

businessONLINE Payments Guide

Basket Payment – Bulk Payments

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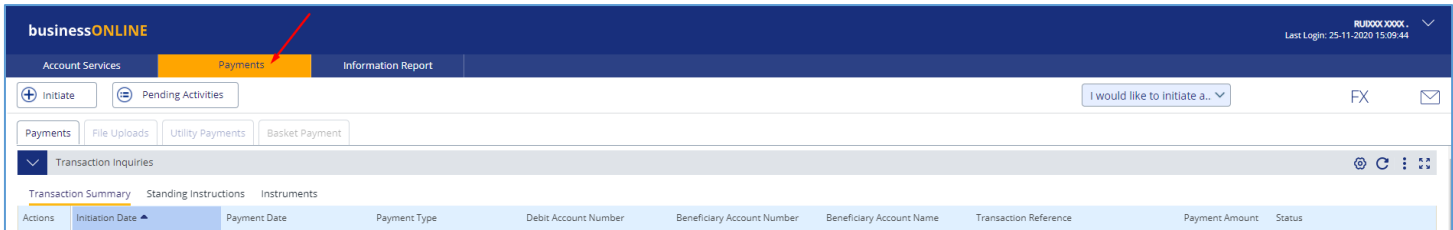
Version 1.0

Initiate Basket Payment

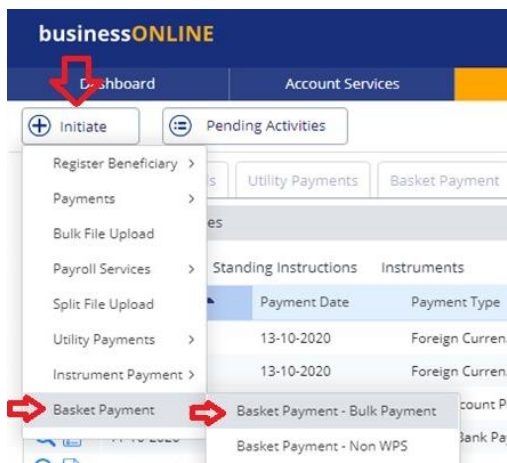
(Applicable for Maker and Maker-Authorizer)

Single Debit

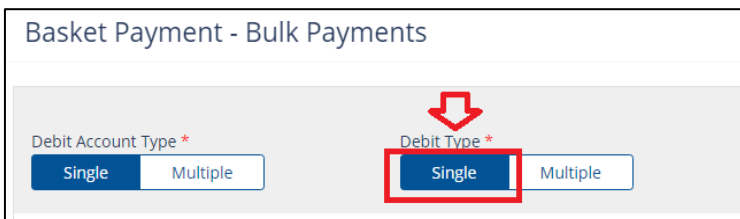
Click **"Payments"**



Click **Initiate > Basket Payment > Basket Payment - Bulk Payment**



Select **Single** as Debit Type



Select **Transfer Type**; Within Bank Payment, Local or Foreign Currency Payment or Own Account Payment

Basket Payment - Bulk Payments

Debit Account Type* Debit Type*

Payment Details
 Transfer Type*
 Within Bank Payment
 Within Bank Payment
 Local Currency Payment
 Foreign Currency Payment
 Own Account Payment

Payment Date* 13/10/2020

Select **Debit Account**

Basket Payment - Bulk Payments

Debit Account Type* Debit Type*

Payment Details
 Transfer Type* Within Bank Payment

Debit Account Number*
 Payment Date* 13/10/2020

Double click to select the account directly or use the filter option to look for an account by name, currency, nickname ... etc.

