

business**ONLINE** –
HOW TO INITIATE A LOCAL CURRENCY PAYMENT





HOW TO INITIATE A LOCAL CURRENCY PAYMENT

- Login to **businessONLINE**

1. Click on Payments

2. Click on Initiate > Payments

3. Click on Local Currency Payment

Payment Date	Payment Type	Beneficiary Name	Payment Amount	Status
16-09-2021	Own Account Pay...	TBS SMART BU...	1.00	Ready for Auth...
15-09-2021	Within Bank Paym...	SPOT REISEN G...	512.00	Ready for Release
22-03-2021	Recall/Amend ...	Sandeep Mano...	1.00	Ready for Auth...
11-05-2021	Recall/Amend ...	Vinay Menon	10.00	Ready for Auth...
13-09-2021	Own Account Pay...	TBS SMART BU...	1.00	Ready for Auth...
07-09-2021	Within Bank Pavm...	86213385 WIN	1.00	Ready for Auth...

4. Click on the search icon

Debit Account Number*

Currency

Beneficiary Bank Country

Available Balance

Account Name

Account Type

5. Double click on the account from which you would like to initiate the payment.

Debit Account Num...	Currency	Account Name	Beneficiary Bank Na...	Branch Name	Account Type	Account Nickname	Beneficiary Bank Co...
	GBP	EBS SMART BUSINESS	Emirates NBD	DEIRA BRANCH	CURRENT ACC...	--	UNITED ARAB EMIRA...
	AED	EBS SMART BUSINESS	Emirates NBD	DEIRA BRANCH	CURRENT ACCOUNT	Subsidiary Co ...	UNITED ARAB EMIRA...
	EUR	EBS SMART BUSINESS	Emirates NBD	DEIRA BRANCH	CURRENT ACC...	--	UNITED ARAB EMIRA...
	AED	TBS SMART BU...	Emirates NBD	DEIRA BRANCH	CURRENT ACCOUNT	--	UNITED ARAB EMIRA...



businessONLINE KIRAN VINEET

Local Currency Payment

DEBIT INFORMATION

Debit Account Number*	Currency	Beneficiary Bank Country
<input type="text"/>	AED	UNITED ARAB EMIRATES
Available Balance	Account Name	Account Type
AED -11,337.81 on 13-10-2021 at 15:29:54	EBS SMART BUSINESS	CURRENT ACCOUNT

BENEFICIARY INFORMATION

Select Beneficiary Type

Existing **6. Select New**

Beneficiary Type **

Account

7. Scroll down

Cancel Clear Save As Draft Save As Template Submit

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Local Currency Payment

Select Beneficiary Type

Existing New

Beneficiary Type **

Account

8. Click on the search icon

Beneficiary Country*

Beneficiary Account / IBAN Number*

Beneficiary Name*

Address Line 1*

Address Line 2*

Address Line 3*

Swift/BIC Code

Beneficiary Bank*

Branch Name

Do you want to add the new beneficiary to the Existing List?

Yes No

Cancel Clear Save As Draft Save As Template Submit

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Account

Beneficiary Country Lookup

Beneficiary Country	Country ISO Code
UNITED ARAB EMIRATES	ARE

9. Double click on United Arab Emirates



Local Currency Payment

Select Beneficiary Type
 Existing New

Beneficiary Type **
Account

Beneficiary Country*
UNITED ARAB EMIRATES

Beneficiary Name*
RAK Distribution Inc

Address Line 1*
Office 502

Address Line 2*
RAK Free Zone

Address Line 3*
Ras Al Khaimah

Swift/BIC Code
DUIBAEADXXX

Branch Name
DUBAI ISLAMIC BANK DXBHEAD OFFICE

Beneficiary Bank*
DUBAI ISLAMIC BANK

Beneficiary Account / IBAN Number*

10. Type in the beneficiary's IBAN

11. Type in the beneficiary's name, address details and bank SWIFT code

12. Scroll down

Yes No

Cancel Clear Save As Draft Save As Template Submit

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Local Currency Payment

Do you want to add the new beneficiary to the Existing Beneficiary List?
 Yes No

Beneficiary Nickname*
RAK Dist

Phone Number
97177609312

E-mail ID
finance@rakdist.ae

13. If you would like to save the beneficiary's details to make payments to them in the future, select Yes.

14. Create a nickname for your beneficiary

15. Enter the beneficiary's contact details

Please enter either Debit or Payment Amount

Payment Amount
AED 1,650.00

Debit Amount
AED 1,650.00

Note: The currency of the payment will be selected automatically

16. Type in the payment amount

17. Scroll down

Cancel Clear Save As Draft Save As Template Submit

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Local Currency Payment

Payment Date* **(Optional step): To schedule this payment for a future date, click on the calendar icon and select a date.**

