Santander Bank
Wire Transfer Import Guide

Version 1.3

Contents

Standard vs. User-Defined CSV

Comma-Separated Value is used to describe any file in which the values are delimited with commas.

Both formats have their advantages, as follows:

- o When using the Standard CSV format, a single import file can contain records of different payment types.
- o With a user-defined CSV profile you must select a single payment type.

NOTE: For transfers, this distinction is not relevant since there is only one transfer type.

- o Field Order:
- o The Standard CSV format requires that the fields within a file follow a prescribed order.
- o A user-defined CSV format enables you to select just the fields that you want to import and their order within the file.

NOTE: Certain fields are required regardless of the file format and are based on business rules.

Import File Requirements for Wires and Transfers

Importing wires or transfers apply when you are importing the file using the Treasury Link Standard CSV format or a custom, user-defined CSV format.

They are as follows:

- o When an optional field is to be omitted, use a comma in the place of the omitted value. This will result in two consecutive commas.

- o Leading and trailing white space (blank spaces) is ignored, unless the field is delimited with double-quotes, in which case the white space is preserved.

- o Commas are permitted within a field if they are surrounded with double-quotes.

- o Double quotes are permitted within a field if the entire field is enclosed in double-quotes. In addition, each of the embedded double-quotes must be represented by a pair of consecutive double quotes.

Additional Requirements for the Standard CSV Format

The Standard CSV format is more structured than simply being delimited with commas. The following are the key things that characterize a Santander Treasury Link Standard CSV file:

- o Each file must include a header record, a trailer record, and at least one payment record.

- o Each record must be on a separate line.

- o A line separator may also be embedded in the data (making a record more than one line but still acceptable). Both the following are acceptable as line separators:

- o LF (0x0A)

- o CRLF (0x0D0A)

Wire Import Bank ID Type Codes

The wire import process for Fedwire, and International payments supports a variety of financial institution ID types for beneficiary, intermediary, and receiving banks. The types accepted include number of country-specific codes.

The following table summarizes the codes that must be used in the import file to identify the various financial institution ID types.

Common Bank ID Type Codes

Bank ID Type	Type Code	Length/Format
Account Number	AC	Max = 34
SWIFT	SA	8 or 11 alphanumeric

Country-Specific Type Codes

Bank ID Type	Type Code	Country	Length/Format
ABA (wire)	FW	United States	9 numeric
Austrian Bankleitzahl	AT	Austria	5 numeric
Australian BSB Code	AU	Australia	6 numeric
Bank Code of Hong Kong	HK	Hong Kong	3 numeric
Canadian Payments Routing Number	CC	Canada	9 numeric
German BLZ	BL	Germany	8 numeric
Hellenic Bank ID Code	GR	Greece	7 numeric
Indian Financial System Code	IN	India	11 alphanumeric
Irish National Clearing Code	IE	Ireland	6 numeric
Italian Domestic ID Code	IT	Italy	10 numeric
Mexican ABM Number	MX	Mexico	3 alphanumeric
New Zealand National Clearing Code	NZ	New Zealand	6 numeric
Polish National Clearing Code KNR	PL	Poland	8 numeric
Portuguese National Clearing	PT	Portugal	8 numeric

Code

Russian Central Bank ID Code	RU	Russia	9 numeric
Spanish Domestic Interbanking Code	ES	Spain	8 or 9 numeric
South African National Clearing Code	ZA	South Africa	6 numeric
Swiss BC/SIC Code	SW	Switzerland	BC: 3-5 numeric SIC: 6-numeric
UK Domestic Sort Code	SC	United Kingdom	6 numeric

Address options for Ordering Customer and Recipient

Address Type	Description	Type Code
Unstructured	Three lines of unstructured addresses.	UNSTRCT
Structured	Eight structured address fields with mandatory City and Country fields.	STRCT
Both	Expanded: Eight structured address fields with mandatory City and Country fields. Simple: Three address lines plus City and Country fields for the Ordering Customer only.	BOTH

Importing Templated Payments

Payments can be imported to the database and associated with an existing template. When importing payments based on a template, the profile requires only the following fields:

- o   Repetitive - Template Name

- o   Repetitive - Value Date

- o   Repetitive - Amount/Debit Amount

The template provides the rest of the payment details. The following are the only two restrictions for importing templated payments:

- o   Templated payments can be imported only with a user-defined profile.

- o   Each imported payment file must contain a single payment type.

NOTE: You can import files that contain a mixture of templated and non-templated (one-time) payments.

About the Wire Validation Description Tables

The validation description tables describe the validations (data checking) that occur during the import process. Table columns are as follows:

- o   POS – This column indicates the position of the field within a standard CSV-formatted file. It does not apply to imports based on a user-defined import profile.

