

Creating a domestic payment to a new beneficiary.

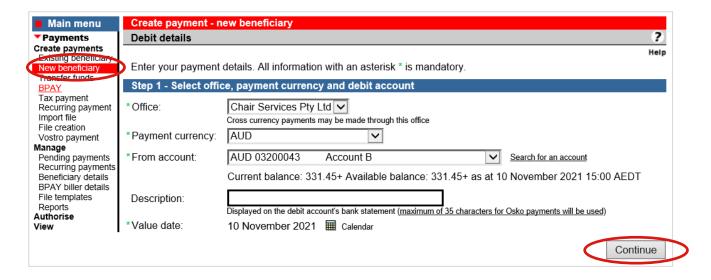
Follow this guide to create a payment for a **new beneficiary** (i.e., to a beneficiary whose details you will enter as you create the payment) who has an account in the same country as the account the payment is being made from.

To perform this procedure, you require **Creator** access to the **New beneficiary payment** feature, access to the **Debit account** and the appropriate **Payment currency**.

1. From the left-hand menu, select Payments > Create payments > New beneficiary.

Corporate Online displays the **Debit details** screen.

Entering payment debit details (Bank account)

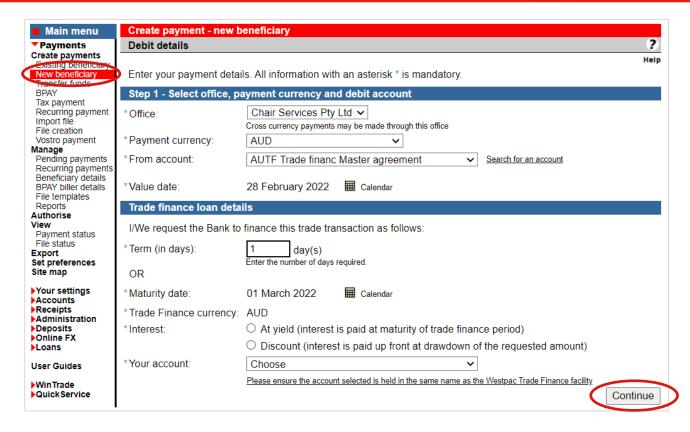


- 2. Complete the details as follows:
 - Select an Office from the list.
 - Select a Payment currency from the list. (i.e.: AUD, NZD, FJD, or PGK)
 - Select the **Account** to make the payment from in the same currency as the payment currency above.
 - Enter the **Description** to appear on the bank statement of the account chosen.
 - Use the calendar to select the **Value date** for the payment up to 90 days into the future (Note: Value date must be 'Today' for Osko payments in Australia).
 - Select Continue.

Entering payment debit details (Trade Finance)

Issued: June 2023 Page 1 of 5





- 2. Complete the details as follows:
 - Select an Office from the list.
 - Select a Payment currency from the list. (i.e.: AUD or NZD)
 - Select the Account to make the payment from.
 - Use the calendar to select the Value date for the payment.
 - Enter the **Term** in days or use the **Calendar** to select a **Maturity date**.
 - Select a Your account in the same currency as the "Trade Finance currency".
 Note: Ensure the selected account is held in the same name as the Trade Finance Facility.
 - Select Continue.

Entering beneficiary details (Bank account in Australia)

Step 2 - Enter beneficiary's details		
Country:	Australia Change country	
*Pay to:	● BSB & Account OR ○ PayID What is a PayID?	
*BSB:	Display the bank name.	
OR		
Intermediary payment:		
*Account number:		
	used to process payments. Entering incorrect details may mean the wrong account is be possible to recover the funds.	
*Account name:		
*Amount:	AUD 0.00	
*Payment method:	Overnight What payment methods are available?	
Description:		
This will appear on the beneficiary's statement. This description is used to provide information to the beneficiary. It is not used to process the payment.		

Issued: June 2023 Page 2 of 5



- 3. Complete the details as follows:
 - Enter the beneficiary's BSB (Bank, State, Branch number).
 - Enter the beneficiary's **Account number**.
 - Enter the beneficiary's Account name.
 - Enter the **Amount** of the payment.
 - Select a Payment method from the list. (Overnight Westpac, RTGS or Osko)
 - Enter the **Description** to appear on the beneficiary's bank statement e.g., invoice details.
 - Select Continue. Summary is displayed (Go to page 5).

