

## Here's how you can upload beneficiaries in bulk using db OnlineBanking



Log in to db OnlineBanking.



Bulk Beneficiary Upload will be displayed with three links – Upload, Approve/ Reject and Status Inquiry.

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On clicking the Counterparty Upload above screen will be displayed.



Go to the Transactions tab and select Bulk Beneficiary Upload under Transaction Support Services widget.



Click on Upload\* and select a product type. For a sample file format, <u>click here</u>.

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You must click on Choose File and select the file to be uploaded.



Now select Continue.

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Viewing 1 to 5 of	1	Page 1			

The links under File Name will allow you to download the uploaded file.



Select the File Reference Number to check the status of failed and successful records.

Under Transfers and Payments go to Manage Beneficiary.

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By selecting Click here to view Successful records you can see the list of successfully created beneficiaries (50 records).

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File Details	
File Sequence Number:	31328
Product Type:	Counterparty Upload
Total Number of Records:	1
	Click here to view Successful records
Date of Upload:	11/12/2018
File Status:	Validation Failed
File Name:	BulkBeneficiaryUpload1
Uploaded By:	001859881.DUMMY1
File Description:	bulk uploads 1

Status Inquiry Click on Status Inquiry to view the uploaded files.

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			Back

View Failed Records will show you the details of failed records as below.