

Travelex Global Business Payments

# GlobalPay Alliance

## User Guide

# TABLE OF CONTENTS

<b>1. INTRODUCTION</b>	4
<b>2. PAYMENTS GLOSSARY</b>	5
<b>3. GLOBALPAY ALLIANCE FEATURES</b>	6
<b>4. OVERVIEW</b>	7
4.1 Entering the Site	7
4.2 Welcome Page	7
<b>5. MANAGING BENEFICIARIES</b>	9
5.1 Adding a Beneficiary	9
5.2 Search a Beneficiary	11
5.3 Correcting Beneficiary Information	12
5.4 Removing a Beneficiary	13
5.5 Beneficiary Bank Look up	13
<b>6. TRAVEL RULE</b>	15
6.1 Managing Remitter	15
6.2 Managing an Ordering FI	15
<b>7. TRANSACTION ENTRY</b>	17
7.1 Draft or Wire	19
7.2 Scheduled Payments	19
7.3 Editing on Order	20
7.4 Deleting an Order	20
7.5 Domestic Terms Ordering	21
7.6 Saving an Order	21
7.7 Quote and Order	22
7.8 Order Approval and Payment	23
<b>8. DOWNLOADING RECEIPTS</b>	25
<b>9. CONNECTING ERRORS</b>	26
<b>10. TEMPLATES</b>	27
10.1 Reusable Templates	27
10.2 Customized Templates	27
10.3 Automatic Templates	27
10.4 Save Current Order as Template	28
10.5 Use an Existing Template	28
10.6 Delete a Template	29
10.7 Manage Template Access	30

<b>11. REVIEWING ORDERS</b>	31
11.1 Reviewing Order History	31
11.2 Order Summary Report	32
11.3 Order Detail Report	32
11.4 Client Report	33
<b>12. FORWARD CONTRACTS</b>	35
12.1 Entering a Forward Contract	35
12.2 Generating a Forward Report	36
<b>13. CURRENCY LIST &amp; ABBREVIATION</b>	37
<b>14. FRONT END OFAC SCREENING</b>	38
14.1 Screening Lists	38
14.2 List Details	38
14.3 Screened Beneficiary Details	39
14.4 Screening Transactions	40
14.5 Transaction Screening Process	41
14.6 Reviewing a Sanction Case	41
14.7 Waiving or Failing a Sanction Case	42
14.8 Sanction Reports	43
<b>15. USER MANAGEMENT</b>	45
15.1 Print and Request Reprint User Management	45
15.2 Void Same Day Drafts User Management	46
15.3 Access Stop Payment Form User Management	48
15.4 Access Draft Stock Order Form User Management	49
<b>16. DRAFT PRINTING</b>	51
16.1 Viewing the Draft Print Queue	51
16.2 Printing a Draft	52
16.3 Printing Multiple Drafts	54
16.4 Printing All Drafts	54
16.5 Requesting a Draft Reprint	54
16.6 Reporting on Printed Drafts	56
<b>17. VOIDING SAME DAY DRAFTS</b>	58
17.1 Void a Same Day Draft	58
17.2 Print Draft Certificate of Destruction	59
<b>18. ONLINE DRAFT FORMS</b>	61
18.1 Draft Certificate of Destruction Form	61
18.2 Draft Stop Payment Form	62
18.3 Draft Stock Order Form	63
<b>19. ONLINE SUPPORT</b>	65

# 1. INTRODUCTION

Welcome to Travelex's GlobalPay Alliance (GPA). GlobalPay Alliance can save both time and effort in global payment management, enabling you to order drafts and wires over the Internet in just a few simple steps and receive real-time quotes online.

This GlobalPay Alliance Guide provides step-by-step instructions on how to access and use the system, together with helpful tips on how service providers can get the most out of it.

You will discover how convenient and easy it is to:

- Build orders any time and get real-time quotes during market hours.
- Generate templates for frequently placed orders.
- Enhance accuracy with built-in safeguards against error.
- Manage payments in a secure, paperless environment.

GlobalPay Alliance is open 24 hours a day, 7 days a week for you to build orders and create templates.

**You can get instant quotes at any time that markets in your region are open.**

## 2. PAYMENTS GLOSSARY

### **Spot Contracts**

A spot contract is the purchase or sale of one currency for another at a fixed rate. A spot exchange typically has a two-day delivery. Foreign drafts and wire transfers both require the use of spot contracts:

### **Drafts**

Drafts are negotiable instruments drawn by, or on the instruction of, Travelex on a foreign bank located in the beneficiary's country in the currency of that country. A spot contract is used to purchase foreign currency so that a foreign draft may be issued. Once the beneficiary has received the draft, they may deposit it into their local account and the draft will be processed similar to clearing a domestic check.

### **International Wire Transfers**

An international wire transfer is an electronic transfer of funds from one financial institution to another through Tested Telex or SWIFT. Funds transferred through these mechanisms are immediate and irrevocable. International wires can be processed using a spot contract to obtain a foreign currency, for direct credit to a beneficiary's account at an overseas financial institution. They can also be sent in U.S. dollars, however, most international accounts are held in the primary currency of the designated country.

### **International Wire Notes**

For the benefit of you and your suppliers and customers, all international wires will be defaulted to a foreign currency wire unless you instruct us otherwise. This allows us to provide a competitive conversion rate and reduce intermediary financial institution costs.

All foreign currency wires are value dated two business days after payment has been received. This means, but does not guarantee, that the funds will be in the beneficiary's account within two days. Some financial institutions and countries take extra time before depositing the money into the beneficiary's account.

### **Forward Contracts**

A forward contract is an agreement for the purchase or sale of a foreign currency at a fixed rate with delivery at a specified time in the future. A contract can be fixed, or open: Fixed means that the exchange will take place on a specified date in the future, while an open contract provides a period of time in the future during which the exchange can take place. In the latter situation, the entire

# 3. GLOBALPAY ALLIANCE FEATURES

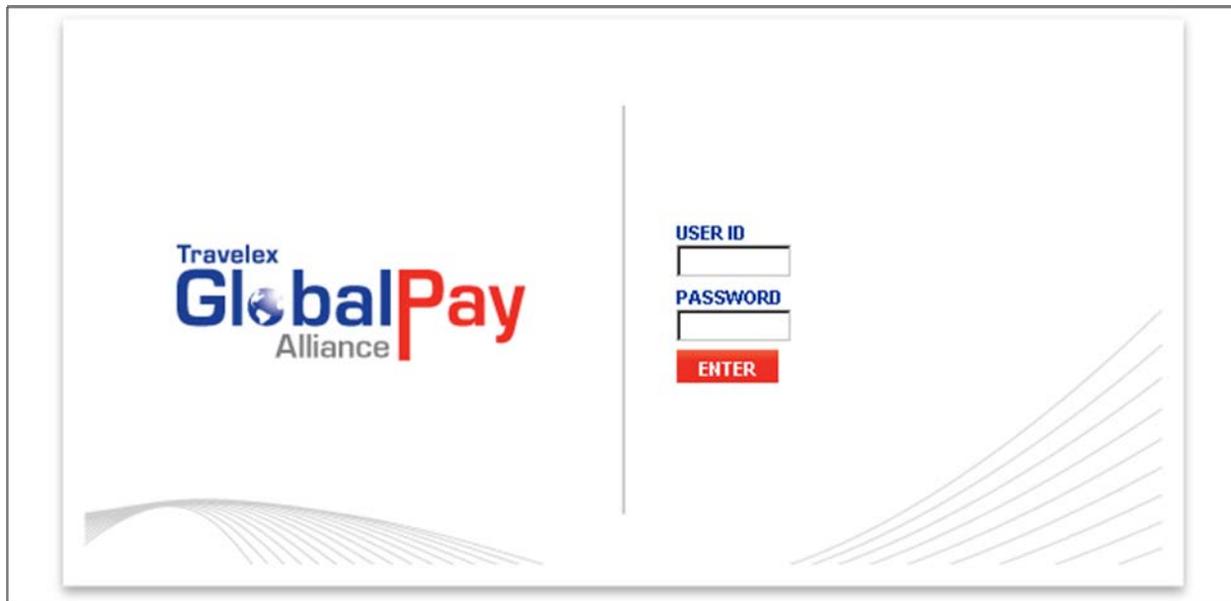
Feature	Description
<b>One time Beneficiary Entry:</b>	Our beneficiary input form allows you to enter all necessary information once for use multiple times.
<b>Easy Beneficiary Selection:</b>	A drop-down menu shows only relevant beneficiaries for a particular product-currency combination.
<b>Domestic Terms Ordering:</b>	You can specify your purchase in terms of dollars instead of foreign currency, by putting an asterisk in front of the amount.
<b>User Defined Templates:</b>	You can create your own templates to make repetitive transactions easier.
<b>EMU Compliant:</b>	GlobalPay Alliance is compliant with European Monetary Union (EMU) guidelines and conversion rates.
<b>Convenient Reporting:</b>	You can generate reports on prior transactions based on user defined

# 4. OVERVIEW

## 4.1 Entering the Site

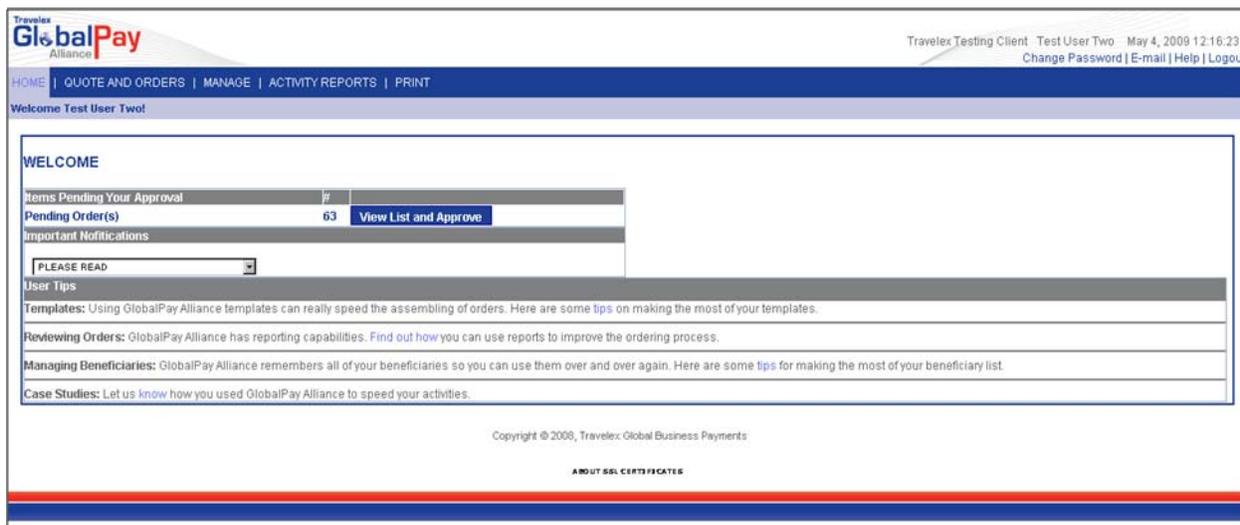
As a registered user of GlobalPay Alliance, simply go to Travelex's GlobalPay Alliance site, <http://www.fx4business.com/>

Enter your user name and password.



*\*\*Remember: Passwords are case sensitive.*

## 4.2 Welcome Page



From the welcome page, you can choose the following options from the top navigation bar

<b>Home</b>	Will bring the user back to the welcome page.
<b>Quote &amp; Order</b>	This screen allows you to obtain quotes, or place orders for drafts and wires. This page also provides access to transaction templates.
<b>Forward Contract</b>	This screen allows you to obtain quotes, or place orders for forward contracts
<b>Manage:</b>	Takes the user to Manage pages for Beneficiaries, Remitters. Ordering Institutions, File uploads Template Formats.
<b>Activity Report:</b>	This screen allows the user to run transactional based reports.
<b>Help</b>	An on-line reference manual.
<b>Logout</b>	Logout of GlobalPay Alliance

# 5. MANAGING BENEFICIARIES

## 5.1 Adding a New Beneficiary

From the **Welcome** page of GlobalPay Alliance, click **Manage > Beneficiaries** from the top navigation bar.

This will take you to the **New Beneficiary Entry Screen**.

 Wires  Drafts'. The form fields are organized into two columns: 'Beneficiary's Mailing Address' and 'Other Information'. The 'Beneficiary's Mailing Address' column includes fields for 'Beneficiary Name\*', 'Short Name', 'Country\*', 'Currency\*', 'Street Address\*', 'City\*', 'Postal/Zip Code', 'Prov/State', and 'Country\*'. The 'Other Information' column includes fields for 'Ref. Comments', 'Email Address', 'Payment Track?' (with a checkbox and a red error icon), and 'Remitter'. At the bottom of the form are three buttons: 'Reset form', 'Create New Beneficiary', and 'Create and Pay Beneficiary'."/>

Each beneficiary is associated with a particular currency. If you will be sending several currencies to one beneficiary, you will need to create a separate beneficiary for each currency.

- Choose which product(s) you want to send the beneficiary: **drafts, wires, or both**. For wires, significantly more information is required, including banking details.
- GlobalPay Alliance users must populate certain key fields when adding beneficiaries. If information is missing, a screen will pop up and tell you what information is missing after you click on the **Add Beneficiary** button.
- The name, country and currency are required for each beneficiary
- To create a beneficiary for a draft then select the check box for - **Set up New Beneficiaries for "DRAFTS"**. When adding a beneficiary for wire then select- **Set up New Beneficiaries for "WIRES"**. These additional fields will appear on screen

The screenshot shows a web form for adding a beneficiary. It is divided into three main sections:

- Beneficiary's Mailing Address:** Includes fields for Street Address\*, City\*, Postal/Zip Code, Prov/State, and Country\* (with a dropdown menu).
- Beneficiary's Bank Address:** Includes fields for Bank Name (where wire sent)\*\* and Swift Code (with a 'Find a Bank' button), Bank Code, IBAN/Account Number\*\* (with a 'Verify IBAN' button), and another set of mailing address fields (Street Address\*\*, City\*\*, Postal/Zip Code, Prov/State, Country\*\*).
- Other Information:** Includes Ref. Comments, Email Address, Payment Track? (checkbox with a red error icon), and Remitter.

At the bottom of the form are three buttons: 'Reset form', 'Create New Beneficiary', and 'Create and Pay Beneficiary'. A callout box with a speech bubble says 'Fill out Beneficiary Information'.

For wires, the following additional information is required:

<b>Bank Name:</b>	Provide the name of the bank to which you are wiring funds.
<b>Bank Code:</b>	This is comparable to the ABA number in the United States.
<b>SWIFT Code:</b>	This is a code that allows banks worldwide to communicate through a secure network environment. The SWIFT code contains up to 11 letters. The first 4 letters stand for the financial institution's name, the next 2 letters represent the currency, the next two letters represent the financial institution's home office and the last 3 letters identify the specific branch, if applicable. If the beneficiary does not provide this code, please call a Travelex Account Manager and we may be able to provide it.
<b>Beneficiary Name:</b>	Provide the beneficiary name.
<b>Account Number:</b>	Provide the account number of the beneficiary to which funds should be transferred. Also the field where an IBAN or C.L.A.B.E. would be entered.
<b>Beneficiary Bank Address:</b>	Be as complete as possible with the address.
<b>Beneficiary Address:</b>	Be as complete as possible with the address.
<b>Beneficiary Payment Notification:</b>	Check the Payment Track box and enter an e-mail address if you want your beneficiary to be notified that an incoming payment should be expected.
<b>Reference Comments:</b>	Enter any permanent notes for this beneficiary. These notes are for customer use only and will not be passed on to the beneficiary.
<b>Correspondent Bank Information:</b>	If it is necessary to use a correspondent bank or if the beneficiary specifically requests the use of a correspondent, enter the requested information.
<b>Remitter:</b>	Enter your company name. Financial Institution Clients enter ordering customer name.

- When you are finished entering the Beneficiary Information, click on **“Create New Beneficiary”**.
- If you wish to start over, simply click **Reset Form** and all fields will be cleared.
- If you would like to create a transaction using this new beneficiary, click on **“Create and Pay Beneficiary”**.

## 5.2 Search a Beneficiary

From the top navigation bar of the welcome page select **Manage Beneficiary**. Then Click on **“Advanced Search”**.

Travelex GlobalPay Alliance

Travelex Testing Client Test User Two May 4, 2009 13:9:30  
Change Password | E-mail | Help | Logout

HOME | QUOTE AND ORDERS | MANAGE | ACTIVITY REPORTS | PRINT

Manage >> Manage Beneficiary

Manage Existing Beneficiaries

Look Up Existing Beneficiaries: [- Select a Beneficiary ->] Review Update View Audit Information

Advanced Search

Create New Beneficiary

To create a new beneficiary, click on the link below

- Fields marked with (\*) are required

- Fields marked with (\*\*) are optional

Set up a new beneficiary for\*  Wires  Drafts

Beneficiary Name\* Short Name Country\* Currency\*

Beneficiary's Mailing Address Other Information

Street Address\* Ref. Comments

City\* Prov/State Email Address

Postal/Zip Code Country\* Payment Track?  Remitter

Reset form Create New Beneficiary Create and Pay Beneficiary

From here the user can do a search by the following fields.

Travelex GlobalPay Alliance

Travelex Testing Client Test User Two May 4, 2009 13:24:53  
Change Password | E-mail | Help | Logout

HOME | QUOTE AND ORDERS | MANAGE | ACTIVITY REPORTS | PRINT

Manage >> Manage Beneficiary

Search Beneficiary

Search Criteria

Beneficiary Name: [- Select an Option ->]

Short Name: [- Select an Option ->]

Product: [- Select Product ->]

Currency: [- Select Currency ->]

Status: [- Select Status ->]

Created From Date: [mm/dd/yyyy]

Created To Date: [mm/dd/yyyy]

Search Cancel

Message Center

Enter your search criteria. You may use any one or all the fields.

After entering search information click **Search**. Cancel to go back to **Manage Beneficiary** page.

