Content

» Multiple Payments

What can I find on this page?

In this section you can make simultaneously transfers and payments with just one dynamic key (challenge), such as:

- Banamex account to Own Banamex accounts (Pesos to pesos)
- Banamex account to Other Banamex accounts
- Banamex account to Other banks (Domestic Funds Transfers)
- Banamex account to Window payments
- Banamex account to Cell phone number account
- Banamex account to Own Banamex credit cards
- Banamex account to Banamex credit cards
- Banamex account to Other Banks credit cards
- Banamex account to Shopping credit cards (ex. Liverpool or Palacio de Hierro)
- Banamex account to Utilities

Debit and Beneficiary accounts must be pre–registered in BancaNet Empresarial platform

How can I obtain just the information that I interested in?

To make a transfer or payment:

1. **Debit Account**

   In the field "Debit Account" please choose one account.

   A selection list will appear automatically with the most frequently used accounts.

   If you do not find any of your accounts, please type and search by account type, name, alias, branch or account name.

   The option: *"Use the same account for all the payments"* will use selected debit account in the first payment for the rest of your payments.

2. **Beneficiary Account**

   In the field "Beneficiary Account", please choose one account.

   A selection list will appear automatically with the most frequently used accounts.

   If you do not find any of your accounts, please type and search by beneficiary, Clabe account, account, alias, utility or cell phone number.

3. **Amount MXN**

   Amount only can be in pesos (MXN).

4. Value Date

Automatically, the payment value date will be shown.

- Schedule a future value date:
  - Date: you can choose the value date through a calendar. Only one date selection is allowed.
  - Time: a selection list will appear with the payment schedule from 1:00 hrs to 24hrs and with periods of 30 minutes. The period can be different depending on the transaction type that you will execute.

Additional Information

- Tax receipt: Selecting this option, fields RFC and VAT will be required.
- Remote Authorization: Selecting this option, value date will be the limit date to authorize your payment.
- References: This option will be shown if your transaction is an Interbank Payment; in this case the following information will be required:
  - Numeric reference: This field is mandatory and must be related to the transaction. Must be validated in the case of a Collection account.
  - Alphanumeric reference: This field is mandatory. Must type a text related to the transaction.
  - Description: This field is optional. Must type an explanation for this transaction.

Repeat the above steps until you have made all your transactions and payments required.

Buttons and links:

- Link "Add a beneficiary": Allow you to register a new beneficiary or account in BancaNet Empresarial.
-  "Delete": Allow you to delete a selected payment.
- "Add more payments": Allow you to add more payments lines.
-  "Help": Provides specific assitance.

By clicking on the Button: "Continue", a confirmation screen will appear with the transaction details.

» Multiple Payments - Confirmation

What can I find on this page?

In this section you can see all your transactions and payments details before your transactions will be processed.

How can I obtain just the information that I interested in?

This page has the following sections:

1. **Debit Account**
   - Account: Displays account type, alias or name, account and balance(MXN)
2. **Beneficiary Account**
   - Account: Displays Bank, alias or name and account.
3. **Amount**
   - Amount: Displays the amount of each payment.
4. **Date and processing time**
   - Date and time when your payment will be processed: Payment format is dd/mm/yyyy (day, month, year) 00:00 hrs.
5. **Payment Details**

   It has a summary of the following fields:

   - RFC: Only displays this field, if was selected in the Payment Screen.
   - VAT: Only displays this field, if was selected in the Payment Screen.
   - Remote Authorization: Indicates if the transaction must be authorized by another user.
   - Numeric reference: Only displays this field, if was selected in the Payment Screen.
   - Alphanumeric reference: Only displays this field, if was selected in the Payment Screen.
   - Description: Displays the information that was typed in the Payment Screen.

By clicking on the button: "Return/Modify", an Input screen will appear, keeping the field values that you have entered before.

By clicking on the button: "Accept", your transaction will be processed and the payment processing screen will appear.

» Multiple Payments - Processing

What can I find on this page?

In this section you can see all your transactions and payments details after your transactions have been processed.

How can I obtain just the information that I interested in?

This page has the following sections:

1. **Confirmation Message**
   - Displays the transaction status.
2. **Authorizers**
   - User n: Displays the number and name of the user who performed the transaction. This user must have the proper entitlements otherwise this field will not be shown.
   - User n: Displays the number and name of the user who authorized the transaction. This user must have the proper entitlements otherwise this field will not be shown.
3. **Debit Account**
   - Account: Displays account type, alias or name, account and balance(MXN)
4. **Beneficiary Account**
   - Account: Displays Bank, alias or name and account.
5. **Amount**
   - Amount: Displays the amount of each payment.
6. **Date and processing time**
   - Date and time when your payment will be processed: Payment format is dd/mm/yyyy (day, month, year) 00:00 hrs.
7. **Status**
   - Status: Displays the status of each payment.
8. **Authorization**
   - Authorization: Displays the authorization Number of each payment.

By selecting the option "Add these payments to a group" a list will be shown in order to save the payment in a specific beneficiary group.

