



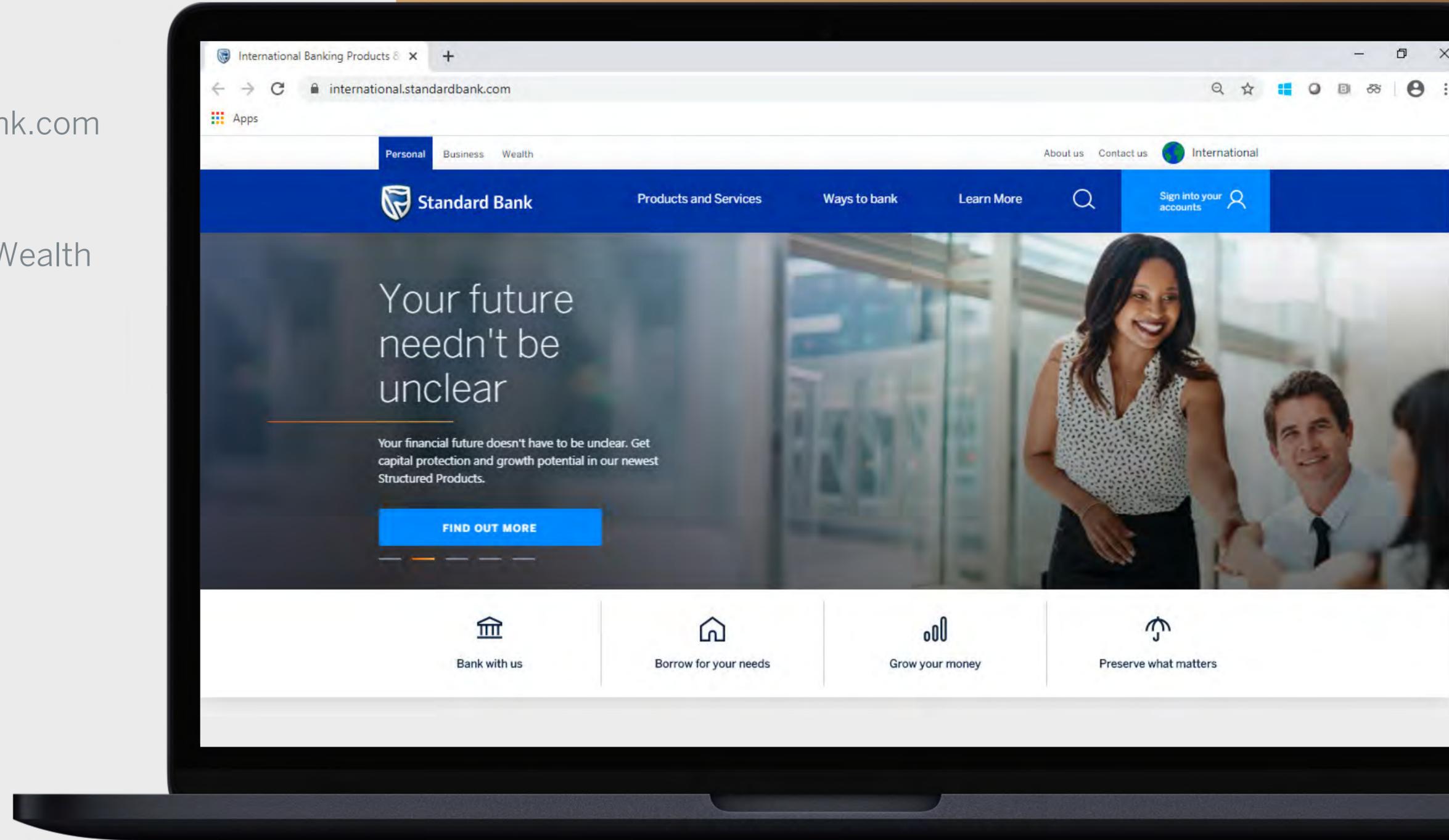
# AUTHORISING A PAYMENT OR BATCH OF PAYMENTS

Guide



# STEP ONE

- **Go to** international.standardbank.com or **Go to** wealthandinvestment.standardbank.com if you are a Wealth and Investment client.



