businessONLINE Payments Guide

Beneficiary & Employee Registration
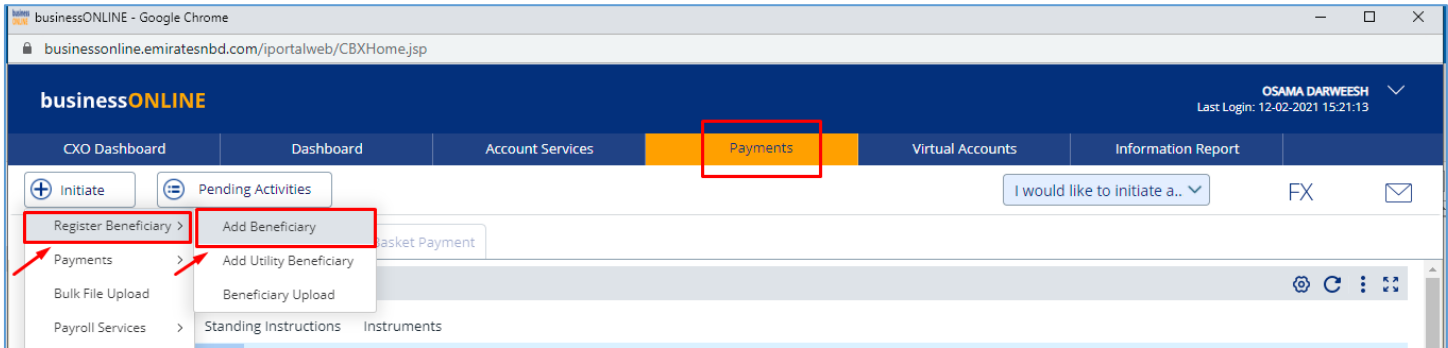
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Version 1.0

Beneficiary & Employee Registration

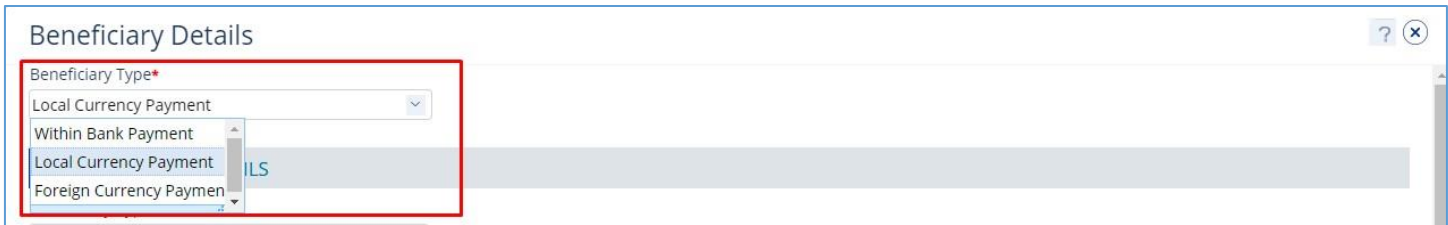(Applicable for Maker and Maker-Authorizer)

Within Bank Payments

(For ENBD Beneficiary).

