

# Processing Global Receipts with FNB Online Banking Enterprise



## 1. Select Forex

The screenshot shows the FNB Online Banking Enterprise dashboard for user John Doe. The dashboard includes a navigation menu with options like 'Accounts', 'Transfer', 'Payments', 'Authorise', and 'Profiles'. A 'Log off' button is visible in the top right. The main content area displays a welcome message and a grid of service icons. The 'Forex' icon is highlighted, indicating the next step in the process.

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## 2. Select **Global Receipts** and all available receipts will be displayed. Click on **Proceed** next to the receipt that needs to be settled.

The screenshot shows the 'Forex' section of the FNB Online Banking Enterprise interface. The 'Global Receipts' tab is selected, displaying a table of new global receipts. A 'Proceed' button is visible next to the first receipt in the table.

Forex

Global Payments | Global Beneficiaries | **Global Receipts** | Global Transfers | Accelerate

New Receipts | Maintain | Authorisation Needed | Get Quote | History

Please Note

To action, click on Proceed.

New Global Receipts

Remitter's Name	Application Reference	Settlement Account	Amount	Value Date	Days to action	
Max Doe	1234567	12345678900	ZAR 50.0	27 Jun 2023	30	Proceed

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### 3. Details of the inward payment will be already displayed. Click on **Continue**

Menu | Accounts | Transfer | Payments | Authorise | Profiles | + Log off

Global Payments | Global Beneficiaries | **Global Receipts** | Global Transfers | Accelerate

**Global Receipt**

Receipt Details

Settlement Account: JOHN DOE - 0000000000 (NAD)

Applicant Name: MR JOHN DOE

Remitter's Name: MAX DOE

Is the Remitter an Individual or Business?  Individual  Company

First name: MAX

Surname: DOE

Amount in: ZAR 50.0

My/Our reference: MAX DOE

Value date: Tomorrow

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Back Cancel Save & Exit Continue

4. Where a rate was pre-booked, this will be displayed provided that all details inserted are the same as confirmed with the bank. **It is important to select this trade by adding a 'tick' to the box.** Failure to do so will result in the deal being reversed which may result in losses to you. (For CMA ZAR payments, pre-booked deals are only required for amounts above 5 million Namibian Dollars)

Menu | Accounts | Transfer | Payments | Authorise | Profiles | + Log off

Global Payments | Global Beneficiaries | **Global Receipts** | Global Transfers | Accelerate

Download Print

**Global Receipts**

Deal Allocation

Specified amount to be allocated: **ZAR50.0**

Please select a deal and enter the amount you want to allocate to this application.

Search + Add Select All

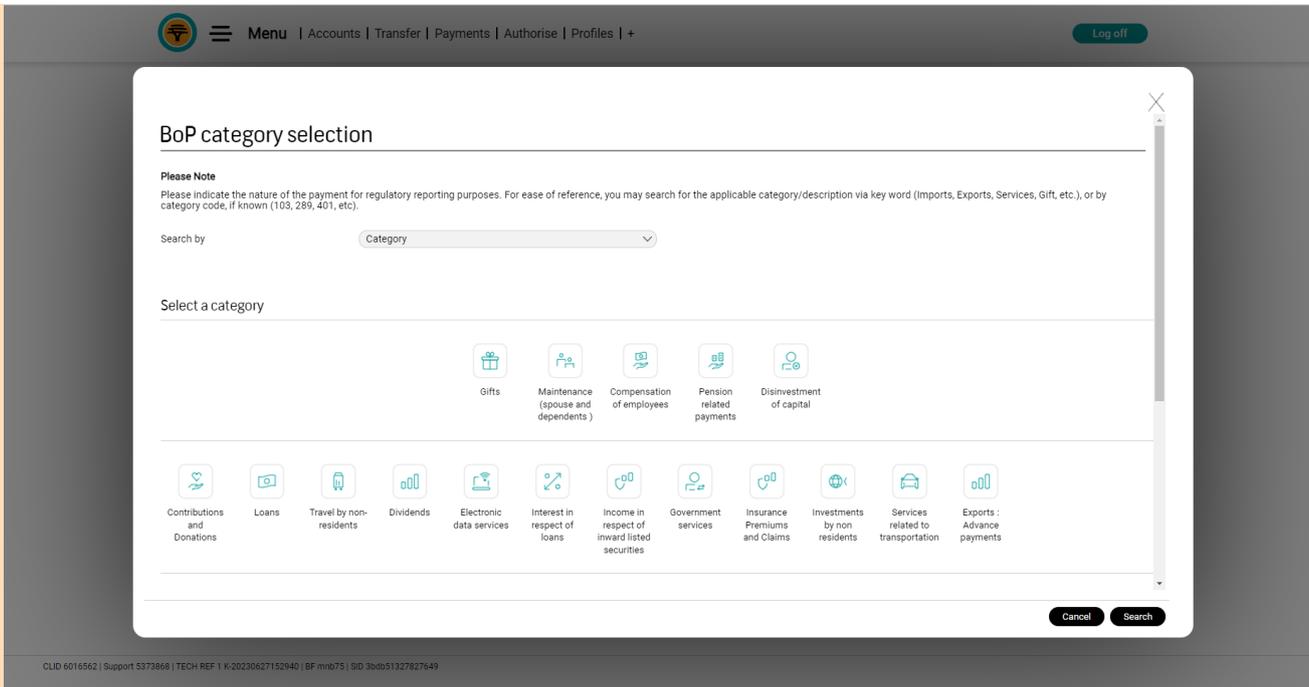
Deal ref no. - Deal Type	Payment CCY Deal Balance	Rate of exchange	Settlement CCY Deal Balance	Maturity date	Select
1744180 - Tom	ZAR 50.0	1.0	NAD 50.0	2023-06-28	<input checked="" type="checkbox"/>

