

Creating a cross currency payment to an existing beneficiary.

Follow this guide to create a cross currency payment for an **existing beneficiary** (i.e., to a beneficiary whose details have been fully authorised) who has an account in a different country than the account the payment is being made from.

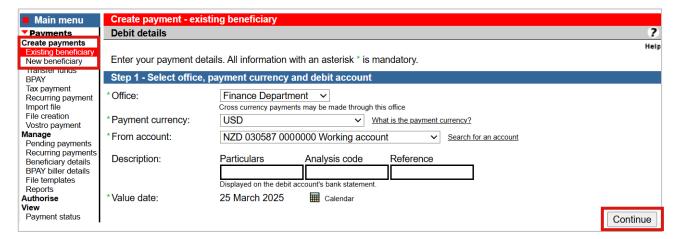
To perform this procedure, you require **Creator** access to the **Existing beneficiary payment** feature, access to the debit **Bank account** and the **Payment currency** the beneficiary is to receive.

① International payments are typically processed within 1-3 business days but can sometimes take longer.

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

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

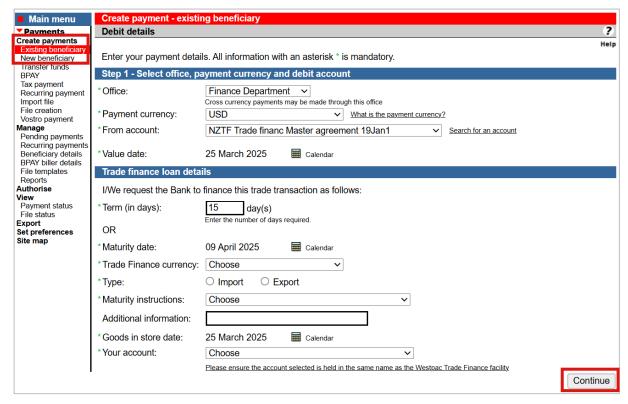
Entering payment debit details (Bank account)



- 2. Complete the details as follows:
 - Select an Office from the list.
 - Select a Payment currency from the list.
 - Select the **Account** from which to make the payment.
 - Enter the **Description** to appear on the bank statement of the account chosen.
 - Use the calendar to select the Value date for the payment.
 - Select Continue. (Go to page 3.)



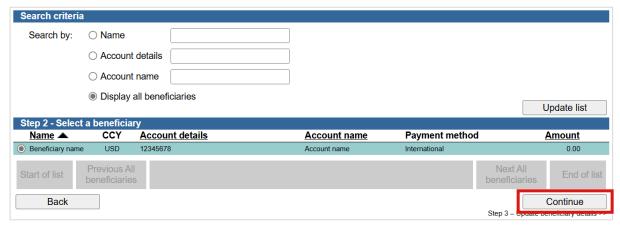
Entering payment debit details (Trade Finance)



- 2. Complete the details as follows:
 - · Select an Office from the list.
 - Select a Payment currency from the list.
 - Select the **Account** from which to make the payment.
 - 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 the Trade finance currency (where applicable based on payment currency).
 - Select whether the Trade finance is Import or Export.
 - Select a maturity instruction then add any additional information.
 - Use the Calendar to select the Good in store 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.

Selecting a beneficiary to pay

Corporate Online displays a list of beneficiaries' matching the payment currency selected.

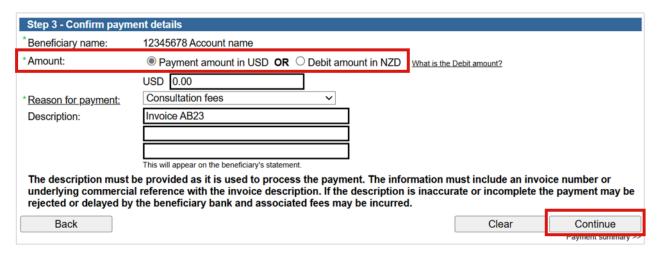




3. Select the beneficiary to include in the payment and then select Continue.

Entering payment details

Corporate Online displays the details of the beneficiary selected above.



- 4. Complete the details as follows:
 - Enter the **Payment amount** the beneficiary is to receive **OR** enter the **Debit amount** to be processed to the From account selected in Step 2. (where the office Foreign exchange setting permits, and the beneficiary is not 'Locked')
 - Select a Reason for payment where the Beneficiary country requires.
 - Enter or update the **Description** for the beneficiary e.g., invoice details.
 - Select Continue. Payment summary is displayed.

Payment summary



- 5. Complete the following:
 - Review the details of the payment and make any amendments. You can add up to 99 beneficiaries (if the **Payment amount** was entered in **Step 4**).
 - Select Continue.



Adding an exchange rate to a payment



The rate shown is an indicative rate only. The actual exchange rate used for the payment will depend on the market rate at the time the payment is 1st authorised.

6. EITHER:

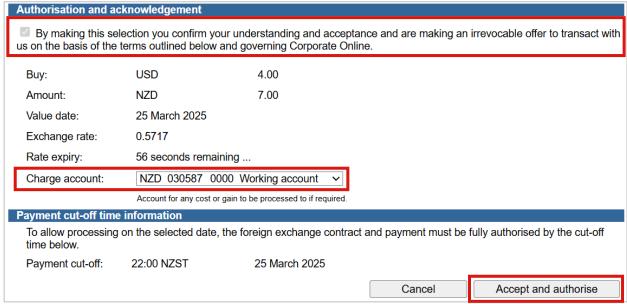
• Select **Send to authorise** to make the payment available for authorisation. **Confirmation** is displayed.

OR

 Where you access allows you to authorise and the payment includes an indicative market rate select Continue.

Authorising cross-currency payments with an indicative live rate

Corporate Online displays the live foreign exchange rate screen.



7. Carefully read the important information and then select the box to accept the conditions.

Online Payments gets a rate for the currency and then displays the rate for your acceptance.

You have 60 seconds to accept the rate. The rate expiry field counts down the time. Note: If the rate expires, you cannot continue.



- 8. Select a **Charge account** that will be used to debit and costs or credit any gains that result from a cancelled payment.
- 9. Select Accept and authorise. Confirmation is displayed.

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.