

# INSTRUCTION FOR MASS (BATCH) PAYMENTS ORDERS IN TBI BANK INTERNET

## BANKING

### Introduction

The objective of the current document is to provide general guidelines to the users in the process of mass (batch) payment orders. The document contains description of settings necessary for successful and smooth usage of the functionality of the system. The document does not include detailed description of the file formats and content.

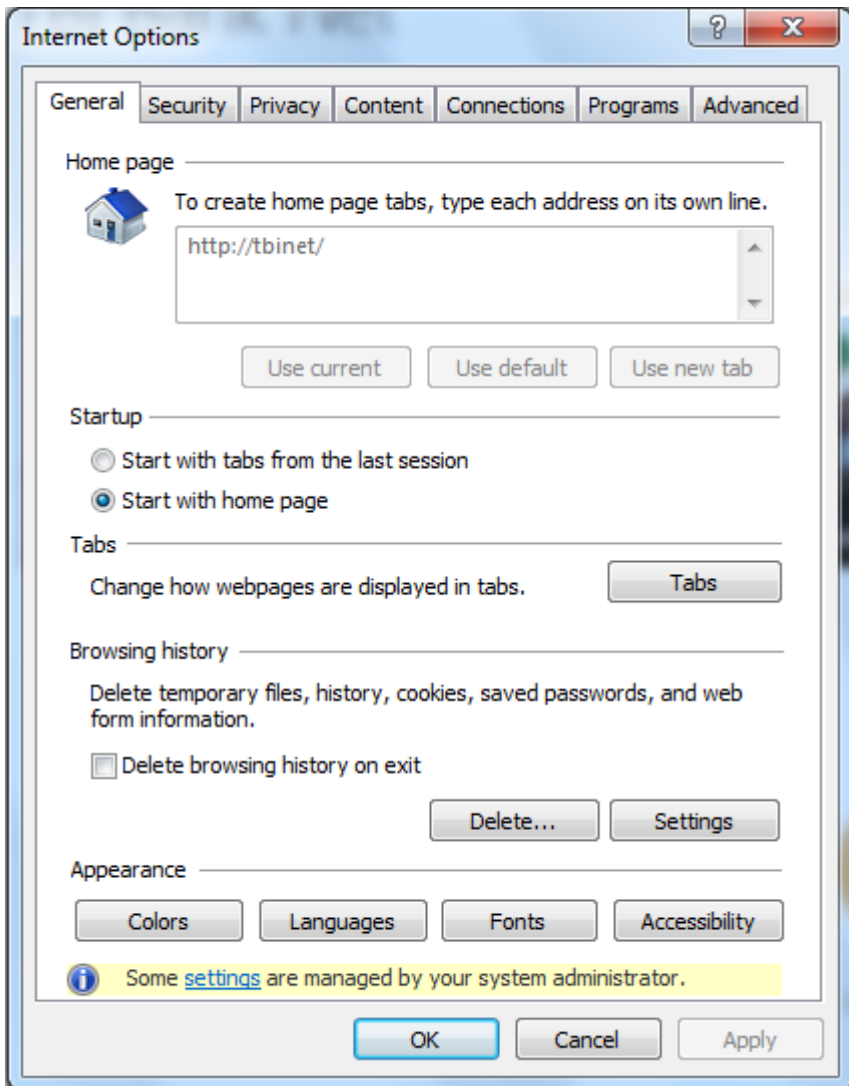
### Description of the Mass (Batch) Payments functionality

Mass (Batch) Payments functionality gives ability for big amount of payment orders to be input simultaneously. For such purpose, a file consisting data for the respective orders should be uploaded. The system supports upload of two types of orders: Credit transfer and Payment order for transfer to the budget. One file may consist of either one order type or the two order types consecutively. Two types of file encoding **ANSI** and **Unicode** can be used. The maximum allowed size of the files is 3MB.