- o   Field – This column indicates the field name, as used within the Santander Treasury Link system.

- o   R/C/O – This column defines the field as one of the following:

  - o   R – Required

  - o   C – Conditional, required only under certain conditions

  - o   O – Optional

- o   Validations – This column describes the validations that Santander Treasury Link performs at the time of import.

Import Validations: Header Record (Standard CSV Only)

The following table describes the fields that should be included in the header record of a Standard CSV import file (wires and transfers only).

POS	Field Name	R/C/O	Validations
1	File Type	R	• Required value: Payment (case not important)
2	Record Type	R	• Required value: Header (case not important)
3	Creation Date	R	• Date format: mmddyyyy • Must be prior or equal to current server date plus 1
4	File Location ID	O	• Maximum 12 alphanumeric characters • Client-defined identifier of the client location that created the import file
5	File Sequence Number	R	• An integer number from 1 to 9999; between 1 and 4 characters in length • Leading zeros are permitted For example, 1, 01, 001, and 0001 are all valid values to indicate a file containing one payment record.

Import Validations: International Wires

The following validations are performed when importing International Wire payments.

NOTE:

- o Field-level validations apply to both Standard CSV and user-defined imports.

- o Field order applies only to the Standard CSV format.

- o Special characters are generally permitted in alphanumeric fields, subject to the general rules described in *General Requirements for Importing Wires and Transfers.*

When not otherwise noted, alphanumeric fields have a maximum length of 35 characters.

Field Name	User-Defined: R/C/O	Standard CSV: R/C/O	Standard CSV Field Position	Validations
Record Type	C	R	1	Required value: Payment
Payment Type	C	R	2	Required value: FX
Sender's Reference Number	O	O	3	Maximum 16 characters
Value Date	R	R	4	• Date in the format: mmddyyyy • Is within a maximum number of days configured in a properties file at implementation time • A business day according to the configured schedule for the payment type *NOTE*: Holidays and non- processing days are taken into account when determining whether a date is valid.

Debit Account #	R	R	5	- Must match an account in the database - Maximum 34 characters
Debit Account Currency	R	R	6	Three-character ISO currency code
Debit Account Bank ID	R	R	7	Maximum 34 characters
Debit Amount	C	C	8	- Either a Debit Amount or Credit Amount must be entered, but not both. - Numeric Maximum 13 characters (includes decimal)
Credit Amount	C	C	9	- Either a Debit Amount or Credit Amount must be entered, but not both. - Numeric Maximum 13 characters (includes decimal)
Credit Currency	C	C	10	Three-character ISO currency code
Ordering Customer ID Type	C	C	11	- Required if any ordering customer information has been entered and the Ordering Customer ID is entered - Required value: A – Account
Ordering Customer ID	C	C	12	Required if ordering customer information has been entered but an ordering customer ID type and ordering customer ID have not been entered Maximum 34 characters
Ordering Customer Name	C	C	13	- Required only if ordering customer information is entered - Alphanumeric Maximum 35 characters
Ordering Customer Address Line 1-3	C	C	14-16	Lines one and two are required if any ordering customer information is entered and the ordering customer ID type and ID have not been entered.

				Line three is optional.
				• Alphanumeric Maximum 35 characters
Beneficiary ID Type	C	C	17	• Required if beneficiary ID is entered
				• Required value: Account Number
				Maximum 34 characters
Beneficiary ID	C	C	18	• Required if beneficiary ID type is entered
				Maximum 34 characters
Beneficiary Name	O	O	19	The full name of the payment beneficiary
Beneficiary Address Line 1-3	O	O	20-22	Lines one and two are required if any beneficiary information is entered *and* if the beneficiary ID type and ID have *not* been entered.
				Line three is optional.
Beneficiary Bank ID Type	C	C	23	• Is one of the supported ID type codes: *Wire Import Bank ID Type Codes*
				Required if beneficiary bank ID is entered
Beneficiary Bank ID	C	C	24	• Required if a beneficiary bank ID type is entered
				Maximum 34 characters
Beneficiary Bank Name	C	C	25	Required if either of the following are true: • The form of bank identification is the bank name (with no bank ID provided). • The form of bank identification being provided is the bank ID; however, the ID type = Account.
Beneficiary Bank Address Line 1-3	C	C	26-28	Lines one and two are required if the form of bank identification is the bank name. Line three is optional.
Intermediary Bank ID Type	C	C	29	• Required if an intermediary bank ID is entered • Is one of the supported ID type codes: Wire Import *Bank ID Type Codes.*
Intermediary Bank ID	C	C	30	• Required if an intermediary bank ID type is entered

