

# INSTRUCTION — COUNTERPARTIES and PAYMENTS TEMPLATES

## *The Counterparties module*

— offers extensive support for transfer handling. It can be accessed in the [Payments](#) menu.

Counterparties are divided into three types:

- **domestic**, to be used in domestic transfers, split payments and standing orders,
- **foreign**, to be used in foreign, SEPA and RPI transfers,
- **payer**, to be used in direct debits.

Operating the module requires relevant authorisations.

The screenshot shows the BNP Paribas web interface for the Counterparties module. At the top, there is a navigation bar with a 'Previous version of the system' button, a session timer showing '04:53' and an 'EXTEND' button, and user information for 'A I DEP Anna Sad'. A left-hand navigation menu includes 'Accounts', 'Orders', 'Payments' (expanded), 'Transfers', 'Waiting transfers', 'Counterparties' (selected), 'Payments templates', 'Mass Collect', and 'Standing orders'. The main content area features two buttons: 'New counterparty' and 'New counterparty group'. Below these is a 'Counterparties' section with a 'Manage counterparty requests' panel. This panel displays three metrics: '0 Entered', '0 Pending approval', and '0 Manage requests assigned to you'. At the bottom, there are two tabs: 'Counterparty list' (active) and 'Counterparty group'.

## 1. COUNTERPARTY LIST


After entering the module, the counterparty list is displayed along with buttons for adding a new counterparty and a new group. In addition, thanks to the panel at the top of the screen, the user can go to the [Manage counterparty requests](#) module.





 New counterparty  New counterparty group

Counterparties

Manage counterparty requests

 **110**  
Entered

 **3**  
Pending approval

 **113**  
Manage requests assigned to you

Counterparty list Counterparty group

Find   Type  Group

<input type="checkbox"/>	Short name <input type="text"/> Account Number <input type="text"/>	Name <input type="text"/> Address <input type="text"/>	Tax ID <input type="text"/>	Type <input type="text"/> Group <input type="text"/>	<input type="text"/>
<input type="checkbox"/>	_Test 1 68 1600 1114 1111 1111 1111 1111	Test 1 Test 1	-	Domestic Test 1	<input type="text"/>
<input type="checkbox"/>	_Test 11 68 1600 1114 1111 1111 1111 1111	Test 1 Test 1	1111111111111111	Domestic Test 1	<input type="text"/>

## 2. SEARCH

Lista kontrahentów Grupy kontrahentów

Szukaj   Typ  Grupa

Counterparties can be found by entering text in the **Find** field. A search can be performed on the basis of the data displayed on the list, e.g. account number or counterparty name. The account number does not need to be entered starting with the first digit. For example, account number 68160011141111111111111111111111 can be found by entering the whole account number or e.g. 1600 or 111111. Search in text fields works using whole words or parts of words, entered starting with the first letter; for instance, Liberty Square can be found by entering "Square", "Liberty" or "Lib". The more precise the data entered are, the narrower the search results will be.

To facilitate the search, you can use drop-down lists with the counterparty type (Domestic, Foreign, Payer) and the group to which the counterparty is assigned.

### ➤ Finding a counterparty on transfers

The counterparty can be used on transfer templates with the assistance of drop-down lists. The list can be searched by name, short name or account number. It is possible to search by the address or ID after opening the list, using the Select from the list link. The lists contain counterparties of the appropriate type (for example, only domestic counterparties are included on domestic transfers).

### ➤ Adding a new counterparty

There are three ways to add a new counterparty.

1. After clicking the **New counterparty** button



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New counterparty



New counterparty group

On the template, enter all required data (marked with an asterisk symbol). Additional data can also be entered, depending on the order type.

The short name must be unique within the group. You can add a counterparty to an existing group or create a new group, using the available button.

If the account number is pasted from clipboard, the accuracy of the data must be confirmed by entering the last two digits.

The data entered is verified in order to avoid issues with handling transfers at a later stage.

