

CitiDirect® Portal – Import

CitiService

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1. Introduction

Transaction import tool available via **File Services** module enables Users to upload transactions from external files. During the upload process, the system verifies the data in order to detect errors or incomplete information.

Imported records must comply with the applicable structure, provided by Citi Handlowy.

A record means a single transaction which may consist of various numbers of lines (depending on its type).

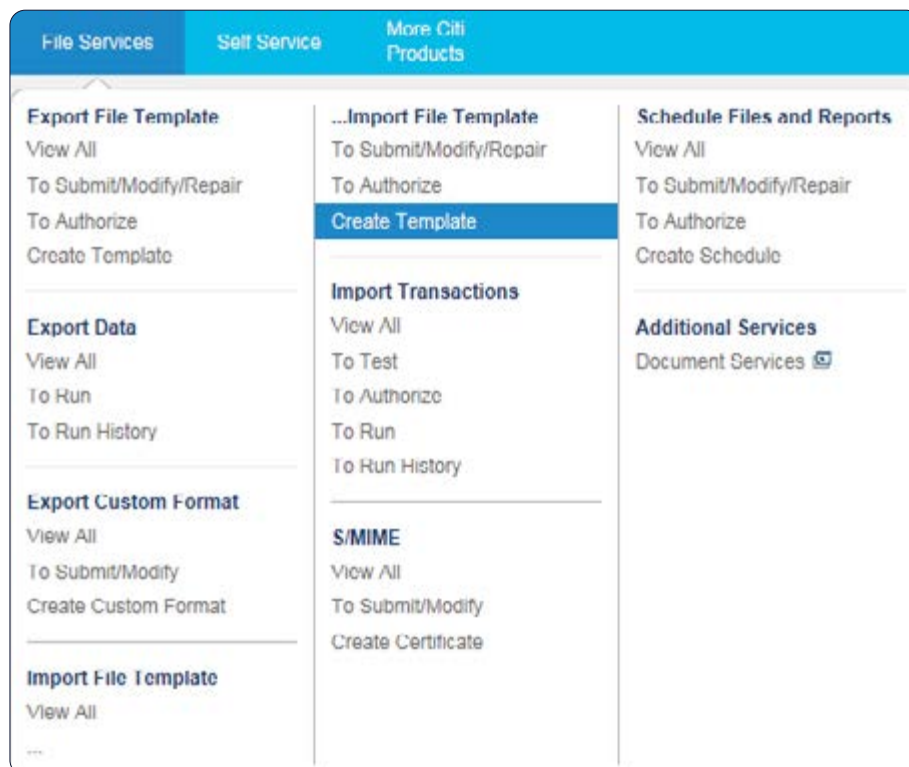
Each record in a file is qualified as **correct** or **incorrect** during import. Correct records are passed to further processing. Incorrect ones are either re-routed to repair or rejected, depending on error severity.

Transaction upload occurs at the time of running **import profile** which may process one or more files. Imported payments – before they are sent to the Bank – are by default a subject to the same approval process as payments inputted manually.

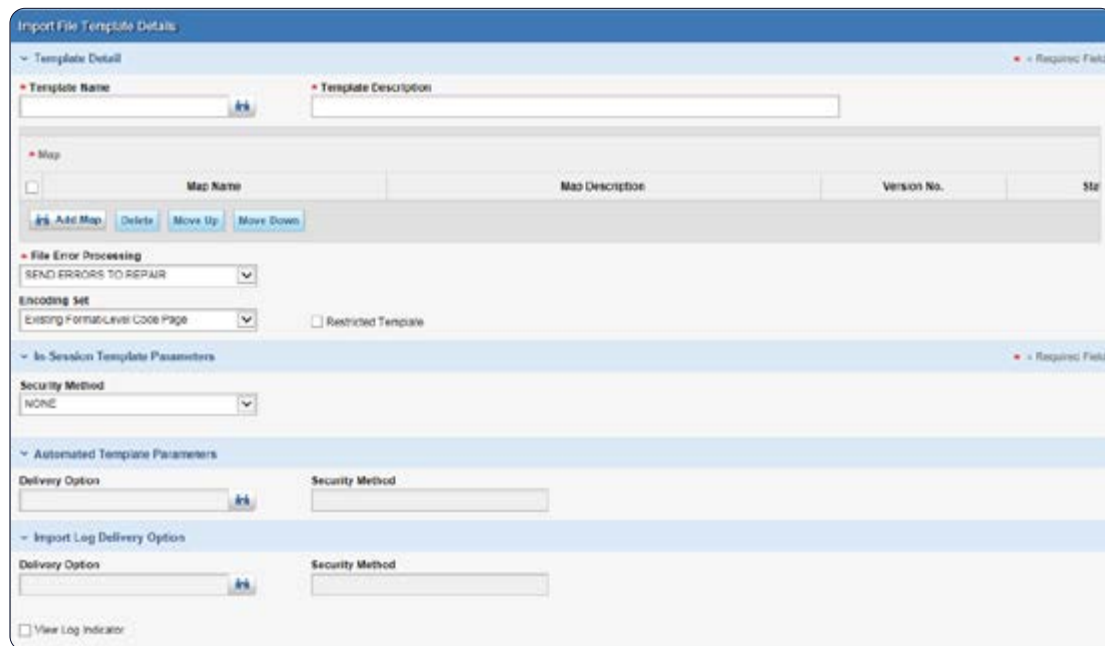
2. Import Profile

In order to use import you need to create a profile in which you define location of the uploaded files and select a map which defines the format and the type of imported payments.

Set the mouse cursor over **File Services** in the upper CitiDirect BE menu and then in the section Import **File Template** select **Create Template**.



Import File Template Details screen will be displayed:



Enter **Template Name** and **Template Description**. The following import formats are available:

MTMS format:

- a) **C MTMS DFT ALL PL v6** – domestic funds transfers (including Local VAT Split Payment)
- b) **C MTMS CBFT PL v05** – cross border funds transfers
- c) **C MTMS CBFT PL v5** – cross border funds transfers (without fields 23 and 24)
- d) **C MTMS DD PL** – direct debits
- e) **C MTMS DD PL v4** – direct debits (including Local VAT Split Payment – Direct Debit)

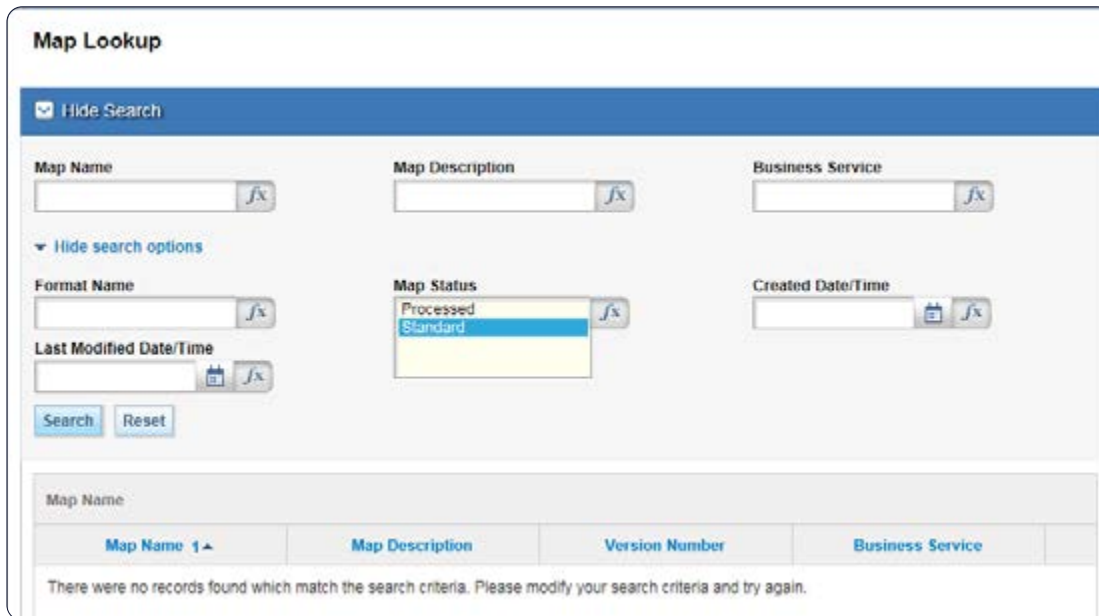
FLAT FILE format:

- a) **C CDFF CEE v10** – ordinary domestic and cross border funds transfers (including Local VAT Split Payment)
- b) **C CDFF PL v5** – Internal Revenue Payments
- c) **C CDFF SEPA** – SEPA transfers