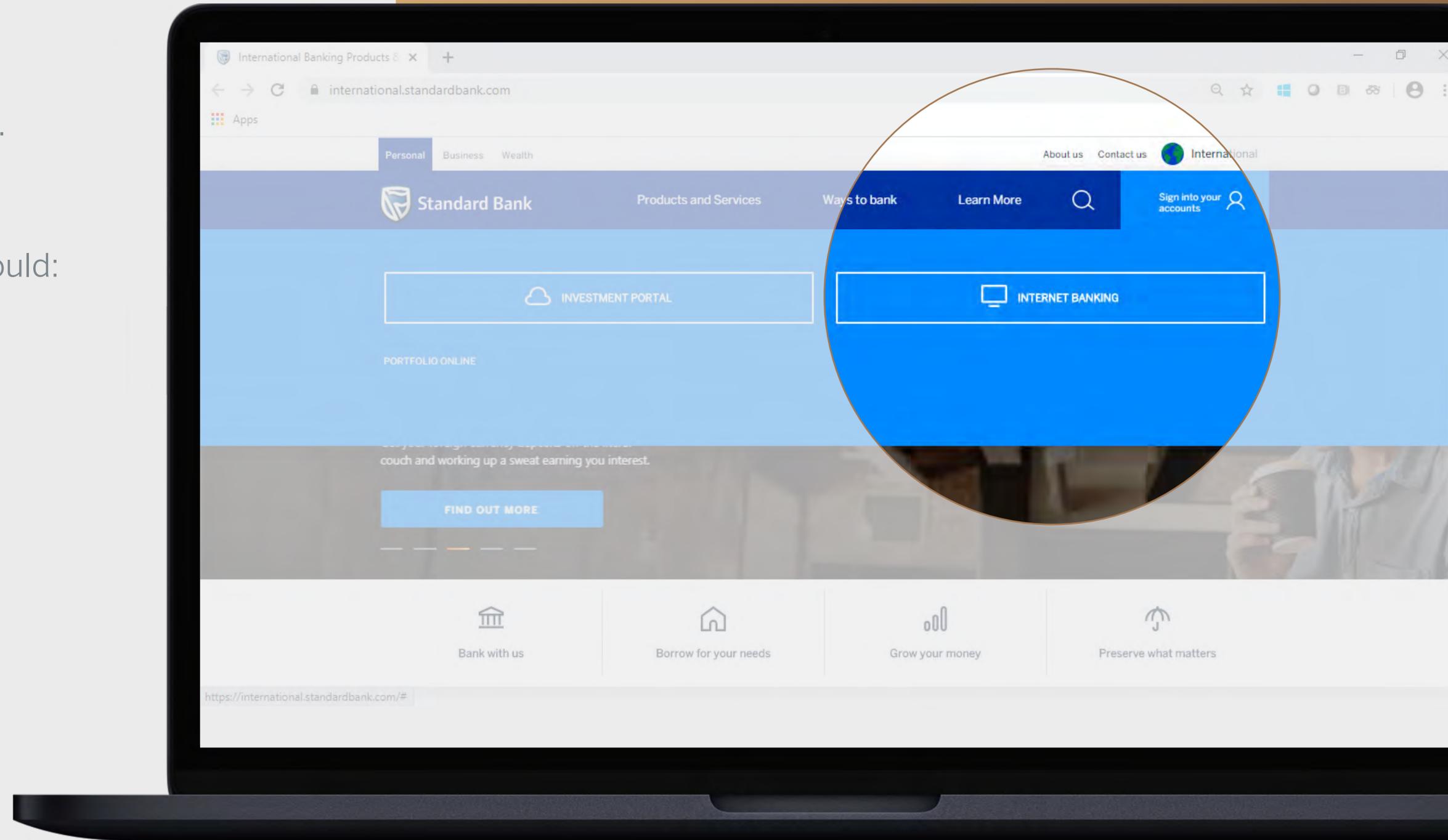


## STEP TWO

- **Click** on Sign into your account.
- **Go to** INTERNET BANKING.

Wealth and Investment clients should:

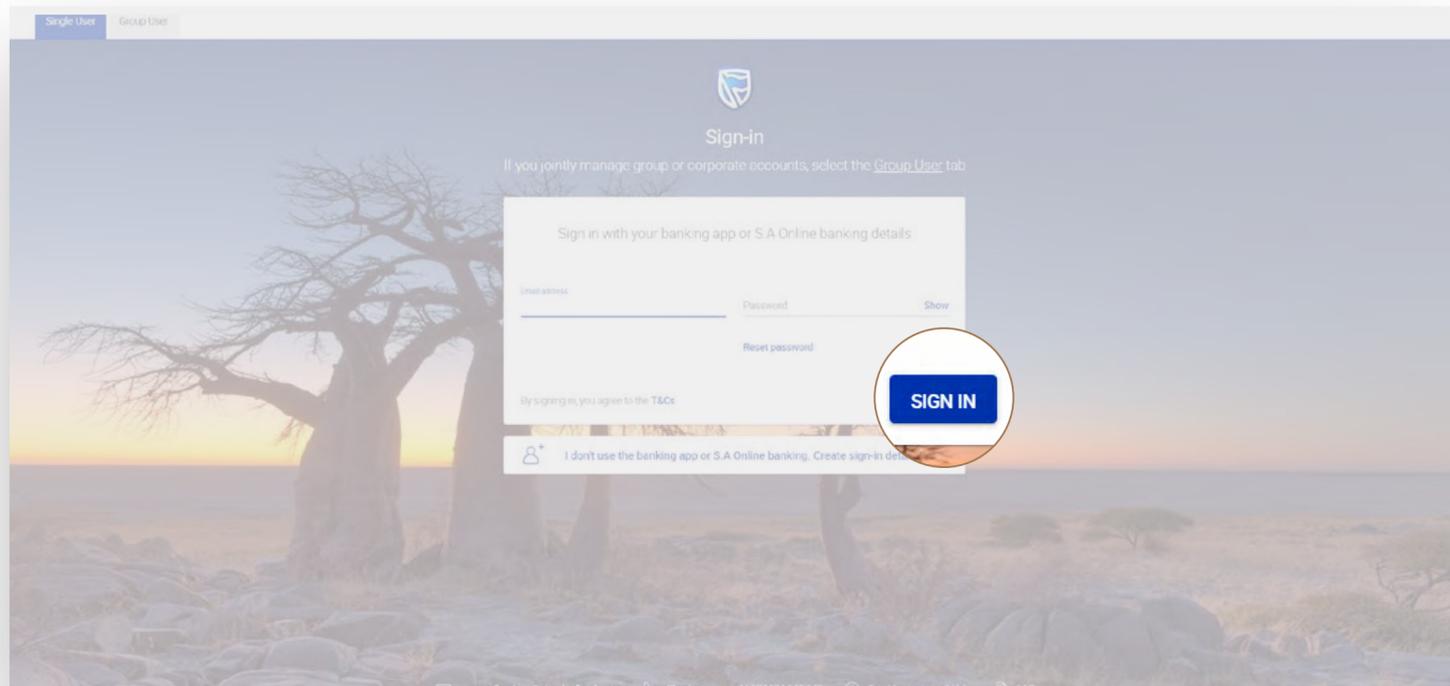
- **Click** on Login and transact.
- **Go to** International Online.





