

PC - EN - Import/Export International Beneficiaries

Description :

With these functions you are able to export and import your list of international beneficiaries. You are also able to send your beneficiaries in Online so as to use them in the Online services.

Procedure :

Export of international beneficiaries.

→ In the Offline services : go to *Services > International payments*. In the menu "International payment", choose for "Beneficiaries". You can now see your list of international beneficiaries.

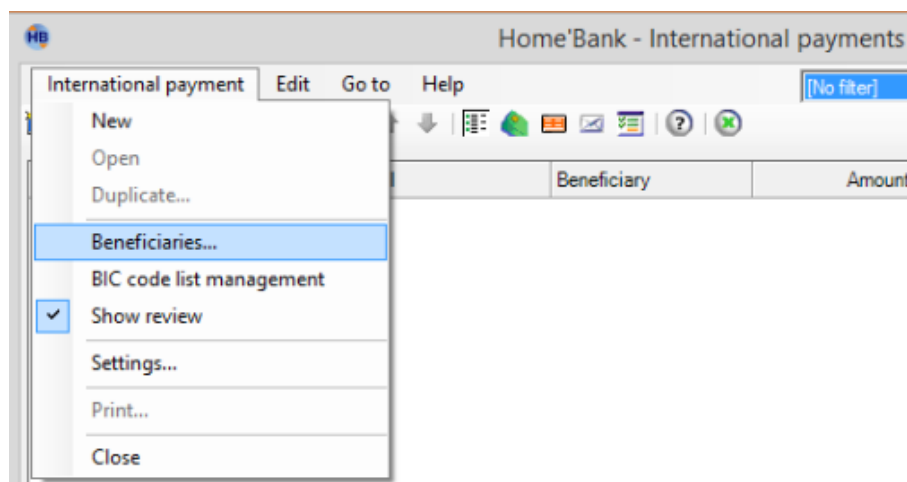


Fig. 1 : Menu "International payment" – "Beneficiaries"

→ In this screen select one or several beneficiaries and click on "Export".

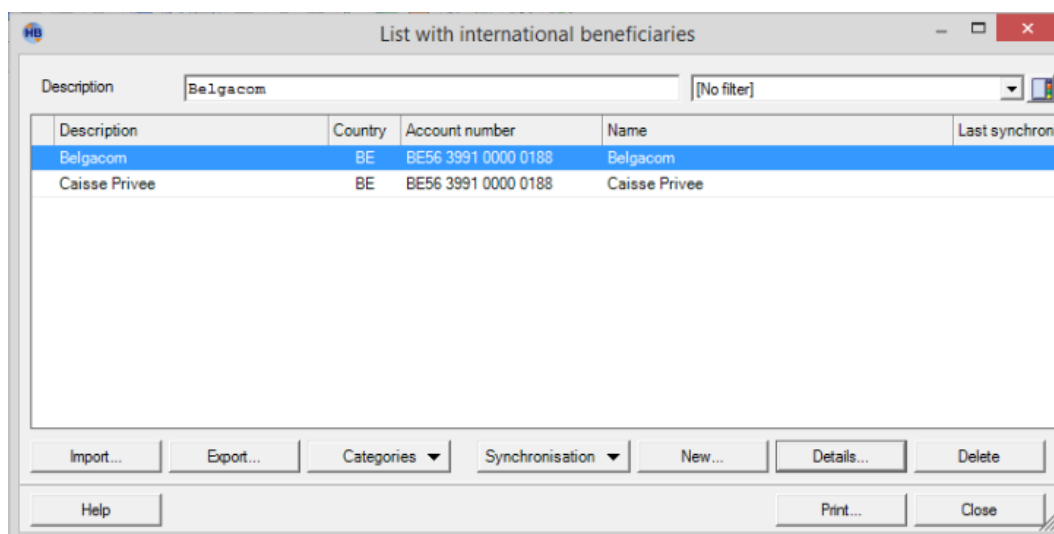


Fig. 2 : List of international beneficiaries

→ In the next screen you will have the choice to export the selected beneficiaries or export all beneficiaries.

