

Remittance Advice

Quick Reference Guide

OVERVIEW	2
CREATING PAYMENTS.....	2
ATTACHING REMITTANCE DETAILS	2
Adding Invoice Data.....	2
FINALIZING PAYMENTS	3
From Template.....	3
One Time.....	4
FOR FURTHER ASSISTANCE	4

Legal Disclaimer

This reference guide has been prepared by The Bank of Nova Scotia for use and reference by its customers only. It is not to be relied upon as financial, tax or investment advice. Scotiabank makes no representation or warranties in this reference guide including about the services described in it.

This reference guide is not for public use or distribution. This guide is for information purposes only. Usage of this service is subject to the terms set out in its enrollment documentation.

OVERVIEW

Remittance Advice (RA) allows you to attach detailed information when sending payments within Canada and internationally. It is not a stand-alone product; It must be added to any payment transaction such as Electronic Funds Transfers (EFT), International ACH Transaction (IAT) and Electronic Data Interchange (EDI).

CREATING PAYMENTS

The first step is to create your payment. This can be done using templates or as One Time payments. These steps are detailed in our ‘Online Payments’ guide if you are not yet familiar with them. The Remittance fields will be the same regardless of the payment type you use.

ATTACHING REMITTANCE DETAILS

During the payment creation process when you are entering the payment details, scroll down to the bottom of the page. Under the ‘Remittance Details’ section, choose ‘Yes’ next to ‘Attach Remittance Advice’. By doing so, additional information on the remittance advice will be required. Complete the mandatory fields and click ‘Continue’.

Note: ‘Email Address(es)’ and ‘Email Subject Line’ are only mandatory fields if ‘Email’ is checked as one of the delivery methods. Otherwise, these fields are disabled. This also applies to ‘Fax Number(s)’ and ‘Fax Subject Line’ fields. *At this time, multiple email addresses and fax numbers are not activated. Please enter only one email address and/or one fax number on each field.*

ADDING INVOICE DATA

If you would like to add invoice data to your payment, ensure that ‘Yes’ is chosen in the ‘Attach Invoice Data’ option. When ‘Yes’ is chosen, clicking ‘Continue’ will allow you to enter the invoice data information on the next page.

Enter the invoice information on the appropriate fields and click 'Continue'. If you need to add more rows to enter more invoice details, click 'Add Rows'.

Invoice Number	Invoice Date	Invoice Amount	Discount Amount	Amount Paid	Remark 1

Notes:

- 1) The 'Invoice Amount' and 'Discount Amount' must equal to the 'Amount Paid', otherwise, you will not be able to proceed.
- 2) The 'Discount Amount' should not include the negative (-) sign as this will cause an error.
- 3) You may need to scroll to the right to see additional 'Remark' fields.
- 4) The recommended maximum number of invoices is 20-50 to be effective.

FINALIZING PAYMENTS

Based on your creation method, your process after attaching the remittance will vary.

FROM TEMPLATE

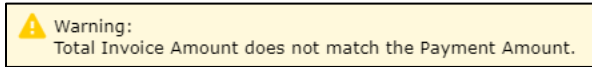
If you used a template, you will be taken back to the 'Create Payments from Templates' screen after you complete the 'Remittance Details' and 'Invoice Details' (if applicable) sections. Click 'Continue' to proceed to the next step.

Changes Not Saved
The payment information has not been saved. Please click the Continue button to complete the process.

Due/Value Date* 06/26/2020 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"/> Catherine	EFT		Catherine	Y	06/30/2020	1.00	CAD	N/A	TEST	Cr

Note: If the total of the 'Amount Paid' from the 'Invoice Details' screen does not equal the 'Amount' of payment in the above screen, the following alert will appear. You are still able to proceed to the next steps even if the amounts do not match.



On the 'Payments Review and Confirm' screen, review the payments and click 'Save'. Continue to your payment approval (if required) and submission process as normal.

ONE TIME

If you made a One Time payment you will simply click 'Save' once you have entered all the remittance information and move on through your payment approval (if required) and submission process as normal.

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.
- To book product training, please send an email to gbp.training@scotiabank.com