

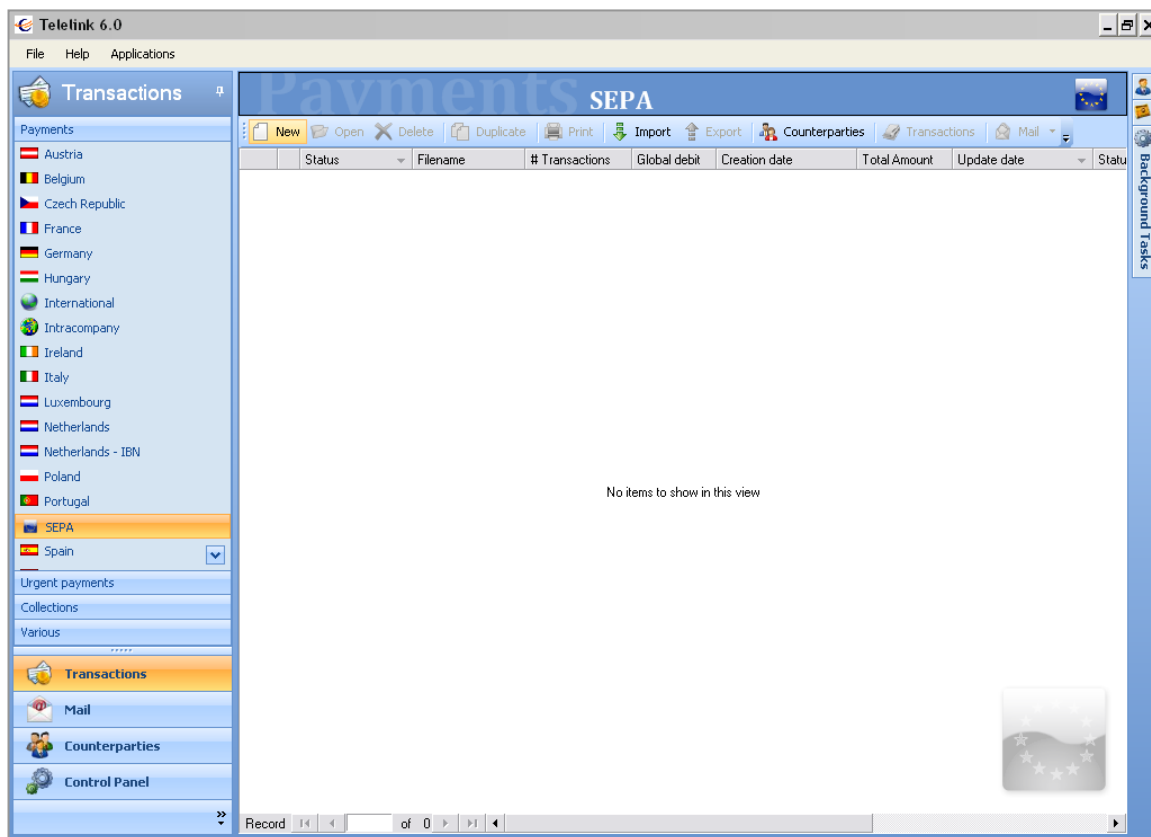
Telelink 6 - Quick Reference Guide

Entering a European payment (ex-SCT)

This Quick Reference Guide provides information on entering European transactions in Telelink 6. The screens may differ slightly according to the language you have selected.

First start Telelink 6.

Once the program is running, you select the 'Transactions' option, then 'Payments' and you then click on the 'SEPA' icon on the left.



You will then see the following screen, where you enter the general details of your transaction in the 'File details' tab.

- **Filename:** this is the name of the transaction file. Telelink automatically suggests a name.
- **Global debit:** Place a tick against 'Global debit' if you wish to select it.
- **Export Format (Product Code):** You can use this field to specify if you use another format than the standard Pain001.001.03 (DIV00M)
- **Transaction settings**
 - **Own account:** your account number as the principal.
 - **Category:** the type of transaction you are entering. Select one of the options.
- **Urgent:** place a tick against this for urgent transactions.

