

USER GUIDE FOR INTERNET BANKING 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.

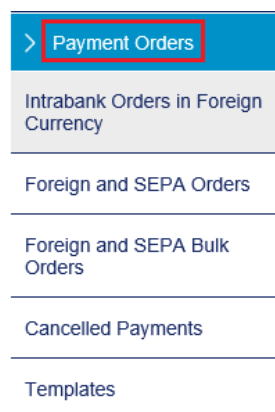
If the text of the User Guide contains terms, abbreviations of phrases starting with a capital letter, these shall have the meaning stipulated in the article Definition of Terms of the GBT, and/or *Business Conditions of PPF banka a.s. for Payments* (hereinafter “GBC for PS”), and/or SBT for IB, or the meaning specified in the individual provisions of the GBT, and/or GBC for PS, and/or SBT for IB 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
08.04.2019	9502010007	9503010009	0100		CANCELLED. Cancelled upon the Client's request.	1	
10.04.2019	9502010007	9503010009	6000	500,00 CZK	CANCELLED	301.7.1761924.1	
10.04.2019	9502010007	9503010009	6000	5.000,00 CZK	WAITMATUR	301.7.1761923.1	
05.04.2019	9502010007	9503010009	6000	5.000.000.000,00 CZK	WAITFUNDS	301.7.1761922.1	
05.04.2019	9502010007	9503010009	6000	5,00 CZK	ACCEPTED	301.7.1761921.1	

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	ACCOK. 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.
	ACCOK. Accepted at ČNB.	<u>This status is only displayed for Domestic Instant Orders.</u> It confirms that the entered Payment Order was accepted for processing at the ČNB.
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.
	BANKCANC. Cancelled by ČNB – will not be processed.	<u>This status is only displayed for Domestic Instant Orders.</u> It informs that the processing of a Payment Order was refused by the ČNB.

Abbreviation	Verbal identification	Description
CANCELLED	CANCELLED. Cancelled upon the Client's request.	The Payment Order/Batch/request were excluded from further processing upon the Client's request.
CANCREQ	CANCREQ. Cancellation request entered.	The Client requests to cancel a Payment Order/Batch/request and the cancellation request is being processed in the Bank's systems.
DECODED	DECODED.	The Payment Order/Batch/request were decoded (the safety cover was removed).
DECRYPTED	DECRYPTED.	The Payment Order/Batch/request were decrypted.
DISPATCH	DISPATCH. Successfully handled.	The Payment Order/Batch/request were successfully handled.
DONE_E	DONE_E. Partly executed.	All Payment Orders from the Batches were passed to the Bank for processing, but some were not executed (for insufficient Funds on the 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.










Abbreviation	Verbal identification	Description
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.
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.

Abbreviation	Verbal identification	Description
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.
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
08.04.2019	9502010007	9503010009	0100	50.000,00 CZK	WAITMATUR	301.7.1761925.1	  
10.04.2019	9502010007	9503010009	6000	500,00 CZK	CANCELLED	301.7.1761924.1	 
10.04.2019	9502010007	9503010009	6000	5.000,00 CZK	WAITMATUR	301.7.1761923.1	Detail 
05.04.2019	9502010007	9503010009	6000	5.000.000.000,00 CZK	WAITFUNDS	301.7.1761922.1	  

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.
	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	<u>For a Domestic Order:</u> Cancellation of a Domestic Order, which has already been accepted by the Bank for processing but is in the WAITFUNDS or WAITMATUR status. <u>For a Domestic Standing Order and a Domestic Direct Debit Mandate:</u> Cancellation of a Domestic Standing Order and a Domestic Direct Debit Mandate with "Active" status.
	Delete	<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> Deletion of the placed Payment Order, Batch, complete or request. This icon appears only if the Payment Order, Batch or request have not yet been authorized and/or transmitted to the Bank for processing. A template may be deleted at any time.

3.3. Print

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

Domestic Orders

Place new order

Filter
Delete Filter
Print

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							Print
Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Status	Payment no.	
08.04.2019	9502010007	9503010009	0100	50.000,00 CZK	WAITMATUR	301.7.1761925.1	
10.04.2019	9502010007	9503010009	6000	500,00 CZK	CANCELLED	301.7.1761924.1	
10.04.2019	9502010007	9503010009	6000	5.000,00 CZK	WAITMATUR	301.7.1761923.1	
05.04.2019	9502010007	9503010009	6000	5.000.000.000,00 CZK	WAITFUNDS	301.7.1761922.1	
05.04.2019	9502010007	9503010009	6000	5,00 CZK	ACCEPTED	301.7.1761921.1	

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: 9502010007
 Payer's Account Currency: CZK
 Payer's Account Type: Current account
 Beneficiary's Account: 9503010009
 Bank Code: 6000
 Date of Entry: 05.04.2019
 Maturity Date: 10.04.2019
 Amount: 500,00 CZK
 Variable Symbol:
 Constant Symbol:
 Specific Symbol:
 Information for the Payer:
 Message for the Beneficiary:
 Express Order: standard
 Status: CANCELLED
 Payment no.: 301.7.1761924.1

Back to List Print Processing History Copy

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

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

Processing History				
Entering and Authorization				
Date and time	Action	User		
05.04.2019, 16:48:18	Entering	HANA PETROUŠKOVÁ SMS		
05.04.2019, 16:48:24	Authorization	HANA PETROUŠKOVÁ SMS		
05.04.2019, 16:49:37	Entering to Cancel	HANA PETROUŠKOVÁ SMS		
05.04.2019, 16:49:44	Authorization of Cancellation	HANA PETROUŠKOVÁ SMS		
Processing flow				
Date and time	Action	Submitter	Details	Additional Information
05.04.2019, 16:48:46	Automatic Change of Status	PROCESS	WAITMATUR WAITMATUR. Waiting for Maturity Date.	Information: ;
05.04.2019, 16:49:46	Automatic Change of Status	PROCESS	CANCREQ CANCREQ. Cancellation request entered.	Information: ;
05.04.2019, 16:50:16	Automatic Change of Status	PROCESS	CANCELLED CANCELLED. Cancelled upon the Client's request.	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 Instant Orders – point [4.1.](#):
 - In this option you can enter Domestic Instant Orders:
 - in favor of CZK accounts held with other domestic banks participating in the instant payment scheme, up to a maximum of CZK 400,000,
 - in favor of CZK accounts held with the Bank in an unlimited amount,
 - Their processing takes place immediately after their entry into IB,
 - A prerequisite for the successful execution of a Domestic Instant Order is a sufficient Available Balance at the time of its handover to the Bank;
- Domestic Orders (including their cancellation) – point [4.2.](#):
 - In this option it is possible to enter standard and express Domestic Orders in favor of CZK accounts held with other domestic banks and the Bank,
 - They are processed only on Business Days;
- Domestic Bulk Orders – point [4.3.](#);
- Domestic Standing Orders (including their changes and cancellation) – point [4.4.](#);
- Domestic Direct Debit Orders – point [4.5.](#);
- Domestic Direct Debit Mandates – point [4.6.](#);
- Intrabank Orders in Foreign Currency – point [4.7.](#);
- Foreign Orders and SEPA Orders – point [4.8.](#);
- Foreign Bulk Orders and SEPA Bulk Orders – point [4.9.](#)

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:

- Two buttons are displayed for CZK-based accounts :
 - The **Instant** button is, clicking on this button a form for entering a manual Domestic Instant Order
 - The **Domestic** button is, 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	2319010007	229 PLATBY INTBANK	USD	0,00	0,00	Foreign
Current account	9502010007	KLIENT Č. 1 HB	CZK	21.833,94	21.828,34	Instant Domestic

4.1. Domestic Instant Orders

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

Accounts		Domestic Instant Orders						
Transaction History		Place new order		Filter	Delete Filter	Print		
Statements								
> Payment Orders								
Domestic Instant Orders								
Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Status	Payment no.	Action	
08.04.2019	9502010007	9503010009	0300	5,00 CZK	ERROR	301.7.1761953.1		
08.04.2019	9502010007	9503010009	6000	5,10 CZK	ACCEPTED	301.7.1761952.1		

Enter a new Domestic Instant Order by clicking on **Place new order** (see point [4.1.1.](#)); you can modify the display of previously entered Domestic Orders by clicking on **Filter** (see point [4.1.2.](#)).

4.1.1. Placing a Domestic Instant Order

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

Domestic Instant Orders	
Place new order	Filter Delete Filter Print

A form will appear for placement of a Domestic Instant Order.

!!! ATTENTION !!!

Characters that are allowed in the **CERTIS** system can only be entered in the Domestic Instant 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 Ń Ó Ô Õ 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 Instant Order, the Domestic Instant 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 Instant Order, select it from the list. If no template has been created for Domestic Instant Orders, the list will not be available.
Payer's account	Select the number of your account (the Payer's Account) from which the Domestic Instant 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 Instant Order (CZK is the default currency).
Variable symbol	You can enter the variable symbol here.
Constant symbol	You can enter the constant symbol here. The entered constant symbol is validated against the list of permitted constant symbols.
Specific symbol	You can enter the specific symbol here.
Information for Payer	Here you can enter a description of the Domestic Instant 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 Instant 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 Instant 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 Instant Order) or return to the original status (when using a template), you can click on **Clear**.

If you wish to save the Domestic Instant 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 (amount, symbols, etc.).

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

Domestic Instant Order

Template:

Payer's Account:

Beneficiary's Account:

Bank Code:

Amount: CZK

Variable Symbol: Constant Symbol:

Specific Symbol:

Information for the Payer:

Message for the Beneficiary:

Template Name:

* Mandatory field

Clear
Save Template
Submit

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 Instant Order (with any status, even not executed). In such a case, click on the **Copy** icon next to the selected Domestic Instant Order.

Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Status	Payment no. ▲	Action
08.04.2019	9502010007	9503010009	0300	5,00 CZK	ERROR	301.7.1761953.1	

IB will display an exact copy of the selected Domestic Instant Order. Following the modification/entering of all the required details continue to the authorization of the Domestic Instant Order using the **Submit** button (see above). Perform the authorization by the predefined Rights; the procedure is described in Part I of the User Guide.

4.1.2. Displaying previously entered Domestic Instant Orders

Previously entered Domestic Instant Orders are displayed automatically when clicking on **Domestic Instant Orders**. If you wish to display Domestic Instant 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 Instant Orders

Domestic Instant Orders

Place new order

Filter
Delete Filter
Print

Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Status	Payment no. ▲	Action
08.04.2019	9502010007	9503010009	0300	5,00 CZK	ERROR	301.7.1761953.1	
08.04.2019	9502010007	9503010009	6000	5,10 CZK	ACCEPTED	301.7.1761952.1	

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

To display the Domestic Instant 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 Instant Orders.
Amount from – to	Here you can enter the minimum amount of Domestic Instant Orders (fill in only the Amount from field), the maximum amount of Domestic Instant Orders (fill in only the to field) or the range of the Domestic Instant 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 Instant Orders were sent.
Bank code	You can enter the code of the Beneficiary's (Beneficiaries') bank to which the Domestic Instant Orders were sent.
Status	You can select the required Domestic Instant Orders status (see point 3.1.).
Variable symbol Specific symbol	The Domestic Instant 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 Instant Payments**. After entering the required criteria, click on **Submit**.

Filter

Payer's Account:

Date from: Date to:

Amount from: Amount to:

Beneficiary'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 **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 Instant Orders that fulfil the entered criteria. **These selected Domestic Instant 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 Instant 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 Instant Order.

Domestic Instant Orders

Place new order

Filter Delete Filter Print

Amount from: 5,00

Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Status	Payment no. ▲	Action
08.04.2019	9502010007	9503010009	0300	5,00 CZK	ERROR	301.7.1761953.1	🔍 ✎
08.04.2019	9502010007	9503010009	6000	5,10 CZK	ACCEPTED	301.7.1761952.1	🔍 ✎
08.04.2019	9502010007	9503010009	6000	5,00 CZK	ACCEPTED	301.7.1761951.1	🔍 ✎

Pressing the **Back to List** button will return you to the original screen, **Domestic Instant 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 Instant Order, thereby entering a new Domestic Instant Order (see point 4.1.1.).

Detail of Domestic Instant Order

Payer's Account: 9502010007
 Payer's Account Currency: CZK
 Payer's Account Type: Current account
 Beneficiary's Account: 9503010009
 Bank Code: 6000
 Date of Entry: 08.04.2019
 Amount: 5,10 CZK
 Variable Symbol:
 Constant Symbol:
 Specific Symbol:
 Information for the Payer:
 Message for the Beneficiary:
 Status: ACCOK
 Payment no.: 301.7.1761952.1

Back to List Print Processing History Copy

4.2. Domestic Orders

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

Accounts

Transaction History

Statements

> Payment Orders

Domestic Instant Orders

Domestic Orders

Domestic Orders

Place new order

Filter Delete Filter Print

Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Status	Payment no. ▲	Action
16.08.2019	9504010019	9503010009	6000	5.000,00 CZK	ACCEPTED	301.7.1965648.1	🔍 ✎
16.08.2019	9504010019	9503010009	6000	5.000.000.000,00 CZK	WAITFUNDS	301.7.1965643.1	🔍 ✎ ✕
16.08.2019	9504010019	9503010009	0100	50.000,00 CZK	WAITAUTH	301.7.1965642.1	🔍 ✎ ✕
20.08.2019	9504010019	9503010009	6000	500,00 CZK	WAITMATUR	301.7.1965641.1	🔍 ✎ ✕

Enter a new Domestic Order by clicking on **Place new order** (see point 4.2.1.); you can cancel a Domestic Order that has not yet been executed (see point 4.2.2.); you can modify the display of previously entered Domestic Orders by clicking on **Filter** (see point 4.2.3.).

4.2.1. Placing a Domestic Order

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

Domestic Orders

Place new order

Filter
Delete Filter
Print

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 đ é ê í ľ ň ó ô õ ř ř š ť ú û ü ý ž

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

0 1 2 3 4 5 6 7 8 9

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

space

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

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

Field	Description
Template	If you wish to use an existing template to enter a new Domestic Order, select it from the list. If no template has been created for Domestic Orders, the list will not be available.
Payer's account	Select the number of your account (the Payer's Account) from which the Domestic Order is to be executed.
Beneficiary's Account Number	Enter the Beneficiary's account number: <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 GBC for PS. <ul style="list-style-type: none"> no further action is required for an express Domestic Order to be processed if it is placed by 12.00 a.m.; if an express Domestic Order is placed between 12.00 a.m. and 3.00 p.m., 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.

Field	Description
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 Order

Template: No template available

Payer's Account: 9504010019 - KLIENT Č.1 IB - CZK *

Beneficiary's Account: 9503010009 *

Bank Code: 0100 *

Amount: 5000 CZK *

Maturity Date: 16.08.2019 * Express Order:

Variable Symbol: 232564 Constant Symbol:

Specific Symbol: 325654

Information for the Payer:

Message for the Beneficiary: INVOICE 123/2019

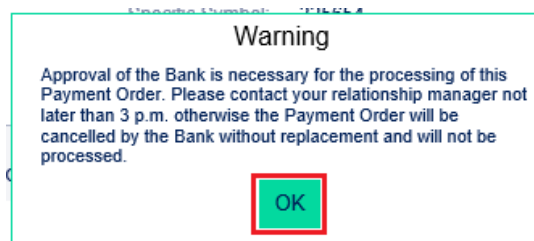
Template Name:

* Mandatory field

Clear
Save Template

Submit

If you enter express Domestic Order in the period between 12.00 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
16.08.2019	9504010019	9503010009	6000	5.000,00 CZK	ACCEPTED	301.7.1965648.1	

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 (see above). Perform the authorization by the predefined Rights; the procedure is described in Part I of the User Guide.

4.2.2. Cancelling a Domestic Order

In IB, a Domestic Order with the **WAITAUTH – Waiting for the Bank’s authorization**, 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 X is shown in the row of such Domestic Order.

Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Status	Payment no. ▲	Action
25.04.2019	9502010007	9503010009	6000	5.000,00 CZK	WAITMATUR	301.7.1761980.1	
11.04.2019	9502010007	9503010009	6000	5.000.000.000,00 CZK	WAITFUNDS	301.7.1761979.1	

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: 9502010007
 Beneficiary's Account: 9503010009
 Bank Code: 6000
 Date of Entry: 11.04.2019
 Maturity Date: 25.04.2019
 Amount: 5.000,00 CZK
 Variable Symbol:
 Constant Symbol:
 Specific Symbol:
 Information for the Payer:
 Message for the Beneficiary:
 Express Order: standard
 Status: WAITMATUR
 Payment no.: 301.7.1761980.1

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).

- Accounts
- Transaction History
- Statements
- > Payment Orders
- Domestic Instant 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

Cancelled Payments

Date of Cancellation Request ▲	Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Status	Action
11.04.2019	25.04.2019	9502010007	9503010009	6000	5.000,00 CZK	PARTSIG	
05.04.2019	10.04.2019	9502010007	9503010009	6000	500,00 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.

Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Status	Payment no. ▲	Action
25.04.2019	9502010007	9503010009	6000	5.000,00 CZK	CANCREQ	301.7.1761980.1	
11.04.2019	9502010007	9503010009	6000	5.000.000.000,00 CZK	WAITFUNDS	301.7.1761979.1	

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
10.04.2019	9502010007	9503010009	6000	5.000,00 CZK	CANCELLED	301.7.1761924.1	

- 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
11.04.2019	25.04.2019	9502010007	9503010009	6000	5.000,00 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.

4.2.3. 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
16.08.2019	9504010019	9503010009	6000	5.000,00 CZK	ACCEPTED	301.7.1965648.1	
16.08.2019	9504010019	9503010009	6000	5.000.000.000,00 CZK	WAITFUNDS	301.7.1965643.1	
16.08.2019	9504010019	9503010009	0100	50.000,00 CZK	WAITAUTH	301.7.1965642.1	
20.08.2019	9504010019	9503010009	6000	500,00 CZK	WAITMATUR	301.7.1965641.1	

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.

Field	Description
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:

Date from: Date to:

Amount from: Amount to:

Beneficiary'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 **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:
 Amount to:

Maturity Date	Payer's Account	Beneficiary's Account	Bank Code	Amount	Status	Payment no. ▲	Action
16.08.2019	9504010019	9502010007	6000	5.000,00 CZK	CANCELLED	301.7.1965693.1	
16.08.2019	9504010019	9503010009	6000	5.000,00 CZK	ACCEPTED	301.7.1965648.1	

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 [4.2.1.](#)).