## Search Results

Travellex Testing Client Test User Two May 4, 2009 13:28:46  
Change Password | E-mail | Help | Logout

HOME | QUOTE AND ORDERS | MANAGE | ACTIVITY REPORTS | PRINT

Manage >> Manage Beneficiary

**Beneficiary Search Result**

**Wire Beneficiaries: 3 record(s)**

ID	Name	Last Payment On	Currency	Bank Name	Bank City	Account No.	Swift No.	Status	Short Names
1398220	DAVE JONES	May 4, 2009 11:55:48	EUR	Deutsche Bundesbank	BERLIN	898767876	MARXDEF1100	Active	
1398351	GBA BENE	May 4, 2009 12:10:48	GBP	Barclays Bank PLC	LONDON	908787987	BARCGB21XXX	Active	
1398242	HKD TEST BENE	May 4, 2009 9:15:35	HKD	Hong Kong Monetary Authority	HONG KONG ISLAND	8987678876	HKMAHKHCXXX	Active	

**Draft Beneficiaries: 6 record(s)**

ID	Name	Last Payment On	Currency	Address	City	Country	Status	Short Names
1399240	CHF TEST BENE	May 4, 2009 9:10:18	CHF	Not Available	Not Available	Not Available	Used One Off	N/A
1398220	DAVE JONES	May 4, 2009 9:4:43	EUR	Not Available	Not Available	Not Available	Used One Off	N/A
1391310	JOHN DOE	Apr 17, 2009 12:17:21	USD	Not Available	Not Available	Not Available	Used One Off	N/A
1398338	JPY BENE	May 4, 2009 11:55:48	JPY	Not Available	Not Available	Not Available	Used One Off	N/A
1398220	KIM CHANG	May 4, 2009 9:4:43	HKD	Not Available	Not Available	Not Available	Used One Off	N/A
1399238	NEW ZEALAND AUTO	May 4, 2009 11:26:49	NZD	Not Available	Not Available	Not Available	Used One Off	N/A

Copyright © 2008, Travellex Global Business Payments

From here the user can Update Information on the record, do a **New Search**, or **Cancel** to go back to **Manage Beneficiary**.

## 5.3 Correcting Beneficiary Information

If you have added a beneficiary to an order, but have not submitted the order (e.g. you have not yet pressed **Order**) simply edit the incorrect information by going to the “**Manage Beneficiary**” screen and selecting the appropriate beneficiary from the “**List of Current Beneficiaries**”. Click on “**Update**” and make the necessary changes. Once all changes are made, click “**Update**” at the bottom of the page or “**Cancel**” to retain the original information or “**Update and Pay Beneficiary**” to create a transaction using that beneficiary.

Manage Existing Beneficiaries

Look Up Existing Beneficiaries: [- Select a Beneficiary -]

Advanced Search

Create New Beneficiary

Set up a new beneficiary for:

Beneficiary Name

Street Address

City

Postal/Zip Code

Country

Country

Currency

Other Information

Ref. Comments

Email Address

Payment Track?

Remitter

Reset form | Create New Beneficiary | Create and Pay Beneficiary

If you have added an incorrect, but new, wire beneficiary to an order and the order was submitted, please contact a Travellex representative.

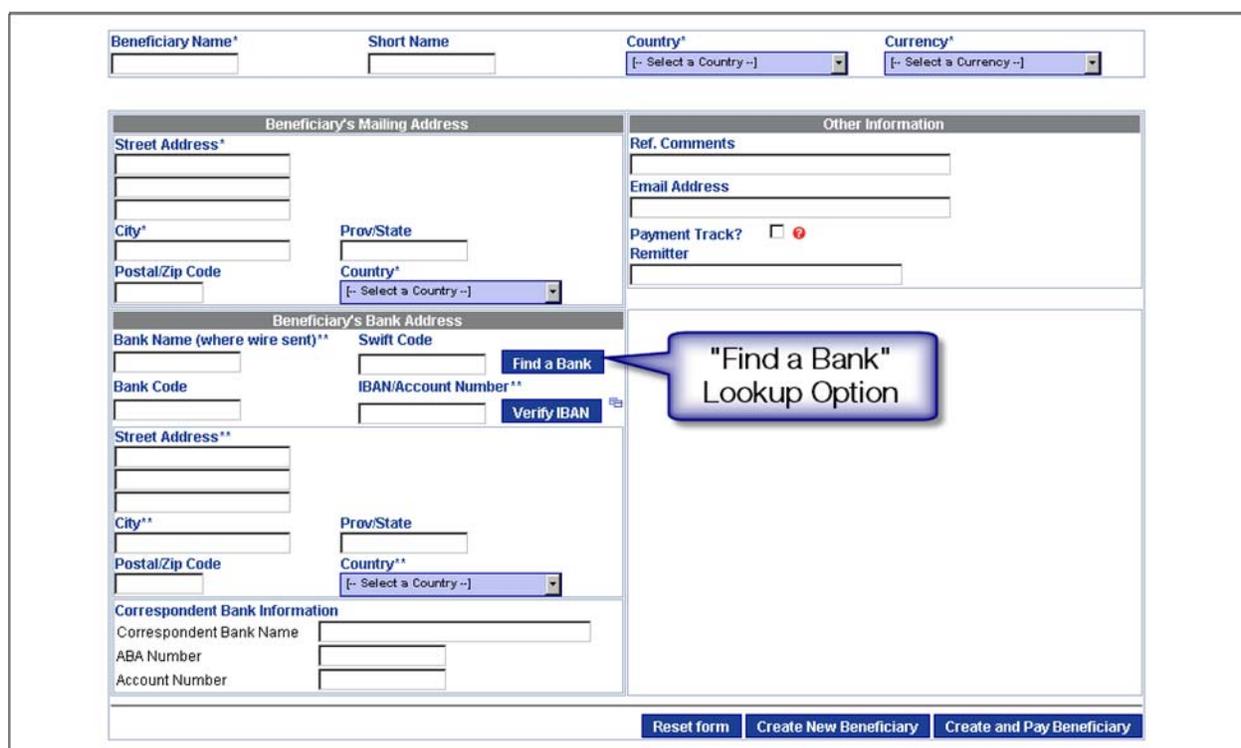
## 5.4 Removing a Beneficiary

To remove a beneficiary, select the appropriate beneficiary from the “List of Current Beneficiaries” and then select **Update/Disable**. Review the beneficiary information and if you are sure you want to remove this beneficiary, click **Disable** at the bottom of the page.

## 5.5 Beneficiary Bank Lookup

When creating a Wire Beneficiary, GlobalPay Alliance provides a Bank Lookup option which allows you to search for a beneficiary bank details and select a bank from the list provided. This online bank search feature ensures quick access within the GlobalPay Alliance application to current bank details and eliminates the need to manually enter the bank details.

When creating a Wire beneficiary, the **Bank Lookup** button is presented.



The screenshot shows a web form for creating a wire beneficiary. At the top, there are fields for Beneficiary Name, Short Name, Country (dropdown), and Currency (dropdown). Below this are two main sections: Beneficiary's Mailing Address and Beneficiary's Bank Address. The Mailing Address section includes Street Address, City, Postal/Zip Code, Prov/State, and Country (dropdown). The Bank Address section includes Bank Name (where wire sent), Swift Code, Bank Code, IBAN/Account Number, and another Street Address, City, Postal/Zip Code, Prov/State, and Country (dropdown). A blue button labeled "Find a Bank" is positioned next to the Swift Code field. A callout bubble points to this button with the text "Find a Bank Lookup Option". At the bottom of the form, there are three buttons: "Reset form", "Create New Beneficiary", and "Create and Pay Beneficiary".

To search for a bank, you must provide at least:

- The Bank Name or a portion of the name
- The Bank City or a portion of the city name
- The country (select from the pick list provided in the Country field).

**Note:** All the fields are enabled for wild card lookup. This allows you to enter a portion of the search data. If you enter text **without** the wildcard symbol “%”, the search results will provide any records that have this text at the beginning of the name (e.g. “**Toronto**” for the bank name will return records like “Toronto-Dominion Bank”). If you add the wildcard symbol “%” in front of or behind the

search data the search results will provide any records that contain the data (e.g. “%york%” for the bank name, it will return any records with containing this text such as “Gotham Bank of New York”). To review the full bank details from the search list, position the mouse over the item number beside the details and a box will appear with that bank’s details.

The screenshot shows a form with several sections:
 

- Beneficiary's Mailing Address:** Fields for Street Address, City, Postal/Zip Code, Prow/State, and Country.
- Beneficiary's Bank Address:** Fields for Bank Name, Swift Code, Bank Code, IBAN/Account Number, Street Address, City, Prow/State, and Country.
- Correspondent Bank Information:** Fields for Correspondent Bank Name, ABA Number, and Account Number.
- Other Information:** Fields for Ref. Comments, Beneficiary Email Address, Payment Track?, and Remitter.
- Bank Lookup Results:** A list of search results with radio buttons. A tooltip points to the first item, and a popup window displays detailed information for that bank, including its name, branch, Swift Code, Bank Code, Type, Institution, Office Type, and Address.

To select a bank from the search list, click on the radio button beside the item. The bank fields will be populated with the selected bank’s information.

This screenshot shows the same form as above, but with the bank lookup results popup expanded. The first item in the list is selected, and its details are populated in the form fields:
 

- Bank Name (where wire sent):\*\*** Commonwealth Bank
- Swift Code:** CTBAAU2SXXX
- Bank Code:** 765789
- IBAN/Account Number:\*\*** (empty)
- Street Address:\*\*** (NBFI Agency to 062-031)
- City:\*\*** SYDNEY
- Prow/State:** New South Wales
- Postal/Zip Code:** 2000
- Country:\*\*** Australia

 The popup window shows the selected bank's details, including its name, branch, Swift Code, Bank Code, Type, Institution, Office Type, and Address.

# 6. TRAVEL RULE

## 6.1 Managing Remitters

You will need to create and attach the Remitter and/or Ordering FI information to line items for wires that have a local equivalent value of US Dollars \$ 3,000.00 or more. To add a remitter, complete the following:

Mouse over the option “**Manage**” and in the drop down list click on “**Manage Remitter**”. The following will be displayed:

Travellex GlobalPay Alliance

Travellex Testing Client Test User Two May 4, 2009 13:53:23  
Change Password | E-mail | Help | Logout

HOME | QUOTE AND ORDERS | MANAGE | ACTIVITY REPORTS | PRINT

Manage >> Manage Remitters

Manage Beneficiary  
Manage Remitter  
Manage Ordering FI

**Add Remitter**

Type A ?      Type B ?      Optional ?

BIC :      Remitter Name :      Account Number :      Link FI : [- Select an FI -]  
Account Number :      Unit/Apt :      Street Address :      Email Address :  
City :      Country : [- Select a Country -]  
Postal/Zip Code :      State/Prov. : [- Select a State/Province -]

Payment Track?  ?

Reset   Add Remitter   Add Remitter and Pay

Message Center  
Please provide BIC (Type A) OR Name/Address Details (Type B). If settlement is by debit, please also provide the account number information.

1. Enter the Remitter data for **Type A** or **Type B** remitters as explained in the Message Center box or Click on the ‘?’ icon for clarification.

When all required data is entered, select the **Add Remitter** button. Make sure you check the Message Center box in the middle of the screen to confirm that “**Remitter ‘XXXXX’ has been added successfully**”.

## 6.2 Managing an Ordering FI

To add an ordering FI, complete the following:

1. Mouse over the option “**Manage**” and in the drop down list click on “**Manage Ordering FI**”. The following will be displayed:

Travellex GlobalPay Alliance

Travellex Testing Client Test User Two May 4, 2009 13:58:11  
Change Password | E-mail | Help | Logout

HOME | QUOTE AND ORDERS | MANAGE | ACTIVITY REPORTS | PRINT

Managing Ordering FI Information

Manage Beneficiary  
Manage Remitter  
Manage Ordering FI

**Add Ordering FI**

Type A ?      Type B ?

BIC :      Ordering FI Name :      Institution ID :  
Unit/Apt :      Street Address :  
City :      State/Prov. : [- Select a State/Province -]  
Postal/Zip Code :      Country : [- Select a Country -]

Reset   Add Ordering FI

Message Center  
Please provide (Type A) the BIC OR (Type B) the Name, Institution ID and Address Details to add a new Ordering FI

2. Enter the Ordering FI data for **Type A** or **Type B** Financial Institutions as explained in the **Message Center box** or click on the ‘?’ icon for clarification.
3. When all required data is entered select the **“Add Ordering FI”** button. (Note – the list of Ordering FI’s already created in the system is displayed on the bottom of the page in descending alphabetic order by FI Name (if only a BIC these will be at the bottom of the list in alphabetic order by BIC).
4. Make sure you check the Message Center box in the middle of the screen to confirm that **“An Ordering FI BIC or Name ‘XXXXX’ has been successfully added”**.

To update an Ordering FI, complete the following:

1. From the **Manage Ordering FI page**, locate the remitter that needs to be updated.
2. Click on the **“Update”** button on the far right of the Ordering FI.
3. Update any information that needs to be changed, and click on the **“Update Ordering FI”** button.

If the incorrect Ordering FI is selected, you have the option to cancel the update. If you choose to proceed, you will get an error message if nothing has been updated or a confirmation if the update was successful.

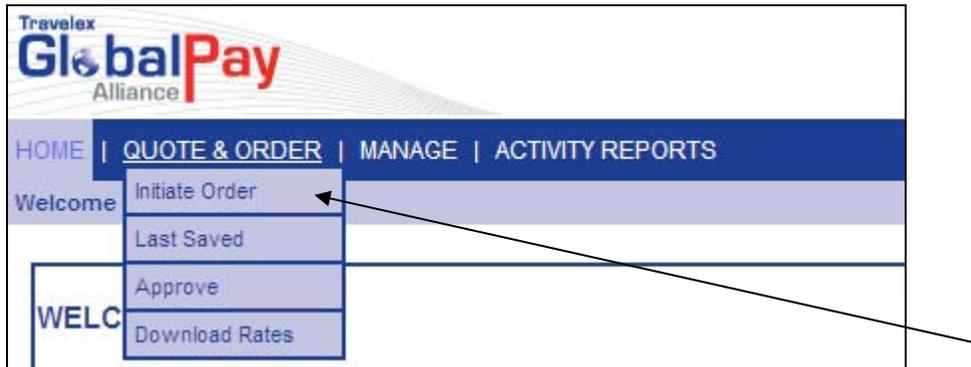
To make an Ordering FI inactive and therefore unavailable for payments, follow these steps:

1. Place a check mark in the **left tick box** beside the intended remitter.
2. Click on the **“Change Status”** button.

You will be asked to confirm, and upon selecting **“Yes”**, you will be notified that the Ordering FI has been updated and you will notice that the status is **“Inactive”**.

## 7. ENTERING A TRANSACTION

From the **Home Page** of GlobalPay Alliance, select the Initiate Order submenu option displayed when you position your mouse over the **Quote & Order** menu option at the top of the navigation bar.



Note: There are four options presented in the Quote & Order sub-menu

- **Initiate Order:** Users select this option to begin creating a new transaction. Users who manage transaction templates will be taken to the Quote page. Users who do not use the template feature will be taken immediately to the Order Entry page. See the “Templates” section for more details on managing and using transaction templates.
- **Last Saved:** Users can quickly access a ‘last saved’ order. This will present the last order created, but not submitted, by the user.
- **Approve:** This option is only shown to users who can approve orders. It provides a list of the items awaiting their approval. Users can still access the Pending Approval list from the Home page of GlobalPay Alliance.
- **Download Rates:** This option is only shown to users who are able to download rates. This functionality was previously available from the old Quote and Order page.

For users who have access to transaction templates, an order can be created either by appending an existing transaction template to the order (see Templates section for further details) or by selecting the Add Payment button.

HOME | QUOTE & ORDER | MANAGE | ACTIVITY REPORTS

Quote

Available Templates >>

**Add Payment**

Purchases												
				Remitter Details		Payment			Base Amt			
<input checked="" type="checkbox"/>	Item id	Your ID#	Beneficiary	Notes to Beneficiary	Name	Account Number	Currency	FX Amt	Rate	Sub Total	Service Charges	Total

To initiate a payment:

- Click on "Add Payment" button
- Alternatively you can work with templates, You can click on a template and choose "Append" or you can drag it and drop in this area.

**Add Payment**

Message Center

The Order Entry Page will be presented.

HOME | QUOTE & ORDER | FORWARD CONTRACT | MANAGE | ACTIVITY REPORTS | PRINT

Quote And Orders >> Payment Entry

Enter Payment Details

Direction	Product	Minor Currency	Amount
<input type="text" value="[- Select a Direction -]"/>	<input type="text" value="[- Select a Product -]"/>	<input type="checkbox"/> <input type="text" value="[- Select a Currency -]"/>	<input type="text"/>

Beneficiary	Available Short Names(Optional)
<input type="text" value="[- Select a Beneficiary -]"/> <a href="#">Review</a> <a href="#">Update</a> <a href="#">Create New</a>	<input type="text" value="[- Select a Short Name -]"/>

One Off Draft Beneficiary	
Name	Country
<input type="text"/>	<input type="text" value="[- Select a Country -]"/>

Your ID#	Notes to Beneficiary	Notes to Traveler
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Payment](#)
[Add & Add Another Payment](#)
[Back](#)

## 7.1 Draft or Wire

The screenshot shows the 'Enter Payment Details' form in the Travelex GlobalPay system. The form includes the following fields and options:

- Direction:** A drop-down menu with 'BUY' selected.
- Product:** A drop-down menu with 'WIRE' selected.
- Minor:** A checkbox that is currently unchecked.
- Currency:** A drop-down menu with the placeholder text '[- Select a Currency -]'. To its left is a small square icon.
- Amount:** An empty text input field.
- Beneficiary:** A drop-down menu with the placeholder text '[- Select a Beneficiary -]'. To its right are buttons for 'Review', 'Update', and 'Create New'.
- Available Short Names(Optional):** A drop-down menu with the placeholder text '[- Select a Short Name -]'.
- Your ID:** An empty text input field.
- Notes to Beneficiary:** An empty text input field.
- Notes to Travelex:** An empty text input field.
- Settlement Account Details:** A drop-down menu with the placeholder text '[- Select an Account -]'.

