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### » Uploading a file - Validation (EFT)

#### **What can I find on this page?**

On this BancaNet Empresarial page, your computer will have validated software required to import your file.

#### **How can I obtain the information I am interested in?**

Just wait for a few seconds and BancaNet Empresarial will let you know if it is necessary for you to install additional software to upload the file.

### » Uploading a file - Validation Active X (EFT)

#### » What can I find on this page?

On this BancaNet Empresarial page, you can be asked to download and install additional or missing components in your computer in order to import the file.

#### How can I obtain the information I am interested in?

Just follow the download and installation instructions for the additional components that will allow you to import the file.

### » Uploading a File (EFT)

#### What can I find on this page?

On this page, you can choose or search for the file in your computer, so that BancaNet Empresarial can import it.

#### How can I obtain the information I am interested in?

The page contains the following sections:

##### 1. File:

- Choosing the file: This field displays the routing of the file to be uploaded.
- "Review" button: By clicking on this button, a Windows screen will open which will allow you to search and find in your computer the file to be uploaded.

By clicking "Validate", a window will be displayed with the number of operations in the file that is being uploaded.

#### Uploading file error - Duplicate Name

If the name of the file is a duplicate, a window will be displayed with the following information:

- Name: Field in which to modify the name previously uploaded.

By clicking "Cancel", the window will close and return to the *File upload* window.

By clicking "Save", the modified name will be saved as long as there is no other file with the same name.

#### Uploading file - Error - Duplicate Date and Sequential

If the file to be uploaded has the same date and/or sequential of another file already uploaded, a window will be displayed letting you know that the file was not uploaded and it will ask you to modify the date and/or file sequential.

By clicking "Cancel", the window will close and return to the *Upload* file window.

By clicking "Save", the modifications to the date and/or sequential will be saved.

### **Uploading file - Error - Duplicate Name, Date and Sequential**

If the file to be uploaded has the same name, date and/or sequential as any other file previously uploaded, a new window will be displayed letting you know that the file was not uploaded and will ask you to modify the file name, date and/or sequential.

By clicking "Cancel", the window will close and return to the *Upload* file window.

By clicking "Save", the name, date and/or sequential will be saved.

### » Uploading file - Error Detail (EFT)

#### What can I find on this page?

On this page, you can see the error details for the file that was being imported by BancaNet Empresarial.

#### How can I obtain the information I am interested in?

The page contains the following sections:

##### 1. Error details:

The page contains the following sections:

- File number: Displays the file number with errors.
- Description: Displays a brief description of the error.
- Field content: Displays the field that has the errors.

By clicking "Accept", the *Import File* will be displayed.

### » Uploading - Error data - Not Editable Layout

#### » What can I find on this page?

On this page, you can see the error details for the file that was being imported by BancaNet Empresarial.

#### How can I obtain the information I am interested in?

The page contains the following sections:

##### 1. File

- File Name: Displays the file name to be uploaded.
- Valid Files: Displays the number of valid files.
- Invalid files: Displays the number of invalid files.
- Amount: Displays valid and invalid amount of files.

##### 2. Error details

This section contains the following elements:

- File numbers: Displays the file number with the error.
- Description: Displays a brief description of the error.
- Field content: Displays the file content with incorrect information.

By clicking "Accept", the Import file window will be displayed.

### » Uploading - Error data - Editable Layout

#### What can I find on this page?

On this page, you can see error details for the file that was being imported by BancaNet Empresarial.

#### How can I obtain the information I am interested in?

The page contains the following sections:

##### 1. File

This section displays the information as follows:

- File name
- Type of file
- Description
- Application date
- Sequential
- Withdrawal account
- MXN balance
- Number of transactions
- Amount: Text field in which you can enter the amount in MXN.

By clicking "Cancel", the *Import file* window will be displayed.

By clicking "Repair", the *Modify errors* window will display and you can be able to correct the indicated field.