4.3. 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
16.08.2019 16.08.2019	9502010007		JOSEF PRŮKA SMS	2	1,50 CZK	ACCEPTED	🔍
16.08.2019 16.08.2019	9502010007		JOSEF PRŮKA SMS	20	15,00 CZK	FORSIG	🔍 👤 ✖
16.05.2019 16.05.2019	9502010007	test	HANA PETROUŠKOVÁ SMS	2	0,00 CZK	ERROR	🔍
16.05.2019	9502010007		HANA PETROUŠKOVÁ SMS	2	0,00 CZK	ACCEPTED	🔍

You can import a new Domestic Bulk Order in the form of a Batch using the **Import** button (see point 4.3.1.), or enter it manually using the **Place new order** button (see point 4.3.2.). You can modify the display of previously placed Domestic Bulk Orders by clicking on **Filter** (see point 4.3.3.).

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

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

The various items in one Batch can have different Maturity Dates and can be executed from various accounts connected to IB. If a Batch contains items with Maturity Dates in the past or without the Maturity Date, 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 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 Ő Ř Ŕ Š Ť Ú Ů ŷ 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.

Field	Description
File format	Select the file format.
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 SBT for PS:</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 12.00 a.m.; <u>if an express Domestic Bulk Order is placed between 12.00 a.m. and 3.00 p.m., 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**.

The screenshot shows a web form titled "Import of Domestic Bulk Order". The form contains several input fields and buttons:

- Payer's Account:** A dropdown menu with the selected value "Remitter account number from import file".
- File format:** A dropdown menu with the selected value "CSV format".
- Express Order:** A dropdown menu with the selected value "NO".
- File Location:** A text input field containing "20_CSV_T_TOP_2019_08_21.txt" and a green "Browse" button to its left.
- Description:** A text input field containing "08/2019".
- SMS Code:** A text input field with a green button labeled "Format checking and generate new SMS code" to its right.
- Navigation:** At the bottom left, there are "Back" and "Default" buttons. At the bottom right, there is an "Import" button.

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
21.08.2019	9504010019	08/2019	HANA PETROUŠKOVÁ SMS		0,00 CZK	REC	
21.08.2019	9503010009	08/2019	HANA PETROUŠKOVÁ SMS		0,00 CZK	REC	
21.08.2019	9505010002	08/2019	HANA PETROUŠKOVÁ SMS		0,00 CZK	REC	
21.08.2019	9504010019	08/2019	HANA PETROUŠKOVÁ SMS		0,00 CZK	REC	
21.08.2019	9503010009	08/2019	HANA PETROUŠKOVÁ SMS		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.

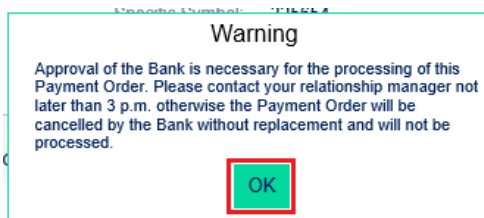
Domestic Bulk Orders

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
21.08.2019 22.08.2019	9504010019	08/2019	HANA PETROUŠKOVÁ SMS	6	51,00 CZK	FORSIG	🔍 👤 ✖
21.08.2019 22.08.2019	9503010009	08/2019	HANA PETROUŠKOVÁ SMS	5	90,00 CZK	FORSIG	🔍 👤 ✖
21.08.2019 21.08.2019	9505010002	08/2019	HANA PETROUŠKOVÁ SMS	5	115,00 CZK	FORSIG	🔍 👤 ✖
21.08.2019 21.08.2019	9504010019	08/2019	HANA PETROUŠKOVÁ SMS	5	15,00 CZK	FORSIG	🔍 👤 ✖
21.08.2019 21.08.2019	9503010009	08/2019	HANA PETROUŠKOVÁ SMS	4	54,00 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 12.00 a.m. and 3.00 p.m., please contact your relationship manager – the processing of such an order is subject to approval by the Bank. If you do not contact relationship manager express Domestic Bulk Order will be canceled without any replacement. The system highlights of this obligation by warning in a separate window.



4.3.2. 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 ð é ê í ľ ň ó ô õ ř ř š ť ú û ü ý ž

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

0 1 2 3 4 5 6 7 8 9

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

space

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

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

Field	Description
Details shared by all items	
Payer's Account	Select the number of your account (the Payer's Account) from which the Domestic Bulk Order is to be executed.
Due Date	The first possible Maturity Date will be entered automatically; it can be changed.
Description	You can enter a description of the Domestic Bulk Order here for easier orientation.
Express order	Here you can specify whether you require the Domestic Bulk Order to be executed as express. The conditions for making express payments are provided in the SBT for PS: <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 12.00 a.m.; <u>if an express Domestic Bulk Order is placed between 12.00 a.m. and .00 p.m., 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).

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 <u>is mandatory</u>.
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.

Field	Description
Constant symbol	You can enter the constant symbol here. The entered constant symbol is validated against the list of permitted constant symbols.
Specific symbol	You can enter the specific symbol here.
Message for 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: 2304000009 - 229 PLAT.HOMEBANKING - CZK * Maturity Date: 21.08.2019 * +

Description: 08/2019 Express Order

Beneficiary's Account: 9504010019 *

Beneficiary's Name: Variable Symbol: 2565554

Message for the Beneficiary : 08/2019

Bank Code: 6000 * + Amount in CZK: 15.00 * X

Constant Symbol: Specific Symbol:

Information for the Payer:

Beneficiary's Account: 9503010009 *

Beneficiary's Name: Variable Symbol: 987563211

Message for the Beneficiary : 08/2019

Bank Code: 6000 * + Amount in CZK: 51.00 * X

Constant Symbol: Specific Symbol:

Information for the Payer:

Beneficiary's Account: *

Beneficiary's Name: Variable Symbol:

Message for the Beneficiary :

Bank Code: * + Amount in CZK: * X

Constant Symbol: Specific Symbol:

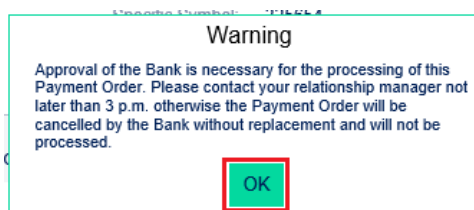
Information for the Payer:

* Mandatory field

Default

Add payment
Continue

If you enter express Domestic Bulk Order in the period between 12.00 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.



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:
2304000009 - 229 PLAT.HOMEBANKING - CZK *

Description:
08/2019

Maturity Date:
21.08.2019 *

Express Order

Beneficiary's Account:
9504010019 *

Beneficiary's Name:

Message for the Beneficiary :
08/2019

Bank Code:
6000 *

Amount in CZK:
15.00 *

Variable Symbol:
2565554

Constant Symbol:

Specific Symbol:

Information for the Payer:

Beneficiary's Account:
9503010009 *

Beneficiary's Name:

Message for the Beneficiary :
08/2019

Bank Code:
6000 *

Amount in CZK:
51.00 *

Variable Symbol:
987563211

Constant Symbol:

Specific Symbol:

Information for the Payer:

Number of payments: 2
Total amount: 66,00 CZK

SMS Code: Generate SMS code

* Mandatory field

Back
Authorize

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

Date and Time of Entry Maturity Date	Payer's Account	Description	Submitter	Number of payments	Total amount	Status	Action
21.08.2019 21.08.2019	2304000009	08/2019	HANA PETROUŠKOVÁ SMS	2	66,00 CZK	ACCEPTED	

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: 2304000009 - 229 PLAT.HOMEBANKING - CZK * Maturity Date: 21.08.2019 *

Description: 08/2019 Express Order

Beneficiary's Account: 9504010019 * Bank Code: 6000 * Amount in CZK: 15.00 *

Beneficiary's Name: Variable Symbol: 2565554 Constant Symbol: Specific Symbol:

Message for the Beneficiary: 08/2019 Information for the Payer:

Beneficiary's Account: 9503010009 * Bank Code: 6000 * Amount in CZK: 51.00 *

Beneficiary's Name: Variable Symbol: 987563211 Constant Symbol: Specific Symbol:

Message for the Beneficiary: 08/2019 Information for the Payer:

* Mandatory field

Default
Add payment
Continue

4.3.3. 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 Instant Orders

Domestic Orders

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
16.08.2019 16.08.2019	9502010007		JOSEF PRŮKA SMS	2	1.50 CZK	ACCEPTED	
16.08.2019 16.08.2019	9502010007		JOSEF PRŮKA SMS	20	15.00 CZK	FORSIG	
16.05.2019 16.05.2019	9502010007	test	HANA PETROUŠKOVÁ SMS	2	0.00 CZK	ERROR	
16.05.2019	9502010007		HANA PETROUŠKOVÁ SMS	2	0.00 CZK	ACCEPTED	

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).
Status	You can select the required status of the Domestic Bulk Orders (see point 3.1.).

