

8

Pay

- CREDIT CARDS
- LOANS
- COMPANY/UTILITY BILLS
- PAYROLL & SUPPLIERS

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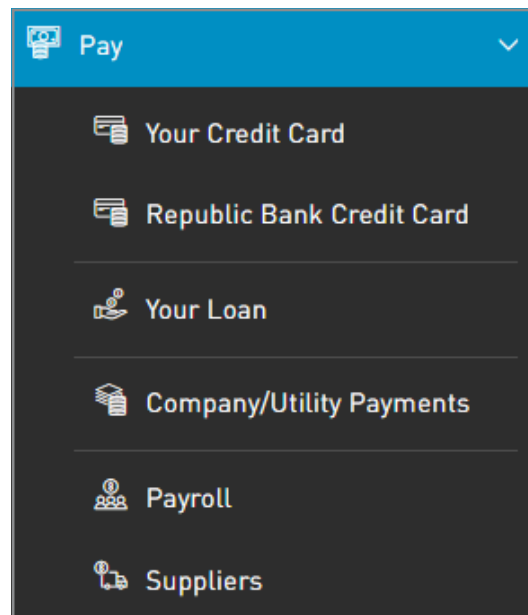
Payments

Your Corporate Republic^{Online} site offers six payment options:

- YOUR CREDIT CARD
- REPUBLIC BANK CREDIT CARD
- YOUR LOAN
- COMPANY/UTILITY PAYMENTS
- PAYROLL
- SUPPLIERS

There are two ways to access the Payment feature:

- QUICK MENU
- MAIN MENU



Payments

Payment options

All Payment options entail a 4-step process.



1

Select pay

2

Input data

3

Confirm

4

Result

4-Step Process

Credit Cards

Making Credit Card payments

To make a credit card payment select one of these options:

- Pay YOUR CREDIT CARD
- Pay REPUBLIC BANK CREDIT CARD

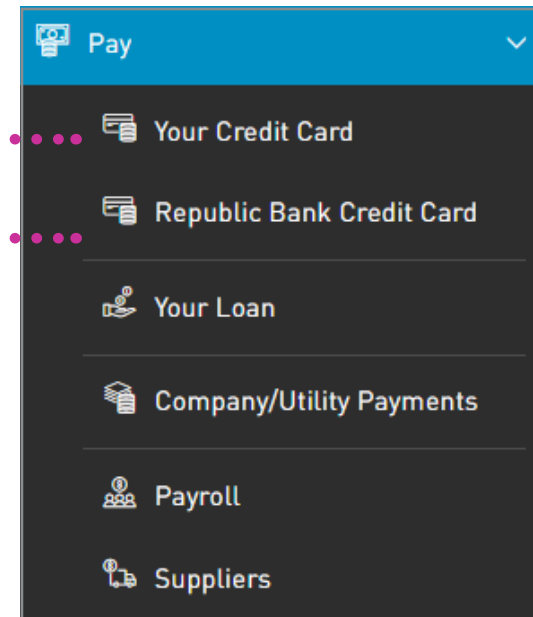
Both options follow the 4-step process with one difference.

- When you select PAY YOUR CREDIT CARD the card details are automatically saved and available to you.
- When you select PAY REPUBLIC BANK CREDIT CARD, you will be required to register a beneficiary card for the payment.

Credit Cards

1 Select pay

Select one of the credit card options under the PAY menu tab



Credit Cards

2 Input data

- A** Select CREDIT CARD TO PAY from the list
- B** Input the AMOUNT TO PAY in TTD and/or USD currency
- C** Select DEBIT ACCOUNT to pay from list
- D** Input ADDITIONAL DATA (DESCRIPTION AND NOTIFICATION EMAIL ADDRESS)
- E** Select CONTINUE

Republic Bank

Trainer Test | Logout

Pay

Payment - Your Credit Card

Please note that if your credit card is over-limit or past-due 90 days or more you will not be able to access this payment until the end of the next business day.

A Credit Card to Pay

B Amount to Pay

C Debit Account

B Amount to Pay

C Debit Account

D Additional Data

E Continue

Reset Cancel

Credit Cards

2 Input data

A Select CREDIT CARD to pay from the list

If you select PAY YOUR CREDIT CARD, all your personal registered corporate credit cards will be listed here.

If you select PAY REPUBLIC BANK CREDIT CARDS, all your registered beneficiary-cards will be listed here.

*See Section 11 – Manage, pg. 287 for instructions for registering third-party beneficiaries.
See Section 9 – Transactions, pg. 242 for instructions for scheduling payments.*

D Input ADDITIONAL DATA (DESCRIPTION AND NOTIFICATION EMAIL ADDRESS)

The email address you enter in this field will receive a transfer notification.


If you do not enter an address in this field, the system will automatically send the notification to your registered email address.

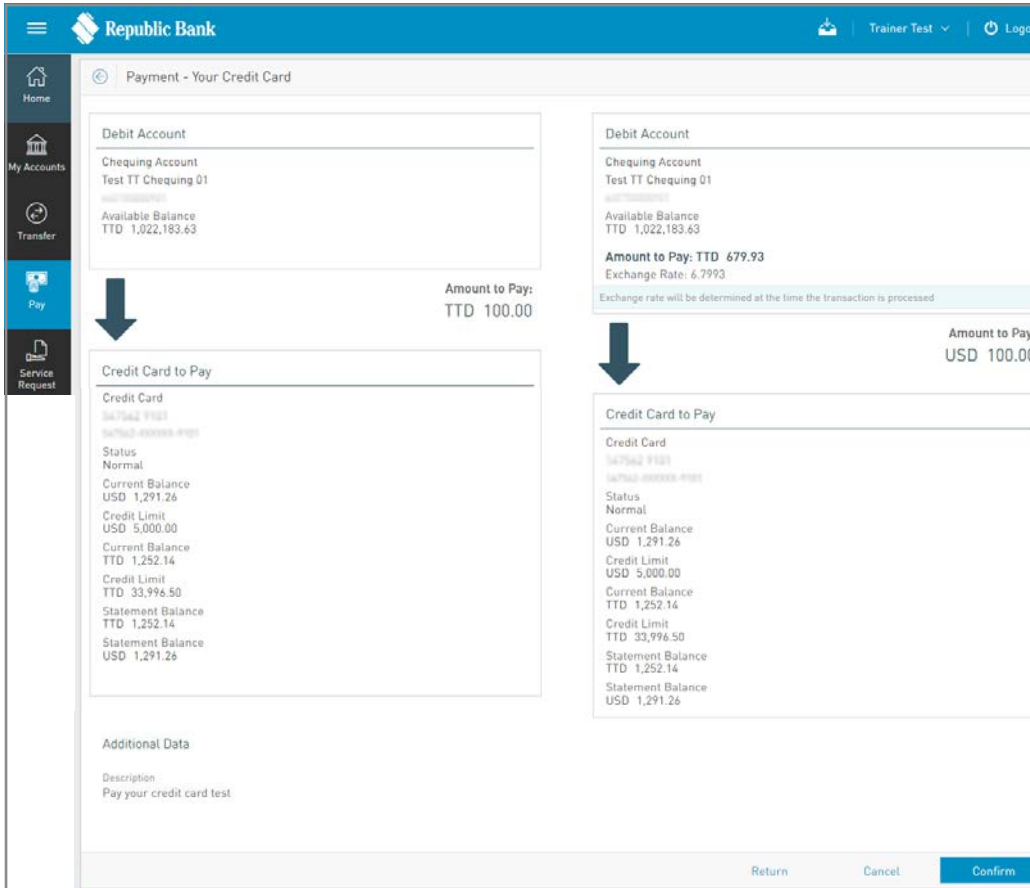
Credit Cards

3 Confirm

This step allows you to review/validate the information you entered in the previous step before submitting the transaction.

