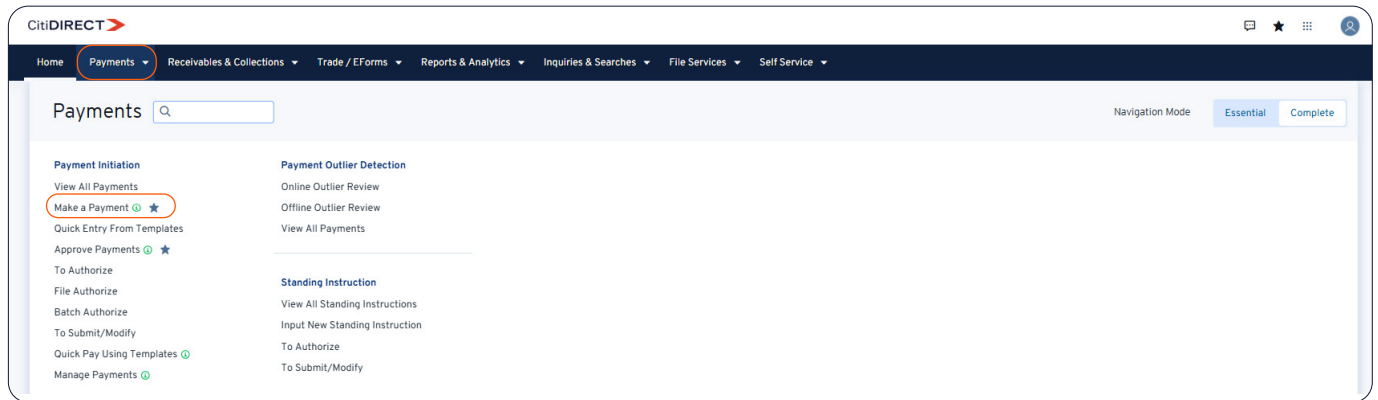
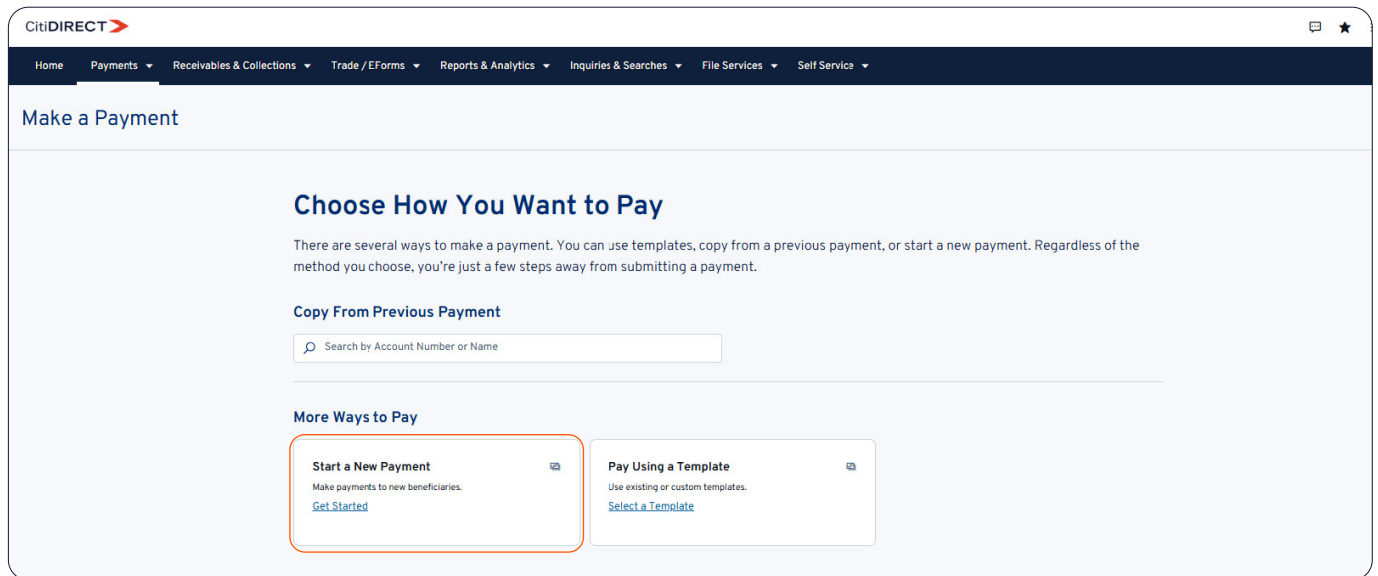