Field	Description
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: Date to:

Amount from: Amount to:

Status:

Bulk Order Number:

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** 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

Import
Place New Order

Filter
Delete Filter
Print

Date from: 21.08.2019

Date to: 21.08.2019

Date and Time of Entry Maturity Date	Payer's Account	Description	Submitter	Number of payments	Total amount	Status	Action
21.08.2019 21.08.2019	2304000009	08/2019	HANA PETROUŠKOVÁ SMS	2	66,00 CZK	ACCEPTED	Q ✓
21.08.2019 22.08.2019	9504010019	08/2019	HANA PETROUŠKOVÁ SMS	6	51,00 CZK	ACCEPTED	Q

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
21.08.2019	2304000009	9503010009	6000	51,00 CZK	1967349	Manual	ACCOK	Q
21.08.2019	2304000009	9504010019	6000	15,00 CZK	1967349	Manual	ACCOK	Q

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Print

Processing History

Authorize

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
21.08.2019	9503010009	2304000009	6000	15,00 CZK	1967341	Imported	ACCOK	
21.08.2019	9503010009	2304000009	6000	14,00 CZK	1967341	Imported	ACCOK	
21.08.2019	9503010009	2304000009	6000	13,00 CZK	1967341	Imported	ACCOK	
21.08.2019	9503010009	2304000009	6000	12,00 CZK	1967341	Imported	ACCOK	

[Back](#) [Print](#)

[Processing History](#) [Authorize](#)

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
21.08.2019	9503010009	2304000009	6000	15,00 CZK	1967341	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: KLIENT Č. 2 HB
 Payer's Account: 9503010009
 Payer's Account Currency: CZK
 Payer's Account Type: Current account
 Beneficiary's Account: 2304000009
 Beneficiary's Bank Code: 6000
 Beneficiary's Name:
 Maturity Date: 21.08.2019
 Date of Entry: 21.08.2019
 Amount: 15,00 CZK
 Variable symbol:
 Constant Symbol:
 Specific Symbol:
 Information for the Payer: standard import csv r 20
 Message for the Beneficiary: standard import csv r 20
 Express Order: standard
 Status: ACCOK
 Payment no.: 302.7.1967341.4

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[Processing History](#)

4.4. Domestic Standing Orders

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

Next Payment	Payer's Account	Beneficiary's Account	Bank Code	Amount	Description	Frequency	Status	Action
11.09.2019	2304000009	9505010002	6000	800,00 CZK	car rent	Daily	Active	🔍 ✎ ✕
28.11.2019	2304000009	9504010019	6000	15.000,00 CZK	BMW	Quarterly	Active	🔍 ✎ ✕
28.02.2020	9505010002	9504010019	6000	800,00 CZK	rozhlas	Biannually	Active	🔍 ✎ ✕
28.08.2020	2304000009	9505010002	6000	1.500,00 CZK	TV	Annually	Active	🔍 ✎ ✕
11.09.2019	9505010002	9504010019	6000	800,00 CZK	Vodafone	Weekly	Active	🔍 ✎ ✕
30.09.2019	9502010007	9504010019	6000	1.500,00 CZK	O2	Monthly	Active	🔍 ✎ ✕

You have the following options available to you:

- Place a new Domestic Standing Order by clicking on **Place new order** (see point [4.4.1.](#));
- Change the Domestic Standing Order by clicking on **Change** (see point [4.4.2.](#));
- Cancel the Domestic Standing Order by clicking on **Delete** (if you require immediate cancellation, see point [4.4.3.](#)) or **Change** (if you need cancellation to take effect at a later time – see point [4.4.2.](#));
- 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 [4.4.4.1](#));
- Display requests to change or cancel Domestic Standing Orders (including requests waiting for authorization by another User) by clicking on **Detail** (see point [4.4.4.2](#));
- 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 [4.4.5.](#)).

4.4.1. Setting up of a Domestic Standing Order

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

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 đ 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 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 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.
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 [4.4.4.1](#)). **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 [4.4](#), and point [4.4.5](#) – it may not be displayed immediately).

4.4.2. Changing a Domestic Standing Order

!!! ATTENTION !!!

The effectiveness of the change of a Domestic Standing Order is always as follows (see the GBC for PS, point 7.):

- in the case of an entry on a Business Day until 6 p.m. – the change is effective from the next Business Day (ie if the entry on Monday until 6 p.m. the change is effective from Tuesday),
- in the case of an entry on a Business Day after 6 p.m. – the change is effective from the second following Business Day (ie on Monday after 6 p.m. the change is effective from Wednesday).

If the effective date of the change falls on the date of further payment from the Domestic Standing Order, such payment shall be made according to the entered changes of compliance with the Client's required changes.

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
11.09.2019	2304000009	9505010002	6000	800,00 CZK	car rent	Daily	Active	🔍 ✎ ✖

The details of the placed Domestic Standing Order will appear – only the following data can be changed:

Field	Description
Description	Here you can enter or change the description of the Domestic Standing Order. This field must be changed separately. If the description is changed at the same time as another item, the description is not changed.
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.
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: 2304000009

First Payment Date: 30.08.2019

Frequency: Daily

Description:

Beneficiary's Account:

Amount: CZK

Next payment date: Expiration Date:

Effective Date of the Change:

Variable Symbol: Constant Symbol:

Specific Symbol:

Information for the Payer:

Message for the Beneficiary:

* Mandatory field

Back
Continue

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

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

- under **Detail** and subsequently under **Change History** – see point [4.4.4.2](#), and
- under **List of Requests** button together with request to set up the Domestic Standing Order – see point [4.4.1](#).

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
11.09.2019	2304000009	9505010002	6000	800,00 CZK	car rent	Daily	Temporarily locked for changes	

4.4.3. 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 [4.4.2.](#), or
- Use the **Cancel** icon in the row of the respective Domestic Standing Order in line with the following procedure.

The effectiveness of the cancellation of a Domestic Standing Order is always as follows (see GBC for PS, point 7):

- in the case of entry on a Business Day until 6 p.m. – the cancellation will be made on the next Business Day** (ie if the entry on Monday until 6 p.m. the cancellation will be made on Tuesday),
- in the case of entry on a working day after 6 p.m. – the cancellation will be carried out on the second following Business Day** (ie on Monday after 6 p.m. the cancellation will be carried out on Wednesday).

If this day is the date of the further payment from the Domestic Standing Order, this payment will still be made.

To cancel a Domestic Standing Order, use the **Cancel** icon in the row next to the respective Domestic Standing Order.

Next Payment	Payer's Account	Beneficiary's Account	Bank Code	Amount	Description	Frequency	Status	Action
11.09.2019	2304000009	9505010002	6000	800,00 CZK	car rent	Daily	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 also displayed under **Detail** and subsequently under **Change History** – see point [4.4.4.2](#)). **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 [4.4.](#)) – deletion may not be immediate.

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

There are two ways to view the requests for the placement of a Domestic Standing Order **placed through IB**:

- requests for the placement, change or cancellation – by clicking on **List of Requests** on the initial overview of Domestic Standing Orders – see point [4.4.4.1](#),
- requests for change or cancellation – in the detail of a specific Domestic Standing Order under option **Change History** – see point [4.4.4.2](#).

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.

4.4.4.1 Requests under option List of Requests

Requests for the placement, change or cancellation of a Domestic Standing Order placed through IB can be displayed by clicking on **List of Requests**.

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
10.09.2019 Edit	2304000009	9505010002	6000	1.000,00 CZK	car rent	Daily	PARTSIG	🔍 👤 ✕
09.09.2019 Edit	9504010019	9505010002	6000	0,70 CZK	rent 11	Daily	ACCEPTED	🔍

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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: car rent
 Payer's Account: 2304000009
 Payer's Account Currency: CZK
 Beneficiary's Account: 9505010002
 Beneficiary's Bank Code: 6000
 Date of Entry: 10.09.2019
 Effective Date of the Change: 11.09.2019
 Next payment date: 11.09.2019
 Expiration Date:
 Amount: 1.000,00 CZK
 Frequency: Daily
 Variable Symbol: 5621548
 Constant Symbol: 0308
 Specific Symbol: 62
 Information for the Payer: car rent
 Message for the Beneficiary: rent car
 Identification Number: 5438
 Status: PARTSIG
 Request No.: 350.7.1973780.1




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Print
Processing History

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
10.09.2019 Edit	2304000009	9505010002	6000	1.000,00 CZK	car rent	Daily	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
10.09.2019 Edit	2304000009	9505010002	6000	1.000,00 CZK	car rent	Daily	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?


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

4.4.4.2 Requests under option **Change History** in the detail of a Domestic Standing Order

Requests to change or to cancel a 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.

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

Domestic Standing Orders

Next Payment	Payer's Account	Beneficiary's Account	Bank Code	Amount	Description	Frequency	Status	Action
11.09.2019	2304000009	9505010002	6000	800,00 CZK	car rent	Daily	Temporarily locked for changes	

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

Detail of Domestic Standing Order

Description: car rent

Payer's Account: 2304000009

Payer's Account Currency: CZK

Beneficiary's Account: 9505010002

Beneficiary's Bank Code: 6000

Date of Entry: 28.08.2019

First Payment Date: 30.08.2019

Next payment date: 11.09.2019

Expiration Date:

Amount: 800,00 CZK

Frequency: Daily

Variable Symbol: 5621548

Constant Symbol: 0308

Specific Symbol: 62

Information for the Payer: car rent

Message for the Beneficiary: rent car

Identification Number: 5438

Status: Temporarily locked for changes

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
10.09.2019 Edit	2304000009	9505010002	6000	1.000,00 CZK	car rent	Daily	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:	car rent
Payer's Account:	2304000009
Payer's Account Currency:	CZK
Beneficiary's Account:	9505010002
Beneficiary's Bank Code:	6000
Date of Entry:	10.09.2019
Effective Date of the Change:	11.09.2019
Next payment date:	11.09.2019
Expiration Date:	
Amount:	1.000,00 CZK
Frequency:	Daily
Variable Symbol:	5621548
Constant Symbol:	0308
Specific Symbol:	62
Information for the Payer:	car rent
Message for the Beneficiary:	rent car
Identification Number:	5438
Status:	PARTSIG
Request No.:	350.7.1973780.1

Back to List
Print
Processing History

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
10.09.2019 Edit	2304000009	9505010002	6000	1.000,00 CZK	car rent	Daily	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
10.09.2019 Edit	2304000009	9505010002	6000	1.000,00 CZK	car rent	Daily	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?

