

businessONLINE – HOW TO INITIATE A LOCAL CURRENCY PAYMENT





HOW TO INITIATE A LOCAL CURRENCY PAYMENT

Login to **businessONLINE**

Home		on Payments	Dashboard	Acco	ount Services	Payments	Vi	rtual Accounts	
Register Beneficiary >	2. Click c	on Initiate > l	Payments	5		I would like to	initiate a 🗸	FX	
Payments >	Own Account Paym	nent							
Bulk File Upload	Within Bank Payme	ent						© C	- 23
Payroll Services >	Local Currency Pay	ment nents	C						
Split File Upload	Foreign Currency P	ayment ent Type	3. Click	c on Local (Currency P	ayment	Payment Amount	Status	
Utility Payments >	16-09-2021	Own Account Pay	111100000000000	101110-001401	TBS SMART BU	1111609219632554	1.00	Ready for Auth	
Instrument Payment >	15-09-2021	Within Bank Paym	12110000000000	100000000000000000000000000000000000000	SPOT REISEN G	1111509219581530	512.00	Ready for Release	÷ .
Basket Payment >	22-03-2021	Recall/Amend	101112-001401	40.000	Sandeep Mano	1111409219457366	1.00	Ready for Auth	
	11-05-2021	Recall/Amend	101112-001401	10.000	Vinay Menon	1111409219456655	10.00	Ready for Auth	
13-09-2021	13-09-2021	Own Account Pay	111104023467	1010-01240-405	TBS SMART BU	1111309219420491	1.00	Ready for Auth	
07-09-2021	07-09-2021	Within Bank Pavm			86213385 WIN	1110709218841773	1.00	Ready for Auth	•
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			Cut-Off Time						

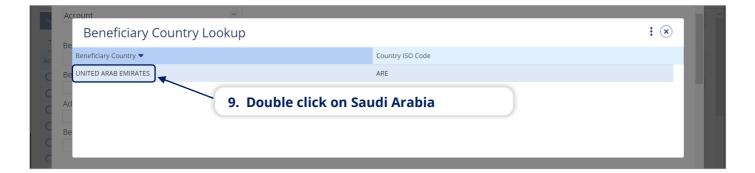
k	usinessONLINE Local Currency Payment			
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Ac	Available Balance 	Account Name	Account Type 	

Account Loo	kup						: 🗵
Debit Account Numb Cu	urrency	Account Name 💌	Beneficiary Bank Na	Branch Name	Account Type	Account Nickname	Beneficiary Bank Co
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se 5. D c	ouble click	on the acco	ount from w	/hich you w	ould like to	initiate the	payment.
Δ1	FD	TRS SMARI RI I	Emirates NRD	DEIRA RRANCH	CURRENT ACCOUNT		



þ	usinessONI INF			
1	Local Currency Payment			×
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0000	Select Beneficiary Type	Select New		-1
C	Existing New Beneficiary Type ** Account	7. Scroll down		
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				Emirates NBD

þ	usinessONI INF			KIRAN VINEET
4	Local Currency Payment			∞ _,
Œ	Select Beneficiary Type Existing New 			â
Pa	Beneficiary Type ** Account	8. Click on the	search icon	
T	Beneficiary Country*		Beneficiary Account / IBAN Number*	
C	Beneficiary Name*	Address Line 1*	Address Line 2*	
C	Address Line 3*	Swift/BIC Code		
	Beneficiary Bank*	Branch Name 		
	Do you want to add the new beneficiary to the B	Existing List?		
E	• Yes	No		-
Ac	Cancel Clear		Save As Draft Save As Template	Submit
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sinessONI INF		KIRAN VINEE
Local Currency Payme	ent	
Select Beneficiary Type		
Existing New		
Beneficiary Type **		
Account	~	10. Type in the beneficiary's IBAN
Beneficiary Country*		Beneficiary Account / IBAN Number*
UNITED ARAB EMIRATES	Q	and the second sec
Beneficiary Name*	Address Line 1*	Address Line 2*
RAK Distribution Inc	Office 502	RAK Free Zone
Address Line 3*	swift/BIC Code	
Ras Al Khaimah	DUIBAEADXXX	
Beneficiary Bank*	Branch Name	_ /
DUBAI ISLAMIC BANK	Q DUBAI ISLAMIC BANK DXBHEAD OFFICE	_ /
	OBAI ISLAMIC BANK DABHEAD OFFICE	
11. Type in the be	neficiary's name, address deta	ails and bank SWIFT code
• Yes	No	
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husinessONI INF	
Local Currency Payment 13. If you would like to save the beneficiary's details to	۲
 Do you want to add the new beneficiary to the Existin Yes No 	
Beneficiary Nickname* Phone Number E-mail ID RAK Dist 97177609312 finance@rakdist.ae	-
DEAL DETAILS	ails
14. Create a nickname for your beneficiary	
Please enter either Debit or Payment Amount Note: The currency of the payment will be selected automatic	ally
C • Payment Amount	
Debit Amount AED 1,650.00 17. Scroll down	•
Ac Cancel Clear Save As Draft Save As Template	Submit
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businessONI INF	
Local Currency Payment Payment Date* 13-10-202 (III) (Optional step): To schedule this p click on the calendar icon and sele	
 P Setup a standing instruction for this payment? No Charge Type* 	saction charges
Ac Purpose of Transfer ** TTS-Technical, trade-related a 4 4 19. Select the purpose of the t	ransfer from the dropdown list
Purpose of payment to beneficiary* Transportation of goods 20. Type in the description for the your beneficiary to see	nis payment which you would like
Reference in your s GDTrans1 4 21. Type in a reference for this payment which	will appear in your bank statement
Cut Off Time For same-day processing, AED transfer must be released between 08:00:00 - 16:29:59 (UNITED	22. Click on Submit
Ac Cancel Clear	Save As Draft Save As Template Submit
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þ	IsinessONI INF				KIRAN VINEET	
r.	Review And Confirmation -	Local Currency Paymen	t		×	
Œ	✓ TRANSACTION DETAILS				2	
Pé	Transaction Reference Number 1111310213755018	Transaction Status Pending Confirmation		Initiator Date and Time 13-10-2021 15:45:24		1
T	Initiated By KIRAN VINEET	23. Review the payn	nent detail	s on the screen		
C	CEBIT INFORMATION				- 1	
	Debit Account Number	Currency AED	•	Beneficiary Bank Country UNITED ARAB EMIRATES		
C	Available Balance AED -11,337.81 on 13-10-2021 at 15:45:26	Account Name EBS SMART BUSINESS	÷	Account Type CURRENT ACCOUNT 24. Click on Confirm		
Ac	Cancel Back			24. Click on Confirm	Confirm	-