Setup a standing instruction for this payment?
 No

Charge Type* **18. Select who will pay the transaction charges**

Purpose of Transfer ** **19. Select the purpose of the transfer from the dropdown list**

Purpose of payment to beneficiary* **20. Type in the description for this payment which you would like your beneficiary to see**

Reference in your s **21. Type in a reference for this payment which will appear in your bank statement**

Cut Off Time
For same-day processing, AED transfer must be released between 08:00:00 - 16:29:59 (UNITED)

22. Click on Submit

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Review And Confirmation - Local Currency Payment

TRANSACTION DETAILS

Transaction Reference Number	Transaction Status	Initiator Date and Time
1111310213755018	Pending Confirmation	13-10-2021 15:45:24

Initiated By
KIRAN VINEET

23. Review the payment details on the screen

DEBIT INFORMATION

Debit Account Number	Currency	Beneficiary Bank Country
	AED	UNITED ARAB EMIRATES
Available Balance	Account Name	Account Type
AED -11,337.81 on 13-10-2021 at 15:45:26	EBS SMART BUSINESS	CURRENT ACCOUNT

24. Click on Confirm



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Flexible Authorization

Do you wish to choose a specific authorizer(s) to approve this transaction?

Yes No

25. Select No

26. Click on Submit

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Home CXO Dashboards Payments Virtual Accounts

Initiate Pending Activities

Payments File Uploads Utility Payments

Transaction Inquiries

Transaction Summary Standing Instructions

Actions	Initiation Date	Payment Date
	13-10-2021	13-10-2021
	13-10-2021	13-10-2021
	13-10-2021	13-10-2021
	12-10-2021	12-10-2021
	11-10-2021	11-10-2021
	11-10-2021	11-10-2021

Quick Pay

Beneficiaries Utility Beneficiaries Basket Transactions

Actions Beneficiary Nickname Beneficiary Name

Confirmation

TRANSACTION REQUEST INFORMATION

Transaction Reference Number 1111310213755018

Date/Time 13-10-2021 15:46:07

Status Ready for Authorization

Transaction Type Local Currency Payment

TRANSACTION INFORMATION

Local Currency Payment has been submitted successfully.

27. Click on Close



businessONLINE KIRAN VINEET
Last Login: 10-10-2021 16:45:50

Home CXO Dashboard Dashboard Account Services **Payments** Virtual Accounts

Initiate Pending Activities I would like to initiate a.. FX

Payments File Uploads Utility Payments Basket Payment

28. Click on the Refresh icon →

29. Your payment will appear here ↓

Actions	Initiation Date	Payment Date	Payment Type	Debit Account Nu...	Beneficiary Accou...	Beneficiary Accou...	Transaction Refer...	Payment Amount	Status
🔍 📄	13-10-2021	13-10-2021	Local Currency...			RAK Distribution Inc	1111310213755018	1,650.00	In Process at Bank
🔍 📄	13-10-2021	13-10-2021	Local Currency...			SANDEEP	1111310213745451	1.00	Ready for Auth...
🔍 📄	13-10-2021	13-10-2021	Local Currency...						
🔍 📄	13-10-2021	13-10-2021	Within Bank Paym...						
🔍 📄	12-10-2021	12-10-2021	Own Account Pay...			TBS SMART BU...	1111210213610926	1.00	Processed by Bank
🔍 📄	11-10-2021	11-10-2021	Local Currency...			Sally FI Gendv	1111110213419367	2.00	Ready for Release

30. The payment status will appear here (see notes below) ↑

Quick Pay

Beneficiaries Utility Beneficiaries Basket Templates Templates Cut-Off Time

Actions	Beneficiary Nickn...	Bene Name	Beneficiary Accou...	Beneficiary Bank ...	Payment Type	Transaction Refer...	Beneficiary Bank ...	Beneficiary Type	Beneficiary Paym...	Maker I
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Notes: Payment Statuses and what they mean