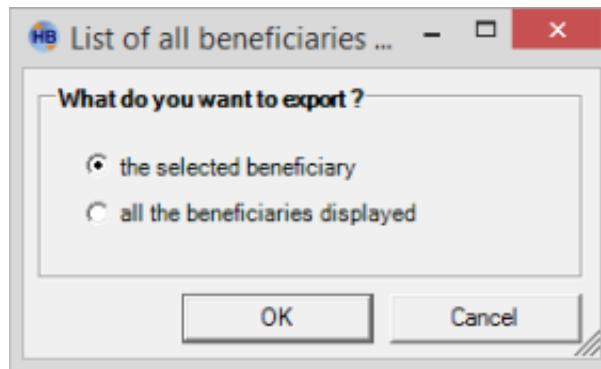


Fig. 3 : What do you want to export ?

→ The next screen asks you where you want to save your file on the computer.

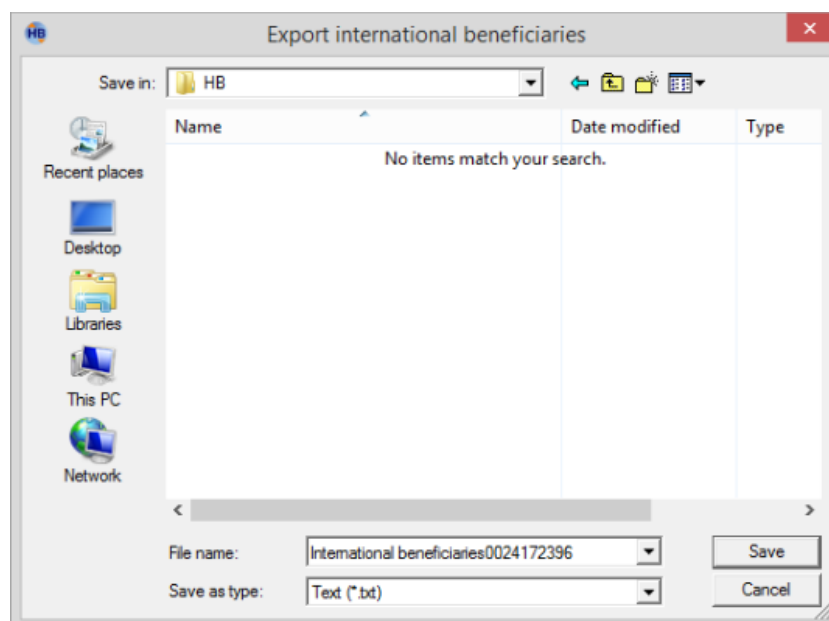


Fig. 4 : Export to a file.

→ Finally you receive a message telling you that the data was successfully exported.

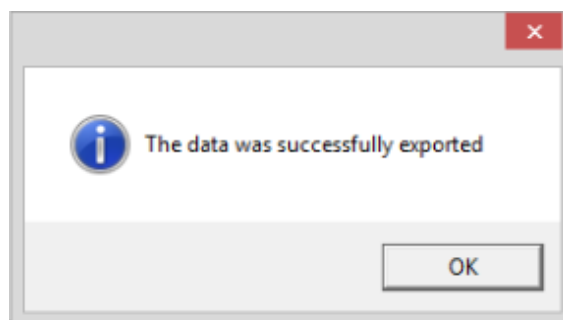


Fig.5 : Confirmation message.

Import of international beneficiaries in the Offline services.

→ In the Offline services : go to **Services > International payments**. In the menu "International payment", choose for "Beneficiaries".

