

# ScotiaConnect ACH Payments

## Reference Guide



April 2024

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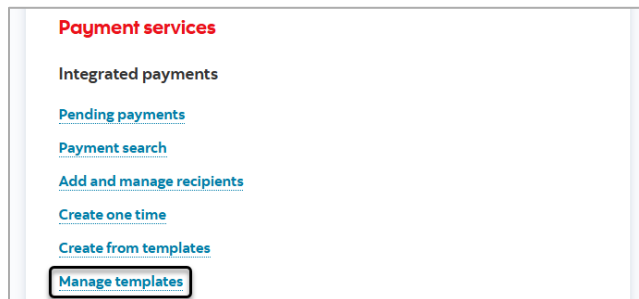
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## SCOTIACONNECT TEMPLATES

Templates are used to save all the required payment information for repeat use.

### Creating templates

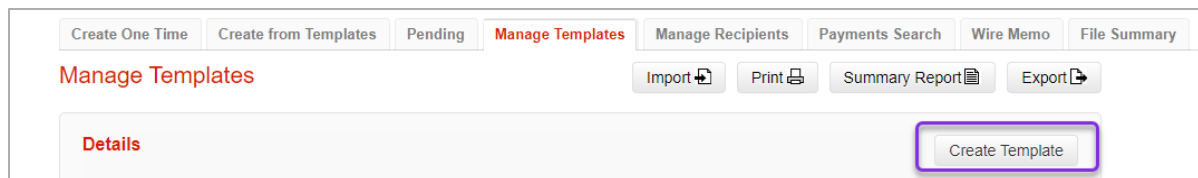
Templates are used to save the banking information of your payees/payors to simplify repeat payments. To create a template, go to **Payments** and select **Manage Templates**.



**Payment services**

- Integrated payments
- Pending payments
- Payment search
- Add and manage recipients
- Create one time
- Create from templates
- Manage templates**

Next click **Create Template**.



Create One Time   Create from Templates   Pending   **Manage Templates**   Manage Recipients   Payments Search   Wire Memo   File Summary

**Manage Templates**

Import   Print   Summary Report   Export

**Details**

Create Template

Select the Payment Type. This will change the fields that are displayed, and even which ones are mandatory (the address is required for wires, but not EFTs, as an example).



Create Template

Print

**Payment Type\***   Please select   Manage Payment Defaults

Next, fill in the mandatory fields. 'Template ID' lets you search for the template and should help you identify the recipient of the payment when you see it.



**Template Information**

Template ID\*   Expiry Date   Pre-Approved Amount   Template Description

The payment details relate to whether the payment is a debit or credit as well as tracking and quantifying the payment.



Payment Details			
Amount	<input type="text" value="0.00"/>	Payment Currency*	<input type="text" value="CAD"/>
Debit/Credit*	<input type="text" value="Please select"/>	Payment / Cross Reference Number	<input type="text"/>
CPA Code*	<input type="text"/>	<input type="text"/>	<a href="#">Search</a>

Originator Details relate to information about your company, long name, shortname, chargeback account in case of returned payments, etc. This is also where you will indicate the settlement account, Service Group and Agreement.

Originator Details	
Settlement Account*	<input type="text" value="Please select"/>
Service Group*	<input type="text" value="Please select"/>
Agreement ID*	<input type="text" value="Please select"/>
Currency	<input type="text"/>
Institution	<input type="text"/>
Transit	<input type="text"/>
Long Name*	<input type="text"/>
Short Name*	<input type="text"/>
Chargeback Institution	<input type="text"/>
Chargeback Transit*	<input type="text"/>
Chargeback Account*	<input type="text"/>
Chargeback Currency*	<input type="text" value="CAD"/>

Recipient information relates to the payee. This is the business or person that the funds will be credited to or debited from. All mandatory fields will be marked with an \*.

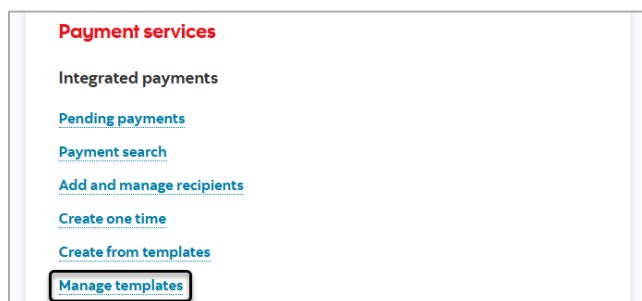
Recipient Information	
Recipient Name*	<input type="text"/>
Recipient ID	<input type="text"/>
Vendor Number	<input type="text"/>
Address	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text" value="Canada"/>
Postal / Zip Code	<input type="text"/>
Province / State	<input type="text" value="Please select"/>
Add to Recipient List	<input type="radio"/> Yes <input checked="" type="radio"/> No
Recipient Bank Information	
Institution*	<input type="text" value="002 - THE BANK OF NOVA SCOTIA"/>
Account*	<input type="text"/>
Transit*	<input type="text"/>

Once you have filled in all the required fields click **Continue** to review and save your template. Depending on your approval settings and whether you entered a pre-approved amount you may need to approve the template, only templates in 'Ready' status are able to be used.



