

USING A FILE TO INSTRUCT BULK PAYMENTS

Ebury offers clients an easy way to bulk-pay suppliers, staff or other repeat beneficiaries through our multi-payment capability. Multi-payment can be used to allocate bulk payments to an existing trade (spot, fixed forward or draw down), or to book a new spot trade (or trades), and instruct payments in the same step (online only).

Multi-payment is available as a customer self-service on Ebury Online, but is also available to offline customers as a supported service. To instruct payments using Ebury's multi-payment capability simply send your completed file to your account manager or directly to Ebury's operations team along with the trade details the file needs to be instructed against.

FORMATTING GUIDANCE:

- File can be .csv, .xls or .xlsx format
- If using .csv, fields must be comma delimited (,) and data enclosed with double quotes (") (eg. "beneficiary name", "beneficiary address", "DE", "EUR", etc.)
- The first row of the file is the header, and will be ignored in the file upload
- Mandatory fields are indicated in **pink**, note that if the beneficiary is not pre-existing some additional fields will be mandatory to create this in the system. These fields are indicated with a star (*)
- For information on ISO 3166-1 country code formats, see https://en.wikipedia.org/wiki/ISO_3166-1

PAYMENT FILE FORMAT:

Column	Name	Description
1	Direction	Direction of the payment. This must be either BUY or SELL and is used to calculate the payment amount (Column 8).
2	Product	Product in which the payment will be executed. Currently, this value is ignored.
3	Beneficiary name*	Name of the beneficiary.
4	Beneficiary address	Address of the beneficiary.
5	Beneficiary city	City of the beneficiary. Currently this value is ignored.
6	Beneficiary country*	Country of the beneficiary. This must be entered using the two character ISO 3166-1 code (eg. GB, US, ES, NL)
7	Currency*	Buy currency of the payment. This must be entered using the three character ISO 4217 format (eg. GBP, USD, EUR, AUD)
8	Amount*	Payment amount in the direction currency (Column 1). Decimals must be indicated using a dot (.)
9	Settlement currency	Settlement currency (currency of the sell side of the trade). Currently, this value is ignored.
10	Bank name	Name of beneficiary bank.

11	Bank address	Address of beneficiary bank.
12	Bank city	City of beneficiary bank. Currently this value is ignored.
13	Bank country*	Country of beneficiary bank. This must be entered using the two character ISO 3166-1 code (eg. GB, US, ES, NL)
14	Account number*	Account number of the beneficiary. Mandatory only if IBAN not entered (Column 15).
15	IBAN*	IBAN of the beneficiary. Mandatory only if Account Number not entered (Column 14).
16	SWIFT BIC*	SWIFT BIC of the beneficiary bank.
17	Beneficiary reference*	Reference for the payment.
18	Bank code	National Clearing Code of the bank account (eg. UK sort code, US ABA or Fedwire number, Australian BSB).
19	Value date*	Value date of the payment. This must be entered using DD / MM / YYYY date format
20	Remitter name	Name of the remitter. Currently, this value is ignored
21	Remitter address, line 1	Address of the remitter. Currently, this value is ignored
22	Remitter address, line 2	Address of the remitter. Currently, this value is ignored
23	Remitter account number	Account number of the remitter. Currently, this value is ignored
24	Remitter country	Country of the remitter. Currently, this value is ignored
25	Reason for trade	Purpose or reason for payment. Purpose of payment is mandatory for certain payment currencies and countries, for more information please refer to Ebury's beneficiary guidance.

RESTRICTIONS:

Multi-payment is available for the majority of currencies Ebury offers, with the exception of those with special formatting and/or referencing requirements (including CNY, INR and RUB) and those executed via third parties. For information on whether a currency is supported please contact your account manager.

If you have any questions regarding Ebury's multi-payment capabilities, file formatting or submission, or if you don't currently have access to Ebury Online but would like to, please contact your account manager.