New counterparty

**Counterparty data**

Company  
KURKOWSKI FIRMA37423 STRZYŻEWSKI

Type\*

---

Use existing counterparty as template  
 [Select from the list](#)

Group\*

Short name\*  
 0 / 35

Name\*  
 0 / 70

Address  
 0 / 70

Tax ID

E-mail ⓘ

Account Number\*

[CANCEL](#) [CONFIRM](#)



Account Number\*

68 1600 1114 1111 1111 1111 11\*\*
×

Account number has been pasted. Enter two last digits

After entering all data

Counterparty summary

**Counterparty data**

Short name	Name	Address
<b>_Test 12</b>	<b>Test 12</b>	<b>Test 1</b>
Type	Group	Tax ID
<b>Domestic</b>	<b>Test 1</b>	-
E-mail		
-		

---

Account Number / Bank name  
**68 1600 1114 1111 1111 1111 1111**  
 BNPPL O/Gdynia

CANCEL
SIGN

On the last screen, the data should be verified and then signed using the applicable authorisation method.

## 2. Using an existing counterparty

Use existing counterparty as template

Select counterparty ▼

Select from the list

Group\*

**Test 1** ▼

This module enables creation of a new counterparty using some of the data of an existing one,

e.g. in order to add another account to a single counterparty. In this case, after clicking the **New counterparty** button, use the **Select counterparty** drop-down list or **Select from the list**. After being redirected to the **List**, you can perform a search using more data.

Use existing counterparty as template

**Select counterparty**

Short name Account Number	Name Address	Tax ID	Group	
..Test 1 68 1600 1114 1111 1111 1111 1111	Test 1 Test 1	-	Test 1	Select
..Test 11 68 1600 1114 1111 1111 1111 1111	Test 1 Test 1	1111111111111111	Test 1	Select
..Test 2 68 1600 1114 1111 1111 1111 1111	Test 2 Test 2	-	Test 1	Select
..Test 3 68 1600 1114 1111 1111 1111 1111	Test 3 Test 3	-	Test 1	Select
..Test 4 68 1600 1114 1111 1111 1111 1111	Test 4 Test 4	-	Test 1	Select
..Test 5 68 1600 1114 1111 1111 1111 1111	Test 5 Test 5	-	Test 1	Select

Records per page: 100 | 1-6 of 6 items 1

On the template, enter all required data (marked with an asterisk symbol). Additional data can also be entered, depending on the order type.

The short name must be unique within the group. You can add a **counterparty** to an existing group or create a new group, using the available button.

If the account number is pasted from clipboard, the accuracy of the data must be confirmed by entering the last two digits.

The data entered is verified in order to avoid issues with handling transfers at a later stage.

On the last screen, the data should be verified and then signed using the applicable authorisation method.

### 3. On the transfer

Add payee to contractors list

Short counterparty name\*

0 / 35

Group\*

A new counterparty can be added by entering the required data and using the Add payee to contractors list option. Enter the short name and select the group. In order to save the counterparty, the transfer needs to be signed using the applicable authorisation method.


### ✓ Update the selected payee details in the contractors list


The data of an existing counterparty can also be updated on the transfer by ticking the option Update the selected payee details in the contractors list. In order to save the counterparty, the transfer needs to be signed using the applicable authorisation method.

## 3. COUNTERPARTY GROUPS

Counterparty groups can be helpful in the case of a large number of counterparties and advanced control requirements. There is a **Global group** in every company, which is accessible to everyone with counterparty authorisations. New groups can be created and managed with the relevant authorisations.


The counterparty list presents all groups available to the user. You can browse counterparties in specific groups.

 New counterparty


 New counterparty group

Counterparties


**Manage counterparty requests**



**110**  
Entered



**3**  
Pending approval



**113**  
Manage requests assigned to you

---

Counterparty list    Counterparty group

Group name ↕	Counterparty count ↕
Global	283
Test 1	6

After clicking the **New counterparty group** option, enter the **name of the new group** and indicate the individuals who are supposed to have access to it. These can be all users or only selected ones.



