

# MASS COLLECT

1

In order to go to the Mass Collect module, go to the tab:  
*Transfers* → *Mass payments* → *Mass Collect*.

The screenshot shows the BNP Paribas Mass Collect module interface. The top navigation bar includes tabs for Accounts, Cards, Deposits, Loans, Transfers, Trade finance, Templates & Contractors, Administration & tools, and Others. The 'Loans' tab is highlighted. The left sidebar shows the user profile for Jan Kowalski and a menu with 'Mass payments' expanded, where 'Mass Collect' is highlighted in a red box. The main area displays the 'List of mass payment packages' form with various filters and an 'Execute' button.

2

Please indicate relevant accounts, *Mass Collect* identifiers and the time frame of payments that you want to verify.

The screenshot shows the BNP Paribas Virtual Accounts Generator interface. The page displays a search bar, filters for account number and date, and a table of virtual accounts. The table has columns for Date, Counterparty name / Account, Operation description, Company name / Account, Currency, and Amount / VAT amount. Two rows are visible, both with red boxes highlighting the 'AC Payers' column.

Date	Counterparty name / Account	Operation description	Company name / Account	Currency	Amount / VAT amount
10.01.2020	AC Payers: 4 AC ID: 0070997	007099720011020.PTK Payments: 4	J&K (0000077000)	PLN	1 527,50
30.11.2019	AC Payers: 7 AC ID: 0070997	007099719123020.PTK Payments: 11	J&K (0000077000)	PLN	4 919,94



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## CONFIRMATION OF A SINGLE TRANSFER

1

In order to go to the view of single transfers, move the slider to the **Single payments** position.

2

Please select a given operation to see available options.

3

Then, click the **[Details]** button.



Search

Account number: All accounts | Mass Collect IDs: All IDs | Date: Last 30 days |  Single payments MORE

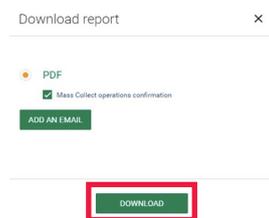
FIRST 1 - 15 of 15 < >

Date	Counterparty name / Account	Operation description	Company name / Account	Currency	Amount / VAT amount
10.01.2020	ALEKSANDER [REDACTED]	PRZELEW ŚRODKÓW W IMIENIU K.D.LISOWSKICY - KAUCJA	[REDACTED]	PLN	1 000,00

REPORT DETAILS > | DETAILS >

4

In order to generate the file, click the **[Download]** button.



Download report ×

PDF

Mass Collect operations confirmation

ADD AN EMAIL

DOWNLOAD

5

The generated file is available on the **Downloads** form in the top right corner of the screen.



Downloads | Firma ABC Jan Kowalski | Session time left: 15:00 | Power icon



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## PTK REPORT AND LIST OF OPERATIONS IN PDF/XLS/CSV FORMAT

1

Please select the positions for which the *PTK* report or the *list of operations* is to be generated and then click the **[DOWNLOAD]** button.

The screenshot shows a web interface for mass collection. At the top, there is a yellow bar with 'SELECTED: 2' and 'UNSELECT ALL (2)'. A 'DOWNLOAD' button is highlighted with a red box. Below this is a search bar and several filters: 'Account number' (All accounts), 'Mass Collect IDs' (All IDs), 'Date' (Last 30 days), and a 'Single payments' toggle. A table lists operations with columns for Date, Counterparty name / Account, Operation description, Company name / Account, Currency, and Amount / VAT amount. Two rows are visible, both with checkboxes checked. A 'FIRST 1 - 2 of 2 >' indicator is at the bottom right.

Date	Counterparty name / Account	Operation description	Company name / Account	Currency	Amount / VAT amount
10.01.2020	<input checked="" type="checkbox"/> MC Payers: 4 MC-ID: 0070397	007039720011020.PTK Payments: 4	ABC COMPANY	PLN	1 527,50
30.12.2019	<input checked="" type="checkbox"/> MC Payers: 7 MC-ID: 0070397	007039719123020.PTK Payments: 11	ABC COMPANY	PLN	4 919,94

2

Next, indicate appropriate format and click the **[DOWNLOAD]** button. *PTK reports* are generated as an archive file in PDF format.

The screenshot shows a 'Download' dialog box with a close button (X). It lists several file formats: ZIP, PTK report (selected with a checked checkbox), XLS, PDF, and CSV. Below the list is a section 'Send confirmation by email' with an 'ADD AN EMAIL' button. A 'DOWNLOAD' button is highlighted with a red box at the bottom.

3

The generated file is available on the *Downloads* form in the top right corner of the screen.

The screenshot shows the top right corner of the interface. A download icon (a square with a downward arrow) is highlighted with a red box. To its right is a bell icon, followed by the text 'Firma ABC Jan Kowalski'. Further right is a dropdown arrow, a refresh icon, and the text 'Session time left: 15:00'. On the far right is a power icon.



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## VIRTUAL ACCOUNTS GENERATION

1

In order to generate a virtual account, after going to the *Mass Collect* module, click the **[VIRTUAL ACCOUNTS GENERATOR]** button.

2

Then, specify an account that is to be connected with a *Mass Collect* identifier and select appropriate identifier.

Connected account

Account\*

Mass Collect identifier\*

In order to generate a **single virtual account**, choose the *Single account generator* option, then enter a *Payer identifier* and click **[CONFIRM]**.

Generator

Generator type  Single account generator  Many accounts generator (using file)

Payer identifier

Payer identifier\*

If you want to send a **file with the list of payers' identifiers** (in CSV format), please indicate *Many accounts generator* option. Then, click the **[SELECT FILE]** button and specify a file to be imported. Next, click the **[CONFIRM]** button.

Generator

Generator type  Single account generator  Many accounts generator (using file)

Payer identifiers list

File\*



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