				• If a beneficiary bank ID has also been specified and it matches an on-us ID, then an intermediary bank is not allowed
				Maximum 34 characters
Intermediary Bank Name	C	C	31	Required if either of the following are true: • The form of bank identification is the bank name (with no bank ID provided). The form of bank identification being provided is the bank ID; *however*, the ID type = Account.
Intermediary Bank Address Line 1-3	C	C	32-34	Lines one and two are required if an intermediary bank is entered and if the form of bank identification is the bank name. Line three is optional.
Receiving Bank ID Type	C	C	35	Required if a Receiving Bank ID is entered Is one of the supported ID type codes: *Wire Import Bank ID Type Codes* .
Receiving Bank ID	C	C	36	Required if a bank ID type is entered Maximum 34 characters
Receiving Bank Name	C	C	37	Required if either of the following are true: • The form of bank identification is the bank name (with no bank ID provided). • The form of bank identification being provided is the bank ID; *however*, the ID type = Account.
Receiving Bank Address Line 1-3	C	C	38-40	Lines one and two are required if a receiving bank is entered and if the form of bank identification is the bank name. Line three is optional.
Details of Payment Line 1-4	O	O	41-44	Optional additional wire payment details
Charges	O	O	45	Valid values: • Ben – for Originator • Our – for Beneficiary • Sha – for Shared
Receiver Info – Line 1-6	O	O	46-51	One of the following: • /CHEQUE/ • /PHON/ • /PHONBEN/ • /ACC/

- /REC/
- // (Continuation Text)

Sample Format

Use each code only once (except for the continuation code). The following example shows three codes with three continuations, for a total of six lines:

REC/1234,/PHON/8885551212,/ACC/1212121,//ab cde,//24232,//more info

ExchangRate	O	O	52	18, decimal point, 9
Contract Number	C	C	53	Required if rate is selected.

Sample Format

```
PAYMENT,HEADER,06182025,,1
PAYMENT,FX,,06202025,9999999999,USD,231372691,100,111,EUR,A,12345678,ord name
,ord address line 1,ord address line 2,ord address line
3,IB,DE89370400440532013000,Benef Name,address line 1,address line 2,address line
3,SA,NWBKGB2L,,,,,FW,021000021,,,,,SA,BSCHESMM,,,,,Payment details line 1,Payment
details line 2,Payment details line 3,Payment details line
4,sha,/PHON/11111,,,,,,111111111,123
PAYMENT,TRAILER,100,1
```

Import Validations: Fedwire Payments

The following table describes the required record format for importing Fedwire payments.

NOTE:

- o Field-level validations apply to both Standard CSV and user-defined imports.
- o Field order applies only to the Standard CSV format.
- o Special characters are generally permitted in alphanumeric fields, subject to the general rules described in *General Requirements for Importing Wires and Transfers*.
- o When not otherwise noted, alphanumeric fields have a maximum length of 35 characters.

Field Name	User-Defined: R/C/O	Standard CSV: R/C/O	Standard CSV Fields Position	Validations
Record Type	n/a	R	1	Required value: Payment
Payment Type	n/a	R	2	Required value: FW
Payment Option	C	C	3	• 1 = US Wire • 2 = USD International If using USD Int, you must have 1 or 2 in this field. If you are not using USD Int, this field can be blank.
Sender's Reference Number	O	O	4	Maximum 16 characters. Must be blank
Value Date	R	R	5	• Date in the format: mmddyyyy • Is within a maximum number of days configured in a properties file at implementation time • A business day according to the configured schedule for the payment type NOTE: Holidays and non-processing days are taken into account when determining whether a date is valid.
Debit Account #	R	R	6	• Must match an account in the database Maximum 34 characters
Debit Account Currency	R	R	7	Three-character ISO currency code
Debit Account Bank ID	R	R	8	Maximum 34 characters

Debit Amount	R	R	9	• Numeric Maximum 13 characters (includes decimal)

Ordering Customer ID Type	C	C	10	• Required if any ordering customer information has been entered and the ordering customer ID is entered
				
				• One of the following:
				    ○ A – Account
				    ○ 1 – Passport Number
				    ○ 2 – Tax ID
				    ○ 3 – Driver's License
				    ○ 4 – Alien Registration Number
				    ○ 5 – Corporate ID
				    ○ 9 – Other

