SIMPLE SWIFT

SWIFT-Society for Worldwide Interbank Financial Telecommunications

**STEPS**

1.Invoke menu MPOR

2.Under action select ADD

3.Select customer payment under SERVICE ID

4 Under Paysys ID select or search SWIFT 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 810

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.Click additional charge account details and select the correct charge type e.g SHA or OUR

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

11.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 BOTKJPJ2XXX

13.Click on continue

13.Under the charge event if not autopopulated,type or search SWIFT\_OUT and click on fetch, confirm correct charges have been fetched i.e kes 1500 commission,kes 300 excise duty and USD/EUR 20 or GBP 15 if the charge type was OUR.

15.Click on continue until you reach the submit button.

16.Click submit.