**REPSS**

REPSS-Regional Payments and Settlement System-Payments to COMESA regions in USD and EUR. Intermediary bank is mandatory for this payment.

**STEPS**

1.Invoke menu MPOR

2.Under action select ADD

3.Select customer payment under SERVICE ID

4 Under Paysys ID select or search REPSS and click Go

5.Enter the sender account number under Debtor account ID, the names should populate.

6.On instruction details, enter the currency and amount e.g USD 950

7.Click upload document icon to upload the MT103 form and any supporting document

8.Capture the identification document number of the customer/person who delivered the instructions under the ID Document number field e.g ID or passport number.

9.Under remmitance information,enter the narration of the transaction.

10.Under the creditor details, enter the account number and name of the creditor(beneficiary).

11.Under the creditor bank details,capture SWIFT under network directory

12.Input the SWIFT Code provided by the customer under bank identifier code and click tab e.g SBICMWMXXXX

13.Click on continue

14.Under the charge event if not autopopulated,type or search SWIFT\_OUT and click on fetch, confirm corrected charges have ben fetched i.e kes 1500 commission and kes 300 excise duty

15.Click on continue until you reach the related party details

16.Click on the Add button and select intermediary bank 1 under party type

17.Click organisation identification and input SWIFT under network directory.

18.Input the intermediary bank SWIFT code under bank identifier code and click tab e.g RBMAMWMWDEV

19.Click save and preview, confirm the intermediary bank has been added then click continue until you reach the submit button.

20.Click submit.