At the bottom right of the form are two buttons: 'Add Payment' and 'Add & Add Another Payment'.

1. Select either **“Wire”** or **“Draft”** from the drop-down list under **“Product”**.
2. Choose a currency by clicking on the drop-down list and selecting a currency. Each currency is identified by a standard three letter abbreviation (see section titled **“Currency List and Abbreviations”**). For example, USD stands for U.S. Dollar, EUR stands for Euro, GBP stands for Great British Pound, etc.
3. Type in the amount of the currency that you wish to buy (for example, to buy 10,000 British Pounds, select **“GBP”** from the currency drop-down list, and type in **“10000”** in the **“Amount”** field). If you need to buy a minor currency, click the **“Minor”** box and then select the appropriate currency.
4. From the **“Beneficiary”** drop-down list, choose the company to whom the draft or wire will be issued. Note that only beneficiaries that are applicable for each transaction type are shown in the drop-down list.
5. Once a beneficiary is selected the user can **“Review”** the full details, **“Update”** the Beneficiary record or **“Create a New Beneficiary”** if required.
6. Any information (e.g. Invoice number) that needs to be passed on to your beneficiary can be entered in the field **“Notes to Beneficiary”**. Likewise, any notes needing to be passed on to Travelex can be entered in the field **“Notes to Travelex”**.
7. To add the current payment to the existing order, click on **“Add Payment”**. To remain in this screen to continue with more line items, click on **“Add & Add Another Payment”**.

Continue adding wires or drafts until complete.

## 7.2 Scheduled Payments

Using the **“Scheduled Date”** field on the order form, you can store details for a future order date. Once an order is approved, the order will automatically be executed and completed on the day of the scheduled payment.



Simply create an order as usual, and select the date the payment should be initiated from the calendar option presented.

### 7.3 Editing an Order

To edit a line item on the order, click the **check box** on the far right of the line, and then select **Update** from the Action button's submenu list. Be sure to click "**Update**" after you make your changes.

HOME | QUOTE & ORDER | FORWARD CONTRACT | MANAGE | ACTIVITY REPORTS | PRINT

Quote

Date: Mar 30, 2010 10:29:12  
Base Currency: USD

Available Templates

Scheduled Payments  
Base Currency: Select settlement currency

Hide Order Summaries

Action Add Payment Re-quote Order Post For Approval

Update

Delete

Save

Save As

Clear

Order Summaries										Sub Total	Service Charges		Total	Profit			
Currency	Payments Count	Amount	Rate	Base Amt	Service Charges					Cost	Your	Customer	Fx	Service Charges	Total		
CAD	1	100	0.9533	95.33	25												
Purchases										Sub Total	Cost	Your	Customer	Total	Fx	Service Charges	Total
Item id	Remitter	Rating	Beneficiary	Currency	FX Amt	Cost	Spread	Customer									
<input checked="" type="checkbox"/>	2073492	★★★★☆	ANDY WOOD	CAD	100.0	0.9415	1.25	0.9533	95.33	10	15	25	120.33	1.18	15	16.18	
<b>Totals (USD):</b>										<b>95.33</b>	<b>25.00</b>	<b>120.33</b>	<b>1.18</b>	<b>15</b>	<b>16.18</b>		
<b>Grand Totals (USD):</b>										<b>95.33</b>	<b>25.00</b>	<b>120.33</b>	<b>1.18</b>	<b>15</b>	<b>16.18</b>		

### 7.4 Deleting an Order

To delete a line item on the order, click the **check box** on the far right of the line, and then select Delete from the Action button's submenu list.

HOME | QUOTE & ORDER | FORWARD CONTRACT | MANAGE | ACTIVITY REPORTS | PRINT

Quote

Date: Mar 30, 2010 10:29:12  
Base Currency: USD

Available Templates >>

Scheduled Payments  
Base Currency: Select settlement currency

Hide Order Summaries

Action Add Payment Re-quote Order Post For Approval

Order Summaries

- Purchases
 

Currency	Payments Count	Amount	Rate	Base Amt	Service Charges
CAD	1	100	0.9533	95.33	25

Purchases

Item id	Remitter	Rating	Beneficiary	Currency	FX Amt	Cost	Spread	Customer	Sub Total	Service Charges	Total	Profit	Total			
2073492		★★★★☆	ANDY WOOD	CAD	100.0	0.9415	1.25	0.9533	95.33	10	15	25	120.33	1.18	15	16.18
Totals (USD):									95.33		25.00	120.33	1.18	15	16.18	
Grand Totals (USD):									95.33		25.00	120.33	1.18	15	16.18	

## 7.5 Domestic Terms of Ordering

**A domestic terms ordering example:** Instead of specifying a transaction in Foreign Terms (e.g. Purchase 100,000 British Pounds); you can specify the transaction in your own domestic currency. (e.g. "Purchase 200,000 dollars worth of GBP")

To specify a purchase or sale in domestic terms, place an **asterisk (\*)** in front of the amount. The asterisk indicates that you are specifying a domestic term.

Using the example shown above, instead of entering **100000** in the amount field, enter **\*200000**. The quote you receive will be the amount of GBP that you can purchase with 200,000 U.S. Dollars.

Seq	Product	Payment Currency	Payment Amount
1	DRAFT	USD	*200000

**\* Payment**

## 7.6 Saving an Order

To save an order, select Save from the Action button's submenu list.

HOME | QUOTE & ORDER | FORWARD CONTRACT | MANAGE | ACTIVITY REPORTS | PRINT

Quote

Date: Mar 30, 2010 10:29:12  
Base Currency: USD

Available Templates >>

Scheduled Payments  
Base Currency: Select settlement currency

Hide Order Summaries

Action Add Payment Re-quote Order Post For Approval

Order Summaries

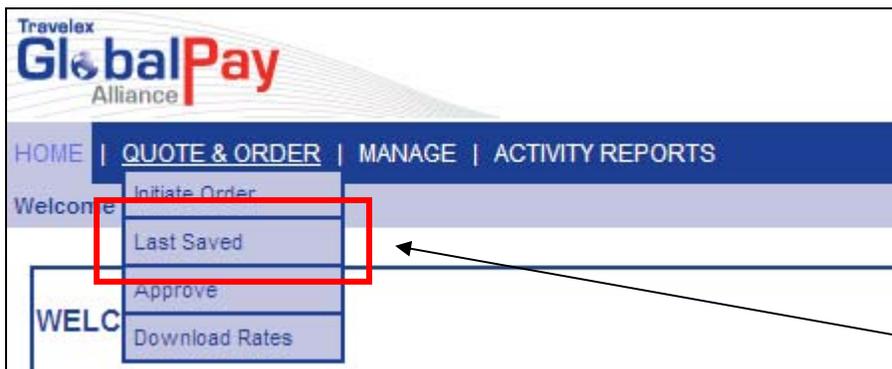
• Purchases

Currency	Payments Count	Amount	Rate	Base Amt	Service Charges
CAD	1	100	0.9533	95.33	2

Purchases

Payment	Rate	Sub Total	Service Charges	Total	Profit											
Item id	Remitter	Rating	Beneficiary	Currency	FX Amt	Cost	Spread	Customer	Cost	Your	Customer	Fx	Service Charges	Total		
2073492		★★★★☆	ANDY WOOD	CAD	100.0	0.9415	1.25	0.9533	95.33	10	15	25	120.33	1.18	15	16.18
Totals (USD):									95.33		25.00	120.33	1.18	15	16.18	
Grand Totals (USD):									95.33		25.00	120.33	1.18	15	16.18	

To access the saved order, select Last Saved in the Quote & Order's submenu list.



The order details will be presented and can be submitted or edited.

## 7.7 Quote and Requote

Once your order is entered, it is quoted automatically. You can select **Re-quote** to obtain the current pricing for each currency in your order.

A pop-up box will appear asking **“Are you sure you want to re-quote this?”** Click **OK** if you want to proceed.

HOME | QUOTE & ORDER | FORWARD CONTRACT | MANAGE | ACTIVITY REPORTS | PRINT

Quote

Date: Mar 30, 2010 10:29:12  
Base Currency: USD

Available Templates >>> Scheduled Payments [Calendar Icon]  
Base Currency: [Select settlement currency]

Hide Order Summaries

Microsoft Internet Explorer  
Do you want to re-quote?  
OK Cancel

Action Add Payment Re-quote Order Post For Approval

Purchases

Currency	Payments Count	Amount	Rate	Base Amt	Total
CAD	1	100	0.9533	95.33	120.33

Purchases

Item id	Remitter	Rating	Beneficiary	Currency	FX Amt	Cost	Spread	Customer	Sub Total	Service Charges	Total	Profit
2073492		★★★★☆	ANDY WOOD	CAD	100.0	0.9415	1.25	0.9533	95.33	10 15 25	120.33	1.18 15 16.18
<b>Totals (USD):</b>									95.33	25.00	120.33	1.18 15 16.18
<b>Grand Totals (USD):</b>									95.33	25.00	120.33	1.18 15 16.18

Action Add Payment Re-quote Order Post For Approval

Message Center

Each currency quotation is an up-to-the-second response that is custom-made for you. You can quote your order as many times as you would like to assess changes in the markets.

Quotes are only available during trading hours (8am to 7pm EST). Cut-off times (all Eastern time zone) for same day processing are as follows:

**FGN Wires/Drafts:** 4:00 pm (Spot)  
**USD:** 4:00 pm (Same Day Value)  
**CAD & MXN:** 3:00 pm (Next Day Value)

**Note:** Any items received after the cut-off times will be processed the following business

If there are delays in obtaining a quote for any reason, a message page will describe the type of problem and ask you to try again. If there is a time delay problem on the Internet, or if there are delays with the incoming rate feeds, a message page will describe the type of problem and ask you to try again. If there is a significant time delay between clicking, you may notice a slight difference in rates. This is a result of the movements in the market at that time.

## 7.8 Order Approval and Payment

If your company has requested dual security during enrollment, then another individual within your organization must approve each transaction. Other users will be notified by e-mail when a transaction is posted for approval.

This message is sent to all Approvers (Verifiers) after the transactions are posted for approval:

**Hello \_\_\_\_\_,**  
**Order Entry of GPA built an order on <Date> <Time> on the GlobalPay Alliance and it is awaiting your approval. If you would like to approve the order now, just click on the link below and then select order reference number <Number>. If the order number does not appear, then it has already been approved by another authorizer at GPA.**

If you need assistance please contact us at [fxsupport@travelexamericas.com](mailto:fxsupport@travelexamericas.com).

Thank you,

<https://order.fx4business.com/cgi-bin/checkbranch.pl/cgi-bin/Display.pl?formName=SummaryReport&requestType=Pending>

Upon approval, you will receive an on-line acknowledgement that the system has received your request. Once the order has been approved by the necessary individuals at your company, Travelex will review it for approval and then debit your account for the transaction amount plus any related fees.

Upon final approval, all users will also be sent an acknowledgement to their e-mail address of record.

This message is sent to all requested recipients after the quote and order process is completed:

**The following message is from the Travelex GlobalPay Alliance.**

**Client Name:** <Name>

**Reference number:** <Number>

**Initiated by:** <User's Name> **on** <Date> <Time> **Approved by:** <User's Name> **on** <Date> <Time>

**This is not a receipt.**

**PURCHASES**

<b>Transaction</b>	<b>Curr</b>	<b>FX Amt</b>	<b>Rate</b>	<b>Base Amt</b>
BUY	EUR	6.20	0.9024	5.59

**Total Purchases:** 5.59

**Service Charges:** 10.00

**Total:** 15.59

**SALES**

<b>Transaction</b>	<b>Curr</b>	<b>FX Amt</b>	<b>Rate</b>	<b>Base Amt</b>
--------------------	-------------	---------------	-------------	-----------------

**Total Sales:** 0.00

**Service Charges:** -0.00

**Total:** 0.00

\*\*\*\*\***DETAILED ITEM SUMMARY**\*\*\*\*\*

**1 BUY EUR                      6.20 WIRE                      JAY BENE EMAIL TEST**

**\* Amount shown is in domestic terms.**

**\*Amount shown is automatically calculated by GlobalPay Alliance.**

# 8. DOWNLOADING RECEIPTS

After you have processed your order, you can obtain a receipt by clicking **Print this page** or you can download the receipt to another program.

The screenshot shows the GlobalPay web interface. At the top, the logo 'GlobalPay Alliance' is visible. The user is logged in as 'Corinne MacMillan Financial Institution' with the role of 'Approver' on 'May 18, 2010 18:34:3'. Navigation links include 'HOME', 'QUOTE & ORDER', 'MANAGE', and 'ACTIVITY REPORTS'. The main content area is titled 'Order' and shows 'Client: Corinne MacMillan Financial Institution' and 'Order ID: 3052478'. A red box highlights the '[Print this page]' link. Another red box highlights the 'Download Receipt' button under the 'Action' menu. Below this, there is an 'Order Summaries' section with a table of purchases:

Currency	Payments Count	Amount	Rate	Settlement Amount	Service Charges	Total
AUD	1	100.0	0.8724	87.24	10.0	97.24

Below the summary is a detailed 'Purchases' table:

Item id	Your ID	Beneficiary	Notes to Beneficiary	Notes to Traveler	Payment			Settlement Amount			
					Currency	FX Amt	Rate	Sub Total	Service Charges	Total	
7269796		CORINNE MACMILLAN1			AUD	100.0	0.8724	87.24	10.0	97.24	
<b>Totals (USD):</b>									<b>87.24</b>	<b>10.0</b>	<b>97.24</b>
<b>Grand Totals (USD):</b>									<b>87.24</b>	<b>10.0</b>	<b>97.24</b>

At the bottom, there is a 'Message Center' with a message: 'Order Processed, Thank you for ordering! This is not a receipt.' To the right, an 'ORDER HISTORY DETAILS' table shows the sequence of operations: Created, Approved, and Ordered, all performed by the Approver on May 18, 2010 at 18:36:46.

Click **Download Receipt** from the “Quote and Order Processed” page.

Save this file as a **.txt file** in the appropriate folder on your computer.

Simply re-open this file on your computer, using a word processor, spreadsheet or accounting program. The data is **comma delimited**.

# 9. CORRECTING ERRORS

You can edit a transaction before the current order is submitted.

- If you are still on the “**Order Entry**” page, simply retype the fields you need to change and click **Update** on the Order Entry page.

Travelex GlobalPay Alliance

Barry Donovan Barry Donovan May 5, 2009 17:56:35  
Change Password | E-mail | Help | Logout

HOME | QUOTE AND ORDERS | MANAGE | ACTIVITY REPORTS | PRINT

Quote And Orders >> Payment Entry

Update/Delete Payment Details

Direction	Product	Minor	Currency	Amount
BUY	DRAFT	<input type="checkbox"/>	CAD - Canadian Dollar	\$5000

Beneficiary: CHRIS D'MACKDADDY [Review] [Update] [Create New] Available Short Names(Optional): [- Select a Short Name -]

Address: 987 Cheeta Way  
City: Toronto  
State: ON  
Zip: WY76TR  
Country: CAN

One Off Draft Beneficiary: Name: Country: [- Select a Country -]

Your ID#: Notes to Beneficiary: Notes to Travelex:

Remitter Details: [- Select Advanced Option -] Search Doug Douglas [Update] [Create New] Ordering FI: [- Select an Ordering FI -]

BIC: Not Available  
Account Number: 9876543  
Unit/Apt: Not Available  
Street Address: 34 Main Street  
City: Anytown  
State/Prov: FL  
Postal/Zip Code: 32807  
Country: United States of America

Retype Entry and Update Here

[Update] [Delete] [Back]

After the current order is submitted

- After you click **Order**, your order is placed immediately, and you cannot “**cancel**” the order yourself through GlobalPay Alliance.

If it is necessary to cancel the transaction, call Travelex immediately. Depending on the status of the order, we may be able to recall the order before it is processed, or reverse it at a minimal cost.

# 10. TEMPLATES

## 10.1 Reusable Templates

Using templates saves time and effort.

Many customers have similar orders each week or month. For example, every Friday you may send 5 wires and drafts, all to the same group of companies, but with different amounts. Instead of re-entering all of the details each week, you can do so once, then save the order as a Template. The following week, simply load the template by clicking **Append**, make any changes to the amounts, and then **submit the order**.

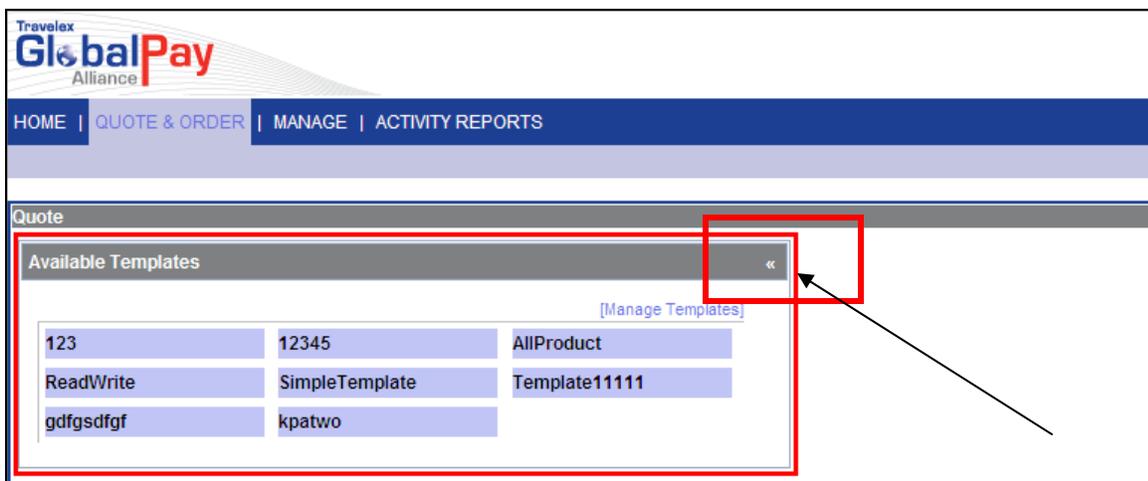
## 10.2 Customized Templates

You can have an unlimited number of templates and you can call them anything you wish. For easier recall, we suggest using short but descriptive names and not using more than 8-10 different templates. Here are some ideas:

- For draft purchases that are made on the same day each week. (e.g. Friday Drafts)
- For purchases that go to specific countries. (e.g. Swiss payments)
- For purchases made by several individuals. (e.g. George's Friday order)

## 10.3 Accessing a transaction template

Users with access to the transaction template functionality will see the 'Available Templates' box in the new Quote screen. Click on the '>>' option to expand the box and to reveal the saved templates. See below.



