User Guide for Corporate Internet Banking Users

In line with our **mission** 'To offer quality financial services by leveraging technology', we introduce the upgraded version of Internet Banking for our esteemed Corporate Customers. Experience a simple and secure way of banking with our Internet Banking Service as **Punjab National Bank** is the name you can bank upon.

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1. How to get User ID/Password:

Submit request for registration at Branch \rightarrow Get **Corporate ID**, Administrator User ID & Password.

- **Corporate ID** identifies the Corporate & is common for all Users.
- Administrator performs all the admin activities such as creation of Users for performing transactions.

2. How to use Internet Banking:

Logging in Internet Banking: -

Open <u>www.pnbibanking.in</u> → Click on '**Corporate Internet Banking'**

- **Corporate Admin** Login using Corporate ID, Admin User ID & password.
- > Other Users Login using Corporate ID and then their respective User ID & password

During first login:

- Enter OTP received on the *registered mobile number* of the Admin User → Set 7 *challenge questions/answers, phrase* & select an *image*
- User will be forced to change the password(s).

Note: - Admin User is empowered to create different Users with View&/or Transaction rights but Admin himself is not authorized to do transactions. Admin User performs only non-financial work.

Administrator Activities:

3. Creating users for Login & Transaction by Admin User: Click on 'Corp Admin' → 'User Maintenance' → 'Create New User' button

General Services	Personal Settings	Mails	Trade Finance	Corp Admin	Corp Admin: Corporate Administration > User Maintena	nce > User Maintenance List			106
rofile				Corporate Administration	User Maintenance List		-	Create New U	Jser
			-	 Update Contact Details User Maintenance 	Search Criteria				
•	OK			 Set Number Of Beneficiaries Set Limits 	Corporate Details Corporate Id:*	TEST			
				Approve Transaction Limits	Corporate User Id:				
				 Corporate Snapshot Transactional Support Division Maintenance 				Search	Clear

- 1. Enter the First Name, Last Name of the user
- 2. Select User Profile from dropdown
 - > For View & Transaction (CUSER)
 - For View only (CVIEW)
- 3. Select Customer ID Access Indicator or Division Access Indicator

ustomer ID All Customer IDs. 🗸	Corp Admin: Corporate Administration > User Maintenance > Create	Corporate User ID	(i) ¢
IVISION ID All Divisions 🗸	Create Corporate User ID		
Welcome , Test	- User Details		
logout Feedback	Corporate Id:	TEST	
ast login:14-11-2022 02:50:35 PM IST	First Name:*		
My ShortCuts	Middle Name:		
Account Summary	Last Name:		
Account Statement	Branch RM Id:*	B0015300	50°.
Operative Accounts	User Profile:*	Select ~	
Deposit Accounts		Select CUSER	only
Loan Accounts	Salutation:*	CVIEW	
Set Limits	Customer Id Details		
Approve/Reject Beneficiary	Choose Customer Id Access:*	Full Access United Access	
Service Requests	Division Details	Full Access	
New ChequeBook Request	Choose Division Access:*		
ten chequebook kequest	Address (Line 1):	SANSAD MARG	
	Address (Line 2):		
	Address (Line 3):		
	Address Type:	Select 👻	
	City:	DELHI	
	State:	Delhi	
	Country:	INDIA	
	Postal Code:		
	Phone Number:		
	Mobile Phone Number(Please enter your mobile number with country code c.g 919924715579);*		
	Fax Number:		
	Email Id:"		

- 4. Enter the Mobile number (User will receive **One Time Password (OTP)** on this number) and the Email ID of the user
- Click on 'Continue' → Enter OTP received on registered mobile number of Admin User → press 'Submit' button → User ID will be created.

Note: -

Customer ID Access Indicator (Applicable for corporate having multiple *Customer IDs*)

Full Access (Global)	Grant access to all accounts under all customer IDs					
Limited Access (Local)	Grant access to all accounts under selected Customer IDs					
For eg -: Company ABC h	nas 3 customer IDs – r11111, r22222, r33333. If admin user					
chooses Full Access for t	he user A, then user A can use all the accounts under all 3					
customer IDs(r11111, r22	2222, r33333) for view and transactions. But if user A is given					
limited access to customer ID r11111 then the user can only use the accounts available						
under customer ID r1111	1 for view and transaction.					

Division Access Indicator (Applicable for corporate having multiple Divisions)

Full Access (Global)	Grant access to all accounts under all divisions
Limited Access (Local)	Grant access to all accounts under selected divisions

For eg -: Company ABC has 3 divisions – HRD, Finance & Marketing. If admin user chooses Full Access for user A then, user A can use all the accounts of HRD, Finance & Marketing. But if user A is given limited access to only HRD division. Then user A can use all the accounts linked only to HRD division.

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Set password:

Click on '**Corp Admin**' \rightarrow 'User Maintenance' \rightarrow Search the User for which password(s) is to be set \rightarrow Click on 'Set Password'

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	Corporate		15		TE	ST					
	Corporate					42					
									Search	Clear	r
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User M	aintenance List							Displa	Search aying 1 - 1		
User M	aintenance List							Displa	aying 1 - 1		
User M			User	First	Last	Login	Login				ult
User M Select	Corporate	ser Id			Last	Login Allowed?	Login Password	Transaction/OTP	aying 1 - 1	of 1 resu User ID	ult L P
	Corporate	ser Id	User Profile	First Name	Last Name	Login Allowed?			aying 1 - 1 Transaction	of 1 resu	ult P R
	Corporate	ser Id					Password	Transaction/OTP	aying 1 - 1 Transaction Password	of 1 resu User ID	ult L P
	Corporate	ser Id		Name		Allowed?	Password	Transaction/OTP	aying 1 - 1 Transaction Password	of 1 resu User ID	ult P R

Select Check box(s) for setting of password(s) & enter the passwords \rightarrow Enter OTP received on registered mobile number of Admin user \rightarrow Click on '**Submit'**

USELID:		
Set Login Password		
Password:		
Confirm Password:		
Set Transaction Password		
New Password:		
Confirm Password:		
One Time Password :		Get OTP on Call
Please note that Get OTP on call facility is available only	for Indian mobile numbers.	
Please enter both Transaction Password and One Time F respective fields and then click on Submit button to auth	Password (OTP - delivered on your regist enticate your transaction	ered mobile number) in
		Submit

4. Update/Delete User:

.

Click on 'Corp Admin' \rightarrow 'User Maintenance' \rightarrow Search the User

Account Summary												
Account Statement										Search	Cle	ar
Operative Accounts	User M	aintenance L	ist						Displa	aying 1 - 1	of 1 resi	ults
Deposit Accounts												Logi
Loan Accounts	Select	Corporate	User Id	User First La		Last Lo	Login Login	Login Password	Transaction/OTP	Transaction Password	User ID	Pass
Set Limits	Select	ld		Profile	Name Na	Name	Allowed?	Enabled?	Allowed?	Enabled?	Expired?	
Approve/Reject Beneficiary		_										Date
Service Requests	۲	TEST		CUSER	Anirban	Mazumdar	Yes	Yes	Yes	Yes	No	26-11-
New ChequeBook Request	4	V					•					×.
	Update	Delete	Enable/Disa	able User	Set Pa	ssword	Modify A/c	Access Mor	e Actions: Select		~ ок	
					~							

- 4.1 <u>Update</u> Click on 'Update' → Update all the user details present during creation of user and click on Submit for e.g <u>click here</u>
- **4.2** <u>Delete</u> Click on 'Delete' \rightarrow Click on 'Submit' button to confirm the deletion of user.

	De	lete Corp	orate U	sers Li	st					Cre	eate New U	ser
loselin , Test												
	Us	User Maintenance List Displaying 1 - 5 of 5 resu									results	
):42 AM IST					-			Login	-	Transaction		Login
		Corporate Id	User Id	User Profile	First Name	Last Name	Login Allowed?	Password Enabled?	Transaction/OTP Allowed?	Password Enabled?	User ID Expired?	Passwo Reset Date
		TEST		CUSER			Yes	Yes	Yes	Yes	No	15-03-202
		TEST		CUSER			Yes	Yes	Yes	Yes	No	Not Issued
		TEST	01010242	CUSER			Yes	Yes	Yes	Yes	No	26-11-202
		TEST	01011000	CUSER			Yes	Yes	Yes	Yes	No	10-05-202
		TEST	SHIRING	CUSER			Yes	Yes	Yes	Yes	No	14-09-202
	•											۱.
ry									-			
										Delet	e	Back
est						_						

4.3 <u>Enable/Disable User</u> - In case User ID/password is disabled due to wrong/incorrect password (after 5 wrong attempts), then Admin user can enable the password.

	Enable/Dis	able User				
st	Enable/Disabl	e User				
		Bank ID: Corporate ID: User ID: First Name: Last Name: Remarks:*	024 TEST Managements Managements			
	Enable/Disable					
		Login Allowed: Transaction Allowed:	 ● Yes ○ No ● Yes ○ No 			
	Mode					
	# Applicable to bo	Login Password: Transaction Password: Digital Certificate:# SMS OTP: th Login and Transactional activities	 Enable Disable Enable Disable Enable Disable Enable Disable Enable Disable 	-		
			History	Continue	Reset	Back

4.4 <u>Modify A/c Access</u> - Select a record and then click Either 'Restrict Account Access' or 'Full Account Access'.



 Under Restrict Account Access select Access or No access to restrict particular transaction type to a user→ Click on 'Continue' button to confirm

Deposit Accounts	Account Access Details	
Loan Accounts	Access Indicator:	
Set Limits	O No Access	○ Access
Approve/Reject Beneficiary		LInquiry Transact
Service Requests		Shopping Mall Payment A Sovereign Gold Bond
New ChequeBook Request		Stop Cheque Stop Cheque Bulk File Upload Tax Payments
		User Defined Upload (NEFT)
		(To select more than one transaction type, use Ctrl+ Right Click)
		Continue Back

DIVISION MAINTENANCE: GLOBAL/LOCAL:

- Click on 'Corp Admin' → 'User Maintenance' → Click on 'Division Maintenance'.
 - Select the Division and then the option of a)Link/Delink Corporate Users or b)Link/Delink Accounts
 - For creating new divisions under internet banking, submit request to branch.