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

4.4.5. Displaying previously placed Domestic Standing Order

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
- Transaction History
- Statements
- > Payment Orders
- Domestic Instant Orders
- Domestic Orders
- Domestic Bulk Orders
- Domestic Standing Orders

Domestic Standing Orders

Place new order

Filter

Delete Filter
List of Requests
Print

Next Payment	Payer's Account	Beneficiary's Account	Bank Code	Amount	Description	Frequency	Status	Action
11.09.2019	2304000009	9505010002	6000	800,00 CZK	car rent	Daily	Active	🔍 ✎ ✖
28.11.2019	2304000009	9504010019	6000	15.000,00 CZK	BMW	Quarterly	Active	🔍 ✎ ✖
28.02.2020	9505010002	9504010019	6000	800,00 CZK	rozhlás	Biannually	Active	🔍 ✎ ✖
28.08.2020	2304000009	9505010002	6000	1.500,00 CZK	TV	Annually	Active	🔍 ✎ ✖
11.09.2019	9505010002	9504010019	6000	800,00 CZK	Vodafone	Weekly	Active	🔍 ✎ ✖
30.09.2019	9502010007	9504010019	6000	1.500,00 CZK	O2	Monthly	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: All Accounts

Next Payment Date:
 from: [] to: []

Date of Last Payment:
 from: [] to: []

Amount from: [] Amount to: []

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

Variable Symbol: [] Specific Symbol: []

Frequency: Not Selected

Back Default 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** 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

Place new order Filter Delete Filter List of Requests Print

Amount from: 800,00
 Amount to: 800,00

Next Payment	Payer's Account	Beneficiary's Account	Bank Code	Amount	Description	Frequency	Status	Action
11.09.2019	2304000009	9505010002	6000	800,00 CZK	car rent	Daily	Active	🔍 ✎ ✕
28.02.2020	9505010002	9504010019	6000	800,00 CZK	rozhlas	Biannually	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: car rent
 Payer's Account: 2304000009
 Payer's Account Currency: CZK
 Beneficiary's Account: 9505010002
 Beneficiary's Bank Code: 6000
 Date of Entry: 28.08.2019
 First Payment Date: 30.08.2019
 Next payment date: 11.09.2019
 Expiration Date:
 Amount: 800,00 CZK
 Frequency: Daily
 Variable Symbol: 5621548
 Constant Symbol: 0308
 Specific Symbol: 62
 Information for the Payer: car rent
 Message for the Beneficiary: rent car
 Identification Number: 5438
 Status: Active

Back to List Print Change History

Clicking on the **Change History** button will display a list of changes made to the respective Domestic Standing Order – see point [4.4.4.2.](#)

4.5. Domestic Direct Debit Orders

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

Maturity Date	Beneficiary's Account	Payer's Account	Payer's Bank Code	Amount	Status	Payment No. ▲	Action
23.08.2019	9503010009	9502010007	6000	15,19 CZK	ACCEPTED	304.7.1968032.1	
23.08.2019	9503010009	9502010007	6000	20,50 CZK	ACCEPTED	304.7.1968031.1	
20.08.2019	9503010009	9502010007	6000	2,50 CZK	ACCEPTED	304.7.1966925.1	
01.07.2019	9503010009	13014989	6200	2,00 CZK	BANKCANC	304.7.1957196.1	

Place a new Domestic Direct Debit Order by clicking on **New Order** (see point [4.5.1.](#)). You can modify the display of previously placed Domestic Direct Debit Orders by clicking on **Filter** (see point [4.5.2.](#)).

4.5.1. Placing a Domestic Direct Debit Order

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

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

!!! ATTENTION !!!

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

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

Field	Description
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: 9503010009 - KLIENT Č. 2 HB - CZK *

Payer's Account Number: 9502010007 *

Debit Account Bank Code: 6000 *

Amount: 15.19 CZK *

Maturity Date: 23.08.2019 *

Variable Symbol: 5621548 Constant Symbol: 0308

Specific Symbol:

Message for the Payer:

Information for the Beneficiary:

Template Name:

* Mandatory field

Clear

Save Template

Submit

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
23.08.2019	9503010009	9502010007	6000	15,19 CZK	ACCEPTED	304.7.1968032.1	

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: *

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
Save Template
Submit

4.5.2. Displaying previously entered Domestic Direct Debit Order

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

Transaction History

Statements

> Payment Orders

Domestic Instant 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
23.08.2019	9503010009	9502010007	6000	15,19 CZK	ACCEPTED	304.7.1968032.1	
23.08.2019	9503010009	9502010007	6000	20,50 CZK	ACCEPTED	304.7.1968031.1	
20.08.2019	9503010009	9502010007	6000	2,50 CZK	ACCEPTED	304.7.1966925.1	
01.07.2019	9503010009	13014989	6200	2,00 CZK	BANKCANC	304.7.1957196.1	

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.

Field	Description
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:

Amount from: Amount to:

Payer's Account: Bank Code:

Status:

Variable Symbol: Specific Symbol:

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

Date from:

Date to:

Maturity Date	Beneficiary's Account	Payer's Account	Payer's Bank Code	Amount	Status	Payment No. ▲	Action
23.08.2019	9503010009	9502010007	6000	15,19 CZK	ACCEPTED	304.7.1968032.1	<input type="button" value="Detail"/>
23.08.2019	9503010009	9502010007	6000	20,50 CZK	ACCEPTED	304.7.1968031.1	<input type="button" value="Detail"/>

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 [4.5.1.](#)).

Detail of Domestic Direct Debit Order

Beneficiary's Account:	9503010009
Payer's Account Currency:	CZK
Payer's Account Type:	Current account
Payer's Account:	9502010007
Payer's Bank Code:	6000
Payment Sent Date:	23.08.2019
Maturity Date:	23.08.2019
Amount:	15,19 CZK
Variable Symbol:	5621548
Constant Symbol:	0308
Specific Symbol:	
Message for the Payer:	
Information for the Beneficiary:	
Status:	ACCOK
Payment No.:	304.7.1968032.1

Back to List

Print

Processing History

Copy

4.6. 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 Instant Orders
- Domestic Orders
- Domestic Bulk Orders
- Domestic Standing Orders
- Domestic Direct Debit Orders
- Domestic Direct Debit Mandates

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
27.08.2019	9502010007	9504010019	6000	10.000,00 CZK	DPH	Monthly	Active	🔍 ✎ ✕
27.08.2019	9504010019	9505010002	6000	150,00 CZK	Green garden	Daily	Active	🔍 ✎ ✕
27.08.2019	2304000009	9505010002	6000	500,00 CZK	E-ticket	At any time if the other conditions are met	Active	🔍 ✎ ✕
28.08.2019	2304000009	9505010002	6000	10.000,00 CZK	VAT	Monthly	Active	🔍 ✎ ✕
30.09.2014	9504010019	9505010002	6000	500,00 CZK		Weekly	Active	🔍 ✎ ✕
24.03.2010	9502010007	9503010009	6000	100,00 CZK		At any time if the other conditions are met	Active	🔍 ✎ ✕

You have the following options:

- Enter a new Domestic Direct Debit Mandate by pressing **Place new mandate** (see point [4.6.1.](#));
- Change a Domestic Direct Debit Mandate via the **Change** icon (see point [4.6.2.](#));
- Cancel a Domestic Direct Debit Mandate via the **Cancel** icon (if you have a request for immediate cancellation, see point [4.6.3.](#)) or via the **Change** icon (if you have a request for cancellation that is to take effect at a later time, see point [4.6.2.](#));
- 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 [4.6.4.1.](#));
- 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 [4.6.4.2.](#));
- 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 [4.6.5.](#)).

4.6.1. 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 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 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	<p>Enter the number of the Beneficiary's Account which may collect payments from the above-mentioned Payer's Account:</p> <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	Enter the maximum amount which may periodically be collected from the account (the default currency is CZK).
Frequency	<p>Select the required frequency of direct debit payments from the list.</p> <p>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.</p> <p>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).</p>

Field	Description
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: *

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 also displayed under **List of requests** – see point [4.6.4.1](#)). **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 [4.6.](#) and point [4.6.5.](#) – it may not be displayed immediately).

4.6.2. Changing a Domestic Direct Debit Mandate

!!! ATTENTION !!!

The effectiveness of the change of a Domestic Direct Debit Mandate is always as follows (see the GBC for PS, point 7.):

- in the case of an entry on a Business Day until 6 p.m. – the change is effective from the next Business Day (ie if the entry on Monday until 6 p.m. the change is effective from Tuesday),
- in the case of an entry on a Business Day after 6 p.m. – the change is effective from the second following Business Day (ie on Monday after 6 p.m. the change is effective from Wednesday).

If the Bank receives a request for payment of a direct debit on the effective date of the change, the request will be considered and the payment will be made in accordance with the required changes of the Client..

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

The details of the placed Domestic Direct Debit Mandate will appear – only the following data can be changed:

Field	Description
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.
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: 9502010007

Mandate valid from: 27.08.2019

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 [4.6.4.2](#), and
- under **List of Requests** button together with request to set up the Domestic Direct Debit Mandate – see point [4.6.1](#).

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.

4.6.3. Cancelling a Domestic Direct Debit Mandate

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

- a) Enter the termination date as a change in the Domestic Direct Debit Mandate according to point [4.6.2](#), or
- b) Use the **Cancel** icon in the row of the respective Domestic Direct Debit Mandate in line with the following procedure.

