: 1234567890 - TESTOVACI KLIENT S.R.O. - CZK | | Maturity Date: 22.09.2014 | |
| Description: advanced payments | | <input type="checkbox"/> Express Order | |
| Beneficiary's Account: 1505 | | Bank Code: 6000 | Amount in CZK: 10046.00 |
| Beneficiary's Name: | Variable Symbol: 54565 | Constant Symbol: 8 | Specific Symbol: |
| Message for the Beneficiary : SEPTEMBER 2014 | | Information for the Payer: | |
| Beneficiary's Account: 20097 | | Bank Code: 6000 | Amount in CZK: 8521.00 |
| Beneficiary's Name: | Variable Symbol: 76889 | Constant Symbol: 8 | Specific Symbol: |
| Message for the Beneficiary : SEPTEMBER 2014 | | Information for the Payer: | |
| <div style="border: 2px solid green; padding: 5px; display: inline-block;"> Number of payments: 2 Total amount: 18.567,00 CZK SMS Code: <input type="text"/> Generate SMS code </div> | | | |

* Mandatory field

Back
Authorize

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

Domestic Bulk Orders

| Import Place New Order | | Filter Delete Filter Print | | | | | |
|---|--------------------|--|-------------------|--------------------|---------------|-----------|--------|
| Date and Time of Entry Maturity Date | Payer's Account | Description | Submitter | Number of payments | Total amount | Status | Action |
| 20.09.2014 22.09.2014 | 50026 | advanced payments | Bonifác Čtvrteční | 2 | 18.567,00 CZK | WAITMATUR | |

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

Domestic Bulk Order

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

Description:
advanced payments

Maturity Date:
22.09.2014 * 28

Express Order

Beneficiary's Account: 1505 *

Bank Code: 6000 *

Amount in CZK: 10046.00 *

Beneficiary's Name: _____

Variable Symbol: 54565

Constant Symbol: 8

Specific Symbol: _____

Message for the Beneficiary : SEPTEMBER 2014

Information for the Payer: _____

Beneficiary's Account: 20097 *

Bank Code: 6000 *

Amount in CZK: 8521.00 *

Beneficiary's Name: _____

Variable Symbol: 76889

Constant Symbol: 8

Specific Symbol: _____

Message for the Beneficiary : SEPTEMBER 2014

Information for the Payer: _____

* Mandatory field

Default
Continue
Add payment

4.2.3. Displaying previously placed Domestic Bulk Orders

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

- Accounts
- Transaction History
- Statements
- Payment Orders
 - Domestic Orders
 - Domestic Bulk Orders
 - Domestic Standing Orders

Domestic Bulk Orders

Import
Place New Order
Filter
Delete Filter
Print

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

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

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

| Field | Description |
|------------------|--|
| Payer's Account | You can leave all the accounts or select one from the roll-box. |
| Date from – to | Here you can enter the period for which you wish to display the placed Domestic Bulk Orders. |
| Amount from – to | Here you can enter the minimum amount of Domestic Bulk Orders (fill in only the Amount from field), the maximum amount of Domestic Bulk Orders (fill in only the to field) or the range of the Domestic Bulk Orders amounts (fill in both fields). |

| Field | Description |
|-------------------|---|
| Status | You can select the required status of the Domestic Bulk Orders (see point 3.1.). |
| Bulk Order Number | You can enter the identification number assigned to the Domestic Bulk Order after its entering into IB. |

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

Filter

Payer's Account:

Date from: to:

Amount from: to:

Status:

Bulk Order Number:

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

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



Domestic Bulk Orders

Date from: Date to:

| Date and Time of Entry Maturity Date | Payer's Account | Description | Submitter | Number of payments | Total amount | Status | Action |
|---|--------------------|--------------------|-----------|--------------------|---------------|----------|--|
| 28.08.2015 01.09.2015 | 50026 | Bonifác Čtvrtletní | | 2 | 16.052,00 CZK | ACCEPTED | <input type="button" value="Detail"/> <input type="button" value="Print"/> |
| 28.08.2015 28.08.2015 | 50026 | Bonifác Čtvrtletní | | 2 | 16.052,00 CZK | ACCEPTED | <input type="button" value="Detail"/> <input type="button" value="Print"/> |



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.

List of Payments of Domestic Bulk Order

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


Back Processing History Authorize Print

List of Payments of Domestic Bulk Order

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

Back Processing History Authorize Print

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

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

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

Payment Detail

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

Back
Processing History
Print

4.3. Domestic Standing Orders

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

- Accounts
- Transaction History
- Statements
- Payment Orders
- Domestic Orders
- Domestic Bulk Orders
- Domestic Standing Orders
- Domestic Direct Debit

Domestic Standing Orders

Place new order
Filter
Delete Filter
List of Requests
Print

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

You have the following options available to you:

- Place a new Domestic Standing Order by clicking on **Place new order** (see point [4.3.1.](#));
- Change the Domestic Standing Order by clicking on **Change** (see point [4.3.2.](#));
- Cancel the Domestic Standing Order by clicking on **Delete** (if you require immediate cancellation, see point [4.3.3.](#)) or **Change** (if you need cancellation to take effect at a later time – see point [4.3.2.](#));
- You can display requests for new Domestic Standing Orders (including requests waiting for authorization by another User) by clicking on **List of Requests** (see point [4.3.4.a.](#));
- Display requests to change or cancel Domestic Standing Orders (including requests waiting for authorization by another User) by clicking on **Detail** (see point [4.3.4.b.](#));
- Modify the displaying of previously placed Domestic Standing Orders by clicking on **Filter**. Display the detail and history of changes by clicking on **Detail** (see point [4.3.5.](#)).

4.3.1. Setting up of a Domestic Standing Order

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

Domestic Standing Orders

Place new order

Filter

Delete Filter

List of Requests

Print

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

!!! ATTENTION !!!

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

a b c d e f g h i j k l m n o p q r s t u v w x y z á ä ç ď é ě í ľ ň ó ô õ ř ř š ť ú ů ŷ 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 Ç Ď É Ě Í Ľ Ň Ó Ô Õ Ŕ Ř Š Ť Ú Ů Ÿ Ž

0 1 2 3 4 5 6 7 8 9

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

space

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

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

| Field | Description |
|-----------------------|---|
| Description | Here you can enter a description for easier orientation – the Beneficiary will not see this information. |
| Payer's Account | Select the number of your account (the Payer's Account) from which payment of the Domestic Standing Order is to be made. |
| Beneficiary's Account | Enter the Beneficiary's account number: <ul style="list-style-type: none"> the first field is used to enter the account prefix (eleventh to sixteenth number positions counted from the right) and can remain blank. the second field is used to enter the account number (first to tenth number positions counted from the right) <u>and is mandatory.</u> the third field is used to enter the Beneficiary's bank code (this can be selected from a list) <u>and is mandatory.</u> |
| Amount | Enter the amount of the Domestic Standing Order (CZK is the default currency). |
| Frequency | Select the required frequency of payments under the Domestic Standing Order here. |
| First Payment Day | Enter the date when the first payment under the Domestic Standing Order is to be made. The earliest date of first payment can be entered is the next Business Day following the placement of the Domestic Standing Order. Further payments according to the entered frequency will be based on this date. |
| Expiration date | Here you can enter the expiration date of the Domestic Standing Order, if you know it. This date should be at least one day later than the required date of the last payment under the Domestic Standing Order. |
| 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. |

| Field | Description |
|-----------------------------|---|
| Information for the Payer | Here you can enter a description for your needs – data from this field is not transmitted to the Beneficiary. |
| Message for the Beneficiary | Here you can enter a description for the Beneficiary – this is also displayed in the Payer's statement. |

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

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

Domestic Standing Order

Description:

Payer's Account:

Beneficiary's Account:

Amount: CZK * Frequency: *

First Payment Date: * Expiration Date: *

Variable Symbol: Constant Symbol:

Specific Symbol:

Information for the Payer:

Message for the Beneficiary:

* Mandatory field

Default Continue

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

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

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

4.3.2. Changing a Domestic Standing Order

!!! ATTENTION !!!