By clicking on the Button: "Complete", a new payment screen will be shown to type a new payment.

Buttons:

- “Print”: Allow you to print the screen results.
- “Help”: Provides specific assitance.

» Multiple Payments – Add this payments to an specific group

What can I find on this page?

In this section you will be able to save your performed transactions and payment into a new or existing beneficiary group.

How can I obtain just the information that I interested in?

From the multiple payments screen, you have to select the option "Add these payments to a group" and select one of the following options:

1. **New group**

   - Displays a screen to type the beneficiary group name that you want to create.
   - Then Click on the Button: "Save".

2. **Save Payment in an Existing Group.**

   - Select from the list the beneficiary group name in order to add more payments.
   - Click on the Button "+" to add more payment to the existing group.
   - Then Click on the Button "Save".

3. See more groups

- If you do not see the name of the group that you are searching, please select the option: "see more groups".
- Select the group name or perform a search by typing the group name.

» Pay to a beneficiary group

What can I find on this page?

In this section you can manage your beneficiary groups by creating, modifying, deleting or performing transactions.

How can I obtain just the information that I interested in?

1. **Pay to a specific beneficiary group**

   - Select the beneficiary group that you want to pay.
   - Then click on the Button "Continue". The beneficiary group details screen will be shown.

2. **Create a new beneficiary group**

   - Click on the link "Register a new group".

3. **Modify a beneficiary group**

   - Click on the Button "Modify" from the specific group that you want to modify.

4. **Delete a beneficiary group**

   - Click on the Button "Delete" from the specific group that you want to delete.

» Pay to a beneficiary group - Details

What can I find on this page?

In this section you can find all the transactions details from a specific beneficiary group.

How can I obtain just the information that I interested in?

Please modify the required information for each group, like the amounts and value dates.

The page has the following sections:

1. **Debit Account**
    - Account: Displays account type, alias or name, account and balance(MXN)
2. **Beneficiary Account**
    - Account: Displays Bank, alias or name and account.
3. **Amount**
    - Amount: Displays the amount of each payment.
4. **Date and processing time**
    - Date and time when your payment will be processed: Payment format is dd/mm/yyyy (day, month, year) 00:00 hrs.
5. **Payment Details**

    It has a summary of the following fields:

    - RFC: Only displays this field, if was selected in the Payment Screen.
    - VAT: Only displays this field, if was selected in the Payment Screen.
    - Remote Authorization: Indicates if the transaction must be authorized by another user.
    - Numeric reference: Only displays this field, if was selected in the Payment Screen.
    - Alphanumeric reference: Only displays this field, if was selected in the Payment Screen.
    - Description: Displays the information that was typed in the Payment Screen.

Buttons and Links:

- "Delete": Allow you to delete a selected payment.
- "Add more payments": Allow you to add more payments lines.
- "Help": Provides specific assitance.

By clicking on the button: “Return/Modify”, a Beneficiary Group screen will appears and you will be able to select a different group.

By clicking on the button: “Continue” a confirmation screen will appear with your transaction details.

» Pay to a Beneficiary Group - Confirmation

What can I find on this page?

In this section you can find all the transactions and payments details before being processed.

How can I obtain just the information that I interested in?

The page has the following sections:

1. Group Name

- Displays the name of the group that you created/saved before.

2. Debit Account

- Account: Displays account type, alias or name, account and balance(MXN)

3. Beneficiary Account

- Account: Displays Bank, alias or name and account.

4. Amount

- Amount: Displays the amount of each payment.

5. Date and processing time

- Date and time when your payment will be processed: Payment format is dd/mm/yyyy (day, month, year) 00:00 hrs.

6. Payment Details

It has a summary of the following fields:

- RFC: Only displays this field, if was selected in the Payment Screen.
- VAT: Only displays this field, if was selected in the Payment Screen.
- Remote Authorization: Indicates if the transaction must be authorized by another user.
- Numeric reference: Only displays this field, if was selected in the Payment Screen.
- Alphanumeric reference: Only displays this field, if was selected in the Payment Screen.
- Description: Displays the information that was typed in the Payment Screen.

By clicking on the button: "Return/Modify", a screen will appear keeping the field values that you entered before.

By clicking on the button: "Accept", your transaction will be processed and a confirmation screen will appear.

» Pay to a Beneficiary Group – Processing

What can I find on this page?

In this section you can find all the transactions and payments details, after been applied.

How can I obtain just the information that I interested in?

The page has the following sections:

5. **Confirmation Message**
    - Displays the transaction status.
6. **Authorizers**
    - User n: Displays the number and name of the user who performed the transaction. This user must have the proper entitlements otherwise this field will not be shown.
    - User n: Displays the number and name of the user who authorized the transaction. This user must have the proper entitlements otherwise this field will not be shown.
7. **Group Name**
    - Displays the name of the group that you created/saved before.
8. **Debit Account**
    - Account: Displays account type, alias or name, account and balance(MXN)
9. **Beneficiary Account**
    - Account: Displays Bank, alias or name and account.
10. **Amount**
    - Amount: Displays the amount of each payment.
11. **Date and processing time**
    - Date and time when your payment will be processed: Payment format is dd/mm/yyyy (day, month, year) 00:00 hrs.
12. **Status**
    - Status: Displays the status of each payment.
13. **Authorization**
    - Authorization: Displays the authorization Number of each payment.