+ Add Deal

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Back Save & Exit Cancel Continue

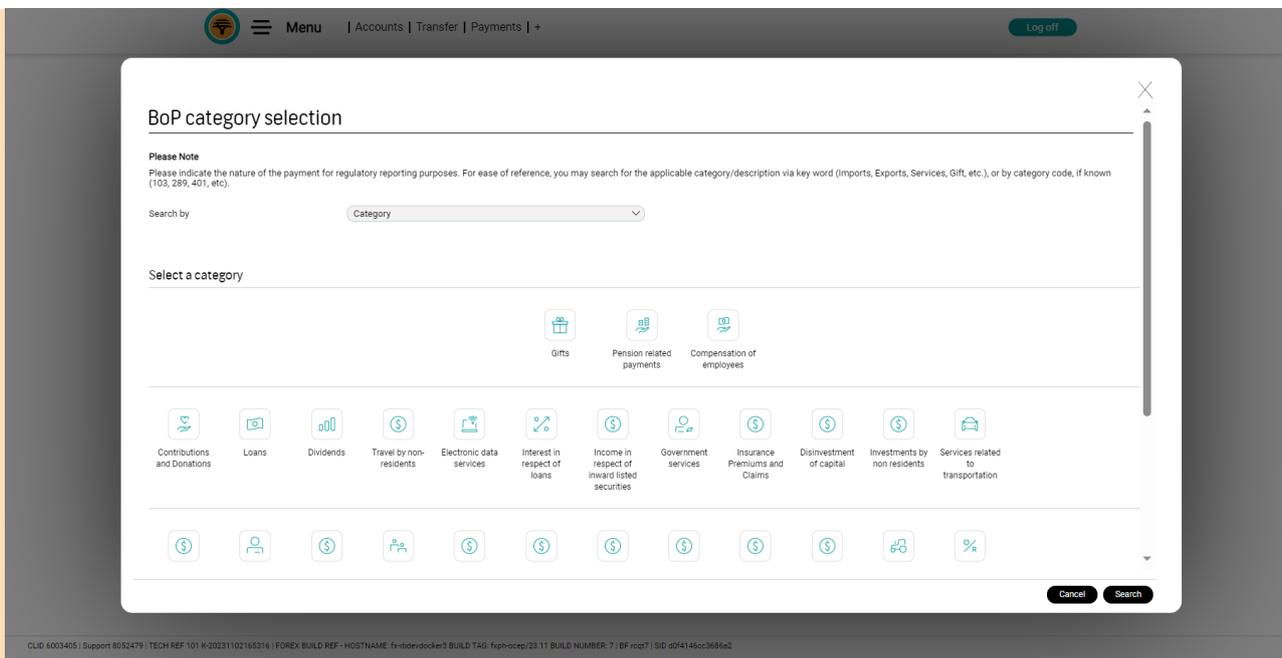
5. Select the **BoP code** (reason for receipt). This can be searched directly by code using the 'search by' dropdown. Please note that this is a regulatory declaration and thus needs to correspond to the nature of the activity that generated the inflow.



