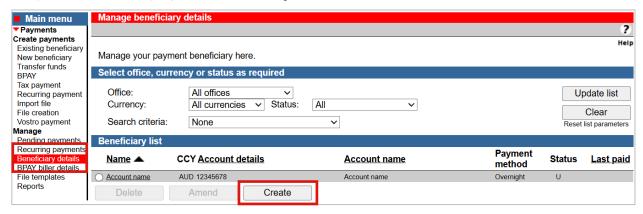# Corporate Online

Creating international beneficiaries.

Follow this guide to create a beneficiary with an account in a different country from the account the payment will be made.
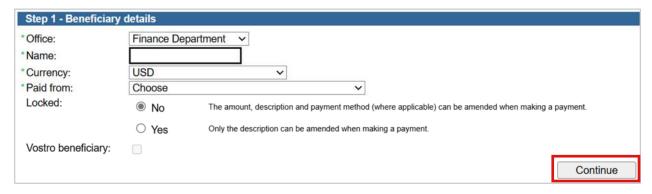
To perform this procedure, you require **Creator** access to the **Manage beneficiary details** feature and the **Currency** the beneficiary is to receive.

1. From the left-hand menu, select **Payments > Manage > Beneficiary details**.

   Corporate Online displays the **Beneficiary list** screen.

2. Select **Create**. Corporate Online displays the **Beneficiary details** screen.

3. Complete the details as follows:
   - Select an **Office** from the list.
   - Enter a **Name** for the beneficiary unique to the selected office.
   - Select the **Currency** the beneficiary is to receive.
   - Select **Yes** to prevent the **Amount** being amended when payments are created using this beneficiary.
     Note: Do not lock the beneficiary if the debit amount will be entered when paying this beneficiary
   - Select **Continue**.

Entering beneficiary details

Enter beneficiary's details

Do not trust an email asking you to change beneficiary account details as it could be a scam. Always confirm changes by calling the beneficiary using an existing number you trust. We may not be able to recover your money if it is a scam.

* Beneficiary bank country: Select Beneficiary bank country

* Account number or IBAN: _____ What is an IBAN?

* Account name: _____ What is an account name?

Please ensure both the Account number / IBAN and Account name are correct. Incorrect details can cause delays in payments being made.

* Beneficiary street address: _____ (Post office address is not to be used)
_____

* City: _____

* Beneficiary address country: Select Beneficiary's address country

Amount: USD 0.00

* Reason for payment: Choose

Description: _____
_____
_____

The description must be provided as it is used to process the payment. The information must include an invoice number or underlying commercial reference with the invoice description. If the description is inaccurate or incomplete the payment may be rejected or delayed by the beneficiary bank and associated fees may be incurred.

* Will this payment be going via an Intermediary bank? ⦿ No ◯ Yes

Other banks may convert the proceeds and impose additional fees and charges. For further information, please contact us.

Bank charges

* Who should pay the overseas bank charges? Beneficiary

Back   Continue

Step 3 - Beneficiary bank details>>

4. Complete the details as follows:
   - Select the **Beneficiary bank country** where the beneficiary account is held.
   - Enter the beneficiary's **Account number** or **IBAN**.
   - Enter the beneficiary's **Account name**.
   - Enter the beneficiary's full business or residential **street address** (not being a post box address). Address details should include:
     - Street Number / Building Name / Street name
     - City / State / Postcode
     - Country (from the list provided)
   - Enter the **Amount** of the payment, in the destination currency.
   - Select a **Reason for payment** from the list where the **Beneficiary bank country** requires.
   - Enter the **Description** to appear on the beneficiary's bank statement e.g., invoice details.
   - Select **Yes** if the payment is going via an **Intermediary bank** and select an Intermediary country from the list.
   - Select who should pay **Overseas Bank charges**. Note: Not available for payments from accounts in Australia.
   - Select **Continue**.

Entering beneficiary bank details

5. Complete the details as follows:
   EITHER
   - Enter the **Bank SWIFT / BIC code** and select **Search.**
   - Corporate Online validates the SWIFT / BIC code and refreshes the screen allowing you to enter the Branch details and Branch identifier if required.
   OR
   - Select to search by **Bank name / city**, complete the fields and select **Search**.
   - Corporate Online displays a list of banks meeting your search criteria.
   - Select a bank and select **Continue**.

   Note: Where no matching bank is found return to the previous screen and select to use an **Intermediary Bank**.
   - Enter the **Branch street address** of the beneficiary bank to assist the recipient bank to direct your payment to the correct branch.
   - Enter the **Branch identifier** (which also may be referred to as a National clearing code)
   - If you have chosen to send the payment via an Intermediary bank repeat the above steps to enter the details of the Intermediary bank.

Finalising the beneficiary details

6. Complete one of the following:
   - Select **Send to authorise** to make the beneficiary available for authorisation.
     OR
   - Where your access also allows you to authorise beneficiaries select **Authorise now**.
     OR
   - Where your organisation does not require beneficiaries to be authorised select **Submit** to make the beneficiary immediately available for use in future payments.

Confirmation

Online Payments displays the **Beneficiary confirmation** screen. If the status of the beneficiary is "Created / unauthorised" or "Partially authorised" authorisation is required before the beneficiary can be used. Ask another user to sign-in and authorise the beneficiary by selecting **Authorise** from the left-hand menu. If the status is "Authorised" the beneficiary is ready to use in payments.