## 10.4 How to save the current order as a template

To create a new transaction template simply build a payment order and then click **Save As** on the **Action** menu.

The screenshot shows the Travelex GlobalPay Alliance interface. At the top, it displays the user's name 'Aldergrove Credit Union - Sihari Approver' and the date 'Mar 23, 2010 21:34:55'. Below this is a navigation bar with 'HOME | QUOTE & ORDER | MANAGE | ACTIVITY REPORTS'. The main content area is titled 'Quote' and shows the date 'Mar 23, 2010 21:34:54' and 'Base Currency: CAD'. There is a section for 'Available Templates' and a table of order summaries. The table has columns for 'Item id', 'Your ID#', 'Beneficiary', 'Notes to Beneficiary', 'Currency', 'FX Amt', 'Rate', 'Sub Total', 'Service Charges', and 'Total'. A row is highlighted with a red box, and a context menu is open over it, showing options: 'Update', 'Delete', 'Save', 'Save As', and 'Clear'. The 'Save As' option is highlighted with a red box. Below the table, there are 'Totals (CAD):' and 'Grand Totals (CAD):' sections. At the bottom, there is another set of action buttons: 'Action', 'Add Payment', 'Re-quote', 'Order', and 'Post For Approval'.

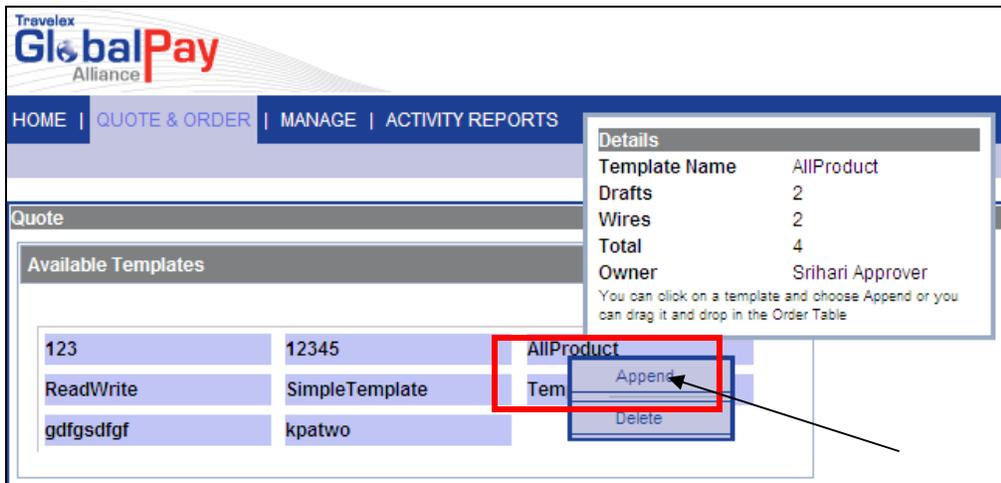
Item id	Your ID#	Beneficiary	Notes to Beneficiary	Payment	Amount				
				Currency	FX Amt	Rate	Sub Total	Service Charges	Total
<input checked="" type="checkbox"/>	2072547	US COMPUTER IMPORTS		USD	1000.0	1.06803	1,068.03	0.00	1,068.03
Totals (CAD):							1,068.03	0.00	1,068.03
Grand Totals (CAD):							1,068.03	0.00	1,068.03

## 10.5 How to use an existing template

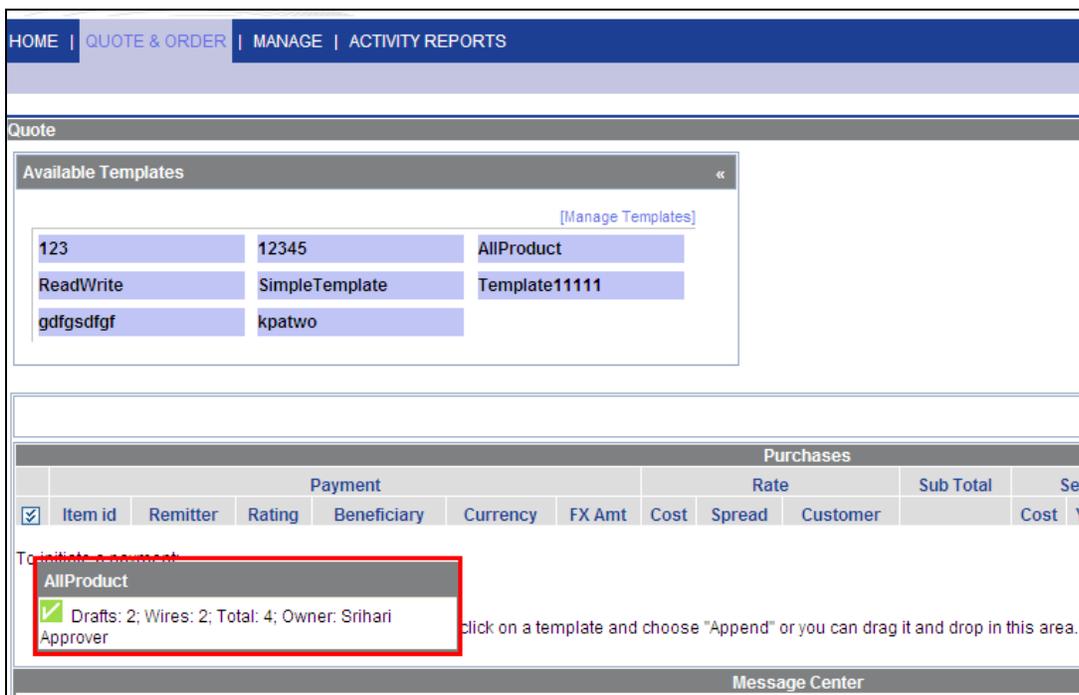
A transaction template can be appended to an order in one of two ways:

- **Option 1:** Click on a transaction template's name and select the 'Append' option from the menu that appears. This will automatically add the template items to the current order.

NB: When the mouse hovers over a template, details of the template appear.



- **Option 2:** Click on a transaction template's name and drag it to the payments (Purchases) area to append the template's items to the current order. When the order is 'dragged', details such as the number of wires and drafts as well as template owner name are provided.



You will know you have positioned the box in the correct location when a check mark appears in the green box.

## 10.6 Delete a Template

Click on the relevant transaction template and two options will appear: Append and Delete.

Select **Delete** to delete the template.

The screenshot shows the Travelex GlobalPay Alliance interface. A 'Details' pop-up window is open, displaying the following information:

- Template Name: AllProduct
- Drafts: 2
- Wires: 2
- Total: 4
- Owner: Srihari Approver

Below the details, there is a note: "You can click on a template and choose Append or you can drag it and drop in the Order Table". In the background, a table of 'Available Templates' is visible, with the 'Delete' button for the 'AllProduct' template highlighted in red.

## 10.7 Managing Template Access

Users can edit the permissions for new or existing transaction templates (where they have 'write' access). Click the **Manage Templates** link in the Available Templates area and select from the following permissions:

- **Read only:** Template can be viewed by all users but cannot be updated.
- **Read Write:** Template can be viewed by all users and it can be updated.
- **Private:** Template can only be viewed by the user who created it.

Click on the **Update Permissions** button to save the changes.

The screenshot shows the 'Manage Order Templates' interface. It contains a table with the following data:

Template Name	Created On	Permissions		
		Read Only	Read Write	Private**
AllProduct	21 OCT 2009 10:57:3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
TestingSaveAS	8 FEB 2010 17:11:3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
TestingSaveAS	8 FEB 2010 17:11:13	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
TestingSaveAS	8 FEB 2010 17:15:37	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
zzzzzz	8 FEB 2010 17:16:37	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
sssssss	8 FEB 2010 17:18:11	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
dddddddddddddd	8 FEB 2010 17:19:58	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
99999999	8 FEB 2010 17:24:57	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
123	11 FEB 2010 18:50:19	Not Available*	Not Available*	<input checked="" type="radio"/>

At the bottom of the table, there are two buttons: **Update Permissions** and **Cancel**.

Notes:

- Note1: \*- You cannot change permission of a private template. Please re-save with an amended name and permission or delete and create afresh.
- Note2: \*\*-Changing the permission of a template to private, will change the permission of this template to Private for all other users.

Copyright © 2008, Travelex Global Business Payments

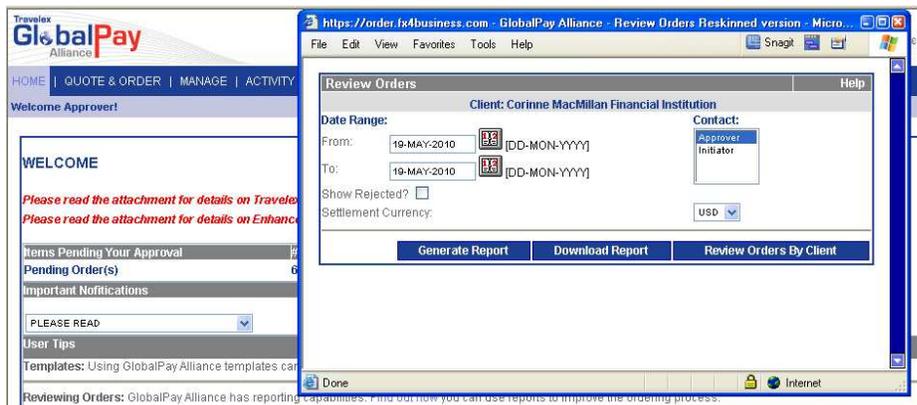
# 11. REVIEWING ORDERS

## 11.1 Reviewing Order History

To review a general summary of past orders click on the **Review Orders** submenu option below the **Activity Reports** menu.



A new window will appear. This window allows you to determine the date range for the report, as well as the names of the contacts for which orders will be reported.



Choose a date range for the report using the format of **DD-MON-YYYY**. (e.g. February 19, 2002 should be entered as 02-MAY-2006).

Choose one or more contacts from the list; to select more than one contact, hold the **control key** down as non-consecutive contacts are chosen, or select the **first contact**, hold the **shift key** down and simultaneously click on the **last desired contact** so that all contacts in between are selected. The report will show orders entered by the contact names chosen.

If you wish to include transactions that were rejected, click on the **Show Rejected box**.

If you wish to include transactions that were scheduled for future payments, click on the **Show Scheduled box**.

Once the criteria have been entered, click the **Generate Report** button, for your **Order Summaries Report**.

## 11.2 Order Summary Report

The report shows the following columns:

- Order ID, which is a number that is generated automatically at the time the order is placed (You can also drill down into a particular Order, by clicking on this item.)
- Web Reference Number, which is provided on the confirmation page at the time of ordering
- Order Date and Time
- The name of the individual who placed the order (contact)
- The number of items in the order
- The order value, which is provided in your base currency (U.S. dollars)

From this report, you can review the previous or next months' summaries by clicking on the appropriate buttons at the bottom of the report.

Order ID	Approved Date	Approved Time	Initiated By	Items	Total Base Amount	Total Fee
2395097	20-JUN-2008	10:31:13	Barry Donovan	1	250.08	0.00
2418844	04-AUG-2008	11:37:35	Barry Donovan	1	492.10	0.00
2563649	14-JAN-2009	11:13:10	Barry Donovan	1	16310.00	0.00
<b>Totals:</b>				<b>3</b>	<b>17052.18</b>	<b>0.00</b>

[Previous Month](#)
[Next Month](#)
[Review Orders](#)
[Print All](#)

## 11.3 Order Detail Report

Drilling down into an order on the “Order Summaries” report shows the individual items within the order.

From the “Order Details” report you can also:

Dir	Product	Ccy	FX Amt	Fee	Rate	Base Amt	Beneficiary	Notes to Beneficiary	Notes to Traveler	Dealer Comment
Buy	DRAFT	CAD	250.00	0.00	1.000300	250.08	CHRIS O'MACKDADDY			
<b>Totals</b>			250.00	0.00		250.08				

Overall Base Ccy Total : 250.08

Sequence ID	Foreign Currency	Foreign Amount
1	CAD	250.00
<b>Total :</b>		250.00

[Append to Current Order](#)
[Download Receipt](#)
[Back](#)
[Next](#)

- Move to the **Previous and Next** order, by pressing the appropriate button in the lower left corner.
- Reuse this order by clicking on the **Append to Current Order** button and adding it to the current order.

**Tip:** If you are frequently going back to a particular order to append it to the current one, you may be able to save a few steps; after you Append the old order to the current order, you can save it as a template for reuse in the future.

Once you are finished reviewing your past orders, you may simply close the window and return to the GlobalPay Alliance **order entry page**.

## 11.4 Client Report

You can review a more detailed report of prior transactions by clicking on the **Client Report** button which is located on the “**Quote and Order**” screen, near the middle of the top frame.

This screen allows you to specify the following information for which orders will be reported: the date and amount ranges, the product(s), currency, individuals who authorized transactions, beneficiaries or a specific ID number.

Complete the appropriate information to generate your desired report. Use the format of **DD-MON-YYYY** to enter dates. ex. February 19, 2002 should be entered as (02-MAY-2006).

To select more than one item in a given field hold the **control key** down as non-consecutive options are chosen, or select the first option, hold the **shift key** down and simultaneously click on the last desired option so that all choices in between are selected.

Once the appropriate criteria have been entered, click the **Generate Report** button, to view your **Client Report**.

The **Client Report** shows the following columns:

- Your ID number (should be your deposit account number, as entered on the order entry screen)
- Order ID number (automatically generated at the time the order is placed)
- Order date
- The amount of the transaction, provided in the foreign currency
- Service charges
- The amount of the transaction, provided in your base currency (U.S. dollars)
- Beneficiary comments

# 12. Forward Contracts

From the home page of GlobalPay Alliance, click the **Forward Contract** button.

The “forward” navigation bar at the top of the screen allows you to perform the following functions:

<b>Create:</b>	Create a new forward contract.
<b>Edit Saved FC:</b>	Edit a saved forward contract.
<b>Approve:</b>	Submit a contract for approval.
<b>Cancel:</b>	If you wish to Cancel or Roll Over any of your Forward Contracts please contact your International Representative.
<b>Drawdown:</b>	Allows users to draw on an existing forward contract.
<b>Reports:</b>	Allows users to generate a report based on any combination of the following criteria: amount, transaction date, maturity date, currency and/or reference number.

## 12.1 Entering a Forward Contract

Complete the appropriate fields pertaining to your desired forward contract:

<b>Direction:</b>	Buy or Sell
<b>Contract Type:</b>	Open or Fixed. Fixed means that the exchange will take place on a specified date in the future, while an open contract provides a period of time in the future during which the exchange can take place.
<b>Contract Amount:</b>	Enter the amount, including decimals
<b>Currency:</b>	Select the currency in which you are buying or selling.
<b>Open Date:</b>	For “Open” contracts, enter the date that you would like the contract to be open for possible trading, using the following format: DD-MON-YYYY.
<b>Maturity Date:</b>	Enter the date that the forward contract will mature, using the following format: DD-MON-YYYY (for fixed contracts, this is the date on which the trade must take place and for open contracts this is the last day in which trading may occur.)
<b>Comments:</b>	Enter any pertinent comments to this transaction.

Once the necessary information has been completed, click on one of the yellow icons at the bottom:

<b>Quote:</b>	Provides a quote on the forward contract.
<b>Quote and Order:</b>	Provides a quote and simultaneously submits the forward contract for approval.
<b>Save as Template:</b>	Saves the forward contract for future use.

**\*\*Important:** Clicking **Quote and Order** is the same as giving your written authorization to proceed with the transaction.

## 12.2 Generating a Forward Report

Select the **“Reports”** menu from the **“Forward”** navigation bar. This will allow you generate a report based on any combination the following criteria: amount, transaction date, maturity date, currency and/or reference number.

**Note:** To select all of the criteria, click on *select all*. If you are choosing more than one criteria, you must select either and or at the end of each line (hint: choosing requires that all of the selected conditions be met, while or will select a forward contract as long as any of the conditions are met).

to  
of

Select the **“Report Type”**, how you want it sorted and in what order (ascending or descending) from the drop-down menus.

Place a **tick-mark** next to the desired criteria and complete the information requested. Then select **Generate Report**.

## 13. CURRENCY LIST & ABBREVIATIONS

Every currency uses a unique three letter abbreviation, derived from the country and currency names.