Create new counterparty group ×

Counterparty group name (max 32 chars)\*

Select users to be granted access to the group

  Selected **1** from **100** All users from the list Tomek 1PILO00014 1PILO00014 AGNIESZKA WALK ALINA MARTA ANDRZEJ SZYMON ANETA KAS

The process of adding a new group can also be started when creating a new counterparty, by selecting [Create new counterparty group](#) on the group list.

Group\*

Global
Test 1

[Create new counterparty group](#)

### ➤ Copying counterparties between groups

Counterparties can be moved between groups by selecting them on the list and using the [Move to another group](#) button. On the following screen, select the target group. Counterparties can be moved from one or more groups to one target group.



New counterparty   New counterparty group

## Counterparties

**Manage counterparty requests**

**110**  
Entered

**3**  
Pending approval

**113**  
Manage requests assigned to you

Counterparty list   Counterparty group

Type

Group  
Test 1

Show more ▾

	Short name ↕ Account Number ↕	Name ↕ Address ↕	Tax ID ↕	Type ↕ Group ↕	
<input checked="" type="checkbox"/>	_Test 1 68 1600 1114 1111 1111 1111 1111	Test 1 Test 1	-	Domestic Test 1	⋮
<input checked="" type="checkbox"/>	_Test 11 68 1600 1114 1111 1111 1111 1111	Test 1 Test 1	1111111111111111	Domestic Test 1	⋮
<input checked="" type="checkbox"/>	_Test 2 68 1600 1114 1111 1111 1111 1111	Test 2 Test 2	-	Domestic Test 1	⋮
<input type="checkbox"/>	_Test 3	Test 3	-	Domestic	⋮

Selected: 3 of 6

DELETE
MOVE TO ANOTHER GROUP
DOWNLOAD PDF

Move counterparties to different group.

Select counterparty group to which you want to move counterparties.

Group\* Global ▾

	Short name ↕ Account Number ↕	Name ↕ Address ↕	Tax ID ↕	Type ↕ Group ↕
	_Test 1 68 1600 1114 1111 1111 1111 1111	Test 1 Test 1	-	Domestic Test 1
	_Test 11 68 1600 1114 1111 1111 1111 1111	Test 1 Test 1	1111111111111111	Domestic Test 1
	_Test 2 68 1600 1114 1111 1111 1111 1111	Test 2 Test 2	-	Domestic Test 1

Records per page: 100 ▾ | 1-3 of 3 items

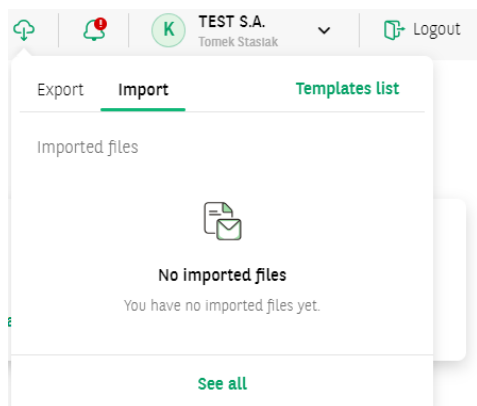
## 4. COUNTERPARTIES IMPORT

Counterparties can be imported from a text file. The import template can be adapted to the available file, provided that each counterparty is in a separate row.

The import templates list is available under the cloud icon at the top of the screen.

