

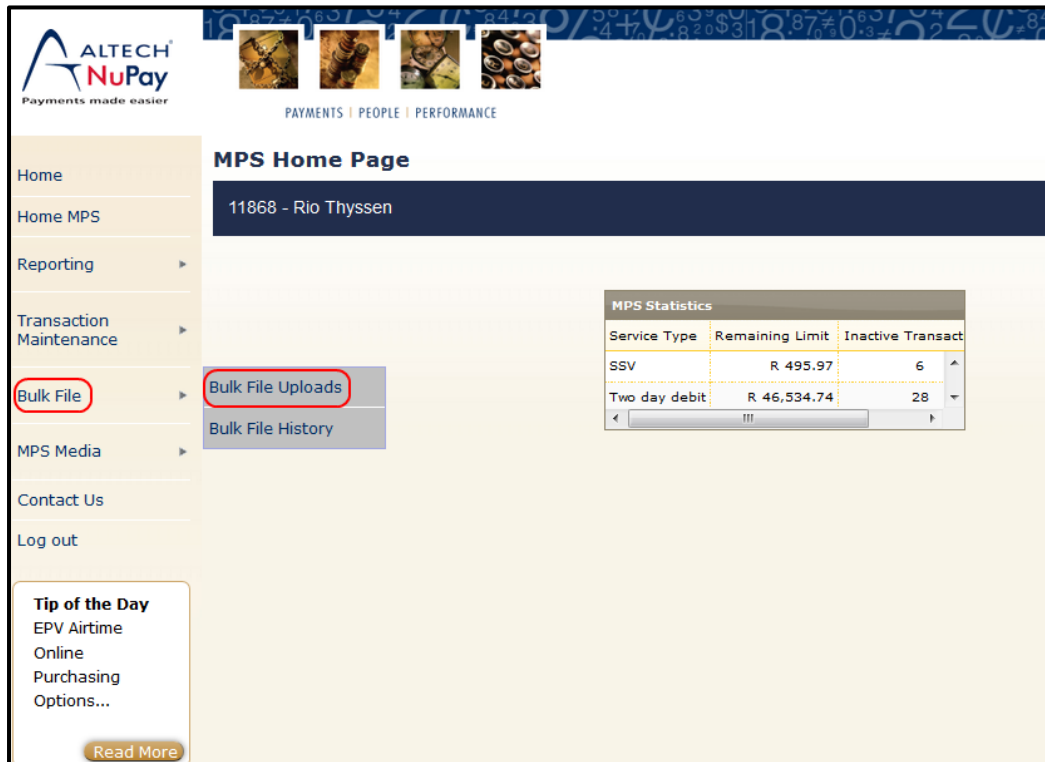
***MPS Bulk File Maintenance  
Upload  
Quick Guide***

Version 1.1



## MPS – Bulk-File Maintenance Upload Quick Guide

1. To perform a Bulk-file Maintenance Upload – Please select: Bulk-files> Bulk-files Upload.



2. To perform a Bulk-file Upload, please select the “Upload” radio button, as selected below. Please note, the remainder of the options are used to perform a Bulk-file Maintenance function.

### MPS Bulk Contract Upload

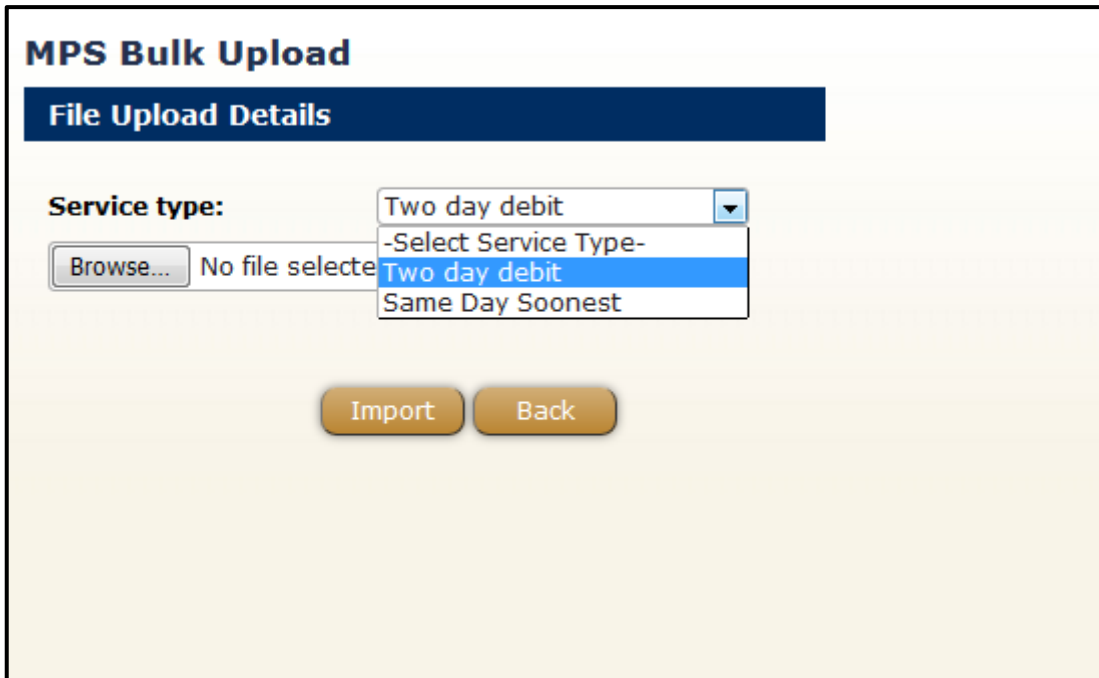
**Search Criteria**

**Merchant:** 11868 - Rio Thyssen

☒ Upload  
☐ Date Change  
☐ Complete Account Change  
☐ Cancellation  
☐ Amount Change


**Continue**

3. You have the option on the MPS platform to perform a Bulk-file upload on two product types i.e. "Two-day Debit" or "Same Day Soonest". Please select the appropriate product for which you wish to upload for. Once you have selected the product, please select the "Browse" button to search for the file you wish to upload, which generally saves in "My Documents" by default.



**MPS Bulk Upload**

**File Upload Details**

**Service type:**  

No file selected


Two day debit  
Same Day Soonest

4. Once you have uploaded the Bulk-file file, you will now await the response of your upload. This could either be a successful or failed response. If your file was uploaded unsuccessfully, the appropriate message indicating why the upload failed will appear in the confirmation box.



**Bulk File Account Change Details**

**Bulk File Account Change**

Grouping:  

Branch:  

File:

**Bulk Account Change Upload Confirmations**

The file was uploaded successfully.