

# Bank Millennium

## Millenet for Corporates **Guide**



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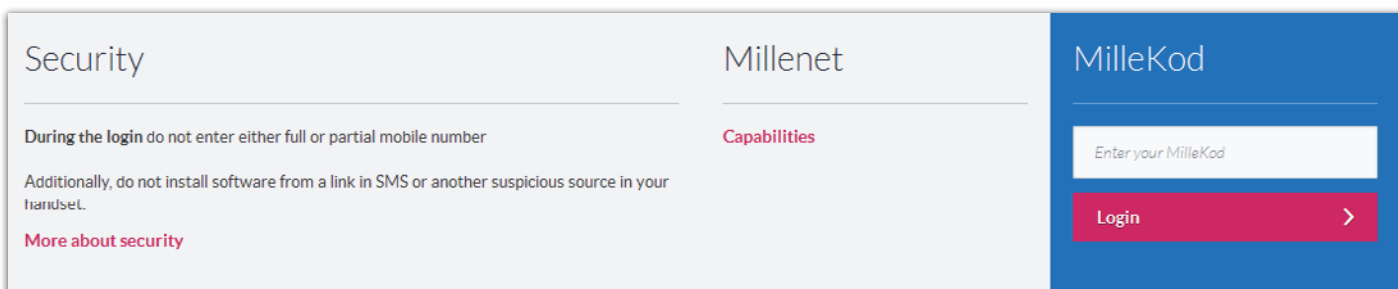
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# Millenet ... traditional banking with a modern way

Dear Client, Millenet for Corporates is a service which gives you full access to your accounts and other banking products through the Internet.

The Service is intended for Clients running any type of business activity

We offer you a 24/7 service, rich functionality, security and full control over finances. Hopefully, this guide will make it easier to use our system.



Security	Millenet	MilleKod
<p><b>During the login</b> do not enter either full or partial mobile number</p> <p>Additionally, do not install software from a link in SMS or another suspicious source in your handset.</p> <p><a href="#">More about security</a></p>	<p><a href="#">Capabilities</a></p>	<input type="text" value="Enter your MilleKod"/> <a href="#">Login</a> >

## How to open Millenet for Companies?

To get access to the Millenet Internet banking system Corporate Banking customers should contact their Relationship Manager and sign a Framework Agreement on Bank Accounts and Services for Corporate Banking Customers. When signing the Agreement it will be necessary to define:

- The number of users who will have access to the Millenet system (a photocopy of the ID of each user must be provided)
- Scope of rights of the users
- Accounts, to which these users will have access
- Authorisation rules, which will apply to approving transactions (e.g. sending transfers or managing rights in the system).

Also the method of logging on to Millenet should be defined for each user, apart from the scope of rights to functionalities and accounts. The choice is between log in with use of an SMS password - then the user's mobile phone number must be provided in the configuration form, or with use of a hardware token, which is provided by the Bank.

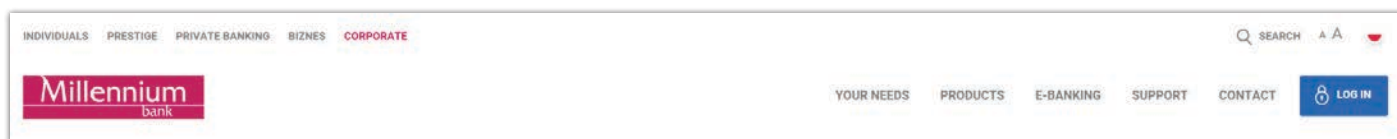
Regardless of the selected initial configuration, it is always possible to adjust the system to own needs - a detailed description is provided later on in this Manual.

## First logon

To start your first session in Millenet prepare the following:


- MilleKod, which we provided by phone
- Login, which you chose and identified in the configuration form
- Log in tools i.e.:
  - a. mobile phone, the number of which was provided in the user's configuration form
  - b. hardware token

In your web browser enter [www.bankmillennium.pl](http://www.bankmillennium.pl), select the **LOG IN** button and state your Milledkod.



For more guidance, on the logging page select the link [First logon](#)

This is a modal dialog box titled 'Logging in to Millenet'. It contains a label 'MilleKod:' followed by a text input field. To the right of the input field is a red 'NEXT' button. The background of the dialog features a large, faint image of a keyhole.The screenshot shows the login interface for 'Electronic Banking for Companies'. It has a red padlock icon and the title. Below the title are two input fields: 'Millekod' and 'Login'. Each field has a small keyboard icon to its right. At the bottom right, there are two buttons: a grey 'CANCEL' button and a red 'LOGIN' button.

**Help with logging on**

- **Data required for logging on**
- [First logon](#)
- [I have forgotten the password/ the password is blocked](#)
- [I have another problem with logging on](#)

During logging on to Millenet, system requires MilleKod, user login, P@ssword 1 as well as SMS P@ssword. The system never asks for more data or details of other identifiers.

On the first logging screen enter Millekod and Login and confirm entered data.



## Electronic Banking for Companies

Millekod



Login



CANCEL

LOGIN



### Help with logging on

- [Data required for logging on](#)
- [First logon](#)
- [I have forgotten the password/ the password is blocked](#)

For the first and every subsequent logging, system requires company's MilleKod and user login. You will also be asked to enter the P@ssword from the SMS (users who defined their mobile phone number) or from the envelope received from the Bank. This password is for single use only thus when logging on for the first time you will be asked to set up a new password.

The next step will be to give the password from the SMS message, hardware token or an envelope and establish a new password for logging. Click **Send** button to end the first logging process. You can now start using Millenet for Corporates.



## Electronic Banking for Companies

For the provided Login a text message containing the password was sent. In accordance with our security policies, please enter again your Login and password contained in the message. Then please change password for a new one.

Millekod 60012580

Login\*

new\_user



SMS password\*

New Password\*



8 up to 20 alphanumeric characters

Re-enter new password\*



CANCEL

GENERATE NEW SMS PASSWORD

SEND

\*Required field

# Configuration of User Profile

Just after the first logging the useful function is to configure one's own profile.



In this option you can among others:

- set the length of one Millenet session, i.e. time from logging until the time of automatic logging out (timeout).
- set the order of displaying accounts on lists (current accounts, domestic transfers, foreign orders).
- change passwords for logging
- turn off the masked password (when logging in, the system will require a full password and an authentication code from a hardware token or SMS message)
- set different login authentication tool (user can choose SMS password or hardware token code) – this parameter is available only for users with assigned hardware token and given telephone number and is available in the “Profile” bookmark
- edit own personal data

## SMS notifications of events

You can receive SMS notifications informing you e.g. about transactions on your accounts. For this purpose select the **Settings > SMS notifications** tab and define the following on the screen:

**Language of notifications** – choose the language for the SMS notifications. You can choose between Polish and English

**SMS notifications activity hours** – specify the hours when you want the texts to be sent to you. This is in case you do not want to get them e.g. when sleeping. We will inform you about events, which occurred outside activity hours, promptly after the hours of start of activity.

**Types of events** – select the events, about which you want to be informed. You can activate a selected event for all accounts, to which you have access, or roll down their list using **+** and select only some of the accounts.

**Minimum value** – state the minimum value, from which the event is to be active. The notification will not be sent if the event value is lower than the defined one. You can define one value for all accounts or define different minimum values for each of the accounts.

**Time of occurrence** – if you want to activate notifications informing about logons made by yourself or other users, define the range of hours, in which the notifications will be active. If your employees start work at 9:00 a.m. and finish at 5:30 p.m. and you want to get information about their logons after hours, then set the range at 5:30 p.m. to 9:00 a.m. Access to notifications about logons requires independent authorisation.

## SMS notification settings

1 Defining the settings

→ 2 Approving changes

→ 3 End the process

## General settings

Mobile phone number 48 :89 ?

Language of notifications: ☒ Polski ☐ English

SMS notifications activity hours From 00 : 00 Till 23 : 59 ?

## Notification settings

Please mark events which you want to enable for Notifications

	SMS	Minimum value ?
<input checked="" type="checkbox"/> External incoming transfers	<input type="checkbox"/>	0,00 PLN
<input checked="" type="checkbox"/> External outgoing transfers	<input type="checkbox"/>	0,00 PLN
<input checked="" type="checkbox"/> Internal incoming transfers	<input type="checkbox"/>	0,00 PLN
<input checked="" type="checkbox"/> Internal outgoing transfers	<input type="checkbox"/>	0,00 PLN
<input checked="" type="checkbox"/> Rejection of a domestic transfer	<input type="checkbox"/>	0,00 PLN
<input checked="" type="checkbox"/> Credit card authorization	<input type="checkbox"/>	0,00 PLN
<input checked="" type="checkbox"/> Credit card withdrawal	<input type="checkbox"/>	0,00 PLN
<input checked="" type="checkbox"/> Debit card authorization	<input type="checkbox"/>	0,00 PLN
<input checked="" type="checkbox"/> Debit card withdrawal	<input type="checkbox"/>	0,00 PLN
<input checked="" type="checkbox"/> New invoice	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Short term to pay invoice	<input type="checkbox"/>	days
Invoice due date is exceeded	<input type="checkbox"/>	
Expiry of the deposit	<input type="checkbox"/>	
Standing order failure	<input type="checkbox"/>	

	SMS	Time of occurrence ?
My failed login	<input type="checkbox"/>	from 00 : 00 till 00 : 00
Other users failed login	<input type="checkbox"/>	from 00 : 00 till 00 : 00
My successful login	<input type="checkbox"/>	from 00 : 00 till 00 : 00
Other users successful login	<input type="checkbox"/>	from 00 : 00 till 00 : 00

Cancel

Save

The [List of sent notifications](#) tab contains all notifications sent to you. You can filter them by range of dates when sent or by notification type.

[Notifications settings](#)
[List of sent notifications](#)

### SMS notification history

Hide filter

Date
☐

From

07

 / 

05

 / 

2015

Till

14

 / 

05

 / 

2015

☒ Last

12

hours

Notification type

All

Filter

Date/Time	Transaction details	Event type	Phone number
2015-05-14 11:02:37	Przelewy wewnętrzne wychodzące: Millekod:52249984 Ilość:3 Suma:3,03 PLN Z rachunku:0111491483 Data:2015-05-14	Internal outgoing transfers	XXX XXX X42
2015-05-14 10:23:43	Przelewy wewnętrzne wychodzące: Millekod:52249984 Ilość:2 Suma:2,00 PLN Z rachunku:0111491483 Data:2015-05-14	Internal outgoing transfers	XXX XXX X42
2015-05-14 10:20:39	Przelew wewnętrzny wychodzący: Millekod:52249984 Kwota:1,00 PLN Z rachunku:0111491483 Data:2015-05-14 Dostępne saldo:75.121.335,38 PLN	Internal outgoing transfers	XXX XXX X42
2015-05-14 07:45:47	Przelew wewnętrzny przychodzący: Millekod:52249984 Kwota:1.002,00 EUR Na rachunek:0111466080 Data:2015-05-14 Dostępne saldo:12.628,03 EUR	Internal incoming transfers	XXX XXX X42
2015-05-14 07:45:41	Przelew wewnętrzny przychodzący: Millekod:52249984 Kwota:5.002,00 PLN Na rachunek:0111491483 Data:2015-05-14 Dostępne saldo:75.121.359,39 PLN	Internal incoming transfers	XXX XXX X42

Lines per page

100

SMS notifications are sent to the mobile phone number stated in your personal data. If you have not provided this number yet or it is out of date, you can change using the [Profile > Personal information](#) option or [Settings > Users list > Edit](#). The latter option may be used on your behalf by another person who is authorised to edit data of other users.

After making the change you must download and print the „Millenet User Data Form”. [Next you should sign it and deliver it to us](#). The changes will become active only after we have authorised the document.

## Authorisation Tools

In Millenet for Corporates three authorisation tools are now available:

- SMS password – single-use password sent to the Millenet user telephone number
- Hardware Token – cryptographic tool with numeric keyboard and a display

The above tools are used to authorise financial and non-financial orders (system administration) performed in Millenet.



# Software and Hardware

To use Millenet for Corporates, you just need a computer with the current version of the operating system, compatible with the requirements of the manufacturer with internet access and one of the internet browsers:

- Internet Explorer 11

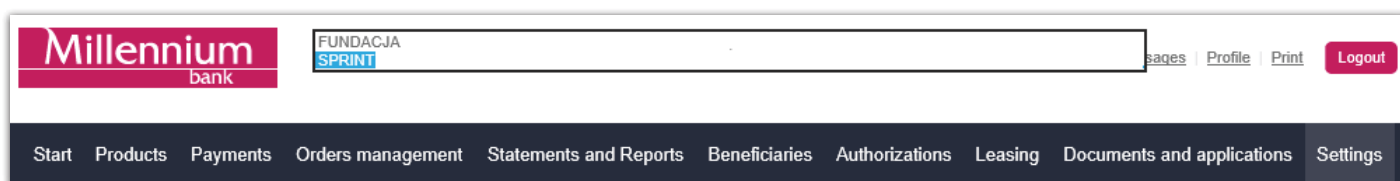
or supplied with current versions of below browsers:

- Mozilla Firefox
- Opera
- Google Chrome
- Safari
- Edge

## Single Logging to Many Companies

The single logging functionality enables switching between many companies (Millekods) to a person which is a Millenet user in more than one company. The process of initiating a single logging can be executed simply from the level of the menu [Settings](#) > [Single Sign On](#).

As a result of the integration instead of logging in each Millekod separately you will be able to log to one of the Millekods and switch between the companies by selecting them from a pull-down list available on top of the page:



## Products

The [Products](#) tab contains client products offered by the Bank – accounts, deposits, payment cards and credit products.

## Current Accounts

The [Products](#) > [Current Accounts](#) tab – here you find the list of all current accounts – kept in PLN and foreign currencies.

FIRMA TESTOWA

Welcome Jan Kowalski
Messages (8)
Profile
Print
Logout

Start
Products
Payments
Orders management
Statements and Reports
Beneficiaries
Authorizations
Leasing
@(Micro Accounting)
Documents and applications
Settings

Payment Cards  
in Millenet

Find out more

**Virtual advisor**  
Do you need help with Millenet?

Current accounts

Account number, alias or company name
Select
Account group

Sort by
Account number - from smallest
Show values in currency:

Account number Alias	Account name Company name Group name	Current balance Available funds	
17 116	3545 Konto Biznes FIRMA TESTOWA	0,00 PLN 0,00 PLN	<a href="#">Transactions history</a> <a href="#">Domestic transfer</a> <a href="#">New deposit</a>
76 116	3550 Rachunek VAT FIRMA TESTOWA	0,00 PLN 0,00 PLN	<a href="#">Transactions history</a> <a href="#">Domestic transfer</a>

Number of accounts per page
100

New account

From the level of the list of accounts you can move directly

- to details of the account,
- to viewing the history of transactions on a selected account,
- to the form of a domestic transfer and
- to the form of opening a term deposit

To search through the list of accounts use filters on top of the list – they enable filtering according to the account number, its short name, name of company and group to which the account has been assigned.