### Required settings

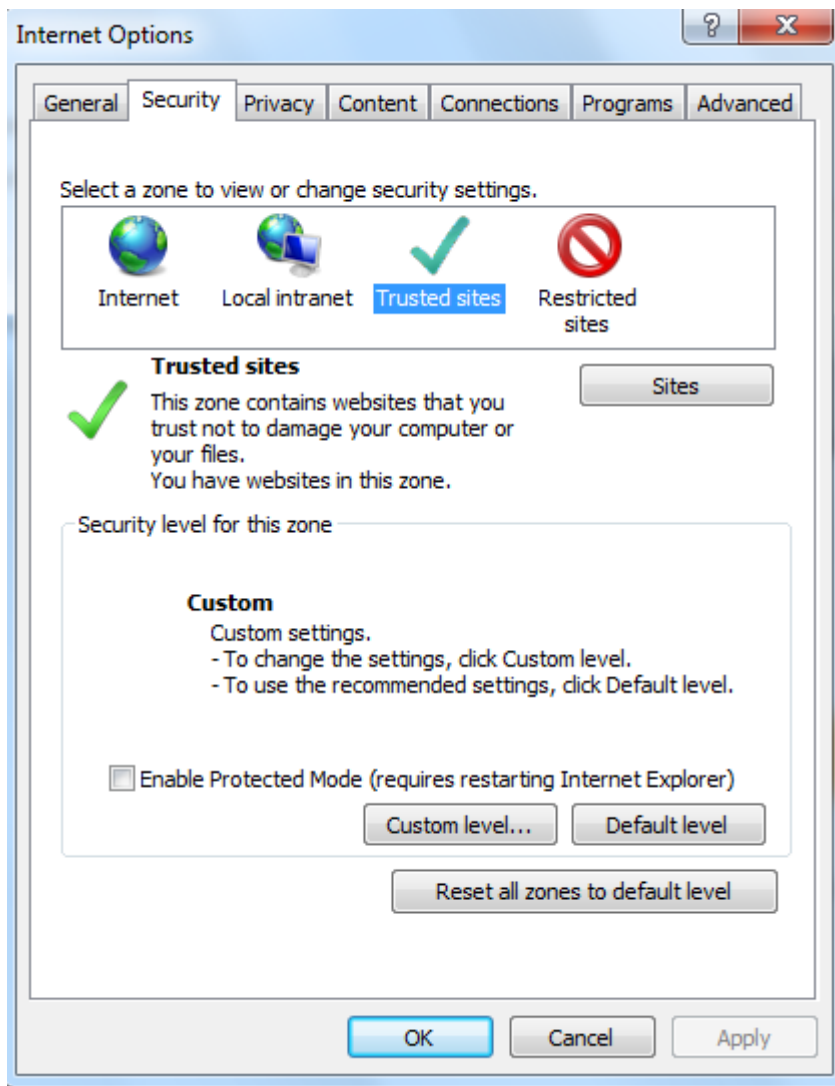
For Mass Payment file upload **Internet Explorer** browser is required. For successful file upload, the following **Internet Explorer** settings are needed.

1. Add the TBI Bank internet banking address <https://online.westeastbank.bg/default.aspx> to the **Trusted sites**), following these instructions:
  - 1.1. Open **Internet Explorer** and chose **Tools Internet Options** from the settings menu (Form 1).



