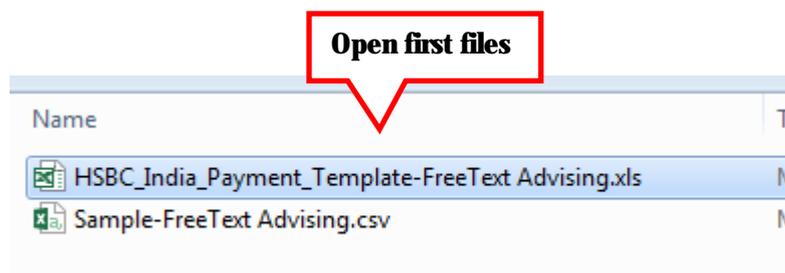


How to prepare the Bulk Payment file for Vendor Payments

1. Refer to the attachment /format named Generic map format and sample .zip in the e-invite. This zip folder contains two excel files
 - a. HSBC_India_Payment_Template-FreeText Advising.xls- (This is the file format to fill the details)
 - b. Sample-FreeText Advising.csv (This is the sample format)

Please open the first file



1. You need to fill the file named **HSBC_India_Payment_Template-FreeText Advising.xls** by referring to the specification mentioned below or the comments captured in the header of the file, which provides information on mandatory and non – mandatory fields. This specification file also contains dos and don'ts that are important to be referred to.
2. Fill all the mandatory column in template file as per specification given below
 Notes: - All numerical fields to be converted into text to avoid the preceding zeroes to be deleted when converted to csv file format.

The columns highlighted in RED are mandatory files

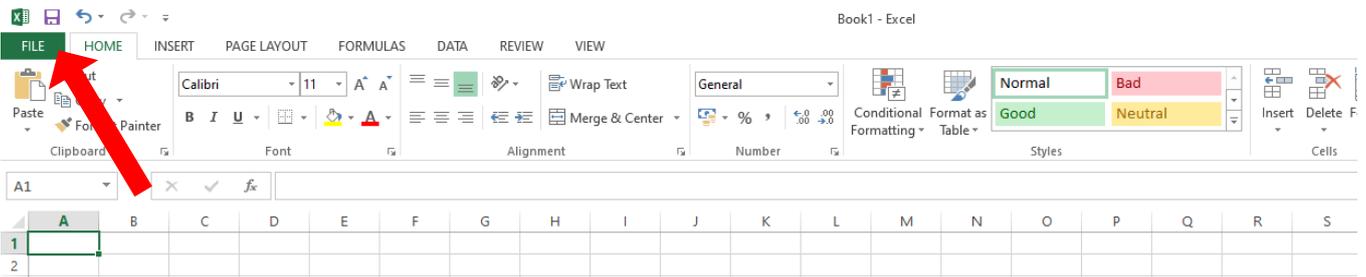
Header Line		
Field Name	Max Length	Remarks
Customer name	NA	This field is not used.
Transaction Line		
Field Name	Max Length	Remarks
Transaction Type	NA	User Selects the transaction type from the drop down box IAT = Inter Account Transfers (HSBC to HSBC local) NEFT = National Electronic Fund Transfer RTGS = Real Time Gross Settlement
Reference Number	16	Customer Reference no. Should be unique. Can be Alphanumeric.
Dr Account No	12	HSBCnet Account No. Should no include hyphens or space in between. Numeric value only.
Payment Narration	140	Narration would be available for IAT/RTGS/NEFT payments only. If provided for ap ayment will not only be available on user bank statement but also beneficiary party
Beneficiary Name	NEFT / RTGS / IAT = 35	Beneficiary Name. No Special character should be present.
Bene Add 1	35	Beneficiary Address (Optional field)

