

## IMPORTS

You can access the file import function from the main screen:

- ✓ when you select Import templates from the File Management menu item.

The screenshot shows the Goonline Biznes interface. On the left, there's a sidebar with 'BNP PARIBAS' logo and several menu items: Accounts, Processing orders, Payments, and File management. Under 'File management', 'Import templates' is highlighted with a red box. The main content area has a title 'Import templates' and a sub-section 'Add template'. It includes search fields for 'Search', 'Template type' (set to 'All'), and 'Author' (set to 'All'). Below these are two entries: 'eBGZ Company International transfers - CSV format' and 'eBGZ Company International transfers - CSV format', both labeled 'Predefined by the bank'.

, or

- ✓ after going to Processing of payment orders, select **Payments – Import from file**.

The screenshot shows the 'Outgoing payments' section of the Goonline Biznes interface. On the left, the 'Payments' menu is expanded, showing 'Transfers', 'Waiting transfers', 'Counterparties', 'Payments templates', 'Mass Collect', and 'Standing orders'. The main area has tabs for 'Domestic', 'Internal', 'Foreign', and 'RPI', with 'Domestic' selected. It shows buttons for 'Domestic transfer', 'Split payment transfer', 'Tax transfer', and 'Express transfer'. Below these are buttons for 'Standing order' and 'Processing of payment orders'. The 'Processing of payment orders' section shows counts: 124 'Yours to be processed', 130 'To be processed', and 1 'Rejected'. To the right, there's a 'Import from file' panel with a dropdown 'Wybierz szablon importu pr...' and a 'Select from the list' button, and a 'GO FURTHER' button. Another panel shows 'Waiting transfers' with 0 items.

## Predefined import templates

To import orders, choose a template from the list of available templates.



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## Export / import templates

[Export templates](#)[Import templates](#)

## Import template

[Add template](#)

Search

Template type  
All

Author

[Show more](#)

Template name

Template type

Author

eBGZ Company International transfers - CSV format	eBGZ Company International transfers - CSV format	Predefined by the bank
eBGZ Company International transfers - XML format	eBGZ Company International transfers - XML format	Predefined by the bank
eBGZ Domestic transfers - CSV format	eBGZ Domestic transfers - CSV format	Predefined by the bank
eBGZ Domestic transfers - XML format	eBGZ Domestic transfers - XML format	Predefined by the bank
eBGZ Przelewy krajowe/podatkowe - format liniowy EN	eBGZ Przelewy krajowe/podatkowe - format liniowy EN	Predefined by the bank
EB TXT domestic transfers	EB TXT domestic transfers	Predefined by the bank
Foreign EB TXT	Foreign EB TXT	Predefined by the bank
Foreign VideoTel	Foreign VideoTel	Predefined by the bank
MT101 CNX Foreign transfer	MT101 CNX Foreign transfer	Predefined by the bank
MT101 CNX Transfer	MT101 CNX Transfer	Predefined by the bank
MultiCash PLA	MultiCash PLA	Predefined by the bank
MultiCash PLA R2019	MultiCash PLA R2019	Predefined by the bank
Multicash PLI import	Multicash PLI import	Predefined by the bank
MultiCash RFT (RPI)	MultiCash RFT (RPI)	Predefined by the bank
Payment domestic XML	Payment domestic XML	Predefined by the bank
SEPA CT	SEPA CT	Predefined by the bank
Videotel domestic	Videotel domestic	Predefined by the bank
XML foreign SEPA transfer	XML foreign SEPA transfer	Predefined by the bank
XML foreign transfer	XML foreign transfer	Predefined by the bank
XML MT101 transfer (RPI)	XML MT101 transfer (RPI)	Predefined by the bank

Records per page: [200](#) | 1-20 of 20 items

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The next step on the import screen is to:

- select the code page of the file (available code pages are: Windows-1250, ISO-8859-2, CP 852, ANSI – without Polish characters, UTF-8, UTF-8 with BOM);
- in the field "Transfer funds from account" - account or the option "Load from file".

It is possible to load a file by dragging the file or selecting a file from the disk. The maximum size of the imported file is 10 MB

[Import templates](#) / [Data import](#)

## Data import

Template name

Multicash PLI Import

Character encoding

Windows-1250

Transfer of funds from the account

Wczytaj z pliku

## Attach file to be imported



Drag and drop the item here or [Select the file](#)

Maximum file size = 10 MB

Once the file has been loaded, a confirmation of the import will appear on the screen

Imported transfer details Pending approval

File name

import PLI dep.txt

Template name

Multicash PLI Import

Number of transactions

2

Checksum

SHA256: f15c418f395933238caf632ce5709e1f8f235da22f5c943677c0bae27266b2bb

MD5: b0599f83aa8b292a9a4a38e0d6037f7b

Amount: 203,67 PLN

## Transfer list

Correct (2)