For **BoP Codes 101 to 104**, additional information will be required as per below:

### 101 and 102 BoP Code Ranges

On BoP selection screen, search the BoP code



5. (continued)

Enter **TIN/CCN number**. This is a mandatory field. If no TIN/CCN is available, the value **NO TIN** needs to be entered in the field

Now **Continue**

BoP category specific details

Is the payment effected on behalf of a third party?  Yes  No

Customs client number (TIN)

VAT number

Tax number

Back Continue

CLID:6003405 | Support:8052479 | TECH REF:101 K:20231102165316 | FOREX BUILD REF - HOSTNAME:fx-hbdevdocker3 BUILD TAG:fxh-ocsp/23.11 BUILD NUMBER:7 | BF:rcat7 | SID:d0f4146cc3686a2

Add **UCR Number** and **Continue** to proceed to finalise the payment

BoP category specific details

Details

Do you have multiple export control numbers?  Yes  No

Unique Consignment Reference (UCR)  ?

Split amount

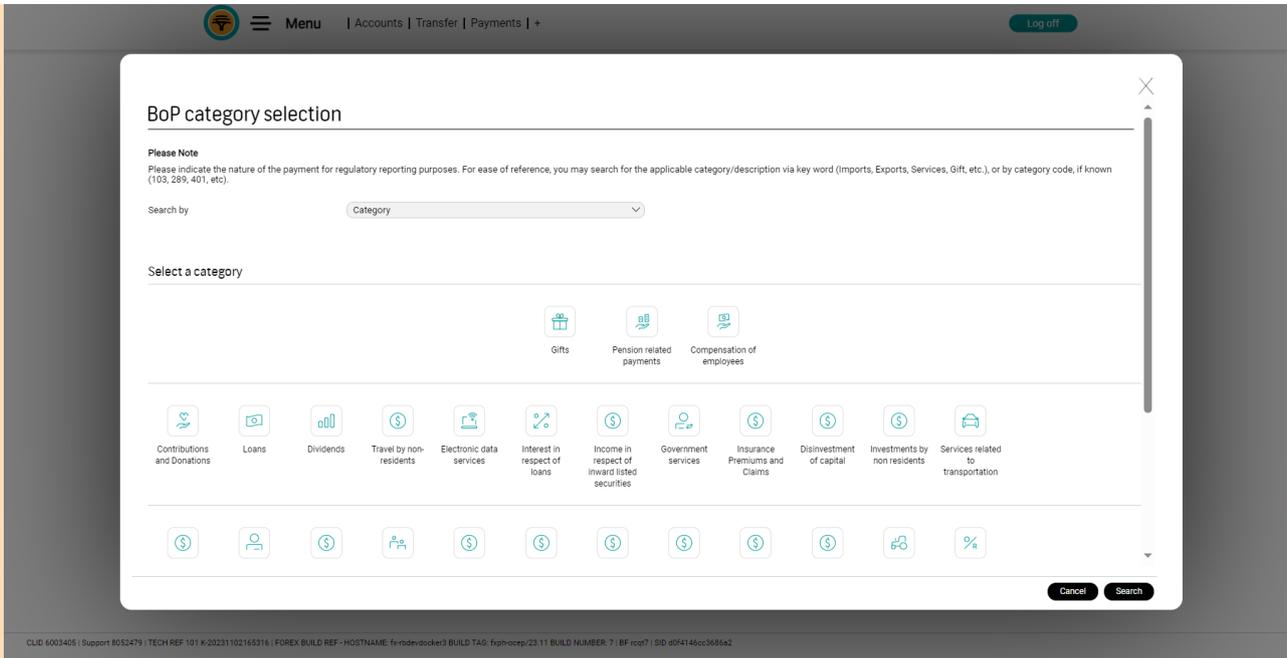
Back Cancel Save & Exit Continue

CLID:6003405 | Support:8052479 | TECH REF:101 K:20231102165316 | FOREX BUILD REF - HOSTNAME:fx-hbdevdocker3 BUILD TAG:fxh-ocsp/23.11 BUILD NUMBER:7 | BF:rcat7 | SID:d0f4146cc3686a2