Once the transaction information has been verified select CONFIRM.

If you do not select CONFIRM the available actions are:
CANCEL to cancel the transaction.
RETURN or  to return to the previous step.



The screenshot displays the Republic Bank online payment interface for a credit card transaction. The page title is "Payment - Your Credit Card". The interface is divided into two main sections, each showing a summary of the transaction details. A large blue arrow points from the left section to the right section, indicating a transition or confirmation step.

Left Section Summary:

- Debit Account:** Chequing Account, Test TT Chequing 01, Available Balance TTD 1,022,193.63
- Amount to Pay:** TTD 100.00
- Credit Card to Pay:** Credit Card 547562 1121, Status Normal, Current Balance USD 1,291.26, Credit Limit USD 5,000.00, Current Balance TTD 1,252.14, Credit Limit TTD 33,996.50, Statement Balance TTD 1,252.14, Statement Balance USD 1,291.26
- Additional Data:** Description: Pay your credit card test

Right Section Summary:

- Debit Account:** Chequing Account, Test TT Chequing 01, Available Balance TTD 1,022,193.63
- Amount to Pay:** TTD 679.93, Exchange Rate: 6.7993
- Amount to Pay:** USD 100.00
- Credit Card to Pay:** Credit Card 547562 1121, Status Normal, Current Balance USD 1,291.26, Credit Limit USD 5,000.00, Current Balance TTD 1,252.14, Credit Limit TTD 33,996.50, Statement Balance TTD 1,252.14, Statement Balance USD 1,291.26

At the bottom of the page, there are three buttons: "Return", "Cancel", and "Confirm".

Credit Cards

4

Result

After confirmation of the transaction, you will receive one of the following potential results (based on your permissions and the approval scheme(s) established for the transaction):

SUCCESSFUL: the transaction was completed successfully.

PENDING APPROVAL: here one or more approvals is required to perform the transaction and the users authorised to approve will be informed of the pending authorisations via email.

FAILED: the transaction does not meet the necessary requirements and the specific error will be shown.

The screenshot displays the Republic Bank online payment interface. It features a navigation menu on the left with options like Home, My Accounts, Transfer, Pay, Service Request, and Manage. The main content area shows two successful transactions:

- Transaction 1 (TTD):** "Your payment in TTD has been successfully executed". Reference Number: 3566631. Creation Date and Time: 16/01/2023 - 2:57:57 PM. User: Trainer Test. Amount Paid: TTD 100.00. Debiting account: Chequing Account Test TT Chequing 01. Credit Card: 547542 9101 547542 99999 9101.
- Transaction 2 (USD):** "Your payment in USD has been successfully executed". Reference Number: 3566632. Creation Date and Time: 16/01/2023 - 2:57:57 PM. User: Trainer Test. Amount Paid: USD 100.00. Debiting account: Chequing Account Test TT Chequing 01. Credit Card: 547542 9101 547542 99999 9101.

Both transactions show an approval table with one entry: Trainer Test (Test1) - Approved - 16/01/2023 2:58:30 PM. The interface also includes an action panel on the right with options like Download Receipt, Save as Favourite, Schedule, Online Activity, and Pending Approvals. At the bottom, there are links for "New Payment" and "Home".

Annotations on the screenshot:

- Debit account info.
- Status message & transaction info.
- Action panel
- Make another payment
- Go to Home page

Loans

Paying business loans

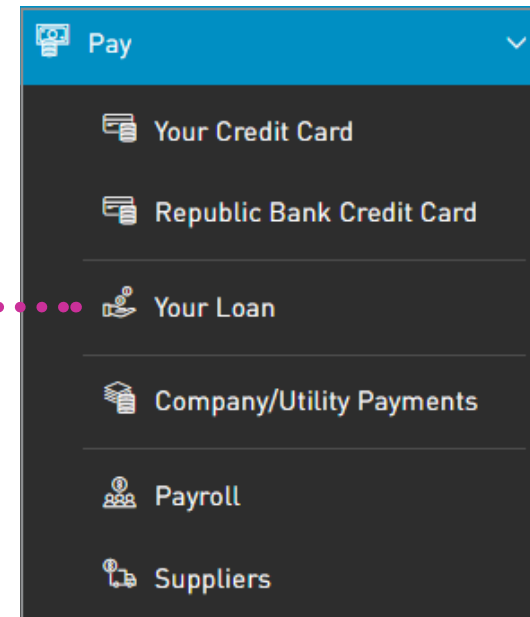
Your Corporate Republic^{Online} site allows you to make loan payments using the same 4-step process used to pay corporate credit cards.

(Refer to Section 8 - Pay, Making Credit Card Payments pg. 192)

Loans

1 Select pay

Select YOUR LOAN
under the PAY menu tab



Only users assigned relevant permissions can access the business loans payment feature.
(Refer to Appendix for list of Permissions)

Loans

2 Input data

- A** Select LOAN TO PAY from the list
- B** Select payment type and input AMOUNT TO PAY
- C** Select DEBIT ACCOUNT from the list
- D** Input ADDITIONAL DATA (DESCRIPTION AND NOTIFICATION EMAIL ADDRESS)
- E** Select CONTINUE

Republic Bank

Home My Accounts Transfer Pay Service Request Manage Pending Approvals

Pay

Payment - Your Loan

1 Loan Pymt field to be used for Monthly installment and additional payments only.
Principal Pymt field to be used for Payment of Current balance and Principal amount only. This payment does not replace the monthly installment.

1 Loan to Pay (A)
Loan 990888888803
XXXXX-803
Original Amount TTD 1,000,000.00

2 Amount to Pay (B)
 Loan Pymt [?]
 Principal Pymt [?]
TTD 100.00
TTD Insert Amount

3 Debit Account (C) Required
Chequing Account 990999999901
990999999901
Available Balance TTD 2,252,902.59

4 Additional Data (D)
Description: Test Loan Payment
Notification Email: swan@emal.com

Schedule (Optional)
Turn on this function only if you would like to schedule this transaction for a later date or as a recurring transaction.

Reset Cancel Continue (E)

Loans

2 Input data

A Select PAYMENT TYPE from the list

You can select one of two options for business loan payments:

- LOAN PAYMENT
- PRINCIPAL PAYMENT

After you select an option, enter the payment amount.