The effectiveness of the cancellation of a Domestic Direct Debit Mandate is always as follows (see GBC for PS, point 7):




- **in the case of entry on a Business Day until 6 p.m. – the cancellation will be made on the next Business Day** (ie if the entry on Monday until 6 p.m. the cancellation will be made on Tuesday),
- **in the case of entry on a working day after 6 p.m. – the cancellation will be carried out on the second following Business Day** (ie on Monday after 6 p.m. the cancellation will be carried out on Wednesday).

If the Bank receives a request for payment of a direct debit on the effective date of cancellation, this payment will still be made.

To cancel a Domestic Standing Order, use the **Cancel** icon in the row next to the respective 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
27.08.2019	9502010007	9504010019	6000	10.000,00 CZK	DPH	Monthly	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 also displayed under **Detail** and subsequently under **Change History** – see point 4.6.4.2). **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 4.6.) – deletion may not be immediate.

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

There are two ways to view the requests for the placement of a Domestic Direct Debit Mandate **placed through IB**:

- requests for the placement, change or cancellation – by clicking on **List of Requests** on the initial overview of Domestic Direct Debits Mandates – see point 4.6.4.1,
- requests for change or cancellation – in the detail of a specific Domestic Direct Debit Mandate under option **Change History** – see point 4.6.4.2.

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.

4.6.4.1 Requests under option List of Requests





Requests for the placement, change or cancellation of a Domestic Direct Debit Mandate **placed through IB** can be displayed by clicking on **List of Requests**.

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
30.08.2019 Edit	9502010007	9504010019	6000	10.000,00 CZK	DPH	Monthly	PARTSIG	  
27.08.2019 Edit	9504010019	897683001	5500	1.500,00 CZK		Monthly	ACCEPTED	

< Previous 1 2 3 Next >

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: DPH
 Payer's Account: 9502010007
 Payer's Account Currency: CZK
 Beneficiary's Account: 9504010019
 Beneficiary's Bank Code: 6000
 Date of Entry: 30.08.2019
 Effective Date of the Change: 02.09.2019
 Valid to:
 Maximum Amount: 10.000,00 CZK
 Frequency: Monthly
 Variable Symbol: 6265232
 Information for the Payer:
 Identification Number: 831
 Status: PARTSIG
 Request No.: 355.7.1970319.1

Back to List
Print
Processing History

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
30.08.2019 Edit	9502010007	9504010019	6000	10.000,00 CZK	DPH	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
30.08.2019 Edit	9502010007	9504010019	6000	10.000,00 CZK	DPH	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.

4.6.4.2 Requests under option **Change History** in the detail of a Domestic Direct Debit Mandate

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

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
27.08.2019	9502010007	9504010019	6000	10.000,00 CZK	DPH	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: DPH
 Payer's Account: 9502010007
 Payer's Account Currency: CZK
 Beneficiary's Account: 9504010019
 Beneficiary's Bank Code: 6000
 Date of Entry: 2019-08-26T13:04:57.000Z
 Valid from: 27.08.2019
 Valid to:
 Maximum Amount: 10.000,00 CZK
 Frequency: Monthly
 Variable symbol: 62
 Information for the Payer:
 Identification Number: 831
 Status: Temporarily locked for changes

Back to List

Print

Change History

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
30.08.2019 Edit	9502010007	9504010019	6000	10.000,00 CZK	DPH	Monthly	PARTSIG	
27.08.2019 Edit	9502010007	9504010019	6000	10.000,00 CZK	DPH	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: DPH
 Payer's Account: 9502010007
 Payer's Account Currency: CZK
 Beneficiary's Account: 9504010019
 Beneficiary's Bank Code: 6000
 Date of Entry: 30.08.2019
 Effective Date of the Change: 02.09.2019
 Valid to:
 Maximum Amount: 10.000,00 CZK
 Frequency: Monthly
 Variable Symbol: 6265232
 Information for the Payer:
 Identification Number: 831
 Status: PARTSIG
 Request No.: 355.7.1970319.1

Back to List
Print
Processing History

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
30.08.2019 Edit	9502010007	9504010019	6000	10.000,00 CZK	DPH	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
30.08.2019 Edit	9502010007	9504010019	6000	10.000,00 CZK	DPH	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.

4.6.5. 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.

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

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
27.08.2019	9502010007	9504010019	6000	10,000,00 CZK	DPH	Monthly	Active	🔍 ✎ ✖
27.08.2019	9504010019	9505010002	6000	150,00 CZK	Green garden	Daily	Active	🔍 ✎ ✖
27.08.2019	2304000009	9505010002	6000	500,00 CZK	E-ticket	At any time if the other conditions are met	Active	🔍 ✎ ✖
28.08.2019	2304000009	9505010002	6000	10,000,00 CZK	VAT	Monthly	Active	🔍 ✎ ✖
30.09.2014	9504010019	9505010002	6000	500,00 CZK		Weekly	Active	🔍 ✎ ✖
24.03.2010	9502010007	9503010009	6000	100,00 CZK		At any time if the other conditions are met	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: Amount 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

Maximum amount from:
 Amount to:

Mandate date	Payer's Account	Beneficiary's Account	Bank Code	Maximum Amount	Description	Frequency	Status	Action
27.08.2019	9504010019	9505010002	6000	150,00 CZK	Green garden	Daily	Active	<input type="button" value="Detail"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
30.09.2014	9504010019	9505010002	6000	500,00 CZK		Weekly	Active	<input type="button" value="Detail"/> <input type="button" value="Edit"/> <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: Green garden
 Payer's Account: 9504010019
 Payer's Account Currency: CZK
 Beneficiary's Account: 9505010002
 Beneficiary's Bank Code: 6000
 Date of Entry: 2019-08-26T13:14:56.000Z
 Valid from: 27.08.2019
 Valid to: 28.08.2019
 Maximum Amount: 150,00 CZK
 Frequency: Daily
 Variable symbol:
 Information for the Payer:
 Identification Number: 832
 Status: Active

Clicking on the **Change History** button will display a list of changes made to the respective Domestic Direct Debit Mandate – see point 4.6.4.2.

4.7. Intrabank Orders 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**.

Maturity Date	Payer's Account	Beneficiary's Account	Amount	Status	Payment no.	Action
02.08.2019	9504010019	2001420006	4,00 EUR	ACCEPTED	321.7.1961425.1	
30.07.2019	9504010019	2419000041	1,00 EUR	ACCEPTED	321.7.1960554.1	
01.04.2019	2304000113	9505010002	100,00 RUB	BANKCANC	321.7.1908014.1	
01.04.2019	9505010002	2304000113	200,00 CZK	BANKCANC	321.7.1907995.1	

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

Intrabank Orders in Foreign Currency can also be imported into IB as part of importing a Foreign Bulk Order, see point 4.9.

4.7.1. Placing an Intrabank Order in Foreign Currency

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

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

!!! ATTENTION !!!

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

a b c d e f g h i j k l m n o p q r s t u v w x y z á ä ç d' é ë í ľ ň ó ô õ ř ř š ť ú û ü ý ž

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

0 1 2 3 4 5 6 7 8 9

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

space

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

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

Field	Description
Template	If you wish to use an existing template to enter a new Intrabank Order in Foreign Currency, select it from the list. If no template has been created for Intrabank Orders in Foreign Currency, the list will not be available.
Payer's Account	Select the number of your account (the Payer's Account) from which the Interbank Order in Foreign Currency is to be executed.
Beneficiary's Account	Enter the Beneficiary's account number. The first field is used to enter the account prefix (eleventh to sixteenth number positions counted from the right) and can remain blank. The second field is used to enter the account number (first to tenth number positions counted from the right) and is mandatory.
Due date	The first possible Maturity Date will be entered automatically; it can be changed.
Amount	Enter the amount of the Intrabank Order in Foreign Currency.
Currency	Enter the currency of the Intrabank Order in Foreign Currency. <u>!!! ATTENTION !!!</u> <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: 9504010019 - KLIENT Č.1 IB - CZK *

Beneficiary's Account: 2001420006 *

BIC (SWIFT): PMBPCZPP Maturity Date: 23.08.2019 *

Amount: 4 * Currency: EUR *

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

Charges: OUR

Message for Beneficiary:

Message for Bank:


Template Name:

* Mandatory field

Clear Save Template Submit

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
02.08.2019	9504010019	2001420006	4,00 EUR	ACCEPTED	321.7.1961425.1	

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: 9504010019 - KLIENT Č.1 IB - CZK *

Beneficiary's Account: 2001420006 *

BIC (SWIFT): PMBPCZPP Maturity Date: 23.08.2019 *

Amount: 4 * Currency: EUR *

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

Charges: OUR

Message for Beneficiary:

Message for Bank:

Template Name:

* Mandatory field

Clear
Save Template
Submit

4.7.2. 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 Instant 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
02.08.2019	9504010019	2001420006	4,00 EUR	ACCEPTED	321.7.1961425.1	
30.07.2019	9504010019	2419000041	1,00 EUR	ACCEPTED	321.7.1960554.1	
01.04.2019	2304000113	9505010002	100,00 RUB	BANKCANC	321.7.1908014.1	
01.04.2019	9505010002	2304000113	200,00 CZK	BANKCANC	321.7.1907995.1	

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**.

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.

Maturity Date	Payer's Account	Beneficiary's Account	Amount	Status	Payment no. ▲	Action
02.08.2019	9504010019	2001420006	4,00 EUR	ACCEPTED	321.7.1961425.1	
30.07.2019	9504010019	2419000041	1,00 EUR	ACCEPTED	321.7.1960554.1	

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 4.7.1.).

