



INSTRUCTIONS FOR FILLING IN AN ORDER OF CASH WITHDRAWAL IN A BANK BRANCH (SWE)

The instruction describes in detail how to properly fill in an order of cash withdrawal in a bank branch (SWE).

An order of cash withdrawal in a bank branch can be created only if the user of the given company has access to the tab visible on the screen below in the ING BusinessOnLine system and when the company signed an appropriate agreement of launching the Electronic Withdrawals System.

STEP 1

Choose **Settlements** tab to fill in an order of cash withdrawal in a bank branch (SWE) and then select **Cash withdrawal** from the menu on the left-hand side.

An order that is not filled in looks in the following way:

The screenshot shows the 'Settlements' tab selected in the top navigation bar. The left-hand menu is expanded to 'Cash management', with 'Cash withdrawal' highlighted. The main form area is titled 'Cash withdrawal' and contains the following fields:

- Cash withdrawal from account:** A dropdown menu with 'choose' selected.
- Current account balance:** A text box containing 'No account has been selected'.
- Cash reception date:** Two date pickers showing 'from 03-02-2015' and 'to 18-02-2015'.
- Bank branch/ Cash Point:** A dropdown menu with 'any' selected.
- Payment identification:** A text box with '0778' and a 'Refresh' button.
- Payment title:** A text box with links for 'Find title' and 'Add to the dictionary'.
- Beneficiary's data:**
 - Beneficiary's short name:** A dropdown menu with 'choose' selected and a 'Find beneficiary' link.
 - Residency:** Radio buttons for 'Resident' (selected) and 'Non-resident'.
 - Name/Full name:** A text box.

In the top right corner, there is a 'Go to:' button with a link for 'Transfer import'.

STEP 2

First select the account from which funds will be paid.

The close-up shows the 'Cash withdrawal from account' dropdown menu. The selected option is 'nie robić przelewów (PLN)'. Below it, the 'Current account balance' text box is empty.

After selecting the account, the system will present information about the available balance on the selected account.

STEP 3

Next, select the range of days during which it will be possible to withdraw cash at the Branch (10 days period is displayed automatically).

Cash reception date from to

STEP 4

Bank Branch option allows you to select a Branch of the Bank in which you would like to make a withdrawal.

Bank branch/ Cash Point

Withdrawal limit in PLN for the selected branch: 20 000,00

STEP 5

After expanding the list and selecting a Branch, a withdrawal limit in PLN for the selected location will be displayed. If you select a specific Branch of the Bank, the withdrawal may only be done in this specific Branch.

Bank branch/ Cash Point

Withdrawal limit in PLN for the selected branch: 20 000,00

Every Branch of ING Bank Śląski has an appropriate daily limit up to which it is possible to withdraw cash. The details regarding the rules of advising the cash at Branches of the Bank are available in the Message on the principles of advising the cash withdrawals from bank accounts.

STEP 6

Payment identification is the next field

Payment identification **1** **2**

Field marked as no. 1 is inactive and means the Customer SWE ID.
Field marked as no. 2 means a unique identifier of the given payment.

STEP 7

Payment title position allows to introduce the title of the withdrawal e.g. "withdraw for travel".

Payment title

STEP 8

Enter details of the person who will pay the cash at the Branch of the Bank in the fields relating to the paying person. You can choose the details of such a person from the contractor database:

Beneficiary's data

Beneficiary's short name

Resident

Non-resident

or enter the data manually:

Name/Full name	<input type="text"/>
Address	<input type="text"/>
ID document series and number	<input type="text"/>
PESEL No.	<input type="text"/> → Add beneficiary to the list

STEP 9

Once you have entered the correct information about the paying person, enter the amount in the payment details. You can use one of the two options:

- **Amount** option allows you to enter the exact amount of the payment amount, but without taking into account the denominations

Withdrawal details

Amount

× PLN

- **Denominations** option allows you to enter the amount that you want to withdraw and to indicate specific denominations

Note:

Selecting denominations options extends the execution of the order for an additional day.

Face value

Face value	Quantity	Amount
200 PLN	<input type="text" value="12"/>	2 400,00 PLN
100 PLN	<input type="text" value="0"/>	0,00 PLN
50 PLN	<input type="text" value="2"/>	100,00 PLN
20 PLN	<input type="text" value="0"/>	0,00 PLN
10 PLN	<input type="text" value="0"/>	0,00 PLN
5 PLN	<input type="text" value="0"/>	0,00 PLN
2 PLN	<input type="text" value="0"/>	0,00 PLN
1 PLN	<input type="text" value="0"/>	0,00 PLN
50 gr	<input type="text" value="0"/>	0,00 PLN
20 gr	<input type="text" value="0"/>	0,00 PLN
10 gr	<input type="text" value="0"/>	0,00 PLN
5 gr	<input type="text" value="0"/>	0,00 PLN
2 gr	<input type="text" value="0"/>	0,00 PLN
1 gr	<input type="text" value="0"/>	0,00 PLN
Sum:		2 500,00 PLN



STEP 10

Once you have entered all the required fields, you should confirm the order and then sign in accordance with the approval schemes applicable for accounts and send it for execution.

[SEE EXAMPLE](#)

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.**