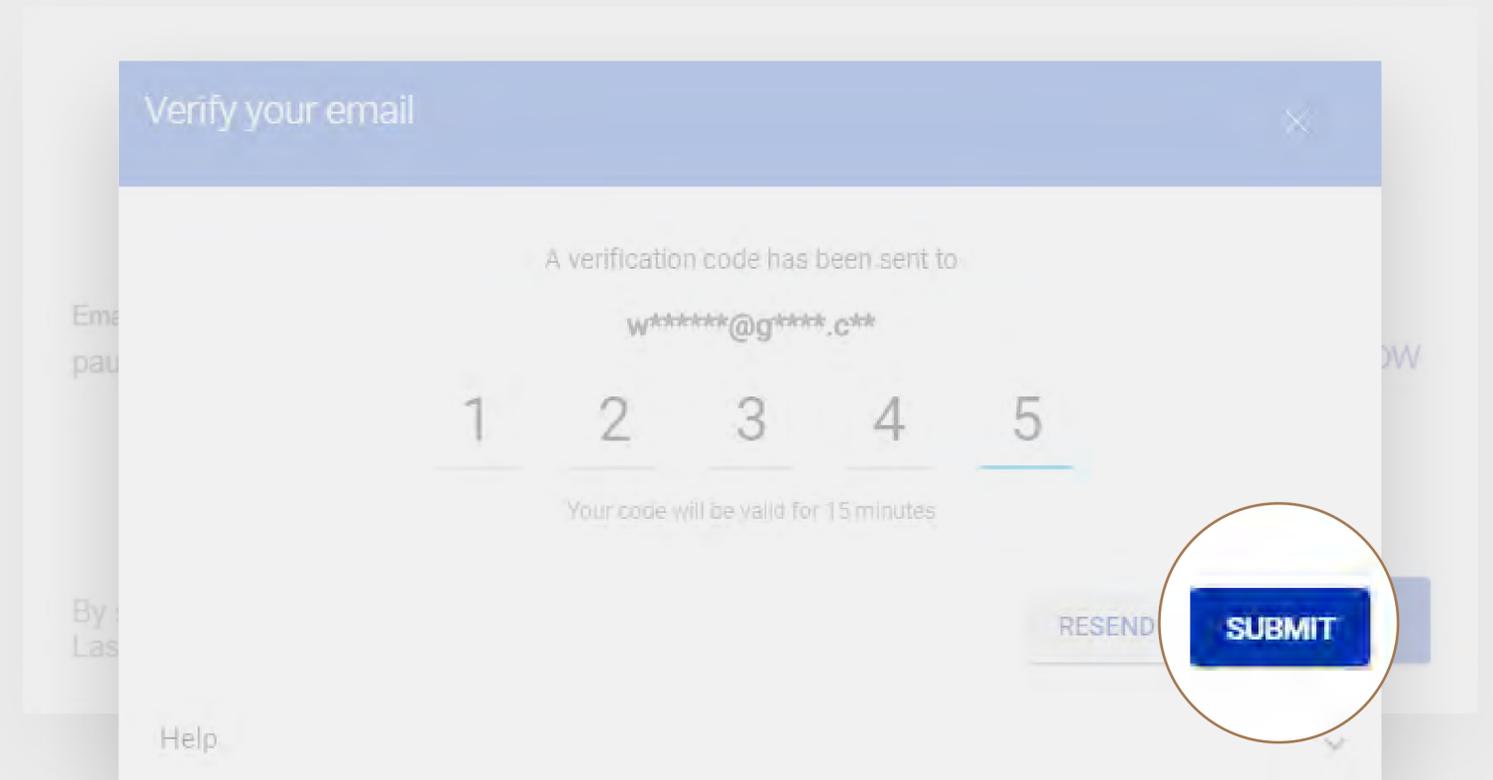
## STEP THREE

- **Sign in** with your Digital ID, banking app or S.A Online banking details.



## STEP FOUR

- You may be asked to **check your email** for a verification code. Please enter this and **click** SUBMIT.



## STEP FIVE

- All pending transactions will display any requests which are pending approval.
- **Click** on Payments.

The screenshot shows the 'All pending transactions' section of the Woolworth's Reunited interface. The 'Payments' tab is highlighted with a red circle. Below the tabs, there is a 'Customer list' table with the following data:

Customer Name	Customer number	VIEW ACCOUNTS
G		
GROUP G BP 1 LTD~WINWEB	0090142980	VIEW ACCOUNTS
GROUP G BP 2 LTD	0090142981	VIEW ACCOUNTS
GROUP G BP 3 WINWEB	0090142982	VIEW ACCOUNTS

## STEP SIX

- To view the payment, **click** on AUTHORISE.

The screenshot shows the 'Pending transactions' table in the Woolworth's Reunited interface. The 'AUTHORISE' button for the first transaction is highlighted with a red circle. The table contains the following data:

Beneficiary	Details	Transaction Type	Currency	Amount	Actions
N/A	GROUP G BP 2 LTD	SWIFT Payment	USD	10.00	...
N/A	GROUP G BP 3 LTD	SWIFT Payment	USD	5.00	...
N/A	GROUP G BP 1 LTD	SWIFT Payment	ZAR	50.00	...
N/A	GROUP G BP 3 LTD	SWIFT Payment	USD	50.00	AUTHORISE ...



## STEP SEVEN

- Once you have reviewed the payment, **click** either CANCEL to go back or AUTHORISE to continue.

← Authorise Payment

Their reference	test
Your reference	test
Inputter	PAUL CAFFERKEY
<b>Beneficiary details</b>	
Account holder name	TEST
Country of bank	USA
Currency of account	US Dollar
Account number	1234 5678
SWIFT code	CITIUS33XXX
<b>From customer details</b>	
Customer name	GROUP G BP 2 LTD
Customer number	0090142981
Account type	Strata Account
Account name	GROUP G BP 2 LTD
Account number	1234 8627
Currency of account	CAD

CANCEL AUTHORISE



## STEP EIGHT

- You will need to enter the security code from your token, **click** SUBMIT.

← Authorise Payment

Their reference	test
Your reference	test
Inputter	PAUL CAFFERKEY
<b>Beneficiary details</b>	
Account holder name	TEST
Country of bank	USA
Currency of account	US Dollar
Account number	1234 5678
SWIFT code	CITIUS33XXX
<b>From customer details</b>	
Customer name	GROUP G BP 2 LTD
Customer number	0090142981
Account type	Strata Account
Account name	GROUP G BP 2 LTD
Account number	1234 8627
Currency of account	CAD

Security Code

Enter the security code displayed on your token device

1 2 3 4 5 6

Your code will be valid for 30 minutes

Help

Account name: GROUP G BP 2 LTD  
Account number: 1234 8627  
Currency of account: CAD

SUBMIT



## STEP NINE

- Your payment will be sent for authorisation by the next level authoriser if required.