Loans

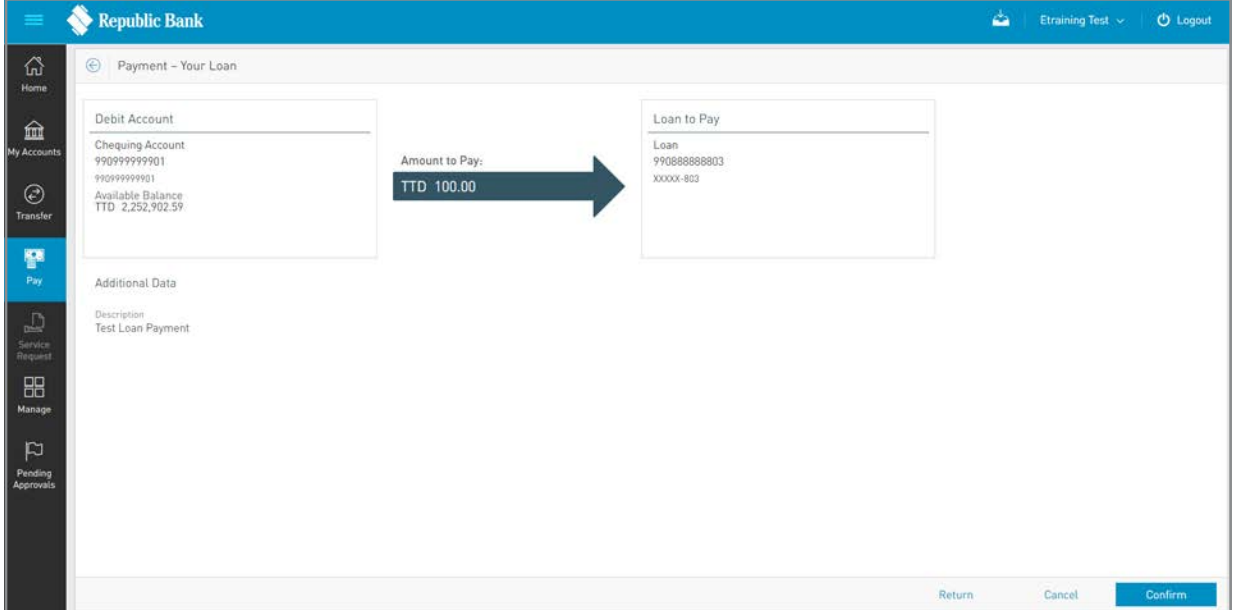
3 Confirm

This step allows you to review/validate the information you entered in the previous step before submitting the transaction.

Once the transaction information has been verified select CONFIRM.

If you do not select CONFIRM the available actions are:

CANCEL to cancel the transaction.
RETURN or  to return to the previous step.



Republic Bank

Payment - Your Loan

Debit Account

Chequing Account
990999999901
990999999901
Available Balance
TTD 2,252,902.59

Amount to Pay:
TTD 100.00

Loan to Pay

Loan
990888888803
XXXXX-802

Additional Data

Description
Test Loan Payment

Return Cancel Confirm

Loans

4 Result

After confirmation of the transaction, you will receive one of the following potential results (based on your permissions and the approval scheme(s) established for the transaction):

SUCCESSFUL: the transaction was completed successfully.

PENDING APPROVAL: here one or more approvals is required to perform the transaction and the users authorised to approve will be informed of the pending authorisations via email.

FAILED: the transaction does not meet the necessary requirements and the specific error will be shown.

The screenshot displays the Republic Bank online interface. At the top, a green status message reads: "Your payment has been successfully executed" with a reference number of 3584087, creation date of 16/06/2023 at 1:55:44 PM, and user Etraining Test. The main content area shows a flow from a "Debited Account" (Chequing Account 990999999901) to a "Loan Paid" (Loan 990888888803) for an amount of TTD 100.00. Below this, the "Additional Data" section shows a description of "Test Loan Payment". The "Approvals" table shows a single approval by Etraining Test (Etraining1) with a status of "Approved" on 16/06/2023 at 1:55:45 PM. The right-hand side features an "Action panel" with options like "Download Receipt", "Save as Favourite", "Schedule", "Online Activity", and "Pending Approvals". At the bottom right, there are links for "New Payment" and "Home".

Annotations on the screenshot:

- Debit account info.
- Status message & transaction info.
- Action panel
- Make another payment
- Go to Home page

Company/ Utility

Making Company/ Utility Payments

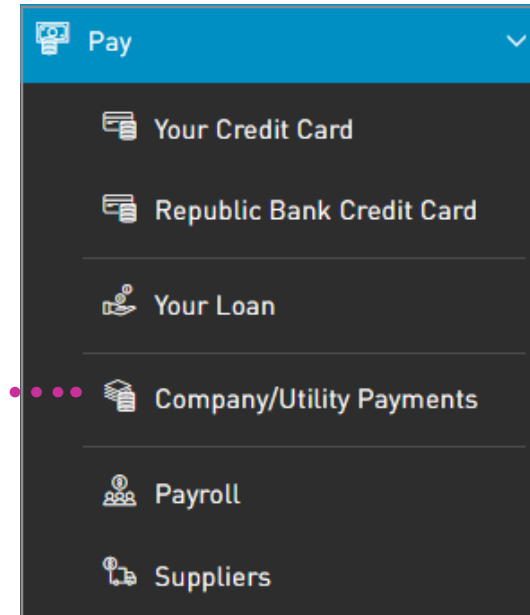
Your Corporate Republic^{Online} site allows you to make utility payments using the same 4-step process used to pay corporate credit cards.

(Refer to Section 8 - Pay, Making Credit Card Payments pg. 192)

Company/ Utility

1 Select pay

Select COMPANY/UTILITIES PAYMENTS
under the PAY menu tab



Only users assigned relevant permissions can access the Company/Utility Payments feature.
(Refer to Appendix for list of Permissions)

Company/ Utility

2 Input data

- A Select UTILITY TO PAY from the list
- B Insert AMOUNT TO PAY
- C Select DEBIT ACCOUNT from the list
- D Input ADDITIONAL DATA (DESCRIPTION AND NOTIFICATION EMAIL ADDRESS)
- E Select CONTINUE


The screenshot shows the Republic Bank 'Pay' interface for Company/Utility Payments. The interface is divided into several sections:

- Utility to Pay (A):** Displays 'TSTT' with details: TSTT Test, Consumer Name: Test Business, and Consumer Number: 11000204833.
- Payment Details (B):** Shows 'TTD' with an amount of '1.00'.
- Debit Account (C):** Shows 'Chequing Account' with details: 990999999902, 990999999902, and Available Balance: TTD 1,592,682.34.
- Additional Data (D):** Includes a 'Description' field with 'Test Utility Payment' and a 'Notification Email' field with 'test@email.com'.
- Schedule [Optional]:** A toggle switch is currently turned off. Below it, text reads: 'Turn on this function only if you would like to schedule this transaction for a later date or as a recurring transaction.'
- Buttons:** At the bottom right, there are 'Reset', 'Cancel', and 'Continue' buttons. The 'Continue' button is highlighted with a purple circle labeled 'E'.