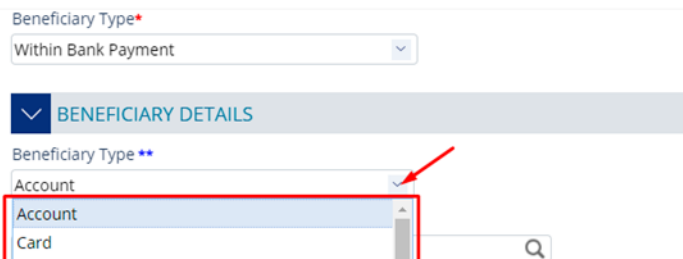## Payments > initiate >Register Beneficiary > Add Beneficiary
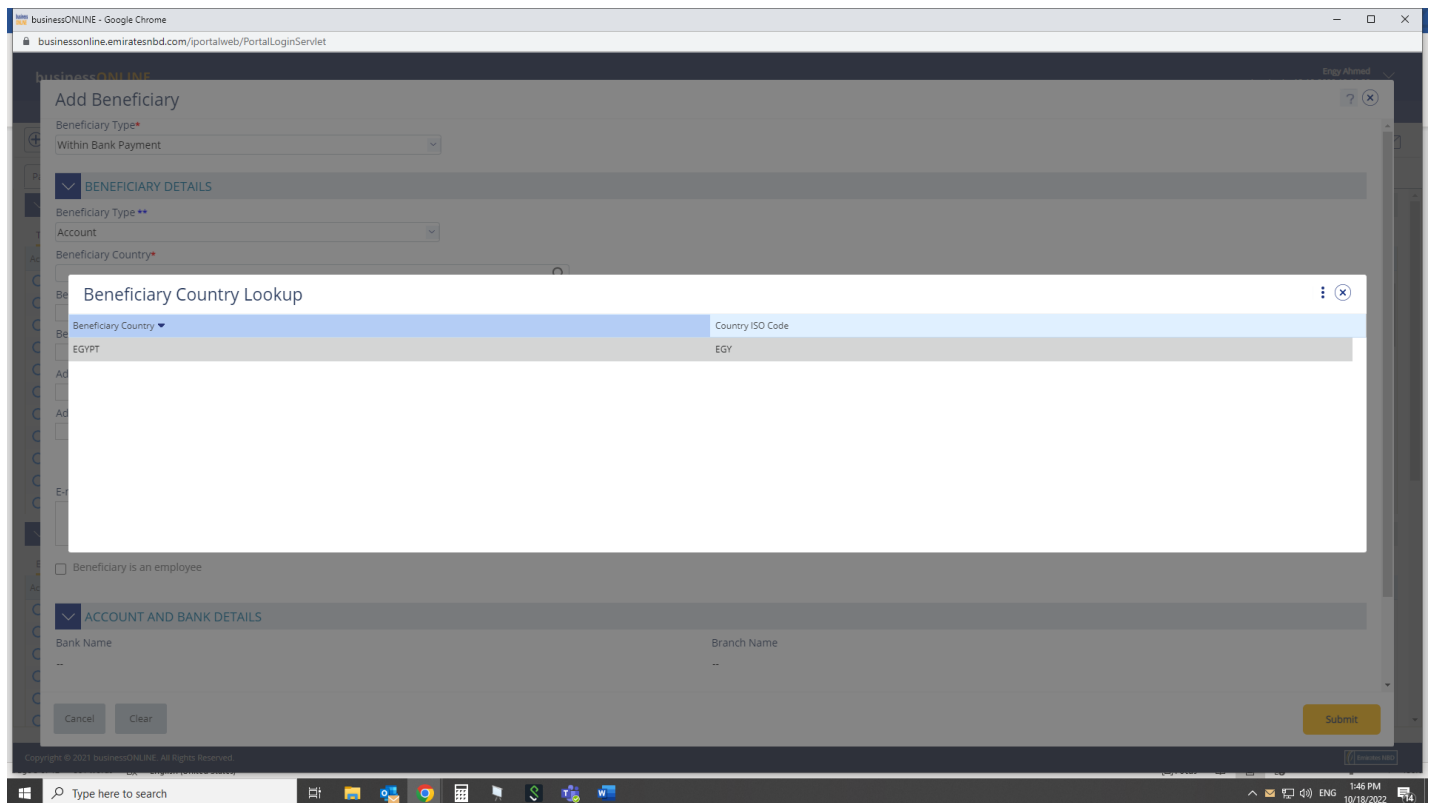