Dashboard Accounts Bulk File	Uploads	Transactions General Service	es Personal Settings N	Aails Trade Finance	Corp Admin	
Customer ID All Customer IDs: ~ Division ID All Divisions ~	Division M	aintenance: Division Maintenance			Corporate Administration	9 e e
Welcome, Test	annae an	on Maintenance			 Update Contact Details User Maintenance Set Number Of Beneficiarles 	esults
Last login: 14-11-2022 04:08:44 PM IST	Select	Division Name	Divi	sion Description	Set Limits	
My ShortCuts	۲	CORPORATE	Corp	orate	Approve Transaction Limits	
les anna an	0	PAYAWAY	Paya	way	Corporate Snapshot	
Account Summary	O	RETAIL	Retai		Transactional Support	
Account Statement	0	TEST	Test	Division	Division Maintenance	
Operative Accounts	0	TEST	for te	sting purpose		
Deposit Accounts	_		V			
Loan Accounts	Link/D	elink Corporate Users Link/Do	elink Accounts			

- For eg You have created HRD & Finance division by submitting request to branch. Now you have 3 users A,B,C. There are two accounts available 123 & 456.
- Link/Delink Corporate Users to link/delink a particular user to a division
 - With this option you can link/delink a user, for eg you link user 'B' to HRD division & user 'A' to Finance division. After linking, the user 'B' will be able to access all accounts available under HRD division & user 'A' will be able to access all the accounts under Finance division.

ast login:14-11-2022 04:08:44 PM IST		ivision Name: ivision Description:		ORPORA orporate	IE.			
/ly ShortCuts	Users Linked to th	Division			(Une	rs Not Linked	the Division	
Account Summary	Cosers Canced to a		- 10 of 28 resu	ults	030	TS NOT ENINES	and the second se	g 1 - 3 of 3 result
Account Statement	User ID	First Name	Last Name	<		User ID	First Name	Last Name
Operative Accounts		Abhishek	Singh				ABHIJIT	RANJAN
Deposit Accounts		chetan	abod			-	partha	barol
Loan Accounts		OHETAN	RAJU				VINODH	
Set Limits		goldi	ahuja					
Approve/Reject Beneficiary		goldi	ahuja					
Service Requests		goldi	ahuja					
New ChequeBook Request		leema	001					
		Mayank	Mehra	>				
		partha	barol					
		partha	baroi					
		Page 1 of 3 > (So to Page:	io				

- Link/Delink accounts to link/delink a particular account to division
 - With this option you can link/delink an account to the division. For eg you link account number '123' to HRD division. Now all the users linked to HRD division can access this account number '123'.

Welcome, Test	Division Details						
Last login:14-11-2022 04:08:44 PM IST	Division Na	ime:	CORPO	ORATE			
My ShortCuts	Division De	-	Corpora	_	ounto Not Linkod to I	livision	
Account Summary			1 of 1 results		counts Not Linked to I		10 of 56 results
Account Statement	Account Number	Account Type	Customer ID	<	Account Number	Account Type	Customer ID
Operative Accounts		Term Deposit	ABHIJIT RANJAN			Current	ANIRBAN GUHA MAZUMDAR
Deposit Accounts						Savings	ANIRBAN GUHA MAZUMDAR

5. Setting Limits:

Limit assigned to the user is the total amount for which a user can perform transactions per day.

Click on 'Corp Admin' → 'Set Limits' → 'Set Limit for User' → 'Look up' →

Existing Corporate Use	er Limits		Corporate User Limit Set Screen
Corporate User Search Corporate User : Search Clear		Set Limit For Other Us	St User Overall Limits Corporate User : Corporate User Corporate User : Corporate User C
			Effective Transaction Type Amount Limit Number Of Transaction Permitted
Select Corporate User	Overall Limit	Total No of Transactions	
	208.10	100	
0	10,00,000.00	10	NETT transition 0

Select user for which the limit is to be set \rightarrow

Corporat	e Users List	Disp
Select	Corporate User Id	First Name
0		ABHIJIT
•		Mayank
0	the second se	Anirban
0		Sachin
0		Shikha

Enter overall per day maximum amount and per day number of transactions \rightarrow Enter Amount Limit and No. of Transactions for various types of transactions \rightarrow Click on **'Continue'** \rightarrow Enter OTP received on registered mobile number of Admin User and click **Submit**.

Corporate User Limit Set Screen

Corporate Use	r:		Look Up
Overall Limit A day (in Rs):	mount For All Transactions in a		
No of maximum day:	n Permisible Transactions in a		
Effective Transaction Type	Amount Limit	Number Of Transac	tion Permitted
		o	
NEFT Transaction		o	
Within PNB Transfers		0	
RTGS Transaction		0	

Set total no. of Beneficiaries:

For setting overall number of beneficiaries that can be added for corporate level.

- Click on 'Corp Admin' → Set no. of Beneficiaries → Enter the value → click on Update
- There is no limit on total number of beneficiaries that can be added but a limit can be set on number of beneficiaries that can be added in a day.

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Set Number Of Beneficiaries	
Number Of Beneficiaries*	p9999
Update	

6. Creating maker-checker rules for various transactions:

Transactions can be performed in following ways-:

- a) Single user
- b) Maker and Checker (one User will initiate the transaction and other will approve)

Multiple checks can be placed for transactions as per the requirement. For eg – for amount upto 50,000 in neft transactions, you want a single user to complete the transaction. But for amount greater than 50,000 in neft transactions you choose that 2 users are required to complete a transaction.

Process flow: Login with Corporate ID and Admin User \rightarrow Click on **'Corp Admin'** \rightarrow **'Transactional support'** \rightarrow Select 'Financial Work Flow Maintenance' & click OK \rightarrow Click on 'Add Workflow' \rightarrow

IDs: 🗸	Corp Admin: Corporate Administratio	on > Transactional Support > T	ransactional Support	Corp Admi	n: Corporate Admini	stration > Trans	sactional Suppo	rt > Financial Workflow N	Naintenance			204
Y	Transactional Support	t		Financ	cial Work <mark>f</mark> low	/ Mainter	nance					Add Workflow
<mark>)selin , T</mark> est	Transactional Support Task :	Select Select	ОК	Option	Financial Workflow	Maintenan ¥	OK	6				
30 PM IST	1	User Role Maintenance Financial Workflow Maintena	nce Financial Workflow Maintenance	Approva	I Rules - Financial		1000			Displayi	ng 1 - 10	of 15 results
			Financial Workhow Maintenance	Select	Transaction Type	Currency	From Amount	To Amount	Applicable Rule	Created By	Created On	Modified By
				0	Adhoc NEFT/RTGS/Within Bank Bulk Ubload	INR	1.00	99,99,99,99,99,99,99,90	1 clerk + 1 Manager	TEST	15-03-2022	TEST.

Select transaction type for which the rule is to be assigned \rightarrow Enter Amount Range \rightarrow Click on 'Look Up' for selecting the Applicable rule \rightarrow Click on '**Continue'** & '**Submit'** to confirm the workflow of transaction.

Workflow			Option	Financial Workfi	ow Maintenan Y OK	
^{ion :} Financial Workflow Maintenan Y 0	ĸ		Rules L	ist		Displaying 1 - 10 of 19 results
			Select	Rule ID	Follow Hierarchy	Rule
kules			۲	29	Ves	1 Executive
0.001	in the second		0	31	Yes	2 Executive
Transaction Type:"	NEFT Payment	· -	0	35	Ves	3 Executive
Currency:*	NR		0	17346	Ves	1 Asst General Manager + 1 Executive
Currency:	In the second se	<u></u>	0	200 19	Yes	2 Asst General Manager
From Anount:*	To descent ¹		0	25026	Ves	2 Elecutive Vice President
Their Popula	1.00 To Amount" 100000		O	242465	Ves	1 Manager
A			0	258426	Ves	2 General
Applicable Rule:"		Lookup	0	258628	Ves	1 Officer
			0	508807	Yee	2.0ffcar
		Continue Back				Page 1 of 2 🔹 Go to Page: 🗌 😡

S.No.	Financial Workflow	Applicable Rule
1	Single user can perform transaction	1 Final Approver
2	Two users will be needed to perform the transaction. One person will initiate it and other will approve it.	1 Approver + 1 Final Approver
3	Three users will be needed to complete a transaction.	1 Initiator + 1 Approver + 1 Final Approver

For eg - You want that for NEFT payment upto Rs.50,000/- you require only 1 user to complete the transaction. So you may choose the applicable rule '1 Final Approver' for this particular transaction type. Now for all NEFT transactions upto Rs.50,000/-, the users available under 'Final Approver' role can perform transactions individually.

Note: - By default, certain roles will be available. For creation of new roles, the user may visit branch. Different Workflows may be created for different type of transactions and for different ranges of amount. By default, all the users will be authorized for performing transactions as per S. No. 1 above if no workflow has been created.

Also workflow can be edited and deleted as well by clicking the respective buttons under financial workflow maintenance.

Financial Workflow Maintenance

pprova	I Rules - Financial					Di	Option : Financial Workflow Maintenan Y			
Select	Transaction Type	Currency	From Amount	To Amount	Applicable Rule	Crea	Edit Approval Rule Details			
0	NEFT Payment	INR	1.00	19,99,000.00	1 clerk + 1 Manager	024 51	Transaction Type: Currency:	NEFT Payment		
0	RDA and AML Integration Within Bank(RDI)	INR	1.00	99,99,99,99,99,99,99,00	1 General	024.53	From Amount:"	1.00	To Amount." 19,99,000.00	
0	RDA and AML Integration Outside Bank (RDX)	INR	1.00	9 99,99 99,99,99 00	1 clerk + 1 Manager	024.34	Applicable Rule:"	1 clerk + 1 Mars	KDHT	LookUr
0	ary Insfers/Payments	INR	1.00	50.00	1 clerk + 1 Manager	024.34				
0	n Account	INR	1.00	1,000.00	1 clerk + 1 Manager	TEST				Continue
	7									
						< Pag				
	V	V	_							

7.Assigning maker-checker roles to users:

Login with Corporate ID & Admin User \rightarrow Click on **'Corp Admin'** \rightarrow **'Transactional Support'** \rightarrow Select **'User Role Maintenance'** & click on **OK** \rightarrow Select Role Name i.e. Final Approver/Approver/Initiator \rightarrow Click on 'Link Users to Role' \rightarrow

Corp Admin: Corporate Administratio	on > Transactional Support > Transactional Support	Role Det	etails
Transactional Support	t	Select	t Role Name
Transactional Support Task :	Select User Role Maintenance	0	
	Financial Workflow Maintenance User Role Maintenance		
		Lir	ink Users to Role

Select the User IDs for assigning the role → 'Continue' → Enter OTP (received on registered mobile number of Admin User) & click on 'Submit'

Transactional S	upport Task: : User R	tole Maintenance	~	ок			
tole Maintenance							
B	ank ID:		024				
	orporate ID:		TEST				
R	ole Name:						
Users Linked to th				_		1 H B	
	he Role			User	rs Not Linked	to the Role	
User's Linked to t		g 1 - 1 of 1 re	esults	Use	rs Not Linked		ng 1 - 5 of 5 resu
User ID		g 1 - 1 of 1 re Last Name			user ID		ng 1 - 5 of 5 resu Last Name
	Displayin					Displayir	
	Displayin First Name	Last Name				Displayir First Name	Last Name
	Displayin First Name	Last Name				Displayir First Name ABHIJIT	Last Name RANJAN
-	Displayin First Name	Last Name				Displayir First Name ABHIJIT Leema	Last Name RANJAN Roselin
-	Displayin First Name	Last Name				Displayir First Name ABHIJIT Leema Mayank	Last Name RANJAN Roselin Mehra

- Above steps to be repeated for each type of roles.
- For eg You have 3 users Amit, Suresh, Manish. Now you link Manish to 'Final Approver' role and Amit & Suresh to 'Approver' role. Now all transactions for which you have choosen that only 1 user can complete the transaction can be done by Manish individually. For eg if you have chosen that NEFT payment upto Rs.50,000/- will be under '1 Final Approver' rule then all NEFT payments upto Rs.50,000/- can be done by Manish alone as he has been assigned 'Final Approver' role.