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

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

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

| Domestic Standing Orders | | | | | | | | |
|--------------------------|-----------------|-----------------------|-----------|---------------|------------------|------------|--------|---|
| Place new order | | | Filter | Delete Filter | List of Requests | Print | | |
| Next Payment | Payer's Account | Beneficiary's Account | Bank Code | Amount | Description ▲ | Frequency | Status | Action |
| 19.02.2015 | 50026 | 50002 | 6000 | 2.010,00 CZK | | Biannually | Active |   |




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

| Field | Description |
|-----------------------------|--|
| Description | Here you can enter or change the description of the Domestic Standing Order. |
| Beneficiary's Account | Here you can change the number of the Beneficiary's Account: <ul style="list-style-type: none"> the first field is used to enter the account prefix (positions 11 to 16 of the account number, counted from the right); this may be left blank; the second field is used to enter the account number (positions 1 to 10 of the account number, counted from the right) and is mandatory; the third field is used to enter the code of the Beneficiary's bank (it can be selected from the list) and is mandatory. |
| Amount | Here you can change the amount of the Domestic Standing Order. |
| Next payment date | <ul style="list-style-type: none"> The date of the next payment under the Domestic Standing Order is displayed here – this information may not be changed. |
| Effective date of change | The date of the next Business Day is automatically added here – this information may not be changed. |
| Expiration date | Here you can enter the expiration date of the Domestic Standing Order, if you know it. This date should be at least one Business Day later than the required date of the last payment under the Domestic Standing Order. |
| Variable symbol | Here you can enter/change the variable symbol. |
| Constant symbol | Here you can enter/change the constant symbol. The entered constant symbol is validated against the list of permitted constant symbols. |
| Specific symbol | Here you can enter/change the specific symbol |
| Information for Payer | Here you can enter or change the description as required for your own internal purposes – data from this field is not transmitted to the Beneficiary. |
| Message for the Beneficiary | Here you can enter or change the description for the requirements of the Beneficiary – this is also displayed in the Payer's statement. |

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

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

Change of Domestic Standing Order

| | | | |
|-------------------------------|---|---|---|
| Payer's Account: | 50002 | | |
| First Payment Date: | 07.11.2014 | | |
| Frequency: | Quarterly | | |
| Description: | plyn 2 | | |
| Beneficiary's Account: | <input type="text" value="50010"/> | <input type="text" value="6000"/> |  |
| Amount: | <input type="text" value="1550.00"/> | CZK | |
| Next payment date: | <input type="text" value="09.11.2015"/> |  | Expiration Date: <input type="text"/> |
| Effective Date of the Change: | <input type="text" value="06.10.2015"/> |  | |
| Variable Symbol: | <input type="text" value="5622315876"/> | Constant Symbol: | <input type="text"/> |
| Specific Symbol: | <input type="text"/> | | |
| Information for the Payer: | <input type="text"/> | | |
| Message for the Beneficiary: | <input type="text"/> | | |
| * Mandatory field | | | |

Back Continue

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


Following successful authorization, a request is sent to the Bank to change a Domestic Standing Order – the request is displayed:

- under **Detail** and subsequently under **Change History** – see point [4.3.4.b\)](#), and
- under **List of Requests** button together with request to set up the Domestic Standing Order – see point [4.3.1](#).

If a change in a Domestic Standing Order needs to be authorized by two or more Users, the request must be authorized under one of these options.

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

Domestic Standing Orders

| Place new order | | | | Filter | Delete Filter | List of Requests | Print | |
|---------------------------------|-----------------|-----------------------|-----------|------------------------|-------------------------------|----------------------------------|--------------------------------|---|
| Next Payment | Payer's Account | Beneficiary's Account | Bank Code | Amount | Description | Frequency | Status | Action |
| 09.11.2015 | 50002 | 50010 | 6000 | 1.550,00 CZK | plyn 2 | Quarterly | Temporarily locked for changes |  |

4.3.3. Cancelling a Domestic Standing Order

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

- Enter the expiration date as a change in the Domestic Standing Order according to point 4.3.2., or
- Use the **Cancel** icon in the row of the respective Domestic Standing Order in line with the following procedure.

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

Domestic Standing Orders

Place new order Filter Delete Filter List of Requests Print

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

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

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

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

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

a) Requests for setting up a Domestic Standing Order





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

Domestic Standing Orders

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

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

List of Requests

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

Back Print

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

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

Detail of Request

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

Back to List
Processing History
Print

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

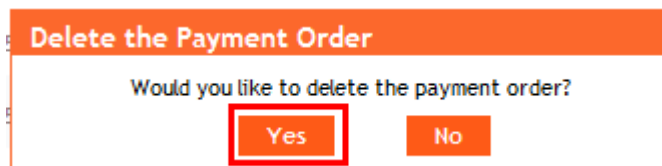
To complete the authorization of a request, click on **Authorize** and carry out authorization in accordance with the defined Rights – the procedure is explained in Part I of the User Guide.

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

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

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

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




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

b) Requests to change or cancel a Domestic Standing Order

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

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

| Domestic Standing Orders | | | | | | | | |
|--------------------------|-----------------|-----------------------|-----------|---------------|------------------|-----------|--------------------------------|---|
| Place new order | | | Filter | Delete Filter | List of Requests | Print | | |
| Next Payment | Payer's Account | Beneficiary's Account | Bank Code | Amount | Description | Frequency | Status | Action |
| 09.11.2015 | 50002 | 50010 | 6000 | 1.550,00 CZK | plyn 2 | Quarterly | Temporarily locked for changes |  |

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




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

Back to List Change History Print

A history of the changes to the selected Domestic Standing Order will appear. The left column shows the date on which the change request was entered in IB and the type of the request. Clicking on the **Back** button will return you to the preceding **Detail of Domestic Standing Order** screen. The

displayed data can also be printed by clicking on **Print** (see point 3.3.). Clicking on the **Detail** icon in the **Action** column will display the detail of the entered request.

Change History

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

Back Print

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




Detail of Request

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

Back to List Processing History Print

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

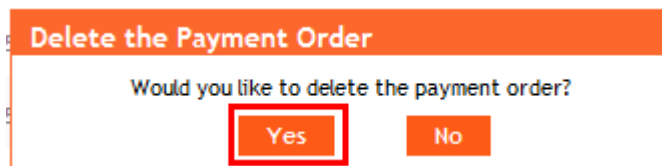
To complete the authorization of a request, click on **Authorize** and carry out authorization in accordance with the defined Rights – the procedure is explained in Part I of the User Guide.