Bene Add 2	35	Beneficiary Address (Optional field)
Bene Add 3	35	Beneficiary Address (Optional field)
Payment Location	20	(Optional field)
Cheque No	6	(Optional field)
Value Date	10	Date of payment. Cannot be past dated. Format = DD/MM/YYYY only.
Amount	14	Can include paisa value. Devod of commas.
Print Branch Location	15	(Optional field)
Email Add-1	70	Email recipient 1 for Advice
Email Add-2	70	Email recipient 1 for Advice
Email Add-3	70	Email recipient 1 for Advice
FreeText	NA	1) The column Header should not be changed. 2) The details which need to be displayed in Advising as freetest needs to be entered in Column S "FreeText" 3) Column T to X header should be "NA" only
NA		
Bene Bank Account #	35	Beneficiary Account No. Should no include hyphens or space in between. Numeric value only.
Bene Bank IFSC / BANK Code	11	Beneficiary IFSC Code for RTGS and NEFT payments
NA	NA	Should be blank Keep the column header as "NA" only.
Deliver To		(Optional fields)
Ordering Party Name	35	Ordering party name. Mandatory for IAT / NEFT / RTGS transactions. Max 35 chars without any special characters.
Ordering_Party Add1	35	Ordering party address. Mandatory for IAT / NEFT / RTGS transactions.
Ordering_Party Add2	35	
Ordering_Party Add3	35	
Ordering_party_Account	35	Mandatory for On Behalf of Payments i) Supported chars : Alphanumeric (A-Z and 0-9) ii) Support up to 34 chars This field should be used to provide the originating account of the instruction, where an account other than the HSBC debit account is the originating source of funds. If the Originating Account Number is provided, then the Ordering Party Name and Address MUST also be provided. The address should contain at least the town or city, the state or country sub-entity (where applicable) and the country. Customers may also provide a unique ID for the transaction where no Originating Account is available.
BANK_NAME	35	Optional fields
Bank_to_Bank_Info	35	Additional infomation to be transferred to beneficiary bank

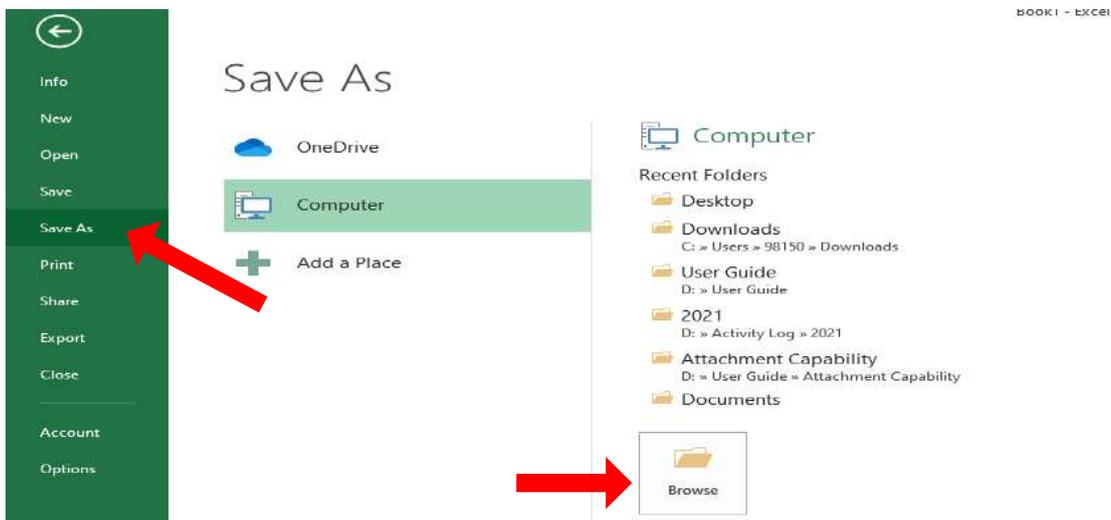
3. After filling the template, the file needs to be converted into CSV format. Please refer steps below to convert the file into csv format.