Continue

Entering beneficiary details (PayID in Australia)

Step 2 - Enter beneficiary's details		
Country:	Australia Change country	
*Pay to:	○ BSB & Account OR ● PayID What is a PayID?	
*PayID type:	Choose	
*PayID:	Show PayID name	

- 3. Complete the details as follows:
 - Select to pay to a PayID (Phone number, Email, ABN, or Organisation ID)
 - Select the PayID type. To learn more about PayID's select the What is a PayID? Link.
 - Enter the beneficiary's PayID.
 - Select Show PayID name.

Enter beneficiary's details			
Country:	Australia Change country.		
*Pay to:	○ BSB & Account ● PayID What is a PayID?		
PayID type:	Phone number		
PayID:	+61- 0212345678		
PayID name:	ABC Company Pty Ltd		
	Clear PayID details and search again		
Please review PayID name before continuing.			
Amount:	AUD 0.00		
Payment method:	Osko		
Reference:			
Description:			

- Confirm the PayID name displayed is correct.
- Enter the **Amount** of the payment.
- Enter a Reference.
- Enter the **Description** to appear on the beneficiary's bank statement e.g., invoice details.
- Select Continue. Summary is displayed (Go to page 5).

Continue

Issued: June 2023 Page 3 of 5



Entering beneficiary details (Bank account in New Zealand)

Step 2 - Enter beneficia	ary's details	
Country:	New Zealand Change country	
*Bank & Branch No:	Display the bank name.	
*Account number:		
Account names are not used to process payments. Entering incorrect details may mean the wrong account is credited and it may not be possible to recover the funds.		
*Account name:		
*Amount:	NZD 0.00	
*Payment method:	Same day cleared What payment methods are available?	
Description:	Particulars Analysis code Reference This will appear on the beneficiary's statement.	
This description is used to provide information to the beneficiary. It is not used to process the payment.		
Enter notification details		
*Notify payee:	● No	
Email:		

- 3. Complete the details as follows:
 - Enter the beneficiary's Bank & Branch No.
 - Enter the beneficiary's Account number.
 - Enter the beneficiary's Account name.
 - Enter the **Amount** of the payment.
 - Select a **Payment method** list. (Overnight or Same day cleared)
 - Enter the **Description** to appear on the beneficiary's bank statement e.g., invoice details.
 - Where the payment method is Same day cleared enter the **Email address** of the beneficiary if required.
 - Select **Continue**. **Summary** is displayed (Go to page 5).

Continue

Entering beneficiary details (Bank account in Fiji / Papua New Guinea)

Step 2 - Enter beneficiary's details		
Country:	Papua New Guinea (Independent State) Change country	
*Bank	Choose	
*Account number:		
Account names are not used to process payments. Entering incorrect details may mean the wrong account is credited and it may not be possible to recover the funds.		
*Account name:		
*Amount:	PGK 0.00	
Description:		
	This will appear on the beneficiary's statement.	
This description is used to provide information to the beneficiary. It is not used to process the payment.		

- 3. Complete the details as follows:
 - Select a Bank from the list.
 - Enter the beneficiary's Account number.
 - Enter the beneficiary's Account name.
 - Enter the **Amount** of the payment.
 - Enter the **Description** to appear on the beneficiary's bank statement e.g., invoice details.

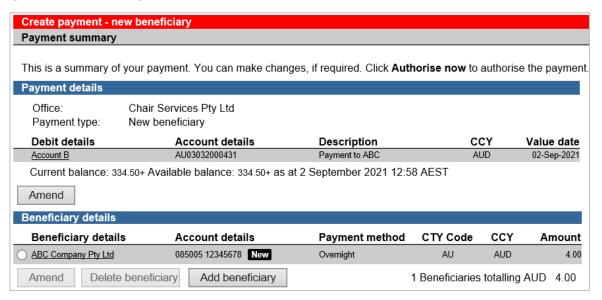
Issued: June 2023 Page 4 of 5



• Select Continue. Summary is displayed (see next page)

Continue

Payment summary



Note: Beneficiaries with account details not previously paid will be indicated as

- 4. Complete the following:
 - Review the details of the payment and make any amendments. You can add up to 99 beneficiaries.
 - Select Send to authorise to make the payment available for authorisation.
 OR

Send to authorise

Where your access also allows you to authorise confirm there are available funds in the
from account and that you have enough available authorisation limits and then select
Authorise now.

Authorise now

Confirmation

Online Payments displays the **Payment confirmation** screen. If the status of the payment is "Created / unauthorised" or "Partially authorised" authorisation is required before the payment is made. Ask another user to sign-in and authorise the payment by selecting **Authorise** from the left-hand menu.

Issued: June 2023 Page 5 of 5