

Creating an international payment to a new beneficiary.

Follow this guide to create a payment for a **new beneficiary** (i.e., to a beneficiary whose details you will enter as you create the payment) who has an account in a different country than the account the payment is being made from.

To perform this procedure, you require **Creator** access to the **New beneficiary payment** feature, access to the debit **Bank account** and the **Payment currency** the beneficiary is to receive.

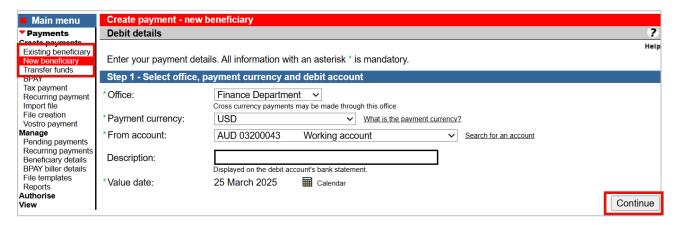
If the payment is to involve two currencies and you have a foreign exchange dealing relationship with Westpac, obtain your exchange rate for this payment via **Online FX** before commencing this procedure.

① International payments are typically processed within 1-3 business days but can sometimes take longer.

1. From the left-hand menu, select Payments > Create payments > New beneficiary.

Corporate Online displays the **Debit details** screen.

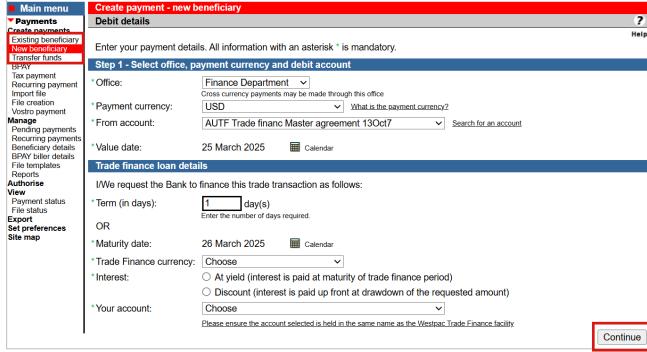
Entering payment debit details (Bank account)



- 2. Complete the details as follows:
 - Select an Office from the list.
 - Select a Payment currency from the list.
 - Select the **Account** from which to make the payment.
 - Enter the **Description** to appear on the bank statement of the account chosen.
 - Use the calendar to select the Value date for the payment.
 - Select Continue. (Go to page 3)



Entering payment debit details (Trade finance)



- 2. Complete the details as follows:
 - Select an Office from the list.
 - Select a Payment currency from the list.
 - Select the **Account** from which to make the payment.
 - Use the calendar to select the Value date for the payment.
 - Enter the **Term** in days or use the **Calendar** to select a **Maturity date**.
 - Select the Trade finance currency (where applicable based on payment currency).
 - Select a Your account in the same currency as the "Trade Finance currency."
 Notes:
 - 1. If there is no account available for selection, please amend the Trade Finance currency to AUD and create a Cross-currency payment.
 - 2. Ensure the selected account is held in the same name as the Trade Finance Facility.
 - Select when **interest** is to be paid.
 - Select Continue.



Entering international beneficiary details

| Step 2 - Enter beneficiary's details | | | | |
|---|--|--|--|--|
| *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: | Payment amount in USD OR Debit amount in AUD What is the Debit amount? | | | |
| | USD 0.00 | | | |
| * Reason for payment: | Choose | | | |
| Description: | | | | |
| | | | | |
| This will appear on the beneficiary's statement. 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? | | | | |
| Display the cut-off time to make this payment. | | | | |
| Other banks may convert the | proceeds and impose additional fees and charges. For further information, please contact us. | | | |
| Save this beneficiary | | | | |
| Save beneficiary details All beneficiary details, including bank | s for future payments. : information will be saved for later use. | | | |
| *Beneficiary name: | *Save amount? | | | |
| Benefic | ciary will require authorisation before being available to use in future payments | | | |
| Back | Continue Step 3 - Beneficiary bank details>> | | | |

- 3. 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 **Payment amount** the beneficiary is to receive **OR** where the payment involves two currencies the option to enter the **Debit amount** may be available.
 - Select a Reason for payment where the Beneficiary bank country requires.
 - Enter the **Description** to for the beneficiary e.g., invoice details.
 - Select **Yes** if the payment is going via an **Intermediary bank** and select an Intermediary country from the list.
 - Select Continue.



