INSTRUCTIONS FOR TRANSFERRING PREDEFINED TRANSFERS FROM ING BANKONLINE TO ING BUSINESSONLINE

STEP 1

Exporting predefined transfers from ING BankOnLine

Use the available export function in order to generate a file with predefined transfers in the **Templates** tab.

Select **Transfers** from the main menu.

Select the **Patterns** option from the side menu of this module Then indicate the appropriate type of exported transfers - national transfers (**Model transfers in PLN** section) or currency transfers (**Model order in foreign currency** section). Press **Save to file** button in a chosen section.

The system will create a predefined transfers file that has to be saved on a hard drive and used to import transfers to the ING BusinessOnLine.

STEP 2
Importing the predefined transfers to ING BusinessOnLine

Select the **Tools** tab from the top menu and then **Import/Export** and **Import templates.**

Portal | Administration | **Tools** | Notifications | Communications | Applications   Logged in: :

| Accounts | Order management | Transfers | Settlements | Deposits | Loans | Cards | Financial Markets |

→ **Group management**

↓ **Import/Export**
   Import templates
   Export templates
   Exported files

→ **Reports**

→ **Database**

Import templates

Template/Filter name	Template type	Template author
Agreement Form Distribution	Agreements AFD_5	Predefined by the Bank
Import orders SEPA XML format	Import orders SEPA XML format	Predefined by the Bank
ING BankOnLine domestic beneficiary	ING BankOnLine domestic beneficiary	Predefined by the Bank

ING BusinessOnLine offers four templates used to import data from ING BankOnLine:

- Domestic contractor ING BankOnLine - importing to the base of domestic contractors,

- Currency contractor ING BankOnLine - importing to the base of currency contractors,

- Domestic transfer ING BankOnLine - importing to the base of domestic predefined transfers,

- Currency transfer ING BankOnLine - importing to the base of domestic predefined transfers,

In order to load a file, select one of the templates (corresponding to the type of transfers and the base to which the order is to be loaded).

The following example shows loading to the base of currency predefined transfers.

After selecting a **Domestic transfer ING BankOnLine** template there is a transition to the import form.

Indicate the code page of the imported file (a file generated from ING BankOnLine is encoded in Windows-1250), select the file to be imported and click **Import** button.

After uploading the file, a screen that summarises the contents of the file will show up.

The orders can be imported into a package of orders - by typing its name in the box:

☑ Import to package

The orders are imported into the predefined transfers database. The name of transfers has to be specified by entering transfers' name in the box:

☑ Import as model transfer

The transfers will be uploaded into the database after pressing the **Approve** button.

Transfers can be seen in the predefined transfer database and you can use them to create transfers.

| Accounts | Order management | **Transfers** | Settlements | Deposits | Loans | Cards | Trade finance | Financial Markets | Factoring | Leasing |

→ Domestic
→ European
→ Foreign
→ Internal
→ ZUS (Social Insurance Institution)
→ Tax office
→ Standing order
↓ Templates
→ AleoPay Transfer

Templates

Go to:
→ Group management

Account	all
Order kind	all
Group name	all
Authorization status	all
Model transfer name	ty

Show

☐	Type of order Name Group	Orderer	Beneficiary	Payment details	Amount / Currency	Authorized
☐						No
☐						No

1 to 2 (from 2)

Authorize | Create package | Add to package | Modify | Remove

Move marked transfers to group [all] | Move to group

Additional remarks:

- In the file generated from ING BankOnLine, there is a group to which the order belongs indicated next to the order. Groups of transfers/contractors have to be pre-set in ING BusinessOnLine. If groups do not exist - transfers or contractors will be assigned to the default group - the General Group.

- ING BusinessOnLine system does not allow you to import the following characters when importing domestic transfers: @, #, $, *, \, <, >. These have to be removed from the imported file so that the row could be saved in the application.

- ING BusinessOnLine system does not allow you to import the following characters when importing currency transfers: @, !, #, $, %, ^, &, _, +, =, \, <, >. These have to be removed from the imported file so that the row could be saved in the application.

- The orders for the Social Insurance Institution accounts are exported incorrectly - the type of command is saved as 110 instead of 120. After the changing the transfer to 120 and uploading the order is imported correctly.

- The orders for the Tax Office accounts will be saved to the database of the Predefined tax transfers, regardless of the type of document in the file.

- The name of the imported predefined transfer is generated based on the user-specified name by adding the subsequent number of the transfer to that name.

If you have any questions or doubts, we invite you to contact **ING Business Centre** at the number **32 357 00 24** or **801 242 242** or send an e-mail to the address **bc@ingbank.pl**. The Hotline is open Monday to Friday, **from 8:00 a.m. to 6:00 p.m.**