Ordering Customer ID	C	C	11	• Required if ordering customer information has been entered but an ordering customer ID type and ordering customer ID have *not* been entered Maximum 34 characters
Ordering Customer Name	C	C	12	• Required only if ordering customer information is entered • Alphanumeric Maximum 35 characters
Ordering Customer Address Line 1-3	C	C	13-15	• Lines one and two are required if any ordering customer information is entered *and* the ordering customer ID type and ID have *not* been entered. Line three is optional. Alphanumeric Maximum 35 characters
Beneficiary ID Type	C	C	16	• Required if beneficiary ID is entered • Required value: Account Number Maximum 34 characters
Beneficiary ID	C	C	17	• Required if beneficiary ID type is entered Maximum 34 characters
Beneficiary Name	O	O	18	The full name of the payment beneficiary
Beneficiary Address Line 1-3	O	O	19-21	• Lines one and two are required if any beneficiary information is entered and if the beneficiary ID type and ID have not been entered. • Line three is optional.
Beneficiary Bank ID Type	C	C	22	• Is one of the supported ID type codes: *Wire Import Bank ID Type Codes* Required if beneficiary bank ID is entered
Beneficiary Bank ID	C	C	23	• Required if a beneficiary bank ID type is entered Maximum 34 characters
Beneficiary Bank Name	C	C	24	Required if either of the following are true: • The form of bank identification is the bank name (with no bank ID provided). The form of bank identification being provided is the bank ID; *however*, the

ID type = Account.

Beneficiary Bank Address Line 1-3	C	C	25-27	• Lines one and two are required if the form of bank identification is the bank name. Line three is optional.
Details of Payment	O	O	28-31	• Optional additional wire payment details
Intermediary Bank ID type	C	C	32	• Required if an intermediary bank ID is entered • Is one of the supported ID type codes: *Wire Import Bank ID Type Codes*
Intermediary Bank ID	C	C	33	• Required if an intermediary bank ID type is entered • If a beneficiary bank ID has also been specified and it matches an on-us ID, then an intermediary bank is not allowed Maximum 34 characters

Intermediary Bank Name	C	C	34	• Required if either of the following are true:
				   • The form of bank identification is the bank name (with no bank ID provided).
				   • The form of bank identification being provided is the bank ID; however, the ID type = Account.

Intermediary Bank Address Line 1-3	C	C	35-37	• Lines one and two are required if an intermediary bank is entered and if the form of bank identification is the bank name. Line three is optional.
Reference for Beneficiary	O	O	38	• Maximum 16 characters • Reference for • Review if this field goes there
Bank to Ban-k Information Line 1-6	O	O	39-44	• Optional lines of bank-to-bank information
Receiving Bank ID Type	C	C	45	• Required if a Receiving Bank ID is entered • Is one of the supported ID type codes: *Wire Import Bank ID Type Codes*
Receiving Bank ID	C	C	46	• Required if a bank ID type is entered • Maximum 34 characters
Receiving Bank Name	C	C	47	Required if either of the following are true: • The form of bank identification is the bank name (with no bank ID provided). • The form of bank identification being provided is the bank ID; *however*, the ID type = Account.
Receiving Bank Address Line 1-3	C	C	48-50	• Lines one and two are required if a receiving bank is entered and if the form of bank identification is the bank name. Line three is optional.
Remittance Information	O	O	51-53	Leave blank as remittance is not enabled.

Ordering Customer – Address Type	C	C	54	Address Type – STRCT (structured) or UNSTRCT (unstructured) Mandatory if Ordering Customer is informed.
Ordering Customer – structured address - Street Name	O	O	55	Street Name (Alphanumeric, maximum 70 characters)
Ordering Customer – structured address - Street Number	O	O	56	Street Number (Alphanumeric, maximum 16 characters)
Ordering Customer – structured address – Apartment Number	O	O	57	Apartment Number (Alphanumeric, maximum 70 characters)
Ordering Customer – structured address – City	O	O	58	City - Mandatory if structured address is used (Alphanumeric, maximum 35 characters)
Ordering Customer – structured address – PO Box	O	O	59	PO Box (Alphanumeric, maximum 16 characters)
Ordering Customer – structured address – Country/Region	O	O	60	Country/Region - Mandatory if structured address is used (Alphanumeric, 2 characters)
Ordering Customer – structured address – State/Province	O	O	61	State/Province (Alphanumeric, maximum 35 characters)
Ordering Customer – structured address – ZIP/Postal Code	O	O	62	ZIP/Postal Code (Alphanumeric, maximum 16 characters)
Beneficiary – Address Type	O	O	63	Address Type – STRCT (structured) or UNSTRCT (unstructured)
Beneficiary – structured address - Street Name	O	O	64	Street Name (Alphanumeric, maximum 70 characters)
Beneficiary – structured address - Street Number	O	O	65	Street Number (Alphanumeric, maximum 16 characters)

