



**Internet banking for business  
user guide**

## Transaction support service



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Transaction Support Services

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## Transaction support service

### Add Beneficiary

Transactions

Transaction Services

Add Beneficiary

#### Counterparty Details

\* Indicates Mandatory Fields

★ Network Type\*

★ Nickname\*

★ Access Type\*

★ Beneficiary Name\*

#### Account Details

★ Account Number\*

★ Confirm Account Number\*

CONTINUE

- Network Type:** the user must choose between
  - **within Bank** for internal transfers
  - **ACH** for local Transfers
  - **Swift** for international Transfers
- Name:** name of the Counterparty
- Nick Name:** Nickname of the Counterparty
- Access type:** **Global:** for all user at the corporate, Local: user add it for him self only
- Account Number:** The user should enter the account number
- Confirm Account Number:** Re-enter the account number
- Counterparty Bank:** choose home bank from drop down menu.
- Continue:** confirmation page will be displayed

## Transaction support service

### • Add Beneficiary account within Bank

1

Beneficiary Details

2

Preview and Confirm

3

Summary

**Counterparty Details** \* Indicates Mandatory Fields

★ Network Type\*

Within Bank ▼

★ Beneficiary Type\*

Select ▼

★ Nickname\*

★ Access Type\*

Select ▼

★ Beneficiary Name\*

---

**Account Details**

★ Account Number\*

★ Confirm Account Number\*

CONTINUE

- **Network Type:** **within Bank** for internal transfers
- **Beneficiary Type:** select **Account** to add beneficiary account
- **Nick Name:** Nickname of the beneficiary
- Access type: **Global**: for all user at the corporate, **Local** user add it for him self only
- **Beneficiary Name:** name of the beneficiary
- **Account Number:** The user should enter the account number
- **Confirm Account Number:** Re-enter the account number
- **Continue:** confirmation page will be displayed

## Transaction support service

### Add Beneficiary account within Bank



Beneficiary Details



Preview and Confirm



Summary

Confirm the following details before submission

#### Counterparty Details

Beneficiary Name:

Nickname:

Beneficiary Type: Account

Access Type: Global

#### Account Details

Account Number:

Network Type: Within Bank

#### Additional Details

Remarks  if any to be added by User

Enter your credentials to confirm the transaction

#### Confirmation Details

Secure Token\*  Enter The OTP number



SUBMIT



The party type details are added successfully with the reference ID. Party type: [Counterparty] Ref. ID:



Beneficiary Details



Preview and Confirm



Summary

#### Counterparty Details

Counterparty ID:

Name:

Nickname:

Access Type: Global

Beneficiary Type: Account

#### Account Details

Account Number:

Network Type: Within Bank

## Transaction support service

### Add Beneficiary Card within Bank

1

Beneficiary Details

2

Preview and Confirm

3

Summary

**Counterparty Details** \* Indicates Mandatory Fields

★

Network Type\*

Within Bank

▼

★

Beneficiary Type\*

Cards

▼

★

Nickname\*

★

Access Type\*

Select

▼

★

Beneficiary Name\*

**Account Details**

★

Card Number\*

★


Confirm Card Number\*

CONTINUE


- **Network Type:** **within Bank** for internal transfers
- **Beneficiary Type:** select Card to add beneficiary account
- **Nick Name:** Nickname of the beneficiary
- **Access type:** **Global:** for all user at the corporate, **Local:** user add it for him self only
- **Beneficiary Name:** name of the beneficiary
- **Account Number:** The user should enter the card number
- **Confirm Account Number:** Re-enter the Card number
- **Continue:** confirmation page will be displayed

## Transaction support service


### Add Beneficiary Card within Bank



Beneficiary Details



Preview and Confirm



Summary

**Confirm the following details before submission**

**Counterparty Details**

Beneficiary Name: <input type="text"/> Beneficiary Type: Credit Cards Access Type: Global	Nickname: <input type="text"/>
---	--------------------------------