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2QFRMEO LINGRQWMMIEWWRQWVERWWRPRLOO EWNQWRQ□
LQGRREQQWWWQV FWLRQGWLQW

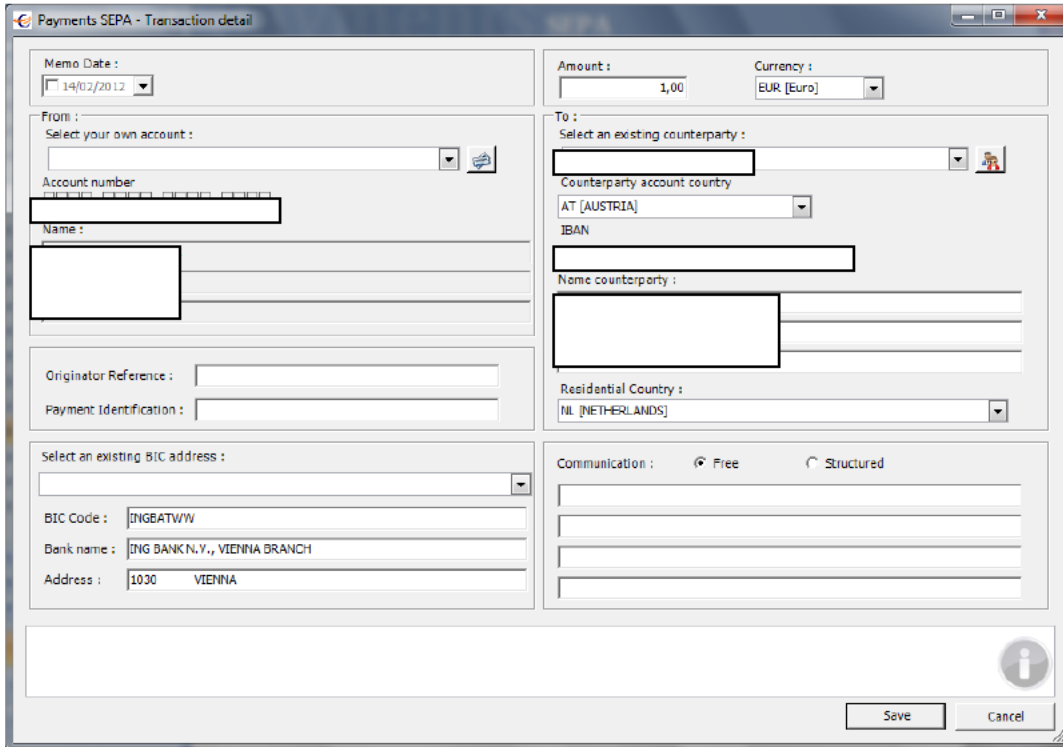
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The compulsory fields are indicated in red; further information on the compulsory fields is given in the Info window below.

In some cases you can click on the underlined text in blue to see more information or to solve the problem automatically.

Once you have filled in all the compulsory fields, you can click on the 'Save' button below.