Beneficiary – structured address – Apartment Number	O	O	66	Apartment Number (Alphanumeric, maximum 70 characters)
Beneficiary – structured address – City	O	O	67	City - Mandatory if structured address is used (Alphanumeric, maximum 35 characters)
Beneficiary – structured address – PO Box	O	O	68	PO Box (Alphanumeric, maximum 16 characters)
Beneficiary – structured address – Country/Region	O	O	69	Country/Region - Mandatory if structured address is used (Alphanumeric, 2 characters)
Beneficiary – structured address – State/Province	O	O	70	State/Province (Alphanumeric, maximum 35 characters)
Beneficiary – structured address – ZIP/Postal Code	O	O	71	ZIP/Postal Code (Alphanumeric, maximum 16 characters)

Sample Format - Unstructured address UNSTRCT

```
PAYMENT,HEADER,06242025,,1
PAYMENT,FW,1,,06242025,999999999,USD,011075150,100,A,12345678,ord name
,ord address line 1,ord address line 2,ord address line 3,A,1234567890123,Benef
Name,address line 1,address line 2,address line 3,FW,011075150,,,,,Payment details
line 1,Payment details line 2,Payment details line 3,Payment details line
4,FW,021000021,,,,,Ref for benef,bank to bank line 1,bank to bank line 2,bank to
bank line 3,bank to bank line 4,bank to bank line 5,bank to bank line
6,FW,026005092,,,,,,,,UNSTRCT,,,,Ord Customer City,,US,,,UNSTRCT,,,,,,,,
PAYMENT,TRAILER,100,1
```

Sample Format - Structured address STRCT

```
PAYMENT,HEADER,06242025,,2
PAYMENT,FW,1,,06242025,9999999999,USD,011075150,01,A,11112,Ord Customer
Name,,12345678,Benef name,A,1234567890123,Benef Name,,,,FW,011075150,,,,,Payment
details line 1,Payment details line 2,Payment details line 3,Payment details line
4,FW,021000021,,,,,Ref for benef,bank to bank line 1,bank to bank line 2,bank to
bank line 3,bank to bank line 4,bank to bank line 5,bank to bank line
6,FW,026005092,,,,,,,,STRCT,Street Name,Number,Apartment Number,Ord Customer
City,POBOX,US,MA,02120,STRCT,Benef Street name,street number,apt num,city,PO
Box,US,MA,02370
PAYMENT,TRAILER,100,2
```

Sample Format – Both, Unstructured and Structured address

```
PAYMENT,HEADER,06252025,,3
PAYMENT,FW,1,,06252025,9999999999,USD,011075150,2,A,11112,Ord Customer
Name,,12345678,Benef name,A,1234567890123,Benef Name,,,,FW,011075150,,,,,Payment
details line 1,Payment details line 2,Payment details line 3,Payment details line
4,FW,021000021,,,,,Ref for benef,bank to bank line 1,bank to bank line 2,bank to
bank line 3,bank to bank line 4,bank to bank line 5,bank to bank line
6,FW,026005092,,,,,,,,STRCT,Street Name,Number,Apartment Number,Ord Customer
City,POBOX,US,MA,02120,STRCT,Benef Street name,street number,apt num,city,PO
Box,US,MA,02370
PAYMENT,FW,1,,06252025,9999999999,USD,011075150,3,A,12345678,ord name        ,ord
address line 1,ord address line 2,ord address line 3,A,1234567890123,Benef
Name,address line 1,address line 2,address line 3,FW,011075150,,,,,Payment details
line 1,Payment details line 2,Payment details line 3,Payment details line
4,FW,021000021,,,,,Ref for benef,bank to bank line 1,bank to bank line 2,bank to
bank line 3,bank to bank line 4,bank to bank line 5,bank to bank line
6,FW,026005092,,,,,,,,UNSTRCT,,,,Ord Customer City,,US,,,UNSTRCT,,,,,,,,
PAYMENT,TRAILER,100,3
```

Import Validations: Transfers

Account transfers can be imported using either the Santander Treasury Link Standard CSV format or a user-defined CSV import profile. Transfers can be imported only as single transfers.

The following table describes the required record format for importing transfers.

NOTE:

- Field-level validations apply to both Standard CSV and user-defined imports.

- Field order applies only to the Standard CSV format.

- Special characters are generally permitted in alphanumeric fields, subject to the general rules described in *General Requirements for Importing Wires and Transfers*.

- When not otherwise noted, alphanumeric fields have a maximum length of 35 characters.