8. Transactions:

For making transaction(s), User will login with Corp ID and his respective User ID:

Managing Beneficiaries:

Click on **'Transaction'** → **'Transaction Support Service'** → Click on **'Manage** Beneficiaries' → Select **'Add Within PNB'/ 'Add other Bank payee'** →



Click on **'OK'** \rightarrow Enter Nick Name, beneficiary account number Click on **'Validate'** (for Within PNB Payees only) \rightarrow

Select Access Type

- **Global:** Beneficiary added will be shown to all the users.
- Local: Beneficiary added will be shown only to limited users.

Enter IFSC Code or Search the same \rightarrow Enter maximum Per day limit amount and No. of Transactions (Maximum amount that can be transferred to the beneficiary per day, Maximum no of transactions that can be made to the beneficiary in a day) \rightarrow Click on '**Continue'** \rightarrow Enter 'Transaction Password' & click on '**Submit'**.

Admin User will approve the same.

		Option : Add Other Bank Payce	
Nickname(Maximum upto 80 characters);"	8288	Name(Maximum upto 80 charactere):**	mmm
Access Type:"	Glebal	Nickname(Maximum upto 60 characters);*	enen
Account Number:*	Validate	Ассевя Туре:"	Good 💙
100000000000		Account Number."	
Account Name:*		Confirm Account Number:"	11111
Maximum Linit Amount(INR);*	100000	IFSC Code:"	ama0001001
	Maximum amount that can be transferred to the beneficiary per day.	Beneficiary Bank Name & Address:	
Maximum No of Transactions:"	100	Maximum Limit Amount(INR):*	100000
	Naximum no of transactions that can be made to the beneficiary in a day.	Maximum No of Transactions,"	Maximum amount that can be transferred to the deneticiary per day
		mounter no or nondecorter	100 Maximum no of transactions that can be made to the beneficiary in
	2		I have read and / accept the Terms & Conditions

Approval of Beneficiary by Admin User:

Login with Admin User \rightarrow Click on **'Transactions'** \rightarrow **'Transaction Support Service'** \rightarrow Click on **'Manage Beneficiaries'** \rightarrow Select View Approval Queue \rightarrow Click on **'OK'** \rightarrow Select the beneficiary and click on Approve and click on **'Submit'**

			Search Cr	denia								
Manage	e Beneficiary			Nama Nickr								
5	ð.		- Advan	ced Search C	riteria							
Option :	Select 🗸	ОК	Approv	allReject Lis	ŕ				Dis	Search		Clear esult
	Select Maintain Counterparty Linkages		Select	Request Type	Requested By	Requested Date	Name	Nickname	Account Number			^k Sta
	View Approval Queue		۲	ModStation	SHI01694	15-10-2022	abhlest	abhlest		100.00	NEFT	For App
			0	Addition	5HRH894	16-09-2022	shiita	striktur		3.09,004.00	NEFT	Pe Po Ap
		View Approval Queue	0	Addition	5HIKH604	16-09-2022	VIDVAWATI VADAV	vidsa		3.00,000.00	Back.	Pe F0 Ap
		then the set deser	0	Addition	SACHI359	23-05-2021	Testisa	Testraa		10,000,00	NEFT	PC FC A
			0	Addition	SACHI242	10.05-2021	iest2	tes/2356		1,00,000.00	NEFT	Pe
			0	Lidiban	SACH(359	00-05-2021	tiset	\$23testt		1.00,000.00	NEFT	EN FD
			\odot	dification	SHIKH694	16-09-2022	testadiu	testAshu		5,00,00,08,000,00	NEFT	FC AL
			0	dification	ABHI5932	11-07-2822	test	test123		1,00,000.00	NEFT	PEA
							SALIAN KUMAR				Within	P

Fund Transfer to own accounts

 Click on 'Transactions' → 'Own Accounts' → Select the debit account Number & the beneficiary → Enter Amount → Click on 'Continue' → Enter Transaction password & Click on 'Submit'

Fund Transfer to other accounts within PNB

 Click on 'Transactions' → 'Within PNB' → Select the debit account number and the beneficiary → Enter Amount → Click on 'Continue' → Enter Transaction password & OTP → Click on 'Submit'

NEFT/RTGS Transactions:

 Click on 'Transactions' → 'NEFT/RTGS' → Select the debit account number and the beneficiary → Enter Amount → Click on 'Continue' → Enter Transaction password & OTP → Click on 'Submit'

Manag Option :	Transfers Own Accounts Transaction Limits Inquiry Within PNB NEFT Panding for Approval Initiate From Template Education Loan	Transaction Status Transactions Recurring Transactions Scheduled Transactions Completed Transactions Saved Transactions	Governm Payments View Ap	Dashb	Transfers Own Accounts Transaction Limits Inquiry Within PNB NEFT RTGS Pending for Approval Initiate From Template Education Loan Payment	Transaction Status All Transactions Recurring Transactions Scheduled Transactions Completed Transactions Saved Transactions	Personal S Person Option	Own Accounts	Transaction Status All Transactions Recurring Transactions Scheduled Transactions Completed Transactions Saved Transactions	
	Payment actions: Transfe	rs ≻ Own Accounts	> Crea	te New	Funds Transfer					
Trans	actions: Transfe	rs≻ 0wn Accounts Funds Trar	nsfer	te New	Funds Transfer	Step 3				Initiate F
Trans	actions: Transfe		nsfer	~	0	200.0		~		Initiate f
Trans	actions: Transfe	Funds Trar	nsfer	~	Step 2	ect		*		Initiate I
Trans	actions: Transfe ate New	Funds Trar	nsfer	~	Step 2	ect				Initiate f
Trans	actions: Transfe ate New Fr Ta	Funds Trar om Account: * Account:*	nsfer s	Contraction (1997)	Step 2	ect				Iniliate I
Trans	actions: Transfe ate New Fr To Tr	Funds Trar om Account: * Account:* nount(INR): *	nsfer s	Contraction (1997)	Step 2 Sel	ect				Iniliate f

By default, Transaction Date will be current date. For scheduling transaction for future date, date may be selected from the calendar.

<u>Note -:</u>

- Recurring Transactions If a transaction has to be done repeatedly with the same amount & beneficiary, Frequency may be set to Daily/Weekly/Monthly/ Quarterly/Half Yearly/Yearly. Enter the number of instalments.
- NEFT/RTGS transactions can be done during RBI's prescribed timings. Transactions initiated after prescribed time will be executed on next working day.

IMPS Transactions:

 Click on 'Transactions' → 'IMPS using IFSC' → Select the debit account number and the beneficiary → Enter Amount → Click on 'Continue' → Enter Transaction password & OTP → Click on 'Submit'

				-		
nsaction Status > A	Transfers		ansaction Status	Governmen Payments		
sactions	Own Accounts IMPS Using IFS		All Transactions	b View Appr	e la	
ISACIIONS	Instant Transfer		Scheduleu			
3	Transaction Lim		Transactions			
Transaction Type:	Inquiry Within PNB		Completed Transactions			
	NEFT		Saved Transactions			
From Account:	DICS					
						Initiate From Ter
nitiate Simp	ole Payment					indiate From ser
		Step 1	Step 2 S	O itep 3		
			unip z u	and a		
33	From Account: *		Select		~	
57	To Account:"		Select		~	Validate Account Number
		_		ilt Amount(INR): 0.00		
20	Amount(INR): *	-	Macomum Lan	at Amount(INH): 0.00	Maximum rec	or mansactions. U
Save	Standard Remarks:	Save As Tem	Select		-	Continue
Save • No	Reset	lidate acc	ount number of	f the benefici		
Save • No 'Va	Reset te – You can va Ilidate Account	lidate acc	ount number of	f the benefici		licking on
Save • No 'Va	Reset te – You can va Ilidate Account	lidate acc	ount number of	f the benefici		
Save • No 'Va	Reset te – You can va Ilidate Account	ilidate acci : Number'	ount number of	f the benefici		licking on
Save • No 'Va	Reset te – You can va alidate Account le Payment @ Benefici	ilidate acco Number'	ount number of	f the benefici		licking on
Save • No 'Va	Reset te – You can va alidate Account le Payment @ Benefici	ilidate acco Number'	ount number of	f the benefici		licking on
Save • No 'Va Initiate Simpl	Reset te – You can va alidate Account le Payment @ Benefici	ilidate acco Number'	ount number of	f the benefici	ary by cl	licking on
Save • No 'Va Initiate Simpl	Reset te – You can va alidate Account le Payment @ Benefica	ilidate acco Number'	ount number of	f the benefici	ary by cl	Dicking on Instate From Template
Save • No 'Va Initiate Simpl	Reset te – You can va alidate Account le Payment @ Benefici	ilidate acco Number'	ount number of		ary by cl	Dicking on Instate From Template
Save No 'Va Initiate Simpl	Reset te – You can va alidate Account le Payment @ Benefica	ilidate acco Number'	ount number of	f the benefici	ary by cl	Dicking on Instate From Template
Save No 'Va Initiate Simpl	Reset te – You can va alidate Account le Payment @ Benefica om Account: *	ilidate acco Number'	ount number of		ary by cl	Dicking on Instate From Template
Save No 'Va Initiate Simpl	Reset te – You can va alidate Account le Payment @ Benefica om Account: *	ilidate acco Number'	ount number of		ary by cl	Dicking on Instate From Template
Save NO 'Va Initiate Simpl Fr To Au	Reset te – You can va alidate Account e Payment @ Benefici orn Account: *	ilidate acco Number'	ount number of		ary by cl	Dicking on Instate From Template
Save NO 'Va Initiate Simpl Fr To Au	Reset te – You can va alidate Account le Payment @ Benefica om Account: *	ilidate acco Number'	ount number of		ary by cl	Dicking on Instate From Template
Save NO 'Va Initiate Simpl Fr To Au	Reset te – You can va alidate Account e Payment @ Benefici orn Account: *	ilidate acco Number'	ount number of		ary by cl	Dicking on Instate From Template
Save NO 'Va Initiate Simpl Fr To Au	Reset	ilidate acco Number'	ount number of Step 2 Step 3		ary by cl	Dicking on Instate From Template

 Check Status of IMPS transaction having suspect status -Click on 'Transactions' → Select 'Check IMPS status' → Click on 'Check Transaction Status' → Latest status will be diplayed



Suspected IMPS transactions

Select ID	leference D	Transaction Type	Transaction Date	From Account	Beneficiary Details	Amount	Status
		IMPS using IFSC	03-11-2022	100000000000000000000000000000000000000		10.00	Suspect

9. Modify Overall/Transaction Limit of Users:

Login with your user ID & password \rightarrow Click on **Transactions** \rightarrow **Transaction Support** Service \rightarrow Modify Transaction Limits \rightarrow Enter the new limits \rightarrow Click on 'Continue' \rightarrow Enter OTP (delivered on your registered mobile number) \rightarrow Click on 'Submit'.

ransfers	Transaction Status	Government and Tax	Transaction Support	Overall Limit Amount Fo day (in Rs):		
Own Accounts	All Transactions	Payments	Services	No of maximum Permisi day:	ble Transactions in a 0	
Transaction Limits Inquiry	Recurring Transactions	◊ View Approval Queue	 Manage Beneficiary Modify Transaction 	Effective Transaction Type	Amount Limit	Number Of Transaction Permitte
Within PNB	Scheduled Transactions		Limits			0
NEFT	◊ Completed		Manage Templates	NEFT Transaction		0
RTGS	Transactions		Stop Cheques	Within PNB Transfers		0
Pending for Approval	Saved Transactions			RTOS Transaction		0
Initiate From Template				e-Commerce Transactions		0
Education Loan Payment						Please hole

• Admin User will approve the same.

