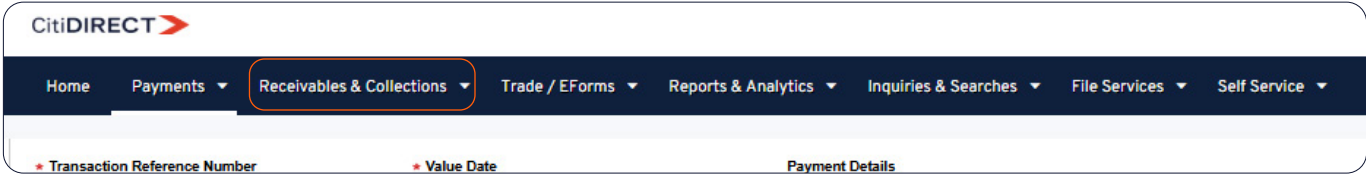
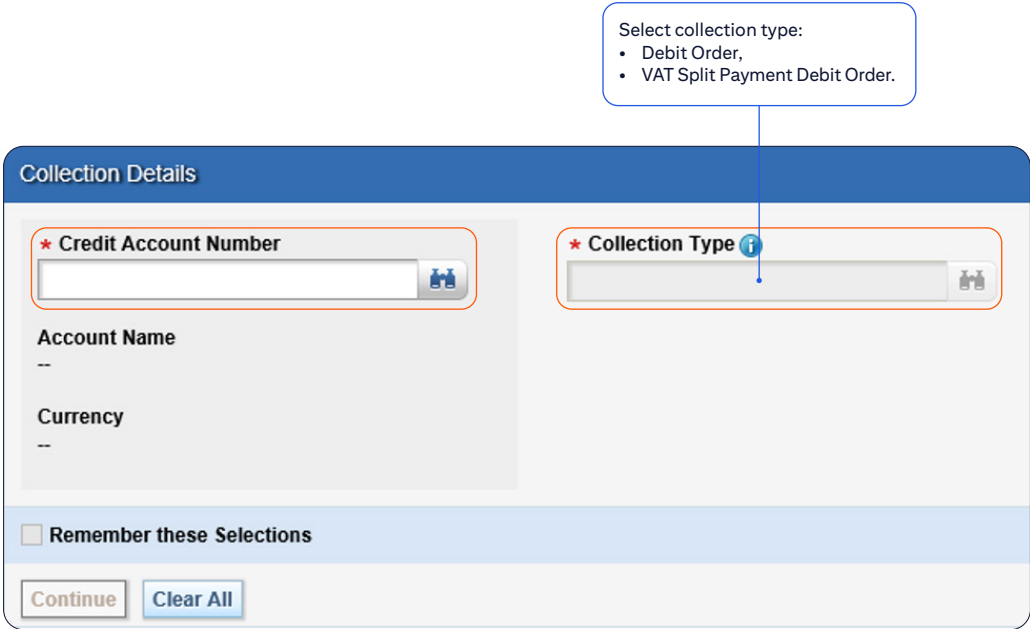


CitiDirect® – Direct Debit

After log in to CitiDirect select an option: [Receivables & Collections](#).



Select [Enter New Collection](#). Collection initiation screen will be displayed. In section [Collection Details](#) enter: [Credit Account Number](#) and [Collection Type](#). Click on [Continue](#).



New collection initiation screen will be displayed. Fields marked with a star (*) are required to be fulfilled.

Debit Order

Collection Type: Debit Order.
Enter an amount.

Collection Initiation

Submit
Save As Draft
Cancel
Clear Entered Data

Collection Type [Change Selections](#)

Credit Account Number (Change Account) 00 0000 0000 0000 0000 0000 0000	Collection Type Debit Order	* Amount <input style="width: 100%; height: 20px;" type="text"/>
Account Name _____		
Currency PLN		

"Payment identification number" (maximum 20 characters) – number confirmed between Creditor and Payer, allows payment identification based on the received consent.
Transaction Reference Number (maximum 10 characters).
Enter Value Date.
Debit Order details (maximum 35 characters).

