
INTERNET BANKING

UNICREDIT BANK

CZECH REPUBLIC

AND SLOVAKIA, A.S.

BUSINESSNET PROFESSIONAL

DESCRIPTION OF FORMATS

FOR IMPORT

OF BENEFICIARIES AND

PAYMENT ORDER TEMPLATES

July 2018

Introduction

Dear Client,

We are pleased you have decided to use BusinessNet, a modern internet banking service that will enable you to manage your financial flows **simply, comfortably, securely and effectively** for 24 hours a day, 7 days a week.

This manual will help you prepare files for the collective import of beneficiaries or payment order templates.

We hope the import functionality will make your work with a list of beneficiaries and templates even more comfortable.

UniCredit Bank Czech Republic and Slovakia, a.s.

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1. Description of formats for import of partners and payment order templates

1.1. Introduction

Users will import the file to BusinessNet, an internet banking application, via the choice “**Payments > Import Beneficiaries & Templates**)

Users choose the file location, the file type, format and whether they want to import the beneficiary (partner) /template as private (then available only to a particular user) or public for a particular client.

For import of beneficiaries (partners) and templates the CSV file is used. There are total 4 types of data:

- Domestic payment Partner
- Foreign payment Partner
- Domestic payment Template
- Foreign payment Template

Existing lists of beneficiaries (partners) and payment order templates can be also exported in an almost identical format as described below. Export can be made simply by pressing the “**Export**“ button in the menu “**Payments > List of Beneficiaries > Order – Domestic / Order – Foreign**” and “**Payments > List of Templates > Order – Domestic / Order – Foreign**”.

Suffixes that can be contained in the file name:

Any suffix can be used for the file and files without any suffix will also be accepted.

General rules for the file format:

- The first line always contains the definition of fields.
- One line contains one beneficiary/template.
- The file can contain only one type of data – e.g. domestic beneficiaries (partners).
- Individual fields are separated by a semicolon (;) that must be also given at the end of the last field in every line.
- Lines always end with <CR><LF> - notice: a different setting is often used for text editors in OS X and Linux/Unix operating systems.
- The file does not have to contain empty lines (a line containing spaces is also considered an empty line).
- If the mandatory field is omitted, its separator (;) must be always preserved so that the correct data sequence is maintained.
- It is recommended that the ANSI character set is used (Windows (CP 1250)) even for the possible data export from BusinessNet (menu “**Settings > Format & Contacts > Character encoding**”).

Specific rules for the file import:

- A user who activates the importing of a file with templates has to have access to all payers’ accounts used in the file; otherwise such templates will be excluded.
- After the file is imported, the user will decide for all contained beneficiaries/templates whether they will be private or public for a particular client. The setting in the file with individual beneficiaries/templates is not taken into consideration.
- If the user wants to import beneficiaries as public for a particular client, restrictions (based on contracts) may not be set for a list of beneficiaries with any of the client’s accounts. If restrictions are set and the user tries to import templates as public, an error message will be displayed. In such case beneficiaries can be imported only as private from the file.

Meaning of individual columns with definitions of individual fields (see below):

FO – Field optionality	LF – Length and format of the data field		
	Field length	Field type	Field format
<ul style="list-style-type: none"> • M = mandatory • O = optional 	<ul style="list-style-type: none"> • Length of the field (expressed by a number) 	<ul style="list-style-type: none"> • N = numeric 0 – 9 • A = alphanumeric 	<ul style="list-style-type: none"> • F = fixed field length • V = variable field length

Example of description:

M | 3,A,F => (M) field is mandatory, (3) field length is 3 characters, (A) alphanumeric characters may be used, (F) the field length is fixed (the field must consist of exactly 3 characters)