How to convert the Excel file into CSV format

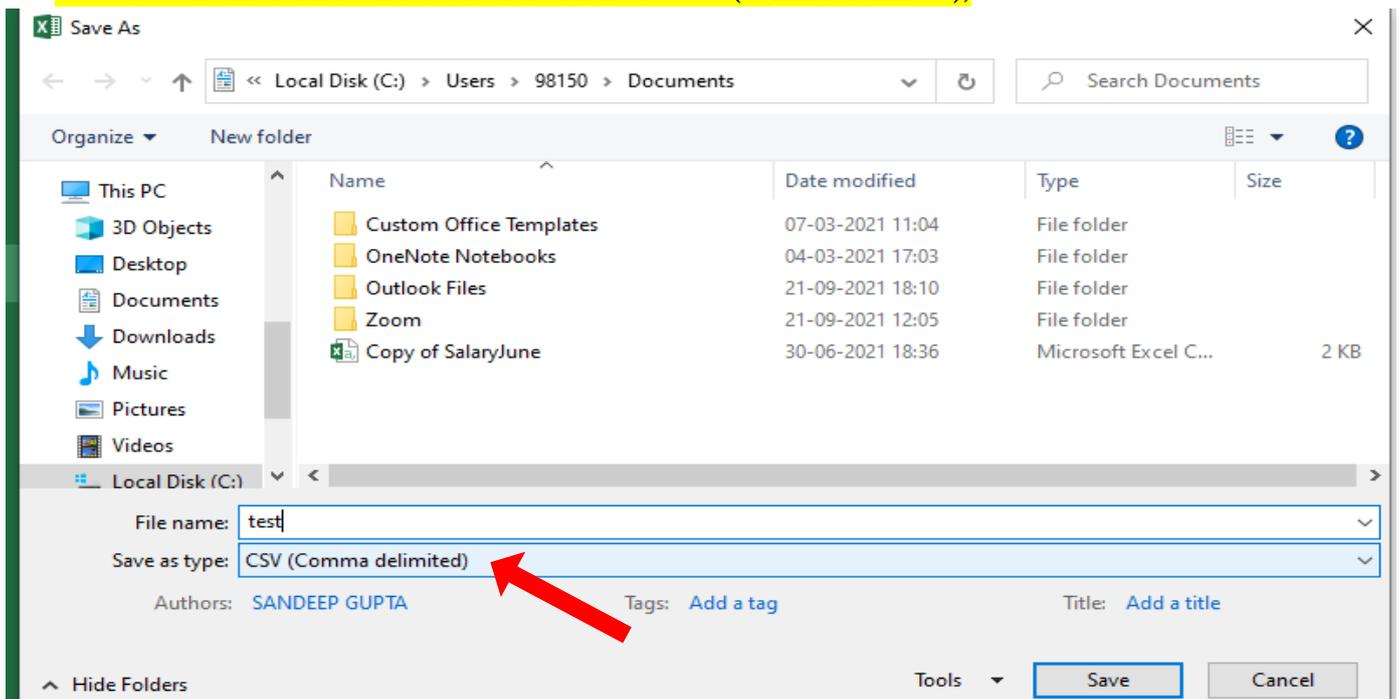
1. Click on FILE option at top right corner,



2. select "SAVE AS" option & select location to save the file,



3. Select the file format under "SAVE AS TYPE" as "CSV (Comma delimited),



The naming convention of the file can be created with any name.

Note: Once the file is converted into CSV format, Please do not open the file into excel format. If you to check want to double check the data value from file. Please do open the file into “Notepad” format.

2. After the file is saved into CSV format , please refer below steps to upload the file on HSBCnet

Steps to upload the Bulkpay/Salary /Reimbursement file on HSBCnet

- 1. Log into HSBCnet Portal**
- 2. Go to Menu – Select Payments & Transfers ----- File Upload**
- 3. After clicking on File Upload, a new page will open ,in that page you need select the option called Customer Payments**
- 4. After clicking on Custom Payments, go to file format and select IN PP Map. XLIN07MI**
- 5. Click on ATTACH file and browse the file that you saved and prepared earlier in the above steps.**
- 6. Once the file upload is completed , select Instruction Level Authorization (ILA)**

What is Instruction Level Authorization:- allows you to upload a file of instructions where each item must be authorized separately by another user . This is authorization type is used to authorize payments where if required they can reject the transaction as required.

7. After which click on the AUTHENTICATE TAB at the end of the page.

Note: once the file is converted into CSV format, Please do not open the Into excel format. If you want to double check the data value from file please do open the file into “Notepad” format.