Account group

☒ All
☐ With group
☐ No group
☐ My group

Cancel
Ok

Select

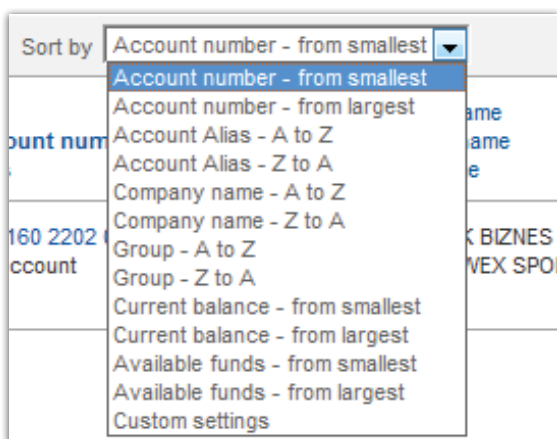
Filter:

☐ 36 1160 2202 0000 0001 1135 6156 PPUH DREWEX SPOLKA Z O.O.  
my account My group -613.319,87 PLN

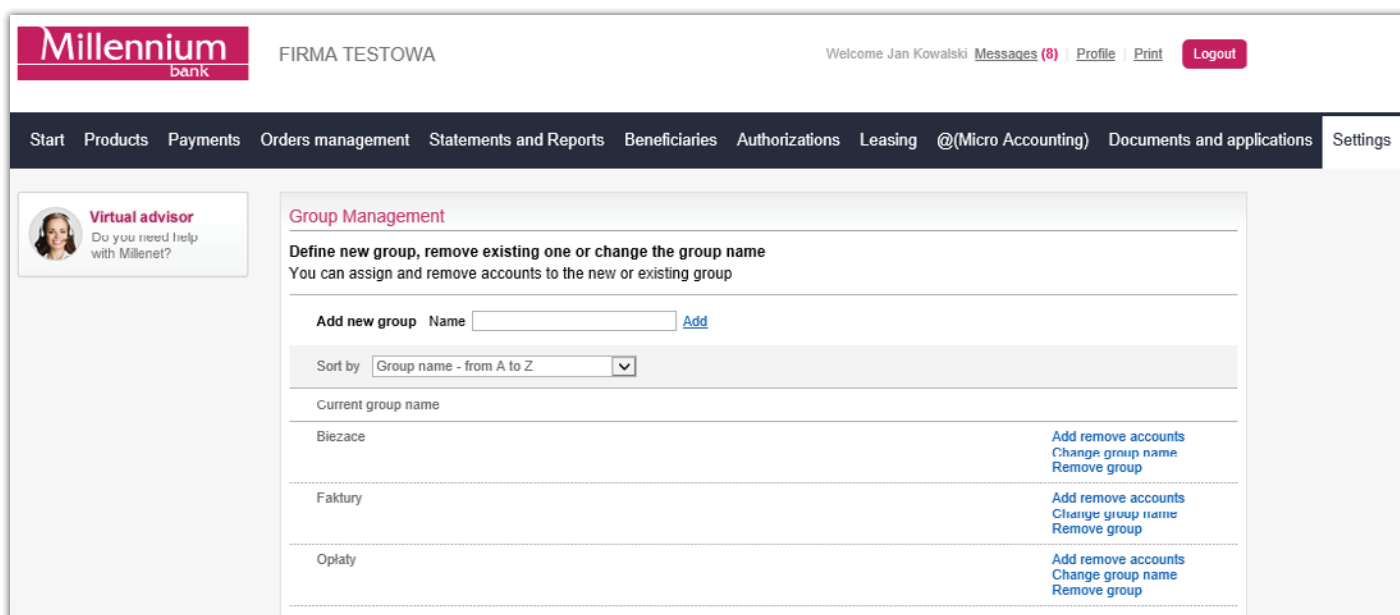
Select all | Clear all

Cancel
Ok

The list of accounts can also be sorted by a selected element:



Accounts can also be ordered by splitting them into freely created groups – this way it will be easier to find them on the list or transfer formats. The function of grouping accounts please find in the tab [Settings > Accounts groups](#)



You can also specify the sequence in which accounts will be displayed on the list of transfers or on the list of accounts – do this in the settings of your profile which you will open by choosing the [Profile](#) tab in the upper part of the screen.

FIRMA TESTOWA

Welcome Jan Kowalski
Messages (8)
Profile
Print
Logout

Start
Products
Payments
Orders management
Statements and Reports
Beneficiaries
Authorizations
Leasing
@(Micro Accounting)
Documents and applications
Settings

Mobile Banking

Control company finances wherever you are.  
[Read more](#)

**Virtual advisor**  
Do you need help with Milenet?

User profile
Personal information
Security settings
Password manager

User profile

New messages

Lines per page 7

Current account/Term deposit list/Cards

Lines per page 100

Transaction history screens

Lines per page 25

Order of accounts on selected pages

Order on page: On account list

Set default accounts order for selected pages in Milenet and click on "Save" button.

Filter by account alias, owner or number

Account group Account group

Choose default order for the page Account number - from smallest

Account number Alias	Account name Company name Group name	Current order	New order
17 11 AA	3545 Konto Biznes FIRMA TESTOWA	1	
76 11	3550 Rachunek VAT FIRMA TESTOWA	2	

Refresh the order
Restore the previous order

Please confirm entered data
Cancel
Default Settings
Save

## Deposits

The **Products > Term Deposits** tab - here you can review the list and details of term deposits – both active and terminate ones. Switch between active and terminated deposits by using buttons on top of them.

Term deposits

Account number, alias or company name
Select

Date

Expiry Date
Constitution date

From
To

Deposit amount
from
up to

Remove search criteria
Filter

Sort by
Constitution date - from latest
Show
Ongoing
Matured
All deposits
Show values in currency:

From the level of the list of deposits you can directly move to details of the deposit and to the option of its termination, while at the bottom of the screen (under the list), there is a button being a link to the form of opening a new term deposit.

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Millenet for Corporates / Guide

To facilitate finding items on the list of term deposits use the filters on top of it. This way it is possible to search deposits by:

- Account number
- Shorter name
- Name of company
- Date of expiry
- Date of creation
- Amount of deposit

Just as in the case of current accounts the list of deposits can be sorted by a selected element:

### Term deposits

Account number, alias or company name

Select

Date

Expiry Date

From

To

Deposit amount

from

up to

Remove search criteria
Filter

Sort by

Constitution date - from latest

Show

☒ Ongoing
☐ Matured
☐ All deposits

Show values in currency:

Account number Alias	Account name Company name	▼ Constitution date Expiry Date	Balance Principal Amount	
<input type="checkbox"/> 49 11	5775 Lokata Millenet PLN SPRINT	2019-04-12 2020-04-12	2.000,00 PLN 2.000,00 PLN	Details Redeem
<input type="checkbox"/> 59 11	5789 Lokata Millenet PLN SPRINT	2019-04-12 2020-04-12	2.000,00 PLN 2.000,00 PLN	Details Redeem
<input type="checkbox"/> 66 11	5760 Lokata Millenet PLN SPRINT	2019-04-12 2020-04-12	5.000,00 PLN 5.000,00 PLN	Details Redeem
<input type="checkbox"/> 94 11	5741 Lokata Millenet PLN SPRINT	2019-04-12 2019-04-28	22.222,00 PLN 22.222,00 PLN	Details Redeem
<input type="checkbox"/> 75 11	9226 Lokata Millenet PLN SPRINT	2017-10-26 2019-04-27	156.310,74 PLN 150.000,00 PLN	Details Redeem
<input type="checkbox"/> 24 1'	9077 Lokata Millenet PLN SPRINT	2017-10-26 2019-04-27	150.079,13 PLN 150.000,00 PLN	Details Redeem
<input type="checkbox"/> 96 11	2755 Lokata Millenet PLN SPRINT	2017-09-15 2019-04-27	10.452.955,84 PLN 10.000.000,00 PLN	Details Redeem

Select all | Clear all

Number of accounts per page

100

Download confirmation en
Download confirmation pl
Export
New term deposit

It is possible to download a confirmation for a term deposit – one or many simultaneously, in Polish or English. This confirmation can be downloaded from the level of the list of deposits or details of the selected deposit by selecting the button [Download confirmation in EN](#)

Using Millenet for Corporates, it is also possible to set up new time deposits. Each new deposit is always authorized, in accordance with applicable authentication mechanism.

The screenshot displays the Millennium bank corporate portal. At the top, the Millennium bank logo is on the left, and a user dropdown menu shows 'PPUH DREWEX SPOLKA Z O.O.'. On the right, a welcome message for 'Jan Kowalski' is followed by links for 'Messages (1)', 'Profile', 'Print', and a 'Logout' button. Below this is a navigation bar with tabs: 'Start', 'Products', 'Payments', 'Orders management', 'Statements and Reports', 'Beneficiaries', 'Authorizations', and 'Settings'. A left-hand sidebar lists account types: 'Current accounts', 'Term deposits' (highlighted in red), 'Cards', 'Investment Loans', 'Revolving Credits', 'Working Capital Credits', 'Multioptional Credit Limits', 'Guarantees and L/C', and 'Trade finance'. The main content area is titled 'Term deposit constitution'. It contains several input fields: 'Account number, alias or company name' with a dropdown showing '36 1160 2202 0000 0001 1135 6156 - my account 2.380.581,13 PLN' and an 'Account group' dropdown; 'Product list' with a dropdown showing 'LOKATA MILLENET PLN' and an 'Alias' text field; 'Value\*' with a numeric input '0,00' and a label 'PLN (Min: 2.000 PLN)'; 'Number of days\*' with a numeric input '0' and a label 'days (Min: 1 days, Max: 366 days)'; 'Starting date' and 'End date' both set to '2014-04-10'; 'Term deposit type' with a dropdown set to 'Unrenewable'; and 'Interest disposition' with a dropdown set to 'Transfer to the account: 0111356156'. A red 'Constitute' button is at the bottom right. A small asterisk and 'Required field' text are at the bottom left of the form area.

## Cards

The [Products > Cards](#) tab - here you can view lists and details of payment cards. Debit, credit and charge cards are on the same list, while prepaid cards are on a separate list. In the scope of its functionality, the Millenet system offers, among others, the possibility of setting limits for online payments. On this tab there is also a list of cards to activate – the process of activation is quick and simple.

You can filter and sort lists of cards according to the selected data and generate the following reports:

- Cards list report
- Cards details list report
- Transactions history report - for charge cards (credit) and prepaid cards

In addition, from the level of the card details, you can:

- Edit the alias (short name) of the card
- Browse details of the pending operations
- Edit the daily transactional limits (and the monthly limit for prepaid cards)
- Edit the phone number used to authenticate online transactions
- Restrict the card
- Generate a report with transactions history
- Pay off debt on your charge/credit card (reload the account of the pre-paid card)

Debit and Credit cards
Prepaid cards
Card activation

Debit and credit/charge cards

Product name, card user name, alias or card number (min 3 characters)

Choose

Show closed cards

Debit Cards
Karty kredytowe i obciążeniowe
All

<input type="checkbox"/>	Company name Product name ^ Alias	Card number Card type	Embossed name Card status	Limit Used Available Limit	
<input type="checkbox"/>	SPRINT LOGISTYKA POLSKA SPÓŁKA AKCYJNA Visa Executive Electron	4988 XXXX XXXX 5638 Debit card	KONRAD Not activated	-243 120 287,94 PLN 656 879 712,06 PLN	<a href="#">Details</a> <a href="#">Security</a>
<input type="checkbox"/>	SPRINT LOGISTYKA POLSKA SPÓŁKA AKCYJNA Visa Executive Electron	4988 XXXX XXXX 6586 Debit card	HENRYK Not activated	-243 120 287,94 PLN 656 879 712,06 PLN	<a href="#">Details</a> <a href="#">Security</a>
<input type="checkbox"/>	SPRINT LOGISTYKA POLSKA SPÓŁKA AKCYJNA Visa Executive Electron	4988 XXXX XXXX 8359 Debit card	KUBA Active	-243 120 287,94 PLN 656 879 712,06 PLN	<a href="#">Details</a> <a href="#">Security</a>

Debit and Credit cards
Prepaid cards
Card activation

Prepaid Card

Card alias or card number

Choose

Show closed cards

<input type="checkbox"/>	Company name Product name ^ Alias	Card number Card type	Embossed name Card status	Current balance Available balance	
<input type="checkbox"/>	SPRINT LOGISTYKA POLSKA SPÓŁKA AKCYJNA MasterCard Prepaid Commercial test	5427 XXXX XXXX 2876 Prepaid card	KARTA PREPAID Active	1 051,00 PLN 1 051,00 PLN	<a href="#">Details</a> <a href="#">Security</a> <a href="#">Transaction history</a>

## Credit card details

Card 4940 XXXX XXXX 3362 - Visa Executive Silver 

Embossed name **ESTER**

Embossed name **James B**

Alias

[Define](#)

Card status **Not activated**

Details

Security Tab

History

### Card details info

Card type Credit card

Card number 4940 XXXX XXXX 3362

Account associated to the  
card/cards

Issue date 2016-07

Expiry date 2021-12

### Payments

Credit limit **777,00 PLN**

Limit Used **425,00 PLN**

Available Limit **352,00 PLN**

Authorized amount/waiting  
operations **0,00 PLN**

[Details](#)

Next payment date No payment in current month.

Next payment amount No payment in current month.

Minimum payment amount 0,00 PLN

[Back to list](#)

[Generate transactions history report](#)

[Restrict the card](#)

[Card repayment](#)



# Loans

[Products](#) > [Investment Credits](#) tab

Use this option to display information about long-term and non-renewable investment loans – list of investment loans granted by Bank Millennium and their details along with the repayment schedule.

It is similar in the case of remaining credit products in Millenet for Corporates

[Products](#) > [Revolving credits](#) tab

Use this option to display information about revolving loans

[Products](#) > [Working capital credits](#) tab

Use this option to display information about working capital loans (non-renewable).

[Products](#) > [Multioptional Credit Limits](#) tab

Use this option to display information about multiproduct credit lines

Loan accounts			
			Currency* <span>Currency</span> <span>▼</span>
Product name	Account Number	Current Balance	Expiry Date
KREDYT NA BIEŻĄCE POTRZEBY	011 31	50.000,00 PLN	2010-03-27 <span>→</span>
KREDYT INWESTYCYJNY PLN	011 55	488.694,48 PLN	2023-10-24 <span>→</span>

\* calculated for informational purposes according to the average exchange rates of Bank Millennium S.A.

# Limits Management

Millennium  
bank

SPRINT

Start

Products

Payments

Orders management

Statements and Reports

Ben

Mul

Lim

Accounts

- Current accounts
- Term deposits

Loans

- Investment Loans
- Revolving Credits
- Working Capital Credits
- Multioptional Credit Limits
- Limits Management

Payment cards

- Debit and credit cards
- Prepaid cards
- Activate card

Other products

- Lines, guarantees, letters of credit
- Trade finance
- Currency Exchange

Thanks to this service you can submit requests for change of limit amount for such products as Umbrella Loan and Multiproduct Lines. You will find the necessary form in two bookmarks:

[Products>Loans>Limits Management](#) and [Documents and Applications>Applications>Limits Applications](#)

Orders management
Statements and Reports
Beneficiaries
Authorizations
Leasing
Documents and applications
Sett

Multioption Limit: 20 000,00 PLN

---

Multioption Limit Available: 10 828,25 PLN

Multioption Used Limit: 9 171,75 PLN

Limit Expiry Date: 2019-12-31

Documents

- Upload document
- Documents templates
- Documents management

---


Applications

- New card
- New Account
- Applications management
- Limits Applications

Change the limit amounts for particular products by entering the new value in the window, which will be displayed after selecting the option “Change limits”. You can do it for PLN as well as FX products.