Country	Currency	Abbreviation	Country	Currency	Abbreviation
Argentina	Peso	ARS	Israel	New Shekel	ILS
Australia	Dollar	AUD	Italy	Euro	EUR
Austria	Euro	EUR	Jamaica	Dollar	JMD
Bahamas	Dollar	BSD	Japan	Yen	JPY
Bahrain	Dinar	BHD	Kenya	Shilling	KES
Bangladesh	Taka	BDT	Korea	Won	KRW
Barbados	Dollar	BBD	Malta	Lira	MTL
Belgium	Luxembourg Euro	EUR	Mauritius	Rupee	MUR
Bermuda	Dollar	BMD	Mexico	Peso	MXN
Brazil	Real	BRC	Morocco	Dirham	MAD
Canada	Dollar	CAD	Netherlands	Euro	EUR
Cayman Island	Dollar	KYD	New Zealand	Dollar	NZD
Costa Rica	Colon	CRC	Norway	Krone	NOK
Cyprus	Pound	CYP	Oman	Rial	OMR
Czech Republic	Koruna	CSK	Pakistan	Rupee	PKR
Denmark	Crone	DKK	Papua New Guinea	Kina	PGK
Dominican Republic	Peso	DRP	Philippines	Peso	PHP
Egypt	Pound	EGP	Poland	New Zloty	PLZ
Europe	Euro	EUR	Portugal	Euro	EUR
Fiji	Dollar	FJD	Saudi Arabia	Riyal	SAR
Finland	Euro	EUR	Singapore	Dollar	SGD
France	Euro	EUR	South Africa	Rand	ZAR
Germany	Euro	EUR	Spain	Euro	EUR
Ghana	Cedi	GHC	Sweden	Krona	SEK
Great Britain	Pound	GBP	Switzerland	Franc	CHF
Greece	Euro	EUR	Tahiti	Franc	XPF
Guatemala	Quetzal	GTQ	Taiwan	Dollar	TWD
Hong Kong	Dollar	HKD	Thailand	Baht	THB
Hungary	Forint	HUF	Trinidad & Tobago	Dollar	TTD
Iceland	Krona	ISK	United Arab Emirates	Dirham	AED
India	Rupee	INR	United States	Dollar	USD
Indonesia	Rupiah	IDR	Venezuela	Bolivar	VEB
Ireland	Republic of Euro	EUR	Zambia	Kwache	ZMK
Ireland	Northern Pound	GBP			

# 14. FRONT END OFAC SCREENING

Front End OFAC screening is available on our global payments application, GlobalPay Alliance. The screening reviews the beneficiary details per transaction and determines if any of the beneficiary details are a potential match to any individuals or entities in the sanctioned lists being used within GlobalPay Alliance.

## 14.1 Screening Lists

The following lists are employed within GlobalPay Alliance are:

- Acuity’s Enhanced OFAC List
- Canadian Economic UN Sanctions
- Canadian Economic Sanctioned Countries
- Cumulative Warning List
- Government of Canada List (OSFI List)

## 14.2 List Details

List Regulatory	Authority	Description/Contents Amended by Issuing	Authority	Updated By	License/ Delivery
OFAC	US Treasury	OFAC - The Office of Foreign Assets Control ("OFAC") of the U.S. Department of the Treasury administers and enforces economic and trade sanctions against targeted foreign countries, terrorism sponsoring organizations and international narcotics traffickers based on U.S. foreign policy and national security goals. OFAC acts under Presidential wartime and national emergency powers, as well as authority granted by specific legislation, to impose controls on transactions and freeze Foreign assets under U.S. jurisdiction. Many of the sanctions are based on United Nations and other international mandates, are multilateral in scope, and involve close cooperation with allied governments.	Approx. 3 times a month.	OFAC US Treasury Upon amendments /additions or deletions by issuing authority	Per update
OSFI (Gov. Canada)	Office of Superintendent of Financial Institutions	List of entities that are subject to Regulations implementing the United Nations Resolutions on the Suppression of Terrorism and/or Al-Qaida and Taliban Regulations, and the United Nations Act Sanctions Regulations implementing the United Nations Resolution on the Democratic People's Republic of	Approx. once a month	Upon amendment /additions or deletions by issuing authority	Per Update

Korea and Iran. Funds are to be frozen for the listed entities. Derived from the United Nations and FBI lists with unique entities added by Canada.

<b>Canadian Economic Sanctioned Countries List</b>	Department of Foreign Affairs & International Trade Canada	A list of Countries with economic sanctions enhanced with principal cities and financial institutions, including BICs/SWIFT, located within sanctioned countries.	Periodical	Upon amendment / additions or deletions by issuing authority	Per update for country/ program changes. Monthly updates for BIC & Financial institution enactment Changes
<b>Canadian Economic UN Sanctions List</b>	Department of Foreign Affairs & International Trade Canada	Derived from the UN. A list of entities that fall under the Canadian Economic Sanctions, excluding entities associated with the Al-Qaida/Taliban program (These entities are found in the OSFI Global Watch List). The sanctioned regimes included are kept up to date by Acuity's Editorial Group.	Periodical	Upon Amendment s/additions or deletions by issuing authority	Per Update
<b>Cumulative Warning List</b>	Office of Superintendent of Financial Institutions of Canada	List of entities that may be of concern to the business community and the public. They are unauthorized to operate as financial institutions in Canada and may be involved in various scams.	Approx. twice a month	Upon Amendment s/additions or deletions by issuing authority	Per Update

Note: Details provided as of Nov. 11, 2007

### 14.3 Screened Beneficiary Details

The screening occurs for every transaction that is either **Posted for Approval** or **Quote and Ordered**. This means beneficiary data is checked for every transaction. If a beneficiary's details are changed, it is this new beneficiary data that is checked when a transaction is created with this new/edited data.

The following beneficiary details are submitted for review:

Wire Data Elements	Draft Data Elements	Comment	Wire Data Elements	Draft Data Elements	Comment
Client Name	Client Name	GPA Client Name	Ben Bank State	N/A	
Street Address	Street Address	Client Street Address	Ben Bank Country	N/A	
Unit/Apt	Unit/Apt	Client Unit/Apt	Ben Bank Zip	N/A	
City	City	Client City	Remitter	N/A	
State/Prov	State/Prov	Client State/Prov	Beneficiary Reference	N/A	
Postal/Zip Code	Postal/Zip Code	Client Postal Code	Correspondent Bank	N/A	

Country	Country	Client Country	Remitter BIC	Remitter BIC	Travel Rule Fields
Beneficiary Name	Beneficiary Name	GPA Beneficiary Name	Remitter Name	Remitter Name	Travel Rule Fields
Beneficiary Short Name	Beneficiary Short Name		Remitter Unit/Apt	Remitter Unit/Apt	Travel Rule Fields
Ben Address 1	Ben Address 1		Remitter Street Address	Remitter Street Address	Travel Rule Fields
Ben Address 2	Ben Address 2		Remitter City	Remitter City	Travel Rule Fields
Ben Address 3	Ben Address 3		Remitter State/Province	Remitter State/Province	Travel Rule Fields
Ben City	Ben City		Remitter Postal/Zip Code	Remitter Postal/Zip Code	Travel Rule Fields
Ben State	Ben State		Remitter Country	Remitter Country	Travel Rule Fields
Ben Country	Ben Country	Country Name	Ordering Institution BIC	Ordering Institution BIC	Travel Rule Fields
Ben Zip	Ben Zip		Ordering Institution Name	Ordering Institution Name	Travel Rule Fields
Ben Bank Name	N/A		Ordering Unit/Apt	Ordering Unit/Apt	Travel Rule Fields
Ben Bank Code	N/A		Ordering Institution Street Address	Ordering Institution Street Address	Travel Rule Fields
Ben Swift Code	N/A		Ordering Institution City	Ordering Institution City	Travel Rule Fields
Ben Bank Address 1	N/A		Ordering Institution State/Province	Ordering Institution State/Province	Travel Rule Fields
Ben Bank Address 2	N/A		Ordering Institution Postal/Zip Code	Ordering Institution Postal/Zip Code	Travel Rule Fields
Ben Bank Address 3	N/A		Ordering Institution Country	Ordering Institution Country	Travel Rule Fields
Ben Bank City	N/A				

## 14.4 Screening Transactions

Screening occurs for every transaction. If it is a multi-line transaction, every line item is screened. The transaction is submitted for screening when the user selects either **“Post for Approval”** or **“Order”**.

To enable the screening, the functionality must be enabled by the **Travelex FX Support Group (1.800.290.8076)** or via the account manager. Once enabled, the customer is ready to use the screening functionality in GlobalPay Alliance.

In addition to enabling the screening for the customer, the customer must identify which of its GlobalPay Alliance users would be a **“compliance officer”**. A “compliance officer” could be a user whose only responsibility is to review and process sanction cases or the user could be both a compliance officer and approver.

## 14.5 Transaction Screening Process

If the transaction contains potential sanctioned details the following message is presented to the user after the user selects either **Post for Approval** or **Quote and Order**:

### Single Line Transaction Message:



### Multi-line Transaction Message Where One Item Contains a Potential Match:

GlobalPay Alliance presents the confirmation page for the order(s) that do not contain any potential sanction matches.

## 14.6 Reviewing a Sanction Case

A user who has been set up as a compliance officer will access transactions for review via the **Pending Orders** list (displayed on the **Welcome page**). This is the same Pending orders list currently used by approvers.

To access the transaction which is pending compliance review, click on the **View List and Approve** button beside the **Pending Order(s)**.



Orders awaiting compliance review are highlighted in blue. To view the case for a transaction, click on the **Review and Quote this Order** button beside the order.

14-JAN-2009	10:33:46	Barry Donovan	1	<a href="#">Review and Quote this Order</a>
14-JAN-2009	10:33:49			<a href="#">Review and Quote this Order</a>
14-JAN-2009	11:04:35			<a href="#">Review and Quote this Order</a>
27-JAN-2009	17:34:57			<a href="#">Review and Quote this Order</a>
<b>Total Item(s):</b>			<b>39</b>	

To review the case details, click on the **Review** button at the bottom of the **Order Details** page. The case details are displayed including the suspected terms, the list(s) which contain the match, the **Comment/Explanation** field, and the **Waive** (Fail Positive) and **Fail** (Reject) action buttons.

The screenshot displays the 'Order Details' page for a transaction. Key sections include:

- Payment Details:** Direction: BUY, Product: DRAFT, FX Currency: CAD, FX Amount: 2,100.00, Rate: 1, Settlement Currency: CAD, Settlement Amount: 2,100.00.
- Beneficiary Details:** Name: FIDEL CASTRO, Address: Not Available, City: Not Available, State/Prov.: Not Available, Postal/Zip Code: Not Available, Country: Not Available.
- Sanction Details:** Case ID: 1997, Search String: ABC Branch Canada FIDEL CASTRO Canada, Sanction Listings: (002800) TFP OF CASTRO, FIDEL BLOCKED ENTITY, CUBA AFF: CUBA OriginalSource: OFAC, (007050) 0000 OF CASTRO RUZ, FIDEL PRES. OF THE COUNCIL OF MINISTERS, CUBA AFF: CUBA OriginalSource: OFAC, (004280) TFP OF CASTRO RUZ, FIDEL BLOCKED ENTITY, CUBA AFF: CUBA OriginalSource: OFAC, (004800) 0000 OF CASTRO RUZ, FIDEL PRES. OF THE COUNCIL OF STATE, CUBA AFF: CUBA OriginalSource: OFAC.
- Action Buttons:** Fail this payment, Waive (False Positive) & Approve, Continue, Back.

Callouts in the image point to:

- Suspect Terms:** CASTRO FIDEL
- Comments/Explanation Field:** (Empty field)
- List Details:** (Points to the Sanction Listings)
- Waive/Fail Action Buttons:** (Points to the Action buttons)

## 14.7 Waiving or Failing a Sanction Case

The compliance officer will **waive** (false positive) or **fail** (reject) the case based upon the review of the case Details.

Payment Details						
Direction	Product	FX Currency	FX Amount	Rate	Settlement Currency	Settlement Amount
BUY	DRAFT	CAD	2,100.00	1	CAD	2,100.00

Beneficiary Details			
Details		Address Details	
Name	: FIDEL CASTRO	Address	: Not Available
Short Name	: Not Available	City	: Not Available
Status	: Active	Postal/Zip Code	: Not Available
		State/Prov	: Not Available
		Country	: Not Available

Your ID#	Notes to Beneficiary	Notes to Travlex
Not Available	Not Available	Not Available

Remitter Details	Ordering FI	Settlement Account Details
Not Available	Not Available	Not Available

Sanction Details		
Case ID: 1897	Open Date: Wed Jul 23 17:06:17 EDT 2008	Status: Open
Search String: ABC Branch Canada FIDEL CASTRO Canada		
Sanction Listing(s): <a href="#">Show/Hide Listings</a>		
<small>(002600) TFP 02 CASTRO, FIDEL BLOCKED ENTITY, CUBA, AFF: CUBA, OriginalSource: OFAC  (007050) 000 03 CASTRO RUZ, FIDEL PRES. OF THE COUNCIL OF MINISTERS, CUBA, AFF: CUBA, OriginalSource: OFAC  (004083) TFP 03 CASTRO RUZ, FIDEL BLOCKED ENTITY, CUBA, AFF: CUBA, OriginalSource: OFAC  (004600) 000 03 CASTRO RUZ, FIDEL PRES. OF THE COUNCIL OF STATE, CUBA, AFF: CUBA, OriginalSource: OFAC</small>		
Suspect Term(s): CASTRO FIDEL	Comments/Explanation:	Action: <input type="radio"/> Fail this payment <input type="radio"/> Waive (Fails Payment) & Approve <input type="button" value="Continue"/> <input type="button" value="Back"/>

To waive or fail a case, the compliance officer must enter details in the **Comment/Explanation** field (mandatory) and then click on the **appropriate action** button.

Waived transactions will either be submitted for approval or will be fully submitted (ordered) depending upon the customer's approval model.

Failed transactions are fully rejected within GPA and **will not** be submitted for approval or ordered.

## 14.8 Sanction Reports

Users who are compliance officers (have been given this access in GlobalPay Alliance) will also have access to the **Sanction Report**. This report allows the user to query and report on sanctioned cases and actions performed.

To access the **Sanctioned Report**, select the report from the **Activity Reports** submenu.

The screenshot shows the GlobalPay Alliance user interface. At the top, there is a navigation bar with links for HOME, QUOTE AND ORDERS, MANAGE, ACTIVITY REPORTS, and PRINT. Below this, a 'WELCOME' message is displayed for Barry Donovan. A dropdown menu is open under 'ACTIVITY REPORTS', listing 'Payment Reports', 'Profit Reports', 'Sanction Reports', and 'Draft Reports'. A blue callout box points to 'Sanction Reports' with the text 'Click to View Sanctioned Reports'. Below the menu, there is a section for 'Items Pending Your Approval' showing 19 pending orders and a 'View List and Approve' button.

The following screen will appear with available report criteria.

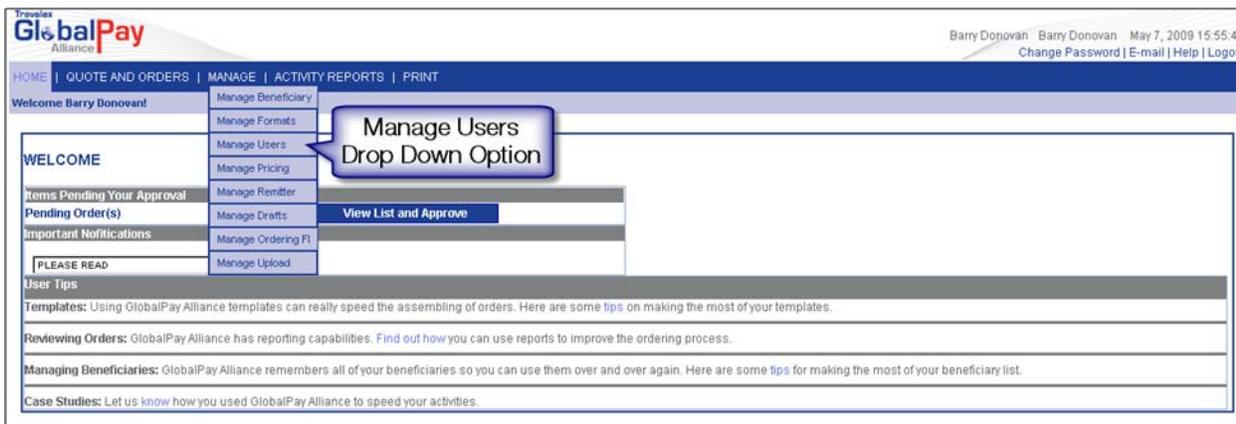
To generate a report, select the criteria and click on the **Generate Report** button. A **Sanction Report** matching the selected criteria is presented.