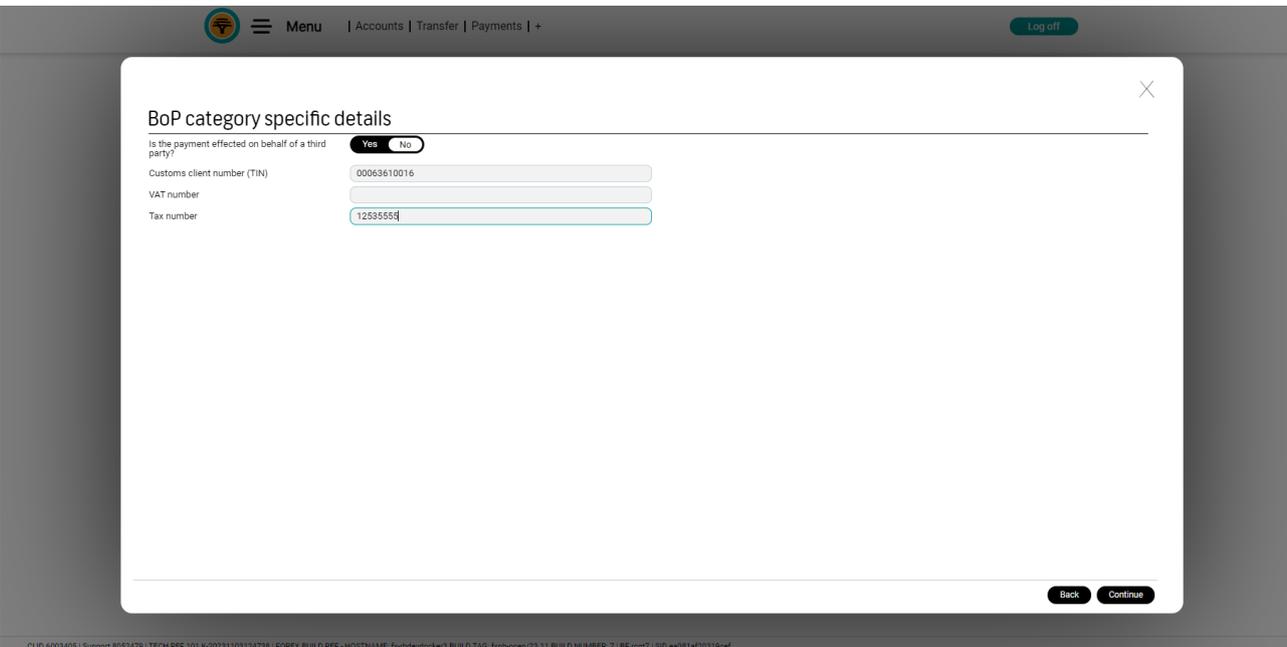
5. (continued)