Entering beneficiary bank details

| Step 3 - Beneficiary bank details | | | | |
|-----------------------------------|-----------------------|--------------------|--|--|
| Country: Payment currency: | United States USD | | | |
| Search for beneficiary bank: | | | | |
| Search by: | Bank SWIFT / BIC code | ○ Bank name / city | | |
| *Bank SWIFT / BIC code: | | Search | | |

4. Complete the details as follows:

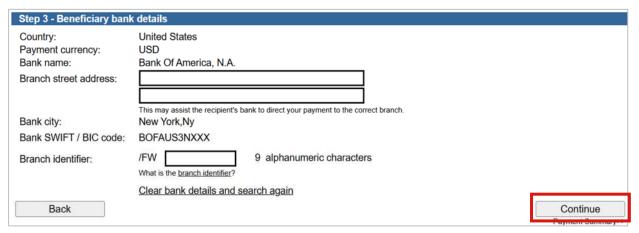
EITHER

- 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 details.
- Select Continue. Summary is displayed.



Payment summary



- 5. Complete the following:
 - Review the details of the payment and make any amendments. You can add up to 99 beneficiaries (if the **Payment amount** was entered in **Step 3**).
 - If the payment involves two currencies, select Continue.
 - If the payment involves just one currency select Send to authorise to make the payment available for authorisation. Confirmation is displayed.
 OR
 - Where your access also allows you to authorise confirm there are available funds in the from account and that you have enough available authorisation limits and select **Authorise** now. Confirmation is displayed.

Adding an exchange rate to a payment

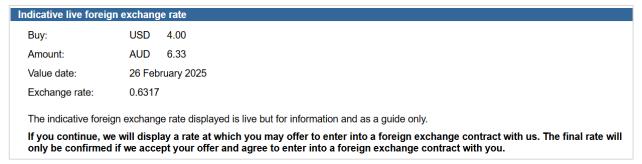
Customers with a dealing relationship

1. Select an Office from the list, then select the deals to attach to the payment.



Customers without a dealing relationship

1. The rate shown is an indicative rate only. The actual exchange rate used for the payment will depend on the exchange rate at the time the payment is 1st authorised.





2. Then:

 Select Send to authorise to make the payment available for authorisation. Confirmation is displayed.

OR

 Where your access also allows you to authorise, and the payment include a Deal obtained from Online FX confirm there are available funds in the from account and that you have enough available authorisation limits and then select Authorise now. Confirmation is displayed.

OR

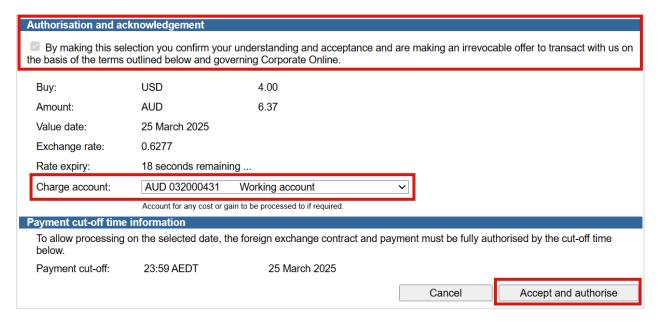
• Where you access allows you to authorise and the payment includes an **indicative live foreign exchange** rate select **Continue**.

Authorising cross-currency payments with an indicative live rate

Corporate Online displays the live foreign exchange rate screen.

1. Carefully read the important information and then select the box to accept the conditions.

Online Payments gets a rate for the currency and then displays the rate for your acceptance.



You have 60 seconds to accept the rate. The rate expiry field counts down the time. Note: If the rate expires, you cannot continue.

- 2. Select a **Charge account** that will be used to debit and costs or credit any gains that result from a cancelled payment.
- 3. Select **Accept and authorise**. Payment confirmation is displayed.

Confirmation

Online Payments displays the **Payment confirmation** screen. If the status of the payment is "Created / unauthorised" or "Partially authorised" authorisation is required before the payment is made. Ask another user to sign-in and authorise the payment by selecting **Authorise** from the left-hand menu.