



BSP BUSINESS INTERNET BANKING

Quick Reference Guide

BUSINESS BANKING YOUR WAY
UPLOAD A BULK PAYMENT FILE





Use this Quick Reference Guide to:

Upload a Bulk Payment File to BSP Business Internet Banking.

Upload a Bulk Payment file

Use the **File Upload** function to upload a Bulk Payment File to BSP Business Internet Banking.

To access the **File Upload** function, log in to BSP Business Internet Banking as a **Maker** or **Approver**.

1. From the **File Upload drop-down** menu, select **File Upload**

The screenshot shows the BSP Business Internet Banking dashboard. The user is logged in as PAUL TINABAR, with a last login on 24 May 02:55 PM. The current view is set to 'Maker'. The left sidebar contains a navigation menu with the following items: Accounts, Payments, File Upload (expanded), Uploaded Files Inquiry, Reports, Trade Finance, Mail Box, My Profile, Session Summary, ATM/Branch/Agent Locator, Limits, Set Security Question, and Change Password. The 'File Upload' item is highlighted with a red box, and a red circle with the number '1' is placed next to it. The main dashboard area displays the BSP logo, a 'Dashboard' section with 'Current & Savings' (3 Total Accounts, PGK22.90, PGK (3 Accounts)) and 'Term Deposits' (You do not have any Term Deposit). Below this is an 'Accounts Summary' table with 3 items, and an 'Activity Log' table with 0 items.

Party Name	Account Number	Account Type
IB PILOT 1	Kundu Standard Account Class 9507028866247	Current Account
CGM PILOT 1	Business Account-Non Interest Bearing 3411007695461	Current Account
CGM PILOT 2	Kundu Standard Account Class 3417028866262	Current Account

Accounts (0)	Payments (0)	Bulk File (0)		
Processed	0	Processed	0	Processed
In Progress	0	In Progress	0	In Progress
Rejected	0	Rejected	0	Rejected

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- From the **File Identifier** drop-down menu, select the **Bulk Payment (.ABA)** file
- Select **Choose file** from the **File Name** field

File Upload

File Identifier
ABA_FILE_UPLOAD - ABA_FILE_UPLOAD

Transaction Type
ABA File Transfer

File Format Type
ABA

Approval Type
File Level

Accounting Type
Single Debit Multiple Credit

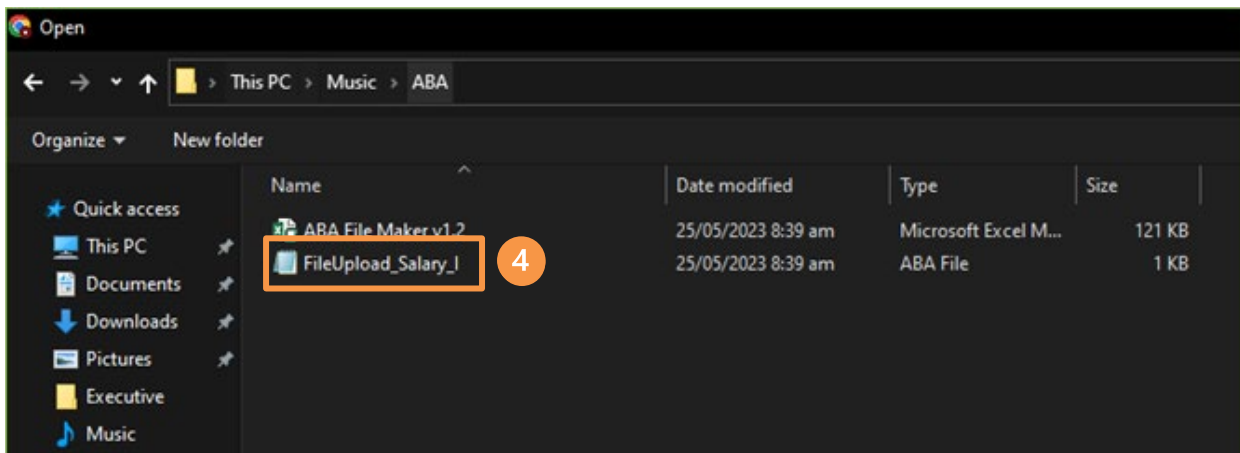
File Name

Upload a Bulk Payment File

Files may be uploaded in CSV, TXT, XLS/XLSX or ABA formats. A user guide is available explaining the types of values that may be entered for uploaded files.