- **In Process at Bank** – the payment is completed and is being processed by the bank.
- **Ready for Authorization** – the payment requires approvals from authorizers within your company. (see Page 8)
- **Ready for Release** – the payment has been approved by the authorizers but requires to be released (see Page 12)



HOW TO AUTHORIZE A PAYMENT

- If you have access to authorize payments, follow the steps below.
- If not, request the nominated person from your company who has authorization access to login to **businessONLINE** and follow the steps below:

businessONLINE KIRAN VINEET Last Login: 10-10-2021 16:45:50

Home CXO Dashboard Dashboard Account Services **Payments** Virtual Accounts

Initiate Pending Activities I would like to initiate a.. FX

Payments File Uploads Utility Payments Basket Payment

1. Click on Payments

Transaction Inquiries

Transaction Summary **2. Click on Pending Activities**

Actions	Initiation Date	Payment Date	Payment Type	Debit Account Nu...	Beneficiary Accou...	Beneficiary Accou...	Transaction Refer...	Payment Amount	Status
	13-10-2021	13-10-2021	Local Currency...			RAK Distribution Inc	1111310213755018	1,650.00	In Process at Bank
	13-10-2021	13-10-2021	Local Currency...			SANDEEP	1111310213745451	1.00	Ready for Auth...
	13-10-2021	13-10-2021	Local Currency...			SANDEEP	1111310213734765	1.00	Ready for Release
	13-10-2021	13-10-2021	Within Bank Paym...			12CHANGE	2221310213697100	21.00	Ready for Auth...
	12-10-2021	12-10-2021	Own Account Pay...			TBS SMART BU...	1111210213610926	1.00	Processed by Bank
	11-10-2021	11-10-2021	Local Currency			Sally FI Gendv	1111110213419367	2.00	Ready for Release

Quick Pay

Beneficiaries Utility Beneficiaries Basket Templates Templates Cut-Off Time

Actions Beneficiary Nickn... Bene Name Beneficiary Accou... Beneficiary Bank ... Payment Type Transaction Refer... Beneficiary Bank ... Beneficiary Type Beneficiary Paym... Maker I

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Pending Activities

Transactions Pending Authorization Saved As Drafts Rejected Transactions Rolled Back Queue Ready For Release

Transaction Refer...	Transaction Type	Payment Amou...	Payment Currency	Created By	Transaction Initiat...	Debit Account Nu...	Bene Name
<input checked="" type="checkbox"/>	1111310213755018 Local Currency Pa...	1,650.00	AED	KIRAN VINEET	13-10-2021 15:46:...		RAK Distribution I
<input type="checkbox"/>	1111310213745451 Local Currency Pa...	1.00	AED	VINAY MENON	13-10-2021 15:04:...		SANDEEP
<input type="checkbox"/>	2221310213697100 Within Bank Paym...	21.00	AED	VANNIYARAJA KA...	13-10-2021 11:59:...		12CHANGE
<input type="checkbox"/>	2221110213342898 Local Currency Pa...	20.00	AED	alphonse louis	11-10-2021 10:58:...		SUJATHA RAMAMI
<input type="checkbox"/>	2220710213033859 Own Account Pay...	1.00	GBP	alphonse louis	07-10-2021 23:26:...		Anup Mishra
<input type="checkbox"/>	2220710213033294 Within Bank Paym...	10.00	AED	VANNIYARAJA KA...	07-10-2021 22:44:...		DAYANA FZE
<input type="checkbox"/>	1110610212862702 Bill Payment	15,391.56	AED	Malik Awan	06-10-2021 15:16:...		EBS SMART BUSI...
<input type="checkbox"/>	2220310212490512 Own Account Pay...	110.00	AED	VANNIYARAJA KA...	03-10-2021 20:23:...		12CHANGE
<input type="checkbox"/>	2220310212441543 Own Account Pay...	1.00	AED				Lavdewa test
<input type="checkbox"/>	1113009212113130 Own Account Pay...	1.00	AED				TBS SMART BUSI...

3. Select the checkbox for the Payment you would like to authorize

4. Click on Authorize

Close Reject Authorize

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Note: Transactions released after the cut-off time, will be processed on the next working day and exchange rates will be applied accordingly. We request you to verify the cut-off time before approving transactions.