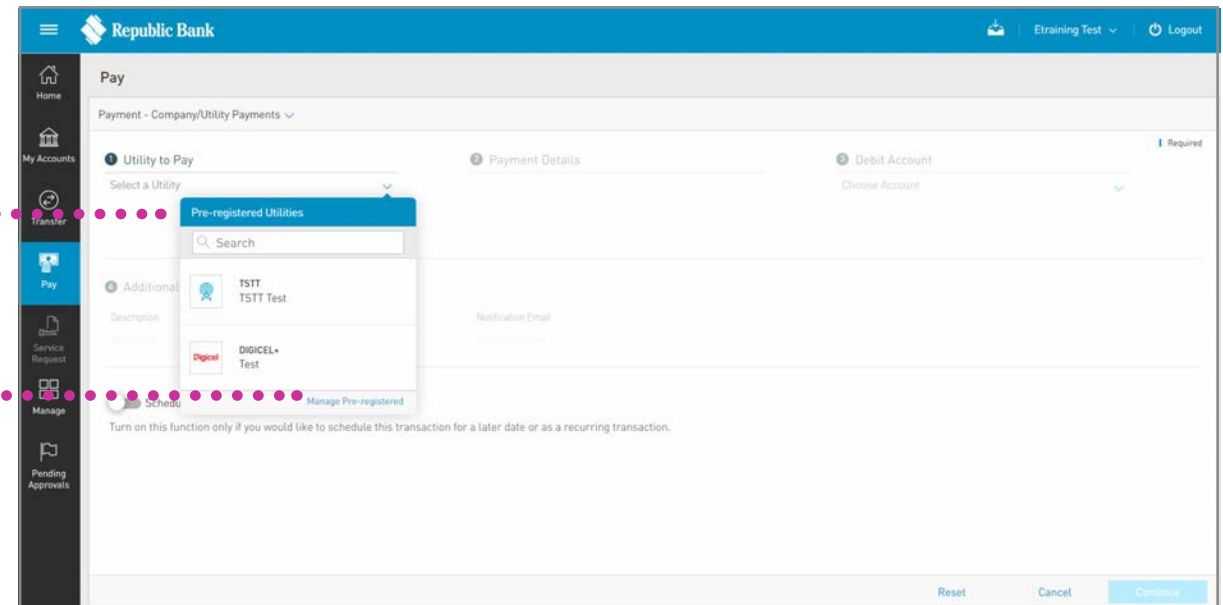
Company/ Utility

2 Input data

A Select UTILITY to pay

Expand the list via the  icon. Select the utility you wish to pay from the list of PRE-REGISTERED UTILITIES.

If you wish to add a new utility, select MANAGE PRE-REGISTERED and enter the utility's details or go to the MANAGE TAB and select COMPANY/UTILITY PAYMENT SUBSCRIPTIONS.



All required data specific to the payment you are making will appear in the window as it was saved when the utility was registered.

See Section 11 – Manage, pg. 297 for instructions for registering Company/Utility Payments.
See Section 9 – Transactions, pg. 242 for instructions for scheduling payments.

Company/ Utility

2 Input data

- D** **Input ADDITIONAL DATA (DESCRIPTION AND NOTIFICATION EMAIL ADDRESS)**
A transfer notification will be sent to the email address you enter in this field. If you do not enter an address in this field, the system will automatically send the notification to your registered email address.


Company/ Utility

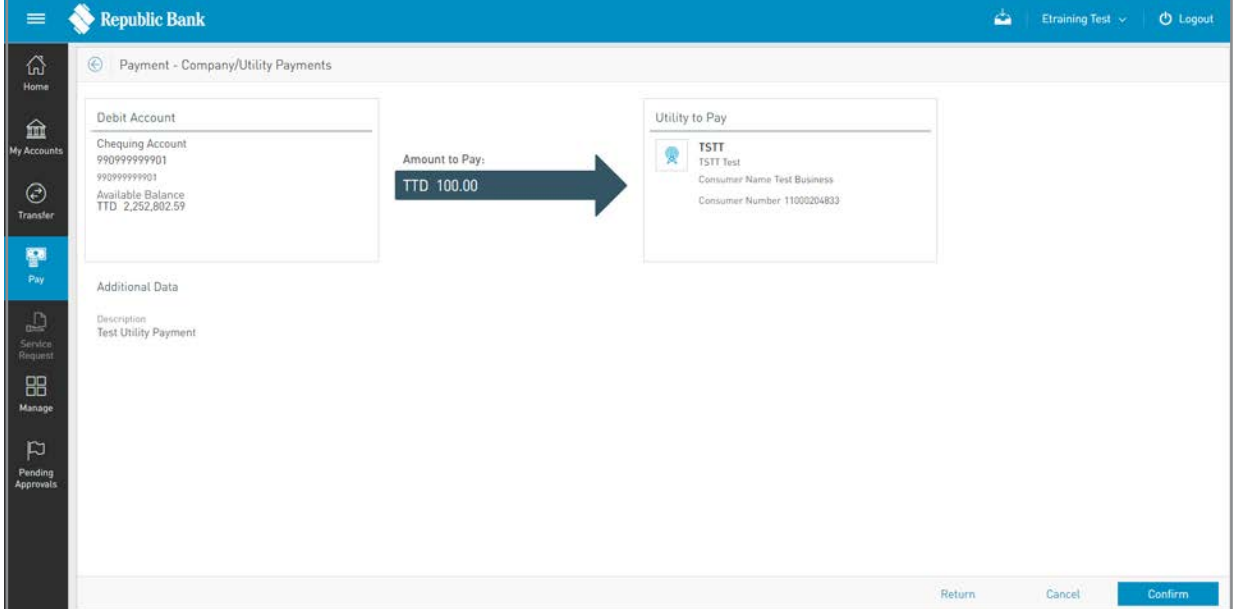
3 Confirm

This step allows you to review/validate the information you entered in the previous step before submitting the transaction.

Once the transaction information has been verified select CONFIRM.

If you do not select CONFIRM the available actions are:

CANCEL to cancel the transaction.
RETURN or  to return to the previous step.



The screenshot shows the Republic Bank online payment interface for Company/Utility Payments. The page title is "Payment - Company/Utility Payments". The interface is divided into several sections:

- Debit Account:** Chequing Account 990999999901, 990999999901, Available Balance TTD 2,252,802.59.
- Amount to Pay:** TTD 100.00, indicated by a large blue arrow pointing to the right.
- Utility to Pay:** TSTT, TSTT Test, Consumer Name Test Business, Consumer Number 11000204833.
- Additional Data:** Description: Test Utility Payment.

At the bottom right, there are three buttons: "Return", "Cancel", and "Confirm".

Company/ Utility

4 Result

After confirmation of the transaction, you will receive one of the following potential results (based on your permissions and the approval scheme(s) established for the transaction):

SUCCESSFUL: the transaction was completed successfully.

PENDING APPROVAL: here one or more approvals is required to perform the transaction and the users authorised to approve will be informed of the pending authorisations via email.

FAILED: the transaction does not meet the necessary requirements and the specific error will be shown.

Debit account info.

Status message & transaction info.

Action panel

Republic Bank

Home

My Accounts

Transfer

Pay

Service Request

Manage

Pending Approvals

Download Receipt

Save as Favourite

Schedule

Online Activity

Pending Approvals

You are our Strength!

Your payment has been successfully executed
Reference Number: 3584088
Creation Date and Time: 16/06/2023 - 1:58:37 PM
User: Etraining Test

Debited Account

Chequing Account
990999999901
990999999901

Amount Paid
TTD 100.00

Utility Paid

TSTT
TSTT Test
Consumer Name Test Business
Consumer Number 11000204833

Additional Data

Description
Test Utility Payment

Approvals

Name	Username	Status
Etraining Test	Etraining1	Approved - 16/06/2023 1:58:37 PM

New Payment

Home

Credit Account info.