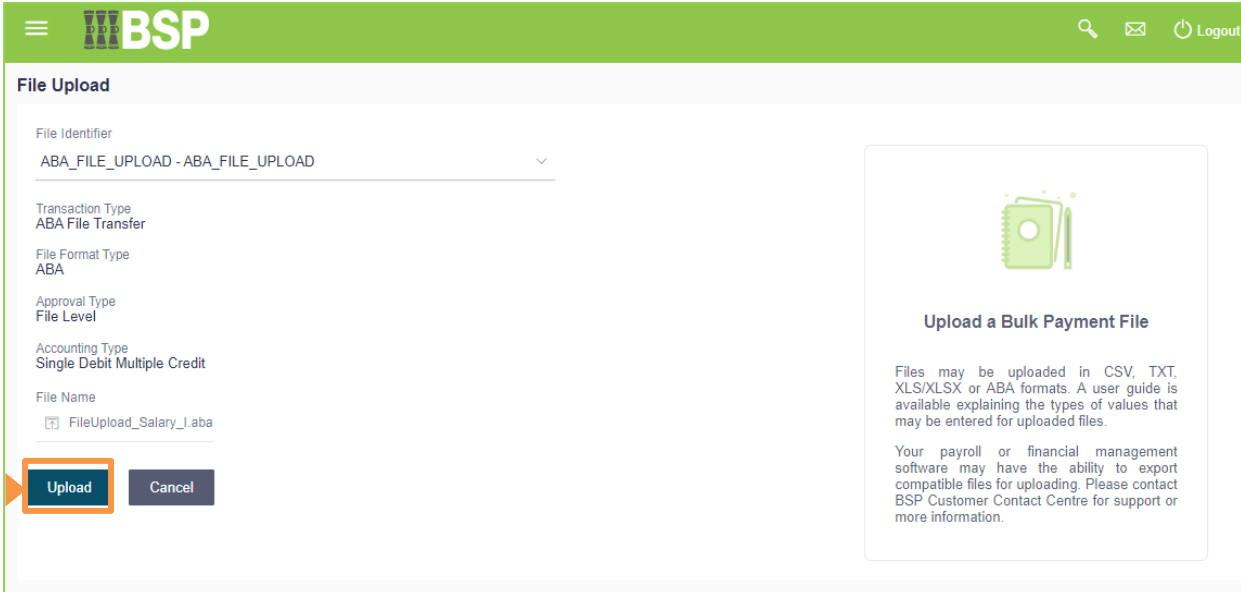
Your payroll or financial management software may have the ability to export compatible files for uploading. Please contact BSP Customer Contact Centre for support or more information.

- Select the **ABA file** you want to upload



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5. Select Upload



The screenshot shows the BSP File Upload interface. The header is green with the BSP logo and navigation icons. The main content area is titled "File Upload" and contains several fields:

- File Identifier: ABA_FILE_UPLOAD - ABA_FILE_UPLOAD
- Transaction Type: ABA File Transfer
- File Format Type: ABA
- Approval Type: File Level
- Accounting Type: Single Debit Multiple Credit
- File Name: FileUpload_Salary_I.aba

At the bottom left, there are two buttons: "Upload" (highlighted with a red box and a red circle containing the number 5) and "Cancel".

On the right side, there is a box titled "Upload a Bulk Payment File" with an icon of a folder and a document. The text inside the box reads:

Files may be uploaded in CSV, TXT, XLS/XLSX or ABA formats. A user guide is available explaining the types of values that may be entered for uploaded files.

Your payroll or financial management software may have the ability to export compatible files for uploading. Please contact BSP Customer Contact Centre for support or more information.

Upload Verification

Verify your file upload using your preferred verification method when registering for BSP Business Internet Banking:

Option 1 - Mobile and Email Verification

A verification code will be sent to your registered mobile number and email address.

1. Enter the verification code in the designated space
2. Select **Submit** to complete the upload

The screenshot shows a web interface titled "Transfer" with a sub-section "One Time Verification". A message states: "A verification code has been sent to your registered mobile number. Please enter that code below to complete the process". Below this is a text input field labeled "Verification Code" with a "Resend Code" link underneath. The "Attempts Left" is shown as "3". A "Reference Number" of "625135" is displayed. At the bottom, there are "Submit" and "Cancel" buttons. An orange box highlights the "Verification Code" field with a "1" in a circle to its left. Another orange box highlights the "Submit" button with a "2" in a circle to its left.

Option 2 - Soft Token Verification

Using the **BSP PNG PaySecure App** on your mobile device to generate a One Time Password (OTP).

1. Enter the One Time Password (OTP) into the **One Time Password** field
2. Select **Submit** to complete the upload

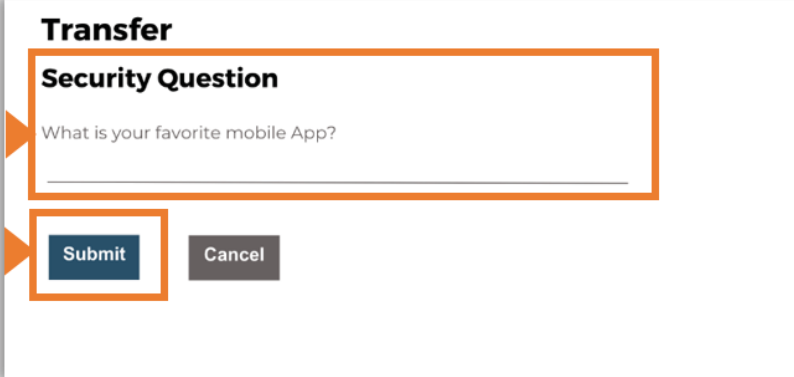
The screenshot shows a web interface titled "Transfer" with a sub-section "Soft Token Verification". Instructions state: "Please follow the steps to generate an OTP (One Time Password)" followed by a bulleted list: "• Open Soft Token App on your handheld device and login with your PIN" and "• Enter the OTP displayed on the screen in the textbox below". Below this is a "One Time Password" input field with a "Resend Code" link. The "Reference Number" is "853153" and "Attempts Left" is "4". At the bottom, there are "Submit" and "Cancel" buttons. Three orange boxes with numbers 1, 2, and 3 in circles point to the instructions, the "One Time Password" field, and the "Submit" button respectively.