Start
Products
Payments
Orders management
Statements and Reports
Beneficiaries
Authorizations
Leasing
Documents and applications
Settings

Multioption



Multioption Limit: 20 000,00 PLN


---

Multioption Limit Available: 10 828,25 PLN

Multioption Used Limit: 9 171,75 PLN

Limit Expiry Date: 2019-12-31

Limits

Product	Allowed Limit	Limit Used	Available Funds	
LIMIT NA GWAR/AKRED/POREČZ/M	7 000,00 PLN	0,00 PLN	7 000,00 PLN	
KREDYT W RACH BIEŻ/OVERDRAFT/M	9 000,00 PLN	9 171,75 PLN	0,00 PLN	<a href="#">Details</a> 

Back

Change Limits

Change in the amount of limits - Umbrella loan

---

1 Change in the amount of limits - Umbrella loan 2 Summary

---

Application name header

Application name header

---

Details of the global group limit

Current limit 500 000,00 PLN

The limit remains to be disposed 186 528,74 PLN

Limit Used 313 471,26 PLN

---

Change in the amount of limits - Umbrella loan

---

Client name	Approved Limit	Limit Used	Limit Requested			
Company FUNDACJAZDROWIA SP	300 000,00 PLN	0,00 PLN	<input type="text" value="300 000,00"/> PLN	min.: 0,01 PLN	max.: 500 000,00 PLN	Approve Cancel ^
KREDYT W RACH BIEŻ/OVERDRAFT/M (PLN)	100 000,00 PLN	0,00 PLN	<input type="text" value="100 000,00"/> PLN	min.: 0,01 PLN	max.: 300 000,00 PLN	Approve Cancel v

---

Cancel Save as draft Continue

After filling-in the form properly, in order to continue please use one of the actions available at the bottom of the screen:

- Send for authorisation
- Authorise
- Authorise and send

Change in the amount of limits - Umbrella loan

---

✓ Change in the amount of limits - Umbrella loan 2 Summary

---

Change of company limits FUNDACJA

Company Full Name FUNDACJA

Current Limit 300 000,00 PLN

Requested Limit 300 088,00 PLN

---

Back Save as draft Send for authorization Authorize Authorize and send

You can also save the filled-in form as a working version.

Carrying out the action depends on rights of the Millenet for Companies system user as well as settings of authorisation rules.

After selecting a particular action the orders are saved on lists in the „Orders management” bookmark and depending on it will have an appropriate status e.g. “awaiting authorisation”.

# Payments

The **Payments** tab is used for preparing transfers. Millenet enables to execute various types of transfers:

- Domestic/SORBNET/instant
- Internal
- to the Tax Office/instant
- to ZUS/instant
- Foreign
- Postal Order
- Electronic Cash Withdrawal
- Direct Debit
- Open cash withdrawal transfer

## Domestic Transfer

Domestic transfer

Transfer type

☒ Standard transfer

☐ VAT transfer

Orderer data

Transfer on behalf of

☒ My company

☐ Someone else

From Account

96 ...

0969

656 879 432,73 PLN

▼

Sender

SPRINT

Beneficiary data

Beneficiary group

All groups

▼

Beneficiary\*

Search or write:

👤▼

+ Show address

Account\*

☐ Save beneficiary

Transfer data

Amount\*

0,00

PLN

Transfer description\*

Transfer description here

▼

Execution date\*

29 / 04 / 2019

📅

Options

Transfer type

☒ Standard

☐ Instant domestic transfer

☐ Sorbnet

Destination folder

Main folder

▼

☐ Save as Template

Clear

Save as Draft

Request Authorization

Authorize

Authorize and Send

To order a new transfer go to the **Payments** Tab. In Millenet for Corporates you can order the following types of transfers:

A domestic transfer can be ordered in three modes:

**Standard** – orders below 1 mln PLN settled in three sessions during the day;

**Instant transfer** – transfers below 100 thous. PLN executed in real time in the Express ELIXIR system.

**SORBNET** – high amount real time transfers (above 1 mln PLN), and also other domestic transfers, which have been declared for settlement in this mode.

## Tax / custom transfer

It is possible to perform a tax transfer to the Tax Office or pay tax due to another tax organ, e.g. land tax for the Municipal Office:

Tax / custom transfer

Orderer data

Transfer on behalf of

☒ My company ☐ Someone else

From Account

ZENOBIA1

96 ... 0001 1171 0969

837 055 180,27 PLN

▼

Sender

FIRMA ALFA

Identification number\*

2612957150 (NIP)

Change

Beneficiary data

Transfer to

☒ Tax Offices or Customs Chambers ☐ Transfer to other tax authority

Tax Form Symbol\*

Search or write:

▼

Transfer data

Amount\*

0,00

PLN

Period\*

Year

▼

Additional description

?

Execution date\*

02 / 03 / 2017

Transaction Id

Options

Transfer type

☒ Standard ☐ Instant transfer

Destination folder

Main folder

▼

☐ Save as Template

Clear

Save as Draft

Request Authorization

Authorize

Authorize and Send

Tax / custom transfer can be ordered in two modes:

**Standard** – orders for Tax organs settled in three sessions during the day; irrespective of the amount.

**Instant transfer** – transfers below 100 thous. PLN executed in real time in the Express ELIXIR system.

# Transfer to ZUS (Social Insurance)

The form of a transfer to Social Insurance allows to simultaneously order four payments – premiums to:

- **Social insurance**
- **Health insurance**
- **Labour fund and Guaranteed Employee Insurance Fund**
- **Bridge Pensions Fund**

After ordering payments to ZUS, each of them will be displayed as a separate transfer in the [Orders Management](#) tab.

### ZUS Transfer

---

#### Orderer data

---

Transfer on behalf of ☒ My company ☐ Someone else

From Account

Sender *SPRINT*

---

#### Payers data

---

Payer's name

Payers account

[Add payer](#)

---

#### Transfer data

---

Amount\*

Transfer description\*

Execution date\*

---

#### Options

---

Transfer type ☒ Standard ☐ ZUS instant transfer

Destination folder

☐ Save as Template

---

ZUS transfer can be ordered in two modes:

**Standard** – orders to ZUS settled in three sessions during the day; irrespective of the amount.

**Instant transfer** – transfers below 100 thous. PLN executed in real time in the Express ELIXIR system.

# Foreign Transfers

FX or PLN orders to foreign banks and FX orders sent to another domestic bank are executed as foreign orders. FX transfers within Bank Millennium must be ordered as domestic payments by using a domestic payment format.

When ordering a foreign transfer you do not need to select on your own the system in which the transfer will be executed. The Millenet system will do it for you - it will decide if the payment should be executed in the SEPA, SWIFT or TARGET2 system (foreign transfers in EUR will be executed real time). The cheapest and the fastest form of executing transfers will be automatically selected depending on entered data.

Foreign transfer

Sender data

From Account

96 ...0969656 879 432,73 PLN

Sender

SPRINT

Beneficiary data

Beneficiary group

All groups

Beneficiary\*

Search or write:

Beneficiary country\*

Search or write:

+ Show address

Account\*

☐

Save beneficiary

Transfer data

Amount\*

0,00

Transfer description\*

Transfer description here

Execution date\*

29 / 04 / 2019

Realization Mode And Dates

Commision account\*

96 ...0969656 879 432,73 PLN

Destination folder

Main folder

☐

Save as Template

Clear

Save as Draft

Request Authorization

Authorize

Authorize and Send

A foreign transfer can be executed in one of three modes:

- **Standard** - value date D+2 or D+1
- **Urgent** – value date D+1
- **Express** – value date D

Transfers may also be sent in CNY (Chinese yuan, yuan renminbi). The Millenet system will automatically check if CNAPS Chinese bank codes are correct and thus information about the recipient's bank will be provided automatically without the need for the User to enter the data manually. Moreover in case of transfers to China the transfer form will use a roll-down list to suggest the business category required by Chinese banks.

Beneficiary bank country*	China	▼	?
Bank name, address, BIC or other identifier*	BANK OF CHINA	▼	?
Beneficiary's bank name	BANK OF CHINA		
Beneficiary bank address	ZHANGZHOU 16 DATONG BEI LU		
CNAPS	104399050006		
	<input type="checkbox"/> Save beneficiary		
<b>Transfer data</b>			
Amount*	10,00	CNY	▼ ?
Currency of the transaction differs from currency of the debit account			
	1 CNY = 0,5798 PLN ?		
Amount in account currency	5,80 PLN (estimated)		
Transfer description*	Transfer description here		▼
Execution date*	29 / 04 / 2019		
Transaction Id			
Bussiness category*	Goods Trade	▼	

## Internal Transfer

Internal transfers are real-time transfers between accounts of a company – ordered in any currency. From the internal transfer form you can:

- Make a transfer between company's current accounts
- Repay charge/credit card's debt
- Reload prepaid card's account



### Transfer between Company's accounts in Bank Millennium

#### Transfer type

Type of order ☒ Transfer to current account ☐ VAT transfer  
☐ Card repayment ☐ Prepaid card reload

#### Orderer data

From Account TEST 96 ... 0969 821 263 464,33 PLN ▼

#### Destination data

Destination account - 25 1107 PLN ▼

#### Transfer data

Amount\* 0,00 PLN

Transfer description\* Transfer description here ▼

Execution date\* 29 / 04 / 2019 

Transaction Id

#### Options

Destination folder Main folder ▼

☐ Save as Template

Clear

Save as Draft

Request Authorization

Authorize

Authorize and Send

## Postal Order

Use this option to perform settlements with counterparties who do not have a bank account without a visit to a post office branch. Orders submitted by 10.00 are executed by the Bank on the same business day.

## Postal order

### Orderer data

From Account TEST 96 ... 0969 821 263 464,33 PLN ▼

Sender FIRMA

### Beneficiary data

Beneficiary group All groups ▼

Beneficiary\* Search 

Street\*

Postal code and city\*

☐ Save beneficiary

### Transfer data

Amount\*  PLN

Transfer description\* Transfer description here ▼

Execution date\* 29 / 04 / 2019 

☐ Receipt required

References

Transaction Id

### Options

Destination folder Main folder ▼

☐ Save as Template

Clear

Save as Draft

Request Authorization

Authorize

Authorize and Send

# Electronic Cash Withdrawal (ECW)

Just like the postal order, the electronic cash withdrawal allows you to settle up with recipients who do not have a bank account or the number of their account is unknown to you. This type of payment is available only by means of the Millenet internet banking system, and a withdrawal by a recipient is possible in any Bank Millennium outlet.

To order ECW in Millenet:

- select your account in any currency
- provide full name and ID number of counterparty (you don't have to provide his/her domicile)
- select amount and currency of withdrawal (PLN, EUR, USD, GBP, CHF)
- for W1 type (see below), the currency of the debited account does not have to be the same as the withdrawal currency
- decide from which date and for how long the order will be waiting for counterparty to be collected
- provide counterparty's mobile number - the recipient will receive an SMS once ECW is ready to be collected
- decide if the amount should be debited from your account immediately or on the day of withdrawal

There are available four different types of ECW orders, which helps the management of withdrawals and adjusting withdrawals to current needs and obligations:

- **Type W1** – the payment will be executed from available funds in the period of order validity
- **Type W2** – funds for executing withdrawals will be blocked as of the day of order validity
- **Type W3** – funds for executing a payment will be blocked on the day of the declared date
- **Type W4** – the account will be burdened by the amount of payment on the initial day of order validity.

The screenshot shows the 'ECW transfer' form in the Millenet system. The form is divided into several sections: 'Sender data', 'Beneficiary data', 'Transfer details', and 'Options'. In the 'Sender data' section, the 'From Account' is set to 'TEST' with a balance of '96 ...' and '0969 821 263 464,33 PLN'. The 'Sender' is 'FIRMA'. The 'Beneficiary data' section includes fields for 'Beneficiary group' (set to 'All groups'), 'Beneficiary\*' (with a search icon), 'Beneficiary address', 'City', 'Postal code', 'Beneficiary id number\*' (set to 'ID Card'), and 'Phone number' (set to 'Poland, +48'). There is a 'Save beneficiary' checkbox. The 'Transfer details' section includes 'Amount\*' (set to '0,00' and 'PLN'), 'Type of ECW transfer' (set to 'Type W1 - Payment from free funds within the validity period of the order'), 'Validity date\*' with 'Start date' (29 / 04 / 2019) and 'End date' (28 / 05 / 2019), and a 'Validity period in days 30'. The 'Transfer description\*' is 'Transfer description here' and the 'Transaction Id' is empty. The 'Options' section includes 'Destination folder' (set to 'Main folder'). At the bottom, there are buttons: 'Clear', 'Save as Draft', 'Request Authorization', 'Authorize', and 'Authorize and Send'.

# Direct Debit

Thanks to this service you have the possibility of debiting an account of your counterparty – the payer. Moreover, Millenet for Corporates offers the service of authorisations distribution – exchange of files of consent to debiting accounts (service available in the [Settings](#) > [Consent Files Exchange](#)).

New Direct Debit

Direct Debit type

☒ Standard Direct Debit

☐ Direct Debit VAT

Orderer data

From Account

TEST

96 ...

0969

821 263 464,33 PLN

▼

Sender

FIRMA

Identification number\*

26

150 (NIP)

Change

Beneficiary data

Beneficiary group

All groups

▼

Beneficiary\*

Search or write:

Payer type\*

▼

+ Show address

Account\*

☐

Save beneficiary

Transfer data

Amount\*

0,00

PLN

Payment identifier (IDP)\*

Transfer description\*

Transfer description here

▼

Execution date\*

29 / 04 / 2019

Transaction Id

Options

Destination folder

Main folder

▼

☐

Save as Template

Clear

Save as Draft

Request Authorization

Authorize

Authorize and Send

Each order in Millenet for Corporates can be sent with a **future execution date**

After the correct filling out of the form, in order to continue the order execution process one should perform one of the **actions available on the pull-down list**, on the right bottom corner of the screen with the transaction form:

- Save as working payment
- Save as template
- Transfer for authorisation
- Authorise
- Authorise and send

The execution of an action depends on the rights of the user of Millenet for Corporates and settings of the authorisation rules [see: rights and authorisation rules in Millenet for Corporates]

Orders after the execution of a selected action shall be saved on the lists in the „Orders Management” tab – this tab is used for management of payments in Millenet for Corporates.

## Lines, guarantees, letters of credit

Products > Lines, guarantees, letters of credit bookmark

Using this option you will display information concerning amount of granted limit, its use and funds remaining available. Additionally in the Guarantees and letters of credit - product list bookmark you will display the list of accounts, which you have in these products. The Currency option allows the list to be arranged in terms of the currency, in which the guarantee/LC was granted.

Start Products Payments Orders management Statements and Reports Beneficiaries Authorizations Leasing Documents and applications Settings				
Line for guarantees/letters of credit/civil law sureties		Guarantees and letters of credit - product list		
Currency*		Currency	▼	
Account number		Expiration Date	Opening Amount	Current Balance
86	07	2015-08-12	2 500,00 EUR	2 500,00 EUR
86	14	2016-05-25	3 000,00 PLN	3 000,00 PLN
86	23	2017-05-24	5 000,00 PLN	5 000,00 PLN

\* calculated for informational purposes according to the average exchange rates of Bank Millennium S.A.

# Payments Management

Payments in Millenet for Corporates are managed from the level of three lists with orders:

- Working payments
- Authorisations
- Sent

The fourth list – „All” gathers all the orders from all the above-mentioned lists.

Each order on one of the lists in the [Orders Management](#) > [Payments Management](#) tab has an appropriate status which depends on the stage of executing the process of its execution.

[Orders Management](#) > [Payments Management](#) > [Drafts](#) this is the place for storing all the orders and folders prepared for sending to the Bank created individually in the Millenet system or created as a result of importing orders from files for which there has been executed the action „[Save as Draft](#)”; additionally this option will contain all orders or folders where there has been used the „[Copy as Draft](#)” action and orders rejected in the process of authorisation and those removed.