## Managing templates

To modify or delete existing templates go to **Payments** and select **Manage templates**.



From this page you can search for your templates by entering the details and clicking Search.

The image shows the 'Manage Templates' form. At the top, there are buttons for 'Print', 'Summary Report', and 'Export'. Below these is a 'Details' section with various search filters: 'Payment Type' (All Payment Types), 'Account' (All Accounts), 'Template ID', 'Vendor Number', 'Recipient Name', 'Recipient ID', 'Template Status' (All Statuses), 'Service Group' (All Service Groups), 'Payment / Cross Reference Number', and 'Date Last Used'. There is also a 'Sorted By' section with 'Template ID' selected and 'Ascending' order. Below the search filters is an 'Export Information' section with 'Export Format' set to 'Excel' and 'Include Headings' set to 'No'. A red 'Search' button and a 'Reset' button are at the bottom right.

Once located you can click on the **Modify** link to edit the template

	Template ID	Type	Account	Recipient	Payment / Cross Reference Number	Amount	Currency	Dr/Cr	Service Group	Date Last Used	Status	Action
<input type="checkbox"/>	> TestEFT	EFT	80002 12345 67	Multi (1/1)		\$0.00	CAD	Cr	PAYMENT GROUP 2	06/04/2019	Ready	<a href="#">Copy</a> <a href="#">Modify</a>



Other actions can be taken by selecting one or more templates with a checkbox and choosing an action from the group action dropdown.

	Template ID	Type	Account	Recipient	Payment / Cross Reference Number	Amount	Currency	Dr/Cr	Service Group	Date Last	Action
<input type="checkbox"/>											
<input type="checkbox"/>	> TestEFT	EFT	80002 12345 67	Multi (1/1)		\$0.00	CAD	Cr	PAYMENT GROUP 2	<div><div>Select Action</div><div>Approve Delete Activate Deactivate</div><div>Select Action</div></div>	<div>Copy Modify</div>
										<div><div>Select Action</div><div>Go</div></div>	

Approve: Used to approve templates that are not yet in Ready status.

Delete: Lets you delete a template. This is an irreversible change and would require you to recreate the template with a NEW Template ID if done in error.

Deactivate: Deactivates the template. The template will not be eligible for payment creation while inactive.

Activate: Reactivates deactivated templates.

## SCOTIACONNECT RECIPIENTS

Recipients in ScotiaConnect are used to store a payee's banking information, such as their transit number, institution code and account number. By adding your payees as a recipient, you will not need to add this information every time you create a one-time payment.

### Creating a recipient

To create a new Recipient, navigate to Payments, Add and manage recipients and click **Add Recipient**.

Create One Time

Create from Templates

Pending

Manage Templates

Manage Recipients

Search

Wire Memo

Help

Manage Recipients

View and edit existing recipient information or set up profiles to pay new recipients.

By Profile Name

Search recipients

Search

Advanced Search

Add Recipient



Select whether the recipient profile is for an individual or a business then click **Continue**.

The screenshot shows the 'Recipient Profile' setup screen with a three-step progress bar at the top. Step 1, 'Add recipient information', is the active step. Below the progress bar, a red box highlights the question 'What type of recipient is this?' with two radio button options: 'Business' (selected) and 'Individual'. Below this are three text input fields: 'Recipient Profile Name', 'Email (Optional)', and 'Phone Number (Optional)'. At the bottom left is a 'Cancel' button, and at the bottom right is a red 'Continue' button.

Select the destination and payment type.

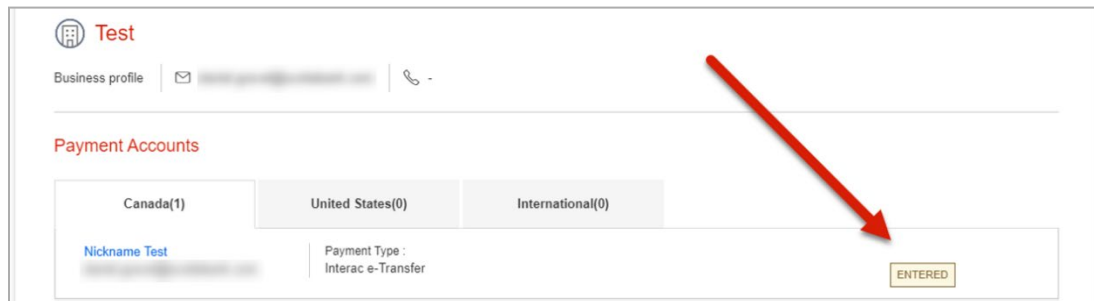
The screenshot shows the 'Set up recipient for payments' step of the setup process. The progress bar at the top indicates Step 2 is active. The section 'Where will you send payments for this recipient?' contains a dropdown menu for 'Select Destination' with 'Canada' selected. Below this, the section 'Which payment type would you like to use for this recipient?' includes a link 'Learn More about Payment Type' and a dropdown menu for 'Choose Payment Type' with 'Interac e-Transfer' selected. At the bottom right is a red 'Continue' button.