Make another payment

Go to Home page

Payroll and Suppliers

Making Payroll and Suppliers' Payments

Your Corporate Republic^{Online} site allows you to make:

- PAYROLL PAYMENTS
- SUPPLIER PAYMENTS

Both options follow the same 4-step process outlined earlier. *(Refer to Section 8 - Pay pg. 192)*

There are two options for Payroll and Supplier Payments:

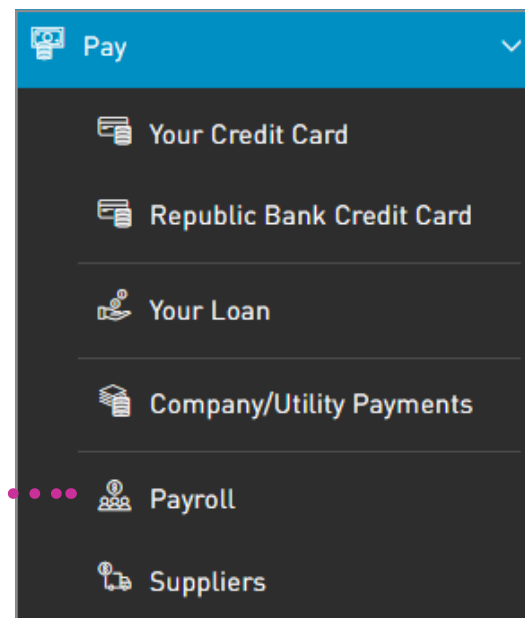
- MANUAL
- FILE UPLOAD

Payroll Payments

Manual

1 Select pay

Select PAYROLL under the
PAY menu tab



Only users assigned relevant permissions can access the Payroll Payment feature.
(Refer to Appendix for list of Permissions)

Payroll Payments

Manual

2 Input data

- A** Select MANUAL PAYROLL
- B** Select PAYROLL FILE by clicking on the pencil icon
- C** Select DEBIT ACCOUNT from the list
- D** Input ADDITIONAL DATA (DESCRIPTION AND NOTIFICATION EMAIL ADDRESS)

The screenshot shows the Republic Bank Payroll Payment form. The form is titled "Payroll Payment" and has a blue header with the Republic Bank logo. The form is divided into several sections:

- Payment Type:** A dropdown menu with "Manual" selected. A pencil icon is visible to the right of the dropdown.
- Debit Account:** A dropdown menu with "Checking Account" selected.
- Additional Information:** Two text input fields for "Description" and "Notification Email".
- Number of Beneficiaries:** A dropdown menu with "2" selected.
- On Payroll Beneficiaries:** A table with columns for "Beneficiary", "Bank", "Account Type", and "Account Number".
- Schedule Optional:** A checkbox that is currently unchecked.

Callouts A-F are placed on the form to indicate the steps described in the text:

- A:** Points to the "Manual" option in the Payment Type dropdown.
- B:** Points to the pencil icon next to the Payment Type dropdown.
- C:** Points to the "Checking Account" option in the Debit Account dropdown.
- D:** Points to the "Description" and "Notification Email" input fields.
- E:** Points to the "2" option in the Number of Beneficiaries dropdown.
- F:** Points to the "Continue" button at the bottom right of the form.

Beneficiary	Bank	Account Type	Account Number
ADCT_000000/0000	Republic Bank	Republic Bank Checking Account	000000/0000
Wary Doe	First Caribbean International Bank	Local Bank Deposit Account	1234

Payroll Payments

Manual

2 Input data

E Review ON-PAYROLL BENEFICIARIES

Note: This section lists all the beneficiaries listed on the payroll. The following details are displayed for each listed beneficiary:

- Beneficiary
- Bank
- Account Type
- Account Number
- Account Currency
- Amount

F Select CONTINUE

Manual Payrolls must be pre-registered. See *Section 11 – Manage, pg. 309* for instructions on Payroll Administration.

Payroll payments can only be conducted in TTD. As such the currency for all Payroll debit accounts and beneficiary accounts must be TTD.

See instructions for Scheduling Transactions on pg. 242.

Payroll Payments


Manual

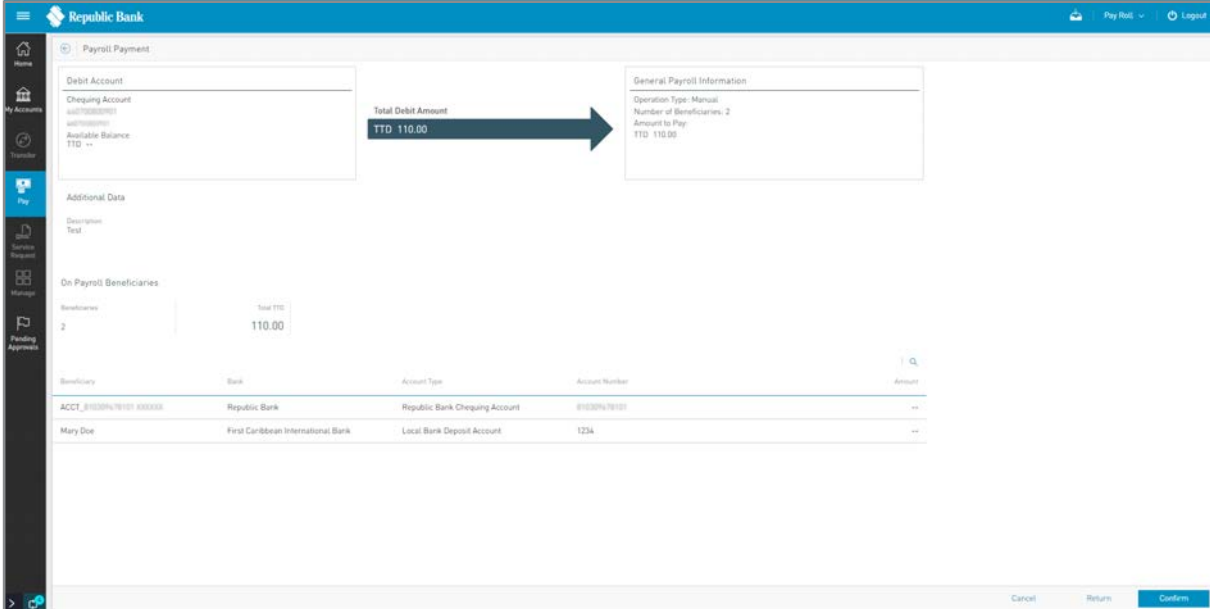
3 Confirm

This step allows you to review/validate the information you entered in the previous step before submitting the transaction.

Once the transaction information has been verified select CONFIRM.

If you do not select CONFIRM the available actions are:

CANCEL to cancel the transaction.
RETURN or  to return to the previous step.



Republic Bank

Payroll Payment

Debit Account

Checking Account
44070000000000000000
Available Balance
TTD --

Total Debit Amount
TTD 110.00

General Payroll Information

Operation Type: Manual
Number of Beneficiaries: 2
Amount to Pay:
TTD 110.00

Additional Data

Description
Text

On Payroll Beneficiaries

Beneficiaries	Total TTD
2	110.00

Beneficiary	Bank	Account Type	Account Number	Amount
ACCT_#10000000000000000000	Republic Bank	Republic Bank Chequing Account	00000000000000000000	--
Mary Doe	First Caribbean International Bank	Local Bank Deposit Account	1234	--

Cancel Return Confirm

Payroll Payments

Manual

4 Result

After confirmation of the transaction, you will receive one of the following potential results (based on your permissions and the approval scheme(s) established for the transaction):

YOUR PAYMENT HAS BEEN INITIATED: the transaction was completed successfully.

PENDING APPROVAL: here one or more approvals are required to perform the transaction and the users authorised to approve will be informed of the pending authorisations via email.

FAILED: the transaction does not meet the necessary requirements and the specific error will be shown.