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

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

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

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



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

4.3.5. Displaying previously placed Domestic Standing Orders

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

| Accounts | Domestic Standing Orders | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|-----------------------|-----------------------|--------------|-------------|-------------|-----------|--------|--------|--------------|-----------------|-----------------------|-----------|--------|-------------|-----------|--------|--------|------------|-------|-------|------|--------------|--|------------|--------|--|------------|-------|-------|------|--------------|--|----------|--------|--|
| | Next Payment | Payer's Account | Beneficiary's Account | Bank Code | Amount | Description | Frequency | Status | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> Accounts Transaction History Statements Payment Orders <ul style="list-style-type: none"> Domestic Orders Domestic Bulk Orders Domestic Standing Orders Domestic Direct Debit | <div style="display: flex; justify-content: space-between; align-items: center;"> Place new order <div style="text-align: right;"> Filter Delete Filter List of Requests Print </div> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Next Payment</th> <th>Payer's Account</th> <th>Beneficiary's Account</th> <th>Bank Code</th> <th>Amount</th> <th>Description</th> <th>Frequency</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>19.02.2015</td> <td>50026</td> <td>50002</td> <td>6000</td> <td>2.010,00 CZK</td> <td></td> <td>Biannually</td> <td>Active</td> <td> </td> </tr> <tr> <td>19.08.2015</td> <td>50026</td> <td>50010</td> <td>6000</td> <td>9.512,00 CZK</td> <td></td> <td>Annually</td> <td>Active</td> <td> </td> </tr> </tbody> </table> | | | | | | | | | Next Payment | Payer's Account | Beneficiary's Account | Bank Code | Amount | Description | Frequency | Status | Action | 19.02.2015 | 50026 | 50002 | 6000 | 2.010,00 CZK | | Biannually | Active | | 19.08.2015 | 50026 | 50010 | 6000 | 9.512,00 CZK | | Annually | Active | |
| Next Payment | Payer's Account | Beneficiary's Account | Bank Code | Amount | Description | Frequency | Status | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19.02.2015 | 50026 | 50002 | 6000 | 2.010,00 CZK | | Biannually | Active | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19.08.2015 | 50026 | 50010 | 6000 | 9.512,00 CZK | | Annually | Active | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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

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

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

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**.

Filter

Payer's Account:

Next Payment Date:
 from: to:

Date of Last Payment:
 from: to:

Amount from: to:

Beneficiary's Account: Bank Code:

Variable Symbol: Specific Symbol:







Frequency:

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

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

Domestic Standing Orders

Amount from: 110,00
 Amount to: 130,00

| Next Payment | Payer's Account | Beneficiary's Account | Bank Code | Amount | Description | Frequency | Status | Action |
|--------------|-----------------|-----------------------|-----------|------------|-------------|-----------|--------|---|
| 13.10.2015 | 50002 | 86680 | 3030 | 123,00 CZK | | Weekly | Active |    |
| 12.10.2015 | 50026 | 51003 | 6000 | 111,00 CZK | | Weekly | Active |    |

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

Detail of Domestic Standing Order

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

Back to List
Change History
Print

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

4.4. Domestic Direct Debit Orders

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

- Accounts
- Transaction History
- Statements
- Payment Orders
 - Domestic Orders
 - Domestic Bulk Orders
 - Domestic Standing Orders
 - Domestic Direct Debit Orders

Domestic Direct Debit Orders

New Order

Filter
Delete Filter
Print

| Maturity Date | Beneficiary's Account | Payer's Account | Payer's Bank Code | Amount | Status | Payment No. ▲ | Action |
|---------------|-----------------------|-----------------|-------------------|--------------|-----------|----------------|--------|
| 27.08.2014 | 14002 | 19 | 0100 | 5.000,00 CZK | ACCEPTED | 304.7.683192.1 | |
| 13.08.2014 | 51003 | 50029 | 6000 | 2.000,00 CZK | ACCEPTED | 304.7.683019.1 | |
| 14.08.2014 | 50152 | 50026 | 6000 | 800,00 CZK | WAITMATUR | 304.7.683011.1 | |

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

4.4.1. Placing a Domestic Direct Debit Order

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

Domestic Direct Debit Orders

New Order

Filter
Delete Filter
Print

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 ç ď é ě í ľ ň ó ô õ ř ř š ť ú ů ů 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 Ç Ď É Ě Í Ľ Ň Ó Ô Ő Ŕ Ř Š Ť Ú Ů ů Ý Ž

0 1 2 3 4 5 6 7 8 9

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

space

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

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

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

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

If you wish to save the placed Domestic Direct Debit Order as a template, click on **Save template – all the entered details including the amounts, symbols, etc., if these fields are entered, will be saved as a template.** Therefore, before saving the template we recommend completing only the details that will always be the same (in particular the Payer's Account, the Beneficiary's Account, the

Payer's bank code, etc.), and the template name, which is mandatory in this case and without which the template will not be saved, then saving the template and only then completing the other details that will change (Maturity Date, amount, symbols, etc.).

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

Domestic Direct Debit Order

Template: No template available

Beneficiary's Account: *

Payer's Account Number: *

Debit Account Bank Code: *

Amount: *

Maturity Date: *

Variable Symbol: Constant Symbol:

Specific Symbol:

Message for the Payer:

Information for the Beneficiary:

Template Name:

* Mandatory field

Clear
Submit
Save Template

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

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

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


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

Domestic Direct Debit Order


Template: No template available

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

Payer's Account Number: 1021 *

Debit Account Bank Code: 6000  *

Amount: 5000 CZK *

Maturity Date: 22.09.2014  28 *

Variable Symbol: Constant Symbol:

Specific Symbol:

Message for the Payer:


Information for the Beneficiary:

Template Name:

* Mandatory field

4.4.2. Displaying previously entered Domestic Direct Debit Orders

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

| Accounts | | Domestic Direct Debit Orders | | | | | | | |
|------------------------------|--|------------------------------|-----------------------|---------------------------------------|--|--------------------------------------|----------|----------------|---|
| Transaction History | | New Order | | <input type="button" value="Filter"/> | <input type="button" value="Delete Filter"/> | <input type="button" value="Print"/> | | | |
| Statements | | Maturity Date | Beneficiary's Account | Payer's Account | Payer's Bank Code | Amount | Status | Payment No. ▲ | Action |
| Payment Orders | | 22.09.2014 | 51003 | 4002 | 6000 | 5.000,00 CZK | ACCEPTED | 304.7.683369.1 |   |
| Domestic Orders | | 27.08.2014 | 14002 | 19 | 0100 | 5.000,00 CZK | ACCEPTED | 304.7.683192.1 |   |
| Domestic Bulk Orders | | 13.08.2014 | 51003 | 0029 | 6000 | 2.000,00 CZK | ACCEPTED | 304.7.683019.1 |   |
| Domestic Standing Orders | | | | | | | | | |
| Domestic Direct Debit Orders | | | | | | | | | |
| Domestic Direct Debit | | | | | | | | | |

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

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

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

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

Filter

Beneficiary's Account:

Date from: to:

Amount from: to:

Payer's Account: Bank Code:

Status:

Variable Symbol: Specific Symbol:

Back
Clear
Display



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

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

Domestic Direct Debit Orders

[New Order](#) [Filter](#) [Delete Filter](#) [Print](#)

Amount to:

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

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

Detail of Domestic Direct Debit Order

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

[Back to List](#) [Processing History](#) [Print](#) [Copy](#)













4.5. Domestic Direct Debit Mandates

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

- [Accounts](#)
- [Transaction History](#)
- [Statements](#)
- [Payment Orders](#)
- [Domestic Orders](#)
- [Domestic Bulk Orders](#)
- [Domestic Standing Orders](#)
- [Domestic Direct Debit Orders](#)
- [Domestic Direct Debit Mandates](#)
- [Intrabank Orders in](#)

Domestic Direct Debit Mandates

[Place new mandate](#) [Filter](#) [Delete Filter](#) [List of Requests](#) [Print](#)

| Mandate date | Payer's Account | Beneficiary's Account | Bank Code | Maximum Amount | Description | Frequency | Status | Action |
|--------------|-----------------|-----------------------|-----------|----------------|---|-----------|--------|---|
| 14.08.2014 | 14002 | 51003 | 6000 | 6.666,00 CZK | | Quarterly | Active |    |
| 13.08.2014 | 40003 | 50018 | 6000 | 1.000,00 CZK | | Weekly | Active |    |
| 13.08.2014 | 50018 | 40003 | 6000 | 1.000,00 CZK | At any time if the other conditions are met | | Active |    |
| 16.06.2014 | 14002 | 50026 | 6000 | 5.000,00 CZK | | Monthly | Active |    |