Fill in the recipient's name, email address, notification language and then give the account a nickname and click **Continue**. The nickname is used to easily locate your recipient when performing a search.

The screenshot shows the 'Recipient Information' screen. It features four input fields: 'Recipient Name', 'Recipient Email Address', 'Notification Language' (a dropdown menu with 'English' selected), and 'Account Nickname'. The 'Account Nickname' field is preceded by the text 'Please give this account a nickname for your future reference.' At the bottom left are 'Back' and 'Cancel' buttons, and at the bottom right is a red 'Continue' button.

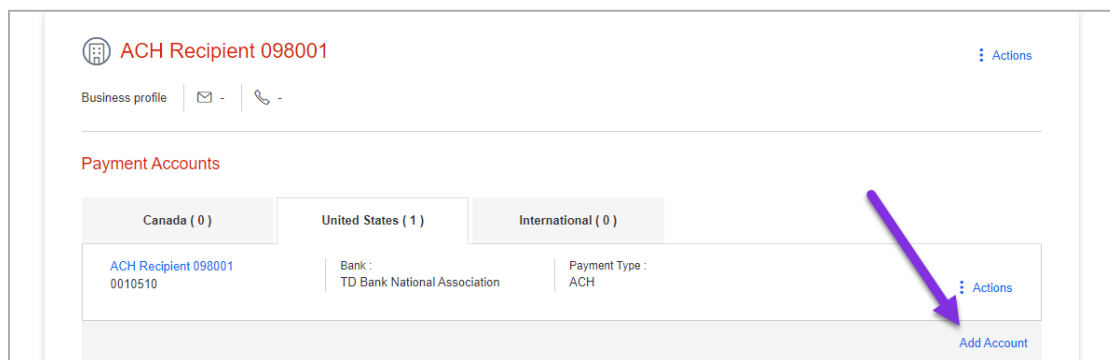


If **approvals for recipient set up are required**, the recipient status will show as Entered next to the payment type. You will need approval from another user before you are able to send any payments to this recipient.



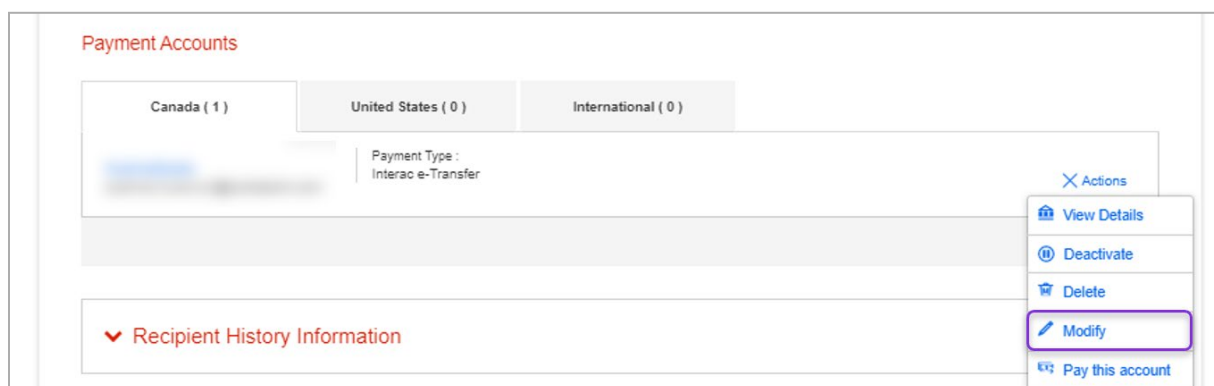
## Adding additional accounts

If your recipient receives payments in multiple payment types or into multiple accounts, you can add them all under a single recipient profile. Simply click **Add Account** on the recipient's detail page and add the new payment account information then click **Continue**.



## Editing a recipient

To edit a recipient, navigate to Payments > Add and manage recipients. Then, search and select the recipient to edit. Next, click the **Actions** menu and select **Modify**.



Make the required changes to the recipient's details and click **Save**.