## 103 and 104 BoP Code Ranges

On BoP selection screen, search for and select the category code



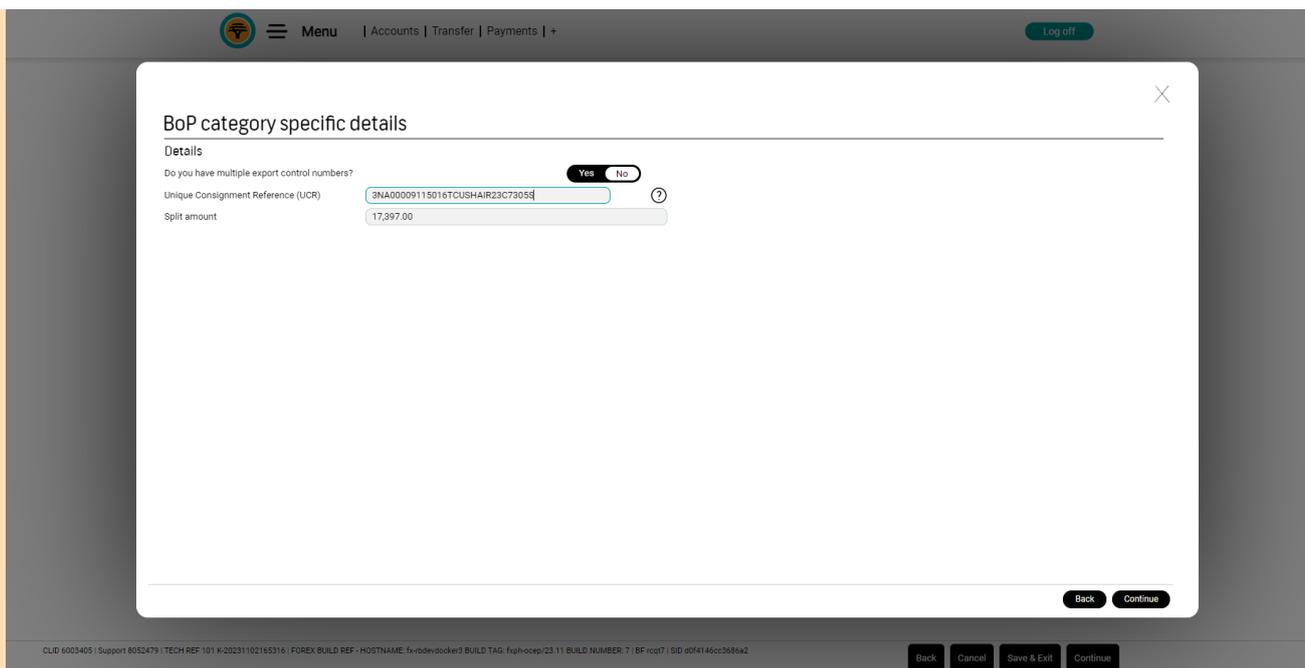
## Enter TIN/CCN number and Continue



## 5. (continued)

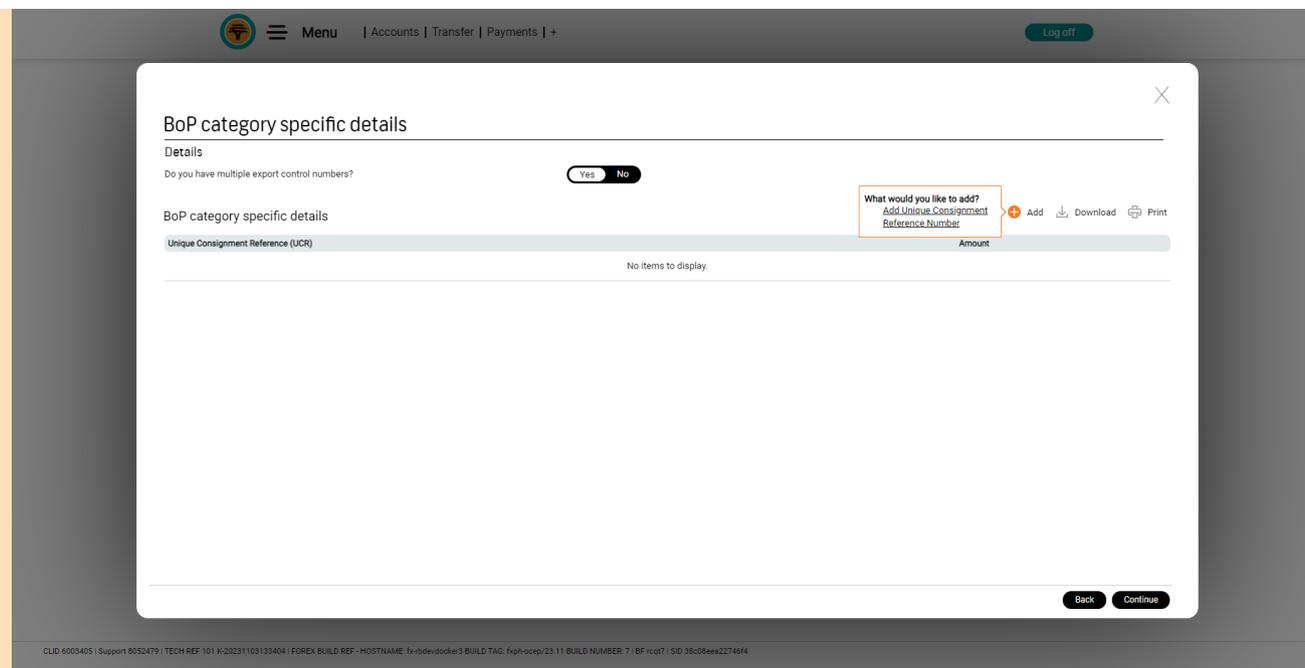
Select whether multiple export control numbers will be used.

- If NO, enter UCR and proceed to finalise the transaction
- If YES, screen will be directed to a new screen



The screenshot shows a web application interface for 'BoP category specific details'. At the top, there is a navigation bar with a logo, a 'Menu' button, and links for 'Accounts', 'Transfer', and 'Payments'. A 'Log off' button is in the top right. The main content area is a white modal window with a close button (X) in the top right. The title is 'BoP category specific details'. Below the title, there is a 'Details' section. The first question is 'Do you have multiple export control numbers?' with a toggle switch set to 'Yes'. Below this, there are two input fields: 'Unique Consignment Reference (UCR)' containing '3NA00009115016TCUSHAIR23C73055' and 'Split amount' containing '17,997.00'. At the bottom right of the modal, there are 'Back' and 'Continue' buttons. At the very bottom of the page, there is a footer with technical information and a row of buttons: 'Back', 'Cancel', 'Save & Exit', and 'Continue'.

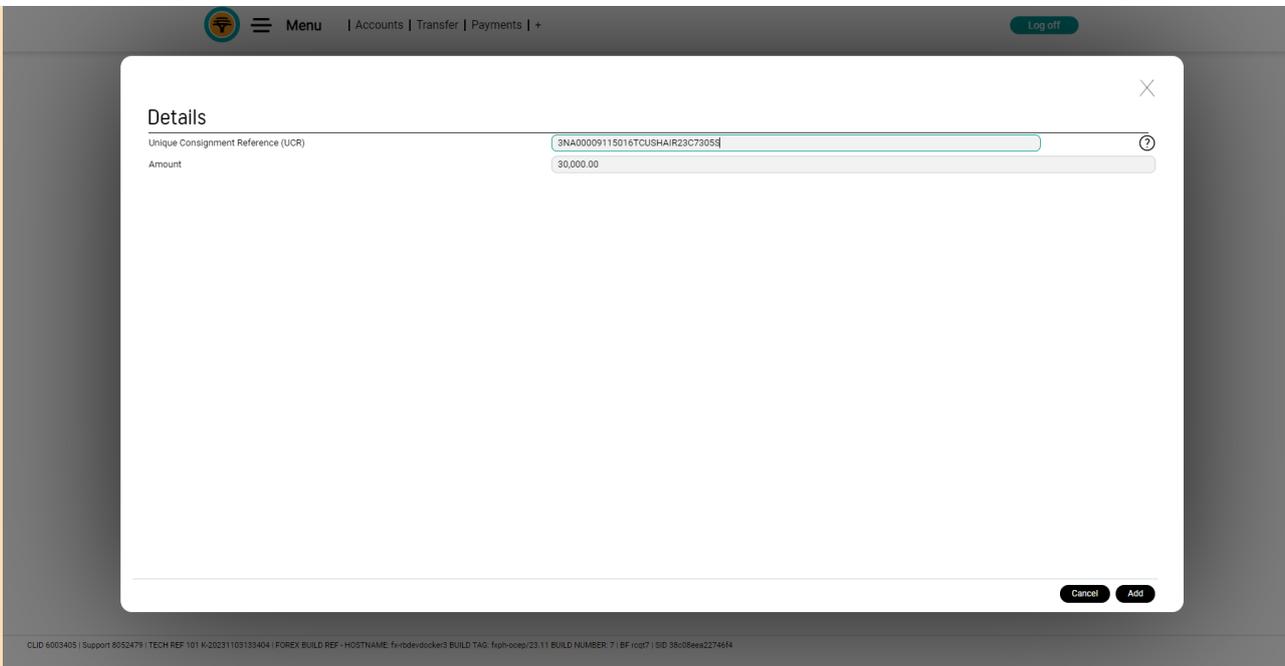
Click on **Add** and then **Add Unique Consignment Reference**



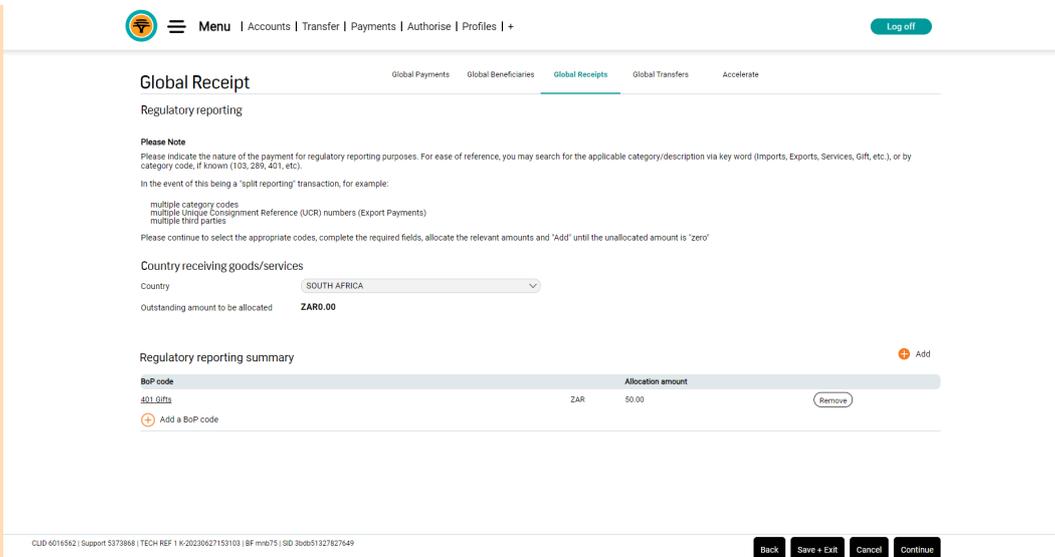
The screenshot shows the same web application interface as the previous one. The 'Do you have multiple export control numbers?' toggle is now set to 'No'. Below this, there is a table with the title 'BoP category specific details'. The table has two columns: 'Unique Consignment Reference (UCR)' and 'Amount'. The table is currently empty, with the text 'No items to display.' centered below it. A red box highlights a button labeled 'Add Unique Consignment Reference Number' with a plus sign icon. To the right of this button are icons for 'Add', 'Download', and 'Print'. At the bottom right of the modal, there are 'Back' and 'Continue' buttons. At the very bottom of the page, there is a footer with technical information and a row of buttons: 'Back', 'Cancel', 'Save & Exit', and 'Continue'.

5. (continued)

Enter the UCR and the amount that is linked to the UCR and click on **Add**. Follow this process until all UCRs and amounts have been loaded



6. Once BoP selection is done, the outstanding amount to be allocated will change to 0.00 and the amount will be placed next to the BoP category that was selected. **Continue**



## 7. You will now land on the Summary page.

Global Receipt

Please confirm that all your Global Receipt details are correct.

**Transaction Details**

Transaction type	Global Receipt
Applicant name	MR JOHN DOE
Senders type	Individual
First name	MAX
Surname	DOE
Account to be funded	12345678900 (NAD)
Settlement currency	NAD
Amount in ZAR	50.00
My/Our reference	MAX,DOE
Value Date	28 Jun 2023

**Charge Details**

Type	Amount
No items to display.	

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Save & Exit Cancel Edit Submit

## 8. Scroll down and **accept** the **Terms and Conditions** and **Regulatory Declaration** by placing a tick in the appropriate boxes, and then select **Submit**

Regulatory Reporting Details

Regulatory Code Description	Allocation Amount
401 Gifts	ZAR 50.00

**Regulatory Declaration**

I/We, hereby declare that:

- I/We have read the contents of this application and know and understand the contents hereof.
- The information furnished in this application is in all respects both true and correct.
- The currency applied for will only be used for the specific purpose stated in this application.
- The Balance of Payment Reason selected in the transaction is for the intended reason specified and First National Bank of Namibia Limited ("FNB") will not be liable for incorrect BOP codes selected.
- I/We consent to this information being provided to the Namibian Revenue Service, the Financial Intelligence Centre and other authorised institutions.
- I/We acknowledge that the bank shall not be liable for any loss or damage that I/we may sustain as a result of any omission, errors or delays in transmission, or for misinterpretation of instruction on receipt, and/or for any loss or damage, unless such loss or damage was caused by the Bank's intentional conduct or gross negligence.
- I/We will furthermore hold the Bank harmless for non-receipt of funds by any recipient hereunder, where the transmission is delayed, blocked or cancelled.
- I/We warrant that I am/we are aware that the enforcement or transgression of national and foreign legislation, regulations and/or policies (including without limitation those dealing with money laundering, terrorist related activities and sanctions) in relation to this transaction may cause me/us or third parties loss or damage and I/we hereby indemnify and hold the Bank harmless against any claim, demand, penalty or action against the Bank that I/we or any other party may have against the Bank as a result of such enforcement or transgression. The Bank shall under no circumstances be liable for any loss, damages, demands, claims or penalties incurred as a result of such enforcement or transgression. Any profit/loss arising from such enforcement or transgression will be for my/own account.

**Terms and Conditions**

I/We agree to the [terms and conditions](#).

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Save & Exit Cancel Edit Submit

9. The Global Receipt will move to the **Authorisation Needed** tab where the authorisers need to authorise the receipt. (If 2 authorizers are required to authorise the receipt, after the first authoriser is done the receipt will move into a partially authorized status and the second authoriser needs to authorise this too under the **Authorisation Needed** tab under Global Receipts).

Follow the authorising prompts.

The screenshot shows the 'Forex' application interface. At the top, there is a navigation bar with a menu icon, 'Menu', and links for 'Accounts', 'Transfer', 'Payments', 'Authorise', and 'Profiles'. A 'Log off' button is in the top right. Below the navigation bar, the 'Forex' section has tabs for 'New Receipts', 'Maintain', 'Authorisation Needed' (selected), 'Get Quote', and 'History'. There are 'Download' and 'Print' icons. A search bar is present. The main content area is titled 'Authorisation Needed' and contains a table with the following data:

Remitter's Name	Application Reference	Account	Amount	Value Date	Days to action	Status	
MAX_DGE	1234567	12345678900	ZAR 50.0	28 Jun 2023	30	Authorisation Requested	<input checked="" type="checkbox"/>

At the bottom of the page, there are 'Reject' and 'Authorise' buttons. A footer contains the text: 'CLID: 6016562 | Support: 5373868 | TECH REF: 1-L-20230627153235 | BF: mmb75 | SID: 3bd951327927649'.

