MANUAL FOR CLIENTS

MODULE: PAYMENTS in GOonline Biznes

The **Payments** module contains functions which will allow you to get informed about all transactions executed on your account/s. The new layout and navigation facilitate monitoring and management of the company's finance.

PAYMENTS

New automatic forms which recognise the transfer type: tax, ZUS (Social Security Office), KRUS (Farmers' Social Security Fund), Split Payment and adapt the questionnaire. New **Payments** tab broken down into categories of orders; Tansfer grouping in many types of packages, e.g. hidden or closed for edition;

New items

The menu layout in the module has not changed, but new items have appeared:

~

Payments

- Transfers
- Waiting transfers.
- Counterparties
- Payment templates
- Mass payments
- Standing orders

Payments

E

Transfers

Waiting transfers

Counterparties

Payments templates

Mass payments

Standing orders



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BNP Paribas Bank Polska Spółka Akcyjna with its registered office in Warsaw at ul. Kasprzaka 2, 01-211 Warsaw, entered in the Register of Businesses of the National Court Register by the District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the National Court Register with number KRS 0000011571, tax identification number (NIP): 526-10-08-546 and fully paid-up share capital of PLN 147,676,946.

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PROCESSING ORDERS

Transfe	ers (3462) Sta	nding orders Ap	Rejected plications	. (670) All Counterparties (117) MassPayment	: (3) MassDirectDebit		Go to the	• waiting transfers	processing (0
Search	a		٩	Date of execution From the last 30 days	Status	Kind		~	Show more
					-		Currenew +	Status -	
•	Exec. date 🜩 Entry date 💠	Title ≑ Type ≑		Account name 💠 Account nr 🜩	Account nr ¢	Amount 🔤	∕ contency ⊊	Signature ‡	

The **Transfers**, **Standing orders**, **MassPayment**, **MassDirectDebit** tabs are broken down into categories of orders (similarly as for applications). If you have counterparts, then such tab will also appear in their account. The **Waiting transfers** will be displayed in the view (in the top right-hand corner, above the list of orders). You can apply filters to the list of orders.

	Date of execution			
Search	Q From the last 30 days	✓ Status	Kind	✓ Show less
Туре	✓ Realization mode	✓ Date of insertion	✓ From account	~
Currency	✓ Amount from	Amount to	White List	~
Introduced by	Modified by	Authorized by	Imported by	

You can also go to the Waiting transfers from the panel for transfers level:

-	5	
Domestic Internal	Foreign RPI	Select payments template
Domestic transfer	Split payment transfer Tax transfer	Select from the list
Express transfer	Standing order	GO FURTHER
Processing of pays	nent orders show	all payments → Waiting transfers
- 139	= 173 = 3	(2) 0



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TRANSFERS

Acceptance of transfers

Modification of acceptance mechanisms is a change which is invisible yet favourable to you. Its purpose is to optimise transaction limit utilisation. It will allow to order various types of transfers: Express Elixir, internal transfer, Sorbnet and to group them in many types of packages, e.g. hidden or closed for edition.

Domestic transfer form

Form in the basic view:

Sender	Transfer details
Company	
TEST	Split payment ()
Account / funds available*	Amount* Execution date*
Select account	0,00 PLN 29.06.2023
	Title*
Recipient	
Counterparty	0/140 7
Select counterparty - Select from	m the list Om Enter the customer reference number 🕢
Name / Name and surname of the recipient*	Standard transfer The remover will receive it at least on the next business day
	SORBNET transfer
	0.770 // Performed in real time, carried out during the SORBNET system operating hours, additionally payable
Recipient's address	Express Elixir transfer
	In the service availability times only.
	0/70 // Send confirmation to e-mail
Recipient's account number*	Save as a new statement template
	Undate the template in the template list
Check the account on the VAT taxpayer White List	opcace and template in the templates bac
Contractor's tax ID	
Add payee to contractors list	
 Update the selected payee details in the contractors list 	

You can enter the transfer data manually, use payment templates created before or select a counterparty saved on the list. When completing the transfer data, you may also create a new template or modify the existing one. From the transfer form level you may also create or modify counterparties.

The form automatically recognises the transfer type: tax, ZUS, KRUS, Split Payment, etc. suggesting extension with additional fields. It also allows to check the counterparty's account against the VAT payers white list. It also allows to send a payment confirmation to the indicated e-mail address.