Account Lookup

Debit Account Number	Currency	Account Name	Beneficiary Bank Name	Branch Name	Account Type	Account Nickname	Beneficiary Bank Country
10 01	AED	XAMXYNX AACMANPCN AAYYXP PA...	Emirates NBD	JEBEL ALI	CURRENT ACCOUNT	--	UNITED ARAB EMIRATES
10 03	EUR	XAMXYNX AACMANPCN AAYYXP PA...	Emirates NBD	JEBEL ALI	CURRENT ACCOUNT FOREIGN CCY	--	UNITED ARAB EMIRATES
10 02	USD	XAMXYNX AACMANPCN AAYYXP PA...	Emirates NBD	JEBEL ALI	CURRENT ACCOUNT FOREIGN CCY	--	UNITED ARAB EMIRATES

Select Beneficiary Account

Basket Payment - Bulk Payments

Debit Account Type * Single Multiple

Debit Type * Single Multiple

Payment Details

Transfer Type *

Debit Account Number *

Payment Date *

Available Balance AED 46,454,966.88

Select Beneficiary Type *

Beneficiary Account Number *

Basket Payment - Bulk Payments

Beneficiary Lookup

Beneficiary Nickname	Beneficiary Name	Account Number	Currency	Bank Name	Branch Name
NAME1	NAME10000085	AED000000001011000008...	AED	EMIRATES NBD BANK PJ...	DEIRA BRANCH
Misbah ENBD	NAME10000569	AED00060001011000056...	AED	EMIRATES NBD BANK PJ...	AL SOUK BRANCH
ALI1	NAME10000569	1011000000005	AED	EMIRATES NBD BANK PJ...	AL SOUK BRANCH
AYESHAENBD	NAME10014861	AED00060001011000000...	AED	EMIRATES NBD BANK PJ...	DEIRA BRANCH
ayeshaenbd2	NAME10014861	AE380260001011001486...	AED	EMIRATES NBD BANK PJ...	DEIRA BRANCH

- Enter Payment amount
- Provide any reference (this will reflect in your statement)
- Provide Purpose of Transfer
- Click "Add Invoice details" (Optional)
- Click on **Add to Basket**

Basket Payment - Bulk Payments

Debit Account Type * Single Multiple

Debit Type * Single Multiple

Fixed Debit Yes No

Payment Details

Transfer Type *

Debit Account Number *

Payment Date *

Available Balance EGP 408.80

Select Beneficiary Type *

Beneficiary Account Number *

Deal Reference

Transaction Amount *

Reference in your statement *

Basket Reference in your statement

Purpose of payment to beneficiary *

You have successfully added the payment for the Beneficiary with same bank

Basket Payment - Bulk Payments

Debit Account Type * Debit Type *

Single Multiple Single Multiple

Payment Details

Transfer Type *

Debit Account Number *

Payment Date *

Select Beneficiary Type *

Beneficiary Account Number *

Summary

From AMCMA ANWPCNAWAYNAX ERC - 1010000000001

Total 1 Payment(s) AED 100.00

on Oct 13, 2020

From : AMCMA ANWPCNAWAYNAX ERC AED 100.00

to : EMIRATES AED 100.00

On Oct 13, 2020 Within Bank Payment

Example (2) Select "Local Currency Payment" as Transfer Type

Basket Payment - Bulk Payments

Debit Account Type * Debit Type *

Single Multiple Single Multiple

Payment Details

Transfer Type *

Debit Account Number *

Payment Date *

Select Beneficiary Type *

Beneficiary Account Number *

Summary

From AMCMA ANWPCNAWAYNAX ERC - 1010000000001

Total 1 Payment(s) AED 100.00

on Oct 13, 2020

From : AMCMA ANWPCNAWAYNAX ERC AED 100.00

to : EMIRATES AED 100.00

On Oct 13, 2020 Within Bank Payment

Select **Beneficiary Account**

Basket Payment - Bulk Payments

Debit Account Type * Debit Type *

Single Multiple Single Multiple

Payment Details

Transfer Type *

Debit Account Number *

Payment Date *

Select Beneficiary Type *

Beneficiary Account Number *

Summary

From AMCMA ANWPCNAWAYNAX ERC - 1010000000001

Total 1 Payment(s) AED 100.00

on Oct 13, 2020

From : AMCMA ANWPCNAWAYNAX ERC AED 100.00

to : EMIRATES AED 100.00

On Oct 13, 2020 Within Bank Payment

BENEFICIARY INFORMATION

Select Beneficiary Type

Existing New

Beneficiary Type **

Beneficiary Lookup

Beneficiary Nickname	Beneficiary Name	Account Number	Bank Name	Branch Name	Beneficiary Bank Country
ABRAR TYRES	ABRXX XXXXX XXXXXXXX	AE440 XXXXXXXXXXXXXXXXXX	NATIONAL BANK OF RAS AL KHAIMAH	HEAD OFFICE NBRAX BUILDING	UNITED ARAB EMIRATES
AKBAR ALI KU	AKBXX XXX XX XXX	AE066 XXXXXXXXXXXXXXXXXX	NATIONAL BANK OF RAS AL KHAIMAH	HEAD OFFICE NBRAX BUILDING	UNITED ARAB EMIRATES
AL RAS REF DEVI	ALXXX XXXXXXXXXXXXXXXXXX	AE41 XXXXXXXXXXXXXXXXXX	ABU DHABI COMMERCIAL BANK	HEAD OFFICE - ABU DHABI SALAM STREE	UNITED ARAB EMIRATES
AL SURAJ TYRES	AL XXXXX XXXXX XXXXXXXX	AE83 XXXXXXXXXXXXXXXXXX	NATIONAL BANK OF RAS AL KHAIMAH	HEAD OFFICE NBRAX BUILDING	UNITED ARAB EMIRATES
ALNAVEED	AL XXXXXX XXXXXXXXXXXXXXXXXX	AE470 XXXXXXXXXXXXXXXXXX	NOOR ISLAMIC BANK	DUBAI EMAAR BUSINESS PARK	UNITED ARAB EMIRATES
ALHAKAI INI?	AL XXXXXX XXXXXX XXXXXXXXXXXXX	EA066 XXXXXXXXXXXXXXXXXX	BANK AL JAFRA JERDAH	...	UNITED ARAB EMIRATES

Beneficiary Nickname

1. Enter Payment amount
2. Provide reference, this will reflect in your statement
3. Provide purpose of payment to beneficiary. This information will be shown in beneficiary's statement
4. Add/view invoice (optional)
5. Select charge type
6. Click on **add to basket**

Basket Payment - Bulk Payments

Debit Account Type*

Single Multiple

Debit Type*

Single Multiple

Fixed Debit Yes No

Payment Details

Transfer Type*

Local Currency Payment

Debit Account Number*

1019890822501

Payment Date*

26/10/2022

Select Beneficiary Type*

Account

Beneficiary Account Number*

Deal Reference

Transaction Amount*

EGP 10.00

Reference in your statement*

monthly fees

Basket Reference in your statement

Purpose of payment to beneficiary*

October fees

Charge Type*

--Select--

- SHA-Charges will be shared
- OUR-Remitter to pay charges
- BEN-Beneficiary to pay charges

Buttons: Add/View Invoice, Clear, Add To Basket

Summary

From DUMMY COMPANY - 1019890822501

Total 1 Payment(s) on Oct 26, 2022

Total Charges (In AED and exclusive of VAT) 0.00

From : DUMMY COMPANY

to : ENGY AHMED RAGAB ABDEL MONGY

On Oct 26, 2022

EGP 5.00

EGP 5.00

Within Bank Payment

You have successfully added the payment for the Beneficiary with other bank

Basket Payment - Bulk Payments

Single Multiple Single Multiple

Fixed Debit Yes No

Payment Details
Transfer Type*

Debit Account Number* 1019890822501 Payment Date* 26/10/2022

Select Beneficiary Type* Account Beneficiary Account Number*

Deal Reference

From DUMMY COMPANY - 1019890822501
Total 2 Payment(s) EGP 15.00
on Oct 26, 2022
Total Charges (in AED and exclusive of VAT) 50.00