You have the following options:

- Enter a new Domestic Direct Debit Mandate by pressing **Place new mandate** (see point [4.5.1.](#));
- Change a Domestic Direct Debit Mandate via the **Change** icon (see point [4.5.2.](#));
- Cancel a Domestic Direct Debit Mandate via the **Cancel** icon (if you have a request for immediate cancellation, see point [4.5.3.](#)) or via the **Change** icon (if you have a request for cancellation that is to take effect at a later time, see point [4.5.2.](#));
- You can display requests for a new Domestic Direct Debit Mandate (including requests waiting for authorization by another User) by pressing **List of Requests** (see point [4.5.4.a.](#));
- Display requests to change or cancel a Domestic Direct Debit Mandate (including requests waiting for authorization by another User) via the **Detail** icon (see point [4.5.4.b.](#));
- You can display already entered Domestic Direct Debit Mandates via the **Filter** button. Display a detail and change history via the **Detail** icon (see point [4.5.5.](#)).

4.5.1. Enter a Domestic Direct Debit Mandate

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

Domestic Direct Debit Mandates

Place new mandate

Filter

Delete Filter

List of Requests

Print

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

!!! ATTENTION !!!

Only characters that are allowed in the [CERTIS](#) system can be entered in a Domestic Direct Debit Mandate:

a b c d e f g h i j k l m n o p q r s t u v w x y z á ä ç ď é ě í ľ ň ó ô õ ř ř š ť ú ů ŷ 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 Ç Ď É Ě Ľ Ň Ó Ô Ő Ŕ Ř Š Ť Ú Ů Ÿ Ž

0 1 2 3 4 5 6 7 8 9

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

space

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

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

| Field | Description |
|-----------------------|---|
| Description | Here you can enter a description for ease of identification – this information will not be displayed to the Beneficiary. |
| Payer's Account | Select the number of your account (the Payer's Account) from which the direct debit payment is to be made. |
| Beneficiary's Account | Enter the number of the Beneficiary's Account which may collect payments from the above-mentioned Payer's Account: <ul style="list-style-type: none"> • the first field is used to enter the account prefix (positions 11 to 16 of the account number, counted from the right; this may be left blank; • the second field is used to enter the account number (positions 1 to 10 of the account number, counted from the right) and is mandatory; • the third field is used to enter the code of the Beneficiary's bank (it can be selected from the list) and is mandatory. |

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

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

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

Domestic Direct Debit Mandate

Description:

Payer's Account:

Beneficiary's Account:

Maximum Amount: CZK *

Frequency:

Valid from: * Valid to: *

Variable Symbol:

Information for the Payer:

* Mandatory field

Default Continue

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

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

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

4.5.2. Changing a Domestic Direct Debit Mandate

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

!!! ATTENTION !!!

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

| Domestic Direct Debit Mandates | | | | | | | | |
|--------------------------------|-----------------|-----------------------|-----------|----------------|------------------|-----------|--------|---|
| Place new mandate | | | Filter | Delete Filter | List of Requests | Print | | |
| Mandate date | Payer's Account | Beneficiary's Account | Bank Code | Maximum Amount | Description | Frequency | Status | Action |
| 14.08.2014 | 14002 | 51003 | 6000 | 6.666,00 CZK | | Quarterly | Active |   |

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

| Field | Description |
|--------------------------|---|
| Description | Here you can enter/change the description of the Direct Debit Mandate. |
| Beneficiary's Account | Here you can change the number of the Beneficiary's Account: <ul style="list-style-type: none"> the first field is used to enter the account prefix (positions 11 to 16 of the account number, counted from the right; this may be left blank; the second field is used to enter the account number (positions 1 to 10 of the account number, counted from the right) and is mandatory; the third field is used to enter the code of the Beneficiary's bank (it can be selected from the list) and is mandatory. |
| Maximum Amount | Here you can change the maximum amount which may periodically be collected from the account. |
| Effective date of change | Here the date of the next Business Day is automatically displayed – this information may not be changed. |
| Valid to | Here you can enter the date until which direct debit payments are to be made, if known. This date should be at least one Business day higher than the date required for the last direct debit payment. |
| Variable symbol | Here you can enter/change the variable symbol – upon receiving a direct debit demand, the system will check whether the demand contains this variable symbol. If this variable symbol is not stated in the demand for a direct debit payment, direct debiting is not carried out. |
| Information for Payer | Here you can enter or change the description as required for your own internal purposes – data from this field is not transmitted to the Beneficiary. |

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

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

Change of Domestic Direct Debit Mandate

Payer's Account: 14002
Mandate valid from: 01.07.2014
Frequency: Monthly

Description:

Beneficiary's Account:

Maximum Amount: CZK *

Effective Date of the Change: Valid to:

Variable Symbol:

Information for the Payer:

* Mandatory field

Back
Continue

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

Following successful authorization, a request is sent to the Bank to change a Domestic Direct Debit Mandate – the request is displayed:

- under **Detail** and subsequently under **Change History** – see point [4.5.4.b](#)), and
- under **List of Requests** button together with request to set up the Domestic Direct Debit Mandate – see point [4.5.1](#).

If a change in a Domestic Direct Debit Mandate needs to be authorized by two or more Users, the request must be authorized under one of these options.

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

Domestic Direct Debit Mandates

Place new mandate
Filter
Delete Filter
List of Requests
Print

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

4.5.3. Cancelling a Domestic Direct Debit Mandate

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

- c) Enter the termination date as a change in the Domestic Direct Debit Mandate according to point [4.5.2.](#), or
- d) Use the **Cancel** icon in the row of the respective Domestic Direct Debit Mandate in line with the following procedure.

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

Domestic Direct Debit Mandates

Place new mandate Filter Delete Filter List of Requests Print

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

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

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

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

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

a) Requests for setting up a Domestic Direct Debit Mandate





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

Domestic Direct Debit Mandates

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

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

List of Requests

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

Back **Print**

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

Detail of Request

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

Back to List
Processing History
Print

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

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

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

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

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

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

Delete the Payment Order

Would you like to delete the payment order?

Yes
No

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

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

Requests to change a Domestic Direct Debit Mandate and requests to cancel a Domestic Direct Debit Mandate which have been **placed through IB awaiting completion of authorization** can be displayed in the detail of a specific Domestic Direct Debit Mandate. **Requests submitted by other**

means (mail, in person at the Bank's Place of Business, etc.) are not reflected in the list of changes displayed in IB – only the change that has been entered is reflected in IB.

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

Domestic Direct Debit Mandates

Place new mandate
Filter
Delete Filter
List of Requests
Print

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

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

Detail of Domestic Direct Debit Mandate

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

Back to List
Change History
Print

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

Change History

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

Back
Print

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

Detail of Request

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

Back to List
Processing History
Print

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

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

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

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

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

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

Delete the Payment Order

Would you like to delete the payment order?