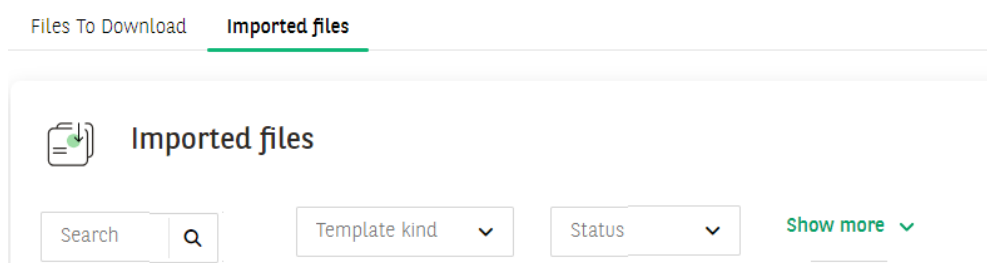






The list can be searched by name and filtered by template kind and author.

## Exports / Imports



### ➤ Scheme structure – counterparties import

Under the template type, select the appropriate dictionary (domestic counterparties, foreign counterparties or payers). In the **Data separator** field, enter the character used to separate the data (for example, the account number from the name) in the text file to be imported. It is possible to set a code page (for Polish characters) consistent with the imported file. Fields in the File structure section are used to set the fields present in the import file and their sequence. The field at the very top will be the first field in the text file.

A blank field should be selected if there are fields in the file that we do not want to or cannot import.

If the *Counterparty group name* field is not selected, the counterparties will be imported into the **Global group**. If the **Counterparty group name** field is selected, the name of an existing counterparty group should be entered in the text file and the counterparties from the file will be imported into that group.

The saved template can be used multiple times.



Template type

Domestic counterparties dictionary

## Template configuration

Template name\*

Data separator\*

;

Code page\*

Windows-1250

Field names in header

Text fields in quotation marks

## File structure

Available fields

Add all

File structure

Delete all

- Address
- Counterparty group name
- Email
- Empty field
- Taxpayer Identification Number

- Counterparty account
- Counterparty short name
- Counterparty name

Counterparties are imported from the **Import templates** list by selecting **Import data** under the triple dots icon or by going into the details of the created template.

Export / import templates

Export templates Import templates

**Import template**

[Add template](#)

Template type

Author  
Tomek Stasiak

[Show more](#)

Template name	Template type	Author	
Template identifier			
import	Domestic counterparties dictionary	Tomek Stasiak	⋮

Records per page: 100
| 1-1 of 1 items

- Import data
- Add to favorite
- Delete template

The file will be verified after it is uploaded. Data of correct and incorrect counterparties are presented in appropriate tabs. After verifying the correct data, the user can sign the file using the applicable authorisation method.

**Imported file details** Pending approval

Filename <b>importnowykont.csv</b>	Template name <b>Domestic counterparties dictionary</b>	Counterparty count <b>5</b>
---------------------------------------	--	--------------------------------

Checksum  
SHA256: 24ed33a23783e3bbdb8b0d3691565a72b7de0c954ecf497735b5421434103e75   
MD5: 3a2b7d7ed948b83a702ea638debd37cd

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**Counterparty list**

Correct (3) Incorrect (2) **All**

ON:	Short name Account Number	Name Address	Tax ID	Group E-mail
1.	importhol4 test 88 1600 1114 1111 1111 1111 1111	importhol4 test		
2.	importhol5 test 88 1600 1114 1111 1111 1111 1111	importhol5 test		
3.	importhol6 test 88 1600 1114 1111 1111 1111 1111	importhol6 test		
4.				<a href="#">Details</a>
5.				<a href="#">Details</a>

The imported counterparties are under **Manage counterparty requests**, in the **Counterparties** tab, under the **Entered status**.

## 5. APPROVAL SCHEMES FOR COUNTERPARTIES

GOonline Biznes offers the possibility of introducing approval schemes for counterparties in the company. This allows for greater control over adding counterparties to the database. The approval scheme may involve two or more people. Approval schemes may be established or modified in the **Administrator Panel**.

## 6. SIGNING A NEW COUNTERPARTY INSTRUCTION

### 1) Adding on a template/based on an existing one

A counterparty added on a new counterparty template should be signed in the **Manage counterparty requests** module, in the **Counterparties** tab under the **Pending approval** status. Counterparties can be used if they have the **Approved** status.