##### 2. Error details

This section contains the following elements:

- Number of files: Displays the file number with the error.
- Description: Displays a brief description of the error.
- Field content: Displays the file content with incorrect information.

### » Uploading - Error data - Editable Layout - Modification Errors

#### What can I find on this page?

On this page, you can see error details for the file that was being imported by BancaNet Empresarial.

#### How can I obtain the information I am interested in?

The page contains the following sections:

##### 1. Payment Registration

Fields highlighted in red are pending for modification.

- Fields Pending modification: Display the number of fields with pending modifications.
- File number: Displays the file number with pending modifications.
- Account type: Displays a list of field types chosen within payment registration.
- Branch: Text field contains the branch number entered in the payment registration.
- Account: Text field containing the account number entered in the payment registration.
- Payee: Text field containing the name of the payee entered in the payment registration.
- Amount: Text field containing the amount in the payment registration.
- Numerical reference: Text field contains numerical reference entered in the payment registration.
- Alphanumeric reference: Text field contains the alphanumeric reference entered in the payment registration.
- Description: Text field contains the description entered in the payment registration.

**Note:** This data may change depending on the incorrect field.

By clicking "Cancel", the previous *Amount Error* data will be displayed.

By clicking "Save", all modified data will be saved and the next file to be modified will appear. The number of fields pending modification will also be updated.

##### 2. Error details:

This section contains the following elements:

Number of files: Displays the number of fields with errors.

Description: Displays a brief description of the error.

Field content: Displays the content of the file with errors.

### » Uploading - Downloaded Payments

#### What can I find on this page?

On this page, you can see payments or transactions within the file. You can also add payments to your file.

#### How can I obtain the information I am interested in?

The page contains the following sections:

##### 1. File

This section displays the following:

- File name
- Type of file
- Description
- Application date
- Sequential
- Withdrawal account
- MXN balance
- Number of transactions
- MXN total amounts

In order to modify your file heading it is necessary to click "Modify" which will display a window that will display the following information:

- File name: Displays file name (not modifiable).
- Type of file: Displays the type of file (not modifiable).
- Application date: Calendar in which you choose the date of application as day/month/year.
- Sequential: Text field in which register a file sequential.
- File description: Text field in which you should enter a brief description of the file.
- Withdrawal account: Selection list, which you should choose the withdrawal file.

Click "Save" to activate your information.

Click "Cancel" if you do not want to update your information. The window will close without saving any changes.

##### 2. Registered payments

This section consists of two areas:

- Buttons area:
  - "Filter": This button displays a window in which you can choose the following options to filter your information:
    - By password: Enter a password to filter.
    - By account type:

- Checks
- Cards
- Payment order to individual entity
- Payment order to legal person
- By amount:
  - Specific: By choosing this option, you can update the text field *From*.
  - By status: By Choosing this option, you can update the text field *From* and *To*.
- Clicking "Cancel" button will close the window.
- Clicking "Filter" will display search results according to the criteria you chose. The criteria entered to be filtered may be chosen from one or more sections provided in the window.
- "Print": Clicking on this button will print the *Registered payments* window.
- "Download": Clicking on this button will download the file to your computer.
- *Registered payments* area: Information is displayed as follows:
  - Selecting column: You should choose the files you want to delete.
  - "Detail" arrow 
    - Payee
    - Description
    - Reference
    - Instructions
  - Number: Displays file consecutive registered transactions number.
  - Type:
    - Checkbook
    - Cards
    - Payment order to individual entity
    - Payment order to legal person
    - Payment to the GDF
  - Branch
  - Account
  - Amount
  - Modify: Depending on the account type it displays a window with the preloaded information of the file and the buttons "Cancel" (to close the window) and "Save" (to save the records modification).

In case of an active filter, a "Delete filter" button will appear and display the total of payments downloaded at the beginning.

The "Share" button allows other users to see and manage the imported file.