1.2. Domestic payment partner format

File format

Field name	Field definition	FO	LF
Mandant	Constant value „cz“	M	2,A,F
Export type	Constant value „BEN:DOM“	M	7,A,F
Partner name	Beneficiary's name. It will be displayed in selection menus The name must be unique	M	50,A,V
Availability	Beneficiary's availability for other users (prv = private, pub = public). During import to BusinessNet the user will select one possibility for all beneficiaries in the file. The value in the file is not taken into consideration.	M	3,A,F
Public for client	For which client the beneficiary is public (the client's identifier). During import to BusinessNet the user will select one possibility for all beneficiaries in the file. The value in the file is not taken into consideration.	O	16,N,F
Beneficiary name	Beneficiary name	O	35,A,V
Beneficiary address 1	Beneficiary address 1	O	35,A,V
Beneficiary address 2	Beneficiary address 2	O	35,A,V
Beneficiary address 3	Beneficiary address 3	O	35,A,V
Is IBAN	A flag whether the beneficiary's number is entered in the IBAN format (true = yes, false = no). For domestic payments the value must be „false“.	M	5,A,V
Beneficiary account	Beneficiary account	O	10,N,F
Beneficiary account prefix	Beneficiary account prefix	O	6,N,F
Beneficiary bank code	Beneficiary bank code The bank code must be valid – if there are bank codes having zero at the beginning, three numerical characters are permitted (e.g. 0800 or 800 is possible)	O	3 or 4,N,V
.	<i>If a list of domestic beneficiaries is edited or prepared in Microsoft Excel, another column must be added behind the "Beneficiary bank code". Fill in any value to that column (e.g. "."). So, each filled in line in the import file must ended with another column (e.g. "."). This is the only way how to ensure that an import file will correspond to the required format.</i>	O	35,A,V

Examples:

Domestic payment partner
Header – 1. line
Mandant;Export type;Partner name;Availability;Public for client;Beneficiary name;Beneficiary address 1;Beneficiary address 2;Beneficiary address 3;Is IBAN;Beneficiary account;Beneficiary account prefix;Beneficiary bank code;
Complete format
cz;BEN:DOM;Domestic payment partner - complete;pub;0000000000001234;Jan Novak;U zeleneho lesa 23;Praha;160 00;false;0000000019;000019;2700;
Minimal format
cz;BEN:DOM;Domestic payment partner - minimal;prv;;;;;false;;;;;

1.3. Foreign payment partner format

File format

Field name	Field definition	FO	LF
Mandant	Constant value „cz“	M	2,A,F
Export type	Constant value „BEN:FOR“	M	7,A,F
Partner name	Beneficiary's name. It will be displayed in selection menus The name must be unique	M	50,A,V
Availability	Beneficiary's availability for other users (prv = private, pub = public). During import to BusinessNet the user will select one possibility for all beneficiaries in the file. The value in the file is not taken into consideration.	M	3,A,F
Public for client	For which client the beneficiary is public (the client's identifier). During import to BusinessNet the user will select one possibility for all beneficiaries in the file. The value in the file is not taken into consideration.	O	16,N,F
Beneficiary name 1	Beneficiary name 1	O	35,A,V
Beneficiary name 2	Beneficiary name 2 – SEPA extension	O	35,A,V
Beneficiary address 1	Beneficiary address 1	O	35,A,V
Beneficiary address 2	Beneficiary address 2	O	35,A,V
Beneficiary address 3	Beneficiary address 3	O	35,A,V
Beneficiary address 4	Beneficiary address 4 – SEPA extension	O	35,A,V
Beneficiary resident of	Country where the beneficiary is resident – SEPA extension	O	2,A,F
Is IBAN	A flag whether the beneficiary's number is entered in the IBAN format (true = yes, false = no).	M	5,A,V
Beneficiary account	Beneficiary account	O	10,N,F
Beneficiary SWIFT	Beneficiary bank's BIC. The bank code must be valid.	O	11,A,V
Beneficiary bank code	Beneficiary bank code. The bank code must be valid	O	4,N,F
Beneficiary bank name 1	Beneficiary bank name 1	O	35,A,V
Beneficiary bank name 2	Beneficiary bank name 2	O	35,A,V
Beneficiary bank address 1	Beneficiary bank address 1	O	35,A,V
Bank address 2	Bank address 2	O	35,A,V
Beneficiary country code	Beneficiary country code	O	2,A,F
Creditor SEPA organization type	Type of beneficiary's identification (P = private, O = organization)	M	1,A,F
Creditor SEPA ID type	Type of document for the beneficiary's identification. Permitted values – see the tables below „Complete overview of document types – private“ “Complete overview of document types – organization”	O	
Creditor SEPA ID text 1	If a document type is chosen: <ul style="list-style-type: none"> • Date and place of birth, then a province (region) is contained • Proprietary Identification of the organization, then the identification is contained In other cases the value for the chosen document is contained, e.g. the identity card number.	O	35,A,V

