



DHB Netbanking File Upload Functionality

Payments File Upload is a new function now available with DHB NetBanking which allows users to upload and authorize up to 100 SEPA (Single Euro Payments Area) payments in one single attempt. Instead of entering and authorizing multiple payments one by one, it is now possible to upload one single file to DHB NetBanking and save time right away. Additionally, added validation checks also help to ensure accuracy of the payment information and reduce errors.

How it works? Very simple!

You prepare your payment transactions in an excel file and save as CSV (Comma delimited) and upload this 'CSV' file to DHB Netbanking.

How the format of CSV file should be?

The first row of the file should be the titles of the payment transactions as shown in the below illustration and exactly in the same order;

Amount IBAN Beneficiary Explanation

	A	B	C	D
1	Amount	IBAN	Beneficiary	Explanation
2	100	DE48500400000258280701	XYZ1 B.V.	Invoice 1
3	3,000.00	NL98RABO0354622911	XYZ2 LTD.	Invoice 22
4	2,200.56	NL60INGB0663177361	A. van DIJK	Invoice 33

The payment transactions can be entered starting from the second row. You can enter maximum 100 payments (in total 101 rows including the titles) in one single CVS file.

What are the specifications of the columns?

Amount: Mandatory field; maximum 6 numeric characters before decimals and thousand separator should be comma (,) if it is used.

Examples:

	A	B
1	Amount	
2	1000	✓
3	1000.23	✓
4	1,000.23	✓
5	1000,23	✗
6	1.000,23	✗



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IBAN (International Bank Account Number): Mandatory field; consists of up to 34 alphanumeric characters; comprising a country code, two check digits and a detailed bank account-number which should belong to one of the SEPA Scheme countries¹.

Beneficiary: Mandatory field; maximum 70 alphanumeric characters are allowed.

Explanation: Optional field, maximum 140 alphanumeric characters are allowed.

The following syntax is allowed in both “Beneficiary” and “Explanation” fields within their maximum character limits;

- ISO basic latin alphabet
- numbers
- space
- [special characters](#)

What is next?

Payment file is ready now!

When you login to DHB NetBanking you will see “New File Upload” under “Payment File Upload” title in the left menu. Click on it and you will see the below screen.

New File Upload 25 October 2016

Please fill all fields marked with the ^{*}

File Type*

Account*

Use the explanation within file for each booking
 Use the below general explanation for all bookings

Explanation*

Choose file to Upload*

Only csv file format is acceptable

¹ The list of SEPA Scheme countries can be obtained from <http://www.europeanpaymentscouncil.eu/>



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On this screen, follow these steps:

- If you did not fill in the Explanation field in your excel file, it is possible to assign a same general explanation to be used for each booking to your account. Then before upload the CSV file please change the radio button to ‘*Use the below general explanation for all bookings*’ and enter your general explanation to ‘Explanation’ field in this screen. Please note that, if you choose to use the ‘general explanation field’ on this screen any data in the explanation field(s) of the CSV file will be overwritten with this general explanation.
- Click on “Browse” and choose the file to be uploaded. You will see the name of the file next to “Browse” button.
- Click on “Upload File” then you will see the total number of payments in the file and total payment amount as in the below illustration.
- Now you can either choose to “Proceed” to forward the CSV file to **Approve** queue or to “Cancel” in order to waive the file upload.

New File Upload 25 October 2016

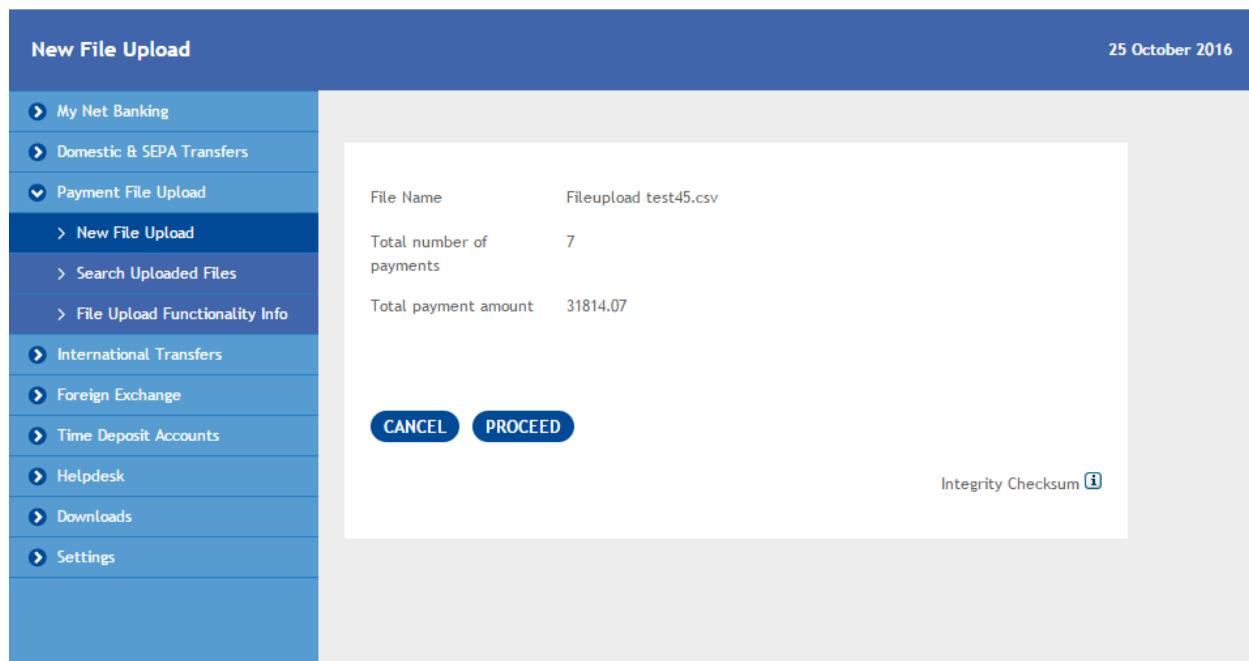
File Name: Fileupload test45.csv

Total number of payments: 7

Total payment amount: 31814.07

CANCEL **PROCEED**

Integrity Checksum i



After you click on “Proceed” button all security and IBAN controls are done by the system and you are routed to Pending File Uploads page unless there is an error in the file. The allowed transaction limits of the users are also controlled at this level. Please note that the total amount of the CSV file should be within the transaction limits of the user(s). If you receive an error please then correct the related field(s) in your CSV file and upload again.



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You will see a summary of the transaction on this page; with commission amount to be collected, batch (file) reference and two symbols. You can see and check all payments in the file and their details by clicking “View Details” icon and you can cancel the transaction by clicking “Delete” icon if necessary.

Pending File Uploads 25 October 2016

My Net Banking

- > Account List
- > My Payment Orders
- > Address Book
- > Messages
- > Transaction Limits
- > Pending Transactions for Approval
- > Pending File Uploads**
- > Transaction History

Domestic & SEPA Transfers

- > Payment File Upload
- > International Transfers
- > Foreign Exchange
- > Time Deposit Accounts
- > Helpdesk
- > Downloads
- > Settings

Transaction is routed to approval queue.

	Upload Date	Source Account	Total number of Payments	Total Amount	Commission Amount	
Approve	25/10/2016	NL06DHBN0263...	7	28,463.20 EUR	2.45 EUR	
File Name: Fileupload test4.csv Batch Reference: 16099FUP000044						Integrity Checksum
Approve	25/10/2016	NL06DHBN0263...	7	31,814.07 EUR	2.45 EUR	
File Name: Fileupload test45.csv Batch Reference: 16099FUP000045						Integrity Checksum

“Approve” link on the screen will only be displayed to ‘Single Authorizer’ or ‘Authorizer’ profile if the account holder is a legal entity or otherwise if the account holder is a natural person.



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After you click the **Approve** link you will be routed to Transaction Digipass Confirmation screen. This is the last step to send all payments in the CSV file in one attempt.

Transaction Digipass confirmation 25 October 2016

My Net Banking

- > Account List
- > My Payment Orders
- > Address Book
- > Messages
- > Transaction Limits
- > Pending Transactions for Approval
- > Pending File Uploads
- > Transaction History

Domestic & SEPA Transfers

- > Payment File Upload
- > International Transfers
- > Foreign Exchange
- > Time Deposit Accounts
- > Helpdesk
- > Downloads
- > Settings

Confirm your transaction with your Digipass

Digipass number

If you have more than one Digipass, please make sure that you are using the right one now by checking the serial number on the back side.

21-1848729-2 ▾

Challenge code

Please enter this number to your Digipass: 16190754

Response code

A new number will appear on your Digipass' screen!

Enter the number you see on your Digipass here:

BACK **PROCEED**

Following the approval of your CVS file with your Digipass the file upload is completed. You will see the below screen showing you the summary of your CVS file and it is also possible to reach the contents of your file by clicking View details icon.

Transaction Status 25 October 2016

My Net Banking

- > Account List
- > My Payment Orders
- > Address Book
- > Messages
- > Transaction Limits
- > Pending Transactions for Approval
- > Pending File Uploads
- > Transaction History

Domestic & SEPA Transfers

- > Payment File Upload
- > International Transfers
- > Foreign Exchange
- > Time Deposit Accounts
- > Helpdesk
- > Downloads
- > Settings

File Upload is completed

File Name	Fileupload test4.csv
Batch Reference	16099FUP000044
Total number of payments	7
Total payment amount	28463.20 EUR

[Integrity Checksum](#)



DHB Netbanking File Upload Functionality

How can I see the files previously uploaded?

You can always search and reach the files you uploaded before on Search Uploaded Files page. Just click on the Search button by selecting a date interval. This page will also show you the status of uploaded files and you will see the following icon if you got an error during the approval:

Successful uploads will be shown under 'Status' with a green symbol .

Search Uploaded Files 28 October 2016

My Net Banking

Domestic & SEPA Transfers

Payment File Upload

> New File Upload

> Search Uploaded Files

> File Upload Functionality Info

> International Transfers

> Foreign Exchange

> Time Deposit Accounts

> Helpdesk

> Downloads

> Settings

Start Date 24 ▾ October ▾ 2016 ▾

End Date 24 ▾ October ▾ 2016 ▾

SEARCH

Upload Date	Source Account	File Name	Total number of Payments	Total Amount	Status
24/10/2016	NL06DHBN0263...	Fileupload test1.csv	100	478,092.12 EUR	
Batch Reference: 16099FUP000041					
Integrity Checksum 					
24/10/2016	NL06DHBN0263...	Fileupload test1.csv	100	581,592.94 EUR	
Batch Reference:					
Integrity Checksum 					

If you have any questions, please do not hesitate to contact our Internet Helpdesk on workdays from 9.00 to 17.15 via 0900-40 40 333 (local rate) or from outside the Netherlands +31104369151, or send an e-mail to dhbnetbanking@dhbbank.com.