

ScotiaConnect Recipient Management

Quick Reference Guide

SCOTIACONNECT RECIPIENTS	2
CREATING RECIPIENTS	2
IMPORTING RECIPIENTS	3
RECIPIENT IMPORT FILE SPECIFICATIONS	4
FOR FURTHER ASSISTANCE	6

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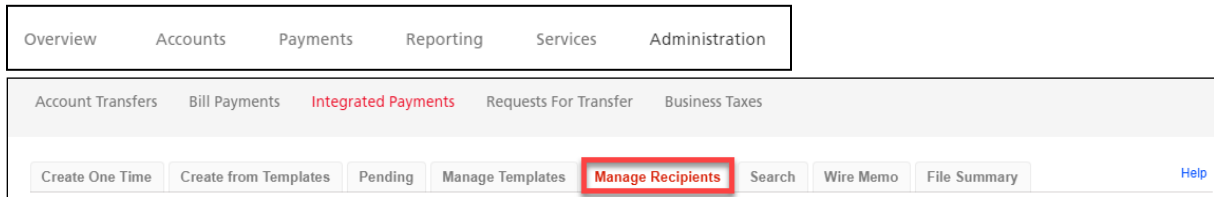
SCOTIACONNECT RECIPIENTS

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 payment.

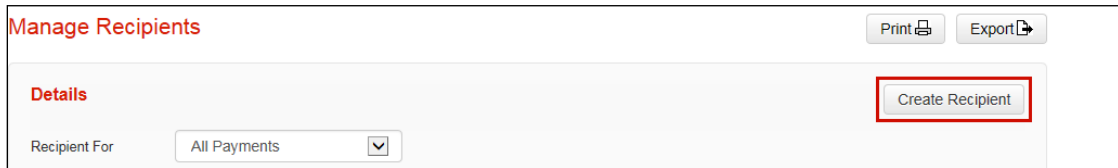
NOTE: If your company is setup to **send** e-Transfers then the steps outlined in this guide **do not apply**. Please see our *Interac* e-Transfer for business user guide for help with recipient management.

CREATING RECIPIENTS

To begin creating recipients go to ‘Payments’, ‘Integrated Payments’ and select ‘Manage Recipients’.



Recipients can be added manually or imported from a comma separated value file (CSV). To manually add a recipient, click the ‘Create Recipient’ button:



Enter all the information for your recipient, click continue, and then save when complete. Once the recipient information has been entered, the recipient may need to be approved depending on your entitlements. If an approval is required, the recipient will be in ‘Entered’ status, otherwise it will be in ‘Ready’ status:

The screenshot shows a search results table. A red arrow points to the 'Entered' status of the first recipient. The table has columns for Recipient ID, Payment Type, Name, Address, Vendor Number, Account, Status, and Action.

Recipient ID	Payment Type	Name	Address	Vendor Number	Account	Status	Action
<input type="checkbox"/> recipient1	EFT, ACH, EDI Payments	ABC Company	123 Main Street, Toronto, ON, M1M1M1, Canada			Entered	[Copy] [Modify]

To approve a recipient, a user with approval authority will need to log in, click the checkbox next to each recipient, and then select ‘Approve’ under the action column. Once approved, the recipient(s) will be in ‘Ready’ status. Only recipients in ‘Ready’ status can be used for creating payments.

Recipients can be modified or deleted anytime by returning to the ‘Manage Recipients’ tab and performing a search.

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, Integrated Payments and select 'Manage Recipients'. Select 'Import Recipients' and browse to the file you want to import.

Import Recipients

File

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.

 **Confirmation: File Accepted**
The import file has been uploaded. Please visit Message Centre for import summary.

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

My Alerts		View All
Date	Alert	Priority
12/17/2018	Import Recipients Completed: Sample Recipient List Import.csv	Medium

Alerts

Show All alert types Filter alerts

ALERT TYPE	SUBJECT	DATE AND TIME
Other	Import Recipients Completed: Sample Recipient List Import.csv	12/17/2018 15:04

RECIPIENT IMPORT FILE SPECIFICATIONS

Note the field names must be included in the header row of your file. All fields are separated by a comma. For the format field X indicates fields that 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

SCOTIACONNECT RECIPIENT MANAGEMENT

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

FOR FURTHER ASSISTANCE

Need Help?

In the footer of any page in ScotiaConnect, you will find a 'Help Center' 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
- Email: hd.ccebs@scotiabank.com. Your email will be answered within 24-48 business hours.

If you have any questions about the content of this guide email us at:

gbp.training@scotiabank.com

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