Beneficiary Type > Select Within Bank Payment
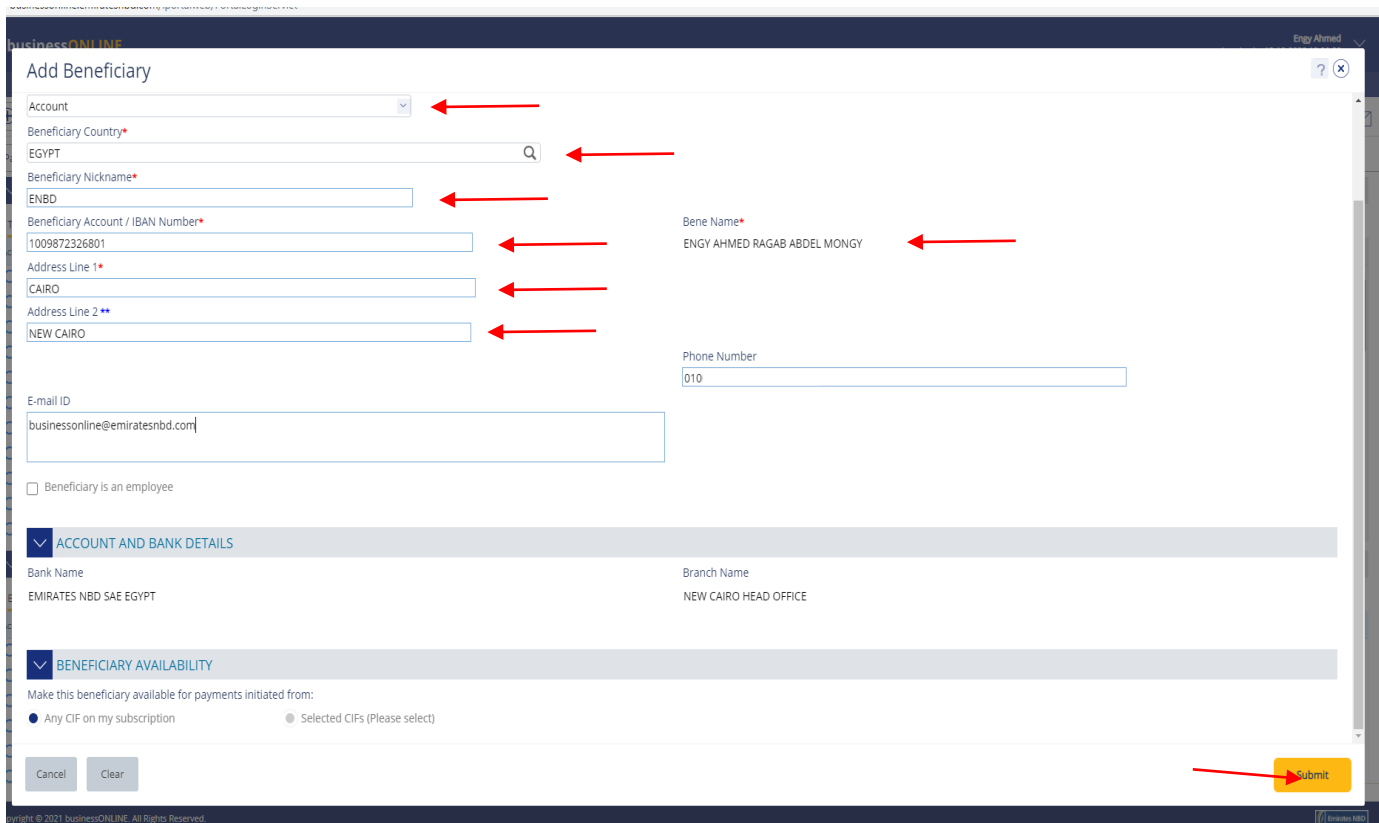

Select Account or Card.

Select Beneficiary Country

Enter **Beneficiary Name** – **Beneficiary Nickname** – **Account Number** (within bank Beneficiary) or **IBAN Number** (local/foreign currency Beneficiary) – Provide the **address Line** 1 and 2 (Mandatory) and **contact details** (Optional).