ON:	Exec. date	Title	Account name Account number	Counterparty Account number	Amount / Currency
1.	11.10.2023	Zapłata , za, ,FS,P15./04/005,	Rachunek podstawowy PL83 2030 0045 1110 00001110 0000	SP.JAWNA 71 1600 1127 1110 00001110 0000	101,83 PLN
2.	11.10.2023	Zapłata , za, ,FS,P15./04/006,	Rachunek podstawowy PL83 2030 0045 1110 0000 1110 0000	SP.JAWNA 71 1600 1127 1110 00001110 0000.	101,84 PLN

- If you try to import the same file again, the system will display a message

## Attach file to be imported

import PLI 1 235918.txt

You have already imported the file.



Drag and drop the item here or [Select the file](#)

Maximum file size = 10 MB

You have already imported the file. Check the import status on the Imported files screen. SHA256: 9af2792ee5110e80449a... [More](#)



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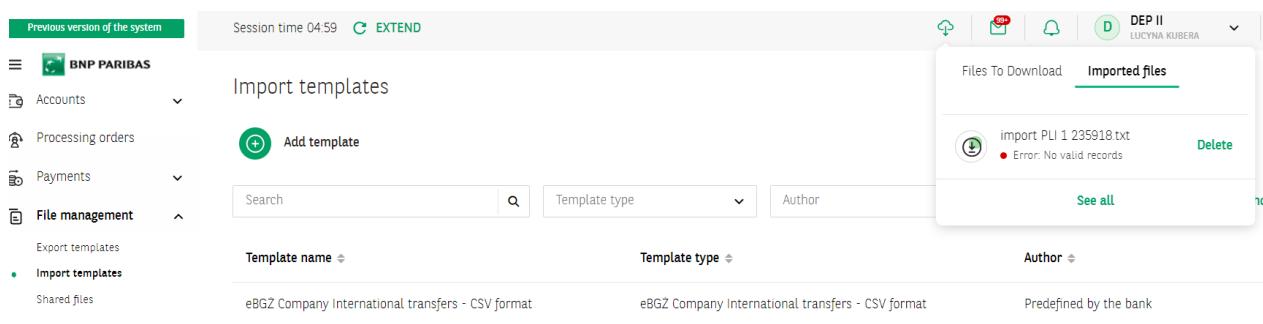
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- Payments with the "Express Elixir" tag cannot be "Added to package" or "Create package" from them, these payments are placed on the "Orders" list.
- If the data in the imported file are incorrect, the system will display an error message. Incorrect records are marked with a red bar on the list.

## Transfer list

	ON:	Exec. date	Title	Account name Account number	Counterparty Account number	Amount / Currency	
1.	11.10.2023	Zapłata za ,FS.P15./04/005 ,	Główny rachunek podstawowy PL71 1600 1127 0003 0122 1110 0000,	SP JAWNA 10203000451110000003841111		101,83 PLN	<a href="#">Details</a>
2	11.10.2023	Zapłata za ,FS.P15./04/006 ,	Główny rachunek podstawowy PL71 1600 1127 0003 0122 1110 0000	DOMIN SP.JAWNA 76 2030 0045 1110 0000 1110 0000		101,84 PLN	

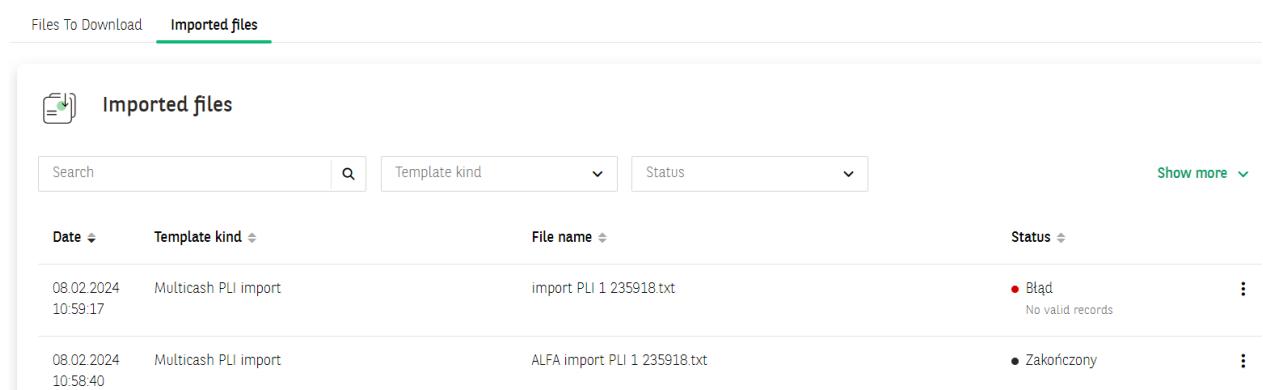
Imported files are available in the menu after selecting the icon 



