

# MAC - EN - Import/Export International Beneficiaries

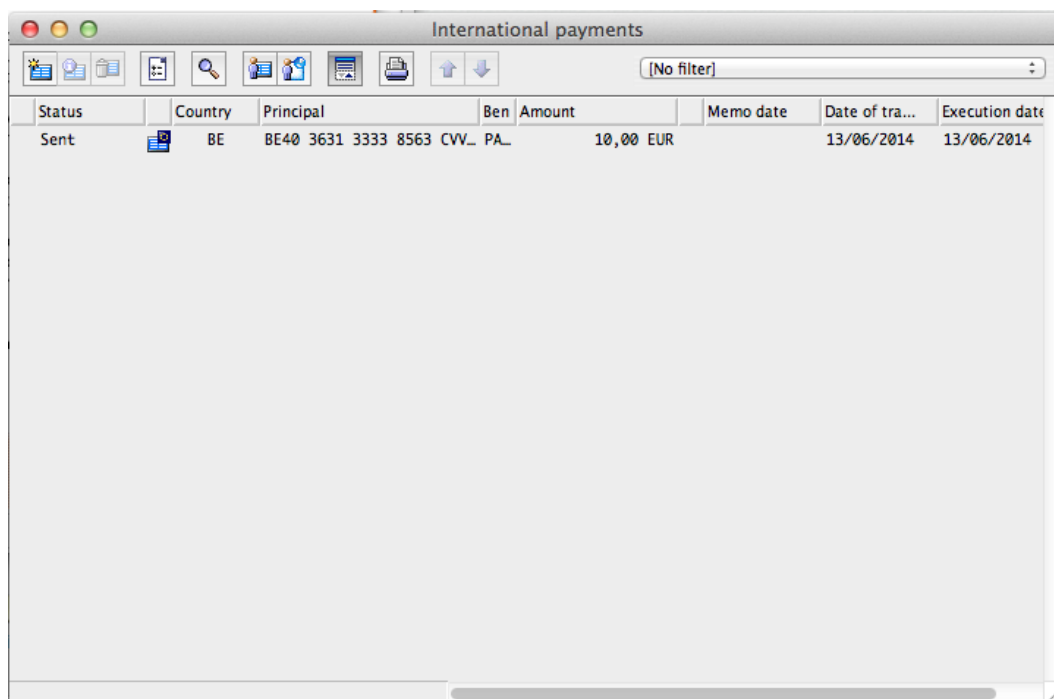
## Description:

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 beneficiaries.*

→ In the Offline services : open the window *International Payments* and click on the icon "Beneficiaries". You can now see your list of international beneficiaries.



The screenshot shows a window titled "International payments" with a toolbar and a table. The table has the following columns: Status, Country, Principal, Ben, Amount, Memo date, Date of tra..., and Execution date. The first row of data is: Sent, BE, BE40 3631 3333 8563 CVV\_ PA\_, 10,00 EUR, 13/06/2014, 13/06/2014.

Status	Country	Principal	Ben	Amount	Memo date	Date of tra...	Execution date
Sent	BE	BE40 3631 3333 8563 CVV_ PA_		10,00 EUR		13/06/2014	13/06/2014

Fig. 1: "International payments" – "Beneficiaries"