Would you like to proceed?

5. Click on Yes

No Yes

Payment Pre-Confirmation

Selected Transactions

Transaction Refer...	Sub Product	Debit Account Nu...	Debit Currency	Debit Amount	Base Currency	Payment Amount	Exchange Rate	Customer Referen...
1111310213755018	Local Currency...		AED	1,650.00	AED	1,650.00	1	GDTrans1

6. Scroll down

Payment Pre-Confirmation

Disclaimer

For payments involving currency conversion, the displayed exchange rates will only be applicable if the transaction is authorized and released within the cut off time, on the same day.
If the payment is released on another day or after the cut-off time, the exchange rates are subject to change.

Authentication Type*

OTP

smartPASS

7. Select the type of Authentication e.g. OTP

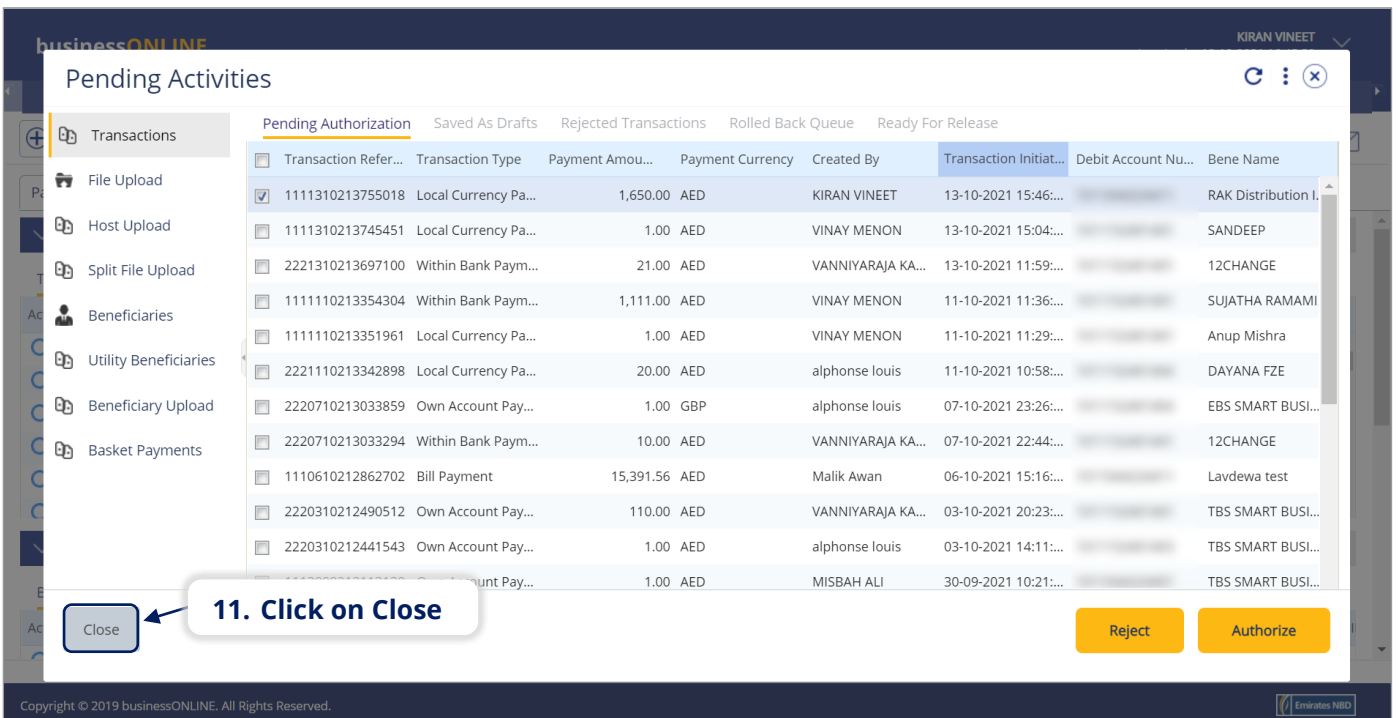
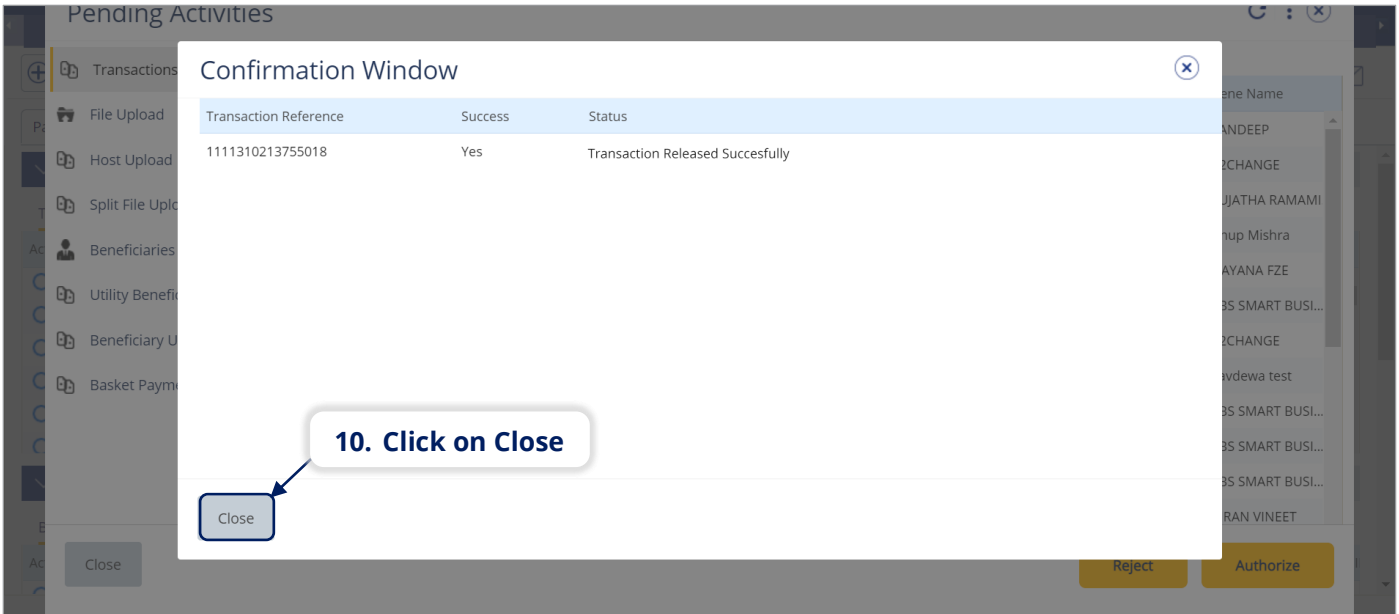
OTP*