**Note:** The first file on the screen is the one in file. Click "Continue" and the *Confirmation* window will be displayed.

### » Uploading - Downloaded Payments - OPR

#### What can I find on this page?

On this page, you can see the payments or filed transactions inside the file. You can also add payments to your file.

#### How can I obtain the information I am interested in?

The page contains the following sections:

##### 1. File

This section contains the following elements:

- File name
- Type of file
- Description
- Application date
- Sequential
- Withdrawal account
- MXN balance
- Number of transactions
- MXN total amounts

Click "Modify" to modify the header of your file which will open a window that will display you the following information:

- File name: Displays name of file (not modifiable).
- Type of file: Displays the type of file (not modifiable).
- Application date: Calendar where you should Choose the application date as day/month/year.
- Sequential: Text field in which register the sequential for your file.
- File description: Enter a brief description of the file.
- Command: Field text in which you should enter the file command.
- Withdrawal account: Choosing lists where you should choose the withdrawal account.

It is necessary to click "Save" in order to update your information.

Click "Cancel" if you do not want to update your information. The window will close without saving any changes.

##### 2. Registered payments

This section consists of two areas:

- Buttons area
  - "Filter": This button opens a window where you can Choose the following options to filter the information:
    - By password: Field text where you should enter a password to filter.

- By account type:
  - Checkbook
  - Cards
  - Payment order to individual entity
  - Payment order to legal person
  - Payment to the GDF
- By amount:
  - Specific: By Choosing this option, the field text *From* will be enabled.
  - By status: By Choosing this option, the text fields *From* and *To* will be enabled.
- Click "Cancel" to close with window.
- Click "Filter" to display search results according to the criteria you choose. You can enter filter criteria by entering your Choosing in one of more sections display in the window.
- "Print": Click on this button and the *Registered payments* window will print.
- "Download": Click on this button and the file will download to your computer.
- *Registered payments* area: The information will be displayed as follows:
  - Selecting column: This is where you should choose the files you want to delete.
  - "Detail" arrow 
    - Payee
    - Description
    - Reference
    - Instructions
  - Number: Displays the sequential numbers of saved transactions in the file.
  - Type:
    - Checkbook
    - Cards
    - Payment order to an individual entity
    - Payment order to a legal person
  - Branch
  - Account
  - Amount
  - Modify: Depending on the account type it displays a window with the preloaded information of the file and the buttons "Cancel" (to close the window) and "Save" (to save the records modification).

In case there is an active filter, the "Undo filter" button will appear and it will display the total of downloaded payments.

**Note:** The first entry you see in the window is the first file.

Click "Continue" and the *Confirmation* window will be displayed.

### Uploading - Downloaded Payments - OPR - Add a payment or modify a payment

Register the information you are looking for in this window, which will display as follows:

#### 1. Type of transaction

Selection list with the following options:

- Expediting the order
- Canceling the order

#### 2. Branch

Text field where you should enter the branch number.

#### 3. Payee

Text field where you should enter the name of the payee.

#### 4. Amount

Text field where you should enter the MXN balance.

#### 5. Reference

Text field where you should enter text associated with the transfer.

#### 6. Instructions

Text field where you should enter instructions.

#### 7. Effective date

Calendar where you should Choose an effective date for the payment.

Once you have entered all data in this window and clicked "Finish", BancaNet Empresarial will ask if you want to save the registered information. If you choose "Yes", the information will be saved and the window will close. If you choose "No", the window will close automatically and all the registered data will be lost.

By clicking "Save", the information will be saved and the text fields will be automatically deleted so that you can continue entering and adding registries to the file.

### » Uploading - Confirmation

#### What can I find on this page?

On this page, you can see the confirmation of your file details.