Approval of limit modification through Admin User:

Login with Admin User → Click on 'Corp Admin' → 'Approve Transaction Limit' →



10. Bulk Upload:

For transferring the funds to multiple accounts within the PNB or different Banks eg. for Payment of salary, Bonus to their employees, Dealer payments and other bulk payments.

Customer may use Text file format (.txt) or Excel file format (.csv) for Bulk transfers. The file format and sample files are given below separately for each specific bulk function.

- 1. <u>Click here for file format for Bulk PNB to PNB transfer</u>
- 2. <u>Click here for file format for Bulk Beneficiary addition</u>
- 3. Click here for file format for Bulk NEFT/RTGS/PNB transfer
- 4. Click here for file format for Bulk Beneficiary Deletion

A. Bulk Instant Transfer from PNB to PNB Accounts (Salary Payments)

STEP 1 (Uploading the file with transaction user)

i. Click on 'Bulk FileUploads' → 'Upload a File' → Select Salary Upload →

				Bulk Upload Bul	k FileUploads	Transactions G	Seneral	Services	Personal S
rd Accounts	Bulk FileUploads Transacti	ons General Services Pers	All Customer IDs: 👻	Bulk FileUploads: I	Bulk FileUploads >	Upload a File > Select	a Prod	act Type	
r ID All Customer (Bulk FileUploads	eUploads > Upload a File > Select a	All Divisions 🗸	Select a Pr	oduct Type	L.			
			IN PARTHA TEST, Test	Product Type:"	Salary Upload		~	ок	
All Divisions	Upload a File		eedback		Select		_		
Tur Divisions		1 7	11-2022 08:22:34 PM IST		RDA and AML Int Delete Bulk NEFT	egration Within Bank(RI F/RTGS Payee	30		
	View Uploaded File	t Type			ESBTR File Uplo				
	Details	21	5		Adhoc NEFT/RTO	T/RTGS/Within Bank Pa 3S Bulk Upload	yee		
ama Taati Taat			imary			egration Outside Bank (and and and	
come Test , Test	View Stop Cheque	1	10104200	PNB SUR	Corporate Bulk U	ploads	2	ite Internet	Banking
	Uploaded File Details		ement	PNBS	RDA Demand Dra	aft Upload(RDF) hin Bank Bulk Upload		n view the	bank's prin
Feedback			counts	custome	Stop Cheque Eul	k File Upload	n	nent of che	eques in
	Approve/Reject		unts	custome	User Defined Uple				
16-11-2022 03:55:3	Uploaded Files		unio	 Corport 	User Defined Upl	oad (Draft)		d cheques t	ising File Bul
	opioadou i noo		ıts	upload When	Adhoc NEFT/RTC	3S/Within PNB Bulk Up Cheque Authentication		g. n will cross	also also also a
0.4			imits Ing	When	Vendor Transfer U			d by the cu	
Cuts			1000	Both	Adhec File Uploa	d		cheque to b	
			eficiary	If ther details	8	Salary Uplo		ulted accord	aingly with
Cummoni			Pending for My			e for the accounts u		cheme cod	es:
Summary		a second and the second at							

ii. Enter file name, amount to be debited, file processing date \rightarrow Choose File to be uploaded (in the txt or csv format given below) \rightarrow Click on 'Continue'

EST , Test	Upload a File		
	file Type:*	Salary Upload	
:34 PM IST	Fie Name:"	TEST	
	File Description:	TESTING	
	Amount to be Debited;"	INR v	
	File Processing Date (dd-MM-yyyy):"	17-11-2022 📻	
	Path of the File to be Uploaded:"	Choose File SAL_sample.trt	
	Remarks:	Talating and a start land	
My/		Remarks	
s 1	DOWNLOAD SAMPLE FORMATS: As Excel As Text	Con	tinue Reset

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iii. Click on **Lookup** to select user for authorization (as per defined workflow and user role mapping) →

	(<u>A</u>)=16	: SAL_sample.tx1 Attached s	uccessfully.	
A Please enter on		our registered mobile for auth ave activated PNB Verify not	entication or verify using PNB verify mobile applic fication.	2
le Uploed Details				
File	Туре:	Salary Upload		
	Norse:	TEST		
	Description:	TESTING		
	o of the File to be Uploaded: sarks:	SAL_sample bit		
Approver Details				
Rule ID	Authority		Fallow Hierarohy	
2052056	1 clerk = 1 Manager		Yes	
	Select Users			
	Select Users	(1 6)		
ntar your credentiels to	Select Users	->	Lookup	
	confirm the bansaction	\rightarrow	Lookup	
Confirmation Details	confirm the bansaction		Lookup	
Confirmation Details	confirm the banaction		Lookup	
Confirmation Details	confirm the bansaction		Lookup	
Confirmation Details Tra One	canfirm the banaction maction Password: Time Password : reaction Password and One Time Pa	estimated (07.P. delivated on you	Leokup	VI.
Confirmation Details Tra One	confirm the transaction matching Peasword: Time Peasword :	ussered (07P - delivered on you		

iv. Select the User → Enter Transaction Password & OTP → Click Submit →

sia					File Upload Details				
	User ID: First Name: Last Name:				File Type: File Nam File Desc Path of th Remarks	e: siption: ne File to be Uploaded:	Salary Upload TEST TESTING BAL_sample.bd		
	Out of Office:		Al	×	Approver Details	Authority		Follow Hierarchy	
				_	2052050	1 clerk + 1 Manager		Yes	
D +	4124			Search Displaying 1		Select User:			
n o	le List User ID	User Name	Role	Displaying 1 - Out of Office	Enter your credentals to confi	im the transaction		Lookup	
	User ID			CONTRACTOR OF THE OWNER	Confirmation Details				
		Anirban Mazumda		No	Transact	tion Password:			
		Sachin Arora	Manager	No	One Time	Password :			
-					Please enter both Transact click on Submit button to au	ion Password and One Time Whenticate your transaction	Password (DTP - delivered on your reg	patered mobile number) in r	espective fields an
	File r	eferen	Download Details As:		click on Submit button to es Terms & Conditions	thenticate your transaction	Passeora (DTP - delivered on your rep lov I Dictainer I Security Information		sopertive fields an
	File r				click on Submit button to an Terms & Conditions 1 rated	Wenticate your transaction		I Cen I Ste Has	
	lulk Upl	oad Bul	ce numbe	r is gene Transactio	cick on Submit button to av Termit & Cantibury 1 rated ons General	Aftenticate your transaction Headrick colicy Preacy col Services P	lev Dichimer Security Information	I Cen I Ste Has	Submit
	lulk Upl	oad Bul	ce number k FileUploads	Transactic	rated Select a Produ	Affenticate your transaction Hesericitie policy 1 Preserved Services P act Type	lev Dichimer Security Information	Mails Tra	submit
	Bulk Upl	oad Bul	ce number k FileUploads	r is gene Transactio Upload a File File uploa	rated Select a Produ	Affenticate your transaction Hesericitie policy 1 Preserved Services P act Type	ice Diciamer Search Information	Mails Tra	submit
	Bulk Fil	oad Bul	ce number k FileUploads Bulk FileUploads	r is gene Transactio Upload a File File uploa	rated Select a Produ	Affenticate your transaction Hesericitie policy 1 Preserved Services P act Type	ice Diciamer Search Information	Mails Tra	submit

STEP 2 (Verifying the file with Approver):

Login with user selected for authorization \rightarrow Click on **'Bulk FileUploads'** \rightarrow Click on **'Approve/Reject'** Uploaded Files \rightarrow Click on **'Approve'** for approval or **'Reject'** to reject the file respectively \rightarrow

ts Adhoc Bul	lk Upload	Bulk FileUploads Transactio	ons General	Approve Or Reject Upl Search Criteria	000001100			
ner IDs: 🗸	Personal Set	Bulk FileUploads		File Sequence Nun	nber:			
ns 🗸		Upload a File		File Type:		Se	lect	
	Persona	View Uploaded File Details		File Upload Date Fi	rom(dd-MM-yyyy):		Ħ	File Upload Date
Mazumdar ,	Option :	View Stop Cheque Uploaded File Details	ок	* Additional Details				
:16:50 F		Approve/Reject Uploaded Files		Uploaded File List				
		View HUDA Files		Oploaded File List				
		HUDA Approve/Reject Uploaded Files		Select File Sequen	Product Type	File Name	Uploaded By	Date of Upload
		View ESBTR Uploaded Files		1578114	Salary Upload	TEST	TEST	17-11-2022
		View Automated Uploaded Files		View History Approve	Reject			
		▶ Automated						

Enter remarks & Click on '**Continue'** → Enter transaction password & OTP → Click 'Submit'

Approve Uploaded Files		Preview Confirmation Details
Approval Details		Please enter one Time Password (OTP) sent to your registered mobile for authentication or verify using PNB verify mobile a you have activated PNB Verify notification.
File Sequence Number: Product Type: File Name: Amount Upleaded By: Date of Uplead Uplead Remarks: File Status Remarks:	1570114 Salary Upboad SAL TEST INIR 1.00 17-11-2022 Entered	You have activated PNB Verity notification. File Details File Sequence Number: 1378/14 Product Type: Salary Ugload File Name: TEST Ugloaded By: Date of Uploads 17-11-2022 Ugload File Name:: Entered Remark: File Salars: Entered Remark: Continue One Transaction Peasword: Continue
	-	Please enter both Transaction Password and One Time Password (OTP - delivered on your repattered mobile number) in respective Reds and click on Submit Dutton to authenticate your transaction Terms & Conditions Hyperlink policy Phasy policy Disclaimer Security Information Carton with Hap

TXT FORMAT for bulk Pnb to Pnb Instant Transfer:

Branch Sol ID, Account number, Transaction type, Currency, Amount, Remarks (Separated by comas without space)

For Example:

015300,01530000000,DR,INR,5000,Salary 254300,254300000000,CR,INR,3000,Salary 004000,0040001234566,CR,INR,2000,Salary

DR is for Debit and CR is for Credit

🗐 Txt Bulk - Notepad

File Edit Format View Help 015300,01530000000,DR,INR,5000,Salary 254300,254300000000,CR,INR,3000,Salary 004000,0040001234566,CR,INR,2000,Salary

EXCEL FORMAT for bulk Pnb to Pnb instant transfer:

Branch	Account No.	Transaction	Currency	Amount	Remarks
Sol ID		Туре			

For Example:

015300	0153000209716699	DR	INR	5000	Salary
254300	2543000400044004	CR	INR	3000	Salary
004000	0040001300013194	CR	INR	2000	Salary

Clipboard	Est.	Font	Est.	Alignment

B7 \checkmark : $\times \checkmark f_x$

\sim		А	В	с	D	E	F	
		15300	153000209716699	DR	INR	5000	Salary	
X	2	254300	2543000400044000	CR	INR	3000	Salary	
	;	4000	40001300013194	CR	INR	2000	Salary	
	t I							
	5							

B. Bulk Beneficiary addition:

- Before making Bulk payments to other Banks (through NEFT/RTGS), **beneficiary** addition is mandatory.
- Click on 'Bulk FileUploads' → 'Upload a File' → Select Create Bulk
 NEFT/RTGS/Whithin Bank Payee →

ard Accounts	Bulk FileUploads Transa	ctions General Services Po	ers			
r ID All Customer I	Bulk FileUploads	eUploads > Upload a File > Sele		leUploads Trans	actions General Service	s Personal Settings
D All Divisions	👂 Upload a File 🛛 🗨		IDs: 🗸	Bulk FileUploads: B	Bulk FileUploads > Upload a File	> Select a Product Type
	▹ View Uploaded File Details	t Type	~	Select a Pro	oduct Type	
come Test , Test Feedback	View Stop Cheque Uploaded File Details	1		Product Type:*	Select	♥ ОК
1:16-11-2022 03:55:3	Approve/Reject Uploaded Files		32 PM IST		Select RDA and AML Integration Within Delete Bulk NEFT/RTGS Payee	• •
tCuts			_		Create Bulk NEFT/RTGS/Within ESBTR File Upload Adhoc NEFT/RTGS Bulk Upload	
Summary				DNR SLIR	RDA and AML Integration Outsid Automated File Upload	de Bank (RDX)

ii. Enter file name, file processing date & Choose File to be uploaded (in the txt or csv format)→ Click on 'Continue' → Enter Transaction Password & OTP → Click 'Submit'

Preview Confirmation Details

		<u> </u>	le: BNR_sample.txt Attached successfully. your registered mobile for authentication or verify using PNB verify mobi
Jpload a File			have activated PNB Verify notification.
File Type:*	Create Bulk NEFT/RTGS/Within Bank Payee	File Upload Details	
File Name:*	test	File Type:	Create Bulk NEFT/RTGS/Within Bank Payee
- File Description:		File Name:	lest
	beneficiary	File Description:	beneficiary
.		Path of the File to be Uploaded:	BNR_sample.td
File Processing Date (dd-MM-yyyy):*	17-11-2022	Remarks:	
Path of the File to be Uploaded:*	Choose File No file chosen		
	(Please select a valid file)	Enter your credentials to confirm the transaction	
Remarks:		Confirmation Details	
		Transaction Password:	
		One Time Password :	
WNLOAD SAMPLE FORMATS: As Excel A	s Text	click on Submit button to authenticate your transaction	Password (OTP - delivered on your registered mobile number) in respective field
	Continue	Res	Submit

• Customer may use Text file format (.txt) or Excel file format (.csv) for Beneficiary addition. The file format and sample files are given below

Text Format:

Beneficiary Name, Beneficiary Nick Name, Access Type(G/L), Account Number, Network(NEFT/RTGS), IFSC Code, Address, Maximum Amount to be transferred, Number of transactions in a day. (**separated by comas, without space**)

- Here **G** stands for Global and **L** stands for Local
- Network: NFT for NEFT, RTG for RTGS and PMT for Within PNB.

For Example:

TXT format for bulk beneficiary addition

Ramesh Kumar, Ramesh, G, 01325400789, NFT, ICIC001411, New Delhi, 15000, 5 Mayank Mehra, May, L, 12345678, RTG, SBI016301, Meerut, 250000, 10 Anupam Sharma, Anoop, G, 123456789, PMT, PUNB01263, Delhi, 1000, 15

🗐 *Txt Bulk - Notepad

File Edit Format View Help

Ramesh Kumar, Ramesh, G, 01325400789, NFT, ICIC001411, New Delhi, 15000, 5 Mayank Mehra, May, L, 12345678, RTG, SBI016301, Meerut, 250000, 10 Anupam Sharma, Anoop, G, 123456789, PMT, PUNB01263, Delhi, 1000, 15

Excel Format for bulk beneficiary addition:

For Example:

Ramesh Kumar	Ramesh	G	01325400789	NFT	ICIC001411	New Delhi	15000	5
Mayank Mehra	Мау	L	12345678	RTG	SBI016301	Meerut	250000	10
Anupam Sharma	Anoop	G	123456789	PMT	PUNB01263	Delhi	1000	15

F6

	А	В	С	D	E	F	G	н	1
ı	Ramesh Kumar	Ramesh	G	1325400789	NFT	ICIC001411	New Delhi	15000	5
2	Mayank Mehra	May	L	12345678	RTG	SBI016301	Meerut	250000	10
3	Anupam Sharma	Anoop	G	123456789	РМТ	PUNB01263	Delhi	1000	15
1									

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C. <u>Bulk NEFT/RTGS Transfer File (After adding beneficiary):</u>

STEP 1 (Uploading the file with transaction user):

Bulk FileUploads: Bulk FileUploads > Upload a File > Upload a File

Click on 'Bulk FileUploads' → 'Upload a File' → Select
 'NEFT/RTGS/WHITHIN BANK BULK UPLOAD' →

r ID All Customeri D All Divisions D View Uploaded File Details Lcome Test, Test D View Stop Cheque Uploaded File D View Stop Chequ	rd Accounts	Bulk FileUploads Transact	ions General Services Pers	Bulk FileUploads	Transactions	General Services	Personal Settin	~
Indecisioner Select a Product Type D All Divisions > Upload a File Product Type:* Select a Product Type:* Select a Product Type:* Select Product Type:* Select Select a Product Type:* Select Select a Product Type:* Select Select RDA and AML Integration Within Bank(RDI) Delete Bulk NEFT/RTGS Payee ESBTR File Upload Create Bulk NEFT/RTGS/Within Bank Payee			1	IDs: V Bulk FileUp	loads: Bulk FileUpl	oads > Upload a File > S	Select a Product Ty	pe
View Uploaded File t Туре Details 1:32 PM IST Icome Test, Test View Stop Cheque Ulabeled File 1:32 PM IST	ID All Customer I	Bulk FileUploads	eUploads > Upload a File > Select a	Select	a Product T	ype		
View Uploaded File t Type Details r:32 PM IST Icome Test, Test View Stop Cheque Ulabeled File r:32 PM IST	All Divisions	D Upload a File						
Details RDA and AML Integration Within Bank(RDI) Icome Test, Test View Stop Cheque Unloaded file Details ESBTR File Upload Create Bulk NEFT/RTGS/Within Bank Payee		Niow Unloaded Eile	T Type	Product	t Type:* Select		~ (ок
Icome Test, Test View Stop Cheque ESBTR File Upload Create Bulk NEFT/RTGS/Within Bank Payee			21	:32 PM IST	RDA and A		ank(RDI)	
	come Test , Test	View Stop Cheque	1		ESBTR Fi	le Upload		
Adhoc NEFT/RTGS Bulk Upload	Feedback	Uploaded File Details					ink Payee	
Feedback RDA and AML Integration Outside Bank (RDX)	Feedback	Approve/Delect			RDA and A	AML Integration Outside E	Bank (RDX)	
Approve/Reject PNB SURA Automated File Upload Corporate Bulk Uploads	1:16-11-2022 03:55:3			PN			<u>ate In</u>	ternet Ba
RDA Demand Draft Upload(RDF)		opioaded Files			RDA Dem	and Draft Upload(RDF)	in via	w the b
	10.1.						Jau	
rtCuts Stop Cheque Bulk File Upload NEFT/RTGS/With	ICUIS							
User Defined Upload (NEFT)					User Defin	ned Upload (NEFT)		
Summary Corpord User Defined Upload (Draft) rd cheques Uploade Adhoc NEFT/RTGS/Within PNB Bulk Upload	Summary							ques usi

ii. Enter file name, amount to be debited, file processing date \rightarrow Choose File to be uploaded (in the txt or csv format) \rightarrow Click on 'Continue' \rightarrow