The screenshot shows the 'Authorise' application interface. At the top, there is a navigation bar with a menu icon, 'Menu', and links for 'Accounts', 'Transfer', 'Payments', 'Authorise', and 'Profiles'. A 'Log off' button is in the top right. The main content area is titled 'Authorise' and contains a note: 'Please note: Authorisations for Users cannot be selected with other Authorisation Categories.' Below this is a section for 'Outstanding Authorisations' with a table:

Service Short Description	Status
Global Receipt: 1234567 - MAX_DGE	Authorisation Requested

Below the table, there is a checkbox with the text: 'I have reviewed the items I am authorising and I confirm they are correct. By clicking the Accept button I acknowledge that I take full responsibility for the execution thereof.' At the bottom of the page, there are 'Cancel' and 'Accept' buttons. A footer contains the text: 'CLID: 6016562 | Support: 5373868 | TECH REF: E2-1-L-20230627153451'.



## 10. Finalize the authorisation on the FNB App or **Verify Passcodes** as per set up

**Verify Passcodes**

In order to authorise you are required to enter your passcodes  
Please check the below details are correct. If the details are incorrect, these can be updated in My Profile.

**Passcode Details**

Authorisation Passcode sent to 081\*\*2865

Reference Pass Code sent to JDoe\*\*\*\*@\*\*b.com.za

Date initiated -

**Enter Passcodes**

Authorisation Pass Code

Reference Pass Code

[Resend Pass Codes](#)

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[Cancel](#) [Continue](#)

## 11. Select **Global Receipts** again and select **Get Quote**. Next to the receipt, click on **Get Quote** again

**Forex**

Global Payments Global Beneficiaries **Global Receipts** Global Transfers Accelerate

[New Receipts](#) [Maintain](#) [Authorisation Needed](#) [Get Quote](#) [History](#) [Download](#) [Print](#)

Process Receipts [Search](#)

Remitter's Name	Application Reference	Account	Amount	Value Date	Days to Action	Status
MAX DDE	1234567	12345678900	ZAR 50.0	28 Jun 2023	30	Ready for Quote <a href="#">De-Authorise</a> <a href="#">Get Quote</a>

CLID: 6016562 | Support 5373868 | TECH REF 1 K-20230627153659 | BF-mob75 | SID 3b0d51327827649

## 12. You will get 120 seconds to Accept or Decline the quote. If the rate is in order, click on **Accept**

 **Menu** | Accounts | Transfer | Payments | Authorise | Profiles | + Log off

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### Please confirm

Quote

118

seconds remaining

**Please Note**  
Your quote is valid for 120 seconds.

Settlement currency	NAD
Amount in NAD	50.00
Exchange rate	1.0
Amount in ZAR	50.00

CLID: 6016542 | Support: 5373868 | TECH REF 1: K:20230627153739 | BF: mmo75 | SID: 3b0b51327827649

Decline Accept

## 13. The Global Receipt is now finalised. Click on **Finish**

 **Menu** | Accounts | Transfer | Payments | Authorise | Profiles | + Log off

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### Thank You!

Your Global Receipt was successfully submitted to the bank for processing.  
Ref: 1250849 | TIBBNCC2706202316395318 Print Download

**Please Note**  
Your transaction reference number is: 1250849

**Transaction Details**

Transaction type	Global Receipt
Applicant name	JohnDoe
Senders type	Individual
First name	Max
Surname	Doe
Account to be funded	12345678900
Settlement currency	ZAR
Amount in ZAR	50.00
My/Our reference	Max, Doe
Value date	28 Jun 2023

**Charge Details**

Type	Amount

CLID: 6016562 | Support: 5373868 | TECH REF 1: K:20230627153843 | BF: mmo75 | SID: 3b0b51327827649

Finish



14. The Global Receipt will remain in the **History** tab in an **In-Progress** state for 20 minutes before moving into a settled state and reflecting in the selected account.

The screenshot displays the 'Forex' section of a banking application. At the top, there is a navigation bar with 'Menu', 'Accounts', 'Transfer', 'Payments', 'Authorise', and 'Profiles'. A 'Log off' button is in the top right. Below the navigation, there are tabs for 'Global Payments', 'Global Beneficiaries', 'Global Receipts' (selected), 'Global Transfers', and 'Accelerate'. Under 'Global Receipts', there are sub-tabs: 'New Receipts', 'Maintain', 'Authorisation Needed', 'Get Quote', and 'History' (selected). A 'Download' and 'Print' icon are on the right. A search bar is also present. The main content is a table with the following data:

Remitter's Name	Application Reference	Account	Amount	Value Date	Status
Maa_Daa	1234567	12345678900	ZAR 50.00	28 Jun 2023	In Progress
Maa_Daa	1234567	12345678900	ZAR 50.00	22 Jun 2023	Complete

At the bottom of the page, there is a footer with the text: 'CLID 6016562 | Support 5373866 | TECH REF 1 W-20230627153930 | BF mno75 | D0 3b0b51327827649'.