.....

8. Enter the PIN received on your mobile device

9. Click on Authorize

Close Authorize



- If you online setup requires more than one approver to authorize the payment, each of them would have to authorize the payment as described in the steps, previously.
- After all the approvals are completed, the payment status will appear as **In Process at Bank**
- Follow the steps on the next page, to view the status of your payment.



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Last Login: 10-10-2021 16:45:50

Home CXO Dashboard Dashboard Account Services **Payments** Virtual Accounts

Initiate Pending Activities would like to initiate a.. FX

Payments File Uploads Utility Payments Basket Payment

Transaction Inquiry 12. Click on the Refresh icon

Transaction Summary 13. Your payment will appear here

Actions	Initiation Date	Payment Date	Payment Type	Debit Account Nu...	Beneficiary Accou...	Beneficiary Accou...	Transaction Refer...	Payment Amount	Status
	13-10-2021	13-10-2021	Local Currency...			RAK Distribution Inc	1111310213755018	1,650.00	In Process at Bank
	13-10-2021	13-10-2021	Local Currency...			SANDEEP	1111310213745451	1.00	Ready for Auth...
	13-10-2021	13-10-2021	Local Curr...						release
	13-10-2021	13-10-2021	Within Ban...						Auth...
	12-10-2021	12-10-2021	Own Account Pay...			TBS SMART BU...	1111210213610926	1.00	Processed by Bank
	11-10-2021	11-10-2021	Local Currenc...			Sally FI Gendv	1111110213419367	2.00	Ready for Release

Quick Pay 14. The Payment Status will appear here (See notes below)