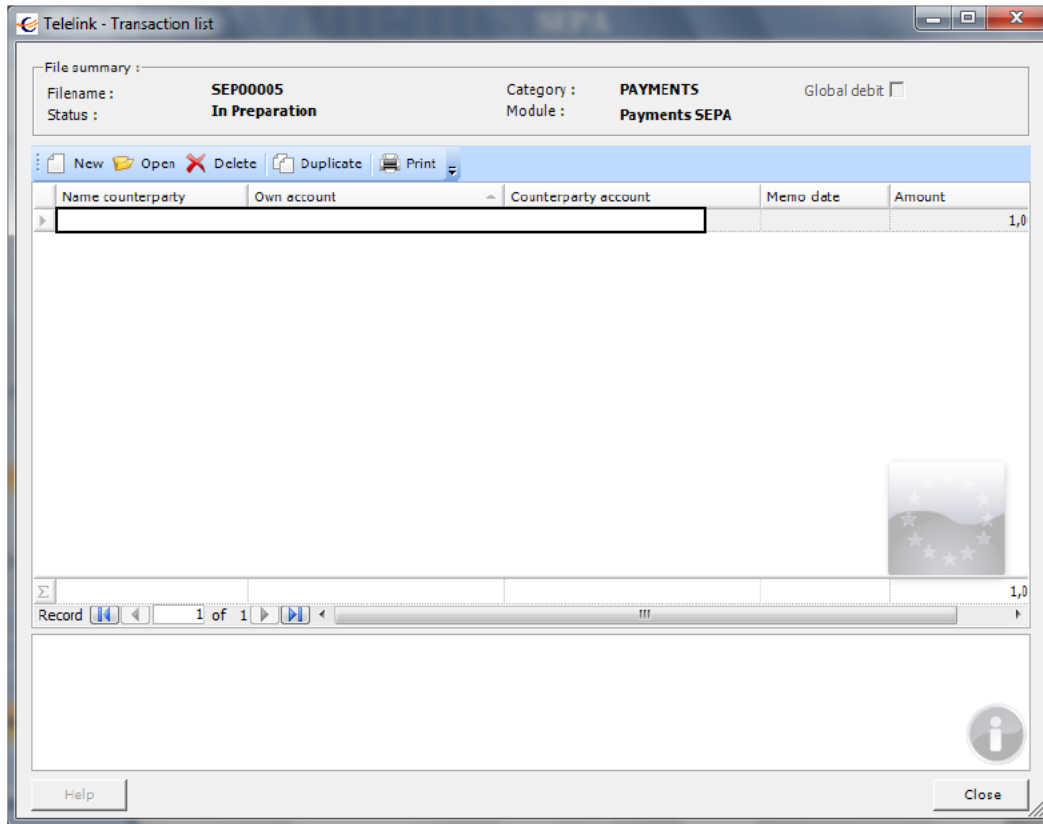
Once you have clicked on 'Save', your transaction will appear in the 'Transaction list' window.

At this stage you can, if required, still change transactions that have not yet been sent to the bank.

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You can create a new transaction or open, delete, copy or print an existing transaction.



When you are ready, click on 'Close' below to return to the Telelink home page, where you can export the transaction to Isabel.

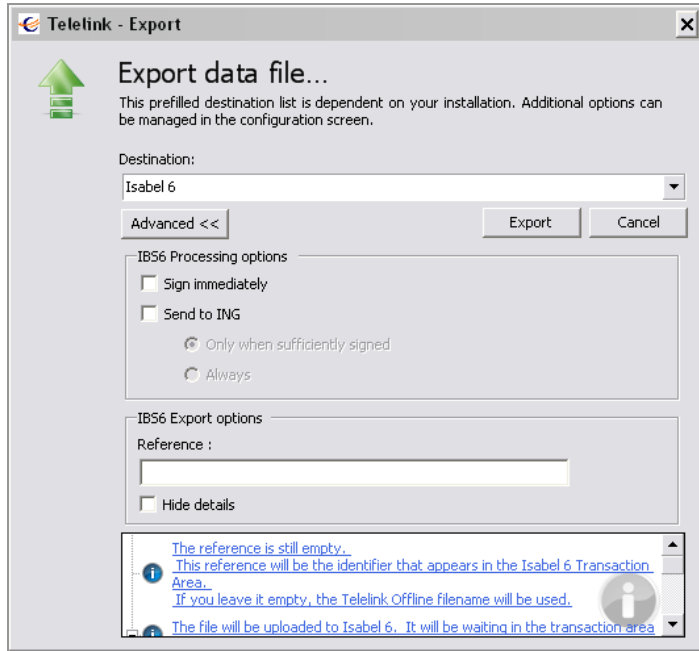
You are taken to a new window where you can fill in certain fields.