#### How can I obtain the information that I am interested in?

This section contains the following elements:

##### 1. File

In this section the information is displayed as follows:

- File number
- Type of file
- Description
- Application date
- Sequential
- Withdrawal account
- MXN balance

File summary: It is a chart that displays the following information:

- Payment type:
  - Checks
  - Cards
  - Order of payment to an individual entity
  - Order of payment to a legal person
- Number of transactions: Displays the number of transactions for each payment type.
- MXN balance: Displays the amount of each payment type.

The total number of operations made and the amount of the registrations is displayed at the end.

By clicking "Return", you can be taken to the previous *Transactions* detail window.

By clicking "Accept", a window where you should enter your Challenge number to apply your operation will be displayed.

### » Uploading - Confirmation - OPR

#### What can I find on this page?

On this page, you can see the confirmation of your file.

#### How can I obtain the information that I am interested in?

The page contains the following sections:

##### 1. File

This section contains the following elements:

- File name
- File description
- File status
- Type of file
- Application date
- Sequential
- Issuer
- Command
- Withdrawal account
- MXN balance
- Number of transactions
- MXN total amounts

##### 2. Registered payments

This section consists of two areas:

- Buttons area
  - "Filter": Click on this button and a window will be displayed where you can choose the following options to filter information:
    - By password: Field text where you can enter a password to filter.
    - By account type:
      - Checkbook
      - Cards
      - Order of payment to an individual entity
      - Order of payment to a legal person
    - By amount:
      - Specific: By Choosing this option the text field *From* will be enabled.
      - By status: Choose this option to enable the text fields *From* and *To*.

- Click "Cancel" to close the window.
  
- Click "Filter" and your search results will be displayed according to the criteria you choose. The criteria entered to be filtered can be chosen from one or more sections that appear in the window.
- "Print": Click on this button will print the *registered payments*.
- "Download": You can download the file to your computer by clicking on this button.
- *Registered payments* area: The information is arranged as follows:
  - "Detail" arrow 
  - Instructions
  - Type of transaction
  - Reference
  - Number: Displays the sequential number of saved transactions in the file.
  - Amount: Displays the chosen file amount.
  - Payee: Displays the name of the payee.
  - Expiration Date: Displays the expiration date in day/month/year format.

By clicking "Return" you can be taken to the previous *Transactions* detail window.

By clicking "Accept", a window where you should enter your Challenge number to apply your operation will be displayed.

### » Uploading - Confirmation - Protected Checkbook

#### What can I find on this page?

On this page, you can find confirmation of the details in your file.

#### How can I obtain the information I am interested in?

The page contains the following sections:

##### 1. File

This section contains the following elements:

- File name
- Type of file
- Description
- Application date
- Sequential
- Withdrawal account
- MXN balance

Summary of protected checkbook: It is a chart displaying the following information:

- Instructions
  - Activate
  - Deactivate
  - Theft /loss prevention
  - Activation with amount:
    - Activations
    - Amount
- Amount of protected checks
- Total of operations

By clicking "Return", it will take you to the *Import file* screen.

By clicking "Accept", a window where you should enter your Challenge number to apply your operation will be displayed.

### » Uploading - Application

#### What can I find on this page?

On this page, you can see the details of the application of the file transactions.

#### How can I obtain the information I am interested in?

This page consists of the following two sections:

##### 1. File

This section contains the following elements

- File name
- Type of file
- Description
- File status
- Date of application
- Sequential
- Withdrawal account
- User 1
- User 2

File summary: It is a chart that displays the following information:

- Payment type:
  - Checks
  - Cards
  - Order of payment to an individual entity
  - Order of payment to a legal person
- Number of transactions: Displays the number of transactions for each entry.
- MXN balance: Displays the amount of each entry

The total number of operations and the amount of the registrations are displayed at the end.

### » Uploading - Application - OPR

#### What can I find on this page?

On this page, you can see the details of the application of the file transactions.