File Type:"	NEFT/RTGS/Within Bank Bulk Upload	
File Name:"	TEST	
File Description:	TESTING	
Amount to be Debited:"	INR ¥	
File Processing Date (dd-MM-yyyy):"	18-11-2022 💏	
Path of the File to be Uploaded:"	Choose File BFU_sample txt (Please select a valid file)	
Remarks:		
		~~~

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iii. Click on 'Lookup' to select user for authorization (as per defined workflow and user role mapping) →

-	~	SAL_sample.txl Attached		
Please enter or		ur registered mobile for aut ave activated PNB Verify no	hentication or verify using PNB verify mobi tification.	lle applic
te Uplood Details				
File	Туре:	Salary Lipload		
Eile	Narne:	TEST		
	Description:	TESTING		
Pat	h of the File to be Uploaded:	SAL_sample bt		
Ren	narka:			
Approver Details				
Rule ID	Authority		Follow Hierarshy	
2052056	1 clerk + 1 Manager		Yes	
	Solect Users			
		1000		
where where remediate it is	a confirm the bensection		Lookup	
Confirmation Detail		1.000		
Commission Decam	ES.			
	insection Password:			
Te				
Tr				
	Time Password r			
	e Time Password :			
On Nease enter both Tra	nsaction Password and One Time Pas	ssword (07P - delivered on yo	ur registered mobile number) in respective field	is and the
On Nease enter both Tra		ssword (OTP - delivered on yo	ur registered mobile number) in respective field	as and the
On Nease enter both Tra	nsaction Password and One Time Pas	sswerd (07P - delivered on yo	ur registered mobile number) in respective field	as and the

### iv. Select the User → Enter Transaction Password & OTP → Click 'Submit' →

	porate User				Preview Confi	rmation Details		
ch Criteria	6				File Upload Details			
	User ID: First Name: Last Name:				File File Pat	Type: Name: Description: Or the File to be Uploaded: harks:	Salary Upload TEST TESTING GAL_sample.bd	
	Out of Office:	0	4	~	Approver Details			
					Rule ID 2052050	Authority 1 clerk + 1 Manager		Follow Hierarchy Yes
				Searc	1	Select Use		162
porate Ro	ole List			Displaying 1 -		Select user		
ect	User ID	User Name	Role	Out of Office	Enter your credentials to Confirmation Details			Lookup
)		Anirban Mazumdar	Manage	er No	Tra	nsaction Password:		
<i>.</i>		Sachin Arora	Manage	er No		Time Password :		
-	10000							
v.	. Fi	le refere		ber is gen	erated.	as   Haariisk selicy   Phracy selev General Services Pers		
v.	. Fil	le refere	NCE NUM		erated.	General Services Pers	i   Derianer   Security Inform	iton I Con en 1 Ste Nac
V.	. Fil	le refere	NCE NUM	ber is gen Bulk FileUploads	erated. Transactions Upload a File > Selec	General Services Pers	sonal Settings Mail	ten T Collevel T Stellte
V.	. Fil	le refere	NCE NUM	ber is gen Bulk FileUploads	erated. Transactions Upload a File > Selec	General Services Pers	sonal Settings Mail	ten T Collevel T Stellte

### **STEP 2** (Verifying the file with Approver):

Login with user selected for authorization  $\rightarrow$  Click on 'Bulk FileUploads'  $\rightarrow$  Click on 'Approve/Reject Uploaded Files' → Click on 'Approve' for approval or 'Reject' to reject the file respectively  $\rightarrow$ 

ts Adhoc B	ulk Upload	Bulk FileUploads	Transaction	ns General							
ner IDs: 🗸	Personal Set	Bulk FileUpload	s		Appro Search Ci		eject Up	bloaded Files	3		
ns 🗸 🗸		Upload a File					Sequence No	umber:	E		
	Persona	View Uploaded Details	l File				Type:		2	elect	
Mazumdar,	Option :	View Stop Che Uploaded File		ок		File	Upload Date	From(dd-MM-yyyy):		Ħ	File Upload Date
:16:50 F		Approve/Rejecture Uploaded File			+ Additi	onal Details	C.				
		View HUDA Fil	es		Upload	led File List					
		HUDA Approve Uploaded File			Select	File Sequ		Product	File	Uploaded	Date of
		View ESBTR U Files	ploaded		۲	Number 1578114	V	Type Salary Upload	Name TEST	Ву	Upload 17-11-2022
		View Automate Uploaded File			View H	istory	Approve	Reject			
		▶ Automated									

Enter remarks & Click on 'Continue'  $\rightarrow$  Enter transaction password & OTP  $\rightarrow$  Click 'Submit'

		' A Please enter one Time Password (OTP	) sent to your registered mobile for authentication or verify using PNB verify mol you have activated PNE Verify notification.	bile ap
		File Details		
rove Uploaded Files		File Sequence Number: Product Type: File Name: Uploaded By: Date of Upload:	1578114 Salary Upload TEST 17-11-2022	
File Sequence Number: Product Type: File Type: File Name: Annount Upleaded By:	1578114 Salay Upload SAL TEST NR 1.00	Upload Remarks: File Status: Remark: Enter your credentails to confirm the transaction Confirmation Details	Entered	
Date of Upload: Upload Ramarks: File Status	17-11-2022 Entered	Transaction Pessword:		
Remarks:		Die Time Password :		
		Continue Please enter both Transaction Password and C click on Submit button to authenticate your trans	ne Time Password (DTP - deliveled on your registered mobile number) in respective fie searcon	eida an

### TXT FORMAT for Bulk Transfer:

Transaction type, Debit Account No., Amount, Currency, Beneficiary Account Number, Beneficiary IFSC Code, Remarks

#### For Example:

NFT,1120010101111,4000,INR, 01325400789,ICIC0000141,SALARY RTG,01530021971,200000,INR,01325400789,ICIC0000141,SALARY PMT,0153021109911,1000,INR,01530033797,PUNB00000,SALARY

