citi handlowy®

Domestic Funds Transfer - Electronic Postal Transfer

- 1. In the main menu, select the tab Payments.
- 2. In the tab Payments, select the option Input New Outgoing.
- 3. Select Account to be debited in PLN.
- 4. Select Domestic Funds Transfer.
- 5. Select Local Payment.
- 6. Enter Payment Amount.
- You can select "Remember these Selections" this way these parameters will be entered automatically. Otherwise, select Continue.
- 8. Enter Payment Details:
 - <u>Transaction Reference Number</u>: enter the postal code of the recipient in a single sequence, without a hyphen.
 - Value Date.
 - Payment Details:
 - Line 1 Transfer Title
 - **Line 2** recipient's first and last name, the order is IMPORTANT, e.g. Jan Kowalski.
 - Line 3 Street (without "ul."), house/ apartment No. or "Poste Restante", and Recipient's ID or PESEL No.
 - Line 4 City, and Transfer Type (after "+"):
 - **Z** oridinary;
 - **ZP** ordinary against receipt confirmation
 - **R** Poste Restante,
 - **RP** -Poste Restante against receipt confirmation.
 - <u>Faster Payment</u> select this option to send an Express Elixir transfer (up to the maximum amount of PLN 100,000; this service has to be available both at the sender's and recipient's bank. The table of banks' availability in the Express Elixir system can be found on the website <u>www.expresselixir.pl</u>).
 - <u>Mark this Payment as Important</u> in the item Payments -> Show all payments. The transaction will be displayed as first.
 - <u>Sorbnet.</u>
- 9. Enter Beneficiary Details:
 - <u>Beneficiary Name:</u> Bank Handlowy w Warszawie S.A., ul. Senatorska 16, 00-923 Warszawa
 - <u>Beneficiary Account Number</u> if the base number of your account (digits 17 to 23) is: OOXXXXX (starting with at least 2 zeros) - enter: 4710301508000000100008939, OXXXXXX (starting with 1 zero only) - enter: 3410301508000000100008009.

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A	CitiDirect	t Services	Payments	Receivables Collection	s & Trade / s eForms
Client Logged in as: DEMO POLAND			Payment Initiation Pay Using Templates		Template Management Create New Outgoing
		💅 Wh	Quick Entry From Input New Outgo	ing 2	To Submit/Modify To Authorize



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Payment Details		
Transaction Reference Number	Value Date 19/02/2021	Payment Details
Confidential ()	Sorbriet	
Mark this Payment as Important 👔		
Beneficiary Details		
Beneficiary Kame M Beneficiary Address Line 1 Beneficiary Address Line 2	Beneficiary Bank Nowing Code Beneficiary Bank Name	Beneficiary Account Number
Add Recurring Payment Instruction		
Save As Template		
* Template Name	Template Group Default-Default Pre-Format Group	* Template Type Editable Template
Maximum Allowed Amount	Save Payment Details	Mark as Favorite

- 10. If you wish to save a payment as a template, tick the option Save As Template and complete the details.
- 11. Select Submit in order to enter the transaction.

More useful tips on how to use CitiDirect BE can be found HERE >>>

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