Authorise Payment

Your reference	test
Your reference	test
Inputter	PAUL CAFFERKEY
Payment reference	0027279298/1
<b>Beneficiary details</b>	
Account holder name	TEST
Country of bank	USA
Currency of account	US Dollar
Account number	1234 5678
SWIFT code	CITIUS33XXX
<b>From customer details</b>	
Customer name	GROUP G BP 2 LTD
Customer number	0090142981
Account type	Strata Account
Account name	GROUP G BP 2 LTD
Account number	1234 8627
Currency of account	CAD

Payment sent for authorisation OK

PRINT DOWNLOAD DONE



## STEP TEN

- You can print or download a copy of the payment, **click DONE**.

Test Payment

Your reference	Test Payment
Inputter	PAUL CAFFERKEY
Payment reference	0027279313/1
<b>Beneficiary details</b>	
Account holder name	TEST
Country of bank	USA
Currency of account	US Dollar
Account number	1234 5678
SWIFT code	CITIUS33XXX
<b>From customer details</b>	
Customer name	GROUP G BP 3 WINWEB
Customer number	0090142982
Account type	Wealth and Invst. Current Account
Account name	GROUP G BP 3 LTD
Account number	1234 9011
Currency of account	JPY

PRINT DOWNLOAD DONE



# STEP ELEVEN



You will be returned to your pending transaction window.

The screenshot shows a web browser window with the URL [international.standardbank.com](http://international.standardbank.com). The page title is "International Banking Products". The user is logged in as "Woolworth's Reunited". The main content area displays "Pending transactions" with a search bar and filter options. The filter options are:  Inter account,  Inter customer,  Payments, and  Beneficiaries. There are "REFRESH" and "BATCH" buttons. The table below shows three pending transactions:

Beneficiary	Details	Transaction Type	Currency	Amount	Actions
N/A	GROUP G BP 3 LTD	SWIFT Payment	USD	5.00	AUTHORISE
N/A	GROUP G BP 1 LTD	SWIFT Payment	ZAR	50.00	AUTHORISE
N/A	GROUP G BP 3 LTD	SWIFT Payment	USD	50.00	AUTHORISE