```
*Txt Bulk - Notepad
File Edit Format View Help
NFT,1120010101111,4000,INR, 01325400789,ICIC0000141,SALARY
RTG,01530021971,200000,INR,01325400789,ICIC0000141,SALARY
PMT,0153021109911,1000,INR,01530033797,PUNB00000,SALARY
```

### **Excel Format for Bulk Transfer:**

Transaction	Debit Account	Amount	Currency	Beneficiary	IFSC Code	Remarks
Туре	no.			Account No.		

#### For Example:

NFT	1120000106387	4000	INR	01325400789	ICIC0000141	TESTNFT
RTG	0153209716699	200000	INR	01325400789	ICIC0000141	TESTRTG
PMT	0153021109911	1000	INR	01530033797	PUNB00000	SALARY

G	13	• I X V	f _x				
	А	В	С	D	E	F	G
1	NFT	1120000106387	4000	INR	1325400789	ICIC0000141	TESTNFT
2	RTG	153209716699	200000	INR	1325400789	ICIC0000141	TESTRTG
3	PMT	153021109911	1000	INR	1530033797	PUNB00000	SALARY
4							

### D. Bulk Beneficiary Deletion:

Click on 'Bulk FileUploads' → 'Upload a File' → Select 'Delete Bulk
 NEFT/RTGS Payee' →



ii. Enter file name, file processing date & Choose File to be uploaded (in the txt or csv format given below) → Click on 'Continue'→

Upload a File

File			
File	Name:*	test	
File	Description:	beneficiary	
File	Processing Date (dd-MM-yyyy):*	17-11-2022	
Path	of the File to be Uploaded:*	Choose File No file chosen	
	arks:	(Please select a valid file)	
OAD SAMPL	E FORMATS: As Excel	As Text	Continue
Enter T	ransaction Password &	k OTP → Click 'Submit'	
Enter T	ransaction Password &	<b>Click 'Submit'</b>	
Enter T	Preview Confirmation Details	& <b>OTP →</b> Click <b>'Submit'</b>	
Enter T	Preview Confirmation Details		
Enter T	Preview Confirmation Details	e: BNR_sample.txt Attached successfully. our registered mobile for authentication or verify using PNB verify mobile	
Enter T	Preview Confirmation Details	e: BNR_sample.txt Attached successfully.	
Enter T	Preview Confirmation Details	e: BNR_sample.txt Attached successfully. our registered mobile for authentication or verify using PNB verify mobile	
Enter T	Preview Confirmation Details	e: BNR_sample.txt Attached successfully. our registered mobile for authentication or verify using PNB verify mobile have activated PNB Verify notification. Create Buik HEFT/RTGST/Within Bank Payee Inst	
Enter T	Preview Confirmation Details	e: BNR_sample.txt Attached successfulty. our registered mobile for authentication or verify using PNB verify mobile have activated PNB Verify notification. Creale Buik HEFT/RT0S/Within Bank Payee	
Enter T	Preview Confirmation Details	e: BNR_sample.txt Attached successfully. our registered mobile for authentication or verify using PNB verify mobile neve activated PNB Verify notification. Create Buik HEFT/RTOSY/Whin Bank Payee lest berefoary	
Enter T	Preview Confirmation Details	e: BNR_sample.txt Attached successfully. our registered mobile for authentication or verify using PNB verify mobile neve activated PNB Verify notification. Create Buik HEFT/RTOSY/Whin Bank Payee lest berefoary	
Enter T	Preview Confirmation Details	e: BNR_sample.txt Attached successfully. our registered mobile for authentication or verify using PNB verify mobile neve activated PNB Verify notification. Create Buik HEFT/RTOSY/Whin Bank Payee lest berefoary	
Enter T	Preview Confirmation Details Preview Confirmation Details Preview Please enter one Time Password (OTP) som to by preview Please enter one Time Password (OTP) som to by Preview Please enter one Time Password (OTP) som to by Preview Please enter one Time Please enter one Time Please enter one Time Please enter one Please	e: BNR_sample.txt Attached successfully. our registered mobile for authentication or verify using PNB verify mobile neve activated PNB Verify notification. Create Buik HEFT/RTOSY/Whin Bank Payee lest berefoary	
Enter T	Preview Confirmation Details	e: BNR_sample.txt Attached successfully. our registered mobile for authentication or verify using PNB verify mobile neve activated PNB Verify notification. Create Buik HEFT/RTOSY/Whin Bank Payee lest berefoary	
Enter T	Preview Confirmation Details  Preview Confirmation Details  Preview Please enter one Time Password (OTP) sent by you  Preview Please enter one Time Password (OTP) sent by you  Preview Please enter one Time Password  Preview Please enter one Time Password  Preview Please enter one Time Password  Please enter one Time Pleaseword  Please enter one T	e: BNR_sample.txt Attached successfully. our registered mobile for authentication or verify using PNB verify mobile neve activated PNB Verify notification. Create Buik HEFT/RTOSY/Whin Bank Payee lest berefoary	

### त्तंजाब नैशनल बैंक 💛 punjab national bank

### Text file for Bulk Beneficiary Deletion

Beneficiary ID 1 Beneficiary ID 2 Beneficiary ID 3

### For Example:

12345 45654 14725

### Excel File for Bulk Beneficiary Deletion:

Beneficiary ID 1	
Beneficiary ID 2	
Beneficiary ID 3	

### For Example:

12345	
45654	
14725	

**Note -:** Customer can download sample format for all above mentioned bulk functionalities in Excel or Text format

#### Upload a File

	e Type:* e Name:*	Salary Upload
Fil	e Description:	
An	nount to be Debited:*	INR 🗸
Fil	e Processing Date (dd-MM-yyyy):*	=
Pa	th of the File to be Uploaded:*	Choose File No file chosen (Please select a valid file)
Re	marks:	
	₩₩	
	PLE FORMATS: As Excel As Text	

### E. <u>Cancel File Processing before verification by approver:</u>

 Click on 'Bulk FileUploads' → 'View Uploaded File Details' → Select File to be cancelled → Click 'Cancel File Processing' →

					Bulk FileU	ploads: Bulk FileUploa	ids > View Uploaded File Details > Vie	ew Uploaded File	Details			
Accounts	Bulk File	Uploads	Transactio	ons Gene	View L Search Cr	Jploaded File	Details					
All Customer	Bulk F	ileUploads	6	al Profile		File Sequenc	e Number:					
All Divisions	▶ Upload a File				File Type:			Select				
	View Uploaded File		File	3	From Upload Date (dd-MM-yyyy)			18-10-2022	File Uploa	d Date To(dd/MM/yy	ate To(dd/MM/yyyy): 17-11-2022	
	Detai	ils			+ Additi	onal Details						
ne PARTHATE	▶ view	Stop Che aded File									Search	
Feedback	- Αnnr	ove/Rejec			Upload	ed File List				Display	ring 1 - 3 of	
-11-2022 03:48:		aded Files			Select	File Sequence	File Type	File	Uploaded	Date of	Value	
ts					Select	Number	File type	Name	Ву	Upload	Date	
13					۲	1578132	Create Bulk NEFT/RTGS/Within Bank Payee	TEST		17-11-2022	18-11-2022	
mmary					0	1578114	Salary Upload	TEST		17-11-2022	18-11-2022	
					-	1572572	NEFT/RTGS/Within Bank Bulk	newTest trt		16-11-2022	16-11-2022	
tement					Cancel F	le Processing						

### ii. Click on 'Continue'→ Enter Transaction Password & OTP→ Click 'Submit'→

Cancel File Processing File Details File Sequence Number: 1578132 File Name: TEST File Type: Create Bulk NEFT/RTGS/Within Bank Payee File Status: Delected File Description: TESTING Uploaded By: 17-11-2022 Upload Date: Remarks: Continue

iii. After that the page with message "File Cancelled Successfully" will be displayed and File Status will change from "Entered" to "Recalled"

earch Cri	iteria				2		
	File Sequence	Number:					
	File Type:		Select		~		
	From Upload	Date (dd-MM-yyyy)	14-09-2022	File Upl	oad Date To{dd/MM/yy	(y): 14-10-2022	
				and the second second		and the second second second	
Additio	onal Details						
Additio	onal Details					Search	Clear
	onal Details ed File List				Display	Search ing 1 - 1 of	Clear
Upload			File	Uploaded	Display Date of	1	Clear
	ed File List	File Type	File Name	Uploaded By	5. ST	ing 1 - 1 of	Clear 1 resul

### 11. Trade Finance:

Click on 'Trade Finance Services'

### A. Letters of credit:

- ✓ List of issued LCs can be viewed.
- ✓ Status of Amendments in LCs awaiting acceptance can be viewed.

				Trade Finance: Trad	de Finance Services > Letters	of Credit > View	Issued LC		
Personal Settings N	onal Settings Mails Trade Finance ASBA				View Issued LC				
y Accounts		Trade Finance	Sanvicas .				😢 No records letched		
y Accounts				Option : View Issued LC V					
		Letters of C	redit	view is		ОК			
		▷ Bills		Search Criteria					
		Collections		1	LC Number:				
Ac	ccount	Guarantees			Issued Date From(dd-MM-yyyy	}	1	Issued Date To(cid-MM-yyyy)	
		▷ Financing		_ 3	Status:		All (Excluding closed)	~	
✓ Ac	Account Type:				Har (Excloding closed)	7			
				Beneficiary Name:					
View Advi Option : vie	ise ••• Ad		Cs can be v	леwed. ок	f				
Search Crite		C Number:							
			rom(dd-MM-yyy	yyy) issued Date To(dd-MM-yyyy)					
		itatus:		All (Excluding closed)					
		C Amount fr	om:			~			
	LC Amount from:				LC An	nount To:			
	l:	ssuing Bank	Name:				-		
B. <u>Bi</u>	Tra T	Statu List o	f Lodged B ASBA		Trade Finance: Trad			Search	
		Letters of Bills	Credit		Bills				
		Collection			Option : Select		<u> </u>	ок	
		Financing			View L		vard Bills Vie	w Bills Awaiting Acc	

## ต่जाब नैशनल बैंक 💛 คบกาดb กดtional bank

#### View Bills Awaiting Acceptance

Search Criter	ria	
	Bill Number:	
	Bill Lodgment Date Range:	
	From(dd-MM-yyyy):	To(dd-MM-yyyy): 🛀
	Bill Due Date From(dd-MM-yyyy):	Bill Due Date To(dd-MM-yyyy):
	Beneficiary Name:	
	Bill Amount From:	
	Bill Amount From:	
		Bill Amount To:
		Search
		Jean
View Out	ward Bills	
		S No records fetched
Option :	iew Lodged Outward Bills 💙 O	ĸ
Search Crite	Bill Number:	
	Bill Lodgment Date Range:	
	From(dd-MM-yyyy):	To(dd-MM-yyyy):
	Bill Due Date From(dd-MM-yyyy):	Bill Due Date To(dd-MM-yyyy):
	Status:	All (Excluding Closed)
	Beneficiary Name:	
	Bill Amount From:	
		Bill Amount To:
	Outstanding Amount From:	All ~
		Outstanding Amount To:
✓	Advised Bills can be view	Search
-	Advised Bills can be view	Search
on : View Advise	ed Inward Bills V	Search
on : View Advise		Search
on : View Advise ch Criteria Bill N Bill L	ed Inward Bills V OK	wed:
on : View Advise ch Criteria Bill N Bill L From	Iumber: odgment Date Range: (dd-MM-yyyy):	wed:
on : View Advise ch Criteria Bill N Bill L From Bill D	lumber: odgment Date Range: (dd-MM-yyyy): lue Date From(dd-MM-yyyy):	wed:
on : View Advise ch Criteria Bill N Bill L From Bill D Statu	Iumber: odgment Date Range: (dd-MM-yyyy): Iue Date From(dd-MM-yyyy): Is:	wed:
on : View Advise ch Criteria Bill N Bill L From Bill D Statu	lumber: odgment Date Range: (dd-MM-yyyy): lue Date From(dd-MM-yyyy):	wed:
on : View Advise ch Criteria Bill N Bill L From Bill D Statu Bene	Iumber: odgment Date Range: (dd-MM-yyyy): Iue Date From(dd-MM-yyyy): Is:	wed:
on : View Advise ch Criteria Bill N Bill L From Bill D Statu Bene	ed Inward Bills CK Number: odgment Date Range: (dd-MM-yyyy): bue Date From(dd-MM-yyyy): s: ficiary Name:	wed:
on : View Advise ch Criteria Bill N Bill L From Bill D Statu Bene Bill A	ed Inward Bills CK Number: odgment Date Range: (dd-MM-yyyy): bue Date From(dd-MM-yyyy): s: ficiary Name:	wed:
on : View Advise ch Criteria Bill N Bill L From Bill D Statu Bene Bill A	ed Inward Bills CK Number: odgment Date Range: (dd-MM-yyyy): Rue Date From(dd-MM-yyyy): Is: ficiary Name: mount From:	wed:

### C. Collections:

✓ View Lodged collections.



#### View Lodged Collections

		SNo records fetched
Option :	View Lodged Outward Collecti 🛩 OK	
Search C	riteria	
	Collection Number:	
	Collection Lodgment Date	
	From(dd-MM-yyyy):	To (dd-MM-yyyy): 🦛
	Collection Due Date	
	From(dd-MM-yyyy):	To (dd-MM-yyyy):
	Drawee:	
	Status:	All (Excluding Closed)
	Collection Amount From:	
		Collection Amount To:
	Outstanding Amount From:	All
		Outstanding Amount To:

✓ View Collection Awaiting Acceptance:

#### View Collections Awaiting Acceptance

arch C	riteria		
	Collection Number:		
	Collection Lodgment Date Range		
	From(dd-MM-yyyy):	To(dd-MM-yyyy):	-
	Collection Due Date		
	From(dd-MM-yyyy):	To(dd-MM-yyyy):	
	Drawer:		
	Collection Amount From:	All	
		Collection Amount To:	

## पंजाब नैशनल बैंक 💛 punjab national bank

- ✓ View Advised Collections.
- View Advised Collections

ON : View Advised Inward Collectio V	
ch Criteria	
Collection Number:	
Collection lodgement Date Range:	
From(dd-MM-yyyy):	To(dd-MM-yyyy):
Collection Due Date:	
From(dd-MM-yyyy):	To(dd-MM-yyyy):
Drawer;	
Status:	All (Excluding Closed)
Tenor:	All
Collection Amount From:	Ан 🗸
	Collection Amount To:
Outstanding Amount From:	All 👻
	Outstanding Amount To:

### D. Bank Guarantees:

✓ List of issued Guarantees can be viewed.

ttings M	ails Trade Finance ASBA	Trade Finance: Trade Finance Services > Guarantees > Guarantees
View	Trade Finance Services  Letters of Credit  Bills Collections Guarantees Financing	Guarantees Option : Select Select View Issued Guarantees View Issued Guarantees
viewi	ssued Guarantees	
		No records fetched
Ontion		
Option Search		ок
23		DK
27	Criteria	Issued Date To(dd-MM-yyyy)
57	Criteria Guarantee Number:	
231	Criteria Guarantee Number: Issued Date From(dd-MM-yyyy)	Issued Date To(dd-MM-yyyy)
22	Criteria Guarantee Number: Issued Date From(dd-MM-yyyy) Guarantee Type:	Issued Date To(dd-MM-yyyy)
23	Criteria Guarantee Number: Issued Date From(dd-MM-yyyy) Guarantee Type: Status:	Issued Date To(dd-MM-yyyy)

### E. Financing:

- ✓ Request for Packing Credit Account.
- ✓ Request for Import Finance.

s Mails T	rade Finance ASBA	😵 You	do not have any accounts linked for the given criteria
	Tude T manee About	Search Criteria	
rantees	Trade Finance Services	Account Nickname:	
	Letters of Credit	Account Number:	
	▷ Bills		
	Collections	Account Currency:	Ali 👻
records fetc	▶ Guarantees	Account Type:	AI 🗸
	▶ Financing		

### 12. Using Digital Certificate as Additional Factor of Authentication:

- Install Digital Certificate on your PC.
- Click on 'General Services' → 'Service Requests' → Select 'New Requests' & click on 'OK' → Click on 'Digital Certificate-Enrol' option → Click on 'Enrol' → Web Signer window will be displayed → Select the Digital Certificate & Click OK → Confirm the details by clicking 'Submit'