Case Id	Payment Id	Status	Action	Action By	Match Values	Comments	Date Created	Date Closed
1552	5937187	Closed	Pass	Test User Two	CASTRO FIDEL	pass	Jun 23, 2008 15:5:20	Jun 23, 2008 15:6:0
2265	6022037	Closed	Pass	Test User Two	CASTRO FIDEL	OK TEST	Aug 11, 2008 15:25:0	Aug 11, 2008 15:25:43
2267	6022037	Open	No Action	No Action	CASTRO FIDEL	No Action	Aug 11, 2008 15:25:44	Not Closed
2270	6022037	Open	No Action	No Action	CASTRO FIDEL	No Action	Aug 11, 2008 15:27:45	Not Closed
2309	6022206	Closed	Pass	Test User Two	CASTRO FIDEL	ok - waived	Aug 11, 2008 16:49:29	Aug 11, 2008 16:50:17
2311	6022211	Closed	Pass	Test User Two	CASTRO FIDEL	waived	Aug 11, 2008 16:51:47	Aug 11, 2008 16:54:10
3999	6227951	Closed	Pass	Test User Two	CASTRO FIDEL	ok	Nov 27, 2008 14:19:32	Nov 27, 2008 14:20:15
4193	6249815	Open	No Action	No Action	CASTRO FIDEL	No Action	Dec 9, 2008 10:43:0	Not Closed
4195	6249954	Open	No Action	No Action	CASTRO FIDEL	No Action	Dec 9, 2008 11:26:14	Not Closed
4196	6249955	Open	No Action	No Action	CASTRO FIDEL	No Action	Dec 9, 2008 11:26:14	Not Closed
4211	6251047	Open	No Action	No Action	CASTRO FIDEL	No Action	Dec 9, 2008 15:58:25	Not Closed
4641	6307903	Open	No Action	No Action	COMMONWEALTH BANK	No Action	Jan 13, 2009 11:26:59	Not Closed
4655	6308691	Open	No Action	No Action	COMMONWEALTH BANK	No Action	Jan 13, 2009 15:34:52	Not Closed
4657	6308712	Open	No Action	No Action	COMMONWEALTH BANK	No Action	Jan 13, 2009 15:42:44	Not Closed
4658	6308724	Open	No Action	No Action	COMMONWEALTH BANK	No Action	Jan 13, 2009 15:45:23	Not Closed
4832	6330090	Open	No Action	No Action	COMMONWEALTH BANK	No Action	Jan 26, 2009 11:58:22	Not Closed
5293	6373164	Open	No Action	No Action	KINGDOM BANK	No Action	Feb 18, 2009 9:52:50	Not Closed
5312	6374130	Closed	Pass	Test User Two	BIN LADEN	Valid Passport	Feb 18, 2009 13:59:48	Feb 23, 2009 11:23:38
5341	6377512	Open	No Action	No Action	BIN LADEN	No Action	Feb 19, 2009 17:14:16	Not Closed
5447	6383142	Open	No Action	No Action	CASTRO FIDEL	No Action	Feb 23, 2009 15:28:23	Not Closed
5448	6383175	Closed	Pass	Test User Two	CASTRO FIDEL	Check passport valid beneficiary	Feb 23, 2009 15:30:55	Feb 23, 2009 15:32:29
6064	6445455	Open	No Action	No Action	COMMONWEALTH BANK	No Action	Mar 25, 2009 15:53:56	Not Closed

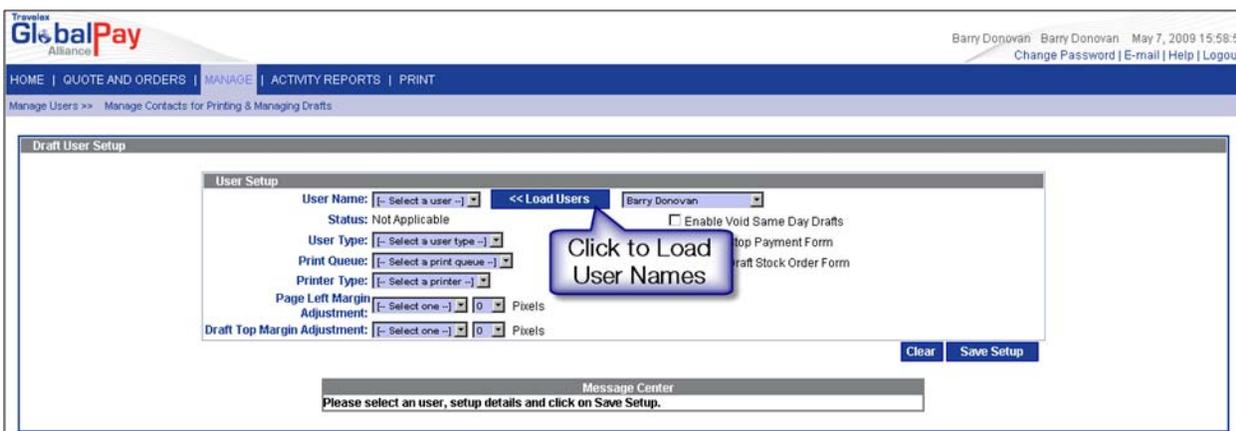
# 15. User Management

## 15.1 Print and Request Reprint User Management

**Print and Request Reprint users** can be set up and managed through **User Management**. To access the User Management functionality, select **Manage Users** from the Manage submenu.



The **Draft Users Setup** page appears.



Select the client name and click on the **Load Users** button. A list of user names for the selected client will then be available in the **User Name** pick list.

Select the name of the user to be set up. If the user has not previously been configured, select from the options presented in the fields and click on the **Save Setup** button. If the user has already been set up, their current configuration is presented. Select the new setting(s) and click on the **Save Setup** button to save the changes.

**User Type:** For users who should be able to print drafts, the User Type is **“Can Only Print Drafts”**.

For users who should be able to request a draft reprint, the User Type is **“Can Only Manage Drafts”**.

**Print Queue:** For users who can print drafts, the Print Queue can be either:

- **Show All Drafts:** can print any draft created for the selected client
- **Initiated By Self:** can only print drafts that user has created
- **Initiated By Others:** can only print drafts created by other users

*\*Note: This option is disabled for Request Reprint users.*

**Printer Type:** Select the printer type from the list presented that the user will be printing to.

*\*Note: This option is disabled for Request Reprint users.*

**Left Adjustable Margins:** This field allows the settings on the printed draft to be adjusted (by number of pixels) either by moving left or right from the left margin.

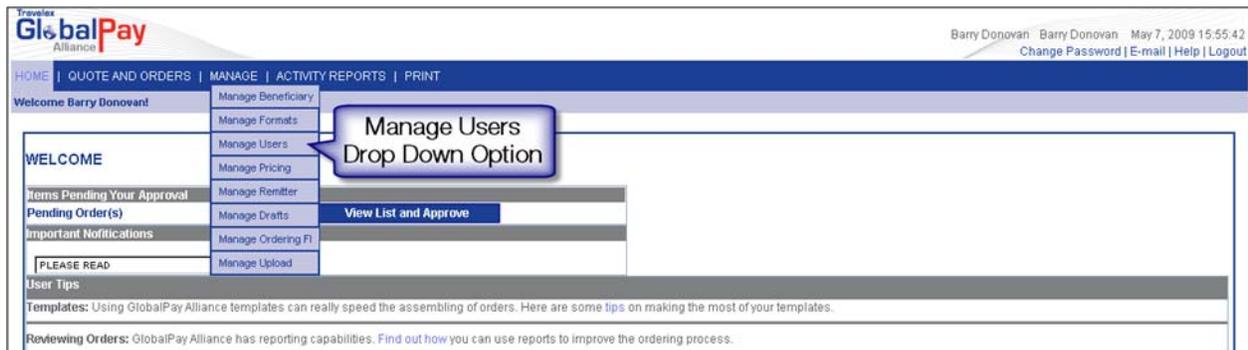
*\*Note: This option is disabled for Request Reprint users.*

**Top Adjustable Margins** This field allows the settings on the printed draft to be adjusted (by number of pixels) either by moving up or down from the top margin.

*\*Note: This option is disabled for Request Reprint users.*

## 15.2 Void Same Day Drafts User Management

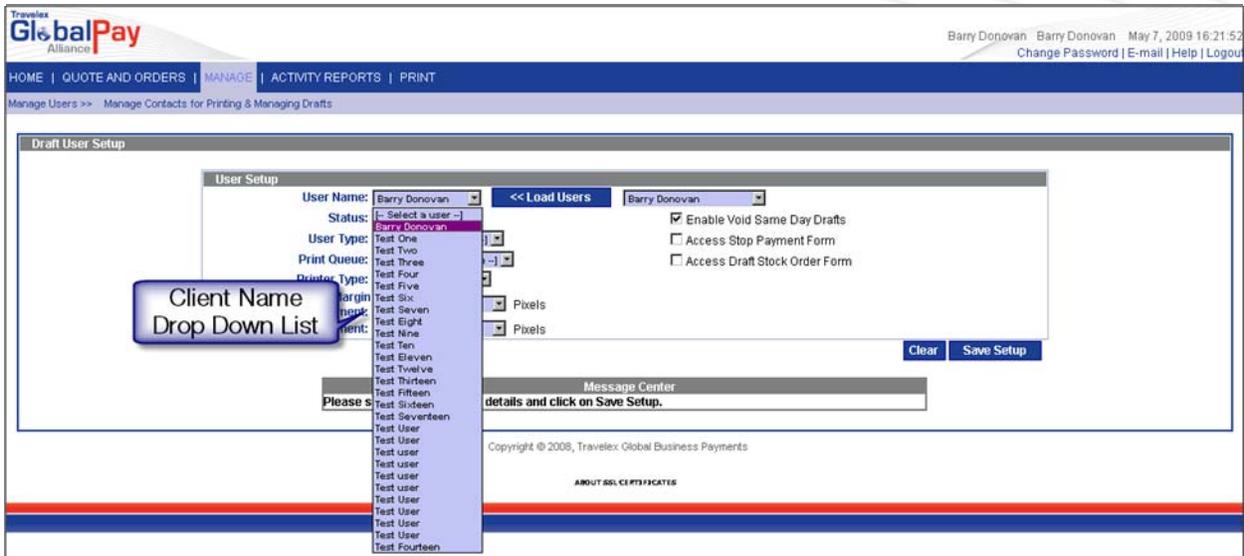
**Void Draft users** can be set up and managed through User Management.



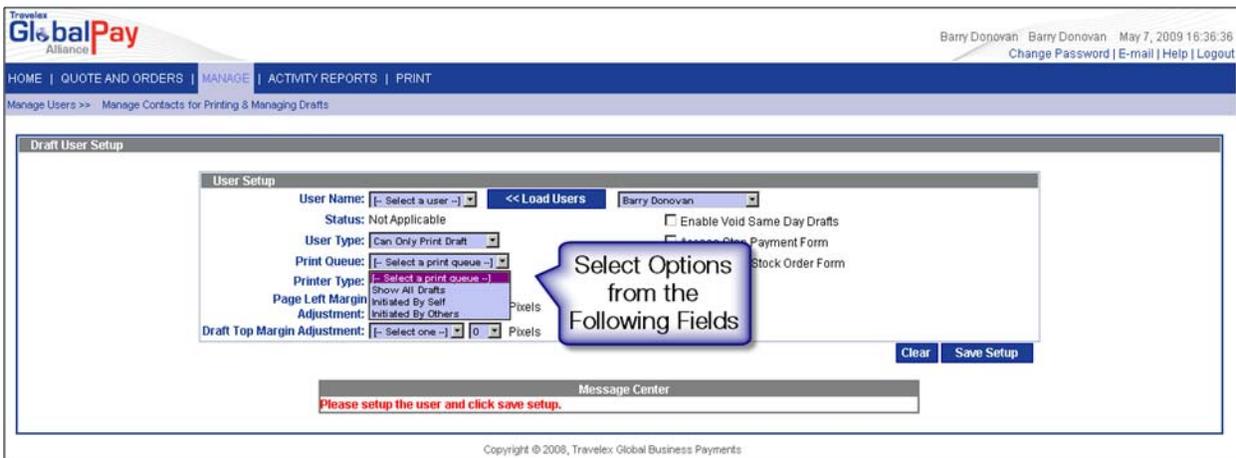
The screenshot shows the GlobalPay Alliance user management interface. The top navigation bar includes 'HOME | QUOTE AND ORDERS | MANAGE | ACTIVITY REPORTS | PRINT'. The main content area is divided into several sections: 'Welcome Barry Donovan', 'WELCOME', 'Items Pending Your Approval', 'Pending Order(s)', 'Important Notifications', 'PLEASE READ', and 'User Tips'. A callout box highlights the 'Manage Users' option in the navigation menu with the text 'Manage Users Drop Down Option'. The 'View List and Approve' button is also visible.

The **Draft User Setup** page appears.

Select the client name and click on the **Load Users** button. A list of user names for the selected client will then be available in the **User Name pick list**.

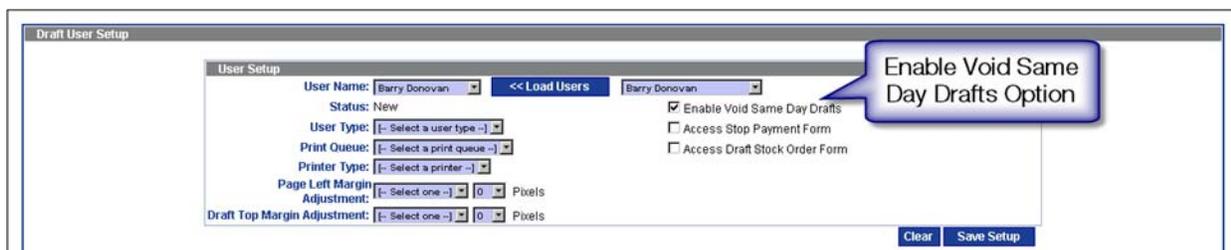


Select the name of the user to be set up. If the user has not previously been configured, select from the options presented in the fields and click on the **Save Setup** button. If the user has already been set up with access to **Void Same Day Drafts**, a check mark will appear in the box to the left of **Enable Void Same Day Drafts** option.



### To Enable Void Same Day Drafts for selected user

1. Click in the **box** to the right of the **Enable Void Same Day Drafts**
2. Click on the **Save Setup** button



## Disable Void Same Day Drafts for selected user

1. Go to the **Draft User Set Up Page** and click in the **box** to the right of the **Enable Void Same Day Drafts** to remove the check mark
2. Click on the **Save Setup** button

## 15.3 Access Stop Payment Form User Management

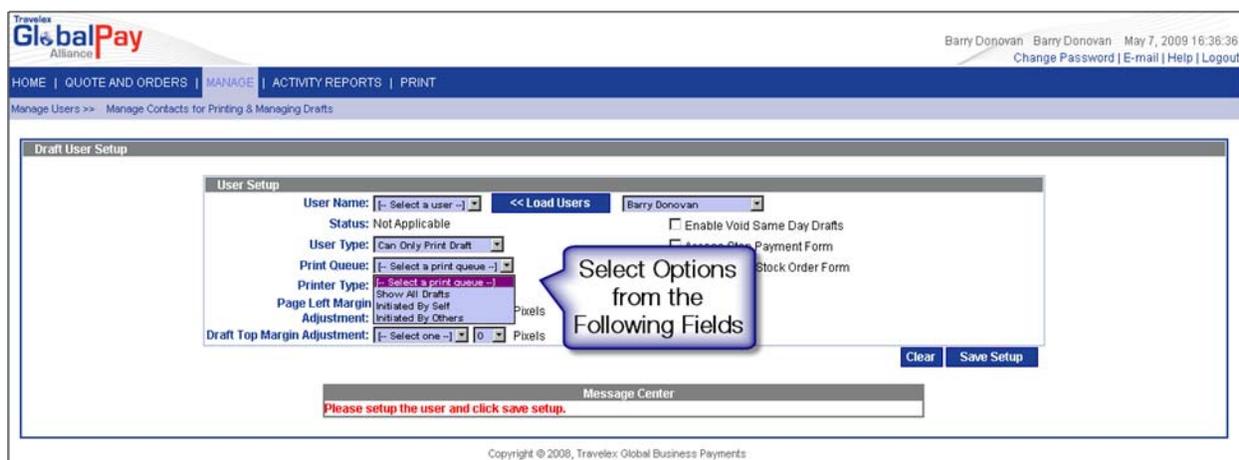
Stop Payment Form users can be set up and managed through **User Management**.



The **Draft User Setup** page appears.

Select the **client name** and click on the **Load Users** button. A list of user names for the selected client will then be available in the **User Name** pick list.

Select the name of the user to be set up. If the user has not previously been configured, select from the **options** presented in the fields and click on the **Save Setup** button. If the user has already been set up with access to **Access Stop Payment Form**, a check mark will appear in the box to the left of **Access Stop Payment Form** option.



## Enable Access to Stop Payment Form for Selected User

1. Click in the box to the left of the **Access Stop Payment For**

2. Click on the **Save Setup** button

Copyright © 2008, Traveler Global Business Payments

### Disable Access to Stop Payment Form for Selected User

1. Click in the box to the left of the **Access Stop Payment Form** to remove the check mark.
2. Click on the **Save Setup** button.

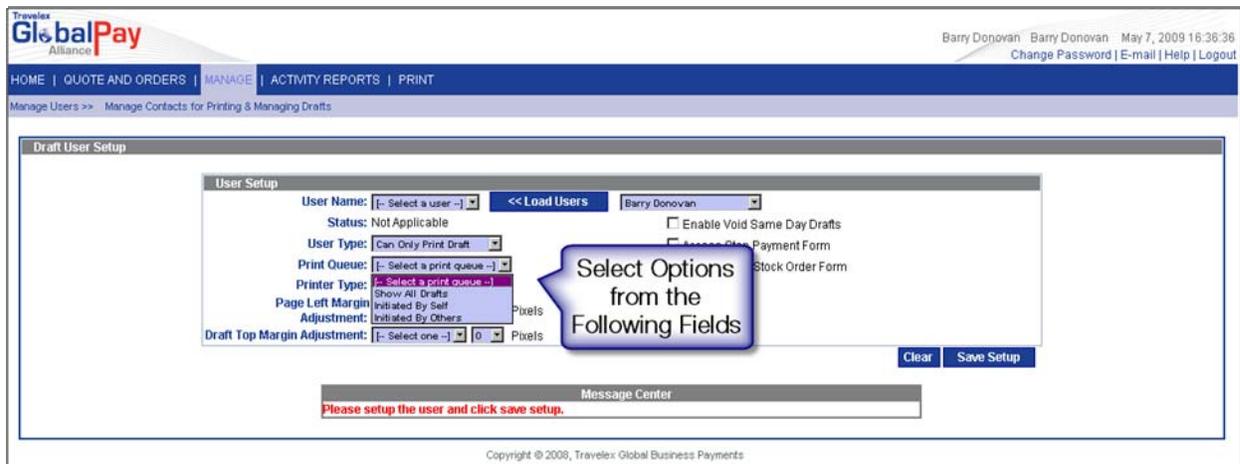
## 15.4 Access Draft Stock Order Form User Management

**Draft Stock Order Form users** can be set up and managed through **User Management**.

The Draft Stock Order User Setup page appears.

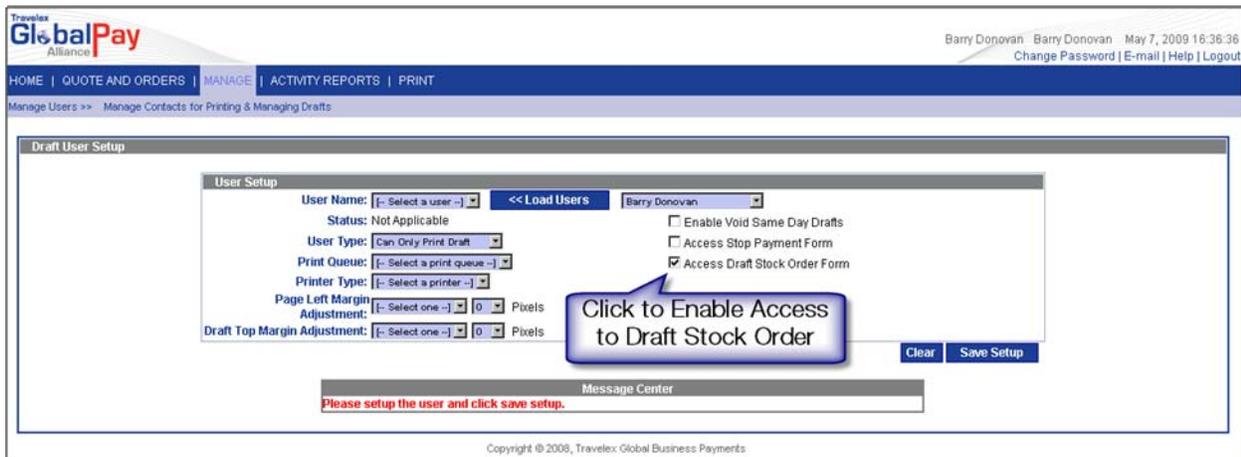
Select the **client name** and click on the **Load Users** button. A list of user names for the selected client will then be available in the **User Name** pick list.