Beneficiaries Utility Beneficiaries Basket Templates Templates Cut-Off Time

Actions	Beneficiary Nickn...	Bene Name	Beneficiary Accou...	Beneficiary Bank ...	Payment Type	Transaction Refer...	Beneficiary Bank ...	Beneficiary Type	Beneficiary Paym...	Maker I
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Notes: Payment Statuses and what they mean

- **In Process at Bank** – the payment is completed and is being processed by the bank.
- **Ready for Release** – the payment has been approved by the authorizers but requires to be released (see Page 12)



HOW TO RELEASE A PAYMENT

- If you have access to Release payments, follow the steps below.
- If not, request the nominated person from your company who has access to Release payments to login to **businessONLINE** and follow the steps below:

businessONLINE KIRAN VINEET Last Login: 10-10-2021 16:45:50

Home CXO Dashboard Dashboard Account Services **Payments** Virtual Accounts

Initiate Pending Activities I would like to initiate a.. FX

Payments File Uploads Utility Payments Basket Payment

Transaction Inquiries

Transaction Summary **2. Click on Pending Activities**

Actions	Initiation Date	Payment Date	Payment Type	Debit Account NU...	Beneficiary Accou...	Beneficiary Accou...	Transaction Refere...	Payment Amount	Status
	13-10-2021	13-10-2021	Local Currency...			RAK Distribution Inc	1111310213755018	1,650.00	Ready for Release
	13-10-2021	13-10-2021	Local Currency...			SANDEEP	1111310213745451	1.00	Ready for Auth...
	13-10-2021	13-10-2021	Local Currency...			SANDEEP	1111310213734765	1.00	Ready for Release
	13-10-2021	13-10-2021	Within Bank Paym...			12CHANGE	2221310213697100	21.00	Ready for Auth...
	12-10-2021	12-10-2021	Own Account Pay...			TBS SMART BU...	1111210213610926	1.00	Processed by Bank
	11-10-2021	11-10-2021	Local Currency...			Sallv Fl Gendv	1111110213419367	2.00	Ready for Release

Quick Pay

Beneficiaries Utility Beneficiaries Basket Templates Templates Cut-Off Time

Actions Beneficiary Nickn... Bene Name Beneficiary Accou... Beneficiary Bank ... Payment Type Transaction Refer... Beneficiary Bank ... Beneficiary Type Beneficiary Paym... Maker I

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Pending Activities

Transactions Pending Authorization Saved As Drafts Rejected Transactions Rolled Back Queue **Ready For Release**

Transaction Refer...	Transaction Type	Payment Amou...	Payment Currency	Created By	Transaction Initiat...	Debit Account Nu...	Bene Name
<input checked="" type="checkbox"/>	1111310213755018 Local Currency Pa...	1,650.00	AED	KIRAN VINEET	13-10-2021 15:46:...		RAK Distribution
<input type="checkbox"/>	1111310213745451 Local Currency Pa...	1.00	AED	VINAY MENON	13-10-2021 15:04:...		SANDEEP
<input type="checkbox"/>	2221310213697100 Within Bank Paym...	21.00	AED	VINAY MENON	13-10-2021 15:04:...		CHANGE
<input type="checkbox"/>	1111110213354304 Within Bank Paym...	1,111.00	AED	VINAY MENON	11-10-2021 11:36:...		SUJATHA RAMAMI
<input type="checkbox"/>	1111110213351961 Local Currency Pa...	1.00	AED	VINAY MENON	11-10-2021 11:29:...		Anup Mishra
<input type="checkbox"/>	2221110213342898 Local Currency Pa...	20.00	AED	alphonse louis	11-10-2021 10:58:...		DAYANA FZE
<input type="checkbox"/>	2220710213033859 Own Account Pay...	1.00	GBP	alphonse louis	07-10-2021 23:26:...		EBS SMART BUSI...
<input type="checkbox"/>	2220710213033294 Within Bank Paym...	10.00	AED	VANNIYARAJA KA...	07-10-2021 22:44:...		12CHANGE
<input type="checkbox"/>	1110610212862702 Bill Payment	15,391.56	AED	Malik Awan	06-10-2021 15:16:...		Lavdewa test
<input type="checkbox"/>	2220310212490512 Own Account Pay...	110.00	AED	VANNIYARAJA KA...	07-10-2021 22:44:...		TBS SMART BUSI...
<input type="checkbox"/>	2220310212441543 Own Account Pay...	1.00	AED	alphonse louis	07-10-2021 23:26:...		TBS SMART BUSI...
<input type="checkbox"/>	1113009212113130 Own Account Pay...	1.00	AED	MISBAH ALI	30-09-2021 10:21:...		TBS SMART BUSI...