### 2) Adding on a transfer

A counterparty added on a transfer template should be signed in the **Manage counterparty requests** module, in the **Counterparties** tab under the **Pending approval** status. Counterparties can be used if they have the **Approved** status.

### 3) Adding through import

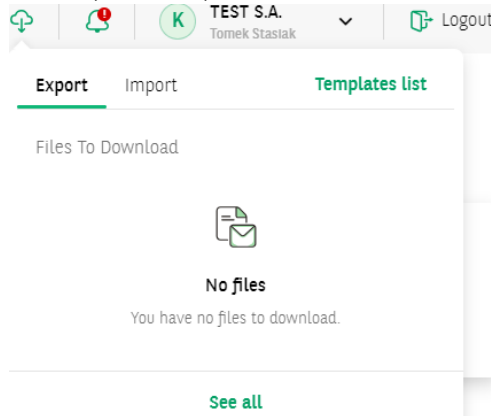


The imported counterparties are under Manage counterparty requests, in the Counterparties tab, under the Entered status. Following signature by the first person, the status will change to Pending approval. Subsequent signatures should be placed in accordance with the approval scheme.

## 7. COUNTERPARTIES EXPORT

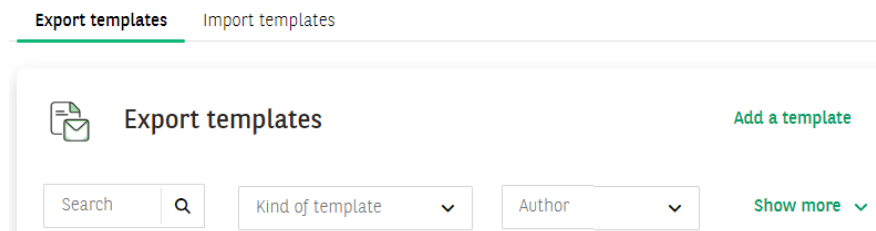
Counterparties can be exported to a text file.

The export templates list is available under the cloud icon at the top of the screen.



The list can be searched by name and filtered by the kind of template and author.


Export / import templates



### ➤ Scheme structure – counterparties export

Template name*	Data separator*	Encoding page*
<input type="text"/>	<input type="text" value=";"/> <input type="button" value="x"/>	<input type="text" value="Windows-1250"/> <input type="button" value="v"/>
Decimal separator*	Date format*	Date separator*
<input type="text" value=", comma"/> <input type="button" value="v"/>	<input type="text" value="rrrr-mm-dd"/> <input type="button" value="v"/>	<input type="text" value="- dash"/> <input type="button" value="v"/>
<input type="checkbox"/> Text fields in quotation marks	<input type="checkbox"/> Header fields names	

### File structure

Available fields	<input type="button" value="Add all"/>	File structure
<div style="border: 1px solid #ccc; padding: 5px;"> <input type="checkbox"/> Account number  <input type="checkbox"/> Address  <input type="checkbox"/> Counterparty group  <input type="checkbox"/> E-mail  <input type="checkbox"/> Name  <input type="checkbox"/> Short name  <input type="checkbox"/> Tax ID         </div>		<div style="border: 1px solid #ccc; padding: 20px; text-align: center;">  <p><b>Grab and drop an item here</b> The file structure will appear here</p> </div>
<input type="button" value="CANCEL"/>		<input type="button" value="SAVE TEMPLATE"/>

Under the kind of template, select the appropriate dictionary (domestic or foreign counterparties). In the Data separator field, enter the character to be used to separate the data (for example, the account number from the name) in the exported text file. It is possible to set a code page (for Polish characters). Fields in the File structure section are used to set the fields to be present in the export file and their sequence. The field at the very top will be the first field in the text file.

The saved template can be used multiple times.

The data export is carried out from the list of export templates.