Orders on this list may have the following statuses:

- **Draft valid** – the prepared working version does not contain errors and can be authorised as is and sent for execution.
- **Draft invalid** – prepared working version contains errors and must be corrected in order to authorise or send it for execution.
- **Authorisation Refusal** – on the order there has been executed the „[Refuse Authorisation](#)” action
- **Deleted** – on the order the „[Delete](#)” action has been executed

<a href="#">Drafts</a>   <a href="#">Authorizations</a>   <a href="#">Sent</a>   <a href="#">All</a>				
<b>Draft Book</b>				
<a href="#">Show basic filter</a>				
<a href="#">Show advanced filter</a>				
Items number 4				<a href="#">Customize the results</a>
Type of order▲▼	Orderer name▲▼	Beneficiary name▲▼	Amount▲▼	Status▲▼
Execution date▲▼	Orderer account▲▼	Beneficiary alias▲▼		
Declared date▲▼	Order Title▲▼	Beneficiary account▲▼		
Input date▲▼				
<input type="checkbox"/> Folder of orders Number of orders: 6 2016-10-10	TC_01_01_ELIXIR_domestic		0,90 PLN	Draft valid
<input type="checkbox"/> Folder of orders Number of orders: 1 2016-11-30	01_XML_Manual_Domestic_Standard_ 1250.xml		29,00 PLN	Draft valid
<input type="checkbox"/> Folder of orders Number of orders: 1 2016-10-04	nowa 3		654.444,00 PLN	
<input type="checkbox"/> Folder of orders Number of orders: 1 2016-10-04	Python 65904102016		0,01 PLN	Draft valid

### Actions available in the „Drafts” tab

- Delete
- Copy as Draft
- Mark/Unmark mass payment
- Move
- Lock/Unlock
- Copy as template
- Authorize and Send
- Authorize
- Send for authorization

Orders management > Payments management > Authorisations – this list presents orders pending authorisation and fully automated + awaiting sending to the Bank.

Orders on this list can have the following statuses:

- **Waiting Authorisation** – the order has not yet been authorised
- **Partially Authorised** – the order has been authorised, but the rule requires more than one signature in order to fully authorise the order
- **Authorised** – order is signed in accordance with the authorisation rule and can now be sent for execution

Drafts	Authorizations	Sent	All
--------	----------------	------	-----

### Authorize Book

Show basic filter

Show advanced filter

Customize the results

Items number 3

Type of order▲▼	Orderer name▲▼	Beneficiary name▲▼	Amount▲▼	Status▲▼
Execution date▲▼	Orderer account▲▼	Beneficiary alias▲▼		
Declared date▲▼	Order Title▲▼	Beneficiary account▲▼		
Input date▲▼				
<input type="checkbox"/> <b>Foreign transfer</b> 2016-10-10	KOORDYNATOR - S.A.	Forginer	0,01 EUR	Waiting authorization
/2016-10-10		Forginer		
	63116022020000000111789745	NL62INGB0005687857		
	PyMNTRT1722Extendet_date:_10/10/201602:04:12			
<input type="checkbox"/> <b>Internal transfer</b> 2016-10-10	KOORDYNATOR - S.A.	KOORDYNATOR - S.A.	0,01 PLN	Authorized
/2016-10-10				Łukasz Broła
	63116022020000000111789745	67116022020000000111796560		
	PyMNTRT1722Extendet_date:_10/10/201601:57:17			
<input type="checkbox"/> <b>Domestic transfer</b> 2016-10-10	KOORDYNATOR - S.A.	Błażej J	1,00 PLN	Authorized
/2016-10-10		Błażej J		Kamil Kozłowski
	63116022020000000111789745	28105014328824453904907840		

Actions available in the „**Authorisations**” tab.

Refuse authorization  
 Copy as Draft  
 Mark/Unmark mass payment  
 Move  
 Lock/Unlock  
 Copy as template  
 Send  
 Authorize and Send  
 Authorize

Select action ▼

**Orders management** > **Payments management** > **Sent** – The list presents orders sent to the Bank along with current statuses of their execution. The statuses of orders in the folders can be seen by entering the details of a given folder.

- **Processing** – order is currently processed after an action performed on it
- **Waiting for Processing** – order has been placed in a queue for execution, but is not yet processed by the Bank
- **Executed** – order has been executed
- **Rejected** – order sent to the Bank has not been executed, e.g. due to lack of funds, incorrectly given account number
- **Aborted** – order with a future date has been withdrawn on the User's demand, before execution
- **Waiting for Liquidity** – order cannot be immediately executed due to insufficient amount of funds on account – will await inflows which enable its execution
- **Future Date** – order with a future date taken over by the Bank and pending execution.

Drafts
 Authorizations
 **Sent**
 All

Sent Book

Show basic filter

Hide advanced filter

Execution date ▶ Bigger or equal than 04 / 10 / 2016
 Execution date ▶ Smaller or equal than 11 / 10 / 2016

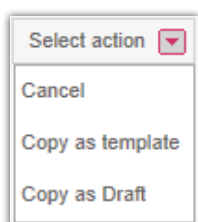
- Select -
 Status
 Execution date
 Input date
 Declared date
 Validity start date
 Validity end date
 Beneficiary name
 Beneficiary account
 Beneficiary address
 Orderer account
 Amount
 Title
 Type of order
 AuthorizedBy
 Account alias
 Folder name
 2029-07-15

Remove condition
 Save search criteria
 Filter
 Customize the results

Orderer name▲▼	Beneficiary name▲▼	Amount▲▼	Status▲▼
Orderer account▲▼	Beneficiary alias▲▼		
Order Title▲▼	Beneficiary account▲▼		
ElixirOEcw_PLN.txt		5,00 PLN	Michał S

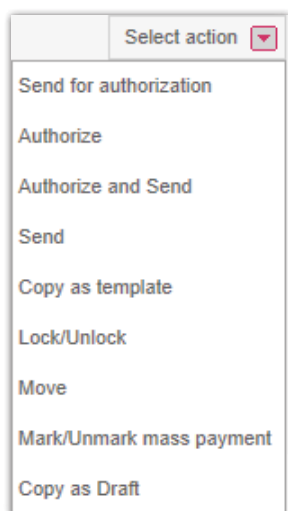


Actions available in „Sent” tab.



Orders management > Payments management > All – this list includes all the orders from the earlier-mentioned lists – „Drafts”, „Authorisations” and „Sent” orders, in all the possible statuses.

Actions available in the „All” tab




## Standing Orders

Orders Management > Standing Orders

The next element facilitating payments management in the Millenet system is the possibility of setting up Standing Orders – in any specified period and time interval.

You can define standing orders for any domestic recipient – the definition of a new standing order is effected from the level of the Orders Management > Standing Orders > New Standing Order

**Virtual advisor**  
Do you need help with Millenet?

### Standing orders

Order Title	Beneficiary	Next payment date	End payment date	Amount	
test	Adamowicz T	2019-05-11	No end date	1,00 PLN	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Remove</a>
Brak srodkow, zlece...	AMFITRION	2019-04-30	No end date	0,99 PLN	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Remove</a>
Przelew stały	TEST3	2019-05-02	No end date	1,00 PLN	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Remove</a>

New standing order

## New standing order

From Account	38 1160 2202 0000 0001 1135 6156 - my account 2.380.570,46 PLN		Account group
Beneficiary Group	All groups	Filter by alias, full name, account number	
Beneficiary	DANFOSS	Account type <input checked="" type="radio"/> Domestic <input type="radio"/> All	

[Show Advanced filters](#)

**Filter**

---

Alias: DANFOSS


Group name:

NIP:

Full name of beneficiary: Danfoss sp.z o.o



Address: ul.Chrzanowska 5

Postal code, city: 05-825 Grodzisk Maz.

Country:  Poland

**Back to list**

---

Account name	Account number		
<input checked="" type="radio"/>	12103015080000000500240008		Poland 

---

Beneficiary name\* Danfoss sp.z o.o

Address\* ul.Jasna 11

Postal code, city

---

Start payment date 2014 April 11

End payment date 2014 April 11

No end date ☒

Type of standing order Recurrent order

Cycle\* 1 months

Amount\* 2,01 PLN

Order Title\* payments 125/5588

---

**Please choose destination account**

☐ Account number in Bank Millennium S.A. starting with  
XX 1160 2202 0000 00

☒ Full account number in Bank Millennium S.A. or in other bank  
12103015080000000500240008

**Clear** **Save**

### Please note!

The editing and removing of a standing order require the authorisation of other Users, if rules have been established. You can edit and remove only standing orders which have been defined via Internet.


# Ordering open cash withdrawals

## Creating a list of persons collecting the cash

Before preparing the order please define the list of persons authorised to collect cash.

The list is available in the [Beneficiaries](#) > [Cash receivers](#) option

[Start](#) [Products](#) [Payments](#) [Orders management](#) [Statements and Reports](#) [Beneficiaries](#) [Authorizations](#) [Leasing](#) [Documents and applications](#) [Settings](#)

**Virtual advisor**  
Do you need help with Millenet?

### Cash receivers

Company

FUNDACJA

▼

Address

Search or write:

▼

Clear

Filter

<input type="checkbox"/> Name and surname	Receivers info	
<input type="checkbox"/> Bogdan K	Pesel: 55 40	<a href="#">Edit</a>
<input type="checkbox"/> Jan Kowalski	Passport: VA 45	<a href="#">Edit</a>
<input type="checkbox"/> Janice O	Pesel: 80 31	<a href="#">Edit</a>
<input type="checkbox"/> Janek T	Pesel: 47 91	<a href="#">Edit</a>
<input type="checkbox"/> Josef T	Identity card: AJ 41	<a href="#">Edit</a>
<input type="checkbox"/> Kuba Z	Identity card: AW 71	<a href="#">Edit</a>

Lines per page 10 ▼

Remove selected

New receiver

At the bottom of the screen there is the **New receiver** button, which displays the add receiver form:

**Add receiver**

---

**Receiver details**

---

Company name\*

FUNDACJA

First name\*

Josef

Surname\*

T

New receiver ID number\*

Identity card

▼

AJt

41

Address

City

Postal code

Phone number

**Cash withdrawal addresses**

---

Cities

Marked 78

▼

Address\*

Marked 110

▼

Back

Save

Following data must be provided in the form:

- a) Name and Surname
- b) Type and number of identity document
- c) Place of cash collection

Address and phone number are not required.

It is also obligatory to identify the branches, in which the receiver will be authorised to collect the cash. After selecting the button **Save** it is necessary to authorise adding the receiver.

## Ordering an open cash withdrawal.

After adding at least one authorised person you may proceed to place the order with the option **Payments** > **Open cash withdrawal transfer**

On the displayed form state the following:

- a) the account, from which the money will be withdrawn
- b) the Bank's branch, in which the withdrawal will be made
- c) person/persons authorised to the withdrawal
- d) withdrawal amount and currency
- e) nominal structure (optional)
- f) date of withdrawal of the money or the period, during which the order will remain valid (only for withdrawals in PLN below 20,000 without a defined nominal structure)

### Open cash withdrawal transfers

---

#### Orderer data

---

From Account

03 ...<sup>1</sup> 1483 83 767 497,22 PLN

▼

Sender FUNDACJA

#### Withdrawal details

---

City\*

Search or write:

▼

Bank Address\*

Search or write:

▼

Defined receivers\*

-

▼

#### Transfer data

---

☐ Define structure of denomination

Amount\*

0,00

PLN

▼

Transfer description\*

Transfer description here

▼

#### Options

---

Type of order ☒ Single ☐ Repetitive

Execution date\*

From

30 / 04 / 2019

To

30 / 04 / 2019

Clear

Save as Draft

Request Authorization

Authorize

Authorize and Send

- It is not possible to order an amount in foreign currency, which requires withdrawal in coins
- Placing an order today before the borderline hour (currently 15:30), you can place the order for tomorrow at the earliest and after the borderline hour - for the day after tomorrow.


An order must be authorised to send it to the Bank.

**Note:** Cash, withdrawal of which was ordered in Millenet for Companies, may be collected only by persons identified in this order. With respect to such orders the following do not apply: "Authorisations of third parties to collect open cash withdrawals", available in the Bank. Also persons listed on the Signature Specimens Card cannot collect it.

## Managing cash withdrawal orders.

The list of cash withdrawal orders is available in the [Orders management](#) > [Open cash withdrawal transfer option](#). The same rules apply in it as for the [Payments management option](#) e.g. for domestic transfers.

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[Products](#)
[Payments](#)
[Orders management](#)
[Statements and Reports](#)
[Beneficiaries](#)
[Authorizations](#)
[Leasing](#)
[Documents and applications](#)
[Settings](#)


**Virtual advisor**  
Do you need help with Millenet?

[Drafts](#)
[Authorizations](#)
[Sent](#)
[All](#)

Company name  
All

Account  
All

Amount From

Amount To

Creation date  
All

Status  
All

Address  
All addresses

Execution date  
All

Currency  
All

Filter

<input type="checkbox"/>	Execution date Creation Date	From account	Address Description	Amount	Status
<input type="checkbox"/>	01-04-2019 - 09-05-2019 27-03-2019	11 83	UL. WARSZAWSKA 1A, 11-200 BARTOSZYCE	1 000,00 PLN	Draft valid
<input type="checkbox"/>	29-03-2019 - 01-04-2019 27-03-2019	11 83	UL. WARSZAWSKA 1A, 11-200 BARTOSZYCE	1,00 PLN	Not taken Konrad C
<input type="checkbox"/>	15-02-2019 - 15-02-2019 14-02-2019	11 33	UL. JAGIELLOŃSKA 87, 70-437 SZCZECIN	32,00 PLN	Not taken Michał P.
<input type="checkbox"/>	15-02-2019 - 15-02-2019 14-02-2019	11 83	UL. RATUSZOWA 6, 11-700 MRAĞOWO	66,00 PLN	Draft valid

Next >

10

Send for authorization

Authorize

Authorize and Send

Send

Cancel selected

New withdrawal

Each order can be expanded to view its details:

☐

29-03-2019 - 01-04-2019  
27-03-2019

1183

UL. WARSZAWSKA 1A, 11-  
200 BARTOSZYCE

1,00 PLN

Not taken  
Konrad C

<

March 2019

>

M	T	W	T	F	S	S
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Active 0

Inactive 1

Executed 0

Tap date for details

Transfer information

Type of orderSingle

Receiver

DefinedJan K, Bogdan K, Ross G

Additional informations

Creation date27-03-2019

Last editing date04-04-2019

Date From29-03-2019Date To01-04-2019


Copy as draftMore details

## Importing files with invoices

Millenet allows uploading files with invoices for the purpose of presenting them to the payer for payment in E-faktury Qlips service. This option is available in **Payments > File import**. To import a file with invoices mark the Type of File to be imported **E-Invoice Qlips** select the appropriate file, state the name of the folder for the uploaded invoices and then select **Import Invoice**.

Under this bookmark you can also check the history of imported files with invoices.

StartProductsPaymentsOrders managementStatements and ReportsBeneficiariesAuthorizationsLeasingDocuments and applicationsSettings

**Virtual advisor**  
Do you need help with Millenet?

File importImport historyHistory of uploaded invoices files

File type to upload

TransfersE-Invoice Qlips

File type to upload

Upload file

Select Cif

FUNDACJA

Folder name

Import invoice

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# Managing Qlips invoices

You can find the imported invoices in the bookmark [Orders management](#) > [Qlips Invoicing management](#). The same rules apply in it as for the [Payments management](#) option.