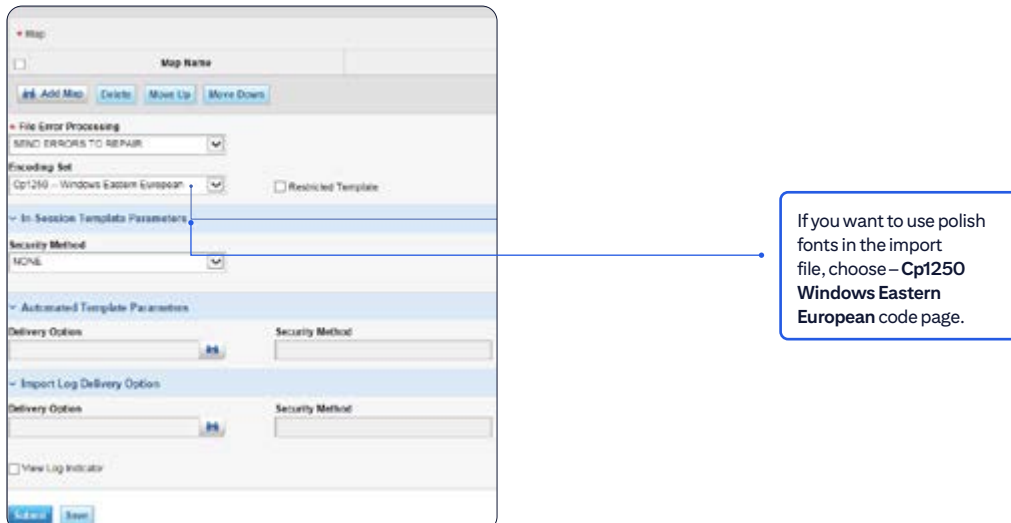
ELIXIR format:

- a) **Elixir Classic Map** – domestic funds transfers (including Local VAT Split Payment), Internal Revenue Payments

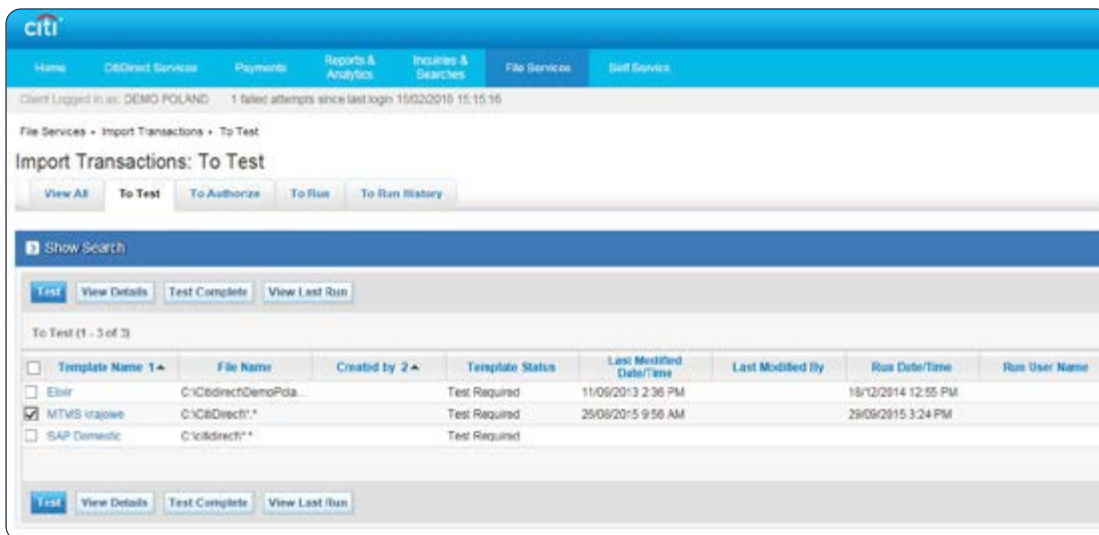
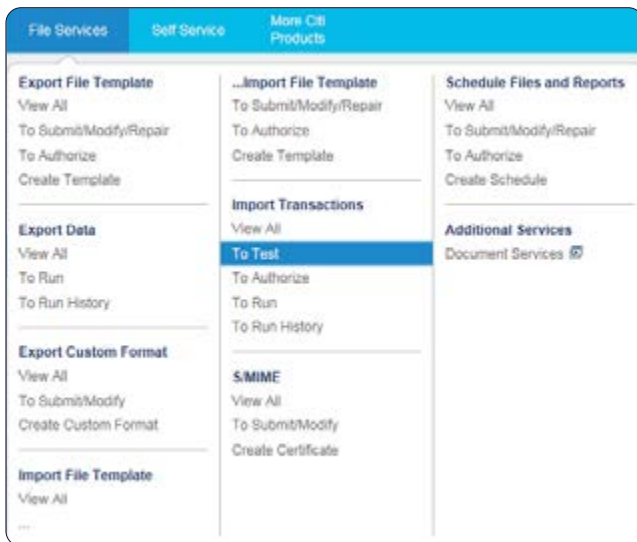
Click **Add Map** to add a map which defines the format of imported data. **Map Lookup** window will be displayed. Click **Show Search** – a search window will open.



Enter **Map Name** (e.g. C MTMS DFT ALL PL V6), set **Map Status** as **Standard** and run **Search**.



After submit, import profile status is **Test Required**. On this stage, after selecting **File Services** from the upper menu and then **Import Transactions – To Test** you may perform some test imports or end this stage without testing by clicking **Test Complete**.



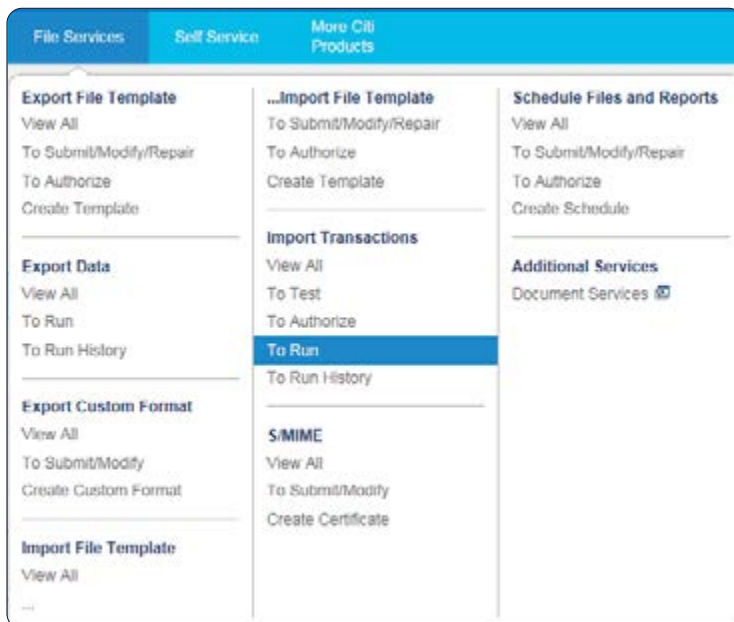
After completing the tests, profile will need to be authorized. In order to authorize the import profile, click on **Files Services** and select **Import File Template – To Authorize**. Choose the import profile you want to authorize and click **Authorize**.

Users authorized to create payments are entitled to create and authorize import profiles.

Import profile is reusable. It may be used by many Users, even staying at different places in the company.

3. Running Import

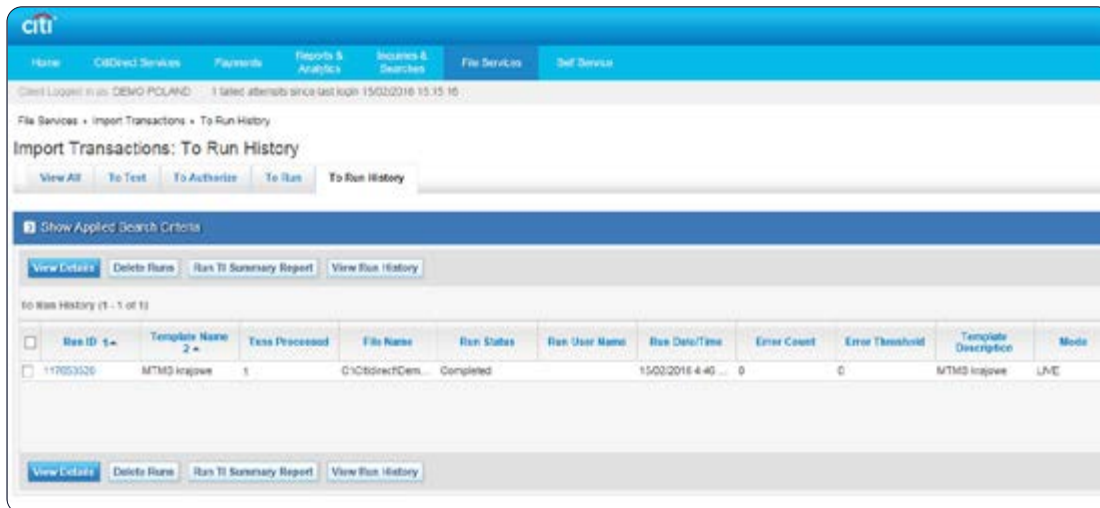
Set mouse cursor over **File Services** in CitiDirect BE upper menu and select **Import Transaction – To Run**.