# Domestic transfer – Cash withdrawal at outlets of Poczta Polska

1. From the main menu select **Payments**. In the payment tab, select the option **Make a payment**.



2. Select **Start a New Payment**.



3. Select **Debit Account**, **Payment Amount** and **Currency**, and **Payment Method** as **Domestic Funds Transfer – Local Payment** (including Elixir & Sorbnet)

4. Select option **Enter Beneficiary Details**. A window will appear on the right. Enter the beneficiary details:

- Beneficiary Name: Bank Handlowy w Warszawie S.A. ul. Senatorska 16, 00-923 Warszawa
- Beneficiary Account number – account indicated in the contract: 9210301508000000100027917.

5. Then you have to choose the payment details. Enter the [Payment Date](#), [Payment System](#) and [Transaction Reference Number](#):

- Payment details:
  - Line 1 – Recipient’s name and surname, the order is **IMPORTANT**, e.g. Nowak Jan.
  - Line 2 – type and number of identity document: **DO** – identity card, **PA** – passport, **KP** – residence card; **DM** – mObywatel document (mDowod); then a space and the series and number of the identity document, e.g. DO CFK826070
  - Line 3 – e-mail address to which the order number will be sent after it has been accepted for execution. Instead of the „@” sign, enter (at), instead of the underscore, enter a plus, e.g. instead of jan\_nowak@mail.pl to jan+nowak(at)mail.pl
  - Line 4 – 9-digit phone number to which the order number will be sent, e.g. 601234567

Click [Continue](#).

**Payment Details**

Payment Date ⓘ

Earliest  Select Date

04/04/2025 📅

\* Payment System

Standard Payment  Faster Payment (Express Elixir)  High Value Payment (Sorbnat)

Transaction Reference Number

Will be auto generated

Payment Details

TEST

Cancel Continue

6. The next step is **Additional Details**. You can mark a given payment as important. The description of this function can be found under the sign ⓘ. At this stage, you can save the payment under the **Save and Exit** button. The payment will be entered in the draft version.

The screenshot shows the 'Additional Details' step of the 'Make a Payment' process. The progress bar indicates three steps: 1. Payment Details (checked), 2. Additional Details (current step), and 3. Review & Submit. The main heading is 'Additional Details' with the instruction 'We need some additional information from you. Enter the details below.' Under 'Optional Information', there are two toggle switches: 'Do you want to mark this payment as confidential?' (set to 'No') and 'Do you want to mark this payment as important?' (set to 'No'). The 'important?' toggle has an ⓘ icon. At the bottom, there are three buttons: 'Back', 'Cancel', and 'Save and Exit' (highlighted with a red box), and 'Continue'.

7. The last step of the payment is the summary. At this stage, you can **Cancel** the payment, return to editing under the **Edit Payment Details** or **Edit Additional Details** buttons. You can save the payment as a draft under the **Save and Exit** button. Use the **Submit payment** button to enter the payment into the system.

The screenshot shows the 'Review & Submit' step of the 'Make a Payment' process. The progress bar indicates three steps: 1. Payment Details (checked), 2. Additional Details (checked), and 3. Review & Submit (current step). The main heading is 'Review & Submit' with the instruction 'Review your details before you submit your payment.' At the top right, there are five buttons: 'Cancel', 'Edit Payment Details', 'Edit Additional Details', 'Save and Exit', and 'Submit Payment' (highlighted with a red box). Below this is a 'Payment Overview' section with a table of details:

Beneficiary Name	TEST	Beneficiary Account	92103015080000001000...
Debit Account & Currency	72 1030 1508 0000 0001 00...	Payment Method	Domestic Fund Transfer - Loc...
Payment Amount & Currency	PLN 10.00	Payment Date	04/04/2025

Below the overview is an 'Other Details' section with a table:

Debit Account Name	TEST WZORZEC	Payment System	Standard Payment	Payment Details	TEST
Beneficiary Bank Routing Code	10301508	Beneficiary Bank Name	BANK HANDLOWY RC	Confidential	No
Mark as Important	No				

At the bottom, there are five buttons: 'Back', 'Cancel', 'Edit Payment Details', 'Edit Additional Details', 'Save and Exit', and 'Submit Payment' (highlighted with a red box).

8. After clicking [Submit Payment](#), a confirmation of your payment entry appears.