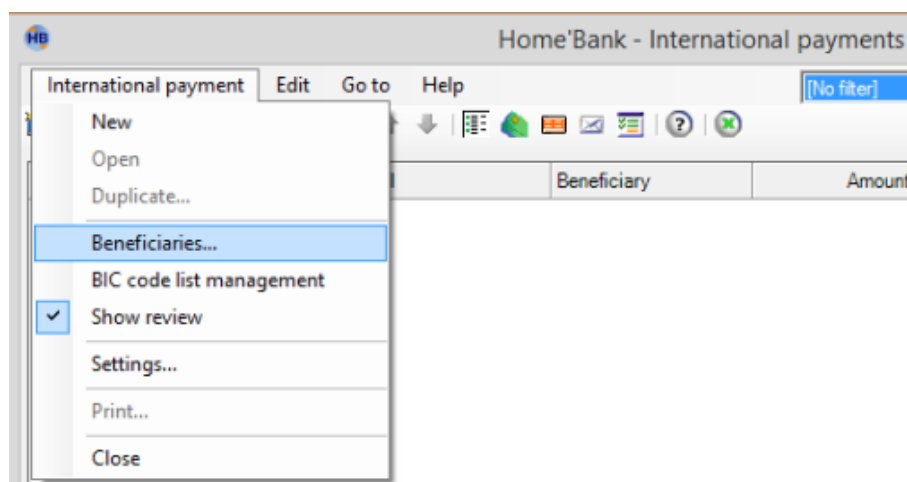


Fig. 6 : Menu "International payment" – "Beneficiaries".

→ In this screen, click on "Import".

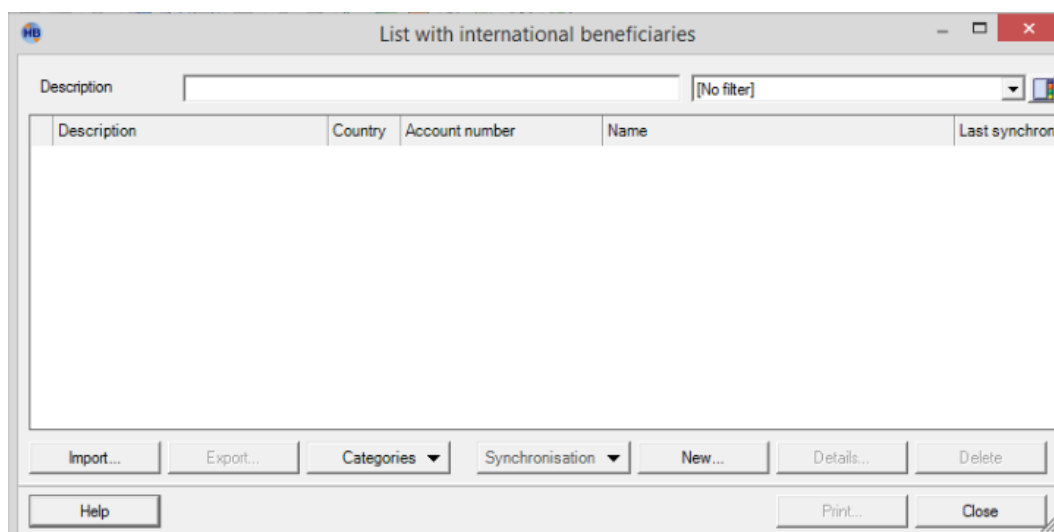


Fig. 7 : List of international beneficiaries

→ In the next screen you have to indicate the place of the file on your hard disk. Select it and click on "Open"