Editing Payment Account | SushmaScotia

Payment Type: Interac e-Transfer | READY

Please give this account a nickname for your future reference ?

Account Nickname

Recipient Information ?

Recipient Name

Recipient Email Address

Notification Language: English

Cancel Save

## Deleting a recipient

To delete a recipient, navigate to Payments, Add and manage recipients. Click Search and select the recipient to delete. Next, click the Actions menu and select Delete.

Payment Accounts

Canada (1) United States (0) International (0)

Payment Type: Interac e-Transfer

Actions

- View Details
- Deactivate
- Delete
- Modify
- Pay this account

Recipient History Information

This displays a confirmation box. To complete deleting the recipient, click 'Confirm Deletion'.

Deleting Payment Account

You're about to delete this payment account. Once deleted, you will no longer be able to pay to this account or edit the information.

Cancel Confirm Deletion

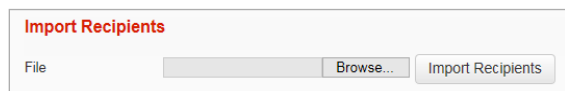




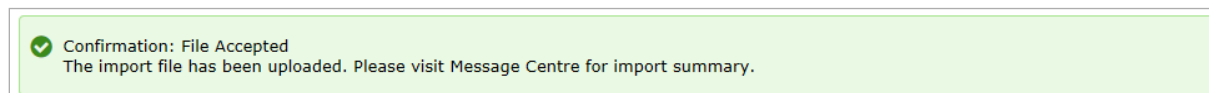
## Importing recipients

To import recipients using a comma separated value (.csv) file, be sure to follow the import file specifications which are highlighted below [Recipient Import File Specifications](#).

To complete the import, go to Payments, Add and manage recipients and select **Import Recipients** and browse to the file you want to import.

A dialog box titled "Import Recipients" in red. It contains a "File" label, a text input field, a "Browse..." button, and an "Import Recipients" button.

Browse to your file and then select the Import Recipients button to continue. You will be prompted to confirm the import. After the import is complete, ScotiaConnect will display a confirmation message.



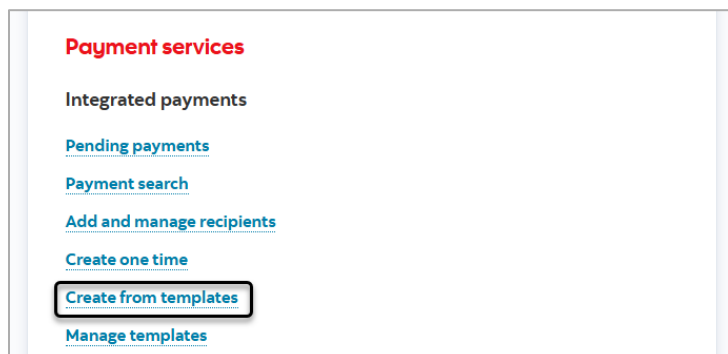
To view a summary of the imported items, see the import summary from the ScotiaConnect Message Centre.

My Alerts		<a href="#">View All</a>
Date	Alert	Priority
12/17/2018	<a href="#">Import Recipients Completed: Sample Recipient List Import.csv</a>	Medium

## CREATING ACH PAYMENTS

### Creating payments from templates

To create payments from your saved templates, go to **Payments** and select **Create from templates**.

A menu titled "Payment services" in red. It lists several options: "Integrated payments", "Pending payments", "Payment search", "Add and manage recipients", "Create one time", "Create from templates" (which is highlighted with a black border), and "Manage templates".

Search for the template you wish to use by entering your search criteria then clicking **Search**.

**Create Payments from Templates** Print

**Details**

Payment Type:  Account:

Template ID:  Vendor Number:

Recipient Name:  Service Group:

Payment / Cross Reference Number:

**Sort Order**

Sorted By:

**Search** **Reset**

Next, place a checkbox beside the template(s) you would like to create payments from and click **Create Payments**.

**Search results**

<input type="checkbox"/>	Template ID	Type	Account	Recipient	Payment / Cross Reference Number	Amount	Currency	Dr/Cr	Service Group	Status
<input type="checkbox"/>	TestEFT	EFT	80002 12345 67	Multi (1)		\$0.00	CAD	Cr	PAYMENT GROUP 2	Ready

**Create Payments**

Provide the due date, the amount and payment number (if not already set in the template) and click **Continue**.

Due/Value Date\*:  Apply Date to Selected Payments

Template ID	Payment Type	Account	Recipient	RA	Due/Value Date*	Amount*	Currency	Exchange Rate	Payment / Cross Reference Number*	Dr/Cr
<input checked="" type="checkbox"/> TestEFT	EFT	80002 12345 67	McDonalds1		<input type="text" value="12/06/2022"/>	<input type="text" value="100.00"/>	CAD	N/A	<input type="text" value="123456"/>	Cr

**Continue** **Reset** **Cancel**

Click **Save** to finalize payment creation.