- **Destination:** you opt for Isabel Business Suite 5 or Isabel 6, depending on the version you are currently using.
- The following are the processing options for Isabel 6:
 - o **Sign immediately:** tick this option to sign the transaction immediately
 - o **Send to ING:** tick this option to send the transaction to ING immediately, without needing to return to Isabel 6
 - o **Reference:** enter your own reference here

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You will see if there are any problems in the Info window at the bottom.



Once you have filled in all fields, click on 'Export'.
The transaction is exported to Isabel and you can sign it.
Make sure that your Isabel card is in the reader.

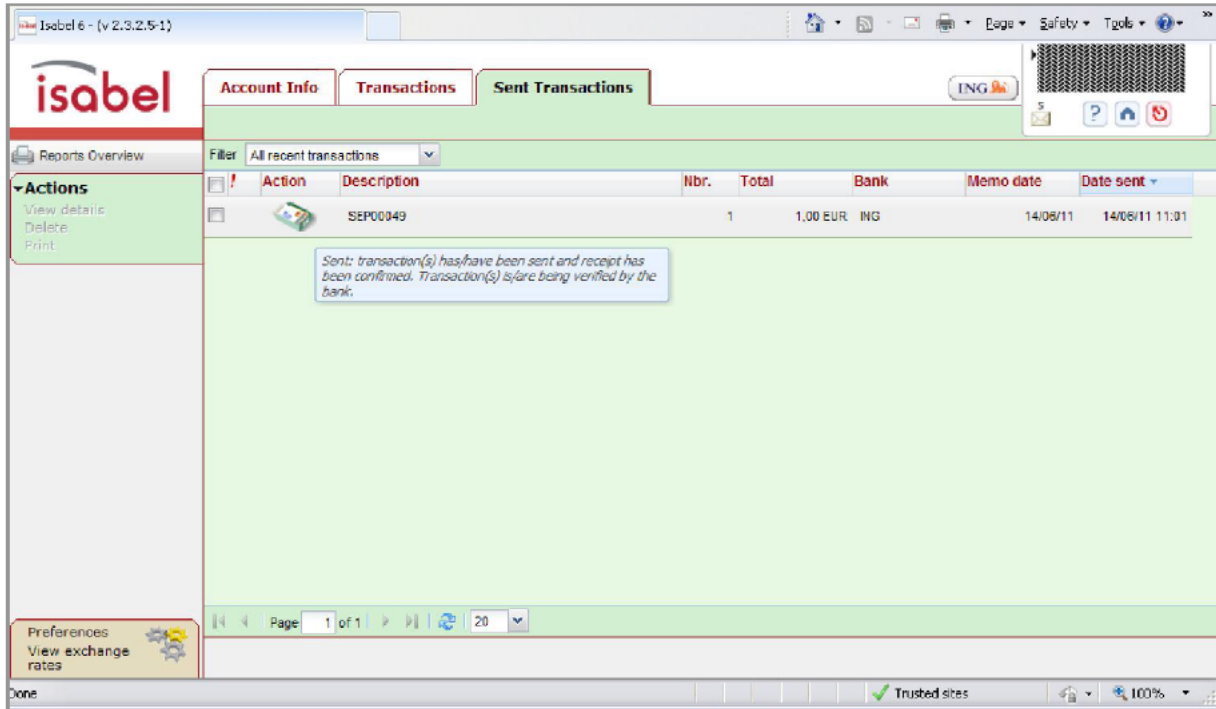


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Once the transaction has been signed, you can find it in your Isabel software.

If you ticked 'Send to ING', you will find the transaction under the 'Sent transactions' tab, otherwise you must look under the 'Transactions' tab.



If you have any questions, contact

ING Client Services (8:30 a.m. – 5:30 p.m.)

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Choose option 2 in the menu.

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