**SWIFT WITH NEGOTIATED RATE**

Negotiated rates are captured under the OPICS field using a deal number generated by FTS department.

**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.

7.Scroll down and click the OPICS Detail button,input the deal number and click fetch and validate . Instruction currency,amount and exchange rate will auto populate.

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

9.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.

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

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

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

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

14.Input the SWIFT Code provided by the customer under bank identifier code and click tab e.g BOTKJPJ2XXX

15.Click on continue

16.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,kes 300 excise duty and USD 20 or GBP 15 if the charge type was OUR.

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

17.Click submit.