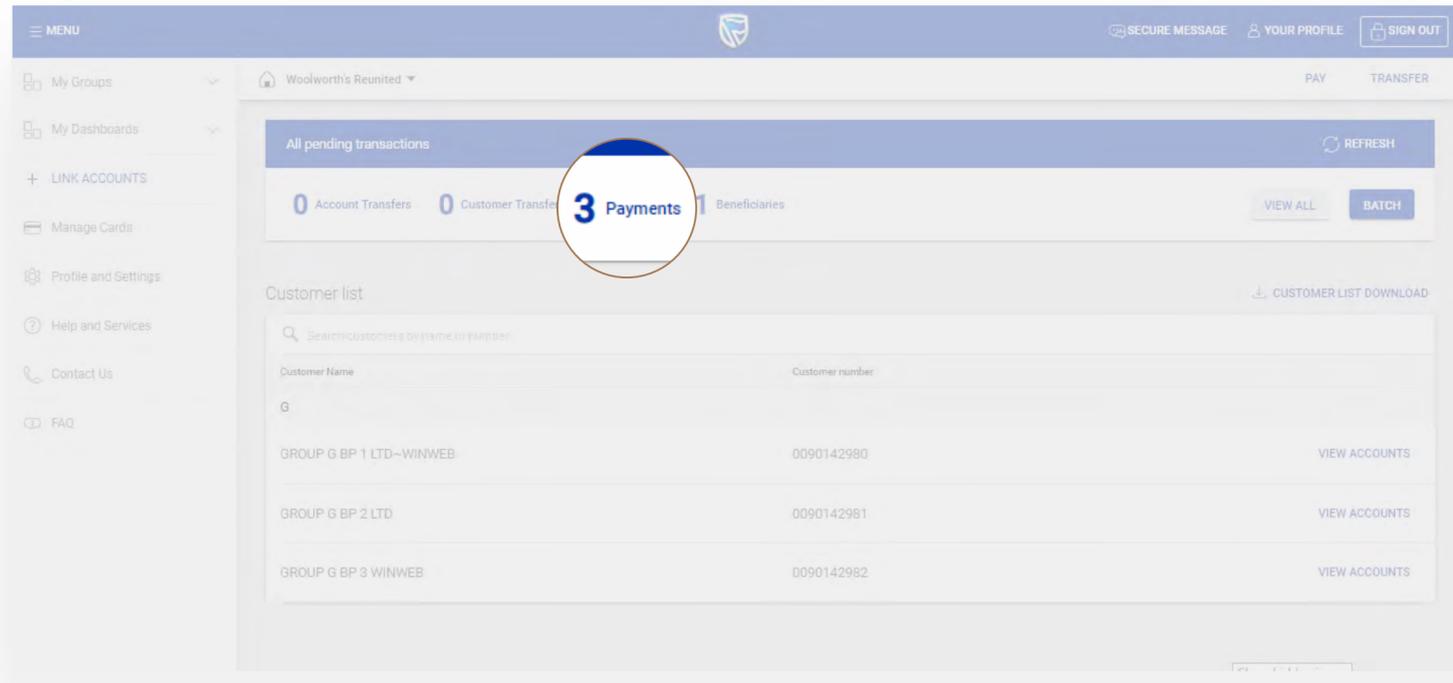


# TO AUTHORISE A BATCH OF PAYMENTS

Guide

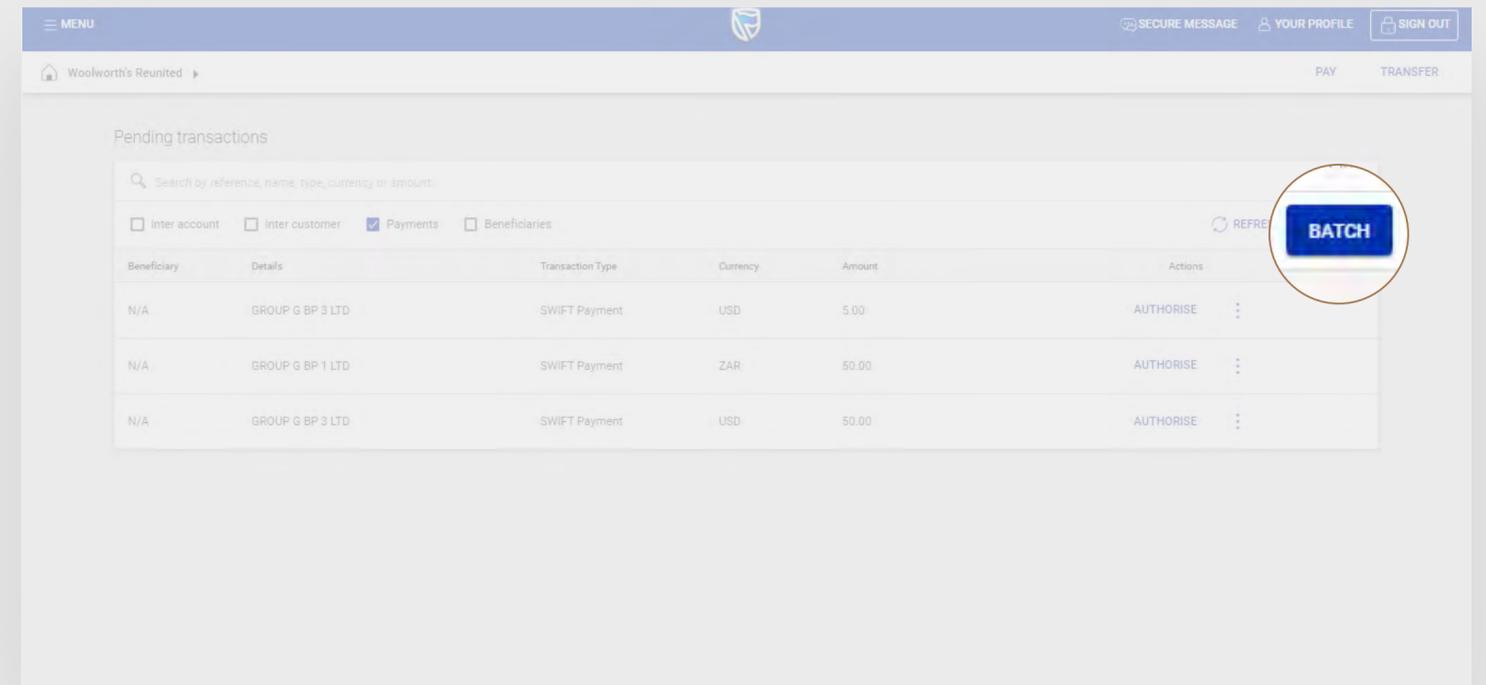
# STEP ONE

- **Sign into** internet banking.
- All pending transactions will display all requests which are pending approval.
- **Click** on Payments.