When entering the account to ZUS/KRUS, information on the VAT account which you will use in the settlement of this transaction is displayed. When you fill in, e.g. the field with the counterparty's data with data with the tax microaccount number, a recommendation to change the form to a tax transfer will be displayed. Once a proposal of change is approved, a form with the fields typical of a tax transfer will open:





Domestic transfer		Select template	✓ Select from the	list
Sender Company TEST Account / funds available* Select account		Transfer details	Execution date* 29.06.2023	
Recipient Counterparty Select counterparty	Attention	×)	0/140 //	
Name / Name and surname of the recipient*	If you want to make a transfer to a Tax Office, sele the form to tax transfer?	ct tax transfer. Do you want to change say		
Recipient's address	0/70 //	CHANGE TO TAX TRANSFER		
Recipient's account number* 88 1010 0071 2221 0326 1891 5180 Tax office number: change the transfer type to tax transfer Check the account on the VAT taxpayer Contractor's tax ID	so exercise the transaction White List	Update the template in the templates list		
Add payee to contractors list	contractors list			
 Cut-off times for outgoing transfers CANCEL 			X CLEAR FO	CONFIRM
Tax transfer		Select template	✓ Select from the	list
Sender Company TEST		Transfer data Amount *: 0,00 PLN	Execution date* 29.06.2023	
Select account	~	Standard transfer In the payee account on the next business day the latest Instant transfer (Express ELIXIR) In the service availability times only.		
Payment form symbol /SFP/★ Type or select.	Ome Other tax authority	Tax payer data Identifier type* /Ti/ NIP - tax Identification number Silling period* /OKR/ Month	NIP number* 5261008546]
		Month" Year" Select v Sel Liability identifier /TX7/	lect 🗸]
		Send confirmation to e-mail Save as a new statement template Update the template in the templates list		
 Cut-off times for outgoing transfers 			X CLEAR FI	DRM



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bonicate d'angler			Sate parts	
Sender	Transfer details			
Company	Split payment 🕦			
IESI	Gross amount*		Execution date*	
Salars provider	0,00	PLN	29.06.2023	t
	Vat amount*		Net amount	
Recipient	0,00	PLN	0,00 PLN	
Counterparty	Ome Total VAT account from the VAT amoun	nt 🕕		
Select counterparty Select from the list) Select settlement account to display VAT account d	ata		
Name / Name and surname of the recipient*	Name / VAT account number	k -	allable junds	
0170 //	Invoice number /INV/			
Recipient's address				
	Contractor's tax ID /IDC/			
0/70 //	Payment description /TXT/			
Check the account on the VAT taxpayer White List	Om Enter the customer reference number	0		
North Busic B (B) The	 Standard transfer 			
Add payee to contractors list	SORBNET transfer Performed in real time, carried out during the SORBNE	T system		
 Update the selected payee details in the contractors list 	Express Elixin transfer In the service availability times only			
	Om Send confirmation to e-mail			
	Om Save as a new statement template			
	Update the template in the templates	list		
② Cut-off times for outgoing transfers				X CLEAR FORM

In the **Transaction history** you may go to the details of a specific transaction. For transactions executed from the new **Payment** module level, you may go into the details of such payment and then execute the transfer again:

(i) Transaction details			Transaction details Beneficiary data
Transaction description		Amo	Sender's details
testy CEN2306280766023		0,01	PLN
Tennessting affrence augubas	Tennenting Matel		
CEN2306280766023	28.06.2023		
Type of transaction/ code 225 TRANSFER VIA INTERNET 225			
Beneficiary data			
Name and address of the beneficiary	Account number	Bank's name	
FIRMA	45 1140 2004 0000 0000 0000 0020	mBank O.Bank.Detal.	
Sender's details			
Company name and address	Account name and number		
TEST	Główny rachunek podstawowy		
	PL71 1600 1127 0003 0000 0000 0001		

After Go to the payment details is selected, a summary will be displayed:



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(i) Order details (Decuted)				Order details
Recipient Counterparty name TEST	Counterparty address 01-123 WOLA	Account number / Bank name 45 1140 2000 0000 0000 0000 0020		Detailded information VAT taxpayer White List Order history Comments (0)
Title testy		mBank O.Bank Detal,	Amount / Fee due	
Execution date	Enter date	Transfer type	0,00 pln	
28.06.2023	28.06.2023	Domestic		
Detailded information	1			
Company / Customer number TEST 235918	Name / account number Główny rachunek podstawowy 71 1600 1127 0000 0000 0000 0001	Name / Fee account number Główny rachunek podstawowy 71 1600 1127 0000 0000 0000 0001		
Transfer ID d8eb853263234c818916ac8ece4a539c				

By selecting the Create similar button, a payment form will be displayed:

<pre>Company Excount (funds available) for seven label discovery seven label discovery</pre>	Sender		Transfer details				
TEST Gab Management Account (funds available* @ charburch go datawowy 11 store if (funds available* @ charburch go datawowy 12 store if (funds available* @ charburch go datawowy Intervent* Interven	Company		O Calis au mans O				
Account / funds available* Conterparty 00.98 PLN Recipient Conterparty Select from the list Select conterparty Select from the list Name / Name and surrame of the recipient* (0.1123 WOLA FIRMA (0.1123 WOLA 01.123 WOLA (1.170) Add payee to contractors list (1.120) Contractor's taxiff (1.120) Add payee to contractors list (1.120)	TEST Cash Management		Split payment				
Select from the last Name / Name and surrame of the recipient* FirmA Select from the last Name / Name and surrame of the recipient* FirMA Stripert 3 address 0.1223 WOLA 121/70 wolk Stated of the selected payee details in the contractors list.	Account / funds available*		Amount*		Execution date*		
Recipient Conterpary Select from the list Name / Name and surrame of the recipient* FirMA Stripe FirMA Stripe Ol-123 WOLA 12170 Recipient's account number* 45 1240 2004 0000 0000 0000 0020 mass clasmod cal. Contractors list: Otheck the account on the VAT taxpayer White List Contractors list: Add payee to contractors list: Update the selected payee details in the contractors list:	Główny rachunek podstawowy 71 1800 1127 0003 0000 0000 0001	106,98 PLN 🗸	0,01 PLN 29.06.2023				
Recipient Contrepparty Select from the list. FirmA Street FirmA Street O1-123 WOIA Street States States <td></td> <td colspan="5">Title*</td>		Title*					
Contrepary Select from the list Name / Name and surrame of the recipient* Image: A contract of the recipient a contract or science of the customer reference number () Recipient a address Image: A contract or science of the customer reference number () Recipient a address Image: A contract or science of the customer reference number () Recipient a science of the customer rule of the recipient number () Image: A contract or science of the customer reference number () Recipient a science of the customer rule of the customer number () Image: A contract or science of the customer reference number () Recipient a science of the customer rule of the customerule of the customer rule of the customer rule of the cu	Recipient	testy					
Select counterpary Name / Name and sumame of the recipient* FIRMA arran arran bit 122 WOLA arran bit 123 WOLA arran bit 124 WOLA arran	Counterparty				6/140	11	
Name / Name and surrame of the recipient* FIRMA 3/70 8 recipient's address 01-123 WOLA 11/70 8 recipient's address 01-123 WOLA 11/70 Recipient's address 8 recipient's address 8 recipient's account number* 8 recipient's account number*	Select counterparty 🗸	Select from the list	Ome Enter the customer reference number 🕠				
FirmA 3/70 Recipent 3 address 3/70 01-123 WOLA 11/70 11/70 11/70 Recipent 3 address Second and a warget to scend at any two scend at any t	Name / Name and surname of the recipient*		Standard transfor				
a) / 70 Becipient a address D1-123 WOLA a1/70 Becipient 3 account number* A5 1140 2004 0000 0000 0020 x mano Sano Real. Contractors last. Defect the account on the VAT taxpayer White List Contractors last. Defect the selected payee details in the contractors list.	FIRMA	The recipient will receive it at least on the next bus	ness day				
Becipient's address	5/70 🔗		 SORBNET transfer Performed in real time, carried out during the SORE operating hours, additionally payable 	VET system			
01-123 WOLA 11/70 //2 Recipient's account number* 5 1140 2004 0000 0000 0020 //2 45 1140 2004 0000 0000 0020 //2 x manx dam.cetal. Save as a new statement template Contractors law.IDE Update the selected payee details in the contractors list.	Recipient's address		C Express Elixir transfer				
11/70 Send confirmation to e-mail Recipent's account number* Save as a new statement template 45 1140 2004 0000 0000 0020 x maxe: dam.deail Contractors dam.deail Check the account on the VAT taxpayer White List Update the template in the templates list Add payee to contractors list. Update the selected payee details in the contractors list.	01-123 WOLA		In the service availability times only.				
Recipient's account number* 45 1140 2004 0000 0000 0020 manio Sano Real. Contractors Cano. Add payee to contractors Ust. Update the selected payee details in the contractors list.							
45 1140 2004 0000 0000 0020 × masso class Ceal: Contractors class Ceal: Check the account on the VAT taxpayer White List Contractors tax ID Add payee to contractors list. Update the selected payee details in the contractors list.	Recipient's account number*		Send confirmation to e-mail				
Hans O Ban Cetal Update the template in the templates list Update the template in the templates list Update the selected payee details in the contractors list.	45 1140 2004 0000 0000 0000 0020	×	Save as a new statement template				
Contractors tax ID Add payee to contractors list Update the selected payee details in the contractors list.	mBank O.Bank Detal.		Update the template in the templat	es list			
Contractors tax ID Add payee to contractors list Update the selected payee details in the contractors list.	Check the account on the VAT taxpayer White List						
Add payee to contractors list Update the selected payee details in the contractors list	Contractor's tax ID						
Update the selected payee details in the contractors list.	Add payee to contractors list						
Update the selected payee details in the contractors ust							
	 update the selected payee details in the contractors list 						



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