Detail of Intrabank Order in Foreign Currency

Payer's Account: 9504010019
 Payer's Account Currency: CZK
 Payer's Account Type: Current account
 Beneficiary's Account: 2001420006
 BIC (SWIFT): PMBPCZPP
 Payment Sent Date: 22.08.2019
 Maturity Date: 23.08.2019
 Amount: 4,00 EUR
 Charges: OUR
 Message for the Beneficiary:
 Information for the Bank:
 Status: WAITMATUR
 Payment no. : 321.7.1967712.1

Back to List Print Processing History Copy

4.8. Foreign Orders and SEPA Orders

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

- Accounts
- Transaction History
- Statements
- > Payment Orders
- Domestic Instant 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 Orders

Place New Order
Filter
Delete Filter
Print

Maturity Date	Payer's Account	Beneficiary's Account/IBAN	BIC (SWIFT)	Amount	Status	Action
26.08.2019	9504010019	CZ0660000000002304000017	PMBPCZPP	17,00 USD	ACCEPTED	
26.08.2019	9504010019	CZ0660000000002304000017		19,00 EUR	ACCEPTED	
26.08.2019	9504010019	CZ0660000000002304000017	PMBPCZPP	24,00 USD	ACCEPTED	
26.08.2019	9504010019	CZ0660000000002304000017		15,00 EUR	ACCEPTED	
26.08.2019	9504010019	CZ0660000000002304000017	PMBPCZPP	55,00 USD	ACCEPTED	
26.08.2019	9504010019	CZ0660000000002304000017		45,00 EUR	ACCEPTED	
23.08.2019	9504010019	CZ0660000000002304000017	PMBPCZPP	5,00 USD	WAITMATUR	
23.08.2019	9504010019	CZ0660000000002304000017		5,00 EUR	WAITMATUR	
02.08.2019	9504010019	CZ9420100000002300732958	FIOBCZPP	3,00 USD	ACCEPTED	
02.08.2019	9504010019	CZ9420100000002300732958	FIOBCZPP	2,00 EUR	ACCEPTED	

< Previous 1 2 Next >

You can place a new Foreign Order or SEPA Order by clicking on **Place New order** (see point 4.8.1.). You can modify the displaying of previously placed Foreign Orders or SEPA Orders by clicking on **Filter** (see point 4.8.2.).

4.8.1. Placing a Foreign Order or SEPA Order

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

Foreign and SEPA Orders

Place New Order

Filter

Delete Filter

Print

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.
Charges	Select the type of fee. For <u>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.</u> For other Payment Transactions, SHA or OUR charges are available.
Due Date	The first possible Due Date will be entered automatically; it can be changed.
Beneficiary	
IBAN/Account	Enter the Beneficiary's account number – this field is mandatory. <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>
Name and address	Enter the Beneficiary's trade name/company name/given name and surname and the address of the Beneficiary's registered office/place of residence, including the country. Fill in each row of this field from left to right. The first row of this field must be filled in.


Field	Description
Name and address	<p>In the case of Foreign Orders, it is transmitted to the SWIFT message as 4 lines containing 35 characters each. The first position of each row must not be a gap, dash or colon – these are positions which are transferred to the rows of the SWIFT report as the first characters and SWIFT report standards do not permit such characters in the first position of a row.</p> <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). 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. 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: PMBPCZPP, 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: PMBPCZPP, Country 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>
EndToEnd Reference	
EndToEnd Reference	<p>In the case of SEPA Orders, you can write the End To End Reference agreed with the Beneficiary here.</p> <p><u>In the case of Foreign Orders, this field must not be filled in.</u></p>
Correspondent Bank	
BIC (SWIFT)	<p>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.</p> <p><u>In the case of SEPA Orders, this field must not be filled in.</u></p>
Information Fields	
Message for Beneficiary	<p>Here you can enter a description for the Beneficiary.</p> <p>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.</p>

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

Message for Bank	<p><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></p> <p>Here you can enter information for further processing of the Foreign Order at the Bank:</p> <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> <p>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.</p> <p><u>In the case of SEPA Orders,</u> 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.</p>
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 Orders only.
BIC (SWIFT) of the Beneficiary's Bank - Missing obligatory parameter(s).

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:

Payer's Account:

Amount: Currency:

Charges: Maturity Date:

IBAN/Account:

Name and Address:

BIC (SWIFT) of the Beneficiary's Bank: Country of the Beneficiary's Bank:

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: For SEPA Order only.

BIC (SWIFT) of Corresp. Bank: Do not specify for SEPA Order.

Message for the Beneficiary:

Information for the Bank:

Information for the Payer:

Template Name:


* Mandatory field

Default
Save Template

Continue

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
26.08.2019	9504010019	CZ0660000000002304000017	PMBPCZPP	17,00 USD	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:

Payer's Account:

Amount: Currency:

Charges: Maturity Date:

IBAN/Account:

Name and Address:

BIC (SWIFT) of the Beneficiary's Bank: Country of the Beneficiary's Bank:

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: For SEPA Order only.

BIC (SWIFT) of Corresp. Bank: Do not specify for SEPA Order.

Message for the Beneficiary:

Information for the Bank:

Information for the Payer:

Template Name:

* Mandatory field

4.8.2. Displaying previously placed Foreign Orders or 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.

- Accounts
- Transaction History
- Statements
- > Payment Orders
- Domestic Instant 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 Orders

Place New Order

Filter
Delete Filter
Print

Maturity Date	Payer's Account	Beneficiary's Account/IBAN	BIC (SWIFT)	Amount	Status	Action
26.08.2019	9504010019	CZ0660000000002304000017	PMBPCZPP	17,00 USD	ACCEPTED	
26.08.2019	9504010019	CZ0660000000002304000017		19,00 EUR	ACCEPTED	
26.08.2019	9504010019	CZ0660000000002304000017	PMBPCZPP	24,00 USD	ACCEPTED	
26.08.2019	9504010019	CZ0660000000002304000017		15,00 EUR	ACCEPTED	
26.08.2019	9504010019	CZ0660000000002304000017	PMBPCZPP	55,00 USD	ACCEPTED	
26.08.2019	9504010019	CZ0660000000002304000017		45,00 EUR	ACCEPTED	
23.08.2019	9504010019	CZ0660000000002304000017	PMBPCZPP	5,00 USD	WAITMATUR	
23.08.2019	9504010019	CZ0660000000002304000017		5,00 EUR	WAITMATUR	
02.08.2019	9504010019	CZ9420100000002300732958	FIOBCZPP	3,00 USD	ACCEPTED	
02.08.2019	9504010019	CZ9420100000002300732958	FIOBCZPP	2,00 EUR	ACCEPTED	

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1 2
Next >

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: All Accounts

Date from: Date to:

Amount from: Amount to:

Currency: BIC:

Beneficiary's Account/IBAN:

Status: Not Selected

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

Currency:

Maturity Date	Payer's Account	Beneficiary's Account/IBAN	BIC (SWIFT)	Amount	Status	Action
26.08.2019	9504010019	CZ066000000002304000017	PMBPCZPP	17,00 USD	ACCEPTED	<input type="button" value="Detail"/> <input type="button" value="Copy"/>
26.08.2019	9504010019	CZ066000000002304000017	PMBPCZPP	24,00 USD	ACCEPTED	<input type="button" value="Detail"/> <input type="button" value="Copy"/>

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 4.8.1.).

Detail of Foreign and SEPA Order

Payer's Account: 9504010019
 Payer's Account Currency: CZK
 Amount: 17,00 USD
 Date of Entry: 26.08.2019
 Maturity Date: 26.08.2019
 Charges: SHA
 Beneficiary: CZ066000000002304000017
 ABC LTD
 Beneficiary's Bank: PMBPCZPP
 Correspondent Bank:
 EndToEnd Reference:
 Message for the Beneficiary: 08/2019
 Information for the Bank:
 Information for the Payer:
 Payment No.: 305.7.1968853.1
 Status: ACCOK

4.9. 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**.

Foreign and SEPA Bulk Orders

Import Filter Delete Filter Print

Maturity Date	Payer's Account	Description	Submitter	Number of payments	Status	Action
26.08.2019 27.08.2019	9502010007	08/2019	HANA PETROUŠKOVÁ SMS	2	WAITMATUR	🔍
26.08.2019 28.08.2019	9502010007	08/2019	HANA PETROUŠKOVÁ SMS	2	WAITMATUR	🔍
26.08.2019 27.08.2019	2304000009	08/2019	HANA PETROUŠKOVÁ SMS	2	WAITMATUR	🔍
26.08.2019 28.08.2019	2304000009	08/2019	HANA PETROUŠKOVÁ SMS	2	WAITMATUR	🔍
26.08.2019 27.08.2019	9502010007		HANA PETROUŠKOVÁ SMS	5	WAITMATUR	🔍
26.08.2019 27.08.2019	2304000009		HANA PETROUŠKOVÁ SMS	3	WAITMATUR	🔍
26.08.2019 27.08.2019	9502010007		HANA PETROUŠKOVÁ SMS	5	WAITMATUR	🔍
26.08.2019 27.08.2019	2304000009		HANA PETROUŠKOVÁ SMS	3	WAITMATUR	🔍
26.08.2019 27.08.2019	9502010007		HANA PETROUŠKOVÁ SMS	5	WAITMATUR	🔍
26.08.2019 27.08.2019	2304000009		HANA PETROUŠKOVÁ SMS	3	WAITMATUR	🔍

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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 [4.9.1.](#)). You can modify the display of previously placed Foreign Bulk Orders and SEPA Bulk Orders by clicking on **Filter** (see point [4.9.2.](#)).