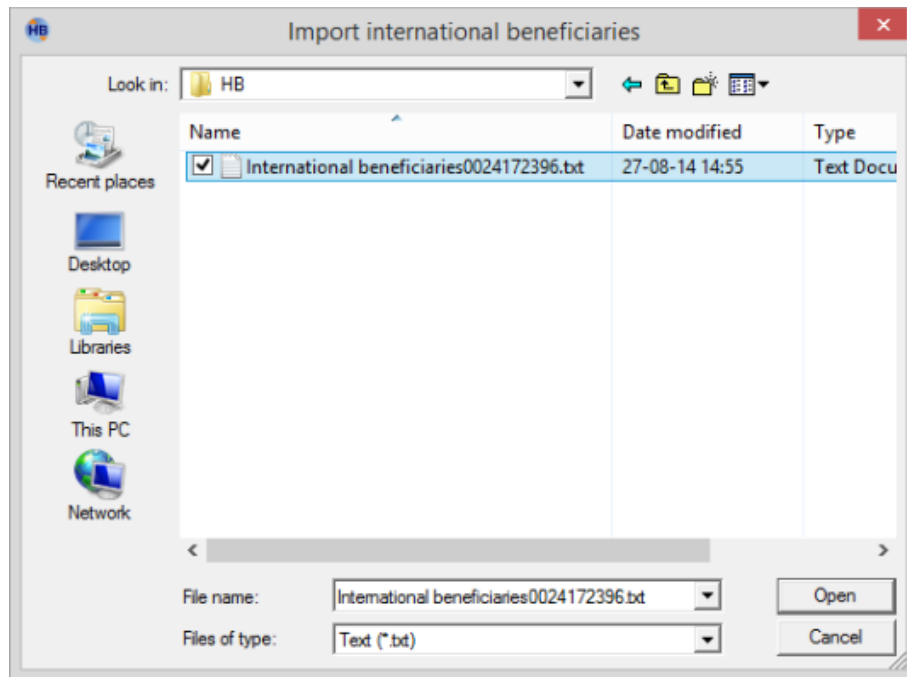


Fig. 8 : Importing beneficiaries.

→ Now click on "Save" and the import is complete.

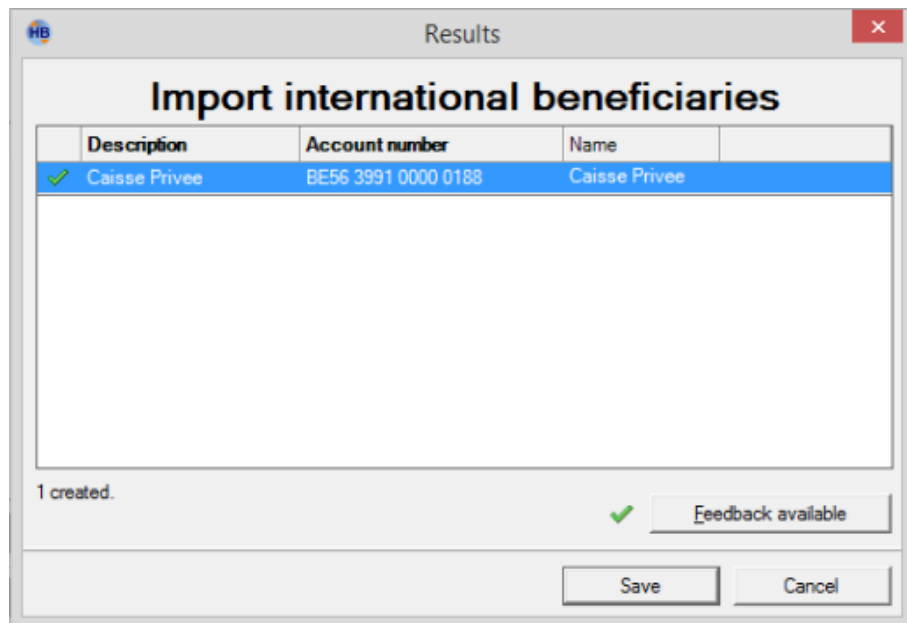


Fig. 9 : Import of international beneficiaries.

Synchronisation of international beneficiaries with the Online Services.

With this function you are able to save your beneficiaries on the ING server so that you can use them in Online.

→ In the Offline services : go to **Services > International payment**. In the menu "International payment", choose for "Beneficiaries". You can now see your list of international beneficiaries.