Yes
No













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

4.5.5. Displaying previously placed Domestic Direct Debit Mandates

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

Domestic Direct Debit Mandates

Place new mandate Filter Delete Filter List of Requests Print

| Mandate date | Payer's Account | Beneficiary's Account | Bank Code | Maximum Amount | Description | Frequency | Status | Action |
|--------------|-----------------|-----------------------|-----------|----------------|-------------|---|--------|---|
| 13.08.2014 | 40003 | 50018 | 6000 | 1.000,00 CZK | | Weekly | Active |    |
| 13.08.2014 | 50018 | 40003 | 6000 | 1.000,00 CZK | | At any time if the other conditions are met | Active |    |
| 18.08.2014 | 14045 | 50018 | 6000 | 1.500,00 CZK | | Daily | Active |    |
| 01.07.2014 | 50026 | 50152 | 6000 | 1.500,00 CZK | | Biannually | Active |    |

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

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

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

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

Filter

Payer's Account:

Start of validity
from: to:

End of validity
from: to:

Maximum amount from: to:

Beneficiary's Account: Bank Code:

Frequency:

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

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

Domestic Direct Debit Mandates

Place new mandate

Maximum amount from:

Amount to:

| Mandate date | Payer's Account | Beneficiary's Account | Bank Code | Maximum Amount ▲ | Description | Frequency | Status | Action |
|--------------|-----------------|-----------------------|-----------|------------------|-------------|-----------|--------|--|
| 16.06.2014 | 14002 | 50026 | 6000 | 5.000,00 CZK | THK - 1. | Monthly | Active | <input type="button" value="Detail"/> <input type="button" value="Print"/> <input type="button" value="Delete"/> |

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

Detail of Domestic Direct Debit Mandate

| | |
|----------------------------|----------------------|
| Description: | THK - 1. |
| Payer's Account: | 0010 |
| Payer's Account Currency: | CZK |
| Beneficiary's Account: | 4003 |
| Beneficiary's Bank Code: | 6000 |
| Date of Entry: | 2014-06-13 |
| Valid from: | 16.06.2014 |
| Valid to: | |
| Maximum Amount: | 5.000,00 CZK |
| Frequency: | Monthly |
| Variable symbol: | |
| Information for the Payer: | zadáno při uzávěrcce |
| Identification Number: | 525 |
| Status: | Active |

Back to List
Change History
Print

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

4.6. Intrabank Order in Foreign Currency

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

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

- Accounts
- Transaction History
- Statements
- Payment Orders
- Domestic Orders
 - Domestic Bulk Orders
 - Domestic Standing Orders
 - Domestic Direct Debit Orders
 - Domestic Direct Debit Mandates
 - Intrabank Orders in Foreign Currency
 - Foreign Orders

Intrabank Orders in Foreign Currency

New Order
Filter
Delete Filter
Print

| Maturity Date | Payer's Account | Beneficiary's Account | Amount | Status | Payment no. ▲ | Action |
|---------------|-----------------|-----------------------|---------------|----------|----------------|--------|
| 18.06.2014 | 52005 | 61110 | 2,00 USD | ACCEPTED | 321.7.682780.1 | |
| 02.05.2014 | 51016 | 51003 | 432,00 EUR | ACCEPTED | 321.7.682372.1 | |
| 02.05.2014 | 50026 | 50037 | 10.000,00 CZK | ACCEPTED | 321.7.682371.1 | |
| 02.05.2014 | 50213 | 51003 | 6.548,00 RUB | ACCEPTED | 321.7.682370.1 | |
| 02.05.2014 | 51016 | 30009 | 324,00 USD | ERROR | 321.7.682369.1 | |

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

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

4.6.1. Placing an Intrabank Order in Foreign Currency

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

Intrabank Orders in Foreign Currency

New Order

Filter

Delete Filter

Print

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

!!! ATTENTION !!!

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

a b c d e f g h i j k l m n o p q r s t u v w x y z á ä ç ď é ě í ľ ň ó ô õ ř ř š ť ú ů ů 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 Ç Ď É Ě Í Ľ Ň Ó Ô Õ Ř Ř Š Ť Ú Ů Ů Ý Ž

0 1 2 3 4 5 6 7 8 9

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

space

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

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

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

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

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

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

Intrabank Order in Foreign Currency

Template: No template available

Payer's Account: *

Beneficiary's Account: *

BIC (SWIFT): Maturity Date: *

Amount: * Currency:

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

Charges:

Message for Beneficiary:


Message for Bank:

Template Name:

* Mandatory field

Perform authorization 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.

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

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

Intrabank Order in Foreign Currency

Template: No template available

Payer's Account: *

Beneficiary's Account: *

BIC (SWIFT): PMBPCZPP Maturity Date: *

Amount: * Currency: *

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

Charges: OUR

Message for Beneficiary:

Message for Bank:

Template Name:

* Mandatory field

4.6.2. Displaying previously entered Intrabank Orders in Foreign Currency

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

- Accounts
- Transaction History
- Statements
- Payment Orders
 - Domestic Orders
 - Domestic Bulk Orders
 - Domestic Standing Orders
 - Domestic Direct Debit Orders
 - Domestic Direct Debit Mandates
 - Intrabank Orders in Foreign Currency

Intrabank Orders in Foreign Currency

New Order

Filter

Delete Filter
Print

| Maturity Date | Payer's Account | Beneficiary's Account | Amount | Status | Payment no. ▲ | Action |
|---------------|-----------------|-----------------------|---------------|----------|----------------|--------|
| 22.09.2014 | 52005 | 61110 | 2.325,00 USD | PASSED | 321.7.683373.1 | |
| 18.06.2014 | 52005 | 61110 | 2,00 USD | ACCEPTED | 321.7.682780.1 | |
| 02.05.2014 | 51016 | 51003 | 432,00 EUR | ACCEPTED | 321.7.682372.1 | |
| 02.05.2014 | 50026 | 50037 | 10.000,00 CZK | ACCEPTED | 321.7.682371.1 | |
| 02.05.2014 | 50213 | 51003 | 6.548,00 RUB | ACCEPTED | 321.7.682370.1 | |
| 02.05.2014 | 51016 | 30009 | 324,00 USD | ERROR | 321.7.682369.1 | |

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

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

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

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

Filter

Payer's Account:

Date from: to:

Amount from: to:

Currency:

Beneficiary's Account:

Back

Clear

Display

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

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

Intrabank Orders in Foreign Currency

New Order
Filter
Delete Filter
Print

Currency: USD

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

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

Detail of Intrabank Order in Foreign Currency

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

Back to List
Processing History
Print
Copy

4.7. Foreign Orders and SEPA Orders

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

| Maturity Date | Payer's Account | Beneficiary's Account/IBAN | BIC (SWIFT) | Amount | Status | Action |
|---------------|-----------------|----------------------------|-------------|------------|-----------|--------|
| 05.10.2016 | 6009 | CZ41580001000248 | | 32,15 EUR | WAITMATUR | |
| 05.10.2016 | 60025 | DE8789963590000 | | 12,34 EUR | ACCEPTED | |
| 04.10.2016 | 60025 | CZ366002007880011 | PMBPCZPO | 22,00 EUR | ACCEPTED | |
| 04.10.2016 | 60025 | CZ366002007880011 | PMBPCZPO | 33,00 EUR | ACCEPTED | |
| 04.10.2016 | 6009 | 66655 | BKTRUS30 | 155,00 USD | ACCEPTED | |
| 04.10.2016 | 6009 | 092.02 | JTBPCZPO | 32,00 USD | ACCEPTED | |
| 29.09.2016 | 60025 | CZ366002007880011 | PMBPCZPO | 43,21 EUR | ACCEPTED | |

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

4.7.1. Placing a Foreign Order or SEPA Order

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

One form, the same for Foreign Payment Orders and for SEPA Payment Orders, will be displayed.

!!! ATTENTION !!!

Characters that are allowed in the [SWIFT](#) messages can only be entered in the Foreign Order and SEPA 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 or in the SEPA Order, it will not be possible to authorize it.