The screenshot shows the Republic Bank online interface for a payroll payment. The main content area displays a confirmation message: "Your payment has been initiated." with a green checkmark icon. Below this, there is a "Debit Account" section showing a Chequing Account. A large arrow points from the "Total Debit Amount" of TTD 110.00 to a "Beneficiaries Credited" section. The "Beneficiaries Credited" section shows "Operation Type - Manual", "Number of Beneficiaries - 2", and "Currency and Amount Paid TTD 110.00". Below this, there is an "Approvals" table with one entry: "Pay Roll" with a status of "Approved - 14/09/2024 10:25:52 AM". The "On Payroll Beneficiaries" section shows a table with 2 beneficiaries, each with a total TTD of 110.00. Below this, there is a table of beneficiary details with columns for Beneficiary, Bank, Account Type, and Account Number. Two beneficiaries are listed: one from Republic Bank (Republic Bank Chequing Account) and one from First Caribbean International Bank (Local Bank Deposit Account). Both have a status of "Validation Successful". The interface includes a navigation menu on the left with options like Home, My Accounts, Transfer, Pay, Salary Transfer, Messages, and Pending Approvals. The top right corner has a "Play Roll" button and a "Logout" button. The bottom right corner has a "New Payment" button and a "Home" button.

Annotations on the screenshot:

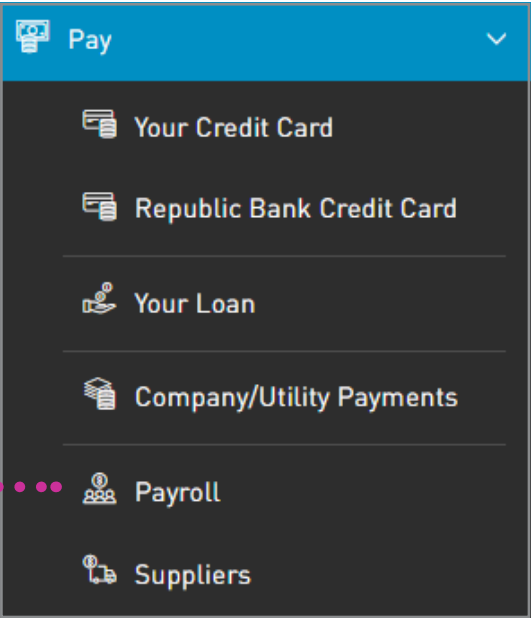
- Debit account info.
- Status message & transaction info.
- Action panel
- Credit Account info.
- Make another payment
- Go to Home page

Payroll Payments

File Upload

1 Select pay

Select PAYROLL under the PAY menu tab



Only users assigned relevant permissions can access the Payroll Payment feature. (Refer to Appendix for list of Permissions)

Payroll Payments

File Upload

2 Input data

- A** Select BY FILE
- B** Select PAYROLL FILE by clicking on the pencil icon
- C** Select DEBIT ACCOUNT from the list
- D** Input ADDITIONAL DATA (DESCRIPTION AND NOTIFICATION EMAIL ADDRESS)
- E** Select CONTINUE

The screenshot shows the Republic Bank 'Payroll Payment' form. The interface includes a sidebar with navigation icons and a main content area. The form is divided into several sections: 'Payment Type' with 'Manual' and 'By File' options (callout A); 'Debit Account' with a dropdown menu showing 'RBL Local Bank (TL) Ltd' and a pencil icon (callout B); 'Additional Information' with 'Description' and 'Notification Email' text boxes (callout D); and a 'Schedule (Optional)' section with a toggle switch. At the bottom right, there are 'Reset', 'Cancel', and 'Continue' buttons (callout E). A 'Success' message is visible in the background.

Payroll files must follow the specified format to be recognised by the application. *Refer to Appendix F, Payroll and Supplier File Requirements.*

Payroll payments can only be conducted in TTD. As such the currency for all Payroll debit accounts and beneficiary accounts must be TTD.

See instructions for Scheduling Transactions on pg. 242.

Payroll Payments

File Upload

3 Confirm

This step allows you to review/validate the information you entered in the previous step before submitting the transaction.

A This section lists all the beneficiaries listed on the payroll. The following details are displayed for each listed beneficiary:

- Beneficiary
- Bank
- Account Type
- Account Number
- Account Currency
- Amount

Beneficiary	Bank	Account Type	Account Number	Amount to Pay
LISA MESSI	Republic Bank Limited	CHQ	7862111821	--
ALYSSA SIBERAN	Scotiabank (T&T) Ltd.	CHQ	1234567890	--
LATA SIBERAN	Scotiabank (T&T) Ltd.	CHQ	1122334455	--

Once the transaction information has been verified select CONFIRM.

If you do not select CONFIRM the available actions are: CANCEL to cancel the transaction.

RETURN or  to return to the previous step.

Payroll Payments

File Upload

4 Result

After confirmation of the transaction, you will receive one of the following potential results (based on your permissions and the approval scheme(s) established for the transaction):

YOUR PAYMENT HAS BEEN INITIATED:

the transaction was completed successfully.

PENDING APPROVAL: here one or more approvals are required to perform the transaction and the users authorised to approve will be informed of the pending authorisations via email.

FAILED: the transaction does not meet the necessary requirements and the specific error will be shown.

The screenshot shows the Republic Bank payroll payment interface. The main content area displays a confirmation message: "Your payment has been initiated." with a green checkmark. Below this, there are sections for "Debit Account" (Chequing Account), "Additional Data" (Description: Test), "Approvals" (Play Roll, Approved - 14/09/2024 10:33:35 AM), and "Number of Beneficiaries" (3). A table lists the beneficiaries:

Beneficiary	Bank	Account Type	Account Number	Amount to Pay	Status
LISA MESSO	Republic Bank Limited	CHQ	810000767001	TTD 60.51	Validation Successful
ALYSSA SIBERAN	Scotiabank (T&T) Ltd	CHQ	100400000002	TTD 60.51	Validation Successful
LATA SIBERAN	Scotiabank (T&T) Ltd	CHQ	111000000000	TTD 60.51	Validation Successful

Annotations with dotted lines point to various elements:

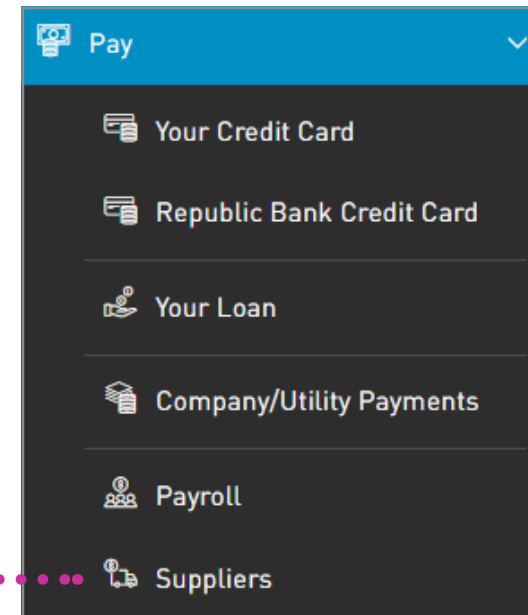
- Debit account info.** points to the "Debit Account" section.
- Status message & transaction info.** points to the "Your payment has been initiated." message and the "Total Debit Amount TTD 60.51" arrow.
- Action panel** points to the right-hand sidebar containing "Download Receipt", "Online Activity", "Pending Approvals", and a "You are our Strength!" banner.
- Credit Account info.** points to the "Beneficiaries Credited" section.
- Make another payment** points to the "New Payment" button at the bottom right.
- Go to Home page** points to the "Home" button at the bottom right.