Debit Order
Collapse all

Collection Details * = Required Fields

* Invoice Reference Number <input style="width: 100%; height: 20px;" type="text"/>	* Value Date 18/11/2019	Message to Remitter <input style="width: 100%; height: 20px;" type="text"/>
* Customer Reference Number <input style="width: 100%; height: 20px;" type="text"/>		

Payer Details * = Required Fields

* Payer Name <input style="width: 100%; height: 20px;" type="text"/>	Bank Code <input style="width: 100%; height: 20px;" type="text"/>	* Payer Account Number <input style="width: 100%; height: 20px;" type="text"/>
* Payer Address Line 1 <input style="width: 100%; height: 20px;" type="text"/>	Payer Bank Name <input style="width: 100%; height: 20px;" type="text"/>	
Payer Address Line 2 <input style="width: 100%; height: 20px;" type="text"/>		

Save As Template

Submit
Save As Draft
Cancel
Clear Entered Data

Submit Debit Order once all required fields will be populated. Select: Save As Template if you want to create a Debit Order template.

Enter Payer's Name and Address.

Fields will be populated automatically once an order will be submitted.

Enter payer's account as one sequence without spaces.

Local VAT split payment for Debit Order

Collection Type:
VAT Split Payment Debit Order.
Enter an amount.

Collection Initiation

Collection Type [Change Selections](#)

Credit Account Number (Change Account) 00 0000 0000 0000 0000 0000 0000	Collection Type VAT Split Payment Debit Order	* Amount <input style="width: 100%;" type="text"/>
Account Name _____		
Currency PLN		

VAT account number associated with credited account. Displayed automatically together with available VAT account balance.
"Payment identification number" (maximum 20 characters) – number confirmed between Creditor and Payer, allows payment identification based on the received consent.
Transaction Reference Number (maximum 10 characters).
Enter VAT amount.

VAT Split Payment Debit Order Collapse all

▼ VAT Account Details * = Required Fields

VAT Account Number 00 0000 0000 0000 0000 0000 0000	VAT Account Balance 0,00 <input type="text" value="18/11/2019 12:20 PM"/>	* VAT Amount <input style="width: 100%;" type="text"/>
Net Amount 0,00		

▼ Collection Details * = Required Fields

* Payer Identification Number <input style="width: 100%;" type="text"/>	* Value Date <input style="width: 100%;" type="text" value="18/11/2019"/>	Message to Remitter <input style="width: 100%;" type="text"/>
* Customer Reference Number <input style="width: 100%;" type="text"/>	* Invoice Number <input style="width: 100%;" type="text"/>	

▼ Payer Details * = Required Fields

* Payer Name <input style="width: 100%;" type="text"/>	Bank Code <input style="width: 100%;" type="text"/>	* Payer Account Number <input style="width: 100%;" type="text"/>
* Payer Address Line 1 <input style="width: 100%;" type="text"/>	Payer Bank Name <input style="width: 100%;" type="text"/>	
Payer Address Line 2 <input style="width: 100%;" type="text"/>		

Save As Template

Submit

Submit Debit Order once all required fields will be populated. Select: Save As Template if you want to create a Debit Order template.

Enter Payer's Name and Address.

Fields will be populated automatically once an order will be submitted.

Enter Value Date and Invoice Number.

Enter payer's account as one sequence without spaces.

Debit Order details (maximum 35 characters).

Direct Debits Order management

This system option works the same way like for other types of payments available in CitiDirect. Details are described in the dedicated user guide: [CitiDirect – Payments](#) available on www.citidirect.pl website, section: [Manuals and documents](#).

Direct Debit status verification

Submitted Direct Debit Orders are available in section: [Receivables & Collections > View All Collections](#). By default system displays Direct Debits created within last 90 days. To search more, new search with expanded criteria should be run. Direct Debit status is available in column Status.

Modification of Direct Debit

Every user entitled to enter payments debiting the account, from which the transfer was made, can modify it as long as the transfer has not been wired to the Bank. In order to an order, select the [Receivable & collections → To Submit / Modify option](#).

Authorization / release of Debit Orders

Once Direct Debit transaction will be submitted, it will be a subject of authorization according with the scheme accepted by the client:

- Release,
- Authorization of one or more levels,
- Authorization of one or more levels + Release.

Depending on the configuration, the system requires an additional payment authorization. Therefore, in a dedicated menu, enter a onetime password (OTP – One Time Password) which is generated similarly to what you do during login.

Regardless of the chosen options, due to the default search setup, the CitiDirect system may not display searched Debit Order. In this case, search criteria should be modified (particularly: in the case of: Creation date and Status).

Import of Direct Debits

An option is available through CitiDirect File Services module. Imported records must be compliant with current file import structure.

Details are described in the dedicated user guide: [CitiDirect – Import](#) available on www.citidirect.pl website, section: [Manuals and documents](#).