



DHB Net Banking File Upload Functionality

Payments File Upload is a function of DHB Net Banking which allows users to upload and authorize up to 100 SEPA (Single Euro Payments Area) payments in one single attempt. Instead of entering and authorizing multiple payments one by one, it is possible to upload one single file to DHB Net Banking and save time right away. Additionally, added validation checks also help to ensure accuracy of the payment information and reduce errors.

How it works? Very simple!

You prepare your payment transactions in an excel file and save as CSV (Comma delimited) and upload this 'CSV' file to DHB Net Banking.

How the format of CSV file should be?

The first row of the file should be the titles of the payment transactions as shown in the below illustration and exactly in the same order;

Amount IBAN Beneficiary Explanation

	A	B	C	D
1	Amount	IBAN	Beneficiary	Explanation
2	100	DE48500400000258280701	XYZ1 B.V.	Invoice 1
3	3,000.00	NL98RABO0354622911	XYZ2 LTD.	Invoice 22
4	2,200.56	NL60INGB0663177361	A. van DIJK	Invoice 33

The payment transactions can be entered starting from the second row. You can enter maximum 100 payments (in total 101 rows including the titles) in one single CVS file.

What are the specifications of the columns?

Amount: Mandatory field; maximum 6 numeric characters before decimals and thousand separator should be comma (,) if it is used.

Examples:

	A	B
1	Amount	
2	1000	✓
3	1000.23	✓
4	1,000.23	✓
5	1000,23	✗
6	1.000,23	✗



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IBAN (International **B**ank **A**ccount **N**umber): Mandatory field; consists of up to 34 alphanumeric characters; comprising a country code, two check digits and a detailed bank account-number which should belong to one of the SEPA Scheme countries¹.

Beneficiary: Mandatory field; maximum 70 alphanumeric characters are allowed.

Explanation: Optional field, maximum 140 alphanumeric characters are allowed.

The following syntax is allowed in both “Beneficiary” and “Explanation” fields within their maximum character limits;

- ISO basic latin alphabet
- numbers
- space
- [special characters](#)²

What is next?

Payment file is ready now!

When you login to DHB Net Banking you will see “New File Upload” under “Payment File Upload” title in the left menu. Click on it and you will see the below screen.

The screenshot shows the DHB Net Banking interface for uploading a new file. The sidebar on the left contains a menu with 'New File Upload' highlighted. The main content area has a blue header 'New File Upload' with the date '15 March 2022'. Below the header, there is a form with the following fields and options:

- File Type***: A dropdown menu showing 'SEPA Credit Transfer'.
- Account***: A dropdown menu showing 'NL30DHBN0123456789- Current Account - 120,354.75 - EUR'.
- Explanation***: A text area for providing an explanation.
- Radio buttons**: Two options for explanation: 'Use the explanation within file for each booking' (selected) and 'Use the below general explanation for all bookings'.
- Choose file to Upload***: A section with a 'Browse' button and a note 'Only csv file format is acceptable'.
- Upload File**: A blue button at the bottom right of the form.

¹ The list of SEPA Scheme countries can be obtained from <http://www.europeanpaymentscouncil.eu/>

² The list of usable special characters can be found on <https://netbanking.dhbbank.com/helpdesk/documents/UsableSpecialCharactersList.pdf>



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On this screen, follow these steps:

- If you did not fill in the Explanation field in your excel file, it is possible to assign a same general explanation to be used for each booking to your account. Then before upload the CSV file please change the radio button to 'Use the below general explanation for all bookings' and enter your general explanation to 'Explanation' field in this screen. Please note that, if you choose to use the 'general explanation field' on this screen any data in the explanation field(s) of the CSV file will be overwritten with this general explanation.
- Click on "Browse" and choose the file to be uploaded. You will see the name of the file next to "Browse" button.
- Click on "Upload File" then you will see the total number of payments in the file and total payment amount as in the below illustration.
- Now you can either choose to "Proceed" to forward the CSV file to **Approve** queue or to "Cancel" in order to waive the file upload.