By clicking on the button “Save/Close”, all the modifications made to the beneficiary group will be saved and a new payment screen will be shown to type a new payment.

Buttons:

- “Print”: Allow you to print the screen results.
- “Save new beneficiary group” Allow you to save your payments in a new Beneficiary group.
- “Help”: Provides specific assitance.

» Pay to a beneficiary group – Register a new group

What can I find on this page?

In this section you can create a beneficiary group in which you will be able to make transfers and payments simultaneously and with only one dynamic key (challenge), such as:

- Banamex account to Own Banamex accounts (Pesos to pesos)
- Banamex account to Other Banamex accounts
- Banamex account to Other banks (Domestic Funds Transfers)
- Banamex account to Window payments
- Banamex account to Cell phone number account
- Banamex account to Own Banamex credit cards
- Banamex account to Banamex credit cards
- Banamex account to Other Banks credit cards
- Banamex account to Shopping credit cards (ex. Liverpool or Palacio de Hierro)
- Banamex account to Utilities.

Debit and Beneficiary accounts must be pre–registered in BancaNet Empresarial platform

How can I obtain just the information that I interested in?

To register a new beneficiary group, please click on the link: "Register a New Group" from the "Beneficiary Group Payment" screen:

1. Beneficiary Group Name

Enter the beneficiary group name to show in the platform.

2. Debit Account

In the field "Debit Account" please choose one account.

A selection list will appear automatically with the most frequently used accounts.

If you do not find any of your accounts, please type and search by account type, name, alias, branch or account name.

The option: *"Use the same account for all the payments"* will use selected debit account in the first payment for the rest of your payments.

3. Beneficiary Account

In the field "Beneficiary Account", please choose one account.

A selection list will appear automatically with the most frequently used accounts.

If you do not find any of your accounts, please type and search by beneficiary, Clabe account, account, alias, utility or cell phone number.

4. Amount MXN

Amount only can be in pesos (MXN).

5. Value Date

Automatically, the payment value date will be shown.

- Schedule a future value date:
  - Date: you can choose the value date through a calendar. Only one date selection is allowed.
  - Time: a selection list will appear with the payment schedule from 1:00 hrs to 24hrs and with periods of 30 minutes. The period can be different depending on the transaction type that you will execute.

Additional Information

- Tax receipt: Selecting this option, fields RFC and VAT will be required.
- Remote Authorization: Selecting this option, value date will be the limit date to authorize your payment.
- References: This option will be shown if your transaction is an Interbank Payment; in this case the following information will be required:
  - Numeric reference: This field is mandatory and must be related to the transaction. Must be validated in the case of a Collection account.
  - Alphanumeric reference: This field is mandatory. Must type a text related to the transaction.
  - Description: This field is optional. Must type an explanation for this transaction.

Repeat the above steps until you have made all your transactions and payments required.

Buttons and links:

- Link "Add a beneficiary": Allow you to register a new beneficiary or account in BancaNet Empresarial.
- "Delete": Allow you to delete a selected payment.
- "Add more payments": Allow you to add more payments lines.
- "Help": Provides specific assitance.

By clicking on the Button: "Continue", a confirmation screen will appear with the transaction details.

» Pay to a Beneficiary Group – Modify a group

What can I find on this page?

In this section you can modify any transaction details from a specific beneficiary group, add more payments or delete any existing payment.

How can I obtain just the information that I interested in?

In the page "Pay to Beneficiary Group" please click on the link "Modify" of the specific register. The transfers and payments details from the beneficiary group will be displayed.

1. Beneficiary Group Name

Enter the beneficiary group name to show in the platform.

2. Debit Account

In the field "Debit Account" please choose one account.

A selection list will appear automatically with the most frequently used accounts.

If you do not find any of your accounts, please type and search by account type, name, alias, branch or account name.

The option: *"Use the same account for all the payments"* will use selected debit account in the first payment for the rest of your payments.

3. Beneficiary Account

In the field "Beneficiary Account", please choose one account.

A selection list will appear automatically with the most frequently used accounts.

If you do not find any of your accounts, please type and search by beneficiary, Clabe account, account, alias, utility or cell phone number.

4. Amount MXN

Amount only can be in pesos (MXN).

5. Value Date

Automatically, the payment value date will be shown.

- Schedule a future value date:
  - Date: you can choose the value date through a calendar. Only one date selection is allowed.
  - Time: a selection list will appear with the payment schedule from 1:00 hrs to 24hrs and with periods of 30 minutes. The period can be different depending on the transaction type that you will execute.

Additional Information

- Tax receipt: Selecting this option, fields RFC and VAT will be required.
- Remote Authorization: Selecting this option, value date will be the limit date to authorize your payment.
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