# STEP TWO

- **Click** BATCH.





## STEP THREE

- **Select** all of the payments to be authorised.
- **Click** AUTHORISE once selected.

Woolworth's Reunited

Pending transactions

Search by reference, name, type, currency or amount

Inter account  Inter customer  Payments  Beneficiaries

REFRESH CANCEL **AUTHORISE**

Beneficiary	Details	Transaction Type	Currency	Amount	Actions
N/A	GROUP G BP 3 LTD	SWIFT Payment	USD	5.00	<input checked="" type="checkbox"/>
N/A	GROUP G BP 1 LTD	SWIFT Payment	ZAR	50.00	<input checked="" type="checkbox"/>
N/A	GROUP G BP 3 LTD	SWIFT Payment	USD	50.00	<input checked="" type="checkbox"/>



## STEP FOUR

- Review the authorisations.
- Once you have reviewed the payments, **click** either CANCEL to go back or AUTHORISE to continue.

Batch Authorise

Batch Authorisation Review

All Transaction Details

GROUP G BP 3 LTD	GROUP G BP 3 LTD	SWIFT Payment	USD 5.00
GROUP G BP 1 LTD	GROUP G BP 1 LTD	SWIFT Payment	ZAR 50.00
GROUP G BP 3 LTD	GROUP G BP 3 LTD	SWIFT Payment	USD 50.00

CANCEL **AUTHORISE**

## STEP FIVE

- To authorise, you will need to enter the security code from your token.
- **Click SUBMIT.**

Woolworth's Reunited

SECURE MESSAGE YOUR PROFILE SIGN OUT

PAY TRANSFER

Security Code

Enter the security code displayed on your token device

1 2 3 4 5 6

Your code will be valid for 30 minutes

Help

CANCEL AUTHORISE

Sub Transaction Details

- GROUP G BP 3 LTD
- GROUP G BP 1 LTD
- GROUP G BP 3 LTD

## STEP SIX

- Your payment will be sent for authorisation by the next level authoriser if required.

Woolworth's Reunited

SECURE MESSAGE YOUR PROFILE SIGN OUT

PAY TRANSFER

Batch Authorisation Complete

All Transaction Details

✓	GROUP G BP 3 LTD	GROUP G BP 3 LTD	SWIFT Payment	USD 5.00	🖨️ ⬇️
✓	GROUP G BP 1 LTD	GROUP G BP 1 LTD	SWIFT Payment	ZAR 50.00	🖨️ ⬇️
✓	GROUP G BP 3 LTD	GROUP G BP 3 LTD	SWIFT Payment	USD 50.00	🖨️ ⬇️

🖨️ PRINT ALL ⬇️ DOWNLOAD ALL **DONE**



## STEP SEVEN

- You can print or download a copy of the payment.
- **Click** DONE.

Batch Authorisation Complete

All Transaction Details

Beneficiary	Details	Transaction Type	Currency	Amount	Actions
GROUP G BP 3 LTD	GROUP G BP 3 LTD	SWIFT Payment	USD	5.00	
GROUP G BP 1 LTD	GROUP G BP 1 LTD	SWIFT Payment	ZAR	50.00	
GROUP G BP 3 LTD	GROUP G BP 3 LTD	SWIFT Payment	USD	50.00	

PRINT ALL DOWNLOAD **DONE**



## STEP EIGHT

- Once the approval process has been completed your payment will no longer be displayed in the pending transactions window and will reflect on the account transaction history.

Pending transactions

Search by reference, name, type, currency or amount

Inter account  Inter customer  Payments  Beneficiaries

REFRESH CANCEL AUTHORISE

Beneficiary	Details	Transaction Type	Currency	Amount	Actions
No results found					



## STEP NINE

- If you wish to reject the payment you can do this by selecting the 3 dots, followed by Delete.

Woolworth's Reunited

Pending transactions

Search by reference, name, type, currency or amount

Filter

Inter account  Inter customer  Payments  Beneficiaries

REFRESH BATCH

Beneficiary	Details	Transaction Type	Currency	Amount	Actions
N/A	GROUP G BP 2 LTD	SWIFT Payment	USD	50.00	AUTHORISE Delete Download Print



## STEP TEN

- Review the payment details and **click** DELETE.