Supplier Payments

Manual

1 Select pay

Select SUPPLIER under
the PAY menu tab



Only users assigned relevant permissions can
access the Supplier Payment feature.
(Refer to Appendix for list of Permissions)

Supplier Payments

Manual

2 Input data

- A Select MANUAL SUPPLIER
- B Select SUPPLIER FILE by clicking on the pencil icon
- C Select DEBIT ACCOUNT from the list
- D Input ADDITIONAL DATA (DESCRIPTION AND NOTIFICATION EMAIL ADDRESS)

The screenshot shows the Republic Bank Supplier Payment form with the following elements highlighted by callouts:

- A:** Payment Type dropdown menu (Manual selected).
- B:** Supplier File selection area with a pencil icon.
- C:** Debit Account dropdown menu (Chequing Account selected).
- D:** Additional Information fields (Description and Notification Email).
- E:** Number of Beneficiaries field (1 selected).
- F:** Schedule (Optional) checkbox.
- G:** Table of Beneficiaries with a "Reset Amount" button.
- H:** Continue button.

Beneficiary	Bank	Account Type	Account Number	Amount
<input type="checkbox"/>	Teva Doc	First Citizens Bank	Local Bank Deposit Account	1111
<input checked="" type="checkbox"/>	ACCT_#12345678901000000	Republic Bank	Republic Bank Chequing Account	1234567890

Supplier Payments

Manual

2 Input data

E Review ON-SUPPLIERS BENEFICIARIES

Note: This section lists all the beneficiaries listed on the supplier listing. The following details are displayed for each listed beneficiary:

- Beneficiary
- Bank
- Account Type
- Account Number
- Account Currency
- Amount

The screenshot shows the 'Supplier Payment' form in the Republic Bank online portal. The form is divided into several sections: 'Payment Type' (with 'Manual' selected), 'Debit Account' (with a dropdown menu), 'Additional Information' (with 'Description' and 'Notification Email' fields), and 'Number of Beneficiaries' (set to 1). Below this is a table titled 'On Suppliers List of Beneficiaries' with columns for 'Beneficiary', 'Bank', 'Account Type', 'Account Number', and 'Amount'. Two beneficiaries are listed: 'Tess Doe' from 'First Citizens Bank' with a 'Local Bank Deposit Account' and 'ACCT_#1234567890' from 'Republic Bank' with a 'Republic Bank Checking Account'. The amount for the Republic Bank account is 100.00. At the bottom, there is a 'Schedule (Optional)' section and a 'Continue' button.

Callouts A through H are placed on the form to highlight specific elements:

- A: Payment Type dropdown
- B: Debit Account dropdown
- C: Debit Account dropdown menu
- D: Description field
- E: Number of Beneficiaries dropdown
- F: Schedule (Optional) section
- G: Amount field for the selected beneficiary
- H: Continue button

Supplier Payments

Manual

2 Input data

- F** Select the CHECK BOX next to the supplier to pay
- G** Input the PAYMENT AMOUNT
- H** Select CONTINUE

The screenshot shows the 'Supplier Payment' form in the Republic Bank system. The form is divided into several sections:

- Payment Type:** Includes 'Manual' and 'By File' buttons. Callout A points to the 'Manual' button.
- Debit Account:** A dropdown menu showing 'Checking Account' and 'Available Balance TTD'. Callout B points to the dropdown arrow, and callout C points to the account name.
- Additional Information:** Includes a 'Description' field and a 'Notification Email' field. Callout D points to the 'Description' field.
- Number of Beneficiaries:** A section titled 'On Suppliers List of Beneficiaries' with a table. Callout E points to the 'Amount' column.
- Beneficiaries Table:**

Beneficiaries	Bank	Account Type	Account Number	Amount
<input type="checkbox"/> Jess Doe	First Citizens Bank	Local Bank Deposit Account	999	
<input checked="" type="checkbox"/> ACCT_#12345678901234567890	Republic Bank	Republic Bank Checking Account	12345678901234567890	100.00
- Schedule (Optional):** A checkbox and text area for scheduling. Callout F points to the checkbox.
- Buttons:** 'Report', 'Cancel', and 'Continue' buttons at the bottom right. Callout H points to the 'Continue' button.

Manual Supplier Payments must be pre-registered. See *Section 11 – Manage, pg. 317* for instructions on *Supplier Administration*.

Supplier payments can only be conducted in TTD. As such the currency for all Supplier debit accounts and beneficiary accounts must be TTD. See *instructions for Scheduling Transactions on pg. 242*.

Supplier Payments

Manual

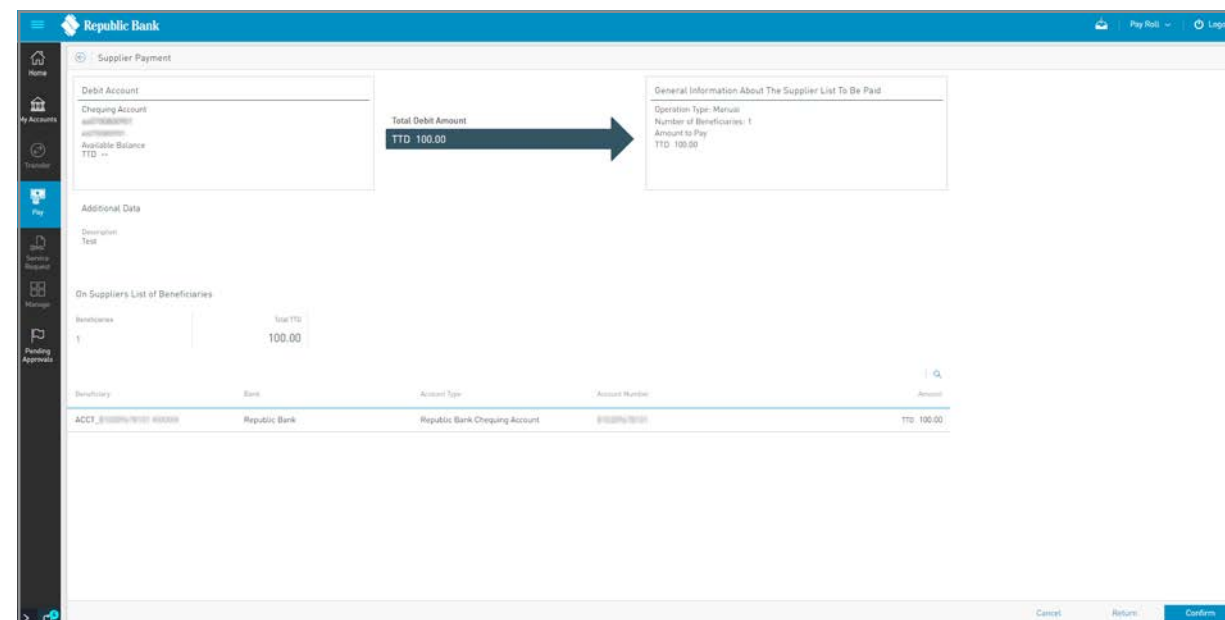
3 Confirm

This step allows you to review/validate the information you entered in the previous step before submitting the transaction.

Once the transaction information has been verified select CONFIRM.