The screenshot displays the 'New File Upload' interface in the DHB Net Banking system. The page header includes the DHB Bank logo and navigation links for 'Contact', 'Messages', and 'Log out'. A left-hand navigation menu lists various services such as 'My Net Banking', 'Domestic & SEPA Transfers', 'Payment File Upload', 'International Transfers', 'Foreign Exchange', 'Open Banking', 'Helpdesk', 'Downloads', and 'Settings'. The main content area features a blue header with the title 'New File Upload' and the date '15 March 2022'. Below this, a table provides details for the uploaded file:

File Name	FileUploadTest (1).csv
Total number of payments	7
Total payment amount	2311.3

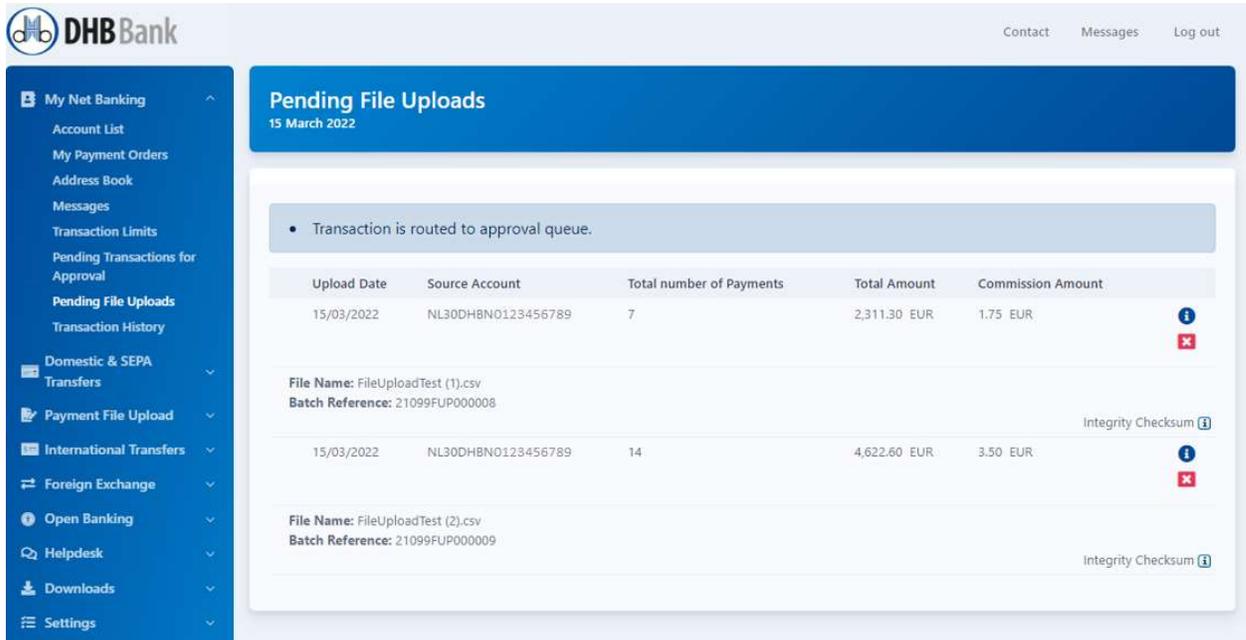
At the bottom right of the table area, there is an 'Integrity Checksum' link with an information icon. Below the table, there are two buttons: a white 'Cancel' button and a blue 'Proceed' button.

After you click on "Proceed" button all security and IBAN controls are done by the system and you are routed to Pending File Uploads page unless there is an error in the file. The allowed transaction limits of the users are also controlled at this level. Please note that the total amount of the CSV file should be within the transaction limits of the user(s). If you receive an error please then correct the related field(s) in your CSV file and upload again.



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You will see a summary of the transaction on this page; with commission amount to be collected, batch (file) reference and two symbols. You can see and check all payments in the file and their details by clicking “View Details”  icon and you can cancel the transaction by clicking “Delete”  icon if necessary.



