

Insertion of the AAU BIC or the Direct Debit mandate in the registration form

The registration form allows for the creation of unlimited AAU BICs Or Direct Debit Mandates using a .txt file. For participants with a large number of AAUs or Direct Debit mandates the .txt file will in any case be the preferred option.

CASH ACCOUNT - Authorised Account User

Please note that the .txt file to create the Authorised Account Users must follow the below order and contain the following information:

CashAccountNumber, AuthorisedUserBic, MaximumIPAmount, ParticipationType

The name of the .txt cannot contain spaces (e.g. authorised_account_user).

Be reminded that the Maximum IP Amount is the maximum amount accepted by the TIPS Participant or Reachable Party for an incoming Instant Payment Transaction and can be inserted only by TIPS participants.

The possible values for Participation Type are:

- DIRE = Direct
- INDI = Indirect
- MADl = Multi Addressee – Branch of Direct Participant
- MACl = Multi Addressee – Credit Institution
- ADCO = Addressable BIC - Correspondent
- ADDI = Addressable BIC – Branch of Direct Participant
- ADIN = Addressable BIC – Branch of Indirect Participant
- ADBC = Addressable BIC – Branch of Correspondent
- EXCL = Excluded BIC from a Wildcard Pattern

EXAMPLE OF TXT FILE CONTENT for TIPS Participant

DE111000000123456, DE00000XXX, 10000000, DIRE

DE222000000123456, DE00000XXX, 10000000, INDI

DE333000000123456, DE00000XXYY, 10000000, ADIN

DE444000000123456, DE00000XYYY, 10000000, ADBC

EXAMPLE OF TXT FILE CONTENT for non TIPS Participant

(the space between the BIC and the participation type where the maximum amount for instant payments would be inserted must be included)

DE111000000123456, DE00000XXXY, , DIRE

DE222000000123456, DE00000XXXY, , INDI

DE333000000123456, DE00000XXYY, , ADIN

DE444000000123456, DE00000XYYY, , ADBC

A wildcard may also be submitted as the AAU of a cash account

RFIEURBANKFIHHXXX001, BANKSE*, , MADI

In this case a BIC can also be excluded from the wildcard using the code EXCL

RFIEURBANKFIHHXXX001, BANKSEGGXXX, , EXCL

CASH ACCOUNT - Direct Debit Mandates

Please note that the txt file to create the Direct Debit Mandates must follow the below order and contain the following information:

PayeeParentBIC, PayeePartyBIC, FromCashAccountNumber, PayeeReference,
MaximumAccountPerCounterparty, MaximumAccountPerPayment

The name of the .txt cannot contain spaces (e.g. direct_debit_mandates).

EXAMPLE OF TXT FILE CONTENT

(the spaces must be included)

DE00000XXXY, DE00000YYYY, DE111000000123456, DEREFXXX, 100000, 1000

Editing the Registration Form

After having compiled the Registration Form and clicked on the 'Finish Registration' button, a signature pop-up will appear. Please click 'OK' and check the data.

EDITING

Please be aware that Edit mode only applies to the editing of a field which was incorrectly inserted. If during the registration whole blocks were not inserted, then the form should be closed without saving and the process should be started again from the beginning.

If you need to modify any field in the Registration Form via the **Edit button** at the bottom of the Data sheet two scenarios can be possible:

1. The Registration Form is still open on your desktop and you **did not close** and **save it** → please follow the instructions in Annex 1.
2. The Registration Form **has been saved** and **closed** → please follow the instructions in Annex 2.

Annex 1

- If you need to: modify previously inserted information, insert new data in left blank fields of previously compiled sections, compile a section you did not populate before.
- Please click on **Edit** and go straight to the field/section you would like to modify and proceed with the amends/insertions.
- Click on **Finish Registration**.

Annex 2

- If you need to: modify previously inserted information, insert new data in left blank fields of previously compiled sections, compile a section you did not populate before.
- Please click on **Edit** and, to correctly complete the modifications/insertions of the Registration Form, **go through all the sections** you have previously completed or partially completed, following the order of the Form Menu.