3. Select the checkbox for the Payment you would like to Release

4. Click on Release

Close

Reject Release

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Pending Activities

Confirmation Window

Transaction Reference	Success	Status
1111310213755018	Yes	Transaction Released Successfully

5. Click on Close

Close

Reject Authorize

businessONLINE KIRAN VINEET

Pending Activities

Pending Authorization Saved As Drafts Rejected Transactions Rolled Back Queue **Ready For Release**

<input type="checkbox"/>	Transaction Refer...	Transaction Type	Payment Amou...	Payment Currency	Created By	Transaction Initiat...	Debit Account Nu...	Bene Name
<input checked="" type="checkbox"/>	1112709211681988	Within Bank Paym...	512.00	USD	KIRAN VINEET	27-09-2021 11:37:...		SPORTS INC D...
<input type="checkbox"/>	1112709211666563	Foreign Currency ...	1,000.00	USD	Saeed Osman	27-09-2021 10:37:...		MAYA123
<input type="checkbox"/>	1112109211140810	Local Currency Pa...	6.00	AED	OSAMA DARWEEESH	21-09-2021 10:57:...		SURESH JEBARAJ
<input type="checkbox"/>	1112109211139784	Within Bank Paym...	6.00	AED	OSAMA DARWEEESH	21-09-2021 10:52:...		SURESH JEBARAJ ..
<input type="checkbox"/>	1112109211139148	Own Account Pay...	6.00	AED	OSAMA DARWEEESH	21-09-2021 10:48:...		EBS SMART BUSI...
<input type="checkbox"/>	1112009219944239	Foreign Currency ...	1.00	AED	OSAMA DARWEEESH	20-09-2021 12:41:...		Bipin Kumra
<input type="checkbox"/>	1112009219944078	Local Currency Pa...	1.00	AED	OSAMA DARWEEESH	20-09-2021 12:40:...		dubai marketing a
<input type="checkbox"/>	1112009219943821	Within Bank Paym...	1.00	AED	OSAMA DARWEEESH	20-09-2021 12:39:...		SURESH JEBARAJ ..
<input type="checkbox"/>	1111609219632554	Own Account Pay...	1.00	AED	BALAJI SELVARAJ	16-09-2021 03:13:...		TBS SMART BUSI...
<input type="checkbox"/>	1111409219457366	Recall/Amend Tra...	1.00	AED	KIRAN VINEET	14-09-2021 11:51:...		Sandeep Manoha...

6. Click on Close

Close

Reject Release

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businessONLINE KIRAN VINEET Last Login: 10-10-2021 16:45:50

Home CXO Dashboard Dashboard Account Services **Payments** Virtual Accounts

Initiate Pending Activities

7. Click on the Refresh icon

8. Your payment will appear here

9. The Payment Status will be - in Process at Bank

Actions	Initiation Date	Payment Date	Payment Type	Debit Account Nu...	Beneficiary Accou...	Beneficiary Accou...	Transaction Refer...	Payment Amount	Status
	13-10-2021	13-10-2021	Local Currency...			RAK Distribution Inc	1111310213755018	1,650.00	In Process at Bank
	13-10-2021	13-10-2021	Local Currency...			SANDEEP	1111310213745451	1.00	Ready for Auth...
	13-10-2021	13-10-2021	Local Currency...						
	13-10-2021	13-10-2021	Within Bank Paym...						
	12-10-2021	12-10-2021	Own Account Pay...			TBS SMART BU...	1111210213610926	1.00	Processed by Bank
	11-10-2021	11-10-2021	Local Currency...			Sally FI Gendv	1111110213419367	2.00	Ready for Release

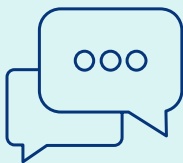
Quick Pay

Beneficiaries Utility Beneficiaries Basket Templates Templates Cut-Off Time

Actions	Beneficiary Nickn...	Bene Name	Beneficiary Accou...	Beneficiary Bank ...	Payment Type	Transaction Refer...	Beneficiary Bank ...	Beneficiary Type	Beneficiary Paym...	Maker I
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