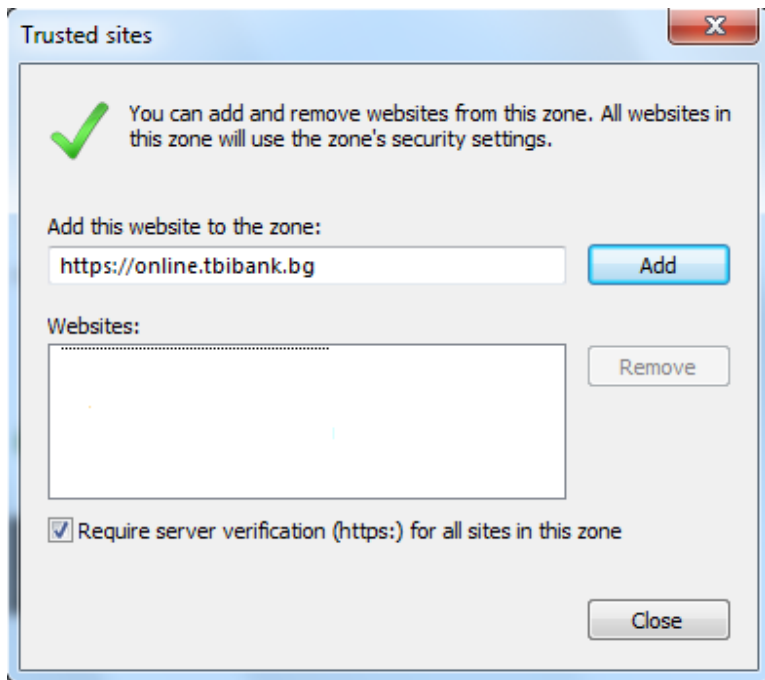
Form 1

1.2. In the open window select **Security**, after it mark **Trusted sites** (Form 2).



Form 2

- 1.3. Choose **Sites** in order to open the list of the **Trusted sites**.
- 1.4. Enter the address <https://online.tbibank.bg> in the text field and press **Add** for joining it to the list (Form 3).



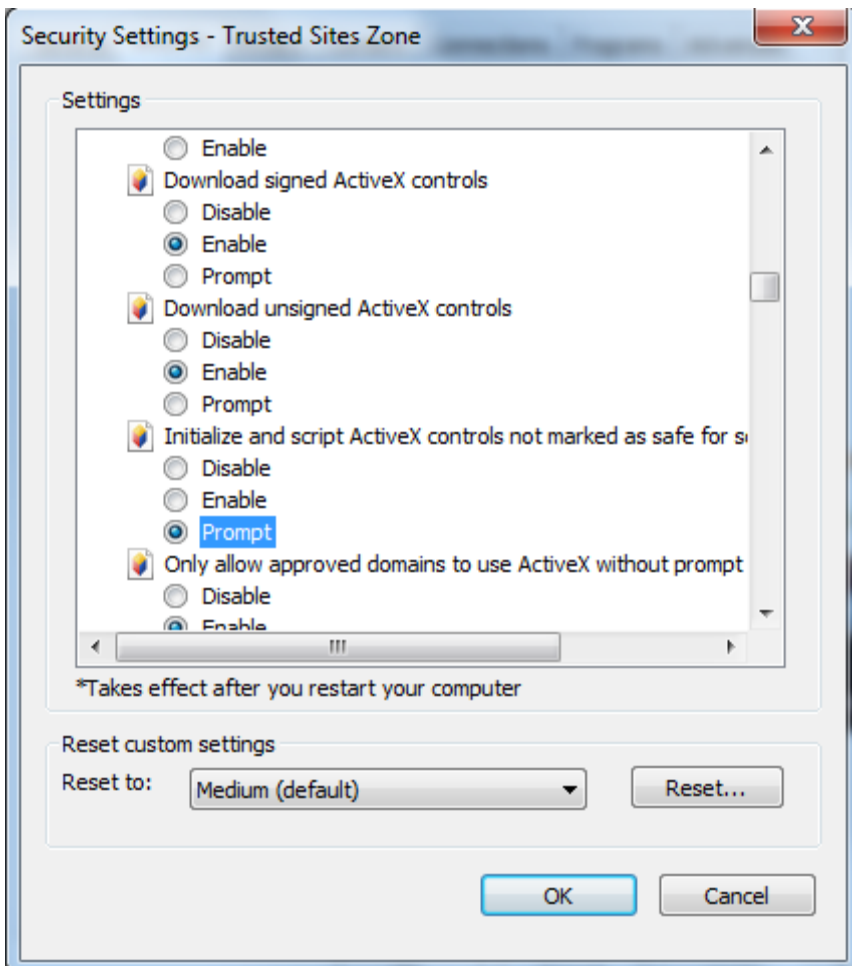
Form 3

1.5. Press the button **Close** for closing the Trusted sites list.

2. Change the security level of the zone **Trusted sites** with allowing the following setting **Initialize and script ActiveX controls not marked as safe for scripting**. This can be done as follows:

2.1. From the window **Internet Options**, shown on Form 3, press the button **Custom level...**

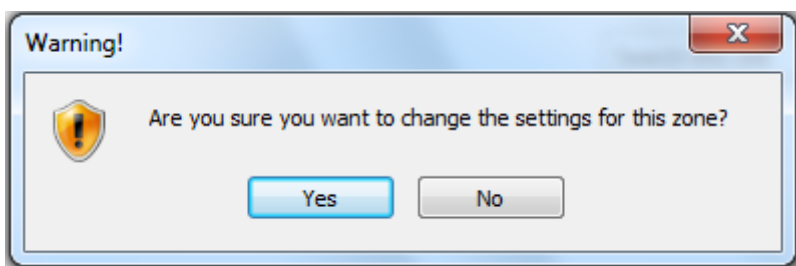
From the window Security Settings - Trusted Sites Zone choose the setting Initialize and script ActiveX controls not marked as safe for scripting and chose the option Prompt or Enable (Form 4).



Form 4

2.2. Press the button **OK** in order to confirm the changes.

2.3. In case a Warning asking *Are you sure you want to change the settings for this zone?* appear, please press Yes (Form 5).



Form 5

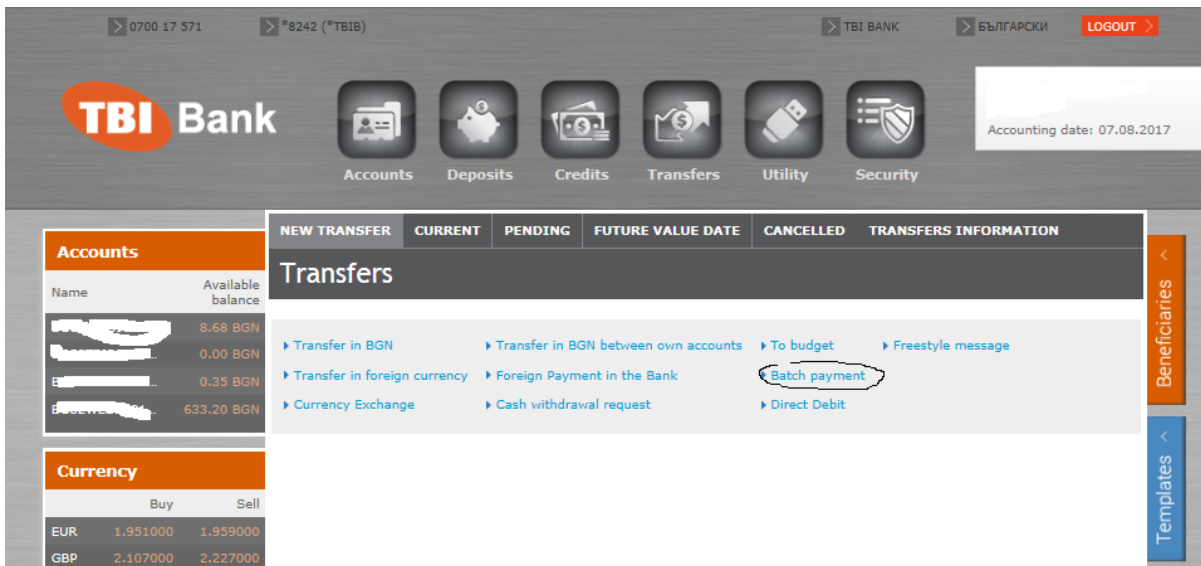
1.4 Close the window **Internet Options** by pressing button OK (Form 2).

## UPLOAD OF FILE WITH PAYMENT ORDERS

After the required settings are done, the functionality for upload a package with payment orders can be used.

The content of the files is following the standard format MT103. The functionality can be accessed from the menu Transfers in the Internet Banking of TBI Bank.