**Account Details**

Card Number: <input type="text"/> Network Type: Within Bank	
--	--


**Additional Details**


Remarks  if any to be added by User


*Enter your credentials to confirm the transaction*

**Confirmation Details**


Secure Token\*  Enter The OTP number





 The party type details are added successfully with the reference ID. Party type: [Counterparty] Ref. ID:



Beneficiary Details



Preview and Confirm



Summary

**Counterparty Details**

Counterparty ID: <input type="text"/> Nickname: <input type="text"/> Beneficiary Type: Credit Cards	Name: <input type="text"/> Access Type: Global
---	---

**Account Details**

Card Number: <input type="text"/> Network Type: Within Bank	
--	--

## Transaction support service

### • Add Beneficiary account For ACH Payment

1  
Beneficiary Details

2  
Preview and Confirm

3  
Summary

**Counterparty Details** \* Indicates Mandatory Fields

Network Type\* ACH ▼

Beneficiary Type\* Account ▼

Account Currency EGP ▼

Note: Currency should be EGP. For other domestic Currency please register for Swift.

Nickname\*

Access Type\* Select ▼

**Account Details**

Account Number\*

Confirm Account Number\*

Swift Code/BIC\*

LOOKUP
←

CONTINUE

- **Network Type:** **ACH** for local outside transfers
- **Beneficiary Type:** select Account to add beneficiary account
- **Account currency:** select the currency of outside account
- **Nick Name:** Nickname of the beneficiary
- **Access type: Global:** for all user at the corporate, Local: user add it for him self only
- **Account Number:** The user should enter the account number
- **Confirm Account Number:** Re-enter the account number
- **BIC code:** select the BIC code of the local Bank

## Transaction support service

### Add Beneficiary account For ACH Payment

✓

2

3

Beneficiary Details

Preview and Confirm

Summary

**Confirm the following details before submission**

**Counterparty Details**

Beneficiary Name:	Nickname
Beneficiary Type: Account	Account Currency: EGP
Bank Identifier:	
Country: EGYPT	
Access Type: Global	

**Account Details**

Account Number:	
Network Type: ACH	

**Additional Details** if any to be added by User

Remarks

Enter your credentials to confirm the transaction

#### Confirmation Details

Secure Token\* Enter The OTP number



✓ The party type details are added successfully with the reference ID. Party type: [Counterparty] Ref. ID:

✓

✓

3

Beneficiary Details

Preview and Confirm

Summary

**Counterparty Details**

Counterparty ID:	Name
Nickname:	Access Type: Global
Beneficiary Type: Account	Account Currency: EGP
Country: EGYPT	

**Account Details**

Account Number:	
Bank Identifier:	Network Type: ACH

## Transaction support service

### • Add Beneficiary Card For ACH Payment

1  
Beneficiary Details

2  
Preview and Confirm

3  
Summary

**Counterparty Details** \* Indicates Mandatory Fields

Network Type\* ACH ▼

Beneficiary Type\* Cards ▼

Account Currency EGP ▼

Note: Currency should be EGP.For other domestic Currency please register for Swift.


Nickname\*

Access Type\* Select ▼

**Account Details**

Card Number\*

Confirm Card Number\*

Swift Code/BIC\*  LOOKUP 

CONTINUE

- **Network Type:** **ACH** for local transfers
- **Beneficiary Type:** select Cards to add beneficiary Card
- **Card currency:** select the currency of outside card
- **Nick Name:** Nickname of the beneficiary
- **Access type:** **Global:** for all user at the corporate, Local: user add it for him self only
- **Card Number:** The user should enter the card number
- **Confirm Account Number:** Re-enter the card number
- **BIC code:** select the BIC code of the local Bank

## Transaction support service

### Add Beneficiary Wallet For ACH Payment

1  
Beneficiary Details

2  
Preview and Confirm

3  
Summary

**Counterparty Details** \* Indicates Mandatory Fields

Network Type\* **ACH** ▼

Beneficiary Type\* **Account** ▼

Account Currency **EGP** ▼

Note: Currency should be EGP.For other domestic Currency please register for Swift.