Menu à Payments & Transfers à File Upload,

Menu User management Quick start guide Create payment or transfer **File upload**

Create instructions from Templates
 Create Templates
 Custom payments
 Dynamic CSV Payment

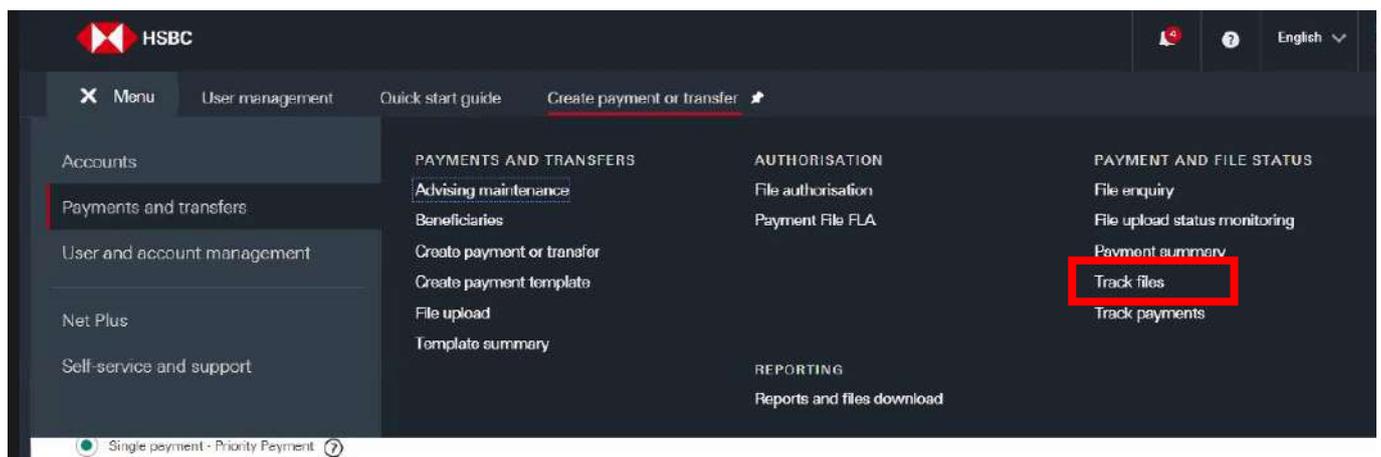
File format *
IN PP Map - XLIN07MI

Attach file (< 20MB) *
Attach file v13.09.2021 Inv Woff CN to make and Bad Debts list till date (6).xlsx

Choose authorisation level *
 File Level Authorisation (Summary)
Your whole file needs to be authorised by approved HSBCnet users. They'll see a summary view of the file.
 Instruction Level Authorisation (ILA)
Each instruction in your file needs to be authorised by approved HSBCnet users in line with the signature matrix set up for the debit account.

Authenticate

8. A page will open where you need to select authentication through the mobile, through you mobile you need to login and complete the authentication. Once that is completed the file has moved to the authorizer's queue for approval.
9. To understand the status of your file – you should go to the Track File option on the menu page by following the below steps **Menu à Payments & Transfers à Track Files**.



Please enter at least 3 characters to perform a search query

Search payments by beneficiary, account, amount, etc.



Value date: All



Advanced filters

No filters applied

0 payments and 0 standing instructions found

Single (0)

Batch (0)

Standing Instructions (0)

Show debit account short name

CSV

Type	Notes	Your account	Beneficiary (Pay to)	Your reference	Amount	CCY	Value date	Current status
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We can't find any payments

Update your search or filter criteria to try again.

Status –

Rejected by bank – Means the file has not been received by the bank and there could be an error in the format .Please relook and the above specification and correct if any errors

Pending Authorization: - Means the file is pending to be authorized by the authorized signatory.

Received by Bank – Means that the file has been received by the bank.

Processed by Bank – The funds have been debited for your account and is being processed.

For any queries on the file upload process, you can contact your relationship manager at HSBC.

Steps to be followed by the authorizer to authorize the file uploaded

- Authorizer to go to the Task option
- Click on Authorize
- The Payment types pending for authorization will reflect.
- Authorizer to go to Payment file IIA to view this file and complete the authorization.