Field Name	User- Defined: R/C/O	Standard CSV: R/C/O	Standard CSV Field Position	Validations
Record Type	n/a	R	1	Required value: Payment Type
Payment Type	n/a	R	2	Required value: AT
From Account	R	R	3	Maximum 34 characters

From Account Currency	R	R	4	Three-character ISO currency code
From Account Type	R	R	5	Maximum 32 characters
From Account Bank ID	R	R	6	Maximum 34 characters
To Account	R	R	7	Maximum 34 characters
To Account Currency	R	R	8	Three-character ISO currency code
To Account Type	R	R	9	Maximum 32 characters
To Account Bank ID	R	R	10	Maximum 34 characters Amount
Amount	R	R	11	Numeric Maximum 13 characters(Includes decimal)
Transaction Currency	R	R	12	Three-character ISO currency code
Memo	O	O	13	Maximum 128 characters
Schedule Time	O	O	14	Time format HH:MM If scheduled for today, the time must not be past the scheduled cutoff. The system determines the cutoff time by checking settings for both the company and the financial institution, and then uses the latter of the two.
Date	R	R	15	Date in the format: mmddyyyy Is within a maximum number of days configured in a properties file at implementation time o A business day according to the configured schedule for the payment type *NOTE*: Holidays and non-processing days are taken into account when determining whether a date is valid

Sample Format

```
PAYMENT,HEADER,06182025,,1
PAYMENT,FX,,06202025,9999999999,USD,231372691,100,111,EUR,A,12345678,ord name
,ord address line 1,ord address line 2,ord address line
3,IB,DE89370400440532013000,Benef Name,address line 1,address line 2,address line
3,SA,NWBKGB2L,,,,,FW,021000021,,,,,SA,BSCHESMM,,,,,Payment details line 1,Payment
details line 2,Payment details line 3,Payment details line
4,sha,/PHON/11111,,,,,,111111111,123
PAYMENT,TRAILER,100,1
```

Import Validations: Trailer Record (Standard CSV Only)

The following table describes the fields that should be included in the trailer record of a Standard CSV import file (for wires and transfers only).

POS	Field Name	R/C/O	Validations
1	File Type	R	• Required value: Payment (case not important)
2	Record Type	R	• Required value: Trailer (case not important)
3	Hash Total	C	• Required and validated for correctness if the Hash Total Checking option is selected in the import profile. • 15 numeric characters • Equals the total of all Amount fields in the file.
4	Record Count	R/O	• Required and validated for correctness if the Record Count Matching option is selected in the import profile. • Equals the total number of payment records in the file.

NOTE: For more information on record counts and hash total checking, see *Record Count and Hash Total Checking.*

Payment Export

This section describes Santander Treasury Link's payment export functionality.

About Export

The Export feature enables companies to export payment data. The following types of payment data can be exported:

- One-time payments
- Templates
- Recipients (ACH, user-defined only)

Payment Export File Formats

The export function supports a variety of user-defined formats to give individuals greater flexibility and control. You can define exactly the fields to include, as well as their order within the file.

In a user-defined format, the fields are either:

- Fixed length (ACH only)
- Delimited by one of the following methods:

*	Asterisk Separated	,	Comma Separated (CSV)
\	Back Slash Separated	|	Last Character Bar Separated
/	Forward Slash Separated	:	Colon Separated

When exporting ACH payment data, individuals also have the option of exporting to the industry standard NACHA format.

Export Profiles

Before exporting payment data, an export profile must be created. The export profile describes the contents of the files that will be exported, including the fields and their order, so that the file suits the company's needs.

If individuals are entitled to manage export profiles, individuals can create profiles for personal use, as well as for use by other company individuals. After a profile has been created, it can be used an unlimited number of times to export payment data.

This section describes the pages in the user interface that enable individuals to create and manage export profiles.

Note: For an overview of the page flow, refer to the Payment Tools Site Map.

Manage Payment Export Profiles Page

The Manage Payment Export Profiles page displays all existing export profiles and enables the individual to view and manage profiles. Initially no profiles are listed. This illustration shows the page with existing profiles.

| Santander Treasury Link | | | Santander | | Commercial Demo ⌄ |

| DASHBOARD | ACCOUNTS ⌄ | PAYMENTS ⌄ | TRANSFERS ⌄ | FRAUD CONTROL ⌄ | CHECK SERVICES ⌄ | REPORTS ⌄ | FILE SERVICES ⌄ | ADMINISTRATION ⌄ |

MANAGE PAYMENT EXPORT PROFILES
Use this page to create, edit or delete Export Profiles.

➕ Create Profile   🖨 Print   ❓ Help

EXPORT PROFILES

| Profile Name ▲	Description ▲	File Format ▲ Payment Type	Format Type ▲	File Content Type ▲	Action
				◄ VIEW LAST MODIFIED DATE	➖
NACHA Export	ACH NACHA	ACH NACHA N/A	NACHA	Payments	🟨 🗑
Wire Transfers	WTA	Wire User-Defined US Wire	Comma Separated (,)	Payments	🟨 🗑
					Show 10 ▼

The following table describes the features noted in the preceding illustration.