	usinessONLINE	KIRAN VINEET	
	Flexible Authorization	×	
	Do you wish to choose a specific authorizer(s) to approve this transaction?	*	
	Cancel	Submit	
Сор	- yright © 2019 businessONLINE. All Rights Reserved.	Emirates NBD	

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(Initiat	te 😑 Pen	ding Activities	✓ TRANSACTION REQUEST	INFORMATION	ke to initia	te a Y FX 🗹
Payments	s File Uploads	Utility Payments	Transaction Reference Number	1111310213755018		
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V Qu	uick Pay					@ C : ::
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Actions	Beneficiary Nickn	Bene Name	Close	Attach De	ocument Beneficiar	y Type Beneficiary Paym Maker I



busin	essONLINE							Last Log	KIRAN VINEE gin: 10-10-2021 16:45:50	
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tions	Initiation Date 📤	Payment Date	Payment Type	Debit Account Nu	Beneficiary Accou	Beneficiary Accou	Transaction Refere	Payment Amount	Status	
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Notes: Payment Statuses and what they mean

- In Process at Bank the payment is completed and is being processed by the bank.
- Ready for Authorization the payment requires approvals from authorizers within your company. (see Page 8)
- Ready for Release the payment has been approved by the authorizers but requires to be released (see Page 12)



HOW TO AUTHORIZE A PAYMENT

- If you have access to authorize payments, follow the steps below.
- If not, request the nominated person from your company who has authorization access to login to businessONLINE and follow the steps below:

Beneficiaries Utility Beneficiaries Basket Templates Templates Cut-Off Time		Home	CXO Dasł	nboard	Dashboard	Accour	nt Services	Payments	Vi	rtual Accounts	
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husinessONI INF	KIRAN VINEET
Payment Pre-Confirmation	\mathbf{x}
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Disclaimer	
For payments involving currency conversion, the displayed exchange rates will only be applicable if the transaction is authorized and relete the same day. If the payment is released on another day or after the cut-off time, the exchange rates are subject to change. Authentication Type • OTP	eased within the cut off time, on
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- If you online setup requires more than one approver to authorize the payment, each of them would have to authorize the payment as described in the steps, previously.
- After all the approvals are completed, the payment status will appear as **In Process at Bank**
- Follow the steps on the next page, to view the status of your payment.



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Notes: Payment Statuses and what they mean

- In Process at Bank the payment is completed and is being processed by the bank.
- Ready for Release the payment has been approved by the authorizers but requires to be released (see Page 12)



HOW TO RELEASE A PAYMENT

- If you have access to Release payments, follow the steps below.
- If not, request the nominated person from your company who has access to Release payments to login to **businessONLINE** and follow the steps below:

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ransac	tion Summary		ymene wiii	appear nero						
tions	Initiation Date 📤	Payment Date	Payment Type	Debit Account Nu	Beneficiary Accou	Beneficiary Accou	Transaction Refere Payn	nent Amount	Status	
\	13-10-2021	13-10-2021	Local Currency			RAK Distribution Inc	1111310213755018	1,650.00	In Process at Bank	`
۱ 🗈	13-10-2021	13-10-2021	Local Currency			SANDEEP	1111310213745451	1.00	Ready for Auth	_
۱ 🗈	13-10-2021	13-10-2021	Local Currency						- t Davida	
۱ 🗈	13-10-2021	13-10-2021	Within Bank Paym	9.	The Payr	nent Statu	s will be - in P	rocess	ат вапк	
۱ 🗈	12-10-2021	12-10-2021	Own Account Pay			TBS SMART BU	1111210213610926	1.00	Processed by Bank	<
	11-10-2021	11-10-2021	Local Currency			Sallv El Gendv	1111110213419367	2.00	Ready for Release	-
/ Qi	uick Pay								©C:	
	indian Utility Day	-fisiarian Daalaat T		Cut Off Time						
enefici	,		emplates Templates							
tions	Beneficiary Nickn.	Bene Name	Beneficiary Accou	Beneficiary Bank Pa	yment Type T	ransaction Refer B	eneficiary Bank Beneficia	ry Type Ber	neficiary Paym N	Maker

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