>In case of **Salary** transfer, select "**Beneficiary is an Employee**

E-mail ID

Osaxxxxx@EmxxxxBD.com

☑ Beneficiary is an employee

WPS Employer MOL ID

Select ▼

WPS Employee ID

>If the beneficiary is not an employee, you can keep the option un-ticked.

☐ Beneficiary is an employee

Cancel   Clear   Submit

>By default, the registered beneficiary will be available for all the profile CIFs "**Any CIF on my subscription**"

>If the user needs to restrict it to specific CIFs, user need to select "**Selected CIFs**" and select the CIF(s) Click "**Submit**"
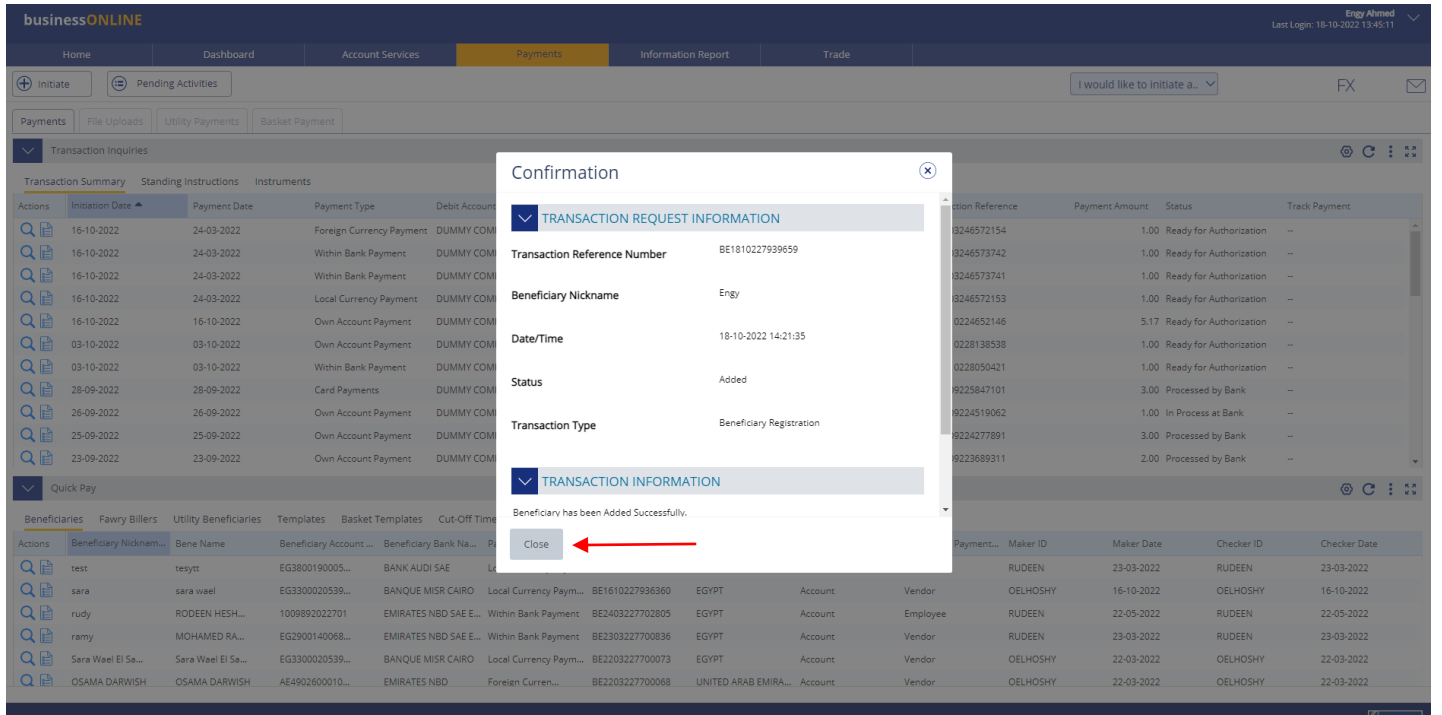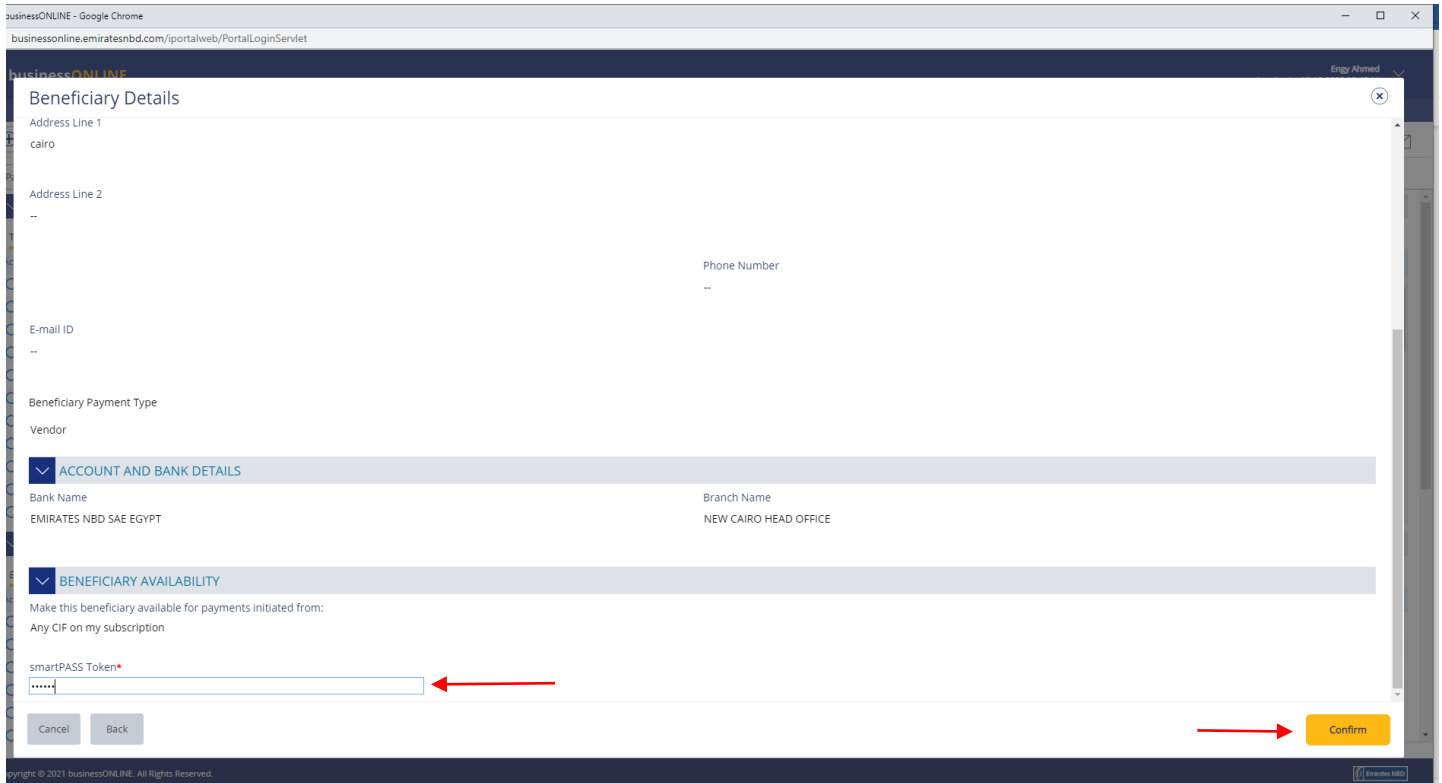
∨ BENEFICIARY AVAILABILITY

Make this beneficiary available for payments initiated from:

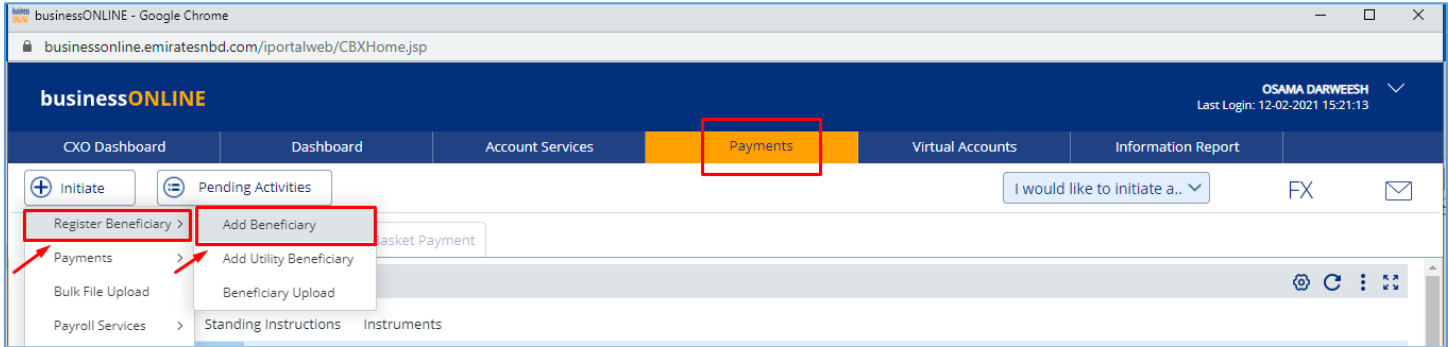● Any CIF on my subscription   ○ Selected CIFs (Please select)

Cancel   Clear   Submit

Confirmation Screen

If the user has "Authorization" access, he can directly enter the token PIN and click "**Confirm**"
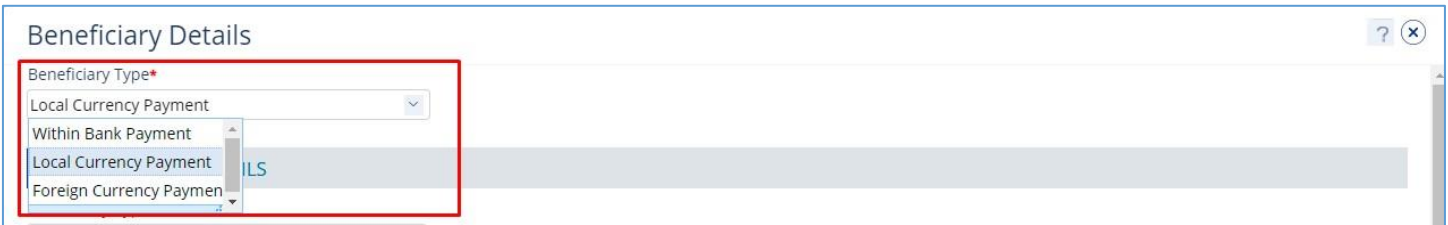
Local Currency Payments

Payments > Register Beneficiary > Add Beneficiary

Select Local Currency Payment

Select **"Account"** or "**Card**"

- Account – Provide valid IBAN number
- External card - provide valid credit card number

Select **Beneficiary Country** (EGYPT).
Enter **Beneficiary Nickname**.
Beneficiary **IBAN number**
Beneficiary Name

Provide the address Line 1 , 2 & 3 (Mandatory) and contact details (Optional)

BENEFICIARY DETAILS	
Beneficiary Type **	
Account	
Beneficiary Country*	
EGYPT	
Beneficiary Nickname*	
Engy	
Beneficiary Account / IBAN Number*	Beneficiary Name*
EG6700000887878	Engy Ahmed
Address Line 1*	
new cairo	
Address Line 2 **	Address Line 3*
cairo	madinaty
Fax Number	Phone Number
E-mail ID	