1	Individuals can create a new profile by clicking the Create Export Profile button.
2	The Action column provides the following actions for existing profiles: • **Edit** – Opens the Edit Payment Export Profile page • **Delete** – Displays a confirmation page so individuals can verify the action before continuing *NOTE:* Individuals can view and edit only the profiles they created, and any profiles defined as "Public" access.

NOTE: Unlike an import, executing a payment export is performed from the Payment Center page for selected payments. Exporting templates is likewise performed from the Template Center page.

Create Export Profile Page

The Create Export Profile page is a multi-stage page that guides individuals through creating a new export profile. When the page is first accessed, it has the basic export options, as illustrated:
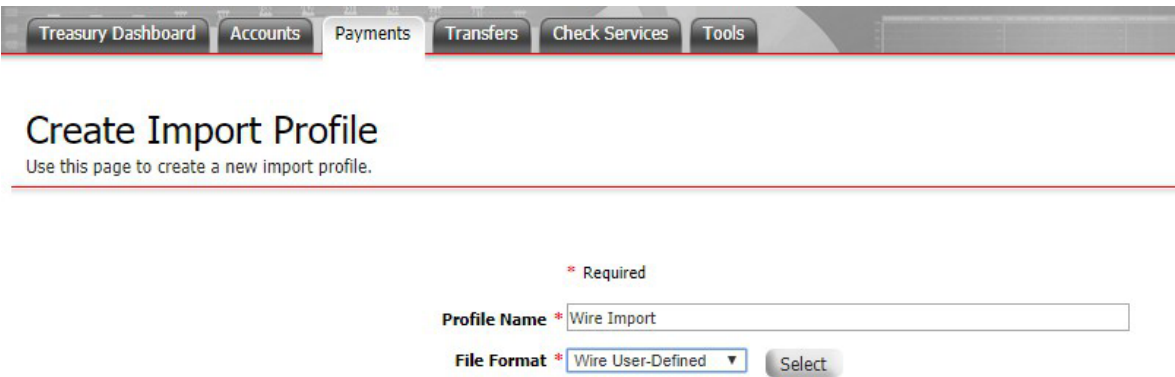
This table describes the basic profile options that apply to all export types.

Field / Option	Description
Profile Name	The name that will be used to identify the profile in the system
Description	A generic description, which should indicate to other individuals how the export is used
File Format	The general file format for files that will be exported using the profile—either a standard or user-defined format

After clicking Select for the File Format, additional options appear. The exact options depend on the selected file format. This illustration shows the page for a user-defined, wire export profile:

Create Import Profile
Use this page to create a new import profile.

* Required

Profile Name * Wire Import

File Format * Wire User-Defined   Edit

Format Type   Comma Separated (,)

File Content Type   ● Both Non-Repetitive Payments and Repetitive Payments

○ Non-Repetitive Payments

○ Repetitive Payments

Payment Type   US Wire

Continue   **Cancel**

This table describes these additional options.

Field / Option	Description
Format Type	There are several available character-delimited formats, such as comma-separated.
	When the selected format is user-defined, the format is comma-separated.
	*NOTE***:** For the NACHA file format, this field does not appear.
	*NOTE***:** When editing a profile, this field cannot be changed.
File Content Type	The type of payment data exported with the profile
	File content types include the following:
	• Payments
	• Templates
	• Recipients (only available for ACH, user-defined exports)
	*NOTE***:** When editing a profile, this field cannot be changed.
Payment Type	The payment type to be exported using the export profile
	This field applies only to *user-defined* payment and template exports and does not apply to NACHA or recipient exports.

When the profile is a user-defined format, clicking Continue again displays the final version of the page where the individual can define the structure of each record in the file. In particular, the Export Field Selection section is used to define which fields should be included and the order of those fields.

Required

Profile Information

Profile Name	Wire Import
File Format	Wire User-Defined
Format Type	Comma Separated (,)
File Content Type	Both Non-Repetitive Payments and Repetitive Payments
Payment Type	US Wire
Payment Option	US Wire
Profile Access	● Private - only visible and usable for creator
	○ Public - other users can view and edit this profile
Date Format *	Select a Date Format ▼
Options	☐ Check for duplicate files and reject duplicates

Import Field Selection

Import Fields   **Available Fields**

Ordering Customer ID Type
Ordering Customer ID
Ordering Customer
Ordering Customer Address Line 1
Ordering Customer Address Line 2
Ordering Customer Address Line 3
Details of Payment - Line 1
Details of Payment - Line 2
Details of Payment - Line 3
Details of Payment - Line 4
Intermediary Bank ID Type
Intermediary Bank ID
Intermediary Bank Name
Intermediary Bank Address Line 1
Intermediary Bank Address Line 2