Nickname\* \_\_\_\_\_


Access Type\* **Select** ▼

**Account Details**

Card Number\* \_\_\_\_\_

Confirm Card Number\* \_\_\_\_\_

Swift Code/BIC\* \_\_\_\_\_

**LOOKUP** 

**CONTINUE**

- **Network Type:** **ACH** for local transfers
- **Beneficiary Type:** select **Account** to add beneficiary **wallet**
- **wallet currency:** select the currency of outside wallet
- **Nick Name:** Nickname of the beneficiary
- **Access type:** **Global:** for all user at the corporate, Local: user add it for him self only
- **wallet Number:** The user should enter the wallet number
- **Confirm Account Number:** Re-enter the wallet number
- **BIC code:** select the BIC code of the local Bank

## Transaction support service

### Add Beneficiary Card For ACH Payment

✓

Beneficiary Details

2

Preview and Confirm

3

Summary

Confirm the following details before submission

Counterparty Details

Beneficiary Name:

Beneficiary Type: Credit Cards

Bank Identifier:

Country: EGYPT

Access Type: Global

Nickname: mr

Account Currency: EGP

Account Details

Card Number:

Network Type: ACH

Additional Details

Remarks

if any to be added by User

Enter your credentials to confirm the transaction

Confirmation Details

Secure Token\*

Enter The OTP number

SUBMIT

✓

The party type details are added successfully with the reference ID. Party type: [Counterparty] Ref. ID:

✓

Beneficiary Details

✓

Preview and Confirm

3

Summary

Counterparty Details

Counterparty ID:

Nickname: mr

Beneficiary Type: Credit Cards

Country: EGYPT

Name:

Access Type: Global

Account Currency: EGP

Account Details

Card Number:

Bank Identifier:

Network Type: ACH

## Transaction support service

### • Add Beneficiary Account For SWIFT Payment

1  
Beneficiary Details

2  
Preview and Confirm

3  
Summary

**Counterparty Details** \* Indicates Mandatory Fields

Network Type\* Swift

Account Currency\* EUR

Note: Currency should be EGP.For other domestic Currency please register for Swift.

Nickname\*

Access Type\* Global

Beneficiary Name\*

Beneficiary Address Details\*

**Account Details**

Account Number\*

Confirm Account Number\*

Swift Code/BIC\*  LOOKUP

CONTINUE

- **Network Type:** select **Swift** for outside Egypt transfers
- **Account currency:** select the currency of outside Egypt transfer
- **Nick Name:** Nickname of the beneficiary
- **Access type:** **Global:** for all user at the corporate, **Local:** user add it for him self only
- **Beneficiary address details:** enter the beneficiary address details
- **Account Number:** The user should enter the card number
- **Confirm Account Number:** Re-enter the card number
- **Swift code:** select the Swift code of the outside Bank

## Transaction support service

### Add Beneficiary Account For SWIFT Payment



Beneficiary Details



Preview and Confirm



Summary

Confirm the following details before submission

#### Counterparty Details

Beneficiary Name:

Account Currency:

Beneficiary Address  
Details:

Address (Line 3):

Country:

Access Type:

Nickname: v

Address (Line 2):

Bank Identifier:

#### Account Details

Account Number:

Network Type: Swift

#### Additional Details

Remarks

#### Account Details

Card Number\*

Confirm Card Number\*

Swift Code/BIC\*

LOOKUP

CONTINUE



The party type details are added successfully with the reference ID. Party type: [Counterparty] Ref. ID:



Beneficiary Details



Preview and Confirm



Summary

#### Counterparty Details

Counterparty ID:

Nickname:

Account Currency:

Beneficiary Address  
Details:

Address (Line 3):

Name:

Access Type:

Address (Line 2):

Country:

#### Account Details

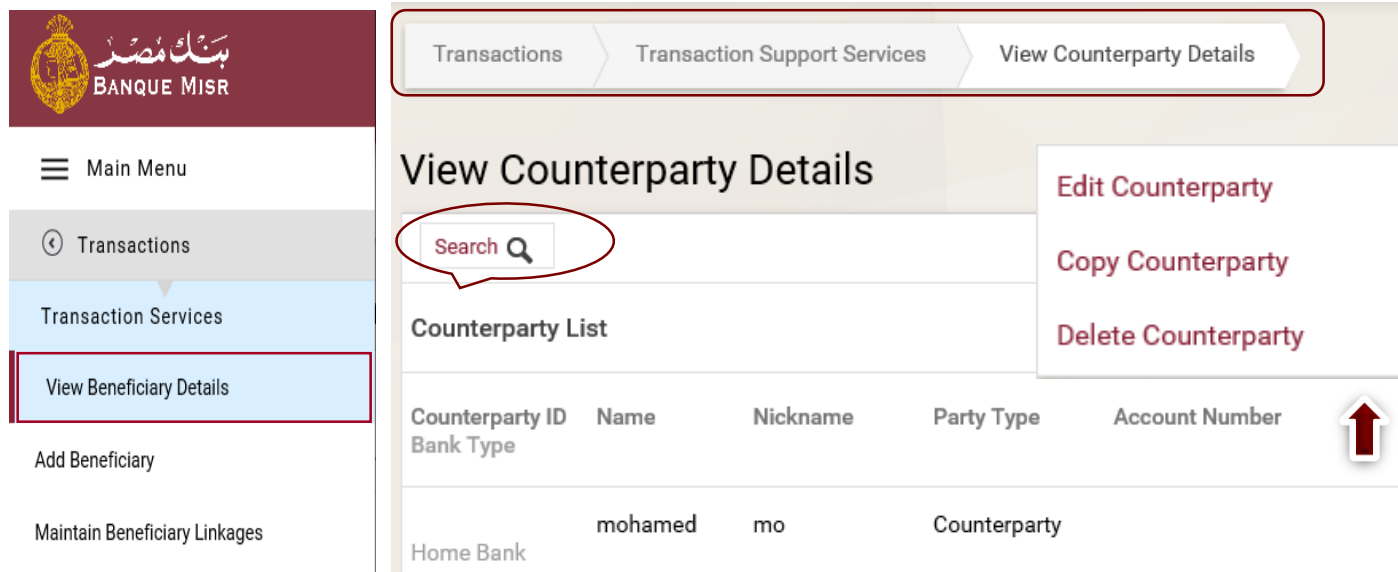
Account Number:

Bank Identifier:

Network Type: Swift

## Transaction support service

- view Beneficiary details



The screenshot displays the 'View Counterparty Details' screen within the Banque Misr Transaction Support Services. The left sidebar contains a 'Main Menu' and 'Transactions' section, with 'View Beneficiary Details' highlighted. The main content area features a 'View Counterparty Details' header with a search bar (circled in red). Below this is a 'Counterparty List' table with columns: Counterparty ID, Name, Nickname, Party Type, and Account Number. The table lists a counterparty named 'Home Bank' with details: 'mohamed', 'mo', and 'Counterparty'. On the right, there is a menu with 'Edit Counterparty', 'Copy Counterparty', and 'Delete Counterparty' options. An upward arrow icon is visible on the right side of the table.

By default, list of all beneficiaries will be displayed on screen Representative screen is as above:


User is allowed to perform the following actions from burger menu:


- **Edit Counterparty** - User will be able to modify the Counterparty details except Counterparty reference number.
- **Copy Counterparty** - User will be able to copy the existing Counterparty details.
- **Delete Counterparty** - User can click on 'Delete' button to delete the Counterparty. This will take the User to 'Preview Confirmation Details' Screen.
- After any of the above action, authorization parameter will be asked to be fulfilled. After successful validation, confirmation page will be displayed with success/failure message.

## Transaction support service

note

User can search about counterparty by below options

Search 

Name	Nickname
<input type="text"/>	<input type="text"/>
Counterparty ID	Account Number
<input type="text"/>	<input type="text"/>
Bank Type	
Select 	

CLEAR

SEARCH

- **Counterparty Name:** Name of Counterparty.
- **Nickname:** Nickname of Counterparty.
- **Counterparty ID:** Counterparty reference id.
- **Account Number:** Account number of the Counterparty added.