From : DUMMY COMPANY EGP 5.00
to : ENGY AHMED RAGAB ABDEL MONGY EGP 5.00
On Oct 26, 2022 Within Bank Payment

From : DUMMY COMPANY EGP 10.00
to : Engy EGP 10.00
On Oct 26, 2022 Local Currency Payment

Click on Submit

Account

Payment Amount*

Basket Reference in your statement BASKET REF

Purpose Of Transfer*

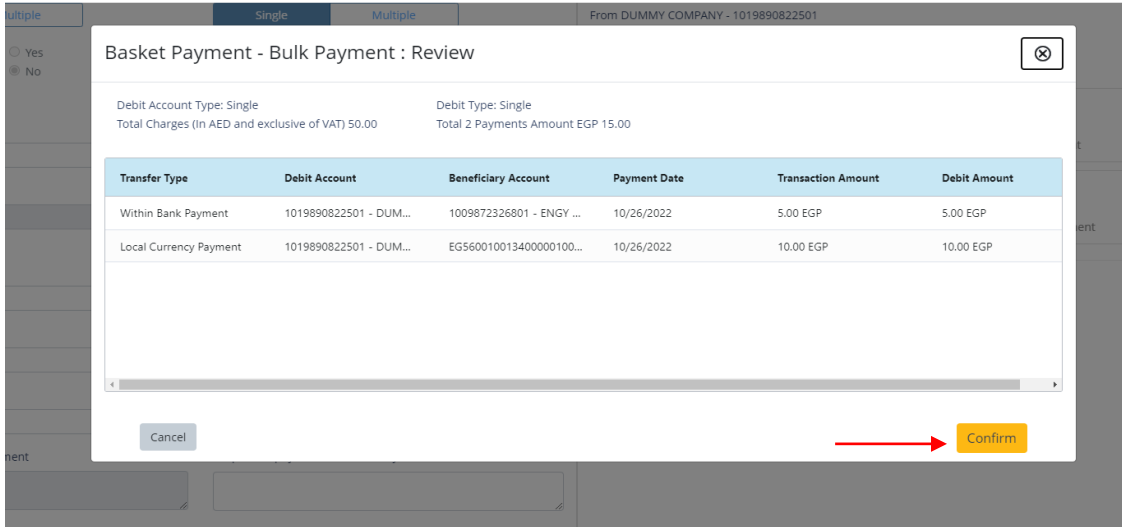
Reference in your statement*

Purpose of payment to beneficiary*

Charge Type*

Buttons: Add/View Invoice, Clear, Add To Basket, Save As Template, **Submit**

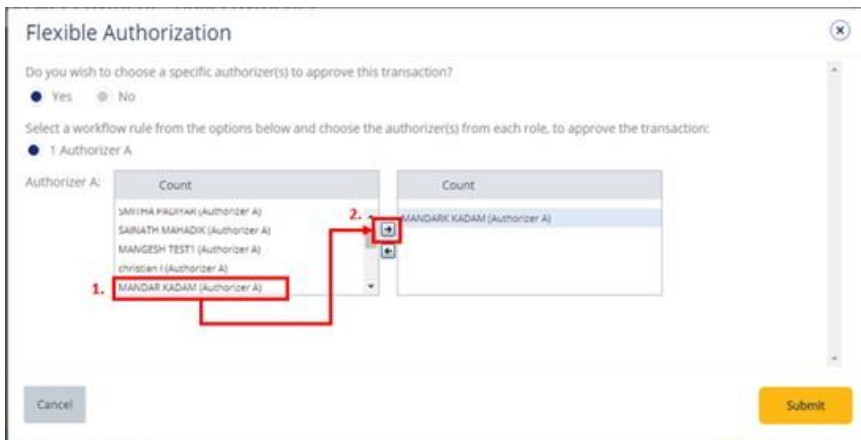
Review the payment and click on **Confirm**



Once confirmed, user will get “Flexible Authorization” pop-up window.