To multi-select, press CTRL or SHIFT and select list items

Move Selected

▶
◀

Move All

▮▶
◀▮

Fields Included in File *

Debit Account Number *
Debit Account Currency *
Debit Account Bank Id *
Value Date *
Amount *
Recipient ID Type *
Recipient ID *
Recipient Name *
Recipient Bank ID Type *
Recipient Bank ID *
Repetitive-Template Name *
Repetitive-Value Date *
Recipient Address Line 1 *
Recipient Address Line 2 *
Recipient Address Line 3 *

To multi-select, press CTRL or SHIFT and select list items

Move Up or Down

▲
▼

Continue   Edit Profile   Cancel

The following table describes the features noted in the preceding illustration.

1	The Header and Trailer check boxes enable individuals to specify whether the file should include header and footer records.
2	The Available Fields list includes all fields that available for addition to the profile. The list supports use of the CTRL key for selecting multiple non-adjacent items and the SHIFT key for selecting multiple adjacent items.
3	The buttons in the center can be used to move fields from one list to the other.
4	The Fields Included in File list includes the fields that have been selected for the export profile. This list also supports use of the CTRL and SHIFT keys.
5	The Move Up or Down buttons can be used to move selected fields up and down in the Fields Included in File list, which sets the order of the fields in the exported records.

Edit Export Profile Page

Individuals can edit profiles that they have created. All export profiles are treated as private and can be deleted from the Manage Payment Export Profiles page.

The Edit Export Profile page enables individuals to modify profile details with these exceptions:

- File Format
- Format Type
- File Content Type

Otherwise, the fields are the same as those on the Create Export Profile Page.

Export Payment Profiles Pages

When exporting payment or template data, the page name varies to indicate the type of payment data being exported. The function of the page is the same however, and allows the individual to view a list of available export profiles for the payment type. Clicking the Export button in the Action column initiates the export.

Wire Payment and Template Exports

The following illustrates the Export Wire Payment Profiles page, which appears when the payments selected for export are wire payments:
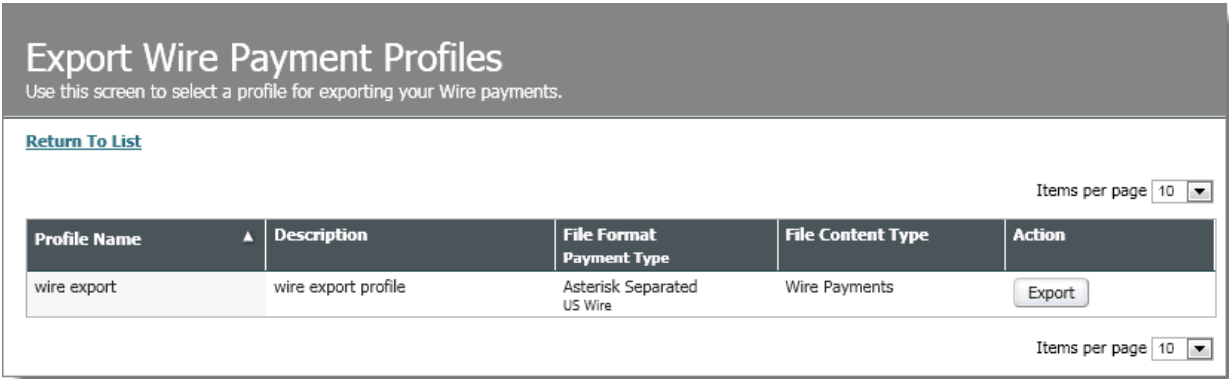
If the export was initiated from the Template Center page, the page name is Export Wire Template Profiles. If the export was initiated from the Template Center page, the page name is Export ACH Template Profiles.

As highlighted in the illustration, an additional section appears when exporting ACH payment data. The Recipient Status option enables individuals to select how ACH recipient data will be handled.

Payment Export History Page

The Payment Export History page displays information about exported files, both completed and failed. This page displays automatically after performing an export. It can also be accessed at any time from the Payment Tools section of the Payments menu.

The following illustrates a page with several completed exports:

The following table describes the information provided on each export.

Column	Description
Date/Time	Date and time the export was performed, or if it failed, was attempted
	NOTE: The displayed time is relative to the active affiliate's time zone, which may not be the same as your current location.
Profile Name	Name of the profile used for the export
Path/File name	Path and file name of the exported file
User ID	Login ID and company ID of the individual who initiated the export
	The format is *UserID@CompanyID*.
File Size	Size of the exported file in kilobytes
Status	Overall status of the export Statuses include:
	• Completed
	• Failed
	NOTE: If one error occurs, the export fails.