Payment Type	Account	Recipient	RA	Due/Value Date	Amount	Currency	Rate	Rate Reference	Payment / Cross Reference Number	Dr/Cr
EFT	80002 12345 67	McDonalds1		02/14/2023	\$100.00	CAD	N/A	N/A	123456	Cr

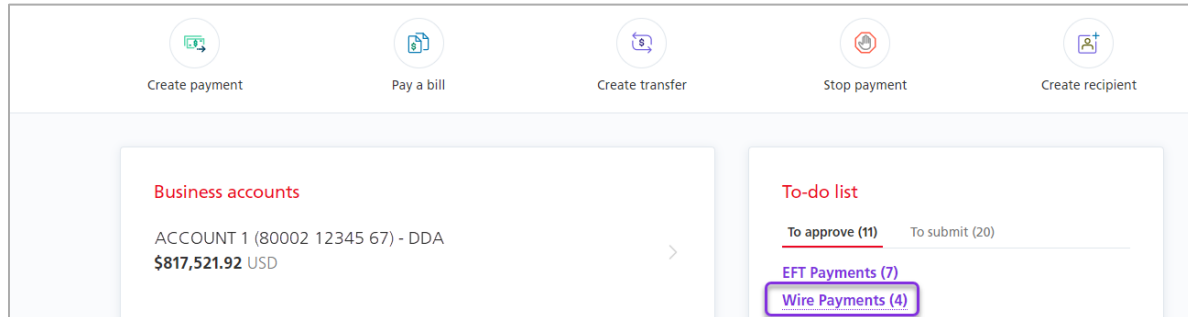
Payment Type	Credit Counts	Payables Amount	Debit Counts	Receivables Amount
EFT	1	\$100.00	-	-

**Save** **Cancel**



## APPROVING OR SUBMITTING PAYMENTS

To approve (if required) and submit your payments, choose **To approve** or **To submit** on the Overview page and then click the payment type.



Your payments will be listed. Note the status of the payment:

- If the status is **Ready** you can submit it.
- If the status is **Entered/Approval 1/Approval 2** you must approve the payment before you can submit it.

Select the payment(s) you want to approve/submit and choose either Approve or Submit from the group action dropdown then click **Go**.

<input type="checkbox"/>	Value Date	Recipient	Reference Number	Debit Account	Amount	Currency	Service Group	Status	Action
<input type="checkbox"/>	02/13/2023	BIC2x	1861762	80002 12345 67	\$69.91	AUD	Default Wires SG	Entered	[Copy] [Modify]
<input type="checkbox"/>	01/06/2023	Sonny Grey3	1857297	80002 12345 67	\$83.12	USD	Default Wires SG		[Copy] [Modify]
<input type="checkbox"/>	01/06/2023	Sonny Grey3	1857300	80002 12345 67	\$83.12	USD	Default Wires SG		[Copy] [Modify]
<input type="checkbox"/>	01/03/2023	Sonny Grey3	1854828	80002 12345 67	\$83.12	USD	Default Wires SG		[Copy] [Modify]

Select Action

Approve

Delete

Disable

Enable

Submit

Modify Date

Select Action

Go

### Summary of Actions:

Approve: Used to approve payments that are not yet in 'Ready' status.

Delete: Lets you delete a payment. This is an irreversible change and would require you to recreate the payment if done in error.

Disable: Deactivates the payment. This is useful if you're not going to send the payment right away and want to avoid accidentally submitting it.

Enable: Reactivates disabled payments.

Submit: Transmits Payments in 'Ready' status to Scotiabank for processing.

Modify Date: Allows you to modify the due date of the selected payments, useful for modifying a group of dates at once. **Note:** As this is a modification of the payment(s) you may need to reapprove the payments prior to submitting.

If there are any errors, they will show on the details page.



Modify Payment

Print

Error:

Due Date cannot be backdated more than 30 days.

Payment Details

All status change processes (Approve, Delete, Disable, Enable, Submit, or Modify Date) have confirmation pages showing you a summary you can verify prior to finalizing the action.

Delete Payments: Review & Confirm

Print

Total Payables

Service Group	Type	# of Payments	Currency	Total Debit
akamaigrp1	Wire	10	CAD	\$5,149,157.81 †

† Amount is approximate. Exact amount available upon acceptance of foreign exchange rate after submission.

Total Receivables

You have no receivables at this time.

Cancel

Confirm

Once an action has been confirmed, a PDF report will be created in the Message Centre.