- Select “No” if transaction will be approved by the default approver
- Select “Yes” if a specific authorizer is required to approve the transaction

Click on **Submit**



- If yes, selection of authorizers will show.
1. Select each authorizers that required to approve
 2. Click the top arrow to Add or the down arrow to remove
 3. Click on **Submit**

Multiple Debit

Select **Multiple** as Debit account Type

Basket Payment - Bulk Payments

Debit Account Type * ←

Debit Type *

Fixed Debit Yes No

(1) Select **“Within Bank”** as Transfer Type

Basket Payment - Bulk Payments

Debit Account Type *

Debit Type *

Fixed Debit Yes No

Payment Details

Transfer Type * ←

Local Currency Payment

Foreign Currency Payment

Own Account Payment

Payment Date * 26/10/2022

Select Beneficiary Type *

Beneficiary Account Number *

Transaction Amount *

Reference in your statement *

Select Debit Account

Basket Payment - Bulk Payments

Debit Account Type *

Debit Type *

Fixed Debit Yes No

Payment Details

Transfer Type *

Debit Account Number * ←

Payment Date * 26/10/2022

Double click to select the account directly or use the filter option to look for an account by name, currency, nickname ... etc.

Basket Payment - Bulk Payments

Debit Lookup

Debit Account Number	Currency	Account Name	Bank Name	Branch Name	Account Type
0510000000007	EUR	AMCMA ANWPCNAWAY...	Emirates NBD	DEIRA BRANCH	CALL ACCOUNT
0510000000008	USD	AMCMA ANWPCNAWAY...	Emirates NBD	DEIRA BRANCH	CALL ACCOUNT
1020000000002	USD	AMCMA ANWPCNAWAY...	Emirates NBD	GROUP HEAD OFFICE BR...	CURRENT ACCOUNT
1010000000001	AED	AMCMA ANWPCNAWAY...	Emirates NBD	GROUP HEAD OFFICE BR...	CURRENT ACCOUNT

Select Beneficiary Account

Basket Payment - Bulk Payments

Debit Account Type *

Fixed Debit Yes No

Payment Details
 Transfer Type *

Debit Account Number *

Available Balance EGP 408.80

Select Beneficiary Type *

Transaction Amount *

Basket Reference in your statement

Debit Type *

Payment Date *

Beneficiary Account Number *

Reference in your statement *

Purpose of payment to beneficiary *



Basket Payment - Bulk Payments

Beneficiary Lookup

Beneficiary Nickname	Beneficiary Name	Account Number	Currency	Bank Name	Branch Name
NAME1	NAME10000085	AE000000001011000008...	AED	EMIRATES NBD BANK PL...	DERA BRANCH
Misbah ENBD	NAME10000569	AE000060001011000056...	AED	EMIRATES NBD BANK PL...	AL SOUK BRANCH
ALI1	NAME10000569	1011000000005	AED	EMIRATES NBD BANK PL...	AL SOUK BRANCH
AYESHAENBD	NAME10014861	AE000060001011000000...	AED	EMIRATES NBD BANK PL...	DERA BRANCH
ayeshaenbd2	NAME10014861	AE380260001011001486...	AED	EMIRATES NBD BANK PL...	DERA BRANCH

- Enter **Payment amount**
- Provide any **reference**, this will reflect in your statement
- Provide **Purpose of Transfer**
- Click "Add Invoice details" (Optional)
- Click on **Add to Basket**

Payment Details

Transfer Type*
Within Bank Payment

Debit Account Number* 1019890822501
Available Balance EGP 408.80

Payment Date* 26/10/2022

Select Beneficiary Type* Account
Beneficiary Account Number* 1009872326801

Deal Reference

Transaction Amount* EGP 5.00
Reference in your statement* TEST

Basket Reference in your statement
Purpose of payment to beneficiary* TEST

Add/View Invoice Clear Add To Basket

You have successfully added the payment for the Beneficiary with same bank

Basket Payment - Bulk Payments

Debit Account Type *

Debit Type *

Fixed Debit
 Yes
 No

Payment Details
 Transfer Type *

Debit Account Number *

Select Beneficiary Type *

Transaction Amount *

Basket Reference in your statement

Add/View Invoice

Payment Date *

Beneficiary Account Number *

Reference in your statement *

Purpose of payment to beneficiary *

Clear Add To Basket

Summary

Debit Account Type: Multiple
 Total 1 Payment(s) EGP 5.00
 on Oct 26, 2022
 Total Charges (In AED and exclusive of VAT) 0.00

From : DUMMY COMPANY EGP 5.00
 to : ENGY AHMED RAGAB ABDEL MONGY EGP 5.00
 On Oct 26, 2022 Within Bank Payment
 Charges AED 0.00

Cancel Save As Template Submit

(2) Select "Local Currency Payment" as Transfer Type

Basket Payment - Bulk Payments

Debit Account Type *

Debit Type *

Fixed Debit
 Yes
 No

Payment Details
 Transfer Type *

Within Bank Payment
 Within Bank Payment
Local Currency Payment
 Foreign Currency Payment
 Own Account Payment

Payment Date *

Payment Date *

Click on Debit Account Lookup

Basket Payment - Bulk Payments

Local Currency Payment

Debit Account Number *

Payment Date *

Select Beneficiary Type *

Beneficiary Account Number *

to : All AED 100.00
 On Oct 13, 2020 Within Bank Payment

Select on Debit Account

Account Lookup

Multiple

Yes
 No

Debit Account Number	Currency	Account Name	Bank Name	Branch Name	Account Type
1029890822505	AED	DUMMY COMPANY	Emirates NBD	NOZHA BRANCH	Current Account FCY
1029890822503	USD	DUMMY COMPANY	Emirates NBD	NOZHA BRANCH	Current Account FCY
1019890822501	EGP	DUMMY COMPANY	Emirates NBD	NEW CAIRO HEAD OFFICE	Current Account LCY
0489890822504	EGP	DUMMY COMPANY	Emirates NBD	NOZHA BRANCH	Call Account Retail
1029890822502	EUR	DUMMY COMPANY	Emirates NBD	NOZHA BRANCH	Current Account FCY