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 or SEPA Order using an existing template, select it from the list. If no template has been created for the Foreign Orders or SEPA Orders, the list will not be available. |
| Payer's Account | Select the number of your account (the Payer's Account) from which the Foreign Order or SEPA Order is to be executed. |
| Amount | Enter the amount of the Foreign Order or SEPA Order. |
| Currency | Enter the currency of the Foreign Order, for SEPA Orders, always state EUR. |

| Field | Description |
|---------------------------|--|
| Charges | <p>Select the type of fee.</p> <p>For Payment Transactions in EUR to EU/EEA countries and SEPA Payment Transactions (including payments to other banks in the Czech Republic), only SHA is permissible.</p> <p>For other Payment Transactions, SHA or OUR charges are available.</p> |
| Due Date | The first possible Due Date will be entered automatically; it can be changed. |
| Beneficiary | |
| IBAN/Account | <p>Enter the Beneficiary's account number – this field is mandatory.</p> <p><u>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).</u></p> |
| Name and address | <p>Enter the Beneficiary's trade name/company name/given name and surname and the address of the Beneficiary's registered office/place of residence, including the country.</p> <p>Fill in each row of this field from left to right. The first row of this field must be filled in.</p> <p><u>In the case of Foreign Orders, it</u> is transmitted to the SWIFT message as 4 lines containing 35 characters each. The first position of each row must not be a gap, dash or colon – these are positions which are transferred to the rows of the SWIFT report as the first characters and SWIFT report standards do not permit such characters in the first position of a row.</p> |
| Name and address | <p><u>In the case of SEPA Orders, only 105 characters (i.e. the first three rows) can be written; under the</u> ISO 20022 standard and the standard for SEPA Credit Transfer¹, any excess characters are not transferred to the message sent from the Debtor bank to the Beneficiary bank.</p> |
| Beneficiary's Bank | |
| BIC (SWIFT) | <p>Enter the Beneficiary's bank's BIC (the SWIFT code).</p> <p>In the case of Foreign Orders, this field is mandatory. If you do not know the BIC, ask the Beneficiary for this information or look it up at www.swift.com/bsl.</p> <p>For SEPA Orders, this field is optional. If it is filled in, BIC positions 5 and 6 must be identical to</p> <ul style="list-style-type: none"> • the country code in the following field (for example, BIC: PMBPCCZPP, country code of the Beneficiary's bank: CZ), and • positions 1 and 2 in the Beneficiary's account number in the IBAN format. |
| Country | <p>Enter the country ISO code of the Beneficiary's bank (not the Beneficiary's country – the Beneficiary's country can differ from the country of the Beneficiary's bank) – this field is mandatory.</p> <p>The country code of the Beneficiary's bank must match positions 5 and 6 of the BIC (SWIFT) of the Beneficiary's bank. (example: BIC: PMBPCCZPP, County code: CZ).</p> <p>For SEPA Orders, the country code must also be identical to positions 1 and 2 in the Beneficiary's account number in the IBAN format.</p> |

¹ <http://www.europeanpaymentscouncil.eu/index.cfm/sepa-credit-transfer/sepa-credit-transfer-sct/>

| Field | Description |
|---------------------------|---|
| EndToEnd Reference | |
| EndToEnd Reference | In the case of SEPA Orders, you can write the End To End Reference agreed with the Beneficiary here. <u>In the case of Foreign Orders, this field must not be filled in.</u> |
| Correspondent Bank | |
| BIC (SWIFT) | If you wish to send a Foreign Order via a specific bank, you can enter its BIC (SWIFT code) here. We recommend to fill this data especially for Payment Orders in USD. <u>In the case of SEPA Orders, this field must not be filled in.</u> |
| Information Fields | |
| Message for Beneficiary | Here you can enter a description for the Beneficiary. Fill in each row of this field from left to right. It is transferred to the SWIFT message as 4 lines containing 35 characters each. The first position of each row must not be a gap, dash or colon – these are positions which are transferred to the rows of the SWIFT report as the first characters and SWIFT report standards do not permit such characters in the first position of a row. |
| Message for Bank | <u>If this field is filled in, the Payment Order is excluded from automatic processing at the Bank and it will wait for manual processing by a Bank employee. The execution of the Payment Order can therefore be delayed.</u> |
| Message for Bank | Here you can enter information for further processing of the Foreign Order at the Bank: <ol style="list-style-type: none"> 1) individual conditions agreed with the Bank for the specific Foreign Order (e.g. individual exchange rate, agreed value date, express sending of the Foreign Order, etc.), or 2) additional information for the payment instruction (e.g. clarification of the Beneficiary's bank), or 3) optional details for SEPA Payment Transactions agreed between the Payer and the Beneficiary (Payer's reference, identification of the Payer, identification of the Beneficiary, purpose code and category purpose code), or 4) <u>mandatory data for Foreign Order denominated in RUB:</u> <ol style="list-style-type: none"> a. <u>inside Russian Federation:</u> <ul style="list-style-type: none"> • BIK of the Payee bank – national numeric bank code (9 digits), • VO code – Russia payment title (5 digits), • NDS (VAT) – information on whether the payment includes tax and, if so, its quantification in RUB, • the exact description of the payment purpose, • for Payee – legal entity: <ul style="list-style-type: none"> ○ INN – registration number of tax administration (10 - 12 digits), ○ KPP – special code for tax administration (9 digits), (note: INN nor KPP are not required for Payee – natural person); b. <u>outside Russian Federation:</u> <ul style="list-style-type: none"> • BIK of the Payee bank – national numeric bank code (9 digits), • VO code – Russia payment title (5 digits), • NDS (VAT) – information on whether the payment includes tax and, if so, its quantification in RUB, • the exact description of the payment purpose. <p>You can obtain required information from your business partner (payment Payee). <u>Foreign Order in RUB cannot be realized without these data.</u></p> |

| Field | Description |
|-----------------------|--|
| Message for Bank | Fill in each line of this field from left to right. Information from this field is transmitted to the Bank as follows: the first line of 30 characters, followed by lines two to six with 33 characters each. The first position of each row must not be a gap, dash or colon. In the case of SEPA Orders, you can fill in the fields that are specific for these orders here (Debtor's identification, Creditor's identification, etc.) – these details may only be entered as free text. |
| Information for Payer | Here you can enter a description of the Foreign Order or SEPA Order for your needs – data from this field is not transmitted to the Beneficiary. |
| Template name | If you wish to save the placed Foreign Order or SEPA Order as a template because who will be using it more often, enter the template name under which this Foreign Order or SEPA 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 or SEPA Order), e.g.:

Foreign and SEPA Order



EndToEnd Reference - EndToEnd Reference can be stated in SEPA Ordes only.

BIC (SWIFT) - Missing obligatory parameter(s). Processing terminated.

