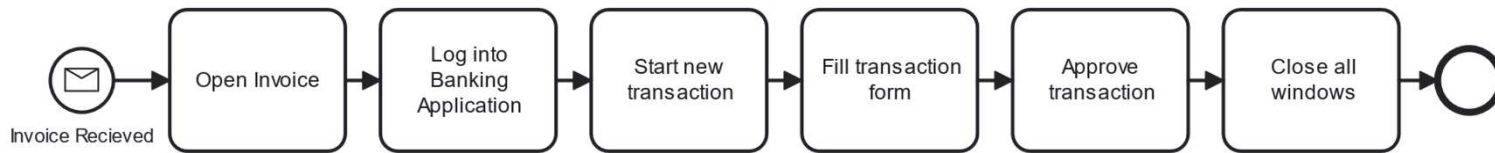


Accounts Payable Process Description



1. When receiving an invoice by email, open the invoice
2. Open the banking application in the browser
3. Enter your login data into the banking app
4. Navigate to the business account and start a new transaction
5. Copy and paste all required data into the transaction form
 - Copy recipient
 - Copy amount
 - Copy invoice number / invoice reason
 - Copy account number
6. Review the data in the transaction form
7. Approve the transaction with pin
8. Close all opened windows