Reference in your statement*

Select Beneficiary Look up

Basket Payment - Bulk Payments

Debit Account Type*

Debit Type*

Payment Details

Transfer Type*
Local Currency Payment

Debit Account Number* 1010000000001

Payment Date* 13/10/2020

Select Beneficiary Type* Account

Beneficiary Account Number*

Summary

From AMCMA ANWPCNAWAYNAX ERC - 1010000000001

Total 1 Payment(s) on Oct 13, 2020 AED 100.00

From : AMCMA ANWPCNAWAYNAX ERC AED 100.00

to : EMIRATES AED 100.00

On Oct 13, 2020 Within Bank Payment

Select Beneficiary

BENEFICIARY INFORMATION

Select Beneficiary Type
 Existing New

Beneficiary Type**

Beneficiary Lookup

Beneficiary Nickname	Beneficiary Name	Account Number	Bank Name	Branch Name	Beneficiary Bank Country
ABRAR TYRES	ABR00XXXXX XXXXXXXX	AE440XXXXXXXXXXXXXXXXX	NATIONAL BANK OF RAS AL KHAIMAH	HEAD OFFICE NBRAK BUILDING	UNITED ARAB EMIRATES
AKBAR ALI KU	AKB00XXXXX XXX XXXX	AE060XXXXXXXXXXXXXXXXX	NATIONAL BANK OF RAS AL KHAIMAH	HEAD OFFICE NBRAK BUILDING	UNITED ARAB EMIRATES
AL RAS REF DEVI	AL XXXXXXXX XXXXXXXX XXXXXXXX	AE41XXXXXXXXXXXXXXXXXX	ABU DHABI COMMERCIAL BANK	HEAD OFFICE - ABU DHABI SALAM STREET	UNITED ARAB EMIRATES
AL SURAJ TYRES	AL XXXXXXXX XXXXXXXX	AE83XXXXXXXXXXXXXXXXXX	NATIONAL BANK OF RAS AL KHAIMAH	HEAD OFFICE NBRAK BUILDING	UNITED ARAB EMIRATES
ALNAVEED	AL XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX	AE470XXXXXXXXXXXXXXXXXX	NOOR ISLAMIC BANK	DUBAI EMAAR BUSINESS PARK	UNITED ARAB EMIRATES
ALNABAL (M?)	AL XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX	EA06XXXXXXXXXXXXXXXXXX	BANK AL JAZIRA (EMIRAT)	...	UNITED ARAB EMIRATES

Beneficiary Nickname

1. Enter Payment amount
2. Provide any reference, this will reflect in your statement
3. Provide Purpose of Payment to Beneficiary. This information will be shown in beneficiary/s statements.
4. Select Charge Type
5. Click on **Add to Basket**

Basket Payment - Bulk Payments

Debit Account Type*

Debit Type*

Fixed Debit Yes No

Payment Details

Transfer Type* ←

Debit Account Number* ←

Payment Date* ←

Available Balance EGP 0.00

Select Beneficiary Type* ←

Beneficiary Account Number* ←

Transaction Amount* ←

Reference in your statement* ←

Basket Reference in your statement

Purpose of payment to beneficiary* ←

Charge Type* ←

←

You have successfully added the payment for the Beneficiary with other bank

Basket Payment - Bulk Payments

Debit Account Type *
 Single Multiple

Debit Type *
 Single Multiple

Fixed Debit Yes No

Payment Details
 Transfer Type *

Debit Account Number *

Select Beneficiary Type *

Transaction Amount *

Basket Reference in your statement

Charge Type *

Payment Date *

Beneficiary Account Number *

Reference in your statement *

Purpose of payment to beneficiary *

Summary

Debit Account Type: Multiple
 Total 2 Payment(s) EGP 6.00
 on Oct 26, 2022
 Total Charges (In AED and exclusive of VAT) 1.00

From : DUMMY COMPANY EGP 5.00
 to : ENGY AHMED RAGAB ABDEL MONGY EGP 5.00
 On Oct 26, 2022 Within Bank Payment
 Charges AED 0.00

From : DUMMY COMPANY EGP 1.00
 to : Engy EGP 1.00
 On Oct 26, 2022 Local Currency Payment
 Charges AED 1.00

Cancel
Add/View Invoice
Clear
Add To Basket
Save As Template
Submit

Click on **Submit**

Account

Payment Amount *

Basket Reference in your statement

Purpose Of Transfer *

Reference in your statement *

Purpose of payment to beneficiary *

Charge Type *

Cancel
Add/View Invoice
Clear
Add To Basket
Save As Template
Submit

Review the payment and click on **Confirm**

Basket Payment - Bulk Payment : Review

Debit Account Type: Multiple Debit Type: Multi
 Total Charges (In AED and exclusive of VAT) 1.00 Total 2 Payments Amount EGP 6.00

Transfer Type	Debit Account	Beneficiary Account	Payment Date	Transaction Amount	Debit Amount
Within Bank Payment	1019890822501 - DUM...	1009872326801 - ENGY ...	10/26/2022	5.00 EGP	5.00 EGP
Local Currency Payment	0489890822504 - DUM...	EG560010013400000100...	10/26/2022	1.00 EGP	1.00 EGP

Cancel
Confirm

Once confirmed, user will get "Flexible Authorization" pop-up window.