Select the name of the user to be set up. If the user has not previously been configured, select from the options presented in the fields and click on the **Save Setup** button. If the user has already been set up with access to **Draft Stock Order Form**, a check mark will appear in the box to the left of **Draft Stock Order Form** option.



Enable Access to Draft Stock Order Form for selected user:

1. Click in the box to the left of the **Draft Stock Order Form**
2. Click on the **Save Setup** button



Disable Access to Draft Stock Order Form for selected user:

1. Click in the box to the left of the **Draft Stock Order Form** to remove the check mark
2. Click on the **Save Setup** button

# 16. Draft Printing

Draft printing in GlobalPay Alliance provides users with the ability to print drafts within the application. Drafts are available for printing when the draft is fully approved and submitted. A user can either print a draft or can request a draft be reprinted.

## 16.1 Viewing the Draft Print Queue

To print a draft, it must first be fully **approved and submitted** (ordered). Once it has been approved and submitted, the draft will appear in the **Draft Print Queue**. To access the Draft Print Queue, click **Print Draft** from the **Print** submenu.

The screenshot shows the GlobalPay Alliance home page. The user is logged in as 'SCBT, NA - Test User Two' on 'Apr 16, 2009 17:46:10'. The navigation menu includes 'HOME', 'QUOTE AND ORDERS', 'MANAGE', 'ACTIVITY REPORTS', and 'PRINT'. The 'PRINT' submenu is open, showing 'Print Invoice' and 'Print Draft'. A callout box labeled 'Draft Printing Feature' points to the 'Print Draft' option. The main content area includes a 'WELCOME' message, 'Items Pending Your Approval' (62), and various user tips.

Once selected, the **Print Draft Queue** page is presented.

The screenshot shows the 'Print Drafts' page. The user is logged in as 'SCBT, NA - Test User Two' on 'Apr 16, 2009 17:59:43'. The page title is 'Print >> Print Drafts'. The main content area is titled 'Print Drafts' and shows 'Your Draft Queue' with 'Number of Draft(s): 8'. There are buttons for 'Print Selected Drafts', 'Print All Drafts', and 'Refresh List'. A table lists 8 drafts with the following data:

S.No.	Draft Number	Payment ID	Beneficiary	Amount	Prnt Currency	Encashment Country	Initiated On	Action
1.	105298	6486478	LARRY COOK	1,000.00	EUR	Cayman Islands	Apr 16, 2009 14:12:3	Review & Print the Draft
2.	105225	6456673	JARRETT JOHNS	1,200.00	AUD	Australia	Mar 31, 2009 11:54:41	Review & Print the Draft
3.	105185	6451245	CHARLIE BURNELL	52.99	GBP	null	Mar 27, 2009 15:1:40	Review & Print the Draft
4.	104671	6383086	CINDY JODIS	150.00	EUR	Spain	Feb 23, 2009 15:15:2	Review & Print the Draft
5.	104577	6374208	JARRETT JOHNS	900.00	AUD	Australia	Feb 18, 2009 14:24:18	Review & Print the Draft
6.	104573	6374174	CHRISTINA HOLLOWAY	0.25	AUD	Australia	Feb 18, 2009 14:14:56	Review & Print the Draft
7.	101283	5861587	BOB HOOPER	10.00	EUR	France	May 8, 2008 14:53:45	Review & Print the Draft
8.	100766	5781557	JARRETT JOHNS	100.00	AUD	Australia	Mar 26, 2008 12:50:7	Review & Print the Draft

Below the table is a 'Message Center' with the text: 'Click on Review and Print the Draft button to print the draft'. The footer contains 'Copyright © 2008, Travellex Global Business Payments'.

The **Draft Print Queue Page** displays drafts that are available for print. The list of drafts presented will be based upon the User's set up. The User can be set up to:

- View all drafts created for that location (e.g. branch)
- View only drafts they initiated (created)
- View only drafts initiated by others at that location (e.g. branch)

## 16.2 Printing a Draft

To print a draft, click on the **Review & Print the Draft** button to the right of the required draft.

SCBT, NA Test User Two Apr 16, 2009 17:59:43  
Change Password | E-mail | Help | Logout

HOME | QUOTE AND ORDERS | MANAGE | ACTIVITY REPORTS | PRINT

Print >> Print Drafts

**Print Drafts**

Your Draft Queue

Number of Draft(s): 8 [Print Selected Drafts](#) [Print All Drafts](#) [Refresh List](#)

S.No.	<input type="checkbox"/>	Draft Number	Payment ID	Beneficiary	Amount	Pmt Currency	Encashment Country	Initiated On	Action
1.	<input type="checkbox"/>	105298	6486478	LARRY COOK	1,000.00	EUR	Cayman Islands	Apr 16, 2009 14:12:3	<a href="#">Review &amp; Print the Draft</a>
2.	<input type="checkbox"/>	105225	6456673	JARRETT JOHNS	1,200.00	AUD	Australia	Mar 31, 2009 11:54:41	<a href="#">Review &amp; Print the Draft</a>
3.	<input type="checkbox"/>	105185	6451245	CHARLIE BURNELL	52.99	GBP	null	Mar 27, 2009 15:1:40	<a href="#">Review &amp; Print the Draft</a>
4.	<input type="checkbox"/>	104671	6383086	CINDY JODIS	150.00	EUR	Spain	Feb 23, 2009 15:15:2	<a href="#">Review &amp; Print the Draft</a>
5.	<input type="checkbox"/>	104577	6374208	JARRETT JOHNS	900.00	AUD	Australia	Feb 18, 2009 14:24:18	<a href="#">Review &amp; Print the Draft</a>
6.	<input type="checkbox"/>	104573	6374174	CHRISTINA HOLLOWAY	0.25	AUD	Australia	Feb 18, 2009 14:14:56	<a href="#">Review &amp; Print the Draft</a>
7.	<input type="checkbox"/>	101283	5861587	BOB HOOPER	10.00	EUR	France	May 8, 2008 14:53:45	<a href="#">Review &amp; Print the Draft</a>
8.	<input type="checkbox"/>	100766	5781557	JARRETT JOHNS	100.00	AUD	Australia	Mar 26, 2008 12:50:7	<a href="#">Review &amp; Print the Draft</a>

Message Center  
[Click on Review and Print the Draft button to print the draft](#)

**To Print Specific Draft Click Here**

Copyright © 2008, Travelex Global Business Payments

ABOUT SSL CERTIFICATES

If this is the first time printing a draft for the current session, a **Sun Java message** window will appear. Simply select **OK** to proceed.

The **Draft Print Preview** page will appear. This provides an opportunity to review the draft details prior to actually printing the draft.

**CLIENT COPY** 100280  
Date: 05 Mar 2008

**In Settlement of:**  
 Check: Cambrian Test Branch 2  
 Transaction Date: 05 Mar 2008  
 Transaction No.: 5746894

**CAD1.00**  
Amount

Payee: TEST BENE1  
Canada

---

**PAYEE COPY** 100280  
Date: 05 Mar 2008

**In Settlement of:**  
 Check: Cambrian Test Branch 2  
 Transaction Date: 05 Mar 2008  
 Transaction No.: 5746894

**CAD1.00**  
Amount

Payee: TEST BENE1  
Canada

For Inquiries Call Travellex  
800 514 3160  
402 401 0010

**Detach and retain for your records**

To: The Bank of New York, NY's Account At:  
**Canadian Imperial Bank of Commerce**  
 Correspondent Services 593 Bay Street  
 Suite 700  
 Toronto, ON M5G 2M8  
 145415

100280 Date: 05 Mar 2008

Pay: TEST BENE1\*\*\*\*\* Canadian Dollar

**Print** **Cancel**

To print the draft, click on the **Print** button at the bottom of the **Draft Print Preview** page. To cancel the Draft print, click on the **Cancel** button. After clicking on the **Print** button, a confirmation window appears. Select **Yes**.

**Confirmation Needed - Print**

**Print Request**  
 Applet would like to print. Do you want to proceed?

Don't show this dialog box again

**Yes** **No**

A Print window appears with a list of available printers. Select the correct printer, and click on the **OK** button.

**Print**

Printer:  
 Name: \\catoprintq\PRN14 Properties...  
 Status: Ready  
 Type: HP LaserJet 5  
 Where: Corporate FX Laser 1  
 Comment:  Print to file

Print range:  
 All  
 Pages from: 1 to: 9999  
 Selection

Copies:  
 Number of copies: 1  
 Collate

**OK** **Cancel**

The draft is now printed. The printed draft is no longer available in the **Draft Print Queue**.

## 16.3 Printing Multiple Drafts

To select multiple drafts for print, place a **check mark** in the box beside each draft to be printed and click on **Print Selected Drafts**

Traveler GlobalPay Alliance

SCBT, NA - Test User Two Apr 16, 2009 18:16:57  
Change Password | E-mail | Help | Logout

HOME | QUOTE AND ORDERS | MANAGE | ACTIVITY REPORTS | PRINT

Print >> Print Drafts

Print Drafts

Your Draft Queue

Number of Draft(s): 8

S.No.	<input type="checkbox"/>	Draft Number	Payment ID	Beneficiary	Amount	Pmt Currency	Encashment Country	Initiated On	Action
1.	<input checked="" type="checkbox"/>	105298	6486478	LARRY COOK	1,000.00	USD	United States of America	Apr 16, 2009 14:12:3	Review & Print the Draft
2.	<input checked="" type="checkbox"/>	105225	6456673	JARRETT JOHNS	1,200.00	USD	United States of America	Mar 31, 2009 11:54:41	Review & Print the Draft
3.	<input checked="" type="checkbox"/>	105185	6451245	CHARLIE BURNELL	500.00	USD	United States of America	Mar 27, 2009 15:1:40	Review & Print the Draft
4.	<input type="checkbox"/>	104671	6383086	CINDY JODIS	150.00	EUR	Spain	Feb 23, 2009 15:15:2	Review & Print the Draft
5.	<input type="checkbox"/>	104577	6374208	JARRETT JOHNS	900.00	AUD	Australia	Feb 18, 2009 14:24:18	Review & Print the Draft
6.	<input type="checkbox"/>	104573	6374174	CHRISTINA HOLLOWAY	0.25	AUD	Australia	Feb 18, 2009 14:14:56	Review & Print the Draft
7.	<input type="checkbox"/>	101283	5861587	BOB HOOPER	10.00	EUR	France	May 8, 2008 14:53:45	Review & Print the Draft
8.	<input type="checkbox"/>	100766	5781557	JARRETT JOHNS	100.00	AUD	Australia	Mar 26, 2008 12:50:7	Review & Print the Draft

Print Selected Drafts | Print All Drafts | Refresh List

Message Center  
Click on Review and Print the Draft button to print the draft

## 16.4 Printing All Drafts

To print all drafts in the **print queue**, click on the **Print All Drafts** button.

Traveler GlobalPay Alliance

Traveler Testing Client Test User Two May 7, 2009 17:33:26  
Change Password | E-mail | Help | Logout

HOME | QUOTE AND ORDERS | MANAGE | ACTIVITY REPORTS | PRINT

Print >> Print Drafts

Print Drafts

Your Draft Queue

Number of Draft(s): 46

S.No.	<input type="checkbox"/>	Draft Number	Payment ID	Beneficiary	Amount	Pmt Currency	Encashment Country	Initiated On	Action
1.	<input type="checkbox"/>	105589	6528071	JOE BOXER	750.00	USD	United States of America	May 7, 2009 15:30:34	Review & Print the Draft
2.	<input type="checkbox"/>	105588	6528070	FRANK TOPPING	900.00	GBP	null	May 7, 2009 15:30:34	Review & Print the Draft
3.	<input type="checkbox"/>	105587	6528069	SUSAN CASTELL	800.00	CAD	Australia	May 7, 2009 15:30:34	Review & Print the Draft
4.	<input type="checkbox"/>	105579	6527079	JOE BOXER	120.00	USD	United States of America	May 7, 2009 15:30:34	Review & Print the Draft
5.	<input type="checkbox"/>	105572	6526904	CHERYL	10,000.00	USD	United States of America	May 7, 2009 9:31:28	Review & Print the Draft
6.	<input type="checkbox"/>	105571	6526887	JOE BOXER	20.00	USD	United States of America	May 7, 2009 9:17:9	Review & Print the Draft
7.	<input type="checkbox"/>	105566	6525644	JOE BOXER	750.00	USD	United States of America	May 6, 2009 15:30:34	Review & Print the Draft

Print Selected Drafts | Print All Drafts | Refresh List

## 16.5 Requesting a Draft Reprint

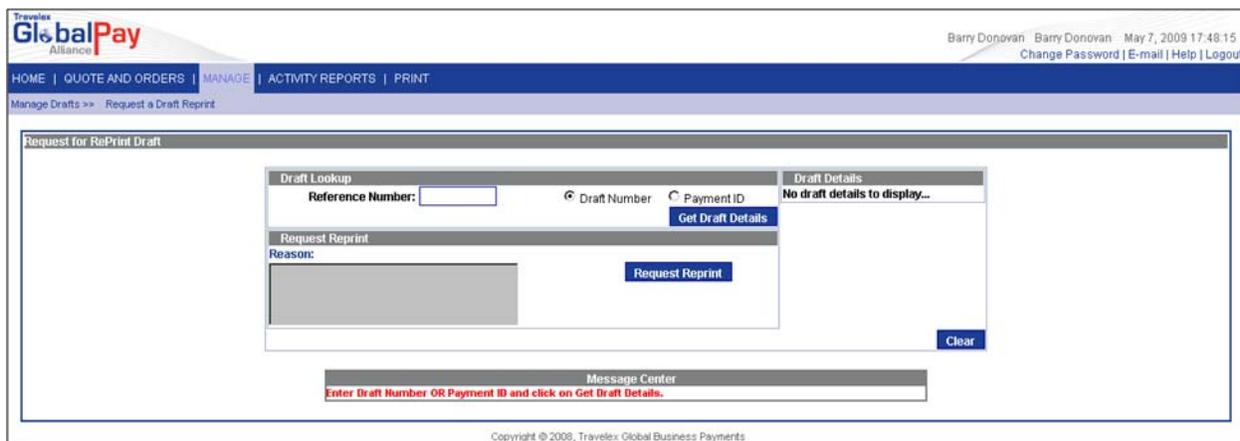
A draft that has been printed will not appear in the **Draft Print Queue**. Should the draft need to be reprinted (e.g. due to a printer paper jam), a **Request Reprint** must be completed.

To request a reprint, click **Manage Drafts** from the **Manage** submenu.

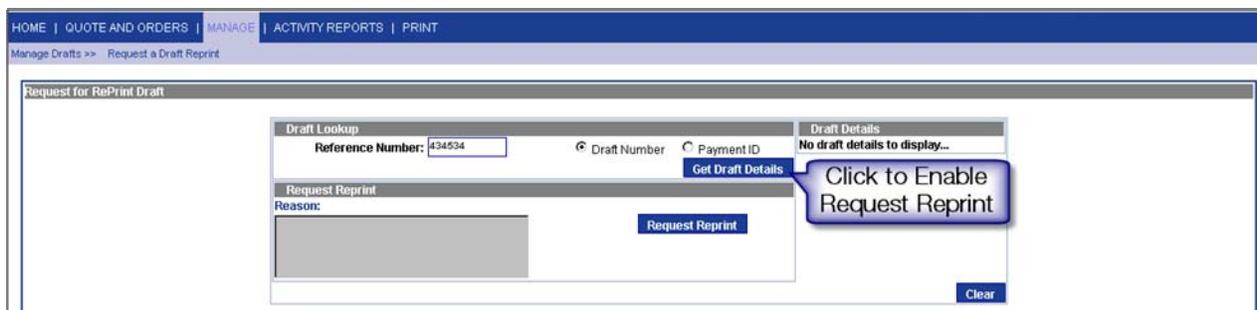
**Important:** Users who can print drafts cannot also request a reprint. Users who can request reprints cannot also print drafts.



The Draft Request Reprint page is presented.



To select the specific draft to be reprinted, enter either the **Draft Number** or the **Payment ID number** in the **Reference Number** field and click on the **Get Draft Details** button. The page is updated with draft details and the **Request Reprint** button is enabled.



To complete the **Request Reprint**, enter details in the **Reason** field (this is a mandatory field) and click on the **Request Reprint** button.

The screenshot shows a web interface for requesting a reprint of a draft. It is divided into three main sections: 'Draft Lookup', 'Request Reprint', and 'Draft Details'.  
1. **Draft Lookup**: Contains a 'Reference Number' field with the value '101744', radio buttons for 'Draft Number' (selected) and 'Payment ID', and a 'Get Draft Details' button.  
2. **Request Reprint**: Contains a 'Reason' dropdown menu with 'paper jam' selected and a 'Request RePrint' button.  
3. **Draft Details**: A summary of draft information including Draft Number (101744), Payment ID (5991643), Beneficiary (Carl Barker), Amount (2,100.00), Payment Currency (British Pound), Encashment Country (United Kingdom), Initiated On (Jul 23, 2008 16:28:22), Status (Printed), Prints (1), Print Requests (0), and Draft Requests (1). A 'Clear' button is at the bottom right.  
A 'Message Center' at the bottom displays the message: 'Please enter reason and click "Request Reprint" button'. Two callout boxes highlight the 'Reason' field with the text 'Must Enter Reason Here' and the 'Request RePrint' button with the text 'Click Request RePrint'.