## Transaction support service

- **Maintain beneficiary linkage**

Transactions

Transaction Support Services

Maintain Counterparty Linkages

Search 

note

### List of Linkages

**this is applicable only for Beneficiaries who are added as access type local**

Counterparty ID  
Party Type

Name  
Nickname

Account Number  
Account Currency

31803

Counterparty

EGP

View/Modify  
Linkages

- select the record from the list of Linkages and click on 'View/Modify Linkages' link which will take the User to 'Maintain beneficiary Linkages' Screen.
- the screen will be shown as a two columns. Left Column shows the 'Users Linked to the beneficiary' and Right Column shows 'Users not linked to the beneficiary'. The User will be able to Link or De-Link the Users with the beneficiary.
- The user will select the user from the Right table and drag it the user to the left table. Once the users to be linked are brought on the left side table, the user will click on continue to link them.

## Transaction support service

The representative screen is as below:

**Counterparty Details**

Counterparty ID: \_\_\_\_\_ Name: \_\_\_\_\_

Nickname: \_\_\_\_\_

---

**Users Linked**

✓	User ID
✓	
✓	

<<

>>

**Users Not Linked**

✓	User ID
✓	
✓	
✓	
✓	
✓	
✓	
✓	

Select the user and click the narrow to move the user to left side

Page Number GO 1 - 5 of 7

BACK CONTINUE

**Users Linked**

✓	User ID
✓	
✓	
✓	

<<

>>

**Users Not Linked**

✓	User ID
✓	
✓	
✓	
✓	
✓	
✓	
✓	

**New Linked Users**

User ID

**New Delinked Users**

User ID

The corporate authorizer will be able to either 'Approve' or 'Reject' the linkage. All the Counterparty linkage requests waiting for approval will be at approval queue.

**Additional Details**

Remarks \_\_\_\_\_

*Enter your credentials to confirm the transaction*

**Confirmation Details**


Secure Token\* \_\_\_\_\_

BACK SUBMIT

## Transaction support service




- **View approval queue** “will display to authorizer only”

### View Approval Queue

**Search** 

**Approval/Reject List**

Counterparty ID Party Type	Request Type Requested By	Requested Date	Name Nickname	Status	
21301 Counterparty	Addition	30/05/2019	test comptability 2	Pending For My Approval	⋮
8102 Counterparty	Addition USER11	02/05/2019	test test nick name	Pending For My Approval	⋮


**Download:**   

By default, a list of Approval/Rejection of Beneficiaries is displayed to the user. The user can choose to enter the query criteria and search for a particular Counterparty based on the query criteria.

- **Counterparty Name:** It is the Name of the Counterparty.
- **Nickname:** It is the Nickname of the Counterparty.
- **Counterparty ID:** Counterparty ID
- **Status:** The status of the request. By default, it is ‘All’. The following status is applicable:
  - Pending for My approval
  - Pending for corporate approval

**It's available to download the list of approval queue in three formats to the user**

### View Approval Queue

**Search** 

Party Type	Status
Counterparty ▼	All ▼
Name	Nickname
Employee Number	Employee Department
	All ▼
Counterparty ID	


**CLEAR** **SEARCH**

## Transaction support service

- **View approval queue**




User will be displayed list of all pending approvals. Representative screen is as below:

View Approval Queue

Search 

Approval/Reject List

Counterparty ID Party Type	Request Type Requested By	Requested Date	Name Nickname	Status	
Counterparty	Addition	30/05/2019	test comptabil 2	Pending For My Approval	⋮
Counterparty	Addition USER11	02/05/2019	test test nick name		⋮

Download:   

Approve  
 Reject  
 View History

User is allowed to perform the following actions on the screen:

- **Approve:** The User will be able to approve the request.
- **Reject:** The User will be able to reject the request.
- **View History:** User can request History Details on New Screen. Request details consists of Action by, Action On, Status, Action Remarks and Channel Type.



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