- Select “No” if transaction will be approved by the default approver
- Select “Yes” if a specific authorizer is required to approve the transaction

Click on **Submit**

Flexible Authorization

Do you wish to choose a specific authorizer(s) to approve this transaction?

Yes No

Cancel Submit

If yes, selection of authorizers will show.

1. Select each authorizer that required to approve
2. Click the top arrow to Add or the below arrow to remove
3. Click on **Submit**

Flexible Authorization

Do you wish to choose a specific authorizer(s) to approve this transaction?

Yes No

Select a workflow rule from the options below and choose the authorizer(s) from each role, to approve the transaction:

1 Authorizer A

Authorizer A:

Count	Count
SANITHA PADILAI (Authorizer A)	
SANATH MAHADIK (Authorizer A)	
MANGESH TEST1 (Authorizer A)	
christian I (Authorizer A)	
MANDAR KADAM (Authorizer A)	MANDAR KADAM (Authorizer A)

Cancel Submit

Once submitted, user will get “Confirmation” pop-up window.

Authorize Basket Payment

(Applicable for Maker-Authorizer and Authorizer)

Payments > Pending Activities

businessONLINE

Dashboard Account Services **Payments** Information Report

Initiate Pending Activities

1. Click on Pending Activities

Basket Payment > Basket Payment Authorization > choose payment > Authorize

Pending Activities

Transactions File Upload Host Upload Split File Upload Beneficiaries Favvyr Billers Utility Beneficiaries Beneficiary Upload **Basket Payments**

Basket Reference Number	Customer Reference	Initiation Date	Local Currency	Total Amount in Local Cu...	Total Transactions in the Ba...	Success Transactions in Bas...	Failed Transactions in Basket	Uploaded By
<input checked="" type="checkbox"/> 1112610229471706	--	26-10-2022	EGP	15.00	2	2	0	Engy Ahmed
<input type="checkbox"/> 1112610229550686	--	26-10-2022	EGP	6.00	2	2	0	Engy Ahmed

Close Reject Authorize

Select all checkbox will allow user to submit only 50 records at a time.

New window will pop up for reviewing the transaction details and needs to be authorized.

Once verified all details, click on **Authorize**.

Basket Payment - Bulk Payment - Details

BASKET PAYMENT HEADER

Basket Reference Number 1112610229471706	Transaction Type Basket Payment - Bulk Payment	Basket Reference in your statement --
Debit Type Single	Status Ready for Authorization	Total Transactions in the Basket 2
Transactions Successfully Uploaded 2	Transactions Failed During Upload 0	Initiated Date & Time 26-10-2022 12:29:50
Initiated By Engy Ahmed	Total Basket Amount (Equivalent in Base Currency) EGP 15.00	Fixed Debit No
Release Date & Time --	Released By --	

Sr. No.	Customer Refere...	Payment Type	Release Date & T...	Payment Date	Beneficiary Name	Beneficiary Acco...	Record Status	Error Description	Payment Currency	Pay Amount	Bank Reference N...	Transaction ID	Account Number	Debit Currency
1	test	Within Bank Pay...	--	26-10-2022	ENGY AHMED ...	1009872326801	Verified	--	EGP	5.00	--	1112610229470629	1019890822501	EGP
2	test	Local Currency...	--	26-10-2022	Engy	EG5600100134...	Verified	--	EGP	10.00	--	1112610229471055	1019890822501	EGP

Close Authorize

Scroll the page down > Enter smartPASS Token PIN > click "submit"

Authentication

smartPASS Token*

Cancel Submit

Once submitted, user will get “Confirmation” pop-up window.

Note:

- If **additional approvals** are required, the transaction will move to the next authorizer(s) queue for additional approval(s).

