


## MANUAL - STANDING ORDER in GOnline Biznes

After logging into GOnline Biznes, select **Payments -> Standing orders**,

and then  **Create a standing order**

New standing order

Select template  [Select from the list](#)

**Sender**

Company  
**A I DEP**

Account / available balance\*

Rachunek podstawowy 42,25 PLN

83 2030 0045 1110 0000 1110 0000

**Recipient**

Counterparty\*

Select counterparty  [Select from the list](#)

ⓘ You do not have the authorizations to enter details of payee not in the database. Select a contractor from the list.

**Payment data**

Amount\*  PLN Periodicity\*

Indefinite period order

First payment date\*

ⓘ If a transfer date falls on a non-working day, the transfer will be executed on the next working day

Title\*

 [Cut-off times for outgoing transfers](#)

[✕ CLEAR FORM](#)

Complete the fields

- **Account** – select an account number from the list
- **Recipient** – select a counterparty from the list or enter the data into a form
- **Payments data** – enter the amount, the date of first payment and select the order execution frequency

For term orders, move the dot from the position:  to  **Indefinite period order**, to enter the date of the last payment

After entering payment details select **Confirm**.



**BNP PARIBAS**

Bank  
zmieniającego się  
świata

A correctly approved order goes into the list of standing orders.

## Standing orders

[+ Create a standing order](#) [List of standing orders pending approval →](#)


Orders date	Title Standing order ID	Orders name Account no.	Beneficiary Account no.	Amount Periodicity Expiry date	State
26.10.2023	testy zlecenia stalego 97348D51R48a14b224	Rachunek podstawowy 83 2030 0045 1110 0000 1110 0000	TEST Cash Management 71 1800 1127 1110 0000 1110 0000	200,00 PLN Monthly 26.06.2024	Activated <span style="border: 1px solid red; padding: 2px;">⋮</span>

Records per page: 200 | 1-1 of 1 items

Modify

Revoke

1

You can revoke or modify a standing order by selecting an action from the three dots menu  on the left hand side or after clicking the order details

After order modification or revoking has been selected, the system will display a relevant message.

Example: Order modification message

**Are you sure you want to modify the standing order?** ×

Transfers will be executed according to the existing settings until the modification is signed and sent.

CLOSE YES, MODIFY

Example: Order revoking message

**Are you sure you want to revoke a standing order?** ×

Standing order will be revoked and cannot be restored. The revoked standing order will no longer be visible in the list.

CLOSE YES, REVOKE



**BNP PARIBAS**

**Bank  
zmieniającego się  
świata**