If you do not select CONFIRM the available actions are:

CANCEL to cancel the transaction.
RETURN or ⏪ to return to the previous step.



Supplier Payments

Manual

4

Result

After confirmation of the transaction, you will receive one of the following potential results (based on your permissions and the approval scheme(s) established for the transaction):

YOUR PAYMENT HAS BEEN INITIATED: the transaction was completed successfully.

PENDING APPROVAL: here one or more approvals are required to perform the transaction and the users authorised to approve will be informed of the pending authorisations via email.

FAILED: the transaction does not meet the necessary requirements and the specific error will be shown.

Debit account info.

Status message & transaction info.

Action panel

Credit Account info.

Make another payment

Go to Home page

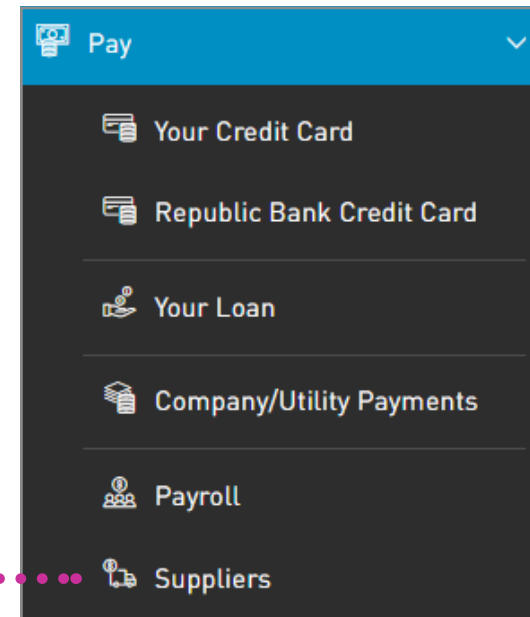
The screenshot displays the Republic Bank online payment interface. At the top, a green checkmark indicates "Your payment has been initiated." Below this, a "Debit Account" section shows a "Chequing Account" with a "Total Debit Amount" of TTD 100.00. A "Beneficiaries Credited" section shows "Operation Type: Manual", "Number of Beneficiaries: 1", and "Currency and Amount Paid: TTD 100.00". The "Additional Data" section includes "Description: Test". The "Approvals" section shows a "Pay Roll" with a status of "Approved - 18/09/2024 10:38:10 AM". The "On Suppliers List of Beneficiaries" table shows one beneficiary with a total TTD of 100.00. The table columns include Beneficiary, Bank, Account Type, Account Number, Amount, and Status. The bottom right corner features a "New Payment" button and a "Home" button.

Supplier Payments

File Upload

1 Select pay

Select SUPPLIERS under
the PAY menu tab



Only users assigned relevant permissions can
access the Supplier Payment feature.
(Refer to Appendix for list of Permissions)

Supplier Payments

File Upload

2 Input data

- A** Select BY FILE
- B** Select SUPPLIER FILE by clicking on the pencil icon
- C** Select DEBIT ACCOUNT from the list
- D** Input ADDITIONAL DATA (DESCRIPTION AND NOTIFICATION EMAIL ADDRESS)
- E** Select CONTINUE

The screenshot shows the Republic Bank 'Supplier Payment' form. The interface includes a sidebar with navigation options like Home, My Accounts, Transfer, Pay, Send Money, Message, and Pending Approvals. The main form area is titled 'Supplier Payment' and contains several sections: 'Payment Type' with 'Manual' and 'By File' options (callout A); 'Debit Account' with a dropdown menu (callout C); 'Additional Information' with 'Description' and 'Notification Email' fields (callout D); and a 'Schedule (Optional)' section with a toggle switch. At the bottom right, there are 'Reset', 'Cancel', and 'Continue' buttons (callout E). A 'Success' message is visible in the background.

Supplier files must follow the specified format to be recognised by the application. *Refer to Appendix F, Payroll and Supplier File Requirements.*
See instructions for Scheduling Transactions on pg. 242.

Supplier Payments

File Upload

3 Confirm

This step allows you to review/validate the information you entered in the previous step before submitting the transaction.

A This section lists all the beneficiaries listed on the payroll. The following details are displayed for each listed beneficiary:

- Beneficiary
- Bank
- Account Type
- Account Number
- Account Currency
- Amount

The screenshot displays the 'Supplier Payment' confirmation interface. It includes a sidebar with navigation options like Home, My Accounts, Transfer, Pay, and Pending Approvals. The main content area shows a 'Supplier Payment' form with the following details:

- Debit Account:** Checking Account (with masked numbers), Available Balance TTD --.
- Total Debit Amount:** TTD 40.51 (indicated by a blue arrow pointing to the right).
- General Information About The Supplier List To Be Paid:** Operation Type: By File, Number of Beneficiaries: 3, Amount to Pay: TTD 40.51.
- Additional Data:** Description: Supplier Test.
- Number of Beneficiaries:** 3 (highlighted with a purple circle 'A').
- Beneficiary List Table:**

Beneficiary	Bank	Account Type	Account Number	Amount to Pay
LISA MESSI	Republic Bank Limited	CHK	815089478101	TTD 10.17
ALYSSA SIBERAN	Scotiabank (T&T) Ltd	CHK	123456789012	TTD 20.17
LATA SIBERAN	Scotiabank (T&T) Ltd	CHK	112233445566	TTD 30.17

At the bottom right, there are buttons for 'Cancel', 'Return', and 'Confirm'.

Once the transaction information has been verified select CONFIRM.

If you do not select CONFIRM the available actions are: CANCEL to cancel the transaction.

RETURN or  to return to the previous step.

Supplier Payments

File Upload

4 Result

After confirmation of the transaction, you will receive one of the following potential results (based on your permissions and the approval scheme(s) established for the transaction):

YOUR PAYMENT HAS BEEN INITIATED: the transaction was completed successfully.

PENDING APPROVAL: here one or more approvals are required to perform the transaction and the users authorised to approve will be informed of the pending authorisations via email.

FAILED: the transaction does not meet the necessary requirements and the specific error will be shown.

The screenshot displays the Republic Bank online payment interface. A green checkmark and message state: "Your payment has been initiated. Reference Number: 2470022. Creation Date and Time: 16/09/2024 - 10:48:24 AM. User: Pay Roll." Below this, a "Debit Account" section shows a selected "Checking Account". A "Total Debit Amount" of TTD 40.51 is shown with an arrow pointing to a "Beneficiaries Created" summary box. The summary box lists: "Operation Type: By File", "Number of Beneficiaries: 3", and "Currency and Amount Paid: TTD 40.51". Below this is an "Approvals" table with one entry: "Pay Roll" with status "Approved - 16/09/2024 10:43:40 AM". A "Number of Beneficiaries" table follows, listing three beneficiaries with their bank details and payment amounts.

Beneficiary	Bank	Account Type	Account Number	Amount to Pay	Status
LISA MESSI	Republic Bank Limited	CHQ	810209629100	TTD 10.17	Validation Successful
ALYSSA SIBERAN	Scotiabank (T&T) Ltd.	CHQ	109402000000	TTD 20.17	Validation Successful
LATA SIBERAN	Scotiabank (T&T) Ltd.	CHQ	111000000000	TTD 20.17	Validation Successful

Annotations on the screenshot:

- Debit account info.
- Status message & transaction info.
- Action panel
- Credit Account info.
- Make another payment
- Go to Home page