The screenshot shows the 'File management' section of the Goonline Biznes interface. On the left, there's a sidebar with various menu items like Accounts, Processing orders, Payments, and File management. Under File management, there are sections for Export templates, Import templates, and Shared files. The 'Import templates' section is currently active, showing a list of templates. One template is highlighted: 'eBGZ Company International transfers - CSV format' by 'Predefined by the bank'. A tooltip is overlaid on the 'Imported files' tab in the sidebar, providing details about a specific imported file: 'import PLI 1 235918.txt' with the status 'Error: No valid records' and a 'Delete' button.

To check the details of the imported files, select the View all button.

## Exports / Imports



The screenshot shows the 'Imports' section of the Goonline Biznes interface. It displays a list of imported files. The columns are: Date, Template kind, File name, and Status. There are two entries: one for 'Multicash PLI import' dated 08.02.2024 at 10:59:17, and another for 'Multicash PLI import' dated 08.02.2024 at 10:58:40. The first entry has a status of 'Błąd' (Error) with the message 'No valid records'. The second entry has a status of 'Zakonczony' (Completed). There are buttons for 'Show more' and 'Import'.

## Defining imports template - new template



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On the **Import templates** screen - select **Add template**

## Import templates

The screenshot shows the 'Import templates' screen with a search bar, a dropdown for 'Template type', and a dropdown for 'Author'. A green button labeled 'Add template' is visible.

Template name

Template type

Author

and then select the template type from the available list.

The screenshot shows the 'Add import template' screen. On the left, a dropdown menu titled 'Select template type' is open, listing various transfer types. The first item, 'Cross-border SEPA transfers', is highlighted with a green background. To the right of the dropdown is a decorative graphic of a green folder with arrows pointing towards it, set against a green globe.

Template type

Select template type

- Cross-border SEPA transfers
- Foreign transfers
- Foreign transfers Connexis
- Xml foreign transfers
- Transfers to Revenue Dept.
- Connexis domestic transfers
- Domestic transfers
- Xml domestic transfers
- MT101 Transfers (DDI)

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Add import template

Select template type  
to define the file structure



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Add import template

Template type  
Domestic transfers

Template configuration

Template name*	Data separator*	Code page*
	;	Windows-1250
Decimal separator*	Date format*	Date separator*
, comma	rrrr-mm-dd	- dash

Field names in header     Text fields in quotation marks

File structure

Available fields	Add all	File structure	Delete all
Contractor's address 1		Payment title	
Contractor's address 2		Contractor's name	
Customer reference		Contractor's account	
Empty field		Amount	
Execution date		Principal account	

## Defining imports templates consists in:

- selecting the template type – the next part of the form (on change) will be displayed after you have selected the template type;
- specifying the template name - mandatory field;
- determining the data separator character;
- determining the code page (available code pages include: Windows-1250, ISO-8859-2, CP 852, ANSI – without Polish characters, UTF-8, UTF-8 with BOM);
- selecting a date format from the list (available formats: yyyy-mm-dd, dd-mm-yyyy, mm-dd-yyyy, yy-mm-dd)
- choice of a date separator - any character;
- specifying the file structure by selecting the fields from a finite list specific to the dictionary (import template type);
- choice of a decimal separator - full stop or comma;
- inclusion of "Field names in header" - option -  /
- including "Text fields in quotation marks" - option-  /

When defining a new import template, two lists are displayed next to each other on the screen. The list on the left contains names of the fields available for a given type of template and the specification for a given type of transfer. The list on the right contains names of the fields that have been added to the template. Their order on the list is the same as the order in the file line.



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# Import in GOonline Biznes

## File structure

Available fields

Add all

File structure

Delete all

Contractor's address 1	
Contractor's address 2	
Customer reference	
Empty field	
Execution date	
Invoice number	
Sorbnat	
Split payment	
Tax identifier of the payer	
VAT amount	

↑

Payment title	
Contractor's name	
Contractor's account	
Amount	
Principal account	

↓

To change the order of the fields, hold a given field and move it up or down. The saved import template will be available on the list of templates.



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BNP Paribas Bank Polska Spółka Akcyjna z siedzibą w Warszawie przy ul. Kasprzaka 2, 01-211 Warszawa, zarejestrowany w rejestrze przedsiębiorców Krajowego Rejestru Sądowego przez Sąd Rejonowy dla m. st. Warszawy w Warszawie, XIII Wydział Gospodarczy Krajowego Rejestru Sądowego pod nr KRS 0000011571, posiadający NIP 526-10-08-546 oraz kapitał zakładowy w wysokości 147 676 946 zł w całości wpłacony

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