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

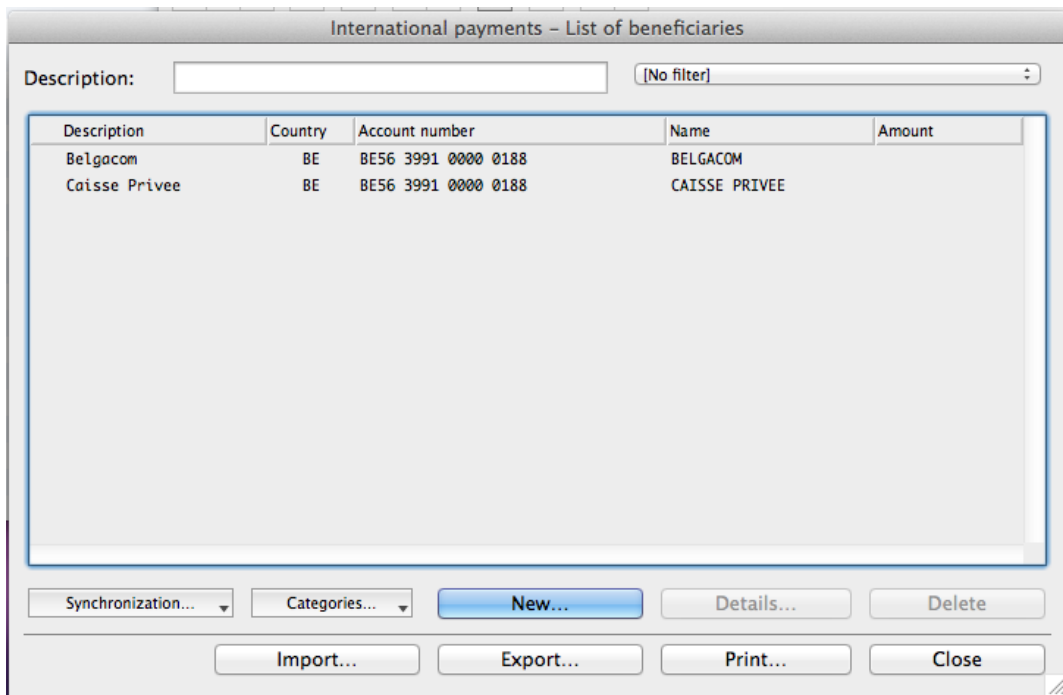


Fig. 2: List of international beneficiaries

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

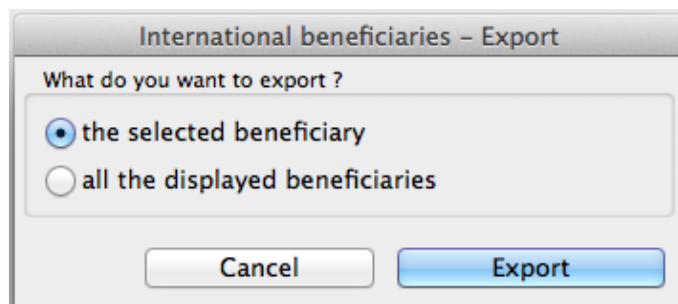


Fig. 3: What do you want to export?

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



Fig. 4: Export of the beneficiaries.

## *Import of international beneficiaries in the Offline services.*

→ In the Offline services: open the window *International Payments* and click on the icon "Beneficiaries".

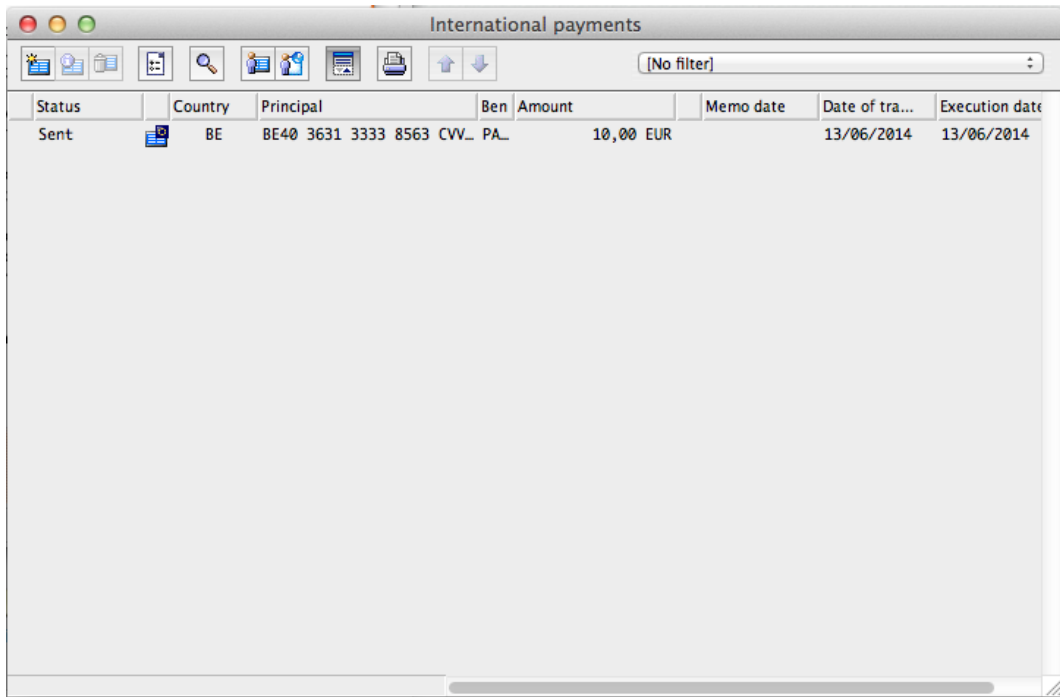


Fig. 5: "International payments" – "Beneficiaries".

