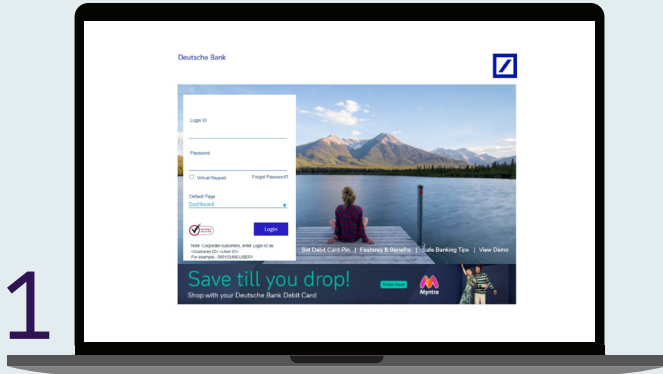


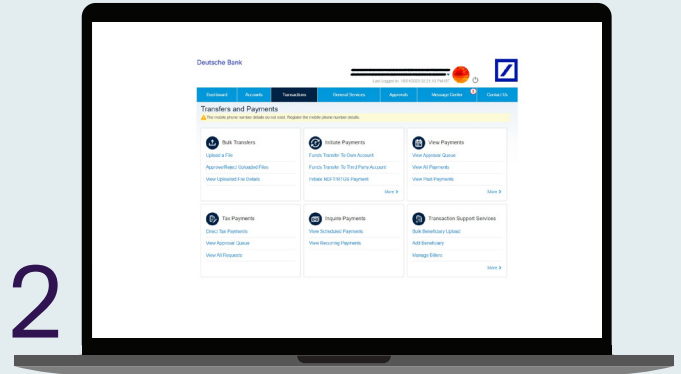


Here's how you can upload beneficiaries in bulk using db OnlineBanking



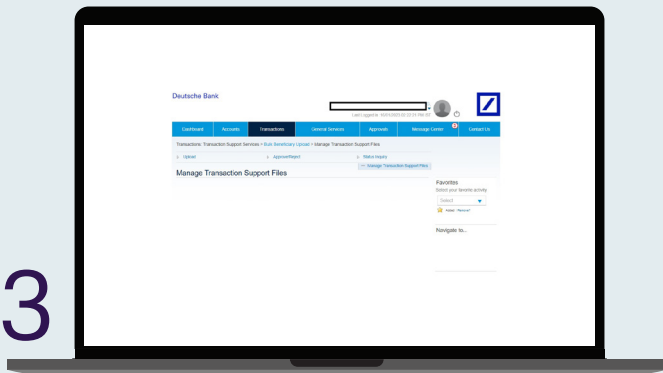
1

Log in to db OnlineBanking.