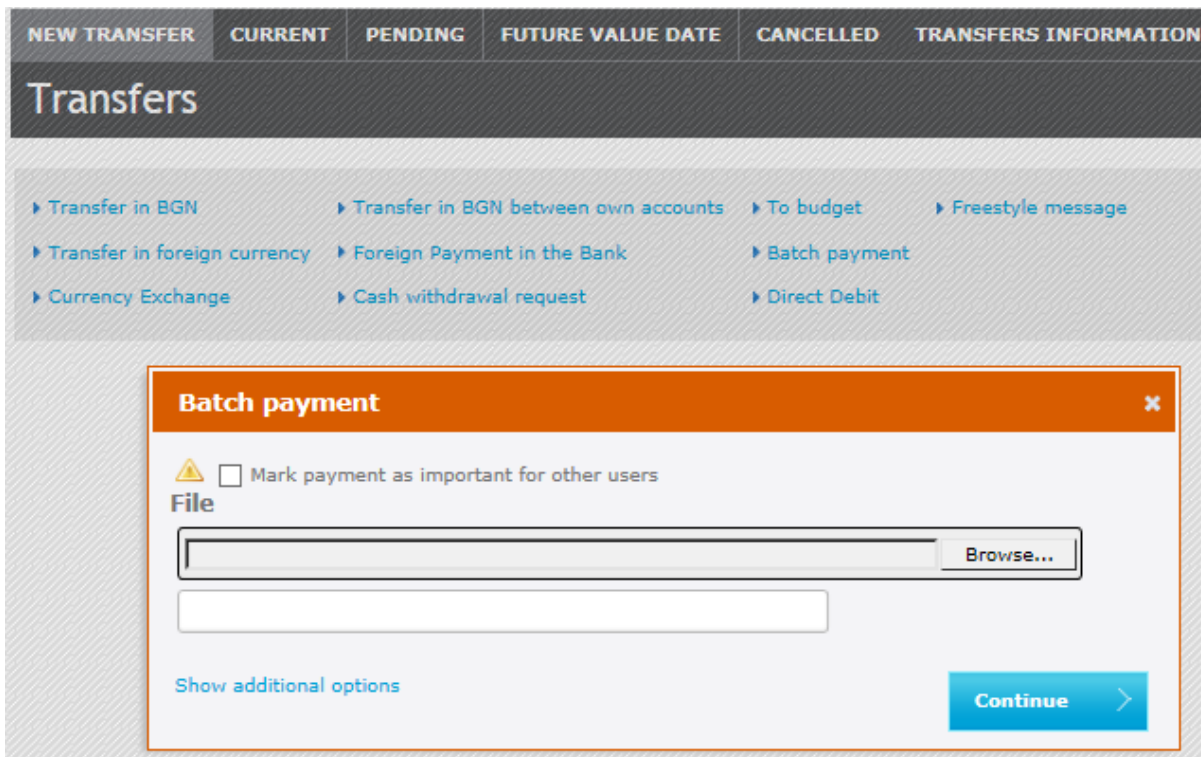
3. From the menu choose Batch payment (Form 6).



The screenshot shows the TBI Bank Internet Banking interface. At the top, there is a header with the TBI Bank logo, navigation icons for Accounts, Deposits, Credits, Transfers, Utility, and Security, and a 'LOGOUT' button. The main content area is titled 'Transfers' and includes a sub-menu with options: Transfer in BGN, Transfer in BGN between own accounts, To budget, Freestyle message, Transfer in foreign currency, Foreign Payment in the Bank, Batch payment (highlighted with a red circle), Currency Exchange, Cash withdrawal request, and Direct Debit. On the left, there are sections for 'Accounts' and 'Currency' exchange rates. On the right, there are vertical buttons for 'Beneficiaries' and 'Templates'.

Form 6

4. Press the button **Browse...** and choose the prepared file for upload by choosing **Choose File to Upload** (Form 7).



The screenshot shows the 'Batch payment' dialog box. It has a title bar with 'Batch payment' and a close button. Below the title bar, there is a warning icon and a checkbox labeled 'Mark payment as important for other users'. The 'File' section contains a text input field and a 'Browse...' button. Below the input field, there is a 'Show additional options' link and a 'Continue' button with a right-pointing arrow.

Form 7

5. From the dropdown list **File format** choose value, which is responsive to the file encoding which is to be loaded: if the chosen file is saved as Unicode – choose **Unicode**, if it's saved as ANSI - ако избраният файл е записан като ANSI – choose **windows-1251**.

6. Press **Save** in order to save the payment.

*Note:* Fields **Kind of payment** and **Type of payment** are not allowed for edit as for the time being the system does not support load of batch with payments in different from MT 103 format as well as other payment orders, different from Credit transfer and Payment order for transfer to the budget.