4.9.1. 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:

Back to List

Default

Import

After successful import of the Batch, information about successful loading of the file into the system with the status **REC** will appear in 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

Import Filter Delete Filter Print

The Batch is successfully loaded with status "REC".

Maturity Date	Payer's Account	Description	Submitter	Number of payments	Status	Action
26.08.2019	9502010007	08/2019	HANA PETROUŠKOVÁ SMS		REC	
26.08.2019	9502010007	08/2019	HANA PETROUŠKOVÁ SMS		REC	
26.08.2019	2304000009	08/2019	HANA PETROUŠKOVÁ SMS		REC	
26.08.2019	2304000009	08/2019	HANA PETROUŠKOVÁ SMS		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.

- Accounts
- Transaction History
- Statements
- > Payment Orders
- Domestic Instant 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

Foreign and SEPA Bulk Orders

Import Filter Delete Filter Print

Maturity Date	Payer's Account	Description	Submitter	Number of payments	Status	Action
26.08.2019 27.08.2019	9502010007	08/2019	HANA PETROUŠKOVÁ SMS	2	FORSIG	
26.08.2019 28.08.2019	9502010007	08/2019	HANA PETROUŠKOVÁ SMS	2	FORSIG	
26.08.2019 27.08.2019	2304000009	08/2019	HANA PETROUŠKOVÁ SMS	2	FORSIG	
26.08.2019 28.08.2019	2304000009	08/2019	HANA PETROUŠKOVÁ SMS	2	FORSIG	
26.08.2019 27.08.2019	9502010007	08/2019	HANA PETROUŠKOVÁ SMS	2	WAITMATUR	
26.08.2019 28.08.2019	9502010007	08/2019	HANA PETROUŠKOVÁ SMS	2	WAITMATUR	
26.08.2019 27.08.2019	2304000009	08/2019	HANA PETROUŠKOVÁ SMS	2	WAITMATUR	
26.08.2019 28.08.2019	2304000009	08/2019	HANA PETROUŠKOVÁ SMS	2	WAITMATUR	
26.08.2019 27.08.2019	9502010007		HANA PETROUŠKOVÁ SMS	5	WAITMATUR	
26.08.2019 27.08.2019	2304000009		HANA PETROUŠKOVÁ SMS	3	WAITMATUR	

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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

4.9.2. 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.

- Accounts
- Transaction History
- Statements
- > Payment Orders
- Domestic Instant 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

Foreign and SEPA Bulk Orders

Import
Filter
Delete Filter
Print

Maturity Date	Payer's Account	Description	Submitter	Number of payments	Status	Action
26.08.2019 27.08.2019	9502010007	08/2019	HANA PETROUŠKOVÁ SMS	2	WAITMATUR	
26.08.2019 28.08.2019	9502010007	08/2019	HANA PETROUŠKOVÁ SMS	2	WAITMATUR	
26.08.2019 27.08.2019	2304000009	08/2019	HANA PETROUŠKOVÁ SMS	2	WAITMATUR	
26.08.2019 28.08.2019	2304000009	08/2019	HANA PETROUŠKOVÁ SMS	2	WAITMATUR	
26.08.2019 27.08.2019	9502010007		HANA PETROUŠKOVÁ SMS	5	WAITMATUR	
26.08.2019 27.08.2019	2304000009		HANA PETROUŠKOVÁ SMS	3	WAITMATUR	
26.08.2019 27.08.2019	9502010007		HANA PETROUŠKOVÁ SMS	5	WAITMATUR	
26.08.2019 27.08.2019	2304000009		HANA PETROUŠKOVÁ SMS	3	WAITMATUR	
26.08.2019 27.08.2019	9502010007		HANA PETROUŠKOVÁ SMS	5	WAITMATUR	
26.08.2019 27.08.2019	2304000009		HANA PETROUŠKOVÁ SMS	3	WAITMATUR	

< Previous
1 2 3
Next >

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).
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:

Amount from:

Status:

Date to:

Amount to:

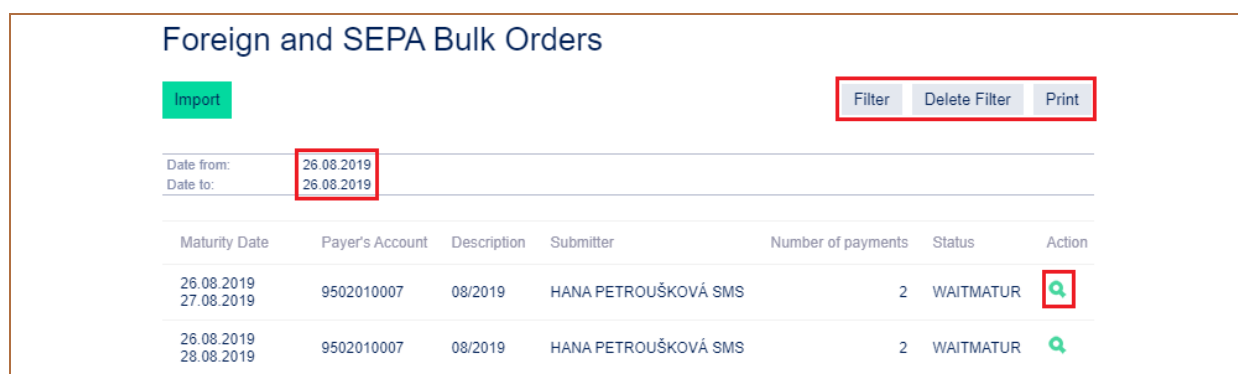
Back

Default

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 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

Import Filter Delete Filter Print

Date from: 26.08.2019
Date to: 26.08.2019

Maturity Date	Payer's Account	Description	Submitter	Number of payments	Status	Action
26.08.2019 27.08.2019	9502010007	08/2019	HANA PETROUŠKOVÁ SMS	2	WAITMATUR	
26.08.2019 28.08.2019	9502010007	08/2019	HANA PETROUŠKOVÁ SMS	2	WAITMATUR	

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
27.08.2019	9502010007	6565656565	BKTRUS30	31,44 EUR	WAITMATUR	
27.08.2019	9502010007	GB97MIDL40051559414907	MIDLGB20	42,11 EUR	WAITMATUR	

Back to List Print Processing History Authorize

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: 9502010007
 Payer's Account Currency: CZK
 Amount: 31,44 EUR
 Date of Entry: 26.08.2019
 Maturity Date: 27.08.2019
 Charges: OUR
 Beneficiary: 6565656565
 IAN RICHARDS
 Beneficiary's Bank: BKTRUS30
 US
 Correspondent Bank:
 EndToEnd Reference:
 Message for the Beneficiary:
 Information for the Bank:
 Information for the Payer:
 Payment No.: 306.7.1968923.2
 Status: WAITMATUR

Back Print

Processing History

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).

- Accounts
- Transaction History
- Statements
- > Payment Orders
- Domestic Instant 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
- Templates

Templates

Filter Delete Filter

New Template

Template Name	Payment Order Type	Beneficiary's Account	Beneficiary's Bank	Amount	Currency	Action
EUR	Foreign and SEPA Order	CZ0660000000002304000017		5	EUR	
Jan	Domestic Order	9504010019	6000	100	CZK	
O2	Domestic Order	9503010009	6000	500	CZK	
T-mobile	Domestic Order	9503010009	6000	150	CZK	
USD	Foreign and SEPA Order	CZ0660000000002304000017	PMBPCZPP	55	USD	
exchange	Intrabank Order in Foreign Currency	2001420006		4	EUR	
okamžitý příkaz test šablony	Domestic Order	9504010019	6000	100	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**.

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**.

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.**

There is common template for the **Domestic Order** and the **Domestic Instant Order**, and it can therefore be used in both these Payment Orders.

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).

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
T-mobile	Domestic Order	9503010009	6000	150	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: T-mobile

Payer's Account: 9502010007 - KLIENT Č. 1 HB - CZK

Beneficiary's Account: 9505010002

Beneficiary's Bank Code: 6000 ✔

Amount: Express Order:

Variable Symbol: 6565989741 Constant Symbol:

Specific Symbol:

Information for the Payer:

Message for Beneficiary:

* Mandatory field

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
T-mobile	Domestic Order	9503010009	6000	150	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?

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.

- Accounts
- Transaction History
- Statements
- > Payment Orders
- Domestic Instant 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
- Templates

Templates

New Template

Filter
Delete Filter

Template Name ▾	Payment Order Type	Beneficiary's Account	Beneficiary's Bank	Amount	Currency	Action
EUR	Foreign and SEPA Order	CZ0660000000002304000017		5	EUR	🔍 ✎ ✖
Jan	Domestic Order	9504010019	6000	100	CZK	🔍 ✎ ✖
O2	Domestic Order	9503010009	6000	500	CZK	🔍 ✎ ✖
T-mobile	Domestic Order	9503010009	6000	150	CZK	🔍 ✎ ✖
USD	Foreign and SEPA Order	CZ0660000000002304000017	PMBPCZPP	55	USD	🔍 ✎ ✖
exchange	Intrabank Order in Foreign Currency	2001420006		4	EUR	🔍 ✎ ✖
okamžitý příkaz test šablony	Domestic Order	9504010019	6000	100	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: All Templates ▾

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
Jan	Domestic Order	9504010019	6000	100	CZK	🔍 ✎ ✖
O2	Domestic Order	9503010009	6000	500	CZK	🔍 ✎ ✖
T-mobile	Domestic Order	9503010009	6000	150	CZK	🔍 ✎ ✖
okamžitý příkaz test šablony	Domestic Order	9504010019	6000	100	CZK	🔍 ✎ ✖