→ In this screen, click on "Import".



Fig. 6: 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 "Choose".

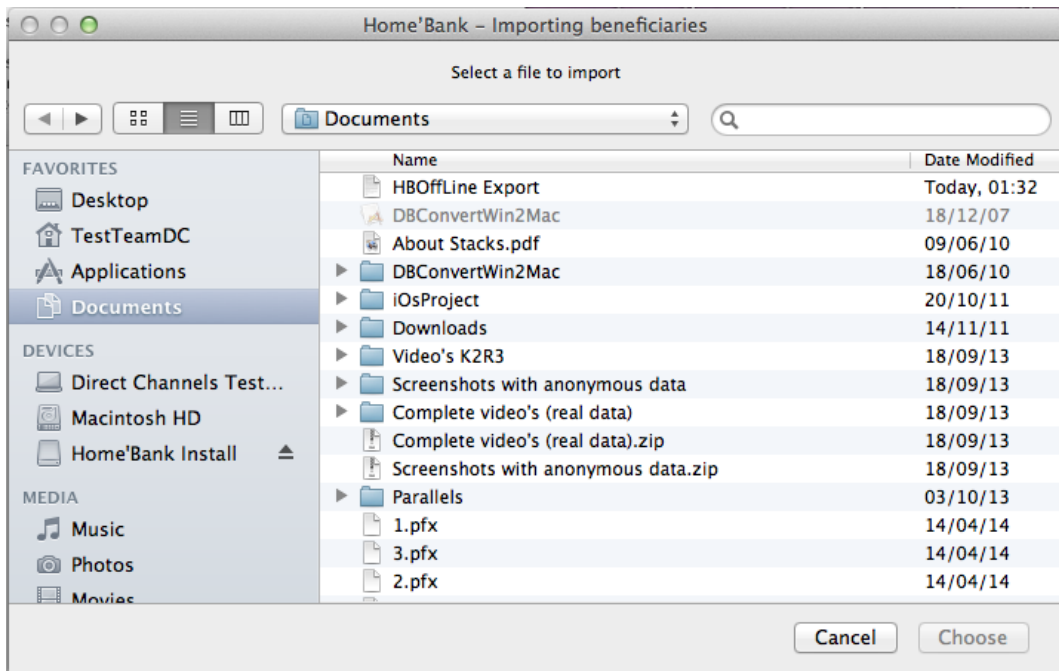


Fig. 7: Importing beneficiaries.