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

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

Foreign and SEPA Order

| | | |
|------------------|---|--|
| Template: | <input type="text" value="Select Template"/> | |
| Payer's Account: | <input type="text" value="1234567890 - TESTOVACÍ KLIENT S.R.O. - CZK"/> | |
| Amount: | <input type="text" value="1234"/> | Currency: <input type="text" value="EUR"/> |
| Charges: | <input type="text" value="SHA"/> | Maturity Date: <input type="text" value="19.09.2016"/> |

Beneficiary *

| | | |
|-------------------|--|--|
| IBAN/Account: | <input type="text" value="DE87478615189963590000"/> | |
| Name and Address: | <input type="text" value="FIRMA GMBH"/> | <input type="text" value="RATHOUSPLATZ 15"/> |
| | <input type="text" value="D-12345 BERLIN, GERMANY"/> | |

Beneficiary's Bank *

| | | |
|--------------|--|--|
| BIC (SWIFT): | <input type="text" value="GENODEM0HWI"/> | Country: <input type="text" value="DE"/> |
|--------------|--|--|

**The BIC may not be specified for SEPA Order.
For the Foreign Order, the BIC (SWIFT) of the Beneficiary's bank can be found at www.swift.com/bsl. Any additional identification details for the Beneficiary's bank type in the field "Information for the Bank".**

EndToEnd Reference

| | | |
|---------------------|---|-----------------------------|
| EndToEnd Reference: | <input type="text" value="123456789EUR"/> | For SEPA Order only. |
|---------------------|---|-----------------------------|

Correspondent Bank

| | | |
|--------------|----------------------|---------------------------------------|
| BIC (SWIFT): | <input type="text"/> | Do not specify for SEPA Order. |
|--------------|----------------------|---------------------------------------|

| | | |
|------------------------------|--|--|
| Message for the Beneficiary: | <input type="text" value="INVOICE NO 1235/9562/2016"/> | <input type="text" value="DD 09/16/2016"/> |
| | <input type="text"/> | <input type="text"/> |
| Information for the Bank: | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> |
| Information for the Payer: | <input type="text"/> | <input type="text"/> |
| Template Name: | <input type="text"/> | |

* Mandatory field

Default Continue Save Template

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

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

| Maturity Date | Payer's Account | Beneficiary's Account/IBAN | BIC (SWIFT) | Amount | Status | Action |
|---------------|-----------------|----------------------------|-------------|--------------|----------|---|
| 19.09.2016 | 660025 | DE87478615189963590000 | GENODEM0HWI | 1.234,00 EUR | ACCEPTED |  |

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

Foreign and SEPA Order

| | | |
|------------------|--|--|
| Template: | Select Template | |
| Payer's Account: | 1234567890 - TESTOVACÍ KLIENT S.R.O. - CZK | |
| Amount: | 1234 * | Currency: EUR  * |
| Charges: | SHA * | Maturity Date: 05.10.2016  28 * |

Beneficiary *

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

Beneficiary's Bank *

| | | |
|--------------|-------------|---|
| BIC (SWIFT): | GENODEM0HWI | Country: DE  |
|--------------|-------------|---|

The BIC may not be specified for SEPA Order.
For the Foreign Order, the BIC (SWIFT) of the Beneficiary's bank can be found at www.swift.com/bsl. Any additional identification details for the Beneficiary's bank type in the field "Information for the Bank".

EndToEnd Reference

| | | |
|---------------------|--------------|----------------------|
| EndToEnd Reference: | 123456789EUR | For SEPA Order only. |
|---------------------|--------------|----------------------|

Correspondent Bank

| | | |
|--------------|--|--------------------------------|
| BIC (SWIFT): | | Do not specify for SEPA Order. |
|--------------|--|--------------------------------|

| | | |
|------------------------------|---------------------------|---------------|
| Message for the Beneficiary: | INVOICE NO 1235/9562/2016 | DD 09/16/2016 |
| Information for the Bank: | | |
| Information for the Payer: | | |
| Template Name: | | |

* Mandatory field

Default **Continue** Save Template

4.7.2. Displaying previously placed Foreign Orders and SEPA Orders

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

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

| Maturity Date | Payer's Account | Beneficiary's Account/IBAN | BIC (SWIFT) | Amount | Status | Action |
|---------------|-----------------|----------------------------|-------------|------------|-----------|--------|
| 05.10.2016 | 60009 | CZ415800001000248 | | 32,15 EUR | WAITMATUR | |
| 05.10.2016 | 60025 | DE8789963590000 | | 12,34 EUR | ACCEPTED | |
| 04.10.2016 | 60025 | CZ366002007880011 | PMBPCZPO | 22,00 EUR | ACCEPTED | |
| 04.10.2016 | 60025 | CZ366002007880011 | PMBPCZPO | 33,00 EUR | ACCEPTED | |
| 04.10.2016 | 60009 | 66655 | BKTRUS30 | 155,00 USD | ACCEPTED | |
| 04.10.2016 | 60009 | 092.02 | JTBPCZPO | 32,00 USD | ACCEPTED | |
| 29.09.2016 | 60025 | CZ366002007880011 | PMBPCZPO | 43,21 EUR | ACCEPTED | |

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

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

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

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

Filter

Payer's Account:

Date from: to:

Amount from: to:

Currency: BIC:

Beneficiary's Account/IBAN:

Status:

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

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

Foreign and SEPA Orders

Amount from:

Amount to:

Currency:

| Maturity Date | Payer's Account | Beneficiary's Account/IBAN | BIC (SWIFT) | Amount | Status | Action |
|---------------|-----------------|----------------------------|-------------|------------|----------|---------------------------------------|
| 17.05.2016 | 60017 | 5654645678878 | BKTRUS30 | 521,00 USD | ACCEPTED | <input type="button" value="Detail"/> |
| 16.05.2016 | 60017 | 5654645678878 | BKTRUS30 | 521,00 USD | ACCEPTED | <input type="button" value="Detail"/> |
| 16.05.2016 | 57998 | 5654645678878 | BKTRUS30 | 521,00 USD | PASSED | <input type="button" value="Detail"/> |

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

Detail of Foreign and SEPA Order

| | |
|------------------------------|--------------------------------------|
| Payer's Account: | 60017 |
| Payer's Account Currency: | USD |
| Amount: | 521,00 USD |
| Date of Entry: | 16.05.2016 |
| Maturity Date: | 16.05.2016 |
| Charges: | SHA |
| Beneficiary: | 5654645678878 HIS FIRM LTD USA |
| Beneficiary's Bank: | BKTRUS30 |
| Correspondent Bank: | |
| EndToEnd Reference: | |
| Message for the Beneficiary: | MESSAGE FOR THE BENEFICIARY |
| Information for the Bank: | |
| Information for the Payer: | |
| Payment No.: | 305.7.1255312.1 |
| Status: | ACCOK |

Back to List
Processing History
Print
Copy

4.8. Foreign Bulk Orders and SEPA Bulk Orders

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

- Accounts
- Transaction History
- Statements
- Payment Orders
- Domestic Orders
- Domestic Bulk Orders
- Domestic Standing Orders
- Domestic Direct Debit Orders
- Domestic Direct Debit Mandates
- Intrabank Orders in Foreign Currency
- Foreign and SEPA Orders
- Foreign and SEPA Bulk Orders
- Cancelled Payments

Foreign and SEPA Bulk Orders

Import

Filter
Delete Filter
Print

| | Maturity Date | Payer's Account | Description | Submitter | Number of payments | Status | Action |
|--------------------------------------|---------------|-----------------|------------------|-----------|--------------------|----------|--------|
| Domestic Bulk Orders | 04.10.2016 | 60025 | HANA PETROUŠKOVÁ | | 1 | ACCEPTED | |
| Domestic Standing Orders | 04.10.2016 | 60009 | HANA PETROUŠKOVÁ | | 1 | ACCEPTED | |
| Domestic Direct Debit Orders | 04.10.2016 | 60025 | HANA PETROUŠKOVÁ | | 1 | ERROR | |
| Domestic Direct Debit Mandates | 04.10.2016 | 60009 | HANA PETROUŠKOVÁ | | 1 | ACCEPTED | |
| Intrabank Orders in Foreign Currency | 04.10.2016 | 60025 | HANA PETROUŠKOVÁ | | 1 | ERROR | |
| Foreign and SEPA Orders | 04.10.2016 | 60009 | HANA PETROUŠKOVÁ | | 1 | ACCEPTED | |
| Foreign and SEPA Bulk Orders | 04.10.2016 | 60025 | HANA PETROUŠKOVÁ | | 1 | ERROR | |
| Cancelled Payments | 04.10.2016 | | | | | | |

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

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

IB enables the importing of Foreign Bulk Orders and SEPA 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, in such a case, the Beneficiary's account number must have the IBAN format.