Creditor SEPA ID text 2	<p>If a document type is chosen:</p> <ul style="list-style-type: none"> • Date and place of birth, then a city is contained • Other identification of a private, then a verbal description is contained in the document type • Proprietary Identification of an organization, then it contains data about Issuer <p>Not used in other cases.</p>	O	35,A,V
Creditor SEPA ID text 3	<p>If a document type is chosen:</p> <ul style="list-style-type: none"> • Date and place of birth, then the country is contained <p>Not used in other cases.</p>	O	35,A,V
Creditor SEPA ID date	<p>If a document type is chosen:</p> <ul style="list-style-type: none"> • Date and place of birth, then the birth date is contained in the format YYYY-MM-DD <p>Not used in other cases.</p>	O	10,A,F
.	<p><i>If a list of domestic beneficiaries is edited or prepared in Microsoft Excel, another column must be added behind the "Beneficiary bank code". Fill in any value to that column (e.g. "."). So, each filled in line in the import file must ended with another column (e.g. "."). This is the only way how to ensure that an import file will correspond to the required format.</i></p>	O	35,A,V

Complete overview of document types – private

PIDCRDNR	Identity Card No.
PTAXIDNR	Tax identification No.
PBRTHDTP	Date and place of birth
PPASSPNR	Passport No.
PCUSTMNR	Customer No.
PDRVLCN	Driving licence No.
PSOCSECN	Social Security No.
PALNREGN	Alien Security No.
PEMPYIDN	Employer Identification No.
POTHERID	Other Identification

Complete overview of document types - organizations:

OTAXIDNR	Tax identification
OBIC	BIC
OBNKPYID	Bank party identification
OIBEI	IBEI
OBEI	BEI
OEANGLN	EANGLN
OCHIPSUN	CHIPS Universal ID
ODUNS	DUNS
OPROPYID	Proprietary Identification

Examples:

Foreign payment partner
Header – 1.line
Mandant;Export type;Partner name;Availability;Public for client;Beneficiary name 1;Beneficiary name 2;Beneficiary address 1;Beneficiary address 2;Beneficiary address 3;Beneficiary address 4;Beneficiary resident of;Is IBAN;Beneficiary account;Beneficiary SWIFT;Beneficiary bank code;Beneficiary bank name 1;Beneficiary bank name 2;Beneficiary bank address 1;Beneficiary bank address 2;Beneficiary country code;Creditor SEPA organization type;Creditor SEPA ID type;Creditor SEPA ID text 1;Creditor SEPA ID text 2;Creditor SEPA ID text 3;Creditor SEPA ID date;
Complete format
cz;BEN:FOR;Foreign payment partner - complete;pub;1234;Jan Novak;Ing;U zeleneho lesa 23;Praha;160 00;Czech republic;CZ>true;SK971100000000000000019;TATRSKBXXX;Tatra banka, a.s.;Hodzovo namestie 3;P.O. Box 42;850 05, Bratislava 55;SK;P;PBRTHDTP;Stredocesky;Kladno;CZ;25.5.1985;
Minimal format
cz;BEN:FOR;Foreign payment partner - minimal;prv;;;;;;;;;false;;;;;;;;;P;;;;;