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

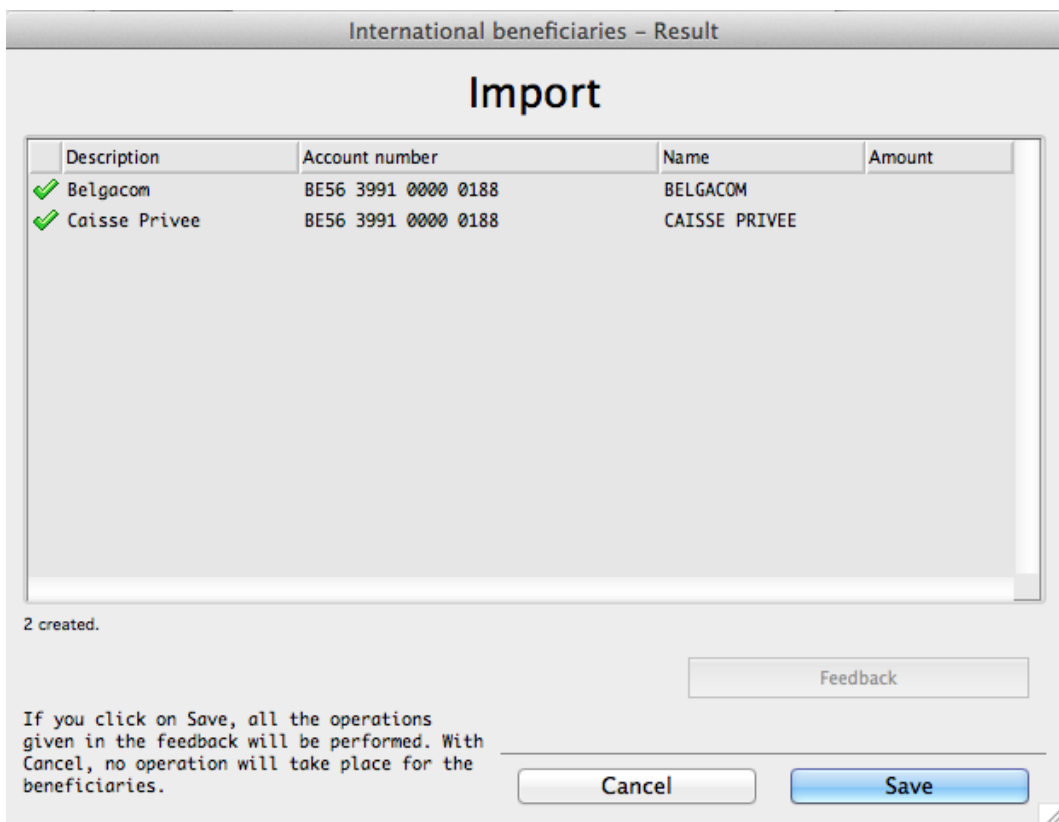
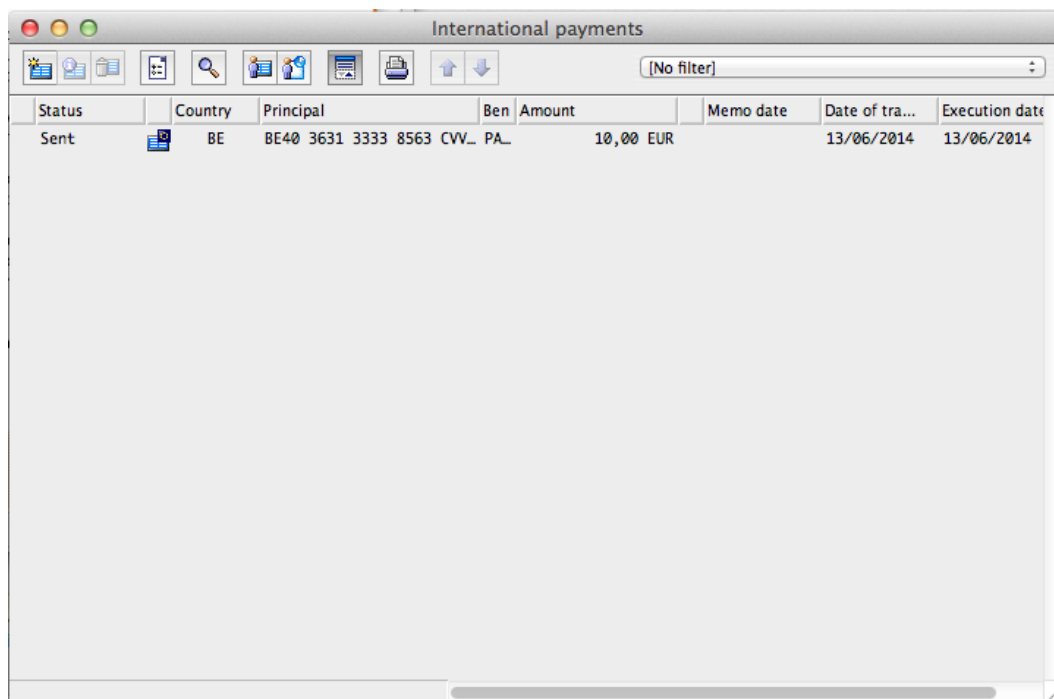


Fig. 8: Import of international beneficiaries

## *Synchronisation of 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: open the window ***International Payments*** and click on the icon "Beneficiaries". You can now see your list of international beneficiaries.