Start

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Orders management

Statements and Reports


Beneficiaries

Authorizations

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Settings

**Virtual advisor**  
Do you need help with Millenet?

Authorizations

Sent

All

Folder name

Invoice status

Creation date

Last three months

+ Show more filters

Search

Number of folders: 7

☐

Creation date

☐

15.03.2019

☐

28.02.2019

☐

14.02.2019

☐

14.02.2019

Number of invoices

2

2

2

2

Name

dr

20170823

n

n

Sum amount

2,20

2,20

2,20

2,20

Status

Sent

Partially authorized

Sent

Waiting authorization

1

Lines per page

10

Export to excel

Delete

Authorize

Authorize and Send

Send

Additionally you can see details of the folders with invoices by selecting the folder you want to see. Details include i.a. list of invoices with their amounts.

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Start

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Payments

Orders management

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Settings



**Virtual advisor**  
 Do you need help with Millenet?

### Folder details

Folder status

Partially authorized

Creation date

28-02-2019

Authorization date

28-03-2019

Sent date

-

Sum amount

2,20

Invoice count

2

Authorization rule

AA

Company name

FUNDACJA

Folder name

20170823

E-invoices

Logs

Payment request id

Invoice status

Payment date

▼

Last month

▼

+ Show more filters

Search

Number of invoices: 2

<input type="checkbox"/>	Payment date ▼	Payment request id	Description	Amount	Invoice status
<input type="checkbox"/>	01.10.2019	A11 11	Opata za RS	3	1,10 PLN Correct
<input type="checkbox"/>	01.10.2019	A11 11	Opata za RS.	8	1,10 PLN Correct

1

Lines per page

10

▼

Back

Delete

## Import of files with transfers

Instead of preparing transfers by introducing all the data manually, you can incorporate in Millenet a file containing such transfers earlier prepared by your F-K system. You will do this by using the option **Payments > File Import**

## File import

File import

Import history

History of uploaded invoices files

File type to upload

☒ Transfers ☐ E-Invoice Qlips

File Name\*

Upload file

File format

Elixir (Multicash PLI) domestic payments

▼

File encoding

CP1250

▼

Folder name

Search

▼

☐ Overwrite Execution Date

☐ Overwrite orderer's details

☐ Remove disallowed characters

☐ Read only

☐ Save as Template

☐ Save as Mass Payment

Next

It is possible to import files with various types of orders and written in many formats, among others Elixir-0, Videotel, MT-103 or XML (ISO 20022).

List of selected file formats:

Elixir (Multicash PLI) domestic payments

▼

MT103 (Multicash PLA) foreign payments

Elixir (Multicash PLI) Electronic Cash Withdrawal

VideoTEL (ESOBIG) payments from prepaid cards

Elixir (Multicash PLI) payments from prepaid cards

ISO20022 XML payments

All the orders in the imported file will be entered in the folder whose name is established during an import. The folder after importing is to be found in the [Orders management](#) > [Payments management](#) > [Sent](#) tab where you will be able to authorise and send it.

## Recipients

When preparing transfers use the list of recipients which you can create in several ways:

- By selecting the option during the preparation of the transfer

Domestic transfer

**Beneficiary data**

Beneficiary group

All groups

▼

Beneficiary\*

New benef.

New

👤

+ Show address

Account\*

22 1160 2202 0000 0001 1179 6594

Account number was copied directly using clipboard. Please check if the number is exactly the same like your beneficiary's account number.

Millennium - Centrum Rozliczeniowe

✓ Save beneficiary

Alias\*

Field is required

Beneficiary group

Search or write:

▼

## Foreign transfer

**Foreign transfer**

**Sender data**

From Account

rk korpo 163 ... 0001 1178 9745605 360 501,34 PLN

▼

Sender

KOORDYNATOR - S.A.

Commision account

rk korpo 163 ... 0001 1178 9745605 360 501,34 PLN

▼

**Beneficiary data**

Beneficiary group

All groups

▼

Beneficiary\*

New benef.

New

👤

Beneficiary country\*

Luxembourg

▼

+ Show address

Account\*

☒ Save beneficiary

Alias\*

Beneficiary group

Search or write:

▼

After authorising a transfer with the option thus selected the recipient will be added to the list. When creating a new transfer you will be able to search it by name, short name, name of the group to which it has been added or according to the account number:

The list of recipients can also be supplemented by:

- Using the option: [Beneficiaries](#) > [Add beneficiary](#)
- Importing the list of recipients by means of the option: [Beneficiaries](#) > [Import Beneficiary File](#)

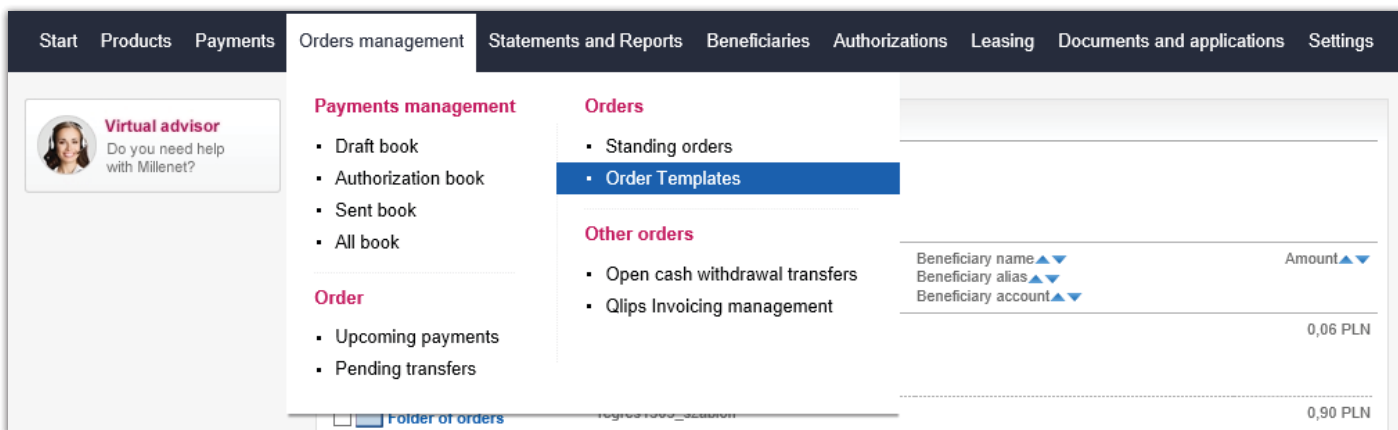
The full list is available in the [Beneficiaries](#) tab

# Orders Templates

If you frequently make transfers to the same recipient, you can save them as a template and use them by changing only selected elements, such as the amount or date of execution.

All the saved templates are in the option; [Order Management](#) > [Order Templates](#)

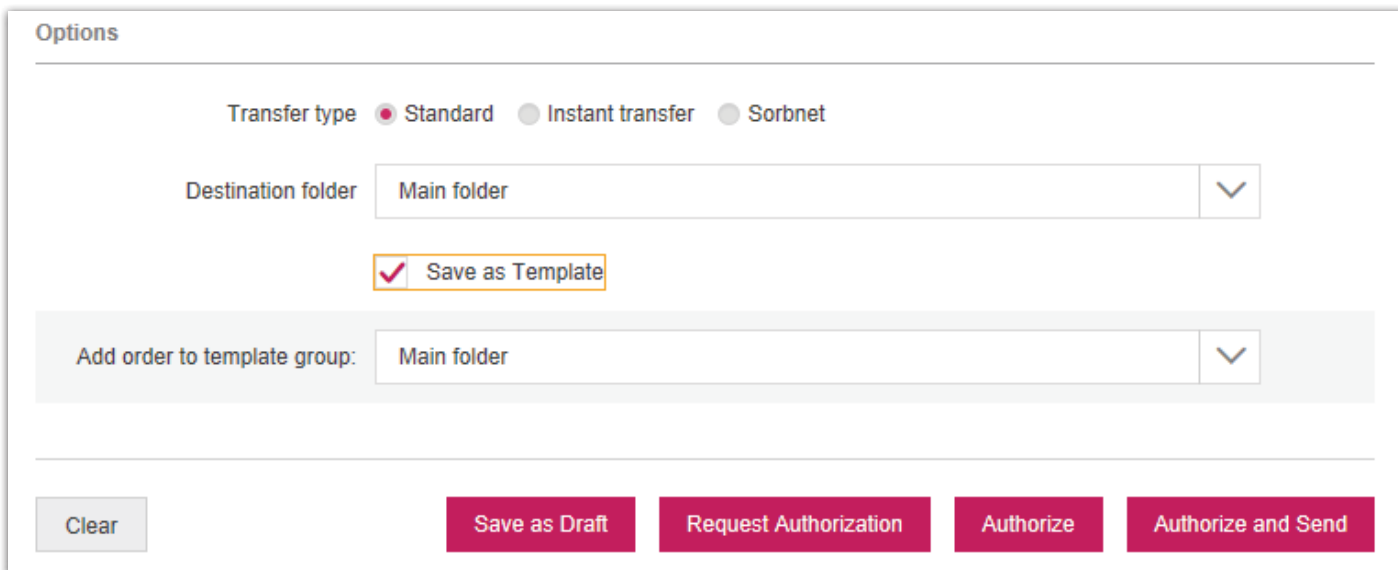
## Order Templates



The screenshot shows the Millenet web application interface. At the top is a dark navigation bar with tabs: Start, Products, Payments, Orders management (selected), Statements and Reports, Beneficiaries, Authorizations, Leasing, Documents and applications, and Settings. Below this is a sidebar with a 'Virtual advisor' section and a menu. The 'Orders' section in the menu is expanded, showing 'Standing orders' and 'Order Templates' (highlighted in blue). Other options include 'Other orders', 'Open cash withdrawal transfers', and 'Qlips Invoicing management'. The main content area shows a form for creating an order template, with fields for 'Beneficiary name', 'Beneficiary alias', 'Beneficiary account', and 'Amount' (set to 0,06 PLN). A 'Save as Template' button is visible at the bottom of the form.

In order to create a template use the [Payments](#) option to prepare a payment of a given type by filling out the data and select the option [Save as Template](#)

## Domestic transfer saved as a template



The screenshot shows the 'Options' form for saving a domestic transfer as a template. The form has a title 'Options' and a section for 'Transfer type' with three radio buttons: 'Standard' (selected), 'Instant transfer', and 'Sorbnnet'. Below this is a 'Destination folder' dropdown menu with 'Main folder' selected. A checkbox labeled 'Save as Template' is checked. At the bottom, there is an 'Add order to template group:' dropdown menu with 'Main folder' selected. The form is surrounded by a light gray border. At the bottom of the form, there are four buttons: 'Clear', 'Save as Draft', 'Request Authorization', and 'Authorize and Send'.

You can also enter as a template an order or a folder created earlier. For this purpose find this order/folder in any tab of the [Payments Management](#) option and execute on it the action [Copy as Template](#)

# Statements and Reports

The **Statements and Reports** option enables you to define and import statements in electronic form for accounts in daily, weekly, biweekly and monthly mode and download monthly statements which have been defined in the Bank's branch. This Option enables also downloading reports of the Automatic Identification of Incoming Payments.

In this **Statements and Reports** option the following items are available:

- Online Statements,
- On-demand Reports,
- Periodic Reports,
- Request Documents,
- Define Online Statements,
- E-guantees.

## Online Statements

This option enables the importing of all the statements generated by the Bank for your products. A specimen screen of the list of statements looks as follows:

On the above-presented screen you can download statements in the PDF and MT940 format. The name of the statement will have the following information coded: NR-RRRR-MM-DD\_RRRR-MM-DD\_P, where the NR is the number of the statement, RRRR-MM-DD is the designation of the year, month and day of the beginning of the statement, the next value RRRR-MM-DD is the date of the last day of the statement, and the last letter denotes the file format). You have access to the following types of online statements:

- From current accounts,
- From term deposits
- From credit cards,
- From loans,
- Combined.

The screenshot displays the 'Statements and Reports' section of a banking application. The top navigation bar includes links for Start, Products, Payments, Orders management, Statements and Reports (active), Beneficiaries, Authorizations, Leasing, Documents and applications, and Settings. A 'Virtual advisor' chat window is visible on the left. The main content area is titled 'Available online statements' and includes a sub-header 'Choose statement type, period, accounts and search statements'. Below this, there are filters for 'Type and period' (Statement type: Daily, Period: Last 10 month), 'Accounts and statements number' (Account number, alias or company name: Select, Account group: Select), and a 'Filter' button. A table shows the results, sorted by 'Statement date - from latest'. The table has columns for Date, Statement No, Account number, Alias, Account name, Company name, Group name, Debit turnover, Credit turnover, Opening balance, Closing balance, and a PDF download link.

Date	Statement No	Account number	Alias	Account name	Company name	Group name	Debit turnover	Credit turnover	Opening balance	Closing balance	PDF
2019-03-28	1	66		8566	R-k do rozl. kart pre-paid	FUNDACJA	14.261,24 PLN	6.600,07 PLN	12.000,00 PLN	4.338,83 PLN	PDF
2019-03-28	1	56		8552	R-k do rozl. kart pre-paid	FUNDACJA	64.509,27 PLN	44.709,47 PLN	20.831,71 PLN	1.031,91 PLN	PDF
2019-03-28	1	32		3835	R-k do rozl. kart pre-paid	FUNDACJA	376,12 PLN	150.001,42 PLN	0,00 PLN	149.625,30 PLN	PDF

You can make your own decision for what products statements can be generated and with what frequency. For this purpose enter the **Define online statements** tab, where by clicking particular tabs with type of products you can navigate to defining online daily, weekly, biweekly, monthly or combined statements.

## Define Online Statements

Using the **Define Online Statements** option you can define new electronic statements or change the earlier introduced definition of statements. In order to add a new type of statement to the account mark the selection field under the appropriate statement frequency, i.e. under the column: daily, weekly, biweekly and/or monthly. The link **Select all** marks the whole column of a statement with a given frequency. The **Select All** button marks all statements of accounts with every frequency, and the button: **Clear All** causes their automatic deselection. To save the changes, mark the **Save** button.

Start
Products
Payments
Orders management
**Statements and Reports**
Beneficiaries
Authorizations
Leasing
Documents and applications
Settings

**Virtual advisor**  
Do you need help with Millenet?

Current accounts
Term deposits
Cards
Loans
Combined statements

**Definition of Online Statements for current accounts**  
Choose statement type for selected accounts statements and click "Save" button  
Account number, alias or company name  Select  Account group   
Sort by  Account number - from smallest

Account number Alias	Account name Company name Group name	Currency	Daily	Weekly	Biweekly	Monthly
71	4696 R-k Millennium KORPORACJA FUNDACJA	PLN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
03	1483 R-k Millennium KORPORACJA FUNDACJA	PLN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
83	1498 Rachunek rozliczeniowy FUNDACJA	EUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
72	1502 Rachunek rozliczeniowy FUNDACJA	CHF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09	0074 R-k Millennium KORPORACJA FUNDACJA	PLN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select all  
Clear all

Select all  
Clear all

Select all  
Clear all

Select all  
Clear all

Cancel
Save

## Please note!

### Daily online statement:

- is available for downloading on the next day.

### Weekly online statement:

- covers a 7-day cycle: from Tuesday to Monday
- available always on Tuesday.

The first time the weekly statement will be generated on the nearest Tuesday for the period from the day of definition till Monday (incl.), i.e. this will be a statement for an incomplete week, the next statements will cover a 7-week cycle: from Tuesday till Monday.

### Biweekly online statement:

- covers a 14 – day cycle, starting always on Tuesday,
- always available on Tuesday every two weeks.

The first time, the biweekly online statement will cover the period from the day of the definition till the second Monday (incl.) and this can be a statement for incomplete two weeks. The next statements cover a 14 – day cycle, starting always on Tuesday.

### Monthly online statement:

- always will cover the period from the first till the last day of the month
- available on the first day of the month.

## Combined Statements

The Millenet system can also provide combined online statements. The downloading of such statements will be possible after moving to the **Combined Statements** tab and marking the selection field next to the account in the Combined Statement column, and then selecting the **Save** button.

Start Products Payments Orders management **Statements and Reports** Beneficiaries Authorizations Leasing Documents and applications Settings

**Virtual advisor**  
Do you need help with Millenet?

Current accounts Term deposits Cards Loans **Combined statements**

**Combined Online Statements Definition**

Select/deselect combined statement and click "Save" button

Account number, alias or company name  Account group

Sort by

Account number Alias	Account name Company name Group	Currency	Associated accounts	Combined Statement
17	3545 Konto Biznes FIRMA	PLN	76 3550	<input checked="" type="checkbox"/>

Select all  
Clear all

Cancel Save

## Please note!

- After having registered the combined statement paper statements will be replaced with statements in PDF format, which will be available in Millenet at the beginning of each month. The first online combined statement can be received for the month in which registration was performed (i.e. if the registration was performed in July, then the first statement, for July, will be available at the beginning of August).
- In the case of defining online statements, the hitherto statements (which you have so far received in paper form) will continue to be received this way. To stop receiving them, contact the branch or RM.
- If you have not used combined statements before, they will be available in Millenet only after defining by a Branch Employee or Bank Advisor.




# On Demand Reports

In this option it is possible to prepare reports from the history of transactions from selected accounts and charge accounts and credit card accounts.

To achieve this it is enough to:

- Define the type of report – the following ones can be selected from:
  - transactions on current accounts,
  - transactions with a payment card,
  - balances of current account,
- Specify the file format in which the user wishes to save data – the following formats can be selected from: XLS, HTML, PDF, CSV, MT940, CDT and ESOBIG,
- Specify the period for which the report is to be prepared,
- Select the requested account from the list,
- select **Generate report**.

[Start](#) [Products](#) [Payments](#) [Orders management](#) [Statements and Reports](#) [Beneficiaries](#) [Authorizations](#) [Leasing](#) [Documents and applications](#) [Settings](#)

**Virtual advisor**  
Do you need help with Millenet?

### On-demand Reports

Choose reports type and format, choose period, accounts and click on Generate Report button

**Report type and format**

Report type: Current account transactions File format: PDF

**Period**

☒ From:   /  /   To:   /  /   ☐ Last: 10 day

**Accounts**

Account number, alias or company name: Select Account group:

Sort by: Custom settings

Account number Alias	Account name Company name	Group name
<input type="checkbox"/> 54 11	8520 R-k Millennium KORPORACJA SPRINT	
<input type="checkbox"/> 37 11	8535 Rachunek VAT SPRINT	
<input type="checkbox"/> 19 11	8568 R-k Millennium KORPORACJA SPRINT LOGISTYKA POLSKA SPOLKA AKCYJNA	
<input type="checkbox"/> 78 11	8573 R-k Millennium KORPORACJA SPRINT	
<input type="checkbox"/> 00 11	8507 Rachunek VAT SPRINT	
<input type="checkbox"/> 50 11	8592 R-k Millennium KORPORACJA SPRINT	
<input type="checkbox"/> 33 11	8607 Rachunek VAT SPRINT	
<input type="checkbox"/> 92 11	8612 R-k Millennium KORPORACJA SPRINT	
<input type="checkbox"/> 05 11	8626 Rachunek VAT SPRINT	
<input type="checkbox"/> 15 11	8737 R-k Millennium KORPORACJA SPRINT	
<input type="checkbox"/> 04 11	8741 Rachunek VAT SPRINT	

[Select all](#) | [Clear all](#)

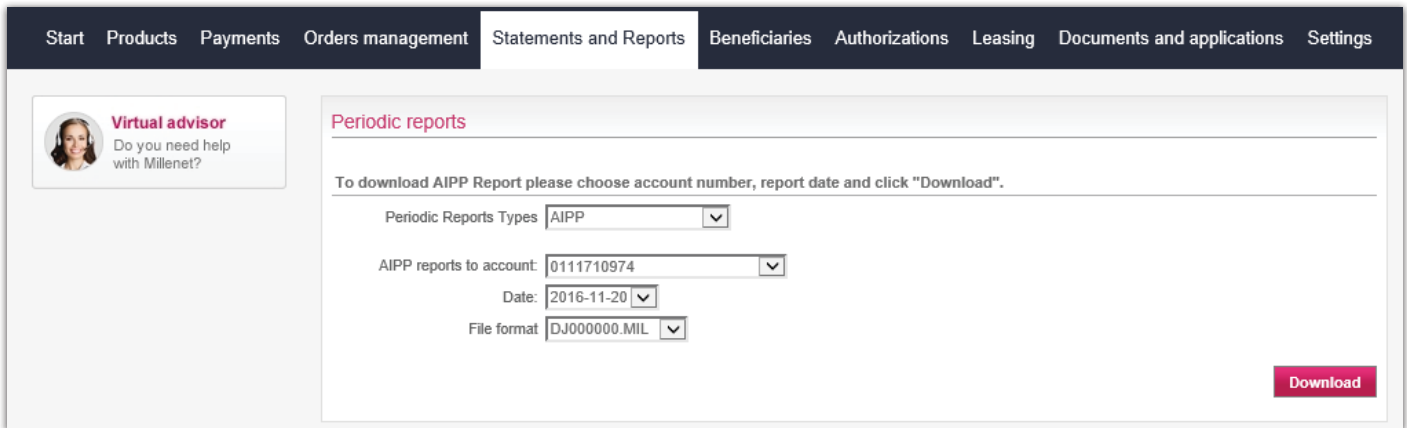
☐ Generate report in background  
This option is recommended for large reports. The report will be generated in the background and after it is ready, a message will be sent to Millenet inbox with a link to the report.

**Generate report**

This option also enables the downloading of a report containing the current balances of current accounts.

# Periodic Reports

If your Company uses the Automatic Identification of Incoming Payments (AIPP), uses prepaid cards, performs closed payments to the Bank or marks its payments as mass payments, you can use off-the-shelf reports containing the list of operations executed as part of the above-mentioned services.



The screenshot shows the 'Periodic reports' section of the Millenet interface. At the top is a navigation bar with tabs: Start, Products, Payments, Orders management, Statements and Reports (active), Beneficiaries, Authorizations, Leasing, Documents and applications, and Settings. On the left, there is a 'Virtual advisor' widget with a woman's icon and the text 'Do you need help with Millenet?'. The main content area is titled 'Periodic reports' and contains a message: 'To download AIPP Report please choose account number, report date and click "Download".' Below this, there are four dropdown menus: 'Periodic Reports Types' (set to AIPP), 'AIPP reports to account:' (set to 0111710974), 'Date:' (set to 2016-11-20), and 'File format' (set to DJ000000.MIL). A red 'Download' button is located at the bottom right of the form.

Reports you will find in the tab [[Statements and Reports](#) > [Periodic Reports](#)]  
Having selected the report from the list one should save the report on disc.

We can select from the following types of periodic reports:

- AIPP
- Difference Protocols
- Pre-paid Cards
- ERP reports
- Electronic Cash Withdrawal
- Mass Payments
- Direct

## E-guarantees

[Statements and Reports](#)>[E-guarantees](#)

An E-guarantee is a bank guarantee issued in electronic form (PDF file) with use of qualified electronic signature of two authorised representatives of the Bank.

Using the [E-guarantees](#) bookmark you can download the available electronic versions of a traditional bank guarantee.

## E-guarantees

Company SPRINT

E-guarantee number

Date

dd / mm / yyyy



Reset

Filter

E-guarantee number		Document date	Document type	
86	567	2017-11-16	Amendment	<a href="#">Download</a>
86	567	2017-03-26	Issuance	<a href="#">Download</a>
86	379	2018-03-26	Issuance	<a href="#">Download</a>
86	388	2018-03-26	Issuance	<a href="#">Download</a>
86	567	2018-02-26	Amendment	<a href="#">Download</a>
86	397	2018-03-27	Issuance	<a href="#">Download</a>
86	406	2018-05-08	Issuance	<a href="#">Download</a>
86	415	2018-04-26	Issuance	<a href="#">Download</a>
86	543	2018-04-30	Issuance	<a href="#">Download</a>
86	424	2018-05-02	Issuance	<a href="#">Download</a>

[Next](#) >

Number of results per page

10



## Treasury transactions

[Statements and Reports](#) > [Treasury transactions](#)

Entering the Treasury Transactions bookmark you can download documents related to treasury services. It contains such components as:

- [Financial instrument transactions confirmations](#)
- [Portfolio pricing](#)
- [Yearly costs report](#)

## Important!

Rights to the treasury reports module can be granted only and exclusively to users who have the stated phone number; because the Bank shall notify of every document issued in Millenet by sending a text with information on what document is available for download (free service).

Start

Products

Payments

Orders management

Statements and Reports


Beneficiaries

Authorizations

Leasing

Documents and applications

Settings



**Virtual advisor**  
Do you need help with Millenet?

Financial instrument transactions confirmations

Portfolio pricing

Yearly costs report

Company SPRINT

Transaction

From

To

All

01 / 02 / 2018

06 / 05 / 2019

Reset

Filter

<input type="checkbox"/>	Transaction date	Document creation date	Transaction	Transaction number	
<input type="checkbox"/>	2018-02-15	2018-02-16	FX Cash Cancel	977638	<a href="#">Download</a>
<input type="checkbox"/>	2018-02-15	2018-02-15	Paper Long Value	764778	<a href="#">Download</a>
<input type="checkbox"/>	2018-02-15	2018-02-15	FX Term	977716	<a href="#">Download</a>
<input type="checkbox"/>	2018-02-15	2018-02-15	FX Swap	310921	<a href="#">Download</a>
<input type="checkbox"/>	2018-02-15	2018-02-15	FX Cash	6906304	<a href="#">Download</a>
<input type="checkbox"/>	2018-02-15	2018-02-15	DepoTerm	5051654	<a href="#">Download</a>
<input type="checkbox"/>	2018-02-14	2018-02-14	Paper Long Value	764724	<a href="#">Download</a>
<input type="checkbox"/>	2018-02-14	2018-02-14	FX Term	977493	<a href="#">Download</a>
<input type="checkbox"/>	2018-02-14	2018-02-14	FX Swap	310837	<a href="#">Download</a>
<input type="checkbox"/>	2018-02-14	2018-02-14	FX Cash	6905352	<a href="#">Download</a>

1 2 3 Next >

Quantity on page 10

Download

# Product applications

In the **Documents and Applications** tab you can fill-in, authorise and submit electronic applications for debit, charge and pre-paid cards.

To apply for a card:

1. Choose the cards you want to apply for – **debit**, **charge** or **pre-paid**.

**To apply for a charge card you must have a credit limit for charge cards**


The screenshot shows the 'New card' application form in the Millenet system. The top navigation bar includes 'Start', 'Products', 'Payments', 'Orders management', 'Statements and Reports', 'Beneficiaries', 'Authorizations', 'Leasing', 'Documents and applications' (selected), and 'Settings'. On the left, a 'Virtual advisor' widget asks 'Do you need help with Millenet?'. The main form area is titled 'New card' and features a progress bar with four steps: 1. Selection (active), 2. Card data, 3. Card user data, and 4. Summary. Below the progress bar, the 'Company's name' is set to 'SPRINT'. The form is divided into three columns for card selection:

- Debit cards:** Includes a link for more information, a dropdown menu showing 'Millennium VISA Executive Electron', and a card image. A red 'Select' button is at the bottom.
- Charge cards:** Includes a link for more information, a dropdown menu showing 'Millennium VISA Executive Silver', and a card image. A red 'Select' button is at the bottom.
- Prepaid cards:** Includes a link for more information, a dropdown menu showing 'MasterCard Prepaid Commercial', and a card image. A red 'Select' button is at the bottom.

2. After selecting the card type fill-in the key application data:

- Name of application,
- Number of cards,
- Account, which will be debited with the fee for issuing the cards (in case of debit and charge cards – the current account),
- Delivery address
- And confirm the entry

Start
Products
Payments
Orders management
Statements and Reports
Beneficiaries
Authorizations
Leasing
Documents and applications
Settings


**Virtual advisor**  
Do you need help with Millenet?

### New card - card data

1 Selection → 2 **Card data** → 3 Card user data → 4 Summary

---

**Application name**  
Application name\*

---

**Information about requested cards**  

Selected card **Millennium VISA Executive Electron**  
Quantity of requested cards

Account associated to card/cards

This account will be charged with fee for card issuing

Company's name to be placed on the card/cards **SPRINT**

---

**Delivery address**  

Delivery address

Address:

---


Back
Save as draft
Confirm

\* Required field

3. Next step:

- Charge and debit cards – provide card user data

Start
Products
Payments
Orders management
Statements and Reports
Beneficiaries
Authorizations
Leasing
Documents and applications
Settings


**Virtual advisor**  
Do you need help with Millenet?

### New card - card data

1 Selection → 2 Card data → 3 **Card user data** → 4 Summary

---

Matured 0 of 1

1. Information about payment card user

Incomplete

---

Back
Save as draft
Confirm

- Pre-paid cards – detailed card data

**Virtual advisor**  
Do you need help with Millenet?

### New card - card data

1 Selection → 2 Card data → 3 Card details → 4 Summary

**Information about limits**

Requested daily limit\* 0:PLN / 0:PLN

Daily limit for POS / ATM transactions

Monthly transactional limit ☒ No monthly limit ☐ Monthly limit

Aliases

Aliases ☐

Back Save as draft Confirm

\* Required field

4. After approving all data in the application proceed to the summary screen to select the action you want to take – save draft, submit for authorisation, authorise or authorise and submit application.

### New card - Summary

1 Selection → 2 Card data → 3 Card user data → 4 Summary

**Card data**

Application name	New card application
Selected card	Millennium VISA Executive Electron
Account associated to card/cards	96
Quantity of requested cards	1
Company's name to be placed on the card	SPRINT
Delivery address	

Edit card data

1. Card user data -

Back Action: Save as draft OK


\* Required field

5. After authorisation and submission, the application will be processed automatically. A moment after submitting the application the cards will be set up and will appear in the **Products** tab. After the plastic is manufactured, it will be mailed to the address provided in the application.

Applications, as in the case of orders, are managed through four lists:

- **Application drafts** – applications in preparation – correctly filled-in or incomplete
- **Authorisation and submission** – this list contains applications, which have been authorised, have been partly authorised or are pending authorisation
- **Submitted applications** – this list contains all applications, which were submitted to the bank for execution
- **All applications**

[Start](#)
[Products](#)
[Payments](#)
[Orders management](#)
[Statements and Reports](#)
[Beneficiaries](#)
[Authorizations](#)
[Leasing](#)
[Documents and applications](#)
[Settings](#)


**Virtual advisor**  
Do you need help with Millenet?

[Drafts](#)
[Authorizations](#)
[Sent](#)
[All](#)

### Applications list

Show filter

	Edition date Sending date	Application Name - Quantity	Type of order Product name	Edited by Edition type	Status	Select action
<input type="checkbox"/>	2019-03-29	daf	Debit Card Millennium VISA Executive Electron	Michał P Send for	Waiting Authorization	Select
<input type="checkbox"/>	2019-03-26	Prepaid card robocza	Prepaid Card MasterCard Prepaid Commercial	Michał P Send for	Waiting Authorization	Select
<input type="checkbox"/>	2019-03-26	Debit card	Debit Card Millennium VISA Executive Electron	Michał P Send for	Waiting Authorization	Select
<input type="checkbox"/>	2019-03-25 2019-03-25	Debit card	Debit Card Millennium VISA Executive Electron	Michał P Send	Sent	Select
<input type="checkbox"/>	2019-03-22 2019-03-22	www	Debit Card Millennium VISA Executive Electron	Michał P Send	Sent	Select
<input type="checkbox"/>	2019-03-15	80013	Prepaid Card MasterCard Prepaid Commercial	Michał P Send for	Waiting Authorization	Select
<input type="checkbox"/>	2019-03-14 2019-03-14	ee	Prepaid Card MasterCard Prepaid Commercial	Lukasz Send	Processing error	Select
<input type="checkbox"/>	2019-03-13	3212	Prepaid Card MasterCard Prepaid Commercial	Michał P Refuse	Authorization Refused	Select
<input type="checkbox"/>	2019-03-13	Debit card	Debit Card Millennium VISA Executive Electron	Michał P Authorize	Authorized	Select
<input type="checkbox"/>	2019-03-13	Debit card	Debit Card Millennium VISA Executive Electron	Michał P Authorize	Authorized	Select

Lines per page 10

1 2 3 4 Next

Download PDF

A report with data of selected product applications can be generated from the applications list level – **Download PDF** button

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Millenet for Corporates / Guide



# New account

[Documents and applications](#) > [New Account](#)

In the [Documents and applications](#) bookmark you can electronically fill-in, authorise and send applications for accounts: PLN and FX.

To apply for a new account:

1) Select the type of account you want to apply for

**New account**

1 **Select account** 2 Account details 3 Summary

### Account in PLN

Available accounts to open: current account, payroll account, subsidiary account, ZFSS account

**Apply for a PLN account**

### Account in foreign currency

Accounts available to open: settlement account in foreign currency

**Apply for a currency account**

2) Fill-in the form with data to the account e.g.:

- short name of account
- account currency
- product name
- period, for which the account shall be opened
- frequency of electronic statements
- application name

Start
Products
Payments
Orders management
Statements and Reports
Beneficiaries
Authorizations
Leasing
Documents and applications
Settings

New account

✓ Select account

2 Account details

3 Summary

Company details

ⓘ

Make sure that the data is correct. If the data is incorrect, please contact the Bank.

Shorten company name
SPRINT

Regon
22
77

Account details

Application name\*

Account alias

Account currency\*
PLN

Product name\*
Select account type

The period for which the account is opened\*
Unspecified

Frequency of electronic statements (PDF and MT940)\*
Daily

Statements

The Customer declares that:

- The information provided in the Application are true
- All submitted declarations remain valid and apply also to the account/s opened on the basis of this application.
- Bank statements delivered with the above manner will be deemed as delivered.
- He received the Price List and General Terms and Conditions of Opening and Managing Bank Accounts for Corporate Banking Clients at Bank Millennium S.A., he reviewed them and accepted their content. [Pricelist](#) and [General conditions](#)

Back

Cancel

Save as draft

Next

The account shall be opened promptly after sending the application; there is no need to contact the Bank otherwise

# Ordering of Documents

The screenshot shows the 'Request documents' form within the Millenet interface. The top navigation bar includes links for Start, Products, Payments, Orders management, Statements and Reports, Beneficiaries, Authorizations, Leasing, Documents and applications, and Settings. On the left, a 'Virtual advisor' widget asks if the user needs help with Millenet. The main form area is titled 'Request documents' and contains two sections: 'Transaction confirmation' (selected with a radio button) and 'Statement duplicate'. The 'Transaction confirmation' section has fields for 'Account number' (01 07 -), 'Transaction date' (2019, May, 6), and 'Daily transaction reference number\*'. The 'Statement duplicate' section has fields for 'Type of order' (Monthly combined), 'Year' (2019), and 'Month' (May). A 'Send' button is located at the bottom right of the form, with a note 'Please confirm entered data' above it. A footnote at the bottom left indicates '\* Required field'.

Through the section Ordering of Documents you can order a paper confirmation of any transaction or duplicate of a statement. In order to prepare the document indicate the following data:

- For confirmation of the transaction:
  - number of account
  - date of transaction
  - daily number of transaction
- For the duplicate of the statement:
  - type
  - year
  - month

And then select the option **Send**

## Mobile Banking

Using mobile banking by means of application should start with the activation of the service in Millenet for Corporates. To do that:

- Log on to Millenet for Corporates
- Select the **Settings** > **Mobile Banking** option

The screenshot shows the 'Mobile banking activation' form within the Millenet interface. The top navigation bar is the same as the previous screenshot. On the left, the 'Virtual advisor' widget is present. The main form area is titled 'Mobile banking activation' and contains a paragraph of instructions: 'To be able to use Mobile banking, you must first activate the service in Millenet and define a Mobile password. Then install the Bank Millennium application on your phone and complete the activation process. Remember that this will be necessary to provide a Mobile phone number in the Personal Information option to which the activation password will be sent. Before you activate, check what devices we support.' An 'Activate' button is located at the bottom right of the form.

- Click the **Activate** button
- Define the settings of the mobile application:
  - **Mobile Password**, which will be used to activate the mobile application and to approve operations ordered by means of the application.

### Define Mobile Password

**Mobile Password** is a sequence of **eight digits of your choice**, which will be used for activating the mobile application and for approving transactions ordered through the app. You can change it at any time, using the option "Change Mobile Password" under the "Mobile Banking" bookmark in Millenet for Companies.

#### Mobile banking activation

1

Define your mobile password

→

2

Define My Authorizations

→

3

Define accounts and cards

→

4

Check all information

→

5

Completion

Define your Mobile Password used to activate and authorize operations in the mobile application.

Mobile Password\*

8 digits, ex: 12348765

Re-enter Mobile Password\*

OK

\* Required field

- The **My mobile authorisations** tab, which will be placed on the mobile application.

**My mobile authorisations** is a list of transactions dedicated to a given user selected on the basis of his settings from all his payments intended for authorisation. The user in Millenet for Corporates sets the limits of orders – minimum and maximum amounts. He also decides whether the defined list is to show transactions authorised by at least one person. This creates a list of transactions which will be collected in a separate mobile application tab.

- Introduce minimum and maximum amount of the transfer for authorisation.

### Define the content of the list "My authorisations"

"My authorisations" is an additional mobile app list of transactions pending authorisation. The transactions are selected based on your settings, from among all payments to be authorised.

Define the limits of transactions, which are to be put in "My authorisations" – the minimum and maximum amounts. Decide if the list is to show only transactions with at least one authorisation already given. In this way there will be a list of transactions, which shall be kept under a separate bookmark of the mobile application. If you do not decide to define the bookmark, the "My authorisations" list will be the same as "All authorisations".

#### Mobile banking activation



Define the content of My Authorizations section displayed in Mobile device.

Minimum authorizing amount  ,  PLN  
*Empty field means no limitation*

Maximum authorizing amount  ,  PLN  
*Empty field means no limitation*

☐ Show only previously authorized orders

Back

OK

- Decide if **My mobile authorisations** are to include only earlier authorised orders and approve selection with **OK**.

Define the content of My Authorizations section displayed in Mobile device.

Minimum authorizing amount  0 ,  PLN  
*Empty field means no limitation*

Maximum authorizing amount  ,  PLN  
*Empty field means no limitation*

☐ Show only previously authorized orders

- Define account numbers:

**Define lists of products, which will be shown in the mobile application**

Select **current accounts** and **card accounts**, which you use most often – you can also check all of them. These will be the accounts visible on product lists in the mobile application as well as accounts, from which you will be able to make transfers using a mobile device. These settings will be modifiable at any time in Millenet or in the "Settings" section of the mobile application.

**Mobile banking activation**

1 Define your mobile password
→
2 Define My Authorizations
→
3 **Define accounts and cards**
→
4 Check all information
→
5 Completion

Define list of active accounts which should be displayed in the application.

	Account Number▲▼ Alias▲▼	Current Balance▲▼	Available Funds▲▼
<input checked="" type="checkbox"/>	36 1160 2202 0000 0001 1135 6156 my account	2.384.568,96 PLN	2.384.568,96 PLN

Select all
Clear all

Back
OK

and cards which are to be displayed in the mobile application.

**Mobile banking activation**

1 Define your mobile password
→
2 Define My Authorizations
→
3 **Define accounts and cards**
→
4 Check all information
→
5 Completion

Define list of active debit, credit and prepaid cards which should be displayed in the application.

	Debit and credit card name / Prepaid card account number▲▼ Card Number▲▼	Used Credit▲▼	Available Credit▲▼
<input checked="" type="checkbox"/>	American Express Gold 3779 XXXX XXXX 801	0,00 PLN	6.841,94 PLN
<input checked="" type="checkbox"/>	Generali Millennium Visa 4249 XXXX XXXX 8923	77,62 PLN	9.922,38 PLN
<input checked="" type="checkbox"/>	Mastercard Corporate 5525 XXXX XXXX 1948	0,00 PLN	5.000,00 PLN
<input checked="" type="checkbox"/>	Mastercard Corporate 5525 XXXX XXXX 2698	0,00 PLN	5.000,00 PLN

There follows the verification of correctness of the selected settings:

**Mobile banking activation**

1 Define your mobile password → 2 Define My Authorizations → 3 Define accounts and cards → **4 Check all information** → 5 Completion

Content of My Authorizations section displayed in mobile device.

Minimum authorizing amount:

Minimum authorizing amount:

Show only previously authorized orders: **No**

List of active accounts which should be displayed in the application.

Account Number▲▼ Alias▲▼	Current Balance▲▼	Available Funds▲▼
77 1180 2202 0000 0001 1138 5508	0,00 PLN	0,00 PLN
08 1180 2202 0000 0001 1141 5838	0,11 EUR	0,00 EUR
19 1180 2202 0000 0001 1141 6798 Pomocniczy 2	624,52 PLN	624,52 PLN

Edit

List of debit and credit cards which should be displayed in the application.

Debit and credit card name / Prepaid card account number▲▼ Card Number▲▼	Used Credit▲▼	Available Credit▲▼
American Express Gold 3779 XXXX XXXX 801	0,00 PLN	6.841,94 PLN
Generali Millennium Visa 4249 XXXX XXXX 8923	77,62 PLN	9.922,38 PLN
Mastercard Corporate 5525 XXXX XXXX 1948	0,00 PLN	5.000,00 PLN
Mastercard Corporate 5525 XXXX XXXX 2898	0,00 PLN	5.000,00 PLN

Edit

Back OK

If the selected settings are correct, confirm them by clicking the **OK** button. These settings depending on needs can be viewed and modified.

The Mobile Banking Channel is active. Now you can **download the mobile application** and install it on your phone or another mobile device.

## User Management

In Millenet system you can fully manage user rights. This pertains both to the modification of existing users, including also their removing, and creating new users.

Operations connected with user management are in the main menu of the **Settings** tab, where you can subsequently manage users by selecting them from the list or create new ones by selecting the **Create new user** option in the left-hand menu.

The list of users presents basic information pertaining to each user.

From the level of the list with each user we have a selection of 3 short-cuts thanks to which we can pass to user details, editing or block such authorisation.

Login	Name	Profile	Personal Data Status	User status	Extended user data?
<input type="checkbox"/> user	User Testowy	A	Formally approved	Active	Yes
<input type="checkbox"/> user_a	ADAM MILLENIOWSKI	A	Formally approved	Active	Yes
<input type="checkbox"/> user_m	Jan Kowalski	A	Formally approved	Active	Yes
<input type="checkbox"/> user_na	Adam I		N/A	Active	Yes

Under the list of users we have the possibility of selecting more options with respect to user management:

Login	Name	Profile	Personal Data Status	User status	Extended user data?
<input type="checkbox"/> jkowalski	Jan Kowalski	A	Formally approved	Active	Yes

- generating reports from the rights for selected users or from all accounts with stating in particular which user of what kind has what kind of access to the account.
- blocking of authorisations – emergency blocking of the possibility of authorisation for the whole company
- creating a new user – starting the process of creating a new user in the Millenet system.



# Create new User

The process of creating a new user in Millenet proceeds in four stages and will be completed with authorisation in accordance with authorisation rules for users.

User Management - New User

1

Add user data → 

2

Set user permissions → 

3

Set accessible accounts → 

4

Confirm settings

Particular phases of the process are made up of the following operations:

1) we start with creating a user profile, i.e. we introduce personal data of the user; define the login and indicate the group of acceptance which will now include the user.

The group of acceptance is directly connected with the authorisation rules, i.e. the principles of signing (authorising) operations in Millenet. The selection of the **no group** option has this consequence that such person will not receive any right for authorisation, and in connection with this such person will be unable to perform any authorisations in Millenet.

It will thus be advisable to also give at this stage the user's telephone number to which there will be sent the SMS message with a password for first logging or to choose other, adequate login/authorization tool.

User Management - New User

1

Add user data → 

2

Set accessible accounts → 

3

Set user permissions → 

4

Confirm settings

User Data

Login

conrad

Authorization group

A

?

Authorization/login tools\*


☒ Token

☐ Sms

☐ Token or SMS

48

500100202

 Poland

select country

Personal data

Gender

Male

▼

First name

Conrad

Last name

Millenet

Citizenship

Polish

▼

PESEL

62031011776

Resident/Non-resident

Resident in PL

▼

Date of birth

1962-03-10

yyyy-mm-dd

Place of birth

Gdańsk

Country of birth

Poland

▼

Mother's Maiden Name

Millennium

?

2) assigning of rights to particular accounts which the Client has. Rights to accounts can be given with respect to viewing, editing, authorising and sending payments. These rights are connected with the rights assigned to particular products and functionalities.

As part of the operations which we can execute on accounts the following rights are available:

- **view** - depending on possessed detailed rights – the operation enables the displaying of the indicated account on lists,
- **edit** - enables the editing and entering transfers from a given account (types of orders specified on the basis

of rights possessed in the Payments section)

- **authorise** - enables the authorisation of transfers from a given account (types of transfers specified on the basis of rights possessed in the Payments section)
- **send** - enables the sending of transfers from a given account (types of orders specified on the basis of rights held in the Payments section)

The configuration of the scope of rights to accounts can be conducted with the use of 3 available options helping to navigate through this stage of configuration:

- **creating own settings for accounts** – is selecting of any rights to any accounts of the Client on the list of accounts.

1 Add user data → 2 Set accessible accounts → 3 Set user permissions → 4 Confirm settings

User Management - Edition

Accessible Accounts

☒ Create own settings for accounts

☐ Copy settings from user:  
select

☐ Create own settings for for existing and new accounts

Account number, alias or company name  Account group

Sort by

Account number Alias	Account name Company name Group name	view select all clear all	edit select all clear all	authorize select all clear all	send select all clear all
<input type="checkbox"/> 36 1160 2202 0000 0001 1135 6156 my account	RACHUNEK BIZNES PPUH DREWEX SPOLKA Z O.O. My group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select all | Clear all

Back Next

- to facilitate the configuration of the rights for accounts in the case of recurrent users who have the same or similar scope of rights we can use the **copying of the scope of rights from the selected user** who already exists in the system **Copy Setting from User**. If we would like to modify the copied scope of rights, we can pass to the first option **Create own settings for existing and new accounts**, which will cause an update of checkboxes on the list.

