



INSTRUCTIONS FOR TRANSFERRING THE BASE OF CUSTOMERS FROM ING BANKONLINE TO ING BUSINESSONLINE

STEP 1

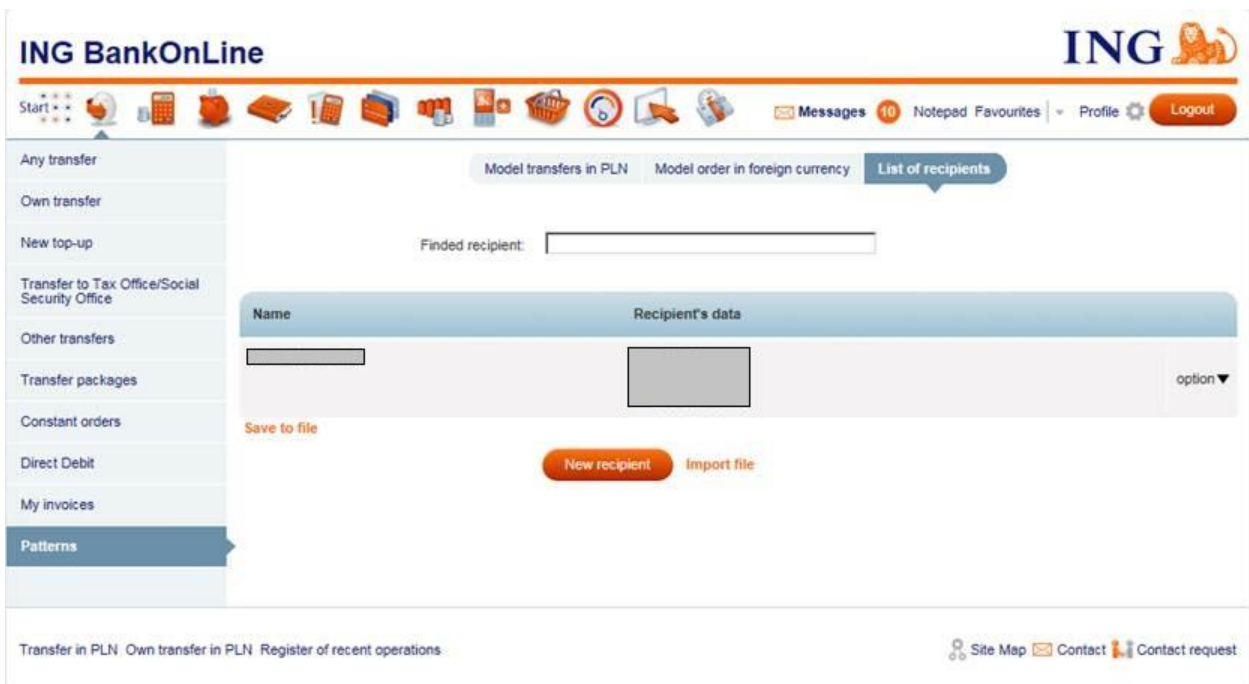
Exporting from ING BankOnLine and modification

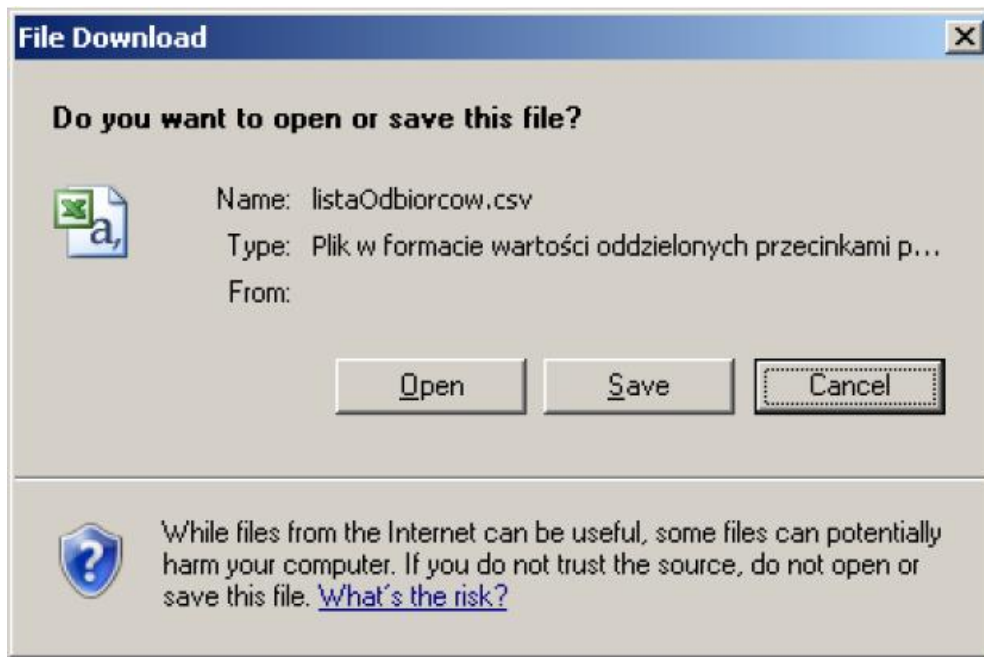
The user of ING BankOnLine with appropriate permissions can export the contractor base by using the function **Transfers - Templates - A list of recipients**.

Select **Transfers** from the main menu.



Select the **Templates** option from the side menu of this module. Then select the **List of recipients** section and press **Save to File** button.





The operation results in generating the .csv file of the following structure:

abbreviated_name_of_the_recipient;'recipient_account';recipient_name_1|recipient_name_2|recipient_address_1|recipient_address_2|;

Uploading the file into ING BusinessOnLine requires a change of the file format to the one that is accepted by the ING BusinessOnLine by:

- deleting the apostrophes (') ,
- changing all | characters to semicolons (;).

STEP 2

Importing to ING BusinessOnLine

Uploading the file requires the creation of a new template of importing the domestic contractors.

In order to do this, go to **Tools - Import/Export - Importing Templates** and select **Add template and domestic contractors** option in the **Template type** option.

The default parameters are the specific parameters, **Template name** and **File structure** need to be changed.

Defining import template

Template type

Creating template - Domestic beneficiaries

Template name

Data separator

Code page

Decimal separator

Date format

Date separator

Text field in quotation marks

Field names in the header

Available fields

Dodaj do bazy FH EN
group of counterparties
ignore

Add >>

Add all >>

<< Remove all

<< Remove

File structure

beneficiary's abbreviated name
beneficiary's account
beneficiary's name 1
beneficiary's name 2
beneficiary's address 1
beneficiary's address 2

Move up

Move down

Reduce

Duplicate

File structure:

- beneficiary`s abbreviated name
- beneficiary`s account
- beneficiary`s name 1
- beneficiary`s name 2
- beneficiary`s address 1
- beneficiary`s address 2
- ignore

After defining the template parameters it has to be approved and imported by selecting a defined name and modified file in **Import templates** option.

If you have any questions or doubts, we invite you to contact **ING Business Centre** at the number **32 357 00 24** or **801 242 242** or send an e-mail to the address **bc@ingbank.pl**. The Hotline is open Monday to Friday, **from 8:00 a.m. to 6:00 p.m.**