Option 3 - Security Question

Answering one of five (5) security questions.

1. Answer the question
2. Select **Submit** to complete the upload

Note: If you answer incorrectly, another question will be displayed. Repeat the above steps.



The screenshot shows a web interface titled "Transfer" with a "Security Question" section. The question is "What is your favorite mobile App?". Below the question is a text input field. To the right of the input field are two buttons: "Submit" (highlighted with an orange box and a "2" in a circle) and "Cancel". A "1" in a circle is positioned to the left of the question text, indicating the first step.



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Approving the File Upload

To approve the file upload, log in as an **Approver** to **BSP Business Internet Banking**.

1. From the **Dashboard**, select **Pending for Approvals**
2. Select the **Bulk File** tab
3. Select the **Reference number** (in blue font)

The screenshot shows the BSP Business Internet Banking Dashboard. The 'Pending for Approvals' section is active, displaying a table of pending transactions. The 'Bulk File (1)' tab is selected, and the 'Reference No' 2006314078 is highlighted. A notification about re-creating payee/beneficiary details is visible in the top left.

Transaction Type	File Name	File Amount	Initiated By	Reference No	Status
OAD MIXED Uploaded	FileUpload 230620 134712.aba	PGK6.00	PAUL TINABAR	2006314078	In Progress

4. Review the **File Upload** details. If the details are correct, select **Approve** to authorise the file upload. If not, select **Reject** to cancel the request.

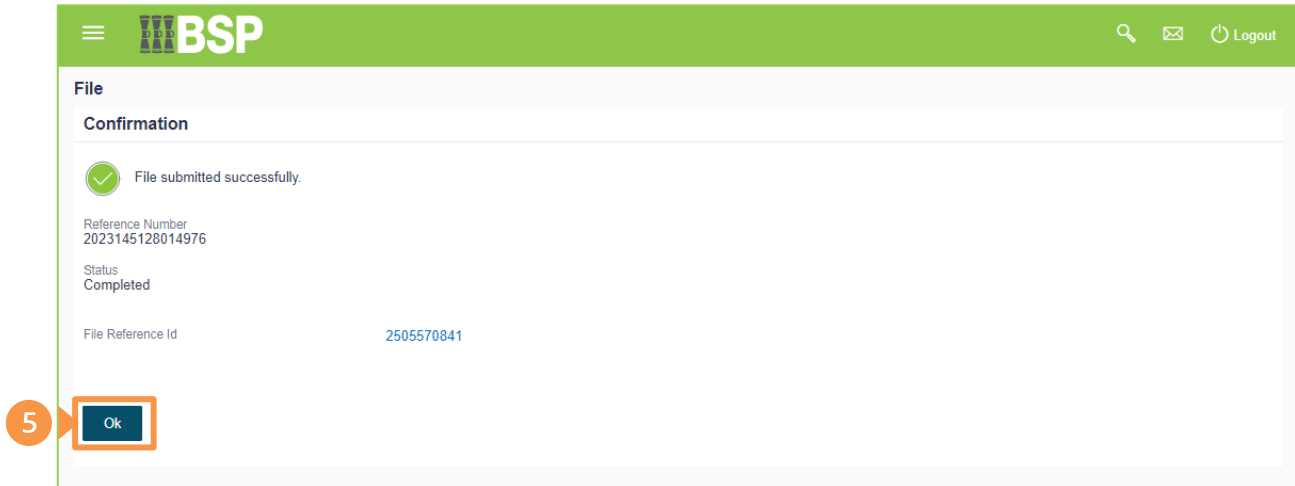
The screenshot shows the BSP Business Internet Banking Bulk File Approval screen. The 'Approve' button is highlighted, and the 'File Details' section is visible, showing the file name, reference number, and transaction type.

File Name	File Reference Id	File Status	Transaction Type	Number of Records	Transaction Reference Id
FileUpload 230620 134712.aba	2006314078	Verified	ABA File Transfer	NA	20062B9B8FD6

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Once authorisation is completed, the confirmation screen shows the file has been uploaded successfully.

5. Select **Ok**



Additional Support

Please contact the BSP Customer Call Centre:

Phone: (+675) 3201212 or 7030 1212

Email: servicesbsp@bsp.com.pg

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