Select the profile you want to use and click **Run**.



Follow the instructions on the screen. After selecting a file, there will open a progress bar and a message confirming running the profile. Click **OK** and go to **Run History** tab.



In Run History you will find a report from the run you just started. Each run has a **Status** indicating if the import is in progress, if it has finished and if errors were detected.

List of possible Statuses:

- **Processing** – imported file is being processed by CitiDirect BE.
- **Complete** – import has finished without errors.
- **Completed with Errors** – import failed, errors were detected, check run details.

If imported failed and errors were detected, contact the Bank immediately.

4. File Formats

The system enables the User to upload transactions from files in one of two formats: **MTMS** or **FLAT FILE**

- **MTMS** is used to send instructions from accounts in Citi Handlowy in Poland and is supported by many financial and accounting programs available in the Polish market.
- **FLAT FILE** enables the User to import instructions debiting accounts in Citi in various countries. Regardless of the kind of payment, a single record in a file contains the same number of fields. All payments may be aggregated in one file and imported in one run.

CitiDirect BE allows also to import using **ELIXIR** or **VIDEOTEL** file format.

Regardless of the format type, data should be saved in a text file.

File name and extension are irrelevant.

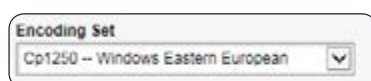
Character Set:

The following characters may be used in any data field of the import file													
Alphabetical	A	B	C	D	E	F	G	H	I	J	K	L	M
	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Numeric	0	1	2	3	4	5	6	7	8	9			
Control Characters	Carriage Return		CR	Line Feed		LF							
	Question Mark		?	Comma*		,	Period (Full Stop)		.	Space			
Special Characters	Left Parenthesis		(Right Parenthesis)	Apostrophe		'				

The following characters may only be used subject to the rules shown below		
Slash	/	Must not be used as the first or last character in a field.
Double Slash	//	
Hyphen	-	Must not be used as the first character in a field.
Plus Sign*	+	
Colon*	:	

* excluding ELIXIR file format

- If you want to use Polish fonts, when creating an import profile, in **Encoding Set** field, select:
 - **Cp1250 – Windows Eastern European:**



Polish fonts may be used in Beneficiary Name/Address and Payment Details fields.

4.1 MTMS

Key parameters

- A single transaction record consists of several fields (depending on the transaction type).
- Each field has its number and consists of one or more lines.
- Each transaction records starts with „0” and ends with „-1”. There are no blank lines between records.
- Data in fields are to be entered top to bottom starting with the number of the field and the contents in the subsequent rows.
- The number of lines is constant. For example, if a field consists of four lines and only one has been used, the remaining three should be left blank.
- Polish fonts are allowed in Beneficiary Name and Payment Details fields.
- A line must not start or end with a space.

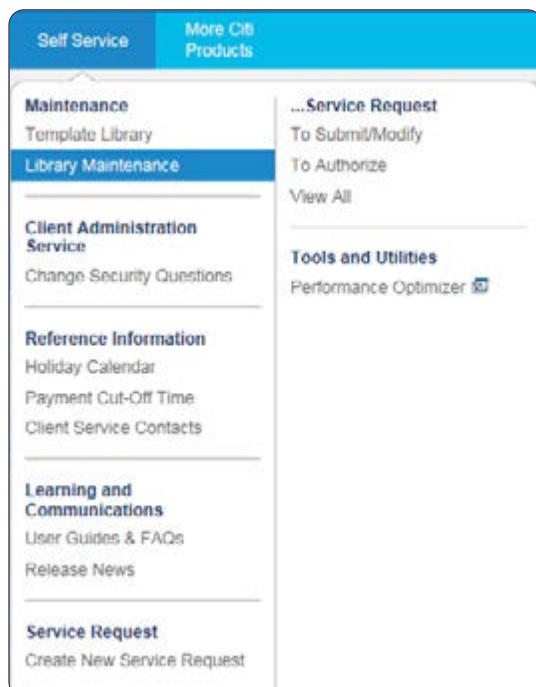
Import maps

When creating an import profile (see chapter 2) select a map, depending on the types of transactions you want to import:

1. **C MTMS DFT ALL PL v6** – domestic funds transfers (including Local VAT Split Payment)
2. **C MTMS CBFT PL v05** – cross border funds transfers
3. **C MTMS CBFT PL v5** – cross border funds transfers (without fields 23 and 24)
4. **C MTMS DD PL** – direct debits
5. **C MTMS DD PL v4** – direct debits (including Local VAT Split Payment – Direct Debit)

ATTENTION! In a single import profile only one map may be selected.

To ensure the import is run properly, some additional settings in the Library are required. From the upper menu, in **Self Service** tab, select **Library Maintenance**.



Select **File Import Map Definition Rule Set** library from the list. Next, click **Create Library** to add an item:

In the new item fill the fields according to the table:

Map from	Map to	Category
All Transaction Types		
Character sequence used to indicate the debit account in the import file, e.g. 0509000999	Last digits of the account number without the preceding zeros (base number + subaccount) e.g. 509000999	Debit Account
Przelew zagraniczny		
4	NOADVISE	SAAdviseBeneficiary
Y	A Bank	Beneficiary Type Lookup
N	Not a Bank	Beneficiary Type Lookup

All data must be entered exactly as in the table – letter case is important.

4.1.1 Domestic Funds Transfer

List of Fields:

Label	Field name	Number of lines	Maximum number of characters in a line	Format
0	Transaction Type	1	2 (enter '11' for Elixir and '14' for Faster Payment (Express Elixir))	N
1	Transaction Reference Number	1	10	T
2	Debit Account Number	1	34	N
3	Beneficiary Bank Routing Code	1	8	N
4	Beneficiary Account Number	1	26	T
6	Beneficiary Name / Address	3	35	T
7	Amount	1	22	(18.2) N
8	Value Date	1	8	DD/MM/YY
9	Payment Details	4	35	T
24	Express Elixir	1	1(Default ,N' if value is not passed in file, Y for Express Elixir)	T
25	Sorbnnet	1	1(Default ,N' if value is not passed in file, Y for Sorbnnet)	T

N – NUMERIC, T – TEXT

Sample record of a Domestic Funds Transfer:

0
 11
 1
 REF-12
 05090000999
 3
 10301508
 4
 9910301508000000000000000000
 6
 Beneficiary Name and Address 1 Beneficiary Name and Address 2 Beneficiary Name and Address 3 7
 1000.00
 8
 01/12/10
 9
 Payment Details line 1 Payment Details line 2 Payment Details line 3 Payment Details line 4 24
 Y 25 N
 -1

4.1.2 Internal Revenue Payment

List of Fields:

Label	Field name	Number of lines	Maximum number of characters in a line	Format
0	Transaction Type	1	2	N
1	Transaction Reference Number	1	10	T
2	Debit Account Number	1	34	N
3	Beneficiary Bank Routing Code	1	8	N
4	Beneficiary Account Number	1	26	T
6	Beneficiary Name / Address	3	35	T
7	Amount	1	22	(18.2) N
8	Value Date	1	8	DD/MM/YY
16	Identification Type	1	1	N
17	Identification Number	1	14	N/T
18	Year	1	2	RR
19	Period Type	1	1	T
20	Period Range	1	4	N
21	Form or Payment Symbol Order	1	7	N/T
22	Free Text	1	40	N/T

N – NUMERIC, T – TEXT

Additional information:

Label	Field name	Description
16	Identification Type	<p>This field may contain one digit; possible values are „1”, „2”, „3”, „N”, „P”, „R”</p> <p>1 - identity card number 2 - passport number 3 - other document N - NIP number P - PESEL number R - REGON number</p>
17	Identification Number	<p>This field may contain up to 14 digits, for a given Identification Type it contains:</p> <p>for 1: 2 digits + 7 digits or 3 letter + 6 digits for 2: passport number length is undefined for 3: 14 alphanumeric characters for N: 10 digits (without separators like dashes '-', space, etc.) for P: 11 digits (without separators like dashes '-', space, etc.) for R: 9 or 14 digits (without separators like dashes '-', space, etc.)</p>
19	Period Type	<p>This field may contain one character; possible values are „J”, „D”, „M”, „K”, „P”, „R”</p> <p>J - day D - decade M - month K - quarter P - half year R - year</p>
20	Period Range	<p>This field may contain up to 4 digits, for a given Period Type it contains:</p> <p>J - 2 digits for day number, month, e.g. 2704 D - 2 digits for decade number, month, e.g. 0103 M - 2 digits for month number, e.g.: 03 K - 2 digits for quarter (01,02,03,04) P - 2 digits for half year number (01,02) R - leave the field blank</p>
21	Form or Payment Symbol Order	This field may contain up to 7 characters, indicates the type of tax payment, e.g.: PIT4, CIT8.
22	Free Text	This field may contain up to 35 characters.