ScotiaConnect® Digital Banking

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Overview

Accounts

Payments

Reporting

Services

Administration

## ACH PAYMENT FIELD BREAKDOWN

Details of all the mandatory fields required when creating an ACH payment.



**Payment Type\***
ACH
Manage Payment Defaults

**Payment Details**

Amount\* 0.00 1
Payment Currency\* USD 5
Due Date\* 09/02/2016 2
Debit/Credit\* Please select 6
Payment / Cross Reference Number 3
Trace Number
Transaction Type Code\* Please select 4
SEC Code IAT

**Originator Details**

Settlement Account\* Please select 7
Service Group\* Please select 9
Agreement ID\* Please select 8
Currency
Institution
Transit
Return Institution / Transit / Account
ODFI Country
Originator

**Recipient Information**

Recipient Name\* 10
Recipient ID 11
Vendor Number
Address 12
Address 1\*
City\*
Country\* United States
Postal / Zip Code
Province / State Please select
Add to Recipient List Yes No 13

**Recipient Bank Information**

ABA Number\* 14
RDFI Country\* United States 16
Account\* 15
Account Type\* Checking - DA 17

**Optional Payment Information (will accompany payment) 18**

Addendum One
Addendum Two

**Customer Use Only (will not accompany payment) 19**

Internal Memo
Recipient Name
Phone Number
Recipient Email
Fax Number

**Remittance Details**

Attach Remittance Advice Yes No 20

1 **Amount:** Enter the amount of your payment.

2 **Due Date:** Enter the date that you wish the recipient to be debited/credited.



- ③ Payment/Cross Reference Number: A number used to identify individual payments. It is recommended that this number be unique in case you need to recall or trace a specific payment.
- ④ Transaction Type Code: The Transaction Type Code is a 3 letter code used to identify IAT payments. Select the code from the dropdown menu that most accurately describes your payment.
- ⑤ Payment Currency: The currency of the payment; IATs can only be USD.
- ⑥ Debit/Credit: This function indicates whether you will be debiting funds from your recipient's account or crediting funds to your recipient's account.
- ⑦ Settlement Account: The account that is funding credits/receiving debits.
- ⑧ Agreement ID: The agreement ID will populate the long name, short name and the chargeback account for your company. Multiple agreements can be used for companies with multiple divisions. The agreements that show will be based on the Settlement Account and Service Group that you select.
- ⑨ Service Group: Choose the Service Group you wish to use to send your IAT payment. Note that your Super User(s) have set up this entitlement. Once you select the Service Group, the agreement ids linked to it will become available in the Originator Details section.
- ⑩ Recipient Name: Enter the recipient's name (or Company Name), and optionally, their full address in this section.
- ⑪, ⑬ Recipient ID/Add to Recipient List: If you would like to use an existing recipient from your recipient list (optional) you can enter the recipient's id in this field and it will populate the recipient information for you. If this is a new recipient and you would like to add it to your recipient list (optional) please select "Yes" in the "Add to Recipient List" field.
- ⑫ Address: The recipient's address. This information is required, and if it doesn't match the payment may be returned by the recipient's financial institution.
- ⑭ ABA Number: Also known as a Routing Number, this number is used to indicate which bank and transit you are paying.
- ⑮ Recipient Account Number: The recipient's account number.
- ⑯ RDFI Country: The Country that the recipient's account is domiciled in. This will always be United States.
- ⑰ Account Type: The Recipient's account type. There are two options available. Checking is the most common account type and is the recommended selection unless your recipient indicates that the account is a savings account.



**18** Optional Payment Information: This is optional information that will travel with the payment. Whether it is displayed or not is at the discretion of the recipient's bank. Each field supports a maximum of 140 characters.

**19** Customer Use Only: All payment types allow you to enter additional information as part of the payment, however, this information is NOT sent along with the other payment information.

**20** Attach Remittance Advice: If you are subscribed to the remittance advice service you can select yes to display the remittance options.

## VERIFYING FILES (ONLINE PAYMENT CONTROL ONLY)

Online Payment Control is for customers who want to create payments files outside of ScotiaConnect and upload them into ScotiaConnect for approval and submission.

Online Payment Control customers should verify that their payments were loaded into ScotiaConnect successfully. Go to **Payments** then select **File Summary**. Enter a File ID and or File Date then click 'Search'.

Note: Only payments loaded via a file will show up in File Summary.