## 8. HOLDINGS

When using company holdings, the user can utilise shared counterparties and groups. If shared counterparties and shared groups are set up, all the functionalities of the counterparties can be used as follows:

- On a transfer, the user can select a counterparty from the company from which the transfer is made or a shared counterparty,
- Imports of shared counterparties should be carried out using an import template set up in the context of a holding.

## 9. TRANSFER TEMPLATES



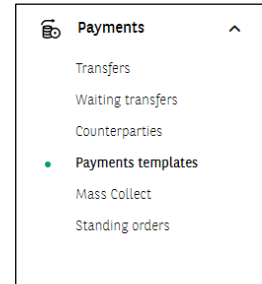
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The payments templates module offers support for transfer handling. The templates can be accessed via the **Payments** menu.

The templates are divided into three types:

- domestic, to be used in domestic transfers, split payments, standing orders and tax transfers,
- foreign, to be used in foreign and SEPA transfers,
- RPI, to be used in RPI transfers.



Operating the module and individual types of templates requires relevant authorisations.

There is no need to enter all data on transfer templates and the templates can be created for tax transfers.

## 1) List of templates

After entering the module, the list of transfer templates is displayed along with buttons for adding a new template. Templates can be searched using the available filters.

Payments templates

**Create new payment template**

**Domestic** Foreign RPI

Domestic transfer Tax transfer

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Search  x Q Type From Account Currency [Show more](#) v

Template name	Title Type	Account name Account number	Recipient Account number	Amount / Currency
___test1	1 Domestic transfer	RACHUNEK BIEŻĄCY 44 1600 1127 0003 0122 3591 8002	Test 1 68 1600 1114 1111 1111 1111 1111	1,00 PLN v
___test2	faktura Domestic transfer	- -	- -	200,00 PLN v
___test4	- Domestic transfer	- -	Test 1 68 1600 1114 1111 1111 1111 1111	- PLN v

## 2) Creating a new transfer template

Creating a new template starts by selecting the type of the template, then completing at least one field on the screen and entering a unique template name.

New domestic transfer template

Use existing template

Select from the list

Complete the name of the template and at least one field of your choice to create a template.

Template name (max 35 characters)\*

**Sender**

Company  
**TEST S.A.**

Account / funds available

**Recipient**

Counterparty  
 [Select from the list](#)

Name / Name and surname of the recipient

Recipient's address

Recipient's account number

Contractor's tax ID

**Transfer details**

Split payment ⓘ

Amount  
 **PLN**

Title

Enter the customer reference number ⓘ

Send confirmation to e-mail

Cut-off times for outgoing transfers

[X CLEAR FORM](#)

If the account number is pasted from clipboard, the accuracy of the data must be confirmed by entering the last two digits.

The data entered is verified in order to avoid issues with handling transfers at a later stage.

On the last screen, the data should be verified and then signed using the applicable authorisation method.

## Domestic transfer template

Template name  
\_\_test6

<b>Sender</b> KURKOWSKI FIRMA37423 STRZYZEWSKI	<b>Recipient</b> -
---	-----------------------

**Additional data**

Amount 33,00 PLN	Title faktura	Transfer type Domestic
---------------------	------------------	---------------------------

A new template can also be created using an existing template, which can be selected in the upper right-hand corner of the window. The template can be searched by entering the template name on the list or using the Select from the list link. The latter method offers more options for template search.

- Use existing template

\_\_test

\_\_test1

\_\_test2

\_\_test4

Select from the list

## Użyj istniejącego szablonu

**Wybierz szablon**

x
QPokaż więcej

Nazwa szablonu	Tytuł	Nazwa rachunku Nr rachunku	Odbiorca Nr rachunku	Kwota / Waluta
__test1	1	RACHUNEK BIEŻĄCY 44 1600 1127 0003 0122 3591 8002	Test 1 68 1600 1114 1111 1111 1111 1111	1,00 PLN
__test2	faktura	-	-	200,00 PLN

Dane nadawcy KURKOWSKI FIRMA37423 STRZYZEWSKI LIUZZA 94-047 CZERNIHÓW, Polska	Dane odbiorcy -	Tytuł przelewu faktura
Rachunek obciążony -	Rachunek odbiorcy -	

WYBIERZ SZABLON

Widocznych na stronie: 100 | 1-2 spośród 2 pozycji

A template can be created:



- 1) **When defining a transfer** — by selecting the **Save as a new statement template** option and entering a unique name. A transfer made using a new template should be signed. If saved, the template cannot be used until signed.