Fields 0, 1, 2, 3, 4, 6, 7, 8, 16, 17, 18, 19, 20, 21, 22 are mandatory.

Sample record of an Internal Revenue Payment:

0
13
1
REF-2 2
0509000999
3
10101212
4
91101012120027852221000000
6
BENEFICIARY NAME 1
BENEFICIARY NAME 2
BENEFICIARY NAME 3
7
12345.11
8
06/03/05
16
1
17
AB1234567 18
05
19
M 20
03
21
CIT8 22

-1

4.1.3 Domestic Funds Transfer – Local VAT Split Payment

Nr pola	Nazwa pola	Liczba wierszy	Maksymalna liczba znaków w wierszu	Format
0	Transaction Type	1	2 (enter '15' for MPP SPLIT PAYMENT)	N
1	Transaction Reference Number	1	10	T
2	Debit Account Number	1	34	N
3	Beneficiary Bank Routing Code	1	This field should be left blank	N
4	Beneficiary Account Number	1	26	T
6	Beneficiary Name / Address	3	35	T
7	Amount	1	12	(10.2) N
8	Value Date	1	8	DD/MM/YY
9	Payment Details	4	Line 1: 12 (VAT amount)	(9.2) N
			Line 2: 14 (Beneficiary Tax Identification Number). The following character or combination of any of following characters /INV/, /IDP/, /TXT/ are not allowed	T
			Line 3: 35 (invoice number) The following character or combination of any of following characters /IDP/, /TXT/ are not allowed	T
			Line 4: 33	T
24	Express Elixir	1	1 (Default ,N' if value is not passed in file, Y for Express Elixir)	T
25	Sorbnet	1	1 (Default ,N' if value is not passed in file, Y for Sorbnet)	T

N – NUMERIC, T – TEXT

Sample record of Local VAT Split Payment:

0
15
1
REF-12
0509000999
3
4
9910301508000000000000000000
6
Beneficiary name address 1 Beneficiary name address 2 Beneficiary name address 3 7
1230.00
8
01/07/18
9
230.00
526030291
FA166/2018
For goods 24
Y 25 N
-1

4.1.4 Cross Border Funds Transfer (including SEPA)

List of Fields:

Label	Field name	Number of lines	Maximum number of characters in a line	Format
0	To	1	Citibank Handlowy	T
1	Payment Method	1	2	T
3	Transaction Reference Number	1	10	T
4	Currency	1	3	T
5	Amount	1	22	(18.2) N
6	Value Date	1	8	DD/MM/RR
7	Debit Account Number	1	34	T
8	Beneficiary Account Number	1	34	T
9	Beneficiary Name / Address	4	35	T
10	Beneficiary's Bank Name / Address	4	35	T
11	Beneficiary is	1	1	T
12	Ordering Party Name	1	30	T
13	Charges Indicator	1	3	T
14	Charges Account	1	34	T
15	Advise Beneficiary	1	1	N
16	Payment Details line 1	1	35	T
17	Payment Details line 2	1	35	T
18	Payment Details line 3	1	35	T
20	Other Instructions	6	35	T
21	Beneficiary Bank Routing Method / Code	1	2	T
22	Beneficiary Bank Routing ID	1	15	T
23	Ordering Party Account Number	1	34	T
24	Ordering Party Address	3	35	T

N – NUMERIC, T – TEXT

Additional information for Cross Border Funds Transfers:

Label	Field name	Description
0	To	This field should contain: Citi Handlowy.
1	Payment Method	This field is used to define the type of transaction. Only one type is allowed; you should enter: „TT”.
3	Transaction Reference Number	This field is used in the system as the parameter that identifies the payment. Several payments may have the same identifier. Enter any sequence of up to 16 characters.
4	Currency	This field contains a three-letter currency code, e.g. PLN for the Polish zloty. Upper case is required.
5	Amount	Up to 22 characters with “.” as hundredths separator.
6	Value Date	This field includes the exact specification of the day on which the ordering party's account is debited. The system does not allow back-dating.
7	Debit Account Number	Enter the sequence of characters defined in the system as representation of a given debited account.
8	Beneficiary Account Number	Enter the account number in the international format applicable for the beneficiary's country.
9	Beneficiary Name / Address	The field consists of four lines, up to 35 characters each.
10	Beneficiary's Bank Name / Address	The field consists of four lines, up to 35 characters each. At least two lines of text are required.
11	Beneficiary is	<u>Enter one of the following options:</u> N - beneficiary is not a bank Y - beneficiary is a bank Upper case is required.
12	Ordering Party Name	The field may contain up to 30 characters.

Label	Field name	Description
13	Charges Indicator	The field contains one of the three options: BEN - the beneficiary pays all costs OUR - the ordering party pays all costs COL - each party pays the costs charged by its bank
14	Charges Account Number	This field should contain the 10-digit number of an account at Citi Handlowy to which the transfer fees will be charged.
15	Beneficiary advice	This field should contain instruction '4', i.e. no advice required.
16	Payment Details line 1	The field may contain up to 35 characters.
17	Payment Details line 2	The field may contain up to 35 characters.
18	Payment Details line 3	The field may contain up to 35 characters.
20	Other instructions	Other instructions field must contain 6 lines up to 35 characters each.
21	Routing Method	Enter one of the following options: IS = SWIFT FW = FedWire Routing Number AT = Austrian Bankenstammdaten IE = Irish Sort Code SC = Chaps Branch Sort Code
22	Routing Code	The field should contain the code of the beneficiary's bank in accordance with the remittance method selected in Field 21.
23	Ordering Party Account Number	This field should consist of one line, up to 34 alphanumeric characters.
24	Ordering Party Address	The field may consist of 3 lines, up to 35 alphanumeric characters each.

Fields 0, 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18 are mandatory.

Informacje dodatkowe dla przelewów zagranicznych typu SEPA:

Nr	Nazwa pola	Opis
0	To	This field should contain the name of the branch to which the payment instruction is sent. In this case it should be: Citi Handlowy
1	Payment Method	This field is used to define the type of transaction. Only one type is allowed; you should enter: „TT”.
3	Transaction Reference Number	This field is used in the system as the parameter that identifies the payment. Several payments may have the same identifier. Enter any sequence of up to 10 characters (digits or letters).
4	Currency	For SEPA payments the currency code must always be EUR.
5	Amount	This field may contain up to 13 digits with maximum of 2 digits after the period character. Specified in this field is the amount designated in the selected currency. If this amount exceeds the limits specified for the particular User importing this transaction, the transaction will be rejected and redirected to be repaired. It may be repaired by a person with entitlement to repair transactions of such an amount.
6	Value Date	This field includes the exact specification of the day on which the payment instruction should be carried out. Date should be in DD/MM/YY format. The system does not allow back-dating.
7	Debit Account Number	Enter the sequence of characters defined in the system as representation of a given debited account. Enter the last 10 digits of the account number. This number must be corresponding to any of the accounts at Citi Handlowy. E.g. 0509000999
8	Beneficiary Account Number	This field must contain one line of up to 34 characters (digits and letters). Please enter the Beneficiary Account Number in IBAN format.
9	Beneficiary Name / Address	This field should contain 4 lines, each line up to 35 characters.
10	Beneficiary's Bank Name / Address	This field for SEPA transfers in its first line should contain only the SWIFT code of the Beneficiary Bank - no additional text should be entered.
11	Beneficiary is	Enter one of the following options: N – beneficiary is not a bank Y – beneficiary is a bank Upper case is required.
12	Ordering Party Name	The field may contain up to 30 characters
13	Charges Indicator	COL phrase should be entered. This means that the charges are divided between the ordering party and the beneficiary.
14	Charges Account Number	This field should contain the 10-digit number of an account at Citi Handlowy to which the transfer fees will be charged.
15	Beneficiary advice	This field should contain instruction '4', i.e. no advice required.
16	Payment Details line 1	The field may contain up to 35 characters.
17	Payment Details line 2	The field may contain up to 35 characters.
18	Payment Details line 3	The field may contain up to 35 characters.
20	Other instructions	For SEPA transfer this field should remain empty.

Nr	Nazwa pola	Opis
21	Routing Method	For SEPA transfer this field should remain empty.
22	Routing Code	For SEPA transfer this field should remain empty.
23	Ordering Party Account Number	This field should consist of one line, up to 34 alphanumeric characters. The field is not required in case of using the C MTMS CBFT PL v5 import map.
24	Ordering Party Address	The field may consist of 3 lines, up to 35 alphanumeric characters each. The field is not required in case of using the C MTMS CBFT PL v5 import map.

Fields 0, 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18 are required.