The **Message Center** presents a confirmation message when the **Request Reprint** is successfully completed.

The draft is now available in the **Draft Print Queue** and the user with print access can print the draft. For details on how to print a draft, see the **Printing a Draft** section.

## 16.6 Reporting on Printed Drafts

The **Draft Report** allows users to report on the drafts that have been previously printed. To create a report, click **Draft Reports** from the **Activity Report** submenu.

The screenshot shows the GlobalPay Alliance user interface. At the top, there is a navigation bar with 'HOME | QUOTE AND ORDERS | MANAGE | ACTIVITY REPORTS | PRINT'. The user is identified as 'Welcome Barry Donovan' with a session expiration of 'May 7, 2009 18:18:57'. A dropdown menu is open under 'ACTIVITY REPORTS', showing options for 'Payment Reports', 'Profit Reports', 'Sanction Reports', and 'Draft Reports'. A callout box points to 'Draft Reports' with the text 'Reporting Printed Drafts Feature'. Below the navigation, there is a 'WELCOME' section, 'Items Pending Your Approval' (18 Pending Order(s) with a 'View List and Approve' button), and 'Important Notifications' (PLEASE READ). A 'User Tips' section follows with information about templates, reviewing orders, managing beneficiaries, and case studies. The footer contains the copyright notice: 'Copyright © 2008, Travellex Global Business Payments'.

The **Draft Report Selection Criteria Page** appears. Select and/or enter the **report criteria** in the fields provided and Click on the **Generate Report** button.

Travellex GlobalPay Alliance

Barry Donovan Barry Donovan May 7, 2009 18:20:39  
Change Password | E-mail | Help | Logout

HOME | QUOTE AND ORDERS | MANAGE | ACTIVITY REPORTS | PRINT

Reports >> Draft Reports

Draft Report Selection

Draft Selection Criteria

Quick Search: Drafts Printed in last 30 days

Initiated From Date: [mm/dd/yyyy] [calendar icon]

Last Printed From Date: [mm/dd/yyyy] [calendar icon]

Copies Printed: [- Select Number of Prints -]

Reference Number: [ ]  Draft Number  Payment ID

Sort By: Date Created

Initiated To Date: [mm/dd/yyyy] [calendar icon]

Last Printed To Date: [mm/dd/yyyy] [calendar icon]

Payment Currency: [- All Currencies -]

Print Status: [- All -]

Sort Order: Ascending

Clear Generate Report

Message Center

Enter your selection criteria.

Copyright © 2008, Travellex Global Business Payments

Generate Report from Criteria Listed

A report based upon the selected criteria is presented. To create a new report, click on the **New Search** button.

HOME | QUOTE AND ORDERS | MANAGE | ACTIVITY REPORTS | PRINT

Reports >> Draft Reports

Drafts Report

Draft Number	Custom Ref	Payment ID	Status	Prints	Reprint Req	Last Print On	Last Print By	Initiated By	Initiated On	Last Reprint Req By	Last Reprint Req On	Action
101744	Test Branch	5991643	Print Ready	1		Jul 23, 2008 16:38:45	New MSR	New MSR	Jul 23, 2008 16:28:22	Manager	Jul 23, 2008 16:42:11	View History

New Search

New Search

To review further details about the draft printing, click on the **View History** button to the right of the required draft. The **draft print history** is presented.

HOME | QUOTE AND ORDERS | MANAGE | ACTIVITY REPORTS | PRINT

Draft History

Draft Number: 101744

S.No	Action On	Action By	Action	Print Count	Reprint Request Count	Reprint Reason
1	Jul 23, 2008 16:38:45	New MSR	Print	1	0	
2	Jul 23, 2008 16:42:11	Manager	Reprint Request	0	1	paper jam

Back

Back

To return to the report, click on the **Back** button.

# 17. Voiding Same Day Drafts

Voiding a Same Day Draft in GlobalPay Alliance allows users to void a draft online. Drafts can be voided online within a 1 hour window from the time the draft was submitted. Travelex must void any drafts that have exceeded the 1 hour window.

Note: Drafts can only be voided after they are submitted (fully approved).

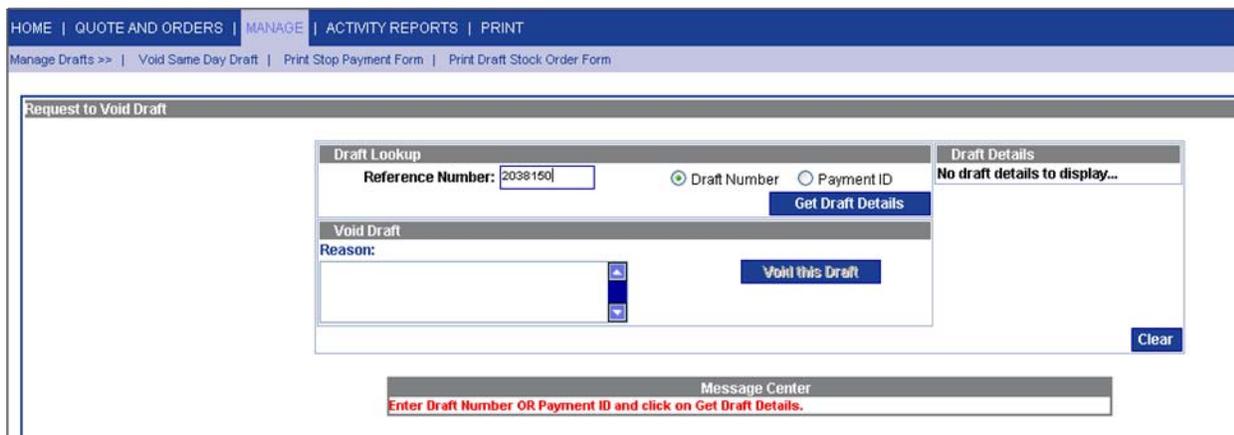
## 17.1 Void a Same Day Draft

To request a Same Day Draft Void, click **Manage Drafts** from the **Manage** submenu



Select **Void Same Day Draft** from the submenu. Please note that if the user does not have access to other **Draft Management** options, the **Void Same Day Draft** page will be presented by default.

The **Request to Void Draft** page is presented.



To select the specific draft to be voided, enter either the **Draft Number** or the **Payment ID** number in the **Reference Number** field and click on the **Get Draft Details** button. The page is updated with draft details and the **Void this Draft** button is enabled.

To complete the void request, enter details in the **Reason** field (this is a mandatory field) and click on the **Void this Draft** button.

The **Message Center** presents a confirmation message when the void request is successfully completed.

GPA clients may set a maximum void draft base (settlement) amount. This means that if the draft base amount exceeds the maximum void amount, the Message Center will present the user with the message **“The draft you have requested to be voided is greater than 'configured void limit' and cannot be voided online. Please contact customerassist@travelex.com for further assistance.”**

#### **Important to Note:**

- If the void draft action is initiated later than 1 hour after the draft was created, the Message Center will present a message informing the user that they must contact Travelex to void the draft.
- If the draft has already been voided, the Message Center will present the user with the message “The draft is already in "VOID" state. You **cannot** void the draft again.”

## **17.2 Print Draft Certificate of Destruction**

A **Draft Certificate of Destruction** form should be completed and sent to Travelex whenever a draft is voided. The form is available on the **Request to Void Draft page** after searching for and getting the draft details. The form will include details about the voided draft as well as instructions on where it should be sent.

To print a **Draft Certificate of Destruction** form, click on the **Print Destruction Certificate** button on the **Request to Void Draft page**.

The **Destruction Certificate** form is presented.

**DESTRUCTION CERTIFICATE**

Print and fax this form to 1 202 513 5202

Should you have queries about completing the Destruction Certificate please contact Customer Assist at 1-800-514-3166 or email customerassist@travelex.com for assistance.

<b>Date of Destruction</b>		Tue Apr 07 2009 17:04:42 EDT		
<b>Draft Number</b>	<b>Deal Number</b>	<b>Date of Issuance</b>	<b>Currency &amp; Amount</b>	<b>Payee Name</b>
461723	647840-2037915	Tue Apr 07 2009 17:03:44 EDT	EUR 300.00	ANDREW SILVERSON

**Reason for Destruction**  
Incorrect amount

<b>To:</b>	Attn: Investigations Dept. 1152 15th ST NW 7th Floor Washington DC, 20005 USA	<b>From:</b>	CH Inc. 15th Floor, 100 Yonge Street Toronto ON United States of America M1M 1M1
		Contact Name:	Chris One
		Direct Fax Number:	
		Direct Telephone Number:	

We, as authorized signatories, certify that the drafts listed above have been destroyed by shredding into strips no longer than 1 cm or 1/2" wide, which have then been incinerated, pulped or granulated on \_\_\_\_\_ (date). We agree to indemnify you for the face value of the draft should it be subsequently presented for payment. We have taken particular care to ensure that these are completely destroyed. We understand that if a draft has only been torn or mutilated, that there is a significant risk it might be fraudulently repaired.

Authorized Signature: _____	Authorized Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Telephone Number: _____	Telephone Number: _____

[Print](#)

If the **Certificate of Destruction** is printed prior to the draft being voided online or if the draft cannot be voided online but the Certificate of Destruction for is printed for a Travelex voided draft, the **Reason field** must be completed on the form prior to printing. The Reason field will automatically be populated on the form if the **Same Day Void Draft** is completed online prior to selecting the **Print Destruction Certificate** button.

Click on the **Print button** to print the form.

**Note:** The form is available for *printing only*. The form must be sent to Travelex to complete the process.

# 18. Online Draft Forms

## 18.1 Draft Certificate of Destruction Form

A Draft Certificate of Destruction form should be completed and sent to Travelex whenever a draft is voided. The form is available on the **Request to Void Draft** page after searching for and getting the draft details. The form will include details about the voided draft as well as instructions on where it should be sent.

To print a Draft Certificate of Destruction form, click on the **Print Destruction Certificate** button on the **Request Void Draft** page.

The Destruction Certificate form is presented.

**DESTRUCTION CERTIFICATE**

Print and fax this form to 1 202 513 5202

Should you have queries about completing the Destruction Certificate please contact Customer Assist at 1-800-514-3166 or email [customerassist@travelex.com](mailto:customerassist@travelex.com) for assistance.

<b>Date of Destruction</b>		Tue Apr 07 2009 17:04:42 EDT		
<b>Draft Number</b>	<b>Deal Number</b>	<b>Date of Issuance</b>	<b>Currency &amp; Amount</b>	<b>Payee Name</b>
461723	647840-2037915	Tue Apr 07 2009 17:03:44 EDT	EUR 300.00	ANDREW SILVERSON

**Reason for Destruction**  
Incorrect amount

<b>To:</b>	Attn: Investigations Dept 1152 15th ST NW 7th Floor Washington DC, 20005 USA	<b>From:</b>	CH Inc. 15th Floor, 100 Yonge Street Toronto ON United States of America M1M 1M1
		<b>Contact Name:</b>	Chris One
		<b>Direct Fax Number:</b>	
		<b>Direct Telephone Number:</b>	

We, as authorized signatories, certify that the drafts listed above have been destroyed by shredding into strips no longer than 1cm or 1/2" wide, which have then been incinerated, pulped or granulated on \_\_\_\_\_ (date). We agree to indemnify you for the face value of the draft should it be subsequently presented for payment. We have taken particular care to ensure that these are completely destroyed. We understand that if a draft has only been torn or mutilated, that there is a significant risk it might be fraudulently repared.

Authorized Signature:	_____	Authorized Signature:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Telephone Number:	_____	Telephone Number:	_____

[Print](#)

If the Certificate of Destruction is printed prior to the draft being voided online or if the draft cannot be voided online but the Certificate of Destruction for is printed form a Travelex voided draft, the **Reason field** must be completed on the form prior to printing. The **Reason field** will automatically be populated on the form if the Same Day Void Draft is completed online prior to selecting the **Print Destruction Certificate** button.

**Note:** The form is available for *printing only*. The form must be sent to Travelex to complete the process.

Click on the **Print button** to print the form.

## 18.2 Draft Stop Payment Form

The Draft Stop Payment form is available online to provide users easy access to the print the form. The form's fields are populated with the client and draft details and provide processing instructions.

To access the **Draft Stop Payment Form**, click **Manage Drafts** from the **Manage** submenu.

The screenshot shows the GlobalPay Alliance user interface. At the top, there is a navigation bar with 'HOME | QUOTE AND ORDERS | MANAGE | ACTMITY REPORTS | PRINT'. Below this, a 'Welcome Barry Donovan' message is displayed. A sidebar menu on the left contains options like 'Manage Beneficiary', 'Manage Formats', 'Manage Users', 'Manage Pricing', 'Manage Remitter', 'Manage Drafts', 'Manage Ordering FI', and 'Manage Upload'. A blue callout box with a white border points to the 'Manage Drafts' option, containing the text 'Click to Access Draft Stop Payment Form'. The main content area includes a 'WELCOME' section, 'Items Pending Your Approval', 'Pending Order(s)', 'Important Notifications', and 'PLEASE READ' section. Below these are 'User Tips' and 'Case Studies' sections.

Select **Print Stop Payment form** from the submenu (Note: If the user does not have access to other Draft Management options, the **Print Stop Payment Form** page will be presented by default).

The **Stop Payment Form** page is presented.

The screenshot shows the 'Stop Payment Form' page. At the top, there is a navigation bar with 'HOME | QUOTE AND ORDERS | MANAGE | ACTMITY REPORTS | PRINT'. Below this, a breadcrumb trail reads 'Manage Drafts >> | Void Same Day Draft | Print Stop Payment Form | Print Draft Stock Order Form'. The main content area is titled 'Stop Payment Form' and contains two main sections: 'Draft Lookup' and 'Draft Details'. The 'Draft Lookup' section has a 'Reference Number' field with the value '2037863', radio buttons for 'Draft Number' and 'Payment ID' (with 'Payment ID' selected), and a 'Get Draft Details' button. Below this is a 'Print Form' section with a 'Reason' field and a 'Print Form' button. The 'Draft Details' section displays the following information: 'Draft Number: 461707', 'Payment ID: 2037863', 'Beneficiary: Andrew Silverson', 'Amount: 200.00', 'Payment Currency: Euro', 'Encashment Country: France', 'Initiated On: Apr 7, 2009 14:28:33', 'Status: Print\_Ready', 'Prints: 0', 'Reprint Requests: 0', and 'Stop Payment Print Count: 0'. There is a 'Clear' button at the bottom right of the 'Draft Details' section. At the bottom of the page, there is a 'Message Center' section with a red error message: 'Please enter reason and click "Print Form" button'.

To select the specific draft, enter either the **Draft Number** or the **Payment ID** number in the **Reference Number** field and click on the **Get Draft Details** button. The page is updated with draft details and the **Print Form** button is enabled.

To print the form, enter details in the **Reason** field (this is a mandatory field) and click on the **Print Form** button.

The Draft Stop Payment Form is presented.

Click on the **Print** button and select the appropriate printer to print the form.

**Note:** The form is available for *printing only*. The form must be sent to Travelex to complete the process.

### 18.3 Draft Stock Order Form

The **Draft Stock Order** form is available online to provide users easy access to the print the form. The form's fields are populated with the client details and provide processing instructions.

To access the **Draft Stock Order** form, click **Manage Drafts** from the **Manage** submenu.

The screenshot shows the GlobalPay Alliance user interface. At the top, there is a navigation bar with links for HOME, QUOTE AND ORDERS, MANAGE, ACTIVITY REPORTS, and PRINT. Below this, a sidebar menu lists various management options: Manage Beneficiary, Manage Formats, Manage Users, Manage Pricing, Manage Remitter, Manage Drafts (highlighted with a blue callout box), Manage Ordering FI, and Manage Upload. The main content area displays a 'WELCOME' message and several sections: 'Items Pending Your Approval', 'Pending Order(s)', 'Important Notifications', 'PLEASE READ', and 'User Tips'. A blue callout box with a white background and a blue border points to the 'Manage Drafts' menu item, containing the text 'Click to Access Draft Stock Payment Form'.

Select **Draft Stock Order Form** from the submenu (**Note:** If the user does not have access to other Draft Management options, the Draft Stock Order Form page will be presented by default).

The **Print Draft Stock Order Form** page is presented.

The screenshot shows the 'Print Draft Stock Order Form' page. At the top, there is a navigation bar with links for HOME, QUOTE AND ORDERS, MANAGE, ACTIVITY REPORTS, and PRINT. Below this, a breadcrumb trail shows 'Manage Drafts >> | Void Same Day Draft | Print Stop Payment Form | Print Draft Stock Order Form'. A 'Print' button is located in the top right corner. The main content area is titled 'Draft Stock Order Form' and contains the following information: 'Please complete the form, sign and fax it to', 'Attn: Johannes Krestschmanni/Clerical Dept.', 'Fax: 202-513-5215', 'Please call 202-408-1200 ext 6230 for assistance.', 'Quantity [250 Sheet Minimum]:' followed by a text input field, 'Client: CH Inc.', 'Date: Wed Apr 08 2009 11:10:08 EDT', 'Ordered By: Chris One', 'Phone Number:' followed by a text input field, 'Approved By:' followed by a text input field, 'Phone Number:' followed by a text input field, 'Logo on Stock' section with radio buttons for 'Traveler Logo', 'Customer Logo (print on stock)', and 'None (logo printed from application)', and a 'Logo Name:' text input field. The 'Ship Draft Stock to:' section includes 'Attn:' followed by a text input field, and 'Company Name:', 'Street:', 'Suite:', 'City:', and 'Prov/State:' each followed by a text input field.

Complete the stock order fields (e.g. Quantity, shipping address, etc.).

Click on the **Print Form** button and select the appropriate printer to print the form.

**Note:** The form is available for *printing only*. The form must be sent to Travelex to complete the process.

## 19. ONLINE SUPPORT

If you require assistance with GlobalPay Alliance or placing an order, please call Travelex at **1-800-897-6333**.