#### How can I obtain the information I am interested in?

The page consists of the following sections:

##### 1. File

This section contains the following elements

- File name
- File description
- Type of file
- File status
- Date of application
- Sequential
- Issuer
- Command
- User 1
- User 2
- Withdrawal account
- MXN balance
- Number of transactions
- MXN total amount

### » Uploading - Application - Protected Checkbook

#### What can I find on this page?

On this page, you can see the details of the application of the file transactions.

#### How can I obtain the information I am interested in?

The page consists of the following sections:

##### 1. File

This section contains the following elements:

- File name
- Type of file
- Description
- Application date
- Sequential
- Withdrawal account
- MXN balance

Summary of protected checkbook : It is a chart displaying the following information:

- Instructions:
  - Activate
  - Deactivate
  - Theft prevention/loss
  - Activation with amount
    - Activations
    - Amount
- Amount of protected checkbook
- Total transactions

### » Uploading -Application - +1500

#### What can I find on this page?

On this page, you can see the details of the application of the file transactions.

#### How can I obtain the information I am interested in?

The page consists of the following sections:

##### 1. File

This section contains the following elements:

- File name
- Type of file
- Description
- File status
- Date of application
- Sequential
- Withdrawal account
- User 1
- User 2

File summary: It is the chart displaying the following information:

- Payment type:
  - Checks
  - Cards
  - Order of payment to an individual entity
  - Order of payment to a legal person
- Number of transactions: Displays the number of transactions for each entry.
- MXN balance: Displays the amount of each entry.

The total number of operations and the amount of the registrations is displayed at the end.

**Note:** If the transferred file surpasses 1500 entries, it will be compacted by BancaNet Empresarial and a copy will be saved as backup in your computer.

### » Uploading file - Validation (Bursts)

#### **What can I find on this page?**

This BancaNet Empresarial page validates your computer with the necessary software to import the file.

#### **How can I obtain the information I am interested in?**

Just wait a few seconds for BancaNet Empresarial to inform you if it is necessary to install additional software to import the file.

### » Uploading file - Validation Active X (Bursts)

#### **What can I find on this page?**

On this page, BancaNet Empresarial asks you to download and install additional or missing components in your computer for Uploading the file.

#### **How can I obtain the information I am interested in?**

Just follow instructions to download and install additional components to import the file.

### » Uploading file (Bursts)

#### What can I find on this page?

On this page, you can choose or search the file in your computer so BancaNet Empresarial can import it.

#### How can I obtain information I am interested in?

The page consists of the following sections:

- File Choosing: Field, which displays the routing of the file to be downloaded.
- "Review" button: Click on this button and a Windows screen will appear where you can navigate and search in your computer the location of the file to be downloaded.

Click "Validate" and a window will be displayed with information on the amount of transaction of the file being downloaded.

#### Payments one - one - Uploading a File - Duplicate same name

If the name of the file is duplicated, a window will open with the following information:

- Name: Displays the previously downloaded name needing modification.
- Click "Cancel" and the window will close and return to the *Download the file* screen.
- Click "Save" and the modified name will be saved only if a file with the same name is found.

### **Payments one - one - Uploading a File - Error more than 1500**

If the download file is bigger than 1500 entries, BancaNet Empresarial will open a window informing you that the file is not downloadable because it is bigger than 1500 entries.

Click "Accept" and a window will close and return to the *Download file* screen.

### » Payment one-one- Uploading File - Error detail (Bursts)

#### What can I find on this page?

On this page, you can see the error details when the file was being imported by BancaNet Empresarial.

#### How can I obtain the information I am interested in?

The page consists of the following sections:

##### 1. File

Section with the following elements:

- File name
- File summary: Chart with the following data:
  - Valid files: Indicates the number of valid files.
  - Invalid files: Indicates the number of invalid files.
  - Uploading: Indicates files imported.

##### 2. Error details

Section with the following elements:

- Error summary: Chart with the following data:
  - File number: Indicates the file number with the error.
  - Description: Displays a brief description of the error.

Click "Accept" and *Import file* will be displayed on the screen.