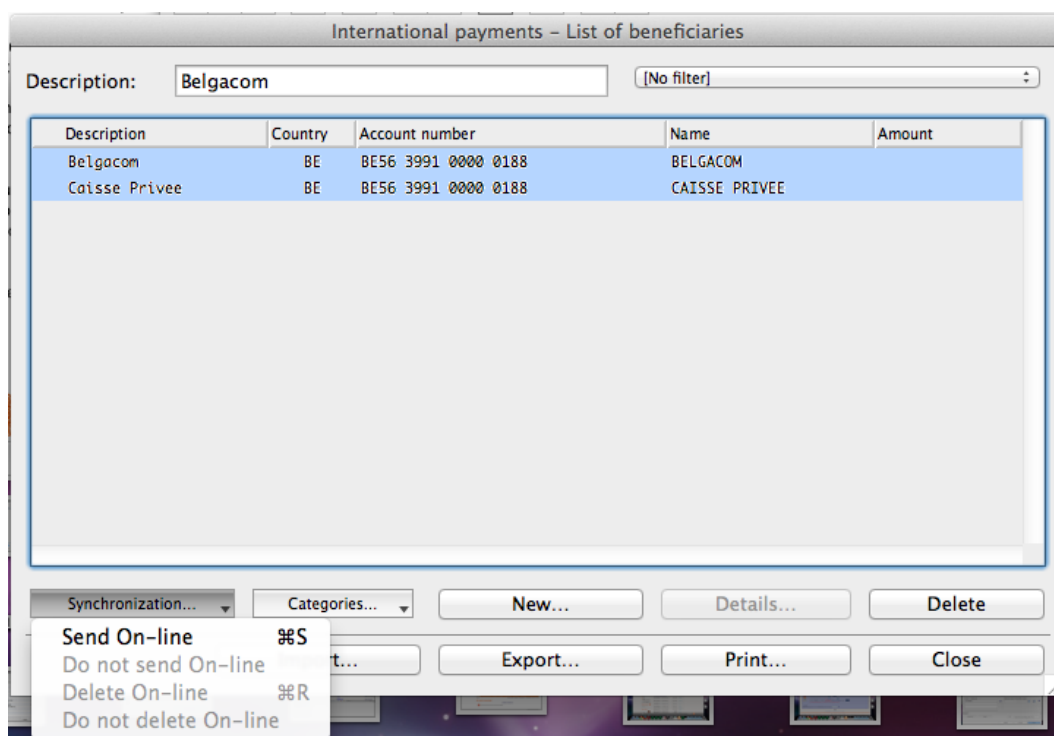


The screenshot shows a window titled "International payments" with a toolbar and a table. The table has the following data:

Status	Country	Principal	Ben	Amount	Memo date	Date of tra...	Execution date
Sent	BE	BE40 3631 3333 8563 CVV_ PA_		10,00 EUR		13/06/2014	13/06/2014

Fig. 9: "International payments" – "Beneficiaries"

→ In the list select the beneficiaries to transfer and click on "Synchronisation" – "Send On-line".



The screenshot shows a window titled "International payments - List of beneficiaries" with a search field containing "Belgacom" and a table of beneficiaries. A context menu is open over the "Synchronization..." button, showing the following options:

- Send On-line ⌘S
- Do not send On-line
- Delete On-line ⌘R
- Do not delete On-line

The table in the background has the following data:

Description	Country	Account number	Name	Amount
Belgacom	BE	BE56 3991 0000 0188	BELGACOM	
Caisse Privee	BE	BE56 3991 0000 0188	CAISSE PRIVEE	

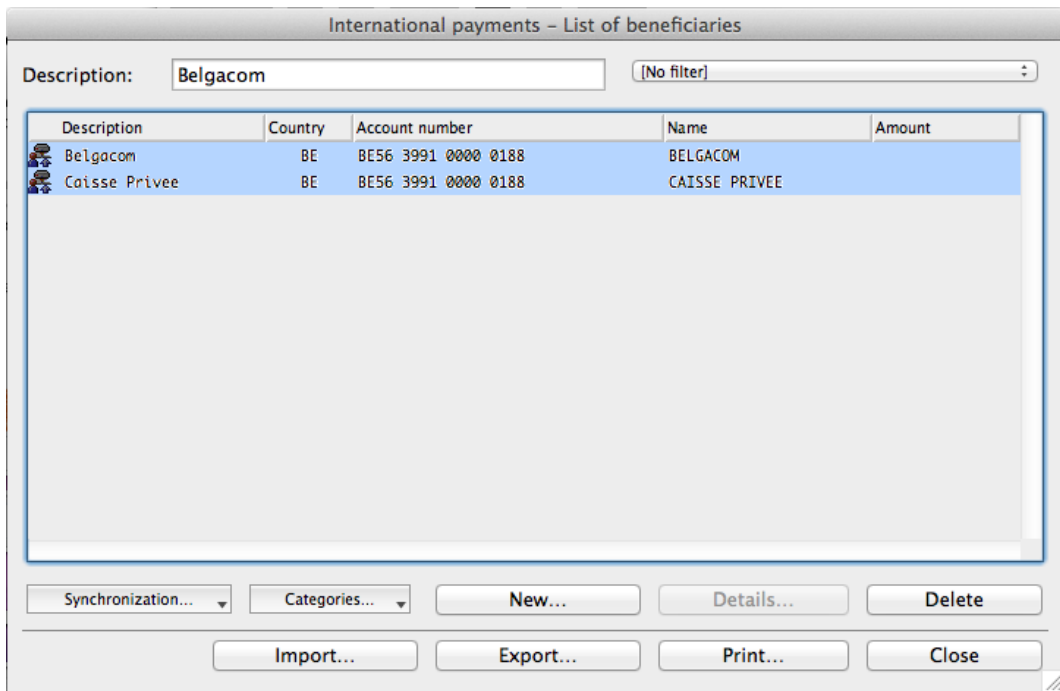


Fig. 10-11: List of beneficiaries – Synchronisation.

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

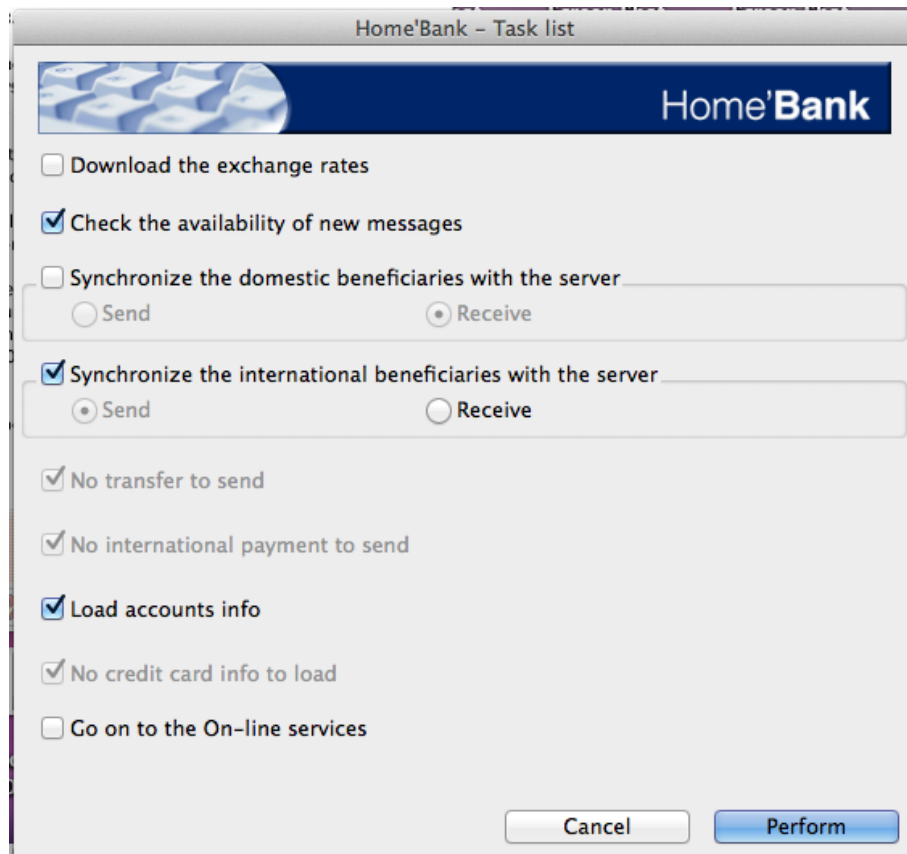


Fig. 12: Task list