**Details**  
Service Group: All Service Groups  
File ID:   
File Date: Date Range: 06/01/2016 to 09/02/2016  
**Search** **Reset**

**File Details**

File ID	File Date	Pending	Complete	Total	Total RA Attached	Total Payables Amount	Total Receivables Amount	Status	
0417	06/22/2016	0	3,703	3,703	3,693	80,354.00	0.00	Accepted	
100000284	06/14/2016	0	1	1	0	1.66	0.00	Accepted	
100000299	06/11/2016	0	1	1	0	7.66	0.00	Accepted	
Batch ID	Service Group	Payment Type	Pending	Complete	Total	Total RA Attached	Total Payables Amount	Total Receivables Amount	Status
001	SG1	EFT	0	1	1	0	7.66	0.00	Accepted
1226			0	0	0	N/A	0.00	N/A	Rejected

Select Action **Go**

To view the details of any file, simply click on the File Id number. All payments within the selected file will be grouped together into Batch Ids. At the bottom right of this screen you will find a drop-down menu containing all the payment actions.

### Summary of Actions:

Approve: Used to approve payments that are not yet in 'Ready' status.



**Delete:** Lets you delete a payment. This is an irreversible change and would require you to recreate the payment if done in error.

**Disable:** Deactivates the payment. This is useful if you're not going to send the payment right away and want to avoid accidentally submitting it.

**Enable:** Reactivates disabled payments.

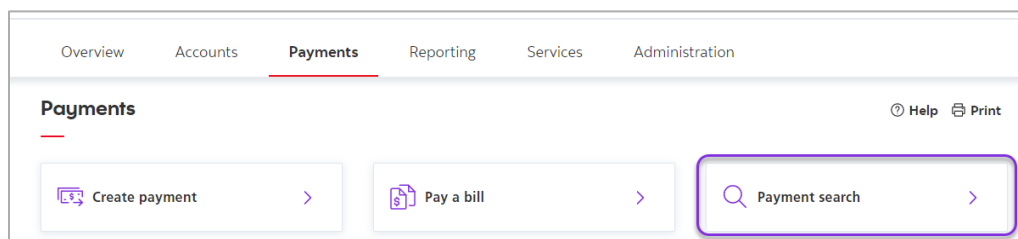
**Submit:** Transmits Payments in 'Ready' status to Scotiabank for processing.

**Modify Date:** Allows you to modify the due date of the selected payments, useful for modifying a group of dates at once. **Note:** As this is a modification of the payment(s) you may need to reapprove the payments prior to submitting.

## PAYMENT SEARCH

Payment Search is used to find payments in ScotiaConnect. You can export your search results or obtain reports in one of the pre-defined formats.

Go to **Payments** and select **Payment Search**.



There are a wide variety of search criteria available. Enter the details needed to locate your payment(s) and click 'Search'

A screenshot of the 'Payments Search' form in ScotiaConnect. The form is titled 'Payments Search' and has buttons for 'Print', 'Report', and 'Export' at the top right. It is divided into several sections: 'Details' with various dropdowns and input fields for search criteria; 'Sort Order' with a 'Sorted By' dropdown; and 'Export Information' with 'Export Format' and 'Date Format' dropdowns, and a radio button for 'Include Headings'. A red arrow points to the 'Search' button at the bottom right of the form.



You can view the payment details for any payment on this screen by clicking the Payment/Cross Reference Number.

Search results				First	Previous	Next	Last	Item: 1 - 4 of 4		
Date	Recipient	Payment Type	RA	Payment / Cross Reference Number	Account	Amount	Currency	Dr/Cr	Service Group	Status
06/07/2016	ABCDEF	EDI	111		ABCDEF-1234-5678	\$6.00	CAD	Cr	ABCDEF	Submitted
06/07/2016	ABCDEF	EDI	112		ABCDEF-1234-5678	\$5.00	CAD	Cr	ABCDEF	Deleted

## PAYMENT STATUS DEFINITIONS

Status	Definition
<b>Entered/Pending</b>	Payment has been created however requires one or more approvals before it can be submitted
<b>Approval 1</b>	Payment that requires more than one approval has been approved by one user
<b>Approval 2</b>	Payment that requires more than two approvals has been approved by two users
<b>Ready</b>	Payment is ready to be submitted. If no approvals are required, this is the status of a payment immediately after it is created. For a payment that requires approval, this is the status after all approvals are complete
<b>Submitted</b>	This is a temporary status shown only for a few seconds after a payment is submitted.
<b>In Progress</b>	Temporary status for a wire payment that has been submitted but not yet accepted for processing. This status is displayed for a very short period of time (usually a few seconds)
<b>Sent</b>	Payment has been submitted to the Bank for processing. This status will be shown for several minutes while a payment is being validated. Once validation is complete the payment will change to either accepted or rejected. For wire payments, 'Sent' is the final status shown after the payment has been submitted.
<b>Accepted</b>	Payment has been submitted to the Bank for processing (all payments except for wire payments)
<b>Rejected</b>	Wire payment has been rejected by the Bank
<b>Returned</b>	Payment has been returned (does not apply to wire payments) by the receiving financial institution
<b>Deleted</b>	Payment has been deleted by a user before it was submitted
<b>Failed</b>	Payment imported into ScotiaConnect via the <b>Online Payment Control or History</b> services has failed due to missing or incorrect information. This status does not apply to payments created within ScotiaConnect
<b>Disabled</b>	Payment has been disabled by a user – disabled payments cannot be submitted or changed until they are enabled
<b>Enabled</b>	Payment that was previously disabled has been enabled by a user. The payment will return to its previous status before it was disabled and can now be processed
<b>Future Dated</b>	Wire payment has been submitted to be processed on a future date
<b>Cancelled</b>	Future dated wire payment has been cancelled before the processing date