The screenshot displays the DHB Bank Net Banking interface. The top navigation bar includes the DHB Bank logo, "Contact", "Messages", and "Log out". A left sidebar menu lists various services such as "My Net Banking", "Account List", "My Payment Orders", "Address Book", "Messages", "Transaction Limits", "Pending Transactions for Approval", "Pending File Uploads", "Transaction History", "Domestic & SEPA Transfers", "Payment File Upload", "International Transfers", "Foreign Exchange", "Open Banking", "Helpdesk", "Downloads", and "Settings".

The main content area is titled "Pending File Uploads" with a sub-header "15 March 2022". A message states: "Transaction is routed to approval queue." Below this is a table with the following columns: "Upload Date", "Source Account", "Total number of Payments", "Total Amount", and "Commission Amount".

Upload Date	Source Account	Total number of Payments	Total Amount	Commission Amount	
15/03/2022	NL30DHBN0123456789	7	2,311.30 EUR	1.75 EUR	 
File Name: FileUploadTest (1).csv Batch Reference: 21099FUP000008					Integrity Checksum 
15/03/2022	NL30DHBN0123456789	14	4,622.60 EUR	3.50 EUR	 
File Name: FileUploadTest (2).csv Batch Reference: 21099FUP000009					Integrity Checksum 

“**Approve**” link on the screen will only be displayed to ‘Single Authorizer’ or ‘Authorizer’ profile if the account holder is a legal entity or otherwise if the account holder is a natural person.



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After you click the **Approve** link you will be routed to Transaction Digipass Confirmation screen. This is the last step to send all payments in the CSV file in one attempt.

The screenshot shows the 'Transaction Digipass confirmation' screen. On the left is a navigation menu with options like 'My Net Banking', 'Account List', 'My Payment Orders', 'Address Book', 'Messages', 'Transaction Limits', 'Pending Transactions for Approval', 'Pending File Uploads', 'Transaction History', 'Domestic & SEPA Transfers', 'Payment File Upload', 'International Transfers', 'Open Banking', 'Helpdesk', 'Downloads', and 'Settings'. The main content area has a blue header 'Transaction Digipass confirmation'. Below it, the text reads 'Confirm your transaction with your Digipass'. There are three sections: 'Digipass number' with a dropdown menu showing '21-2042280-9', 'Challenge code' with the value '83980911', and 'Response code' with an empty input field. At the bottom right, there are 'Back' and 'Proceed' buttons.

Following the approval of your CSV file with your Digipass the file upload is completed. You will see the below screen showing you the summary of your CSV file and it is also possible to reach the contents of your file by clicking  View details icon.

The screenshot shows the 'Transaction Status' screen for 15 March 2022. It features a blue header with the title and date. A message states 'File upload is completed.' Below this is a table with the following data:

Upload Date	Source Account	Total number of Payments	Total Amount	Commission Amount
15/03/2022	NL30DHBN0123456789	7	2,311.30 EUR	1.75 EUR

Below the table, it shows 'File Name: FileUploadTest (1).csv' and 'Batch Reference: 21099FUP000008'. There is also an 'Integrity Checksum' link.



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How can I see the files previously uploaded?

You can always search and reach the files you uploaded before on Search Uploaded Files page. Just click on the Search button by selecting a date interval. This page will also show you the status of uploaded files and you will see the following icon if you got an error during the approval: ❌

Successful uploads will be shown under 'Status' with a green symbol ✅.

DHB Bank Contact Messages Log out

Search Uploaded Files

15 March 2022

Start Date: 13 March 2022

End Date: 15 March 2022

Search

Upload Date	Source Account	File Name	Total number of Payments	Total Amount	Status
15/03/2022	NL30DHBN0123456789	FileUploadTest (2).csv	14	4,622.60 EUR	❌
Batch Reference: 21099FUP000009					
Integrity Checksum ⓘ					
15/03/2022	NL30DHBN0123456789	FileUploadTest (1).csv	7	2,311.30 EUR	✅
Batch Reference: 21099FUP000008					
Integrity Checksum ⓘ					

If you have any questions, please do not hesitate to contact our Helpdesk on workdays from 9.00 to 17.15 via +31104369151 or send an e-mail to dhbnetbanking@dhbbank.com.