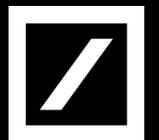


# Instruction: db direct internet addressbook conversion

*Passion to Perform*



# Step 1 - 4

Step 1. Open the "Administration" tab. After selecting "File Formats", select "Add export format".

Step 2. Select Product Name "Beneficiary Export".

The screenshot displays the 'Edit Export File Format' page in the Global Cash Management system. The interface includes a sidebar on the left with the 'Administration' tab selected. The main form area contains the following fields and sections:

- Product Name:** A dropdown menu with 'Beneficiary Export' selected. A red callout labeled 'Step 2.' points to this field.
- Format Code\*:** A text input field containing 'testudf'.
- Format Description\*:** A text input field containing 'testben'. A red callout labeled 'Step 3.' points to this field.
- Date Format\*:** A dropdown menu set to 'dd:mm/yyyy'.
- Field Separator Settings:** A section with a 'Field Separator\*' dropdown set to ':', a 'Start/ End' input field, and an 'Escape Character' input field.
- Format Field Details:** A section with two lists: 'Available Fields' (containing fields like '1st Input User ID', 'Beneficiary Address Line 1-4', etc.) and 'Selected Fields' (containing fields like 'Beneficiary Account', 'Beneficiary Bank Account', etc.). A red callout labeled 'Step 4.' points to the 'Save Complete' button at the bottom right.

At the bottom of the form, there are three buttons: 'Save Incomplete', 'Save Complete', and 'Reset'. A red callout labeled 'Step 1.' points to the 'Administration' tab in the sidebar.

Step 3. Name the UDF format template, by entering a description in the mandatory text field.

Step 4. Select all the fields in the "Available fields" menu on the left side and adding the item to "Selected Fields" on the right side by clicking on . When done click on .

# Step 5

Step 5. A detailed overview of the selected fields of the just saved template will appear.

8:15 12.09.2013				
Inquire Export File Format				
Format Code	testudf	Format Description	testben	
Product Name	Beneficiary Export	Date Format	DD.MM.YYYY	
Transaction Mode		Start/ End		
Field Separator	:	Escape Character		
Export Field Names	No			
Format Fields				
No	Field Name	Type	Maximum Length	Field Source
1	Beneficiary Account	Char	35	File
2	Beneficiary Address Line 1	Char	35	File
3	Beneficiary Bank Account	Char	35	File
4	Beneficiary Bank Code	Char	10	File
5	Beneficiary Bank Country	Char	2	File
6	Beneficiary Bank Name	Char	35	File
7	Beneficiary Bank SWIFT Code	Char	11	File
No	Field Name	Type	Maximum Length	Field Source

# Step 6 - 7

Step 6. Go to "Maintain" tab on the left side of the screen and select "Beneficiaries"

The screenshot shows a web application interface for managing beneficiaries. The left sidebar contains a navigation menu with the following items: Information Services, Transaction Services, Create, Authorise, Review, Maintain, Templates, Beneficiaries, User Banks, Summary, Intraday Services, Event & Alert Services, Import / Export Services, Foreign Exchange Services, FX4Cash, Administration, Software & Documentation, System Utilities, Other Services, Service Request, and Liquidity Online. The 'Beneficiaries' option is highlighted with a red box. The main area displays a table of beneficiaries with columns: Alternate Name, Company, Account Number, Beneficiary Bank Name, SWIFT BIC Code, Clearing Code, Bank Country, Favourite, Pre-Approved, Restricted, and Status. The first row is highlighted, and a red box highlights the checkbox in the first column. A red callout box labeled 'Step 7.' points to the checkbox. The table contains the following data:

Alternate Name	Company	Account Number	Beneficiary Bank Name	SWIFT BIC Code	Clearing Code	Bank Country	Favourite	Pre-Approved	Restricted	Status	Last Edited By
11111 idexx	ALL COMPANIES	123				Netherlands	No	No	No	Controlled	user10
114747 J Jansen	SHORTNAME 3		BANQUE CHAABI DU MAROC		BCDMNL21XXX	Netherlands	No	No	No	Controlled	d.zwiers
121 robbie	ALL COMPANIES	477264131				Netherlands	No	No	No	Controlled	j.krijvenaar
123456 aaa	ALL COMPANIES	123456789				Netherlands	No	No	No	Controlled	user10
1456 jtest	ALL COMPANIES						No	Yes	No	Controlled	j.krijvenaar o.ozkurt
ACCENT Accent d'Oc and Co	ALL COMPANIES	FR7630004026820001003168162	BNP-Paribas SA	BNPAFRPPMPL		France	No	No	No	Controlled	d.zwiers
ADD-ON Add-On Products ApS	ALL COMPANIES	DK1470300002013381	SYDBANK	SYBKDK22XXX		Denmark	No	No	No	Controlled	d.zwiers
ALCOT ans Containe	ALL COMPANIES						No	No	No	Controlled	j.krijvenaar

Step 7. Select all beneficiaries by flagging the box.

# Step 8 - 9

Step 8. And click on "Export All"

<input type="checkbox"/>	BENE 1 mask bene 180	ALL COMPANIES 123456789 BARCLAYS BANK PLC	BARCGB2107M United Kingdom	No No No
<input type="checkbox"/>	Beneficiary Code Beneficiary Name Alternate Name	Company Account Number Beneficiary Bank Name	SWIFT BIC Code Clearing Code Bank Country	Favourite Pre-Approved Restricted

1 · 2 · 3 · 4 · 5 · 6 · 7 · 8 · · · 12      Next ▶

**Add**      **Delete**      **Add to Favourites**      **Remove From Favourites**

**Report Selected**      **Report All**      **Export All**      **Control**

Step 9. Select the created Export Format in the dropdown menu and click on "Export"

ExportPopUp - Windows Internet Explorer

Export Format  
testben

**Export**

Note: Since you have selected 'Export All' option, the system will export all the transactions, subject to the filtering conditions.

# Step 10 - 14

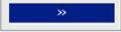
**Step 10.** Save the created excel file containing the beneficiaries on a local drive

**Step 11.** Convert the BBAN to IBAN by running the excelsheet through an IBAN converter.

For example: <https://www.ibanbicservice.nl/register.aspx>  
<https://www.iban-converteren.nl/>  
<http://www.ibanconverter.com/>

**Step 12.** When the BBAN's are converted to IBAN in the excelsheet, click on "Administration" tab in db direct internet at the left side of the screen and select "File Formats".

**Step 13.** Name the UDF format template, by entering a description in the mandatory text field.

**Step 14.** Select all the fields in the "Available fields" menu on the left side and adding the item to "Selected Fields" on the right side by clicking on . When done click on .

NB: It is extremely important that the number of fields and the order is exactly the same as in your CSV file, or you will get an import error. The order of the fields is not important for any of the fields (including the extra options in Annex A) as long as it is the same as in your CSV.

Also note that if your field separator is used within one of the values of your file it will be counted as a new field. As a comma (,) is often used in for instance addresses, this is not recommended as a field separator.

Global Cash Management

18.25 12.09.2013 Define Import File Format

Step 12.

Step 13.

Step 14.

# Step 15 - 17

**Step 15.** Click on "Import/Export Services" tab at the left side of the screen and select "Manual".

**Step 16.** Upload the IBAN enriched excel sheet containing beneficiaries and format created in previous step.

**Step 17.** Finally click on "Upload" and the beneficiaries including the IBAN accounts are saved.

Global Cash Management

18:29 12/09/2013 Manual Files Upload

**Step 14.**

**Step 15.**

**Step 16.**

Information Services x

Transaction Services

Intraday Services

Event & Alert Services

Import / Export Services

Import

Manual

Miscellaneous Files

Status of Uploaded Files

Export

Foreign Exchange Services

Administration

Software & Documentation

System Utilities

Other Services

Service Request

Liquidity Online

Select File for Upload

File: \vdbg.ads.db.com\AMS-FS Browse...

File Type: Beneficiary Import

File Subtype: testben/ udf ben import

Encoding Type: STANDARD

Partial Upload for Bulk Instructions

Add to List

Files To Be Uploaded

External Files	File Type	File Subtype	Encoding	Delete
\vdbg.ads.db.com\AMS-FS\users\hyatkh\config\Desktop\buckaroo\New folder (3)\245854199702050920134035	Beneficiary Import	testben/ udf ben import	STANDARD	<input type="checkbox"/>

Upload Delete