*In principle, all the sections/fields/additional buttons compiled before having saved the Registration Form must be saved again (via the **Save/Continue/Menu Form** buttons) in order to be visible in the Data sheet.*

- Click on **Finish Registration**.

Please find below an example on how to use the Edit button when the Registration Form **has been saved** and **closed**.

Scenario: the Registration Form has been compiled with the data currently shown in the screenshots and the user needs to amend some ticks in H) Roles (1. Party section) and to insert some information in 2. Cash Account, section G) Direct Debit Mandate:

1. The first view is on the Opening Form:

First Registration

0. Opening Form

Power BECI:
 Party BECI:
 Party Type:
 Submission Date (YYYY-MM-DD):
 Reference:
 Related Reference:
 Activation date (YYYY-MM):
 Responsible CD:
 Form Type: First Registration New/Add
 Modify Delete
 Environment:
 Production Pre-Production
 P-AC

VALIDATE

- After clicking on **Validate**, the user starts to follow the structure of the Form Menu, so starting from 1. Party:

First Registration

1. Party

A) Main Information

Party Code Name:
 Party Short Name: Party Type:
 Name: House Number:
 House Code: City:
 Billing Priority: Quality Code:
 Legation:

Party Contact Information

Party Contact Name: House Number:
 Party Contact Position: Office Telephone Number:
 Email Address:

B) Technical Address AEM

Technical:
 Network Service:

CONTINUE

- In this case, the user has previously populated the **Add** functionality of the 'Add Contact name' field, so he **must click on Add** and **Save it again**, and click on **Continue**:

First Registration

1. Party

A) Main Information

Party Code Name:
 Party Short Name: Party Type:
 Name: House Number:
 House Code: City:
 Billing Priority: Quality Code:
 Legation:

Party Contact Information

Party Contact Name: House Number:
 Party Contact Position: Office Telephone Number:
 Email Address:

B) Technical Address AEM

Technical:
 Network Service:

CONTINUE

- Then, the section C) Party Service Link is shown, in this case the user did not add any Party Type to link before saving the file, so he does not need to re-enter this field. The user clicks on **Continue**:

5. Next view is shown, and the user just needs to click on **Continue**:

6. The user is now able to amend the ticks in the view H) Roles. The user proceeds with the modifications and click on **Menu**:

7. The user enters the next section following the Form Menu order:

2. Cash Account

A) Main Information:
 Cash Account Number: [XXXXXXXXXXXXXXXXXXXX] Calling notification amount: [1]
 Cash Account Type: [T2S Account] Linked Account Type: []
 Floor notification amount: [3] Linked Account Reference: []
 Currency: [EUR]

B) Account Threshold Configuration:
 Associated CT Account: []
 Rule-based LT for Queued Urgent Priority Payments/RS Transfer Orders: []
 Rule-based LT for Queued High Priority Payments: []

C) Default Main Cash Account:
 Default Main Cash Account: []

D) Reserve Management Account Configuration:
 Minimum Reserve Calculation: []
 Automated Generation of Interest Payment (System Generated): []

E) Additional Account Configuration:
 Default T2S Amount: []
 Credit Based Only: []
 Co-managed: []
 Non-published: []
 Co-manager Parent BIC: []
 Co-manager Party BIC: []
 Maximum Amount to be Debited per Day: []

F) Authorised Account User:
 Create up to 4 Authorised Account Users. Create more than 4 Authorised Account Users using a text file.
 Add Authorised Account User

G) Direct Debit Mandate:
 Create up to 4 Direct Debit Mandates. Create more than 4 Direct Debit Mandates using a text file.
 Add Direct Debit Mandate

H) T2S DCA:
 Please use the following button in order to create a T2S Dedicated Cash Account. This button can also be used to create any other account.
 Add Cash Account 4

Buttons: Add Cash Account 2, Add Cash Account 3, Add Cash Account 5, Add Cash Account 6, Add Cash Account 7, Add Cash Account 8, Menu Form

8. The user inserts the additional information needed to the section G) Direct Debit Mandate, then click on **Save**:

G) Direct Debit Mandate 1:
 Payee Parent BIC 1: []
 Payee Party BIC 1: []
 From Cash Account Number: []
 Payee Reference 1: []
 Maximum amount per counterpart 1: []
 Maximum amount per payment 1: []

G) Direct Debit Mandate 2:
 Payee Parent BIC 2: []
 Payee Party BIC 2: []
 From Cash Account Number: []
 Payee Reference 2: []
 Maximum amount per counterpart 2: []
 Maximum amount per payment 2: []

G) Direct Debit Mandate 3:
 Payee Parent BIC 3: []
 Payee Party BIC 3: []
 From Cash Account Number: []
 Payee Reference 3: []
 Maximum amount per counterpart 3: []
 Maximum amount per payment 3: []

G) Direct Debit Mandate 4:
 Payee Parent BIC 4: []
 Payee Party BIC 4: []
 From Cash Account Number: []
 Payee Reference 4: []
 Maximum amount per counterpart 4: []
 Maximum amount per payment 4: []

Save

9. Before going back to the Menu Form, the user needs to click on Add Cash Account 2, because **it was previously filled in** and it contains information that needs to be saved again:

2. Cash Account

A) Main Information:
 Cash Account Number: [XXXXXXXXXXXXXXXXXXXX] Calling notification amount: [1]
 Cash Account Type: [T2S Account] Linked Account Type: []
 Floor notification amount: [3] Linked Account Reference: []
 Currency: [EUR]

B) Account Threshold Configuration:
 Associated CT Account: []
 Rule-based LT for Queued Urgent Priority Payments/RS Transfer Orders: []
 Rule-based LT for Queued High Priority Payments: []

C) Default Main Cash Account:
 Default Main Cash Account: []

D) Reserve Management Account Configuration:
 Minimum Reserve Calculation: []
 Automated Generation of Interest Payment (System Generated): []

E) Additional Account Configuration:
 Default T2S Amount: []
 Credit Based Only: []
 Co-managed: []
 Non-published: []
 Co-manager Parent BIC: []
 Co-manager Party BIC: []
 Maximum Amount to be Debited per Day: []

F) Authorised Account User:
 Create up to 4 Authorised Account Users. Create more than 4 Authorised Account Users using a text file.
 Add Authorised Account User

G) Direct Debit Mandate:
 Create up to 4 Direct Debit Mandates. Create more than 4 Direct Debit Mandates using a text file.
 Add Direct Debit Mandate

H) T2S DCA:
 Please use the following button in order to create a T2S Dedicated Cash Account. This button can also be used to create any other account.
 Add Cash Account 4

Buttons: Add Cash Account 2, Add Cash Account 3, Add Cash Account 5, Add Cash Account 6, Add Cash Account 7, Add Cash Account 8, Menu Form

Cash Accounts

2. Cash Account 2

A) Main Information

Cash Account Number:

Cash Account Type:

Floor notification:

Currency:

Calling notification amount:

Linked Account Type:

Linked Account Reference:

B) Account Threshold Configuration

Associated LT Account:

Ruled-based LT for Quickset Urgent Priority Payments (40 Transfer Orders):

Ruled-based LT for Quickset High Priority Payments:

C) Default Main Cash Account

Default Main Cash Account:

D) Reserve Management Account Configuration

Minimum Reserve Calculation:

Automated Generation of Interest Payment (System Generated):

E) Additional Account Configuration

Default TFRS Account: Credit Based Only:

Co-managed: Item-published:

Co-manager Parent SIC:

Co-manager Party SIC:

Maximum amount to be Debited per Day:

10. Once in the Menu Form, the user clicks on 4) Setting Up Administrator User section and, without editing or adding any information, clicks on **Form Menu** (in this way, the information stored in this section will be saved again in the Data sheet):

Setting up administrator user

4. Setting Up Administrator User

Administrator User 1

Name Administrator 1:

Login name administrator 1:

System User Reference Administrator 1:

Card/Make Distinguished Name Administrator 1:

Default user: Yes No

Main User Administrator 1: The field is only relevant for TFR users. It allows a TFR user to access the TFR GUI.

Administrator User 2

Name Administrator 2:

Login name administrator 2:

System User Reference Administrator 2:

Card/Make Distinguished Name Administrator 2:

Default user: Yes No

Main User Administrator 2: The field is only relevant for TFR users. It allows a TFR user to access the TFR GUI.