- Note down the reference ID & request the branch for approving the same for admin user. For other users admin user can approve the same.

ctions	General Services	Personal Settings	Mails	ile Tra	Uploads [–]	Transactions	General Service	s Personal Se
	<ul> <li>Service Request</li> <li>Positive Pay Se</li> <li>Inquiry Facility</li> <li>Income Tax e-F Login</li> </ul>	sts ervice D Tracl	aint Manag a plaint/Requ & Status plaint/Requ plaint/Requ	<mark>Jest</mark> រt		Request	New Rev	ок
	est Type		Enroll For Option : New Enroll for DS4	Requests	*	ок		
Digital C	Certificate - Un-Enroll	-		OSC please c Corporate I User ID:		Button. TEST		
	ve Accounts - Destroy Cl t For Mobile and Email U			User Name Mobile Nun Email Id :			****** **********	Enroll

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	ew Requests V		
Confirm DS	C Enroll		
o Confirm DS	SC Registration please click on the "Submi	it" Button.	
	Certificate Serial No :	FormManagementFG.CERTSRLNO	
	Certificate Common Name :	FormManagementFG.CERTCMNNAME	
	Certificate Issuer Name :	FormManagementFG.CERTISSUER	
	Certificate Expiry Date :	FormManagementFG.CERTEXPDATE	

### **Please Note:**

**Request Confirmation** 

- Once the user is enrolled for Digital Certificate, the user will be validated through Digital Certificate authentication on every Login attempt.
- Java 1.6 or above should be enabled on your browser to register for digital certificate.
- Browser should be internet explorer.
- <u>13. Logging in Using Digital Certificate:</u>
  - Enter Corporate ID and User ID, click on 'Continue' → Enter 'Login Password'
     → Click on 'Login using Digital Certificate' button → Web Signer window will be displayed. Select the Digital Certificate & Click OK → On validation of Digital Certificate, user will be logged in.

### 14. Digital Certificate-Deregistration:

- Click on 'General Services '→'Service Requests' '→ Select 'New Requests' & click on 'OK' → Click on 'Digital Certificate-Unenroll'→ Type reason & Click on 'De-Register' button '→ Confirm the details by clicking 'Submit'.
- Note down the reference ID & request the branch for approving the same for admin user. For other users admin user can approve the same.
- User will be de-registered for using Digital certificates.

			ileUploads	Transactions	General Services	Personal Set
actions	General Services P	ersonal Settings Mails Tra	General S	ervices: General S	ervices > Service Reques	ts > Service Req
de Financ	General Services Service Requests Positive Pay Serv Inquiry Facility Income Tax e-Filin Login	rice Complaint/Request ▷ Track Status ▷ Complaint/Request	Servic	Ce Request		ок ests
Account Ni	ckname:			Query on Reque	st	

New Requests	De-Register DSC
Request Type	Option : New Requests V OK
Digital Certificate - Enroll	De-Register DSC     // De-Register DSC please click on the "De-Register" Button.
Digital Certificate - Un-Enroll	Corporate ID: TEST Usor ID:
Operative Accounts - Destroy Cheque	User Name : Mayarik Mehra Reason :
Request For Mobile and Email Update	De-Register
Request Confirmation Option : New Requests 🗸 ок	<b>c</b> ]
Confirm DSC De-Registration	
To Confirm DSC De-Registration please click on the "S Corporate Id:	Submit" Button TEST
User Id:	
User Name :	Mayank Mehra
Reason :	test
	Submit

### 15. Set Second Factor of Authentication:

PNB's Corporate Internet Banking provides the provision for choosing second factor of Authentication i.e. either OTP or Digital Certificate for verifying transactions. By default OTP will be the the second factor of authentication. Once user enables 'Digital Certificate' then he/she can choose between 'OTP' or 'Digital Certificate' as second factor of authentication.

Login with Corporate ID, User ID & Password → Click on 'Personal Settings'
 →'Set Second Factor Authentication' → Enable/Disable, OTP or DSC (Digital Certificate) for various transaction types → Click on 'Submit' for confirming the same

eneral Services	Personal Settings Mails	Trade Finance ASBA
lle	Security Settings	Other Settings
	Change Login Password	<ul> <li>View Personal Details</li> <li>Set Preferences</li> </ul>
~	Change Transaction Password	View Registered Mobile Number
	<ul> <li>Change Image/Phrase</li> <li>Enroll for Challenge</li> </ul>	Debit Card Personalization
	Set Second Factor Authentication	Debit Card Activity Inquiry
	UnEnroll for PNB Verify	

### 16. Update Admin User details:

 Click on Corp Admin → Click on 'Update Contact Details' → Enter Mobile Number and Email ID

(If SMS Alerts are not being received on Mobile Number that is to be updated. Click on 'General Services'  $\rightarrow$  'Service requests'  $\rightarrow$  'New Request'  $\rightarrow$  'Update Contact Details').

• Click on 'Continue' → 'Confirm'

Mails Trade Finance					
	Corp Admin				
	Corporate	?		Ipdate Contact Details > Update Contact	Details
	Administration Update Contact Department		act Details		
	▷ User Maintenance		Corporate ID:*	TEST	
	Set Number Of Beneficiaries		User ID:*		
	▷ Set Limits		Mobile Number:*		-
	Approve Transacti Limits	ion	Email ID:*		
	Corporate Snapsh     Transactional Sup		-		
	Division Maintena	Continue			
Corp Admin: Corpora	te Administration > Upda	ate Contact Details > Update	e Contact Details		J/
Your Contact	Details				
	Corporate ID:"	-	EST		
	User ID:*				
	Mobile Number:"	-			
	Email ID:*			_	
		-			
Confirm					
		•			
7. General S	Services:				
			General Servio	ces: General Services > Service	e Requests > Service Request
ns General Servic	es Personal Setting	s Mails Trade Finan			
			Comico I	Poquoet	
nal General Serv	rices Comp	laint Management	Service	Vequesi	
	-	olaint Management se a	Ontion	-	
▷ Service Re	quests ▷ Rais stration Con	se a nplaint/Request	Option : s	Select	ок
▷ Service Re	quests ▷ Rais stration ▷ Trac	se a nplaint/Request ck Status	Option : s	Select Select	ок
<ul> <li>Bervice Registry</li> <li>GSTN Registry</li> <li>Inquiry Factor</li> <li>Stop Chequiry</li> </ul>	quests stration ility ue Con Con Con Final Con Hist	se a nplaint/Request ck Status nplaint/Request	Option : s	select Select Iew Requests Approve Request Recall Request	ок
<ul> <li>P Service Rei</li> <li>P GSTN Regi</li> <li>P Inquiry Fac</li> <li>P Stop Chequ</li> <li>P Income Tax</li> </ul>	quests stration ility ue Con Con Con Final Con Hist	se a nplaint/Request ck Status nplaint/Request	Option : s	Select  Select Lew Requests Approve Request	ок
<ul> <li>Service Rei</li> <li>GSTN Regi</li> <li>Inquiry Fac</li> <li>Stop Chequ</li> </ul>	quests stration ility ue Con Con Con Final Con Hist	se a nplaint/Request ck Status nplaint/Request	Option : s	select Select Iew Requests Approve Request Recall Request	ок
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### Approve Request:

• Approve the requests pending for approval

General Services: General Services > Service Requests > Service Request

Service Request	Approve Requests		
Option : Select V Select OK	Option : Approve Request	• ок	
New Request Approve Request	Request Approval List		
Recall Request Query on Request Approve Request	Request Type	Number of	of Records Awaiting Approval
	Request New Cheque Book	1	
			<b>~</b> //~
eneral Services: General Services > Servic	e Requests > Approve/Reject Req	uest	
Option : Approve Request	OK		
Requests Pending Approval			Displaying 1 -
Select Reference ID	Account	Submitted By	Date of Submissio
Approve Reject			
			Details As PDF file Y
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<u>lecall Request</u> :			
Recall the service requi	ests available for recall		
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Option : Recall Request	Option : Recall Request	ОК	
List of Recall Requests	Request for Mobile and Email Id Update		
Select Reference ID Date of Submission	Reference Id:	1061577	
186 1577 24-07-2020	Corporate Id:	TEST	
	User Id:		
0 725448 23-00-2019	Mobile Number: Email Id:	abc@gmail.com	
Recall	Lindi M.	abcigginal.com	
	0		Samuel
Query on request:			
<u>zuery on request.</u>			
<ul> <li>Check the history of a r</li> </ul>	equest or cancel it.		
Query On Requests			
Option : Ouery on Request	ок		
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Date From(dd-MM-yyyy):		Date To(dd-MM	-уууу):
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uest De	tails	15			
	Overall Experience	:e		1	
	Round the Clock	Availability		2	
	Response Time			3	
	Success Rate			4	
	Availability of Hel	p/Informatic	n	4	
	request Type:			FDK	
	product Id:			FINACLECORE	

### Income Tax e-Filing:

### **General services** → '**Income Tax e-filing Login**' → Select account & Click on '**Submit'** →

		General Services: General Services > Income Tax & Filing Login > EFiling Home	24
ns General Services Person	al Settings Mails Trade Fi	EFiling Home	
al Se General Services	Complaint Management	Search Criteria	
<ul> <li>▷ Service Requests</li> <li>▷ GSTN Registration</li> <li>▷ Inquiry Facility</li> <li>▷ Stop Cheque</li> <li>▷ Income Tax e-Filing Login</li> </ul>	<ul> <li>▷ Raise a Complaint/Request</li> <li>▷ Track Status</li> <li>▷ Complaint/Request History</li> </ul>	Account Number :	Submit

Select checkbox & click on 'Login to e-Filing'  $\rightarrow$  Page is redirected to income tax e-filing portal of government of India

Preview (	Confirmation Details	
Confirmation D	Petails	
	Selected Account Number :	
	PAN(Permanent Account Number) :	
		You will be directed to EFiling website in a separate window. Please click "Lo to proceed.
Terms and Cor	aditions	
	nditions	ugh internet banking.
		ugh Internet banking.

### **GSTN Registration:**

This can be used to link your GSTN to your account.

**General services**  $\rightarrow$  **GSTN Registration**  $\rightarrow$  Select customer ID  $\rightarrow$  Click on 'Continue'  $\rightarrow$  Enter all the details  $\rightarrow$  click on 'Continue' & authenticate.



## त्तंजाब नैशनल बैंक 💛 punjab national bank

GSTN Registration			
Customer Id:" Pan Number: Customer Name:" GST Number:" Address:" Email Id:" Account Number:" State:"		Select	~
Set this as default GST Number.			Continue
General Services         Service Requests         GSTN Registration         Inquiry Facility         Stop Cheque         Income Tax e-Filing Login	5	us	
NIRBAN GUHA		0.00 Cr.	_
General Services: Complaint Manager New Complaint/Request Account Type" Request Type" Select Category" Select Category Typ Select Category Sul Select Account Customer Name Mobile Number (E.g E-Mail Id"	st be*	int/Request > New Complaint/R Own Accounts O C Select Select Select Leema Roselin -	
Pin Code* Remark <del>a</del>			

General Services: Complaint Management > Track Status > View Status of Complaint/Request

Enter your complaint/request reference no.*	Track Status	
Search	Enter your complaint/request reference no.*	
	Search	

Continue

General Services: Complaint Management > Complaint/Request History > View Complaint/Request History

#### View Complaint/Request History

0	ate From (dd-MM-yyyy):	18-11-2021	<b>**</b>
C	ate To (dd-MM-yyyy):	18-11-2022	
Search			

### 18. Security Features:

- Set Login Time restrictions.
- Manage Beneficiaries-You Can Add/Modify/Delete the beneficiaries receiving funds from your accounts.
- Various Level of Limits E.g. Overall Account Level, User Level, No. of beneficiaries, Type of Transactions etc.
- Additional Factor of Authentication in the form of One Time Password or Digital Certificate.
- In order to further strengthen our Internet Banking system and make the system more secure from various cyber-attacks, "PNB IBS Shield" has been introduced for all corporate users. Under IBS Shield, a User has to set his image, Phrase & register for seven Challenge questions.
- **"VeriSign Secure site"** certification from Safe Script Ltd. All information sent to this site is encrypted and protected from third parties.
- Passwords are cryptic and difficult to crack (Combination of Alpha-numeric & special character)

### 19. Safeguards:

- Do not reveal password(s) over phone, mail etc. to any person including Bank.
- The passwords can be changed as frequently as you wish.
- An alert on your Home page shows the expiry periods for your passwords, the moment you log in. Please change the password(s) before the passwords are expired or when the system prompts you to do so.
- Do not click on website links/attachments in un-known /suspicious emails. These links may take you to replica of bank's website and ask for keying in your user id & password(s). Bank will never send any e-mail requesting to provide User Id/Password and other sensitive information.
- In case of doubt, reconfirm the PNB's website by double clicking the "padlock" symbol/icon at the bottom right of the web page to ensure the site is running in secure mode before you input any confidential/sensitive information.
  - Clicking on the "padlock" symbol/icon and server certification will display details of the server certification in favour of Punjab National Bank.

- To ensure a safe and genuine login, always enter bank's website through www.pnbindia.com
- In case you receive any call, please confirm that the call is from authorized person of the bank.

### 20. Contact Us:

### Contact centre:

1800 103 2222/ 1800 180 2222 (All India Toll Free Number)

0124-2340000(Tolled Number, Accessible from mobile also)

Email ID:

ibshelpdesk@pnb.co.in, ibscorporate@pnb.co.in

### 21. Flowcharts for quick reference:

### 1. How to get Admin User ID & Password (for details click here):



# **ຕ່ວາເລ ຕັ້ອາອາດາ ລ້ຳກ 🤟 ρບດງດb ດດtioດດໄ bດດk** 5. <u>Bulk Beneficiary Addition (for details click here)</u>:

