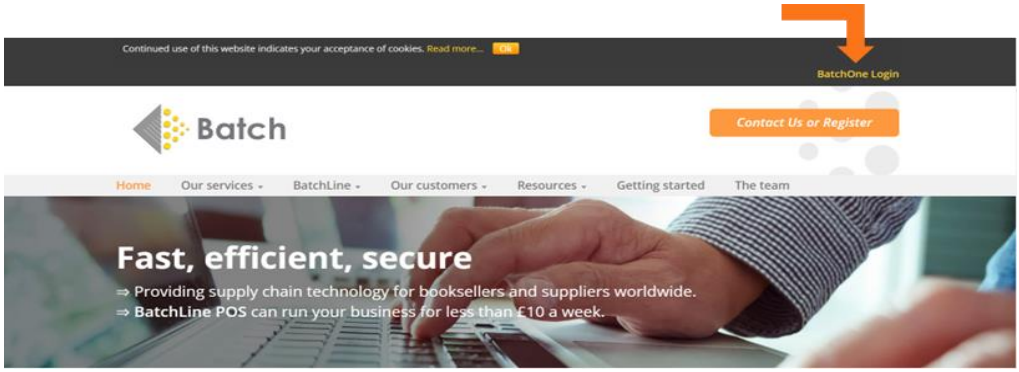
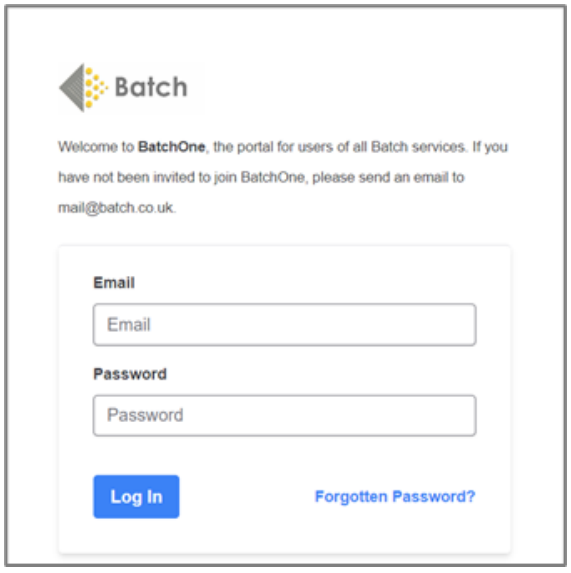
HOW TO MAKE A PAYMENT

- From the Batch website www.batch.co.uk click on 'BatchOne Login':

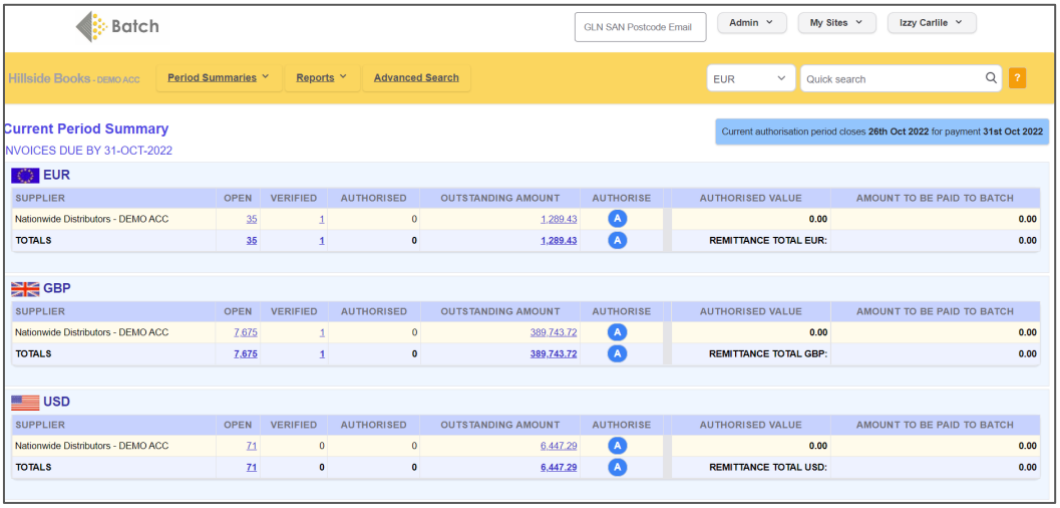


- The BatchOne login page looks like this:



- Enter your BatchOne email and password then select **Launch Payments** to access your account.