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

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

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

Foreign and SEPA Bulk Orders

Import

Filter

Delete Filter

Print

The form for importing a Foreign Bulk Order and SEPA Bulk Order will appear.

!!! ATTENTION!!!

Characters that are allowed in [SWIFT messages](#) can only be entered in the Foreign Bulk Order and SEPA 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 or SEPA Bulk Order, individual items in the Batch may be rejected after loading to IB due to formal errors, or it may not be possible to authorize the Batch import.

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

| Field | Description |
|-----------------|--|
| Payer's account | The Payer's Account Number from the imported file is preset here as a choice – the Payer's account number must be stated in the Batch for each item. |
| File format | Select the file format. The SEPA format can only be selected for importing a SEPA Bulk Order in the XML format. |
| File path | Select the file by clicking on Browse . |
| Description | Here you can enter a description of the Foreign Bulk Order and SEPA Bulk Order for easier orientation. |

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

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

Import of Foreign and SEPA Bulk Order

Payer's Account: *

File format: *

File Location:

Description:

* Mandatory field

SMS Code:

After successful import of the Batch, information about successful loading of the file into the system with the status **REC** will appear in on the opening page of Foreign Bulk Orders. The system will also automatically divide the imported file into several separate Foreign Bulk Orders and/or SEPA 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 and/or SEPA Bulk Orders).

Foreign and SEPA Bulk Orders

The Batch is successfully loaded with status "REC".

| Maturity Date | Payer's Account | Description | Submitter | Number of payments | Status | Action |
|---------------|-----------------|--------------------|------------------|--------------------|--------|--------|
| 05.10.2016 | 60017 | invoices - 09 2016 | HANA PETROUŠKOVÁ | | REC | |
| 05.10.2016 | 60009 | invoices - 09 2016 | HANA PETROUŠKOVÁ | | REC | |
| 05.10.2016 | 60017 | invoices - 09 2016 | HANA PETROUŠKOVÁ | | REC | |
| 05.10.2016 | 60009 | invoices - 09 2016 | HANA PETROUŠKOVÁ | | REC | |

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

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

4.8.2. Displaying previously placed Foreign Bulk Orders and SEPA Bulk Orders

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

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

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

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

| Field | Popis |
|--------|--|
| Status | Select the required status of the Foreign Bulk Order and/or SEPA Bulk Order (see point 3.1.). |

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 and SEPA Bulk Orders**. After entering the required criteria, click on **Submit**.

Filter

Payer's Account:

Date from: to:

Amount from: to:

Status:

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

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





Foreign and SEPA Bulk Orders

Date from: Date to:

| Maturity Date | Payer's Account | Description | Submitter | Number of payments | Status | Action |
|--------------------------|-----------------|------------------|-----------|--------------------|----------|---------------------------------------|
| 23.06.2016 24.06.2016 | 80003 | HANA PETROUŠKOVÁ | | 4 | DONE_E | <input type="button" value="Detail"/> |
| 23.06.2016 24.06.2016 | 30013 | HANA PETROUŠKOVÁ | | 4 | ACCEPTED | <input type="button" value="Detail"/> |

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

List of Payments of Foreign and SEPA Bulk Order

| Maturity Date | Payer's Account | Beneficiary's Account/IBAN | BIC (SWIFT) | Amount | Status | Action |
|---------------|-----------------|----------------------------|-------------|------------|----------|---|
| 24.06.2016 | 80003 | 51011 | BKTRUS30 | 987,50 USD | ACCOK |  |
| 24.06.2016 | 80003 | GB97MIDL40051559414907 | MIDLGB20 | 246,10 GBP | ACCOK |  |
| 24.06.2016 | 80003 | CZ736000000000015051011 | KOMBCZPO | 184,70 EUR | BANKCANC |  |
| 24.06.2016 | 80003 | DE87478615189963590000 | GENODEM0HWI | 123,20 EUR | ACCOK |  |

[Back to List](#)
[Processing History](#)
[Authorize](#)
[Print](#)

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

Payment Detail

| | |
|------------------------------|-------------------------|
| Payer's Account: | 80003 |
| Payer's Account Currency: | CZK |
| Amount: | 987,50 USD |
| Date of Entry: | 23.06.2016 |
| Maturity Date: | 24.06.2016 |
| Charges: | OUR |
| Beneficiary: | 51011 FIRMA 58DDDDDD |
| Beneficiary's Bank: | BKTRUS30 US |
| Correspondent Bank: | IRVTUS30 |
| EndToEnd Reference: | |
| Message for the Beneficiary: | |
| Information for the Bank: | |
| Information for the Payer: | |
| Payment No.: | 306.7.1255897.4 |
| Status: | ACCOK |

[Back](#)
[Processing History](#)
[Print](#)

5. Payment Order templates

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

Templates

New Template Filter Delete Filter

| Template Name | Payment Order Type | Beneficiary's Account | Beneficiary's Bank | Amount | Currency | Action |
|----------------|------------------------|-----------------------|--------------------|--------|----------|--------|
| HIS FIRM | Foreign and SEPA Order | 5654645678878 | BKTRUS30 | | USD | |
| VODNÉ A STOČNÉ | Domestic Order | 9874563210 | 0100 | | CZK | |

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

5.1. Creation of a new Payment Order template

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

Templates

New Template Filter Delete Filter

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

Select the New Template Type

Payment Order Type: Display

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

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

Domestic Order Template

Template Name: **VODNÉ A STOČNÉ**

Payer's Account:

Beneficiary's Account:

Beneficiary's Bank Code:

Amount: Express Order:

Variable Symbol: Constant Symbol:

Specific Symbol:

Information for the Payer:

Message for Beneficiary:

* Mandatory field

Clear
Save Template
List Template

5.2. Change of the Payment Order template

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

| Template Name ▼ | Payment Order Type | Beneficiary's Account | Beneficiary's Bank | Amount | Currency | Action |
|-----------------|--------------------|-----------------------|--------------------|--------|----------|--------|
| VODNÉ A STOČNÉ | Domestic Order | 563210 | 6000 | | CZK | |

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

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

Domestic Order Template

Template Name: VODNÉ A STOČNÉ

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

Beneficiary's Account: 9874563210

Beneficiary's Bank Code: 6000

Amount: Express Order:

Variable Symbol: Constant Symbol:

Specific Symbol: 654566444

Information for the Payer:

Message for Beneficiary: FAKTURA ZA

* Mandatory field

Clear Save Template List Template

5.3. Deleting a Payment Order template

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

| Template Name | Payment Order Type | Beneficiary's Account | Beneficiary's Bank | Amount | Currency | Action |
|----------------|--------------------|-----------------------|--------------------|--------|----------|--------|
| VODNÉ A STOČNÉ | Domestic Order | 563210 | 6000 | | CZK | |

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

Delete the Template

Do you want to delete the Template?

Yes
No

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

5.4. Display of already created Payment Order templates

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

Templates

New Template Filter Delete Filter

| Template Name | Payment Order Type | Beneficiary's Account | Beneficiary's Bank | Amount | Currency | Action |
|----------------|------------------------|-----------------------|--------------------|--------|----------|--------|
| HIS FIRM | Foreign and SEPA Order | 5654645678878 | BKTRUS30 | | USD | |
| VODNÉ A STOČNÉ | Domestic Order | 9874563210 | 0100 | | CZK | |

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

Filter

Payment Order Type:

New Template Submit

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.

Templates

New Template Filter Delete Filter

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