Select Bank Name & Swift Code And click on **Submit**

ACCOUNT AND BANK DETAILS	
Bank Name *	Swift Address/Routing Code*
COMMERCIAL INTERNATIONAL BANK EGYPT SAE	CIBEEGCXXXX
Branch Name	

Cancel   Clear   Submit

In case of **Salary** transfer, select "**Beneficiary is an Employee**"

E-mail ID
Osaxxxxx@EmxxxxBD.com

☑ Beneficiary is an employee

WPS Employer MOL ID
Select

WPS Employee ID

If the beneficiary is not an employee, you can keep the option un-ticked

☐ Beneficiary is an employee

Cancel   Clear   Submit

>By default, the registered beneficiary will be available for all the profile CIFs "**Any CIF on my subscription**"

>If the user need to restrict it to specific CIFs, user need to select "**Selected CIFs**" and select the CIF(s) Click "**Submit**"

Confirmation Screen

If the user has "Authorization" access, he can directly enter the token PIN and click "**Confirm**"

Foreign Currency Payments

Payments > Register Beneficiary > Add Beneficiary

1. Select Beneficiary Type as "Foreign Currency payment"

2. Select Beneficiary Bank Country

3. Beneficiary Country.

4. Enter a valid account / IBAN number

5. Beneficiary Name and Address line 1 & 3 details.

In case of **Salary** transfer, select "**Beneficiary is an Employee**",

E-mail ID
Osaxxxxx@EmxxxxBD.com

☑ Beneficiary is an employee

WPS Employer MOL ID
Select

WPS Employee ID

If the beneficiary is not an employee, you can keep the option un-ticked.

☐ Beneficiary is an employee

Cancel   Clear   Submit

Bank Details will auto populate based on the beneficiary's IBAN number. Else, you can select manual entry and provide the details and click on confirm.

Intermediate bank details are optional.

ACCOUNT AND BANK DETAILS

Entry Type*
● Bank Lookup   ○ Manual Entry

Swift Code*
ABNAAEAAXXX

City Name   Bank Name*
LEVEL 6 UNIT 601DUBAI   ABN AMRO BANK N V UNITED ARAB EMIR

Branch Name
DUBAI INT L FINANCIAL CENTER

INTERMEDIATE BANK DETAILS

Beneficiary Bank   Branch Name
                                                        ..

Cancel   Clear   Submit

By default, the registered beneficiary will be available for all the profile CIFs "**Any CIF on my subscription**"

If the user need to restrict it to specific CIFs, user need to select "**Selected CIFs**" and select the CIF(s) Click "**Submit**"

Confirmation Screen

If the user has "Authorization" access, he can directly enter the token PIN and click "**Confirm**"

Beneficiary Authorization

(Applicable for Authorizer and MakerAuthorizer)

Payments > Pending Activities

Beneficiaries > Beneficiary Authorization > Select All or Select one record > Click "Authorizer"
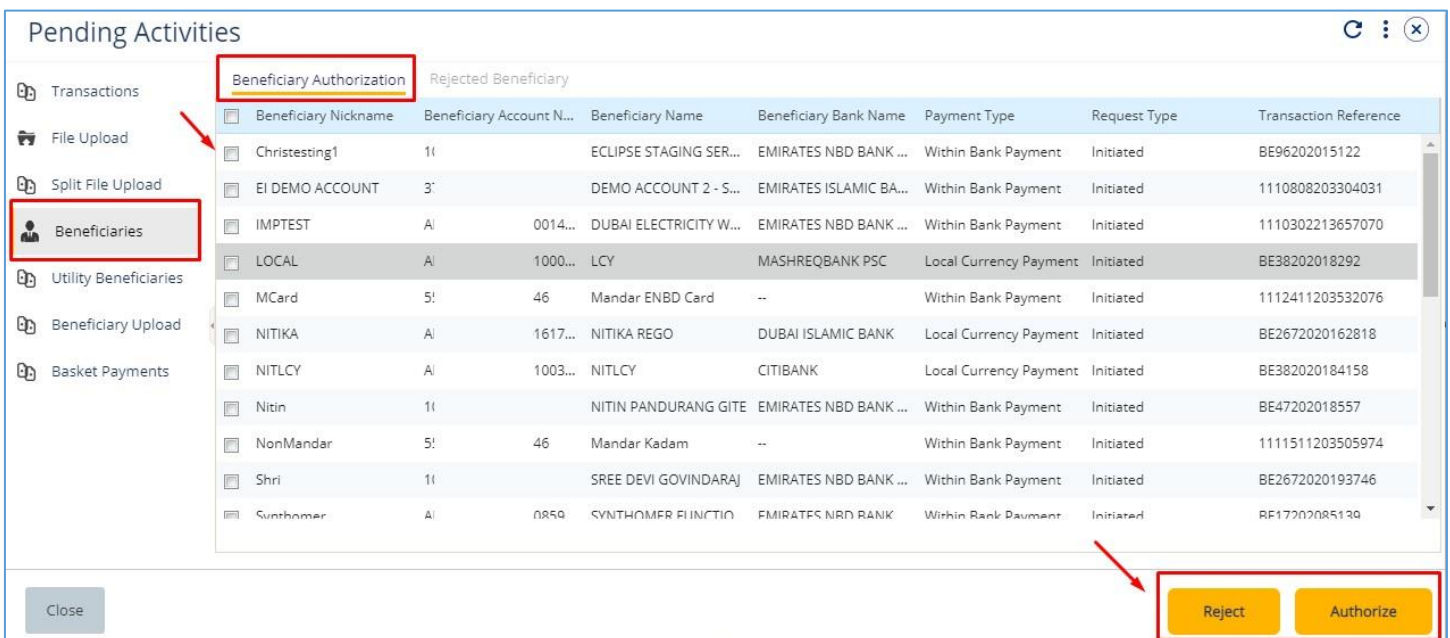
Enter the token PIN and click "**Authorize**"
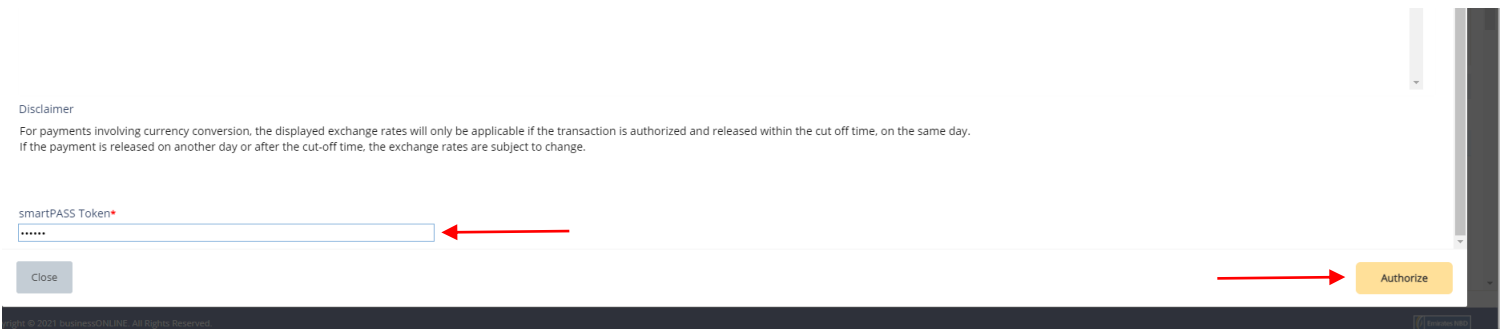
View Registered Beneficiary

Payments > Quick Pay Widget

All the registered beneficiaries will be available in Quick Pay widget

You can right click to Initiate, Delete, Edit or View History of the registered beneficiary.

Note

"Make Payment" option is not enabled for Registered Employee. Instead, you can initiate salary payment under payroll services option.