Send confirmation to e-mail

**Save as a new statement template**

Template name (max 35 characters)\*

Enter template name

Update the template in the templates list

- 2) **by using the counterparty on the template**

The transfer template can be created by selecting a counterparty from the list.

Note: the counterparty data on the transfer template are not updated if the counterparty data are changed in the counterparties database. If there is a need to import the changed counterparty data, the template should be edited, the changed counterparty should be re-imported and the template should be saved again.

Template name (max 35 characters)\*

\_\_test6

### Sender

Company

**TEST S.A.**

Account / funds available

Select account ▼

### Recipient

Counterparty

**\_Test 1**

88 1600 1114 1111 1111 1111 1111

✕

▼

Select from the list

Name / Name and surname of the recipient

**Test 1 nowe dane**

16 / 70

Recipient's address

**Test 1**

6 / 70

3. Template modification



The template can be modified if necessary. Modifications can be made from the templates list using the Modify button. They can also be made on a transfer, by selecting the template, changing the data and then by selecting the option **Update the template** in the templates list.

Template name ↕	Title ↕ Type ↕	Account name ↕ Account number ↕	Recipient ↕ Account number ↕	Amount ↕ / Currency ↕
__test1	1 Domestic transfer	RACHUNEK BIEŻĄCY 44 1600 1127 0003 0122 3591 8002	Test 1 68 1600 1114 1111 1111 1111 1111	1,00 PLN ↕
Sender KURKOWSKI FIRMA37423 STRZYŻEWSKI LIUZZA 94-047 CZERNIHÓW, Poland		Recipient Test 1 Test 1		Title 1
Debited account 44 1600 1127 0003 0122 3591 8002		Recipient's account number 68 1600 1114 1111 1111 1111 1111		
DELETE		MODIFY		DETAILS
<b>TRANSFER FUNDS</b>				

- Send confirmation to e-mail
- Save as a new statement template
- Update the template in the templates list**

The template can be searched on the transfer form by entering the template name on the list or using the Select from the list link. The latter method offers more options for template search.

Select template  Select from the list

Use existing template

**Select template**

Search    From Account  Currency  Amount from  Show more

Template name ↕	Title ↕	Account name ↕ Account number ↕	Recipient ↕ Account number ↕	Amount ↕ / Currency ↕
__test1	1	RACHUNEK BIEŻĄCY 44 1600 1127 0003 0122 3591 8002	Test 1 68 1600 1114 1111 1111 1111 1111	1,00 PLN ↕
Sender KURKOWSKI FIRMA37423 STRZYŻEWSKI LIUZZA 94-047 CZERNIHÓW, Poland		Recipient Test 1 Test 1		Title 1
Debited account 44 1600 1127 0003 0122 3591 8002		Recipient's account number 68 1600 1114 1111 1111 1111 1111		
SELECT TEMPLATE				

## 10. SERVICE IN A HOLDING

In a holding, templates are saved in individual companies making up the holding. It is not possible to use a payment template from a company other than the one from which the transfer is made.



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świata**

BNP Paribas Bank Polska Spółka Akcyjna, with its registered office in Warsaw, at ul. Kasprzaka 2, 01-211 Warsaw, entered in the Register of Entrepreneurs of the National Court Register by the District Court for the capital city of Warsaw in Warsaw, XIII Commercial Division of the National Court Register, under KRS number: 0000011571, with Tax Identification Number (NIP): 526-10-08-546 and fully paid-up share capital of PLN 147,676,946