» **Layout Configuration (Single withdrawal/Single deposit) Large Payments to the GDF**

Following is a table showing the layout configuration for making large payments to the GDF by means of a flash file (Single withdrawal/Single deposit).

Field name	Type	Longitud	Field number	Description
Operation Type	Numeric	2	01 to 02	This value (12) must always be inserted in order to identify the operation as a payment to the GDF.
Source Account Type	Numeric	2	03 to 04	The possible values are: 01 = Checks 03 = Card 06 = Master Account
Branch of Source Account	Numeric	4	05 to 08	This value must always be shown if it is a checking account, but if the branch number has fewer than 4 digits, zeros are inserted to the left. Example: 0870  If the account is a card or a master account, four zeros should be inserted in this field. Example: 0000
Source Account	Numeric	20	09 to 28	Enter the full account number; if it has fewer than 20 digits, fill the space by inserting zeros to the left. Example: 00000000000000500358
Entry Line	Alphanumeric	30	29 to 58	Grouping of numeric and/or alphanumeric data issued by the GDF that allow identification and validation of data for the payment of taxes, fees, penalties and/or surcharges.
Amount	Numeric	14 Whole Numbers and 02 Decimals	59 to 74	Enter the amount without decimal points, and if the amount has fewer than 14 digits, zeros are inserted to the left. Example: if the amount is \$12,599.85, it will therefore be rendered: 00000001259985
Name	Alphanumeric	40	75 to 114	Enter the Name of the person who will make the payment.
Domicile	Alphanumeric	30	115 to 144	Enter the Domicile of the person who will make the payment.
Colonia	Alphanumeric	24	145 to 168	Enter the Colonia of the person who will make the payment.
Postal Code	Numeric	6	169 to 174	Enter the Postal Code of the person who will make the payment.
District/Municipality	Alphanumeric	15	175 to 189	Enter the District of the person who will make the payment.
State	Alphanumeric	2	190 to 191	Enter the State Identifier of the person

who will make the payment.

Execution Time	Numeric	4	192 to 195	<p>If the file is manual, this information will be left as zeros (Example: 0000).</p> <p>If the file is automatic, this field must have the information in a specified format (Example: if it is intended to execute the file at 13:30, the following should be entered: 1330).</p>
Execution Date	Numeric	6	196 to 201	<p>If the file is manual, this information will be left as zeros (Example: 000000).</p> <p>If the file is automatic, this field must have the information in a specified format (Example: if it is intended to execute the file on June 20, 2002, the following should be entered: 200602).</p>
Additional Item 1	Alphanumeric	25	202 to 226	<p>Enter Item 20 to 27 and from 84 to 87: Vehicle brand</p> <p>Enter Item 82 and 83: Account</p> <p>Enter Item 88: Remuneration</p> <p>Enter Item 92: Notarization date (Day)</p> <p>Enter Item 93: Notarial document number</p> <p>Enter Item 96: Remuneration</p> <p>Enter Item 98:  Notary number</p>
Additional Item 2	Alphanumeric	25	227 to 251	<p>Enter Item 20 to 27 and from 84 to 87: Vehicle sub-brand</p> <p>Enter Item 88: Type of representation</p> <p>Enter Item 92: Notarization date (Month)</p> <p>Enter Item 96: Type of representation</p> <p>Enter Item 98: Notarial document number</p>
Additional Item 3	Alphanumeric	25	252 to 276	<p>Enter Item 20 to 27 and from 84 to 87: Invoice Amount</p> <p>Enter Item 88: No. of workers</p> <p>Enter Item 92: Notarization date (Year)</p> <p>Enter Item 96: No. of workers</p>
Additional Item 4	Alphanumeric	25	277 to 301	<p>Enter Item 20 to 27 and from 84 to 87: No. of Cylinders</p>

Items 1 to 14, 33 to 76, 89, 90, 91 and 97 do not require additional information.