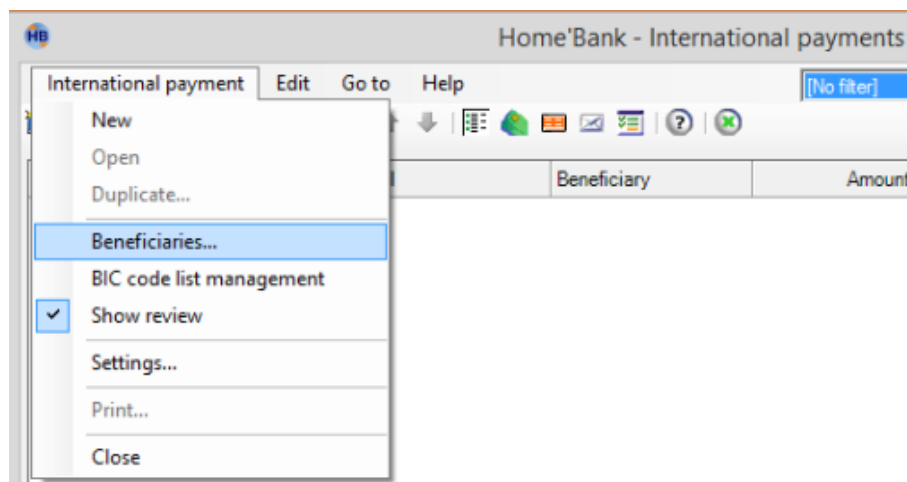
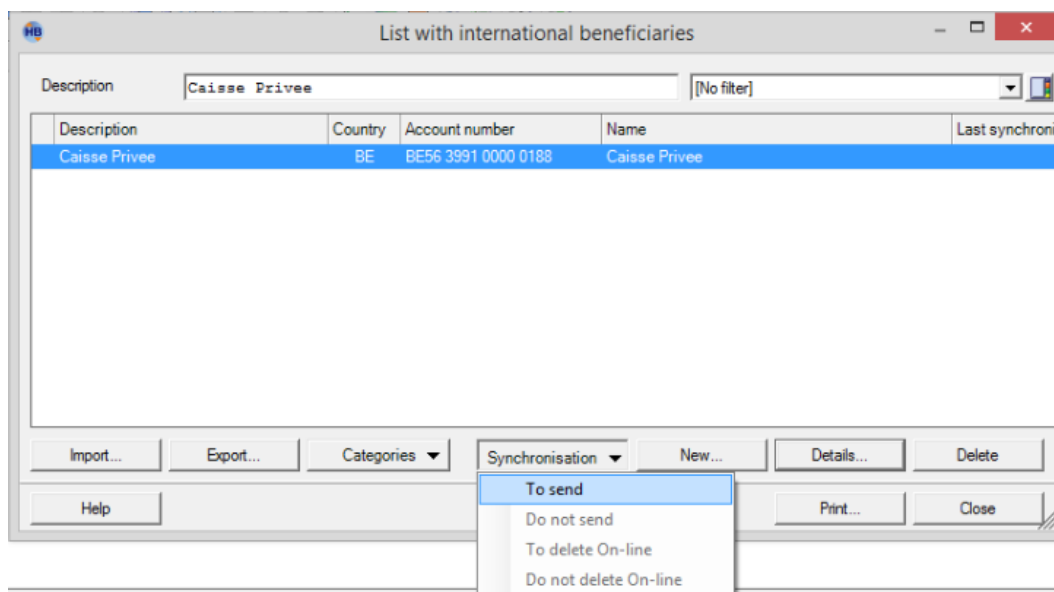


Fig. 10 : Menu "International payment" – "Beneficiaries"

→ In the list select one or several beneficiaries to transfer and click on "Synchronisation" – "To send".