Delete Payment

Your reference: Test

Inputter: PAUL CAFFERKEY

Payment reference: 0027279323/1

**Beneficiary details**

Account holder name: Test

Country of bank: USA

Currency of account: US Dollar

Account number: 1234 5678

SWIFT code: CITIUS33XXX

**From customer details**

Customer name: GROUP G BP 2 LTD

Customer number: 0090142981

Account type: Wealth and Inv. Current Account

Account name: GROUP G BP 2 LTD

Account number: 1234 8619

Currency of account: AUD

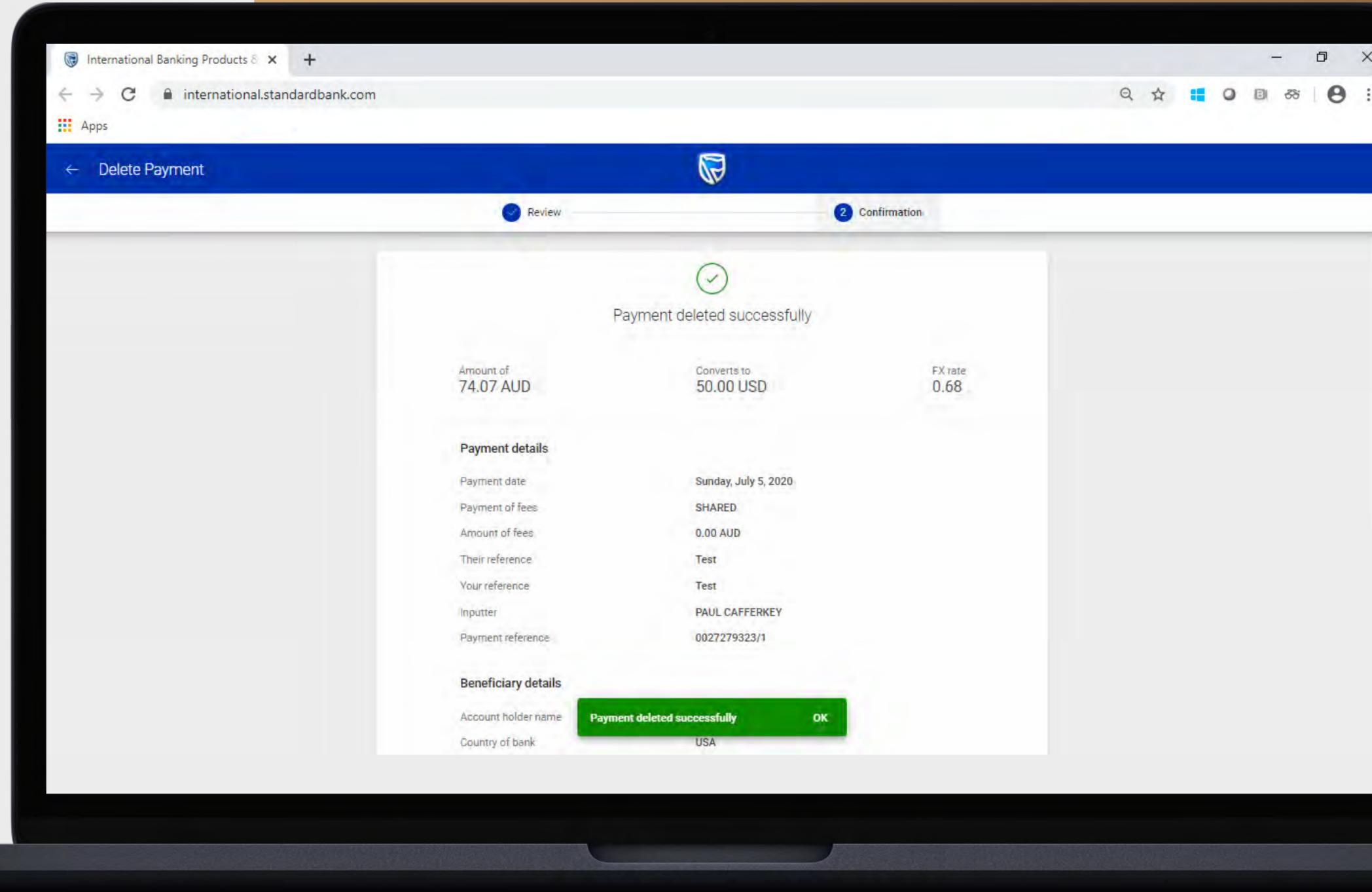
CANCEL DELETE



# STEP ELEVEN



You will then be presented with a confirmation screen confirming the payment has been deleted.





THANK YOU