1.4. Domestic payment template format

File format

Field name	Field definition	FO	LF
Mandant	Constant value „cz“	M	2,A,F
Export type	Constant value „TMP:DOM“	M	7,A,F
Template name	Template name. It will be displayed in selection menus The name must be unique	M	50,A,V
Availability	Availability of the template for other users (prv = private, pub = public). During import to BusinessNet the user will select one possibility for all templates in the file. The value in the file is not taken into consideration	M	3,A,F
Public for client	For which client the template is public (the client's identifier). During import to BusinessNet the user will select one possibility for all templates in the file. The value in the file is not taken into consideration.	O	16,N,F
Payer account bank code	Payer account bank code	M	4,N,F
Payer account prefix	Payer account prefix	M	4,N,F
Payer account number	Payer account number	M	10,N,F
Payer account IBAN	Payer account IBAN	O	24,N,F
Beneficiary name	Beneficiary name	O	35,A,V
Beneficiary address 1	Beneficiary address 1	O	35,A,V
Beneficiary address 2	Beneficiary address 2	O	35,A,V
Beneficiary address 3	Beneficiary address 3	O	35,A,V
Is IBAN	A flag whether the beneficiary's number is entered in the IBAN format (true = yes, false = no). For domestic payments the value must be "false"	M	5,A,V
Beneficiary account number	Beneficiary account number	O	10,N,F
Beneficiary account prefix	Beneficiary account prefix	O	6,N,F
Beneficiary bank code	Beneficiary bank code. The bank code must be valid – if there are bank codes having zero at the beginning, three numerical characters are permitted (e.g. 0800 or 800 is possible)	O	3 nebo 4,N,V
Amount	An amount in the format with a decimal point	O	21,A,V
Message for beneficiary 1	Message for beneficiary 1	O	35,A,V
Message for beneficiary 2	Message for beneficiary 2	O	35,A,V
Message for beneficiary 3	Message for beneficiary 3	O	35,A,V
Message for beneficiary 4	Message for beneficiary 4	O	35,A,V
Message for payer 1	Message for payer 1	O	35,A,V
Message for payer 2	Message for payer 2	O	35,A,V
Message for payer 3	Message for payer 3	O	35,A,V
Message for payer 4	Message for payer 4	O	35,A,V
Variable symbol	Variable symbol	O	10,N,V
Constant symbol	Constant symbol	O	10,N,V
Specific symbol	Specific symbol	O	10,N,V
.	<i>If a list of domestic beneficiaries is edited or prepared in Microsoft Excel, another column must be added behind the "Beneficiary bank code". Fill in any value to that column (e.g. "."). So, each filled in line in the import file must ended with another column (e.g. "."). This is the only way how to ensure that an import file will correspond to the required format.</i>	O	35,A,V

Příklady: – Tuzemská šablona

Domestic payment template
Header – 1. line
Mandant;Export type;Template name ;Availability;Public for client;Payer account bank code;Payer account prefix;Payer account number;Payer account IBAN;Beneficiary name;Beneficiary address 1;Beneficiary address 2; Beneficiary address 3;Is IBAN;Beneficiary account;Beneficiary account prefix;Beneficiary bank code;Amount;Message for beneficiary 1;Message for beneficiary 2;Message for beneficiary 3;Message for beneficiary 4;Message for payer 1;Message for payer 2;Message for payer 3;Message for payer 4;Variable symbol;Constant symbol;Specific symbol;
Complete format
cz;TMP:DOM;Domestic payment template - complete;pub;000000000001234;2700;0019;0000000019;CZ4927000000190000000019;Jan Novak;U zeleneho lesa 23;Praha;160 00;false;19;19;0800;1.5;Information for Payee 1;Information for Payee 2;Information for Payee 3;Information for Payee 4;Information for Payer 1;Information for Payer 2;Information for Payer 3;Information for Payer 4;1111111111;2222222222;3333333333;
Minimal format
cz;TMP:DOM;Domestic payment template - minimal;prv;;2700;0019;0000000019;;;;;false;;;;;;;