- Once you have successfully logged on to Batch Payments, you will see the **Current Period Summary** screen. You will be presented with a summary of all the suppliers you deal with via Batch and a summary of the total number of outstanding transactions with their totals.

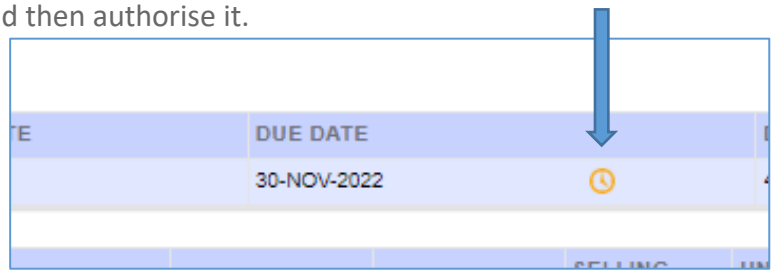


- If you agree with the total for each supplier, you can simply click on the A **'Authorise All'** button and all invoices for that supplier will be authorised. Alternatively, click on the details in **blue** next to the supplier's name and authorise each invoice individually. Repeat the process for each supplier.

  Always click the 'Update' button conveniently located at both the top and the bottom of the page before you move to the next page for your actions to take effect.

- Please note that you cannot authorise an **overall credit** for a single supplier: this is where your credit exceeds the value on invoices you have authorised for that supplier. If you believe some invoices or credit notes are missing, please contact the supplier directly, as it is they who are responsible for the data that appears on Batch.

- An invoice or credit note may not be showing because it is dated in the future, so check the **'Future Period Summary'** page before contacting that supplier. You can authorise transactions in the Future and they will not be paid until the Due Date. If you want to pay an invoice early, click on the Invoice Number. The Due Date will have a yellow clock icon next to it. Click on this icon and then authorise it.



- When you are happy with the total to be paid, it is time to organise your payment to Batch.
- The total that needs to be arranged will be in the bottom right corner C/FWD ('Carried forward'.)

Important note!

It is crucial to make the electronic transfer of funds to the Batch bank account in the currency in which goods are invoiced. So, if the invoice is in GBP, send the funds to the Batch GBP account; if the invoice is in Euros, send your payment to the Batch Euro account. **Always quote your SAN as reference.**

*** Funds must arrive no later than the closing date for authorisation or in the case of a UK public holiday the date outlined in your monthly reminder. If your funds arrive after the payment deadline date, they will be held until the following clearance. ***

- You may print or save the statement summary.
- Do not authorise any further invoices until after the month end closure because doing so may lead to your authorisation being reversed and you will have to arrange single payments with each supplier.
- Please note that you must bear all bank charges. International bank transfers may take a long time; check with your bank for details.
- Please email notification to mail@batch.co.uk.
- Save or print out for your records a remittance advice that will list all the invoices that you have paid that month.
- Three working days before the end of the month every supplier is sent details of the payments being made.
- Cleared funds are transferred on the last working day (in the UK) of the month into the suppliers' accounts with that day's value.

SEE NEXT PAGE FOR BATCH'S BANK ACCOUNT DETAILS

Batch bank account details for Sterling, Euro and Dollar accounts

Select the correct account for the currency in which goods are invoiced.

For £ sterling payments:

Bank: HSBC
PO Box 160
12A North Street
Guildford
GU1 4AF
BIC/Swift code: HBUKGB4B
Beneficiary: Batch Ltd
Account number: 52787997
Sort code: 40-22-26
IBAN: **GB31HBUK40222652787997**

For € Euro payments:

Bank: HSBC
PO Box 160
12A North Street
Guildford
GU1 4AF
BIC/Swift code: HBUKGB4B
Beneficiary: Batch Ltd
Account number: 71281946
Sort code: 40-12-76
IBAN: **GB15HBUK40127671281946**

For $ Dollar payments:

Bank: HSBC
PO Box 160
12A North Street
Guildford
GU1 4AF

BIC/Swift code: HBUKGB4B
Beneficiary: Batch Ltd
Account number: 71280958
Sort code: 40-12-76
IBAN: **GB16HBUK40127671280958**