Sample record of a Cross Border Funds Transfer:

0
 Bank Handlowy w Warszawie S.A.
 1
 TT 3
 REF - 1
 4
 EUR 5
 55.55
 6
 29/05/05
 7
 0509000999
 8
 123456789012345
 9
 SHOE CO. 1 STREET
 MIDDLESVILLE U.S.A.
 10
 NATIONAL BANK OF MIDDLESVILLE STREET
 CITY XYZ 11
 N 12
 CHA PROFESSIONAL SYSTEM LTD. 13
 BEN 15
 4
 16
 NO 1234/2005 17
 PAYMENT DETAILS 18
 PAYMENT DETAILS 20
 21
 IS 22
 LGPBPLPW 23
 ORDERING PARTY ACCOUNT NUMBER 24
 ORDERING PARTY ADDRESS

Sample record of a SEPA Cross Border Funds Transfer:

0
Bank Handlowy w Warszawie S.A.
1
TT 3
REF - 1
4
EUR 5
55.55
6
29/05/05
7
0509000999
8
123456789012345
9
CESKA POSTA PRAHA KOOSPOL EVROPSKA 100

10
CITICZPP

11
N 12
CHA PROFESSIONAL SYSTEM LTD. 13
COL

15
4
16
NO 1234/2005 17
SZCZEGOLY PLATNOSCI 18
SZCZEGOLY PLATNOSCI 20

21

22

23
NUMER RACHUNKU STRONY ZAMAWIAJĄCEJ 24
ADRES ZLECENIODAWCY

-1

4.1.5 Direct Debit

List of Fields:

Label	Field name	Number of lines	Maximum number of characters in a line	Format
0	Transaction Reference Number	1	10	T
1	Debtor Account Number	1	26	N
2	Debtor Bank Routing Code	1	8	N
3	Creditor Account Number	1	34	T
4	Debtor Details	3	35	T
6	Amount	1	22	(18.2) N
7	Payment Date	1	8	DD/MM/YY D
8	Payment Details	2	1x20; 1x35	T

N – NUMERIC, T – TEXT

Additional information:

Nr	Nazwa pola	Opis
0	Transaction Reference Number	This field should contain up to 10 characters (digits or letters). Content of this field should contain reference number or other description which will enable to identify the transaction.
1	Debtor Account Number	This field should contain up to 35 characters (digits). Example: IBAN Account Number: 02124011091111000000000000
2	Debtor Bank Routing Code	This field should contain up to eight characters. In this field enter beneficiary bank routing code. Only numbers listed in Polish Banks Library are acceptable, otherwise the transaction will be sent to repair.
3	Creditor Account Number	Field should contain 10 digits. Account with this number in Citi Handlowy will be credited for this transaction – it must be one of User's accounts. Example: 0509000999
4	Debtor Details	This field should contain 3 lines up to 35 characters each. This field should contain information about the debtor: name and address.
6	Amount	This field may contain up to 13 digits with maximum of 2 digits after decimal point. This is the transaction amount in PLN. If the amount exceeds limit set for the User who imports a given transaction, transaction will be sent to repair. It may be repaired by the person authorized to repair transaction up to that amount.
7	Payment Date	This field should contain an exact specification of the day, on which the transaction will be processed. Date format should be DD/MM/YY. The system does not allow back-dating.
8	Payment Details	First line should contain payment identification (up to 20 characters) – exactly the same as on the direct debit mandate. Second line should contain invoice number (up to 35 characters).

Sample record of a Direct Debit:

```

0
ref 1
1
02124011091111000000000000
2
12401109
3
0509000999
4
DEBTOR NAME AND ADDRESS 1 DEBTOR NAME AND ADDRESS 2 DEBTOR NAME AND ADDRESS 3 6
123.45
7
16/07/05
8

```

A1234B1234D1234

test-citidirect dd l1

-1

4.1.6 Local VAT Split Payment for Direct Debit order

Label	Field name	Number of lines	Maximum number of characters in a line	Format
0	Transaction Reference Number	1	10	T
1	Debtor Account Number	1	26	N
2	Debtor Bank Routing Code	1	This field should be left blank	N
3	Creditor Account Number	1	34	T
4	Debtor Details	3	35	T
6	Amount	1	12	(10.2) N
7	Payment Date	1	8	DD/MM/YY D
8	Payment Details	2	Line 1: 20 (line 1 should be left blank); Line 2: 33	T
9	Payment identification number (number confirmed between Creditor and Payer, allows payment identification based on the received consent).	1	20	T
10	VAT Amount	1	12	(9.2) N
11	Invoice number	1	35	T (The following character or combination of any of following characters /TXT/ are not allowed
12	Collection Type	1	2	VD - Local VAT Split Payment for Direct Debit order

N – NUMERIC, T – TEXT

Sample record of single Direct Debit – Local VAT Split Payment

0
ref 1
1
99103015080000000000000000000000
2
3
509000999
4
DEBTOR NAME AND ADDRESS 1 DEBTOR NAME AND ADDRESS 2 DEBTOR NAME AND ADDRESS 3 6
123.00
7
18/07/01
8
For goods
9
12345
10
23.00
11
FA166/2018 12

VD
-1

4.2 FLAT FILE

Key Parameters

- - Each transaction, regardless of its type, is one line in the file and consists of up to 89 fields.
- - Separator between fields is „#”.
- - Fields that are not used remain blank but have to be included in the record of the transaction.
- - Record ends after the last field. Separator is not required.
- - Record may end after any last field which contains data.
- - Polish fonts are allowed in the Beneficiary Name and Payment Details fields.
- - Field nr 1 is blank. The first character of each record is „#”.
- - A field must not start or end with a space.

Import Maps

When creating an import profile (see chapter 2) select a map:

1. **C CDFF CEE v10** – domestic funds transfers (including Local VAT Split Payment), cross border funds transfers
2. **C CDFF SEPA** – SEPA transfers
3. **C CDFF PL v5** – Internal Revenue Payments

ATTENTION! In a single profile both maps may be selected. It will result in a possibility to import all the transactions in one file.

List of Fields for all transaction types.

Label	Field name	Domestic	Local VAT Split Payment	Internal revenue	Cross border	SEPA
2	Country Code	PL	PL	PL	PL	PL
3	Payment Method	DFT	DFT	DFT	EFT	SEPA
4	Value Date	M, RRRRMMDD	M, RRRRMMDD	M, RRRRMMDD	M, RRRRMMDD	M, RRRRMMDD
6	Preformat Group Code	O, 16 T	O, 16 T	O, 16 T	O, 16 T	
7	Preformat Code	O, 35 T	O, 35 T	O, 35 T	O, 35 T	
8	Payment Type		M, 3 T (LVS)	M, 13		O, 6 SEPACT – payment order D+1 SEPADT – payment order D+0
9	Currency	M, 3 T ISO	M, 3 T ISO (PLN)	M, 3 T ISO	M, 3 T ISO	M, 3 T ISO (EUR)
10	Amount	M, (10.2) N	M, (10.2) N	M, (10.2) N	M, (10.2) N	M, (10.2) N
12	Debit Account Number	M, 35 T	M, 35 T	M, 35 T	M, 35 T	M, 10 N
22	Charge Indicator				M, 3 T	
23	Ordering Party Country Code					„PL”
25	Identification	M, 10 T	M, 16 T	M, 10 T	M, 16 T	
26	Client Reference Number					O, 35 T
29	Ordering Party Organization ID Type					O, 2 N

Label	Field name	Domestic	Local VAT Split Payment	Internal revenue	Cross border	SEPA
30	Transaction Type Express Elixir Ordering Party Organization ID(SEPA)	Default ,N' if value is not passed in file. 'Y' for Faster Payment (Express Elixir)	Default ,N' if value is not passed in file. 'Y' for Faster Payment (Express Elixir)			C, 6 – 35 T
31	Issuer/Transaction Type Sorbnet	Default ,N' if value is not passed in file. 'Y' for Sorbnet	Default ,N' if value is not passed in file. 'Y' for Sorbnet			C, 35 T
37	Ordering Party Name				M, 30 T	
38	Ordering Party Address line 1				O, 35 T	
39	Ordering Party Address line 2				O, 35 T	
42	Beneficiary is				M, 10 T	
43	Ordering Party Name					O, 70 T
44	Beneficiary Account Number	M, 34 T	M, 34 T	M, 34 T	M, 34 T	Ordering Party Address line 1 O, 70 T
45	Beneficiary Name	M, 35 T	M, 35 T	M, 35 T	M, 35 T	Ordering Party Address line 2 O, 70 T
47	Beneficiary Address line 1	O, 35 T	O, 35 T	O, 35 T	O, 35 T	
48	Beneficiary Address line 2	O, 35 T	O, 35 T	O, 35 T	O, 35 T	
49	Beneficiary Address line 3	Ordering Party Address line 1			O, 35 T	Beneficiary Country Code C, 2 T
50	Beneficiary Bank Routing Method				C, 2 T	Beneficiary Account Number M, 34 (IBAN format)
51	Beneficiary Bank Routing Code	M, 8 N		M, 8 N	C, 11 X	Beneficiary Name M, 70 T
53	Beneficiary Address line 1					O, 70 T
54	Beneficiary Address line 2					O, 70 T
55	Beneficiary Bank Name			Identification Type M, 1 T	C, 35 T	
56	Beneficiary Bank Address line 1			Numer identyfikatora M, 35 T	C, 35 T	
57	Beneficiary Bank Address line 2			Year C, 2 T	O, 35 T	Beneficiary Bank Routing Code M, (SWIFT)
58	Beneficiary Bank Address line 3			Period Type C, 1X	O, 35 T	
59	Intermediary Bank Routing Method			Period C, 4 T	O, 2 T (IS - SWIFT)	
60	Intermediary Bank Routing Code			Form Identifier M, 7 T	O 11 T	
61	Intermediary Bank Name			Free Text O, 42 T	O, 35 T	
62	Intermediary Bank Address line 1				O, 35 T	

Label	Field name	Domestic	Local VAT Split Payment	Internal revenue	Cross border	SEPA
63	Intermediary Bank Address line 2				O, 35 T	
64	Intermediary Bank Address line 3				O, 35 T	
72	Payment Details line 1 / VAT amount value for VAT payment	O, 35 T	M, 12 (9.2) N		M, 35 T	Beneficiary Organization ID Type O, 2T
73	Payment Details line 2 / Beneficiary Tax Identification Number	O, 35 T	M, 14 T The following character or combination of any of following characters / INV/, /IDP/, /TXT/ are not allowed		O, 35 T	IBeneficiary Organization ID C, 6-35 T
74	Payment Details line 3 / Invoice Number	O, 35 T	M, 35 T The following character or combination of any of following characters / IDP/, /TXT/ are not allowed		O, 35 T	Issuer C, 35 T
75	Payment Details line 4	O, 35 T	O, 33 T			
76	Charges Account Number				C, 35 T	
77	Advise for Beneficiary				M, 8 T	
84	Other Instructions line 1				O, 35 T	
85	Other Instructions line 2				O, 35 T	
86	Other Instructions line 3				O, 35 T	
87	Other Instructions line 4				O, 35 T	
88	Other Instructions line 5				O, 35 T	
89	Other Instructions line 6				O, 35 T	Payment details line 1 O, 35 T
90	Payment details line 2					O, 35 T
91	Payment details line 3					O, 35 T
92	Payment details line 4					O, 35 T
94	Payment Title Code					C Wartość wybierana z listy
95	Payment Title Description					C Wartość wybierana z listy

M – MANDATORY, C – CONDITIONAL, O – OPTIONAL; N – NUMERIC, T – TEXT

Cyfry oznaczają maksymalną liczbę znaków w danym polu.

Fields: 1, 5, 11, 13 – 21, 24, 27, 28, 32-36, 40, 41, 46, 52, 65 – 71, 78 – 83, 93 – are blank.

They are not mentioned in the table but they need to be included in the record.

Additional information:

Label	Field name	Description
4	Value Date	This field specifies the day on which the ordering party account is debited. The system does not allow back-dating.
6	Preformat Group Code	Field used to connect data from the record with preformat saved in the system base. Used only in connection with field nr 7.
7	Preformat Code	Field used to connect data from the record with the preformat saved in the system base. Enter full code or its unique fragment (part of the name, which does not appear in any other preformat).

Label	Field name	Description
8	Payment Type	Field used to choose the processing mode for SEPA payments. Available options: SEPACT - if you want to make a standard SEPA payment that will be processed on the next day from selected Value Date. SEPADT - if you want to make an urgent SEPA payment that will be processed on the same day as selected Value Date (provided the cut off time has not been exceeded). Lack of information in this field - the payment will be processed as standard SEPA payment (SEPACT).
9	Currency	3-letter currency code, e.g. PLN - for polish zloty.
10	Amount	Up to 22 characters. Hundredths separator - „.”
12	Debit Account Number	Enter last digits of the account number (base number + subaccount) without the preceding zeros (10 last digits of the account number).
22	Charge Indicator	Enter one of three options: BEN - beneficiary covers all the costs OUR - ordering party covers all the costs COL - each party covers the costs of their bank
25	Identification	Content of the field is unrestricted and is used - for example - as a parameter to search for payments. Several payments may have the same identification. Enter any sequence of characters.
29	Ordering Party Organization ID Type	In this field you should enter the appropriate ID from the list below: <ul style="list-style-type: none"> • BIC • BEI • EANGLN • CHIPS • DUNS • Bank Party ID • Tax ID • Proprietary ID
30	Ordering Party Organization ID	This field is required if a valid value has been provided for the Ordering Party Organization ID Type (field 29).
31	Issuer	This field is required if value for “Proprietary ID” has been provided for Ordering Party Organization ID Type (field 29).
42	Beneficiary is	Enter one of the options: NotaBank - beneficiary is not a bank ABank - beneficiary is a bank Upper case is required.
44	Beneficiary Account Number	For Domestic Funds Transfer and Internal Revenue Payments you should enter account number in NRB format (26 digits). For Cross Border Funds Transfer enter number in international format applicable for beneficiary's country.
49	Beneficiary Country Code	This field is required if Beneficiary Address has been provided.
50	Beneficiary Bank Routing Method	You may enter one of the following options: IS - SWIFT (international code) SC - Chaps Branch Sort Code(United Kingdom) FW - FedWire Routing Number (USA) AT - Austrian Bankenstammdaten (Austria) IE - Irish Sort Code (Ireland) If in doubt, contact CitiDirect BE HelpDesk. In case of SEPA transfer this field should contain Beneficiary Account Number in IBAN format.
51	Beneficiary Bank Routing Code	1. For Cross Border Funds Transfer enter bank code in the routing method selected in field 50. 2. In the Cross Border Funds Transfer, if fields 50 and 51 are filled, fields 55-58 may remain blank.
55	Taxpayer Identification Number/ Identification Type	1. In the Internal Revenue Payment: <ul style="list-style-type: none"> • Field may contain one character, possible values are „1”, „2”, „3”, „N”, „P”, „R”: 1 - identity card number 2 - passport number 3 - other document N - Taxpayer Identification Number (NIP) P - PESEL R - REGON
56	Other Identification Type/ Identification Number:	1. In the Internal Revenue Payment: <ul style="list-style-type: none"> • Field may contain up to 14 characters, for a given type of identification it contains: 1 - 2 letters + 7 digits or 3 letters + 6 digits 2 - passport number length is not limited 3 - 14 alphanumeric characters N - 10 digits (without separators such as minus '-', space, etc.) P - 11 digits (without separators such as minus '-', space, etc.) R - 9 or 14 digits (without separators such as minus '-', space, etc.)
57	Other Identification Number/Year:	1. In the Internal Revenue Payment: Enter last two digits of the year, to which the payment is related. 2. In SEPA transfer this field should contain Beneficiary Bank Code – the only value that should be entered here is phrase “SWIFT”.

Label	Field name	Description
58	Declaration Type/Period Type:	1. In the Internal Revenue Payment: <ul style="list-style-type: none"> The field may contain one character, possible values are „J”, „D”, „M”, „K”, „P”, „R” J - day D - ten days of a month M - month K - quarter of a year P - half a year R - year
59	Declaration Date/Period:	1. In the Internal Revenue Payment: <ul style="list-style-type: none"> This field may contain up to 4 digits, for a given type of time period it contains: J - 2 digits for a day number, month, e.g. 2704 D - 2 digits for a decade number, month, e.g. 0103 M - 2 digits for a month number, e.g. 03 K - 2 digits for a quarter, e.g. 01,02,03,04 P - 2 digits for a half year, e.g. 01,02 R - leave the field blank
60	Declaration Number/Form Identifier	1. In the Internal Revenue Payment: <ul style="list-style-type: none"> This field may contain up to 7 characters, indicates the type of a tax payment, e.g. PIT4, CIT8.
61	Decision Number/Free Text	1. In the Internal Revenue Payment: <ul style="list-style-type: none"> This field may contain up to 40 characters
72	Beneficiary Organization ID Type	In this field you should enter the appropriate ID from the list below: <ul style="list-style-type: none"> BIC BEI EANGLN CHIPS DUNS Bank Party ID Tax ID Proprietary ID
73	Beneficiary Organization ID	This field is required if valid value has been provided for field Beneficiary Organization ID Type. The maximum allowed length for this field depends on the type of ID specified in field 72.
74	Issuer	This field is required if value for “Proprietary ID” has been provided for Beneficiary Organization ID Type (field 72).
76	Charges Account Number	This field is taken into account only if you entered OUR or COL in field 22. If this field is unfilled, debit account will be considered as charges account.
77	Beneficiary Advice	This field should contain „ NOADVISE ”, which means: Advice not required.

Sample single record of a Domestic Funds Transfer:

#PL#DFT#20171218#####PLN#1.15##100035014#####8152CDFFEE#####Y#####141600
1244000406115091111#BENEFICIARY NAME##ADDRESS 1#ADDRESS 2###16001244#####1150458

Sample single record of an Internal Revenue Payment:

#PL#DFT#20101103#####13#PLN#1.01##500156123#####IR1#####67101010100164
21222000000#Pierwszy Mazowiecki Urzad Skarbowy##ul.Mazowiecka 9#Warszawa,NA,00-052###10101010#####N#7010080398#
09#M# 02#VAT-7#FREE TEXT OR NULL

Sample single record of a Local VAT Split Payment:

#PL#DFT#20180718#####LVS#PLN#123.00##100035014#####8152CDFFEE#####Y#####1
416001244000406115091111#NAZWA BENEFICJENTA##ADRES 1#ADRES 2###16001244#####23.00#5
26030029 1#FA 166/2018#Zaliczka#

Sample single record of a Cross Border Funds Transfer:

#PL#EFT#20101108#####GBP#4.04##500156123#####OUR###REFERE#####BENEFICIARY NAME#STREET
AND CODE####Not a Bank##152-614657-221#NAME#####IS#HSBCSGSG#####NAME 1#HSBC SINGAPORE, CLAYMOR
PREMIER#BRANCH, 6 CLAYMORE HILL, 02-01,#CLAYMORE PLAZA, SINGAPORE 229571#####SALARY#FOREX RATE:
GBP1 - 4,7065#####NOADVISE

Sample single record of a SEPA transfer:

```
#PL#SEPA#20160914####SEPACT#EUR#20000.10##63 1030 1508 0000 0008 1638 7019#####PL#####
##### ORDERING PARTY NAME####PL#PL48103015080000000100035014#BENEFICIARY NAME##BENEFICIARY ADDRESS
1#BENEFICIARY ADDRESS 2###COBADEDD#####Payment Details Line 1 (Remittance
Information Unstructured Line 1)#Payment Details Line 2 (Remittance Information Unstructured Line 2)# Payment Details Line 3 (Remittance
Information Unstructured Line 3)#Payment Details Line 4 (Remittance Information Unstructured Line 4)###
```

4.3 ELIXIR

Key parameters

- File containing transactions must be a text file. Name and extensions are unrestricted.
- A single transaction is one line in the file.
- Fields in transaction are separated with commas (Hex2c). The last field is followed by a CRLF sign (Hex13+Hex10).
- Contents of the fields with text data must be enclosed in quotation marks (Hex22) – excluding commas.
- In the fields which consist of few lines – to separate them use „|” (Hex7c).
- Polish fonts may be used in the Beneficiary Name/Address and Payment Details fields.

Import map

Elixir Classic Map – domestic funds transfers (including Local VAT Split Payment), internal revenue payment

4.3.1 Domestic funds transfer and Internal Revenue Payment

List of fields:

Label	Description	O/W	Length and Format
1	Typ Płatności: 110 – Domestic funds transfer and Internal Revenue Payment	W	3S N
2	Value Date. RRRRMMDD	W	8S D
3	Amount in grosz. Without separators or characters for grosz.	W	15Z N
4	Ordering Party Bank Code. The field will be ignored by the system. However it must contain any sequence of up to 8 digits	W	8Z N
5	Value 0	W	1S N
6	Debit Account Number in NRB format. Enter in one sequence without separators. You may use the last part of the account number (last 7 – 9 digits) after zeros.	W	34Z A
7	Beneficiary Account Number in NRB format. Enter in one sequence without separators.	W	34Z A
8	Ordering Party Name and Address. Content of the field will be ignored by the system, so you may leave it blank. It has text format – its minimum content is: „ ” (2 x Hex22).	W	4*35Z A
9	Beneficiary Name and Address. Line 1 – name, 2 and 3 – address. Empty lines may be skipped. The fourth line will be ignored by the system.	W	4*35Z A
10	Value 0.	W	1S N
11	Beneficiary Bank Routing Code. Digits from 3 to 10 from beneficiary account number.	W	8Z N
12	Payment Details. Empty lines may be skipped.	W	4*35Z A
13	Value „ ” (2 x Hex22).	W	2S N
14	Value „ ” (2 x Hex22).	W	2S N
15	Additional Identification of the Payment Type: 51 – Domestic Funds Transfer, 52 – Domestic Funds Transfer Express Elixir 71 – Internal Revenue Payment	W	2S A
16	Additional Information. First line contains payment identification – max. 10 characters, letter size does not matter. Empty lines may be skipped. If the entire field is blank, it may be skipped.	O	1*10Z A + 5*35Z A

Label	Description	O/W	Length and Format
17	Transaction Type Express Elixir	O	1*A Default ,N' if value is not passed in file, ,Y' for Express Elixir
	Transaction Type Sorbnet		1*A Default ,N' if value is not passed in file, ,Y' for Sorbnet

O – OPTIONAL, W – REQUIRED; S – CONSTANT LENGHT, Z – VARIOUS LENGHT;

A – ALPHANUMERIC, N – NUMERIC, D – DATE

Numeric characters indicate the maximum quantity of the characters in a given field.

List of Field 12 subfields – Payment details for internal revenue payment:

Label	Marker	Description	O/W	Length and Format
1	/TI/	Taxpayer Identification Type + Taxpayer Identification Number: N – NIP R – REGON P – PESEL 1 – Identity Card 2 – Passport	W	1S N + 14Z N
2	/OKR/	Period range of the tax payment: YEAR+PERIOD TYPE+PERIOD Period Type: J – 2 digits for day number, month, e.g. 11J2512 D – 2 digits for decade number, month, e.g. 11D0112 M – 2 digits for month number, e.g. 11M12 K – 2 digits for quarter, e.g. 11K04 P – 2 digits for half year number, e.g. 11P02 R – leave the field blank, e.g. 11R	W	7Z N
3	/SFP/	Declaration type code. E.g. PIT4, CIT8.	W	6Z A
4	/TXT/	Free text	O	35Z A

O – OPTIONAL, W – REQUIRED; S – CONSTANT LENGHT, Z – VARIOUS LENGHT;

A – ALPHANUMERIC, N – NUMERIC, D – DATE

Numeric characters indicate the maximum quantity of the characters in a given field.

Subfields must be entered in the sequence described in the table along with their markers. Remember that Payment Details field has 4 lines up to 35 characters each. If the contents of a given subfield does not fit the line it is continued in the next line preceded by continuation mark – „//” (two Hex 2F).

Sample single record of a Domestic Funds Transfer:

110,20111130,12300,10301508,0,"1234000","23103010161234552345896001",""Beneficiary Name || Beneficiary Address 1| Beneficiary Address 2",0,0301016," Payment Details Line 1| Payment Details Line 2| Payment Details Line 3| Payment Details Line 4",""51"|||||N|Y"

Sample single record of an Internal Revenue Payment:

110,20111130,12300,12345678,0,"1234000","17101010100164212223000000",""Pierwszy Mazowiecki US Warszawa",0,10101010,/"TI/ N5212224356/OKR/11M11/SFP/PIT5|/TXT/xyzxyzxyzxyzxyzxyzxyzxyzxyzxyz|/xyz",""71"

4.3.2 Local VAT Split Payment

List of Fields:

Label	Description	O/W	Length and Format
1	Payment type: 110 – ordinary payment, tax payment	M	3F N
2	Value date YYYYMMDD	M	8F D
3	Amount in Polish penny's without any separator	M	15V N
4	Remitter Bank code Value 0 this field will not be mapped	M	8V N
5	0 Value	M	1F N

Label	Description	O/W	Length and Format
6	Remitter account number (NRB format) Without separators You may use last part of the acc. No. After zeros (last 7-9 digits)	M	34V A
7	Beneficiary account number (NRB format) Without any separators	M	34V A
8	Ordering party name and address This field should be left blank	O	4*35V A
9	Beneficiary Name / Address 1 line – Name, 2,3 Address	M	4*35V A
10	O Value	M	1F N
11	Beneficiary Bank Routing Code This field may be left blank	O	8V N
12	Payment details	M	12 (9.2) N (VAT amount) 14 A (Beneficiary Tax Identification Number). The following character or combination of any of following characters / INV/, / IDP/, /TXT/ are not allowed 35 A (invoice number).he following character or combination of any of following characters /IDP/, /TXT/ are not allowed 33 A (Payment description)
13	This field should be left blank	O	2F N
14	This field should be left blank	O	2F N
15	Payment type, other identification: 81 - MPP SPLIT PAYMENT	M	2F A
16	Other instructions: First line Transaction Reference Number (maximum 10 characters)	O	1*10V A
17	Transaction Type Express Elixir	O	1*A Default ,N' if value is not passed in file, ,Y' for Express Elixir
	Transaction Type Sorbnet		1*A Default ,N' if value is not passed in file, ,Y' for Sorbnet

O – OPTIONAL, W – REQUIRED; S – CONSTANT LENGHT, Z – VARIOUS LENGHT;

A – ALPHANUMERIC, N – NUMERIC, D – DATE

Digits show the maximum number of characters in a given field.

Sample single record of a Local VAT Split Payment:

110,20180730,12300,12345678,0,"1234000","23103010161234552345896001","", Beneficiary Name|Beneficiary Address 1|
Beneficiary Address 2",0,10301016,"23.00|526030291|FA166/2018| Przedpłata",",",",",81", "||||", "N|Y"

5. Import Encryption

It is possible to secure the imported transaction files by encrypting and signing them.

To do that, you need:

- Application for encryption and signing compatible with S/MIME (PKCS-7) standard
- Public key PKCS7 for encryption
- X509 certificate v. 3 for signing.

Certificate X509 may be downloaded from following providers:

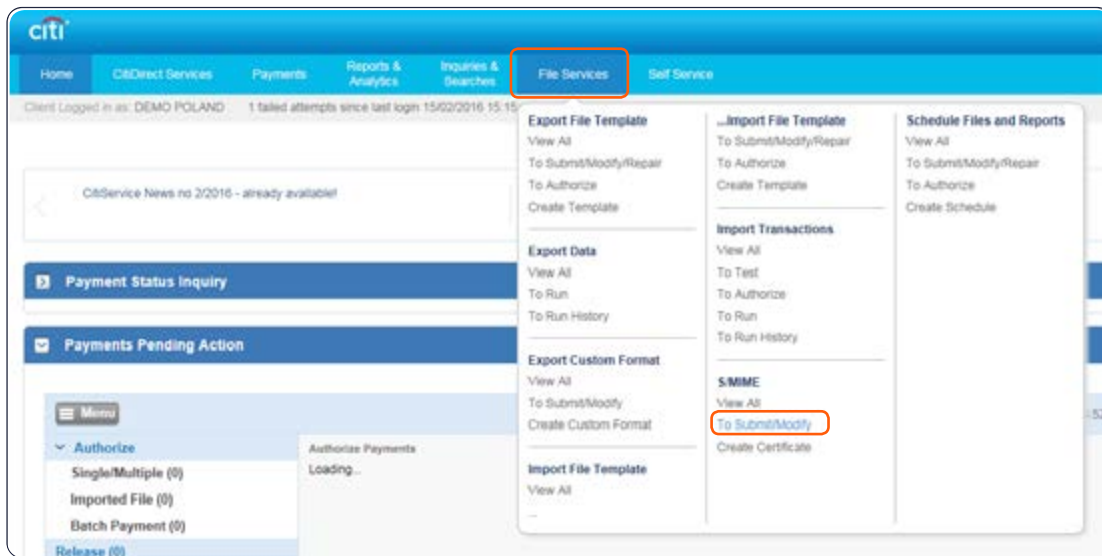
- VeriSign®
- Thawte Consulting
- Società per iServizi Bancari – SSB S.p.A.
- Internet Publishing Services
- Certisign Certification Digital Ltda
- GlobalSign
- British Telecommunications.

Public key PKCS7 is available for download from CitiDirect BE.

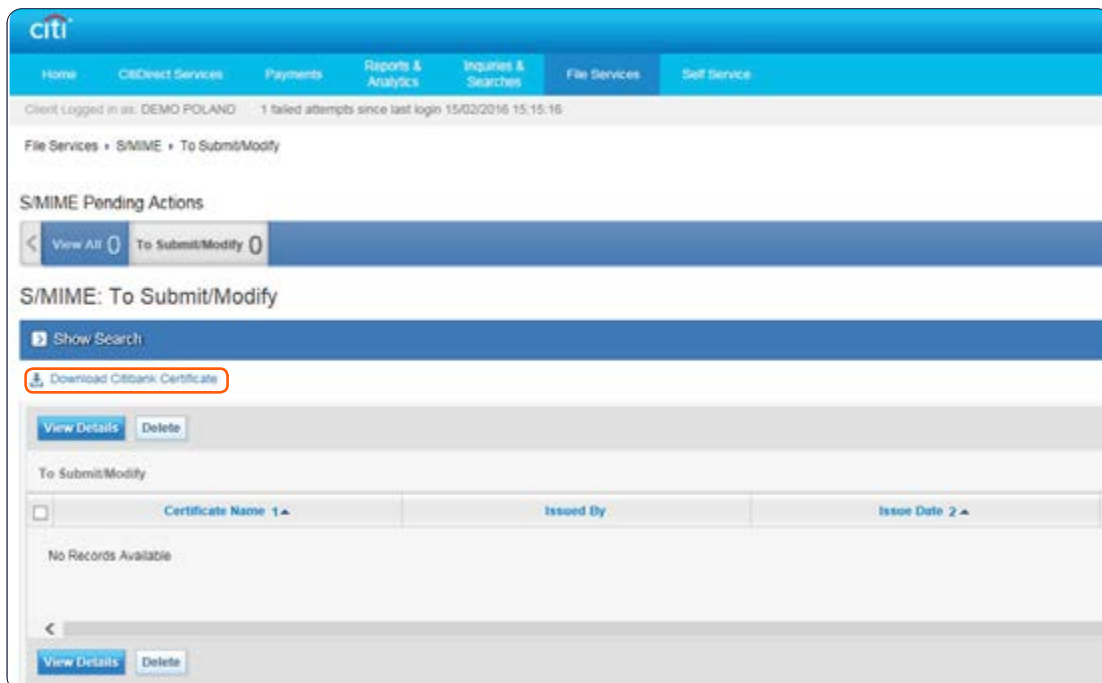
To receive a properly signed and encrypted file, you need to attach the public key PKCS7 and X509 certificate in the encrypting application. In addition, you need to install X509 certificate in CitiDirect BE.

5.1 Public Key Download

Go to **Tools & Preferences** in Main Menu, and select **S/MIME Security Admin**.

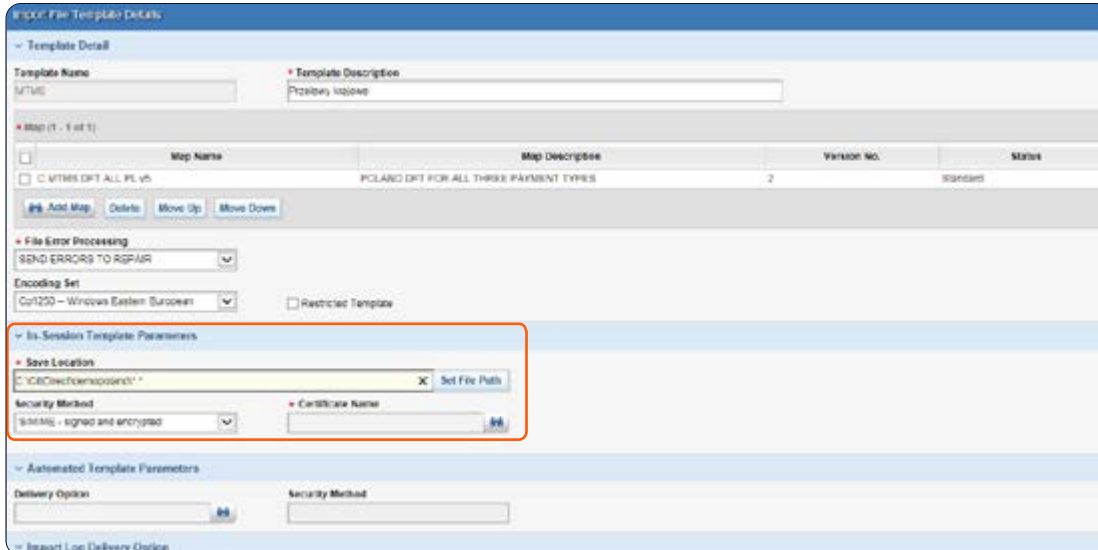


Click **Download Citibank Certificate**. Select **PKCS7** format and save the certificate with any name.



5.2 Installing X509 Certificate

Go to **Tools & Preferences** in Main Menu, and select **S/MIME Security Admin**. Click **New** and enter any name for the certificate. Click **Browse** and select an appropriate file with the certificate. Click **Submit**.



The screenshot shows the 'Import File Template Details' window. The 'In-Session Template Parameters' section is highlighted with a red box. It contains the following fields:

- Save Location:** A text field containing a file path, with a 'Set File Path' button to its right.
- Security Method:** A dropdown menu currently set to 'S/MIME - signed and encrypted'.
- Certificate Name:** A text field with a dropdown arrow to its right, indicating a list of certificates is available for selection.

5.3 Import Profile Configuration

Go to **Tools & Preferences** in Main Menu, and select **Import Profile**. Create a new profile or edit an existing one.

In **In-Session Profile Parameters** section, in **Security Method** field, select **S/MIME – signed and encrypted**. Click an arrow next to the **Certificate Name** field and select the X509 certificate from the list. Click **Submit**.