1 Add user data →
2 Set accessible accounts →
3 Set user permissions →
4 Confirm settings

### User Management - Edition

#### Accessible Accounts

☐ Create own settings for accounts
☒ Copy settings from user:

select
select
Jan Kowalski - jkowalski

☐ Create own settings for for existing and new accounts

Sort by Account number - from smallest

Account number Alias	Account name Company name Group name	view select all clear all	edit select all clear all	authorize select all clear all	send select all clear all
<input type="checkbox"/> 36 1160 2202 0000 0001 1135 6156 my account	RACHUNEK BIZNES PPUH DREWEX SPOLKA Z O.O. My group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Back
Next

- the next option which we can use when configuring rights is creating of a new configuration for existing and new accounts. The assigned rights will be binding for all accounts which you have at the moment of configuration and for each new one which will be open in future.

1 Add user data →
2 Set accessible accounts →
3 Set user permissions →
4 Confirm settings

### User Management - Edition

#### Accessible Accounts

☐ Create own settings for accounts
☐ Copy settings from user:

select

☒ Create own settings for for existing and new accounts

Account number Alias	Account name Company name Group name	view	edit	authorize	send
for existing and new accounts	for existing and new accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select all | Clear all

Back
Next

### 3) assigning of rights to particular products and functionalities

The next step in the process of creating a new user in Millenet is to assign rights to particular products and functionalities of the system. According to such criterion there was created a list on which we select the rights which the new user will have.

To facilitate the process of granting rights three configuration options were created:

- creation of an own configuration of rights with the use of which we can indicate any rights on the list.

The screenshot shows the 'Set user permissions' step (step 3) of a 4-step process. The steps are: 1. Add user data, 2. Set accessible accounts, 3. Set user permissions, and 4. Confirm settings. Below the steps, there are three radio button options: 'Create own settings for permissions' (selected), 'Copy settings from predefined template', and 'Copy settings from user:'. The 'Copy settings from predefined template' and 'Copy settings from user:' options have a 'select' dropdown menu. Below these options is a section titled 'Transactions Allowed'. It contains three main categories: 'ACCOUNTS', 'TERM DEPOSITS', and 'CARDS'. Each category has a checkbox and a list of sub-items. 'ACCOUNTS' has 'Account list' and 'Account history' (2 total | 0 selected). 'TERM DEPOSITS' has 'Term deposits view', 'Term deposits edit', and 'Term deposits authorize' (3 total | 0 selected). 'CARDS' is currently empty.

- **copying settings from predefined template** – in order to facilitate the configuration there were created 6 templates of rights. Each template contains a different scope of rights presenting the most frequently employed combinations of rights taking into account the division of duties of persons using electronic banking. We have the following templates of rights available:

- view
- view and edit
- view, edit and send
- view and send
- administration
- full access.

After selecting the template one can modify the scope of rights which a given template contains through an approach to the option „**Create own settings for permissions**”.

**User Management - Edition**

1 Add user data → 2 Set accessible accounts → 3 Set user permissions → 4 Confirm settings

☐ Create own settings for permissions

☒ Copy settings from predefined template  
 select  
 select  
 View template  
 View and Edit template  
 View,Edit,Send template  
 View and Send template  
 Administration template  
 Full access template

☐ Copy settings from user:  
 select

**Transactions Allowed**

☐ ACCOUNTS 2 total | 0 selected

☐ Account list
 ☐ Account history

☐ TERM DEPOSITS 3 total | 0 selected

☐ Term deposits view
 ☐ Term deposits edit
 ☐ Term deposits authorize

☐ CARDS

- **copying of rights which a different user has in the system** – to facilitate the configuration of users who have the same or similar scope of rights it is possible to copy the scope of rights which a different user has in Millenet.

For this purpose we use the option **Copy settings from user**, selected from the pull-down list of a given user (name, surname – login). The fields on the list of rights are marked in exactly the same way as the user has them marked in the same profile. User rights are modified through navigating to the option **Create own settings for permissions**. The fields of rights selection become active and we can add or deduct rights.

**User Management - Edition**

1 Add user data → 2 Set accessible accounts → 3 Set user permissions → 4 Confirm settings

☐ Create own settings for permissions

☐ Copy settings from predefined template  
 select

☒ Copy settings from user:  
 select  
 select  
 Jan Kowalski - jkowalski

**Transactions Allowed**

☐ ACCOUNTS 2 total | 0 selected

☐ Account list
 ☐ Account history

☐ TERM DEPOSITS 3 total | 0 selected

☐ Term deposits view
 ☐ Term deposits edit
 ☐ Term deposits authorize

☐ CARDS

- 4) Confirm settings – displaying the collective listing for all 3 earlier stages of the configuration in order to check the correctness of data.

User Management - Edition

1 Add user data → 2 Set accessible accounts → 3 Set user permissions → 4 Confirm settings

User Data

Login conrad

Authorization group A

Authorization tools Token

Personal data

Gender Male

Date of birth 1962-03-10

First name Conrad

Place of birth Gdańsk

Last name Millenet

Country of birth Poland

Citizenship Polish

Mother's Maiden Name Millennium

PESEL 62031011776

Resident/Non-resident Resident in PL

- 5) The next stage of creating a new or editing the existing user is authorisation, i.e. approving executed operations. Authorisation takes place in accordance with the [User management] authorisation rule by the user having an appropriate acceptance group indicated in rules and the [User Authorisation] right.
- 6) after performing the authorisation in accordance with the authorisation rules the user will be established in the Millenet system. In a situation when we created the user and assigned to it the group of acceptance (authorising person), the system will display for us the message:

User Management - New User

**The confirmation of operation was successful. Please verify the Authorizations - Other authorizations if the execution of the operation requires further authorization of different users.**

In order to complete the procedure of user data update, it is essential to deliver to the Bank the authorized printout of User Personal Data Form together with a copy of the identification documents.

Until Bank authorization the possibility to authorize transactions in Millenet is suspended to ensure security of using the Millenet system.

**If you are a Bank Millennium Business Customer:**  
Please deliver the documents to a Bank Millennium branch of your choice.

**If you are a Bank Millennium Corporate Customer:**  
Please send the User Data Form and the copy of the identification document directly to your Relationship Manager.

Download document
Home

The generated document contains personal data of the new user.

The process of creating a new user by the Client in the Millenet system ends with the downloading of the document, printing it out and signing and then transferring it to the bank. The supplying of a signed document is necessary so that the user created in the Millenet system can authorise the order, provided that such rights have been assigned to him.

DANE OSOBOWE UŻYTKOWNIKA MILLENET MILLENET USER DATA FORM		2016-12-29 Data / Date
Nazwa Klienta / Customer name:	KOORDYNATOR - S.A.	
Numer statystyczny REGON / REGON:	241137985	
MilleKod:	60012580	

**Identyfikacja użytkownika / User identification:**

Login: conrad      Wybór narzędzia autoryzacji/logowania: ☐ Brak narzędzia Tools undefined      ☐ e-podpis e-signature  
 Grupa akceptacji: A      ☐ SMS      ☒ Token  
 Approval group      ☐ Token lub SMS / Token or SMS

**Dane podstawowe / Basic data:**

☐ Pani / Ms    ☒ Pan / Mr      ☒ Rezydent / Resident in PL    ☐ Nierezydent / Non-Resident      Pesel: 62031011776  
 Imię: Conrad      Nazwisko: Millenet      Nazwisko panięńskie matki: Millennium  
 Name:      Surname:      Mother's maiden name:  
 Data urodzenia: 1962-03-10      Miejsce urodzenia: Gdańsk      Kraj urodzenia: PL      Obywatelstwo: PL  
 Date of birth:      City of birth:      Country of birth:      Citizenship:

**Dodatkowe dane osobowe / Extended personal data:**

## Editing of Existing User

You can edit a user in the system by navigating to user details after selecting the login, arrow at the end of the line th user data or directly after selecting the **Edit** button.

**Millennium**  
bank

PPUH DREWEX SPOLKA Z O.O. UL ZARYNA 4

Welcome Jan Kowalski    Messages (1)    Profile    Print    Logout

Start    Products    Payments    Orders management    Statements and Reports    Beneficiaries    Authorizations    Settings

**Users list**  
 Create new user  
 System configuration  
 Authorization tools  
 Account groups  
 Consent file exchange  
 Single Sign On  
 Mobile Banking  
 Authorization rules

**Users List**

Login	Name	Profile	Personal Data	Status	User status	Extended user data?	
<input type="checkbox"/> akowalska	Anna Kowalska	A	New - Waiting Bank Authorization	Active	Yes	<a href="#">User details</a> <a href="#">Edit</a> <a href="#">Block authorizations</a>	→
<input type="checkbox"/> jkowalski	Jan Kowalski	A	Formally approved	Active	Yes	<a href="#">User details</a> <a href="#">Edit</a> <a href="#">Block authorizations</a>	→

The editing of personal data, rights and access to accounts takes place for every scope of data separately through moving between the tabs:

Users details	Transactions Allowed	Accessible Accounts
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## User Management

User name - Login Anna Kowalska - akowalska

### User Data

Login **akowalska**

Authorization group **A**

### Personal data

Gender <b>Mr</b>	Date of birth <b>1990-04-10</b>
First name <b>Anna</b>	Place of birth <b>Warszawa</b>
Last name <b>Kowalska</b>	Country of birth <b>Poland</b>
Citizenship <b>Polish</b>	Mother's Maiden Name <b>Wesołowska</b>
PESEL <b>14243017349</b>	
Resident type <b>Resident in PL</b>	

### Registered address and residence

Street <b>Jasna</b>	Postal code <b>11-111</b>
House <b>1</b>	City/Town <b>Warszawa</b>
Apartment	Country <b>Poland</b>

### Document data

Name/Type of ID <b>Others</b>	Valid through
Series/Number <b>FFF234</b>	

### Contact Data

Office email

Mobile phone number **+486 083 297 67**

Passwords to access Millenet system will be delivered via SMS message on this phone number

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Phone number for **+486 083 297 67**  
authorizations

Download document

Block authorizations

Unblock password

Remove

Edit

From the level of user details apart from the editing of personal data we can execute the following operations:

- Block authorisation – button blocking the possibility of authorisation for a given user; unlocking button is available in the case of earlier blocking of the possibility of authorising;
- Unblock password – unlocking can be executed in the case of blocking the user after three wrong attempts to enter the password;
- Remove – removing of the user profile from Millenet for Corporates.

The editing of personal data of the user being the authoriser ends in the printing of the form which should be supplied to the Bank. Only after approving the data by the Bank the changes become active.



# Millenet Link

Millenet Link is a solution, which enables communication between financial-accounting systems of Customers of Bank Millennium and the Millenet for Companies internet banking system by means of web services. Particular components of the solution are based on the ISO 20022 standard and a Recommendation of the Polish Bank Association.

The service offers Customers of Corporate Banking the opportunity to have fast, effective and secure exchange of information between FA systems working within a company and the Bank's Internet banking system. Thanks to Millenet Link it is possible to:

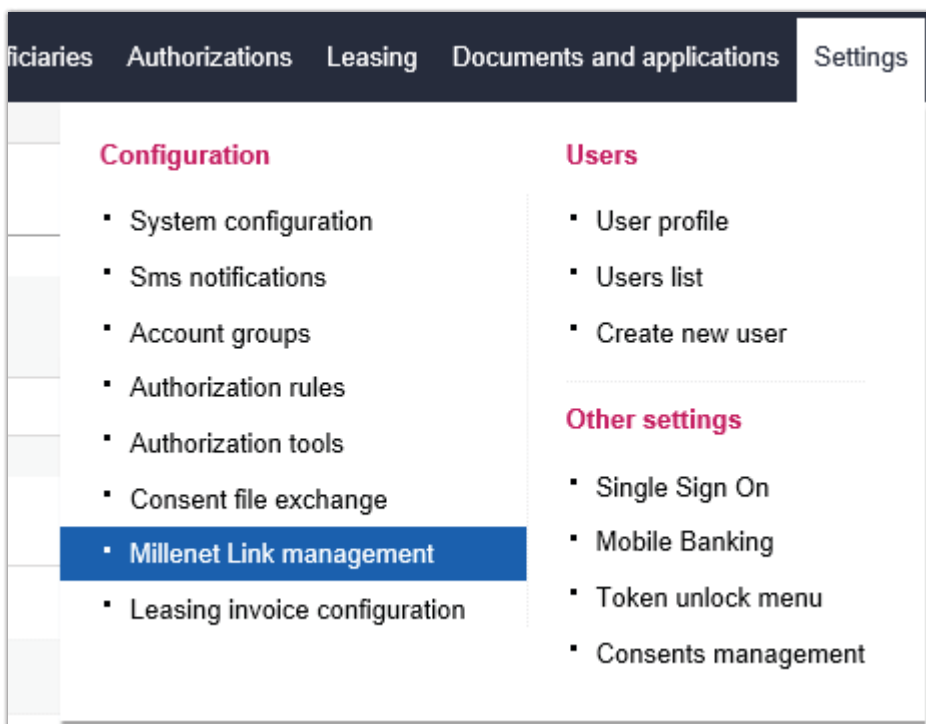
- download current financial data from Millenet and
- sending payment orders to Millenet directly from FA systems without the need to import/export files containing these data directly between systems of the Bank and Customer.

## Activation of Millenet Link

In order to activate Millenet Link you need to do the following:

- submit an Application for activation of Millenet Link service,
- obtain a communication certificate issued by one of the companies recommended by Polish Bank Association (minimum requirements: X.509 standard, not qualified, PEM format, RSA key length minimum 2048 bits, signed by a Trusted Third party, with use for Customer authentication)
- activate the service, which involves signing and sending to the Bank a Millenet Link service activation form.

After the activation you can manage users by selecting [Settings](#) > [Millenet Link management](#)



The list of virtual users allows all users to be found - active as well as suspended ones.

Virtual users list

Status

▼

Login

Description

Login	Description	Status	Actions
Przykładowy Login	Przykładowy Opis	Active	<a href="#">Details</a>
kale	Testy	Active	<a href="#">Details</a>
test	test	Suspended	<a href="#">Details</a>
Jarek_Q	Jarek	Suspended	<a href="#">Details</a>

1
2
Next >

10

▼

New Virtual User

In [Details](#) of users you can Suspend or Restore access to a particular user; check the Certificates and granted Rights.You can also edit the data.

Virtual user details

Details

Certificates

Permissions

Login

test

Description

test

IP address

10. .21

Status

Suspended

Reactivate access

Back to list

Edit

Selecting the [New Virtual User](#) option will take you to the Add new user screen. Filling-in the data and then pressing the [Save](#) button will add a new virtual user.

# Principles of Security

## 1. Never respond to e-mails in which you are asked to give confidential data by e-mail.

Remember that the Bank never asks for confidential data by e-mail, so never respond to e-mails which contain a request for giving your confidential data such as:

- Personal data
- Mother's maiden name
- Number of bank account
- Millekod
- Login
- Password
- Numbers of payment or credit cards
- Expiry dates of card
- CVV2 authorisation codes for VISA credit cards

## 2. Take care of the security of your passwords, compare the content of the H@śloSMS password with the content of information on websites!

- Never disclose your passwords to anyone
- Change your passwords at least once a month (in the Millenet system you can set the password change reminder from 7 to 60 days)
- Never write down your passwords or send them electronically
- If it appears to you that someone has learned your password – change it as soon as possible
- Use passwords differing between themselves, different from Millekod and login and ones which are difficult to guess.

### Remember!

Prior to entering the H@śloSMS confirming this operation (e.g. domestic transfer) compare the content of the received SMS with the content of information on the Website, to make sure that you confirm the right operation.

## 3. On your computer or telephone do not install software from sources you do not trust.

The simplest way of installing malware in