1.5. Foreign payment template format

File format

Field name	Field definition	FO	LF
Mandant	Constant value „cz“	M	2,A,F
Export type	Constant value „TMP:FOR“	M	7,A,F
Template name	Template name. It will be displayed in selection menus The name must be unique.	M	50,A,V
Availability	Availability of the template for other users (prv = private, pub = public). During import to BusinessNet the user will select one possibility for all templates in the file. The value in the file is not taken into consideration	M	3,A,F
Public for client	For which client the template is public (the client's identifier). During import to BusinessNet the user will select one possibility for all templates in the file. The value in the file is not taken into consideration	O	16,N,F
Payer account bank code	Bank code of the payer's account. An obligatory field, if the field „Is IBAN“ has the value „false“ .	O/M	4,N,F
Payer account prefix	Payer account prefix. An obligatory field, if the field „Is IBAN“ has the value „false“ .	O/M	4,N,F
Payer account number	Payer account number. An obligatory field, if the field „Is IBAN“ has the value „false“ .	O/M	10,N,F
Payer account IBAN	IBAN of the Payer's account. An obligatory field, if the field „Is IBAN“ has the value „true“ .	O/M	24,N,F
Beneficiary name 1	Beneficiary name 1	O	35,A,V
Beneficiary name 2	Beneficiary name 2 – SEPA extension	O	35,A,V
Beneficiary address 1	Beneficiary address 1	O	35,A,V
Beneficiary address 2	Beneficiary address 2	O	35,A,V
Beneficiary address 3	Beneficiary address 3	O	35,A,V
Beneficiary address 4	Beneficiary address 4 – SEPA extension	O	35,A,V
Beneficiary resident of	Country where the beneficiary is resident	O	2,A,F
Is IBAN	A flag whether the beneficiary's number is entered in the IBAN format (true = yes, false = no). For domestic payments the value must be “false”	M	5,A,V
Beneficiary account	Beneficiary account	O	10,N,F
Beneficiary SWIFT	BIC of the beneficiary bank The bank code must be valid	O	11,A,V
Beneficiary bank code	Beneficiary bank code. The bank code must be valid	O	4,N,F
Beneficiary bank name 1	Beneficiary bank name 1	O	35,A,V
Beneficiary bank name 2	Beneficiary bank name 2	O	35,A,V
Beneficiary bank address 1	Beneficiary bank address 1	O	35,A,V

Beneficiary bank address 2	Beneficiary bank address 2	O	35,A,V
Beneficiary country code	Beneficiary country code	O	2,A,F
Creditor SEPA organization type	Type of beneficiary's identification (P = private, O = organization)	M	1,A,F
Creditor SEPA ID type	Type of document for the beneficiary's identification. Permitted values – see the tables below „Complete overview of document types - private“ “Complete overview of document types – organization”	O	
Creditor SEPA ID text 1	If a document type is chosen: <ul style="list-style-type: none"> • Date and place of birth, then a province (region) is contained • Proprietary Identification of the organization, then the Identification is contained In other cases the value for the chosen document is contained, e.g. the identity card number.	O	35,A,V
Creditor SEPA ID text 2	If a document type is chosen: <ul style="list-style-type: none"> • Date and place of birth, then a town is contained • Other identification of a private, then a verbal description is contained in the document type • Proprietary Identification of an organization, then it contains data about Issuer Not used in other cases.	O	35,A,V
Creditor SEPA ID text 3	If a document type is chosen: <ul style="list-style-type: none"> • Date and place of birth, then the country is contained Not used in other cases.	O	35,A,V
Creditor SEPA ID date	If a document type is chosen: <ul style="list-style-type: none"> • Date and place of birth, then the birth date is contained in the format YYYY-MM-DD Not used in other cases.	O	10,A,F
Currency	ISO currency code	O	3,A,F
Amount	Amount in the format with a decimal point	O	21,A,V
Message for beneficiary 1	Message for beneficiary 1	O	35,A,V
Message for beneficiary 2	Message for beneficiary 2	O	35,A,V
Message for beneficiary 3	Message for beneficiary 3	O	35,A,V
Message for beneficiary 4	Message for beneficiary 4	O	35,A,V
Message for payer 1	Message for payer 1	O	35,A,V
Message for payer 2	Message for payer 2	O	35,A,V
Message for payer 3	Message for payer 3	O	35,A,V
Message for payer 4	Message for payer 4	O	35,A,V
End to end reference	End-to-end reference	O	35,A,V
Debtor SEPA organization type	Type of beneficiary's identification (P = person, O = organization)	M	1,A,F
Debtor SEPA ID type	Type of document for the beneficiary's identification. Permitted values – see the tables below „Complete overview of document types - private“ “Complete overview of document types – organization”	O	