## FOR FURTHER ASSISTANCE

### Need Help?

In the footer of any page in ScotiaConnect, you will find a **Help Centre** link.



Clicking that link will take you to a resource page with documents, videos, webinars and guided tutorials. There is also a knowledge base of Frequently Asked Questions.

**Global Business Payments Technical Helpdesk** - Monday through Friday, 8:00 a.m. to 8:00 p.m. ET.

- 1-800-265-5613 - Toll-free number within North America
- 1-416-288-4600 - Local Toronto area customers
- 1-800-463-7777 - pour le service en français
- 1-800-320-3396 - para servicio en español
- Email: [hd.ccebs@scotiabank.com](mailto:hd.ccebs@scotiabank.com). Your email will be answered within 24-48 business hours.

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## APPENDIX A: RECIPIENT IMPORT FILE SPECIFICATIONS

All fields are separated by a comma. For the format column X indicates fields that use alphanumeric characters and 9 indicates fields that only accept numbers. The value in parentheses is the maximum number of characters that can be used for each field.

Customer Recipient Import File			
Import File Size: must be below the system defined limit (system configurable i.e. 10mb). File Extension: must be '.csv', edit with a text editor (Excel will change the format of certain fields) First row must be a header row which must contain following header elements - PayeeRef, PayeeName			
Header / Field Name	Format	Presence	Comments
PayeeRef	X(10)	Mandatory	Recipient ID / Account Nickname
PayeeName	X(30)	Mandatory	Recipient Name
DefaultType	X(3)	Mandatory	Payment Type, must be one of the following valid values:EFT, ACH, Wire



InstitutionCode	X(11)	Optional: EFT Mandatory: Wire/ACH	Institution code or ABA Number or SWIFT/BIC  Institution Code is a 3-digit number ABA Number is a 9-digit number SWIFT/BIC is 8 or 11 characters Mandatory field if DefaultType = Wire or ACH
Transit	9(5)	Optional	Branch Transit Number
Account	9(17)	Mandatory	Bank Account Number
PayeeAddress1	X(30)	Optional: EFT Mandatory: Wire/ACH	Recipient Address Line 1  Optional field if DefaultType = EFT Mandatory field if DefaultType = Wire or ACH
PayeeAddress2	X(30)	Optional	Recipient Address Line 2
PayeeAddress3	X(30)	Optional	Recipient City
ProvState	X(2)	Optional	Recipient Province/State Must be a valid ISO Code for (USA) State or (Canada) Province
Country	X(2)	Mandatory	Recipient Country Must be a valid ISO Code
PostalCode	X(30)	Optional	Recipient Postal Code / Zip Code
PayeeContact	X(30)	Optional	Contact Name
PayeePhone	X(20)	Optional	Contact Phone Number
PayeeFax	9(10)	Optional	Contact Fax Number
PayeeEmail	X(30)	Optional	Contact Email Address
PayeeEmailSubjectLine	X(97)	Optional	Email Subject Line Can be used if subscribed to Remittance Advice service
PayeeFaxRecipient	X(30)	Optional	Fax Subject Line Can be used if subscribed to Remittance Advice service
IBAN	X(35)	Optional	IBAN Applicable for Wire payment. IBAN is required for some countries
RecipientBankName	X(35)	Optional	Recipient Bank Name Applicable for Wire payment
RecipientBankAddress1	X(30)	Optional	Recipient Bank Address Line 1 Applicable for Wire payment
RecipientBankAddress2	X(30)	Optional	Recipient Bank Address Line 2 Applicable for Wire payment
RecipientBankCity	X(30)	Optional	Recipient Bank City Applicable for Wire payment



RecipientBankProvince	X(2)	Optional	Recipient Bank Province/State  Applicable for Wire payment Must be a valid ISO Code for (USA) State or (Canada) Province
RecipientBankPostalCode	X(30)	Optional	Recipient Bank Postal Code/Zip Code  Applicable for Wire payment
RecipientBankCountry	X(2)	Mandatory for Wire	Recipient Bank Country  Applicable for Wire payment Must be a valid ISO Code Mandatory field if DefaultType = Wire

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