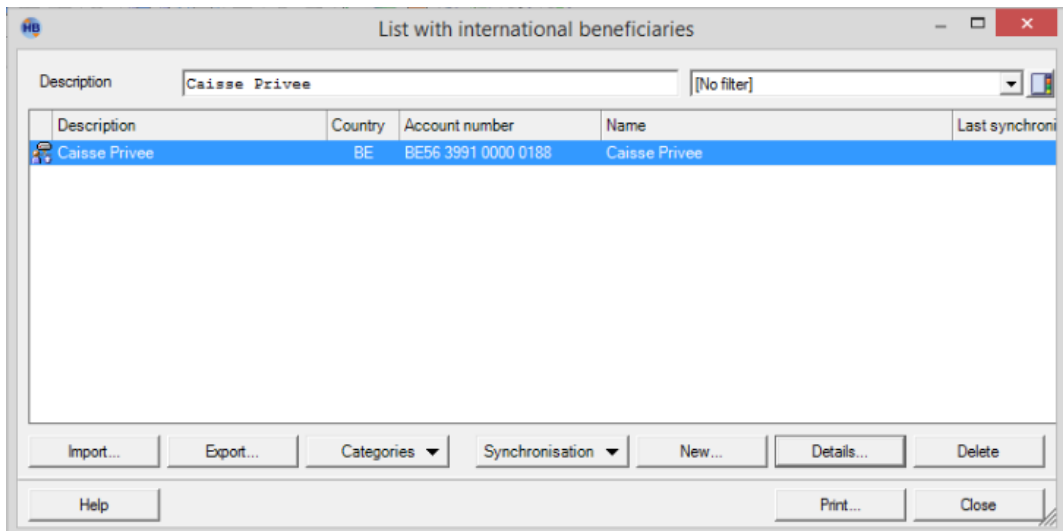


Fig. 11-12 : List of international beneficiaries – Synchronisation.

→ After selecting the beneficiaries, you have to perform a task list. Don't forget to check the box "Send – Sending X international beneficiaries".

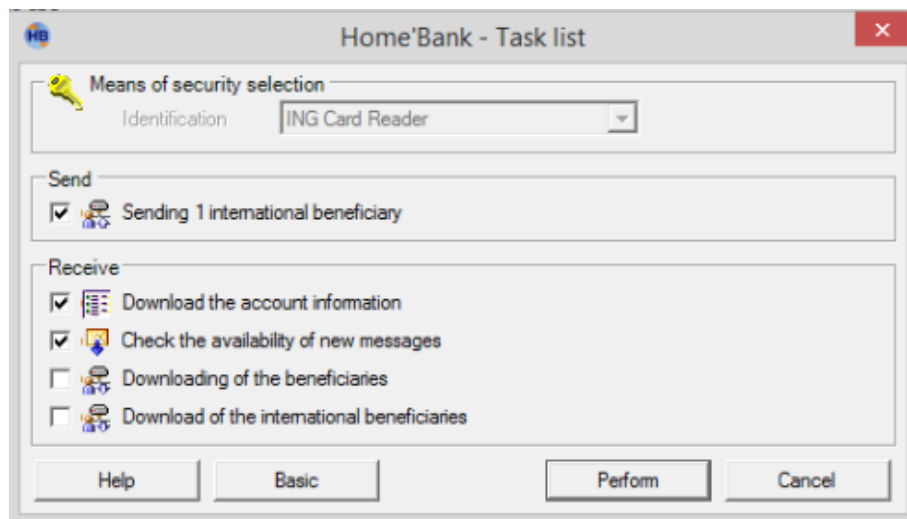


Fig. 13 : Task list

→ You have to sign to send the international beneficiaries.

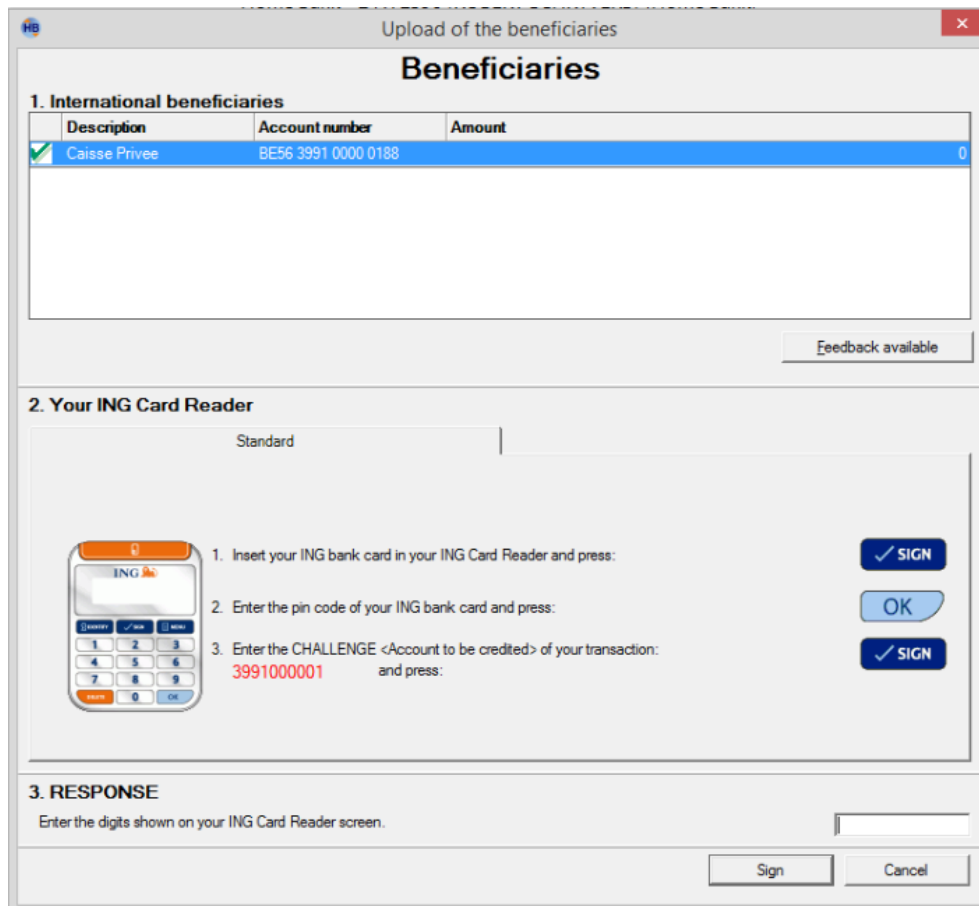


Fig. 14 : Signature

→ The next screen displays the confirmation of international beneficiaries sent.

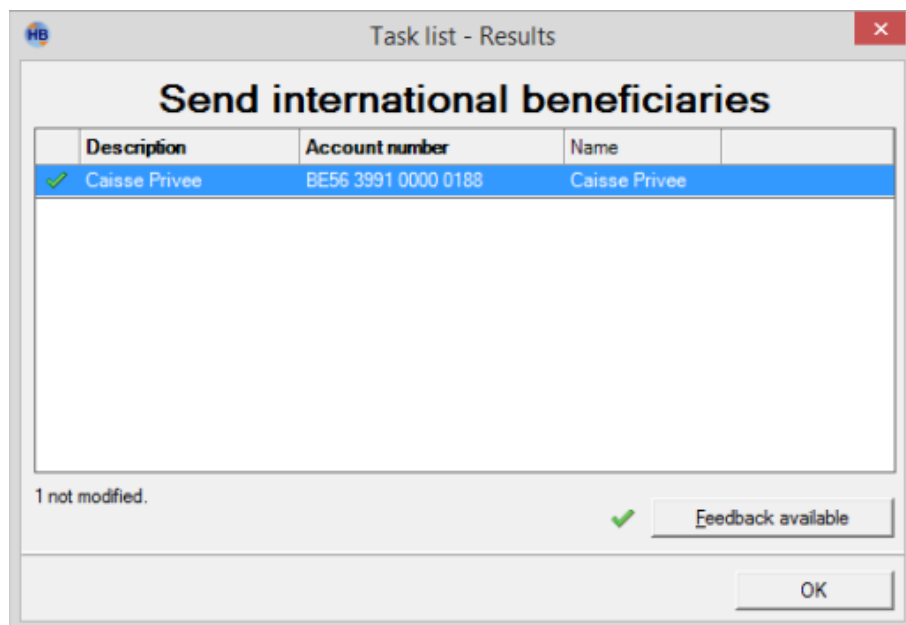


Fig. 15 : Results