Debtor SEPA ID text 1	If a document type is chosen: <ul style="list-style-type: none"> • Date and place of birth, then a province (region) is contained • Other identification of the organization, then the identification is contained <p>In other cases the value for the chosen document is contained, e.g. the identity card number.</p>	O	35,A,V
Debtor SEPA ID text 2	If a document type is chosen: <ul style="list-style-type: none"> • Date and place of birth, then a city is contained • Other identification of a private, then a verbal description is contained in the document type • Other identification of an organization, then it contains data about Issuer <p>Not used in other cases.</p>	O	35,A,V
Debtor SEPA ID text 3	If a document type is chosen: <ul style="list-style-type: none"> • Date and place of birth, then the country is contained <p>Not used in other cases.</p>	O	35,A,V
Debtor SEPA ID date	If a document type is chosen: <ul style="list-style-type: none"> • Date and place of birth, then the Birth Date is contained in the format YYYY-MM-DD 	O	10,A,F
Charges	To whom charges will be accounted: <ul style="list-style-type: none"> • BEN = beneficiary • OUR = payer • SHA = charges will be shared 	M	3,A,F
Payment title	Payment title – designation of the payment purpose	O	3,N,F
.	<i>If a list of domestic beneficiaries is edited or prepared in Microsoft Excel, another column must be added behind the "Beneficiary bank code". Fill in any value to that column (e.g. "."). So, each filled in line in the import file must ended with another column (e.g. "."). This is the only way how to ensure that an import file will correspond to the required format.</i>	O	35,A,V

Complete overview of document types – private

PIDCRDNR	Identity Card No.
PTAXIDNR	Tax identification No.
PBRTHDTP	Date and place of birth
PPASSPNR	Passport No.
PCUSTMNR	Customer No.
PDRVLICN	Driving licence No.
PSOCSECN	Social Security No.
PALNREGN	Alien Security No.
PEMPYIDN	Employer Identification No.
POTHERID	Other Identification

Complete overview of document types - organizations:

OTAXIDNR	Tax identification
OBIC	BIC
OBNKPYID	Bank party identification
OIBEI	IBEI
OBEI	BEI
OEANGLN	EANGLN
OCHIPSUN	CHIPS Universal ID
ODUNS	DUNS
OPROPYID	Proprietary Identification

Examples:

Foreign payment template
Header – 1. line
Mandant;Export type;Template name ;Availability;Public for client;Payer account bank code;Payer account prefix;Payer account number;Payer account IBAN;Beneficiary name 1;Beneficiary name 2;Beneficiary address 1;Beneficiary address 2;Beneficiary address 3;Beneficiary address 4;Beneficiary resident of;Is IBAN;Beneficiary account;Beneficiary SWIFT;Beneficiary bank code;Beneficiary bank name 1; Beneficiary bank name 2;Beneficiary bank address 1; Beneficiary bank address 2;Beneficiary country code;Creditor SEPA organization type;Creditor SEPA ID type;Creditor SEPA ID text 1;Creditor SEPA ID text 2;Creditor SEPA ID text 3;Creditor SEPA ID date;Currency;Amount;Message for beneficiary 1;Message for beneficiary 2;Message for beneficiary 3;Message for beneficiary 4;Message for payer 1;Message for payer 2;Message for payer 3;Message for payer 4;End to end reference;Debtor SEPA organization type;Debtor SEPA ID type;Debtor SEPA ID text 1;Debtor SEPA ID text 2;Debtor SEPA ID text 3;Debtor SEPA ID date;Charges;Payment title;
Complete format
cz;TMP:FOR;Foreign payment template - complete;pub;0000000000001234;2700;0019;0000000019;CZ4927000000190000000019;Jan Novak;Ing;U zeleneho lesa 23;Praha;160 00;Czech republic;CZ;true;SK971100000000000000019;TATRSKBXXXX;;Tatra banka, a.s.;Hodzovo namestie 3;P.O. Box 42;850 05, Bratislava 55;SK;P;PBRTHDTP;Stredocesky;Kladno;CZ;1985-05-25;EUR;1.5;Information for payee 1;Information for payee 2;Information for payee 3;Information for payee 4;Instr 1;Instr 2;Instr 3;Instr 4;Ref 1;P;PBRTHDTP;Praha;Praha;CZ;1950-04-30;SHA;112;
Minimal format
cz;TMP:FOR;Foreign payment template - minimal;prv;;;CZ4927000000190000000019;;;true;;;P;;;P;;;SHA;; or cz;TMP:FOR;Foreign payment template - minimal;prv;;2700;0019;0000000019;;;false;;;P;;;P;;;SHA;;