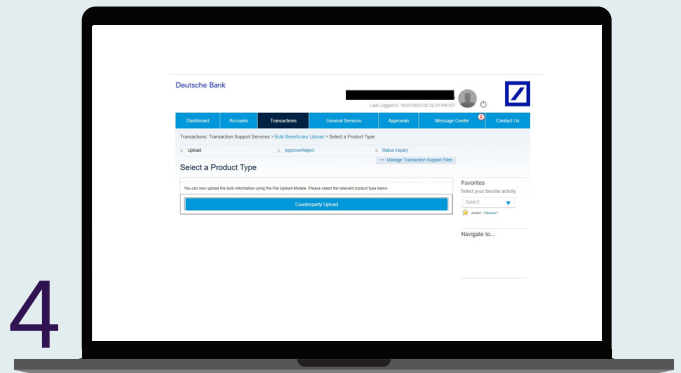
2

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



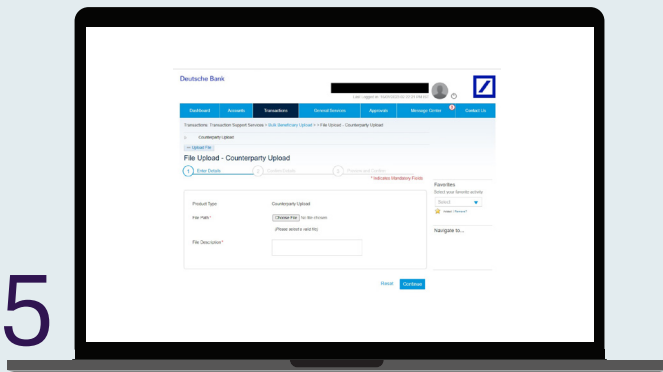
3

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



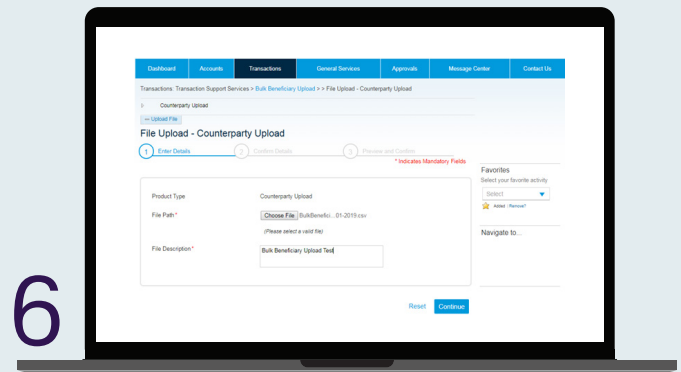
4

Click on **Upload*** and select a product type. For a sample file format, [click here](#).



5

On clicking the **Counterparty Upload** above screen will be displayed.

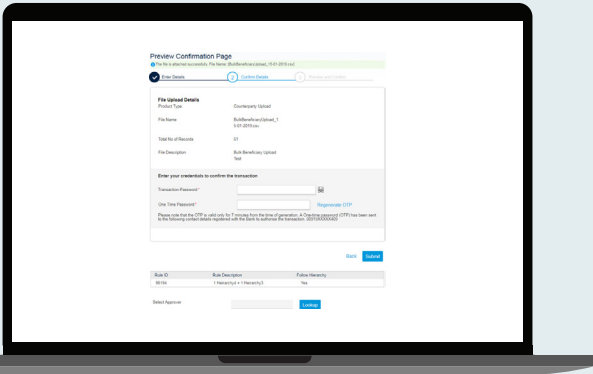


6

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

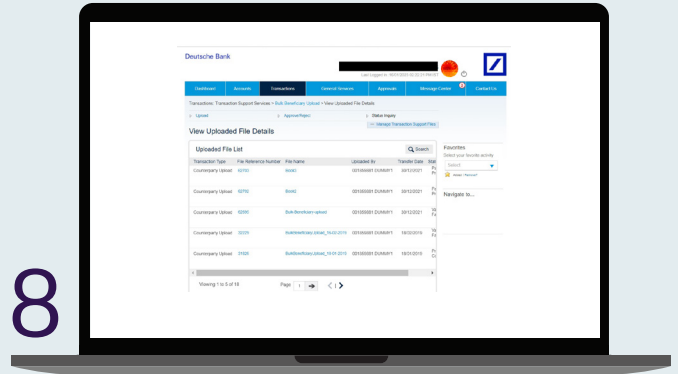
*File formats supported for uploading bulk files are .csv, .xls and .txt. You can upload up to 500 beneficiaries in one file.

7



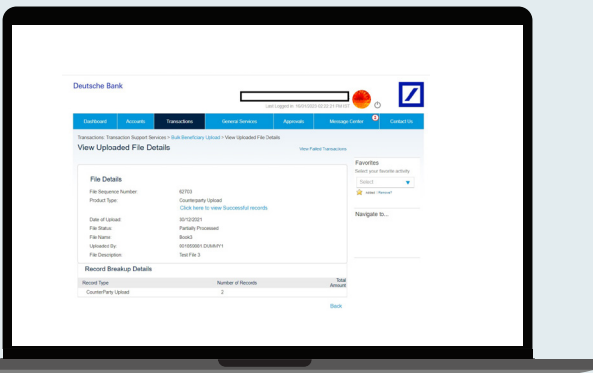
Now select **Continue**.

8



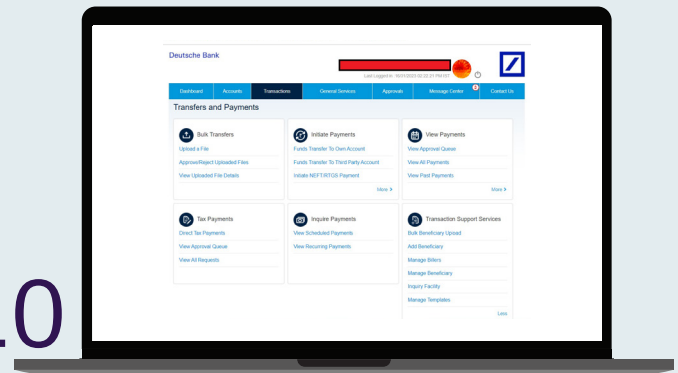
The links under File Name will allow you to **download** the uploaded file.

9



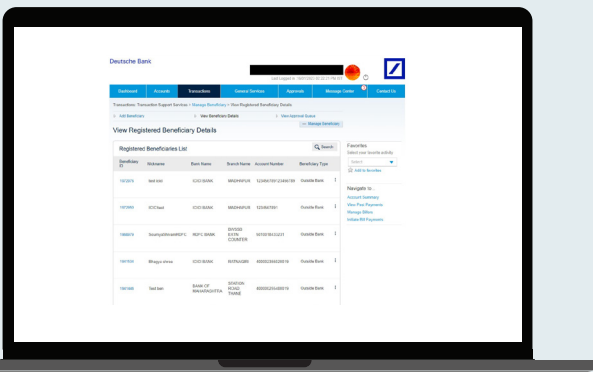
Select the **File Reference Number** to check the status of failed and successful records.

10



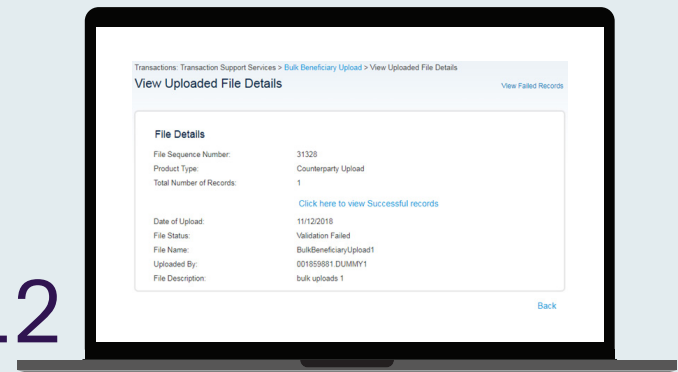
Under **Transfers and Payments** go to **Manage Beneficiary**.

11



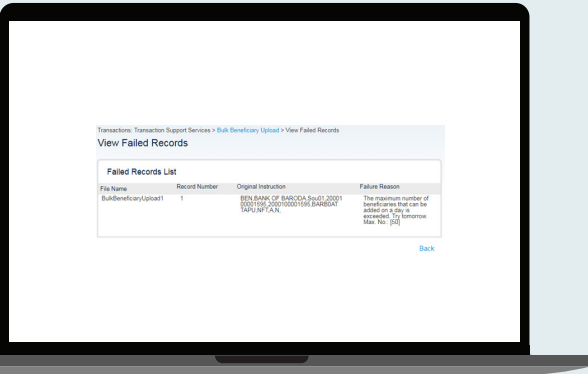
By selecting **Click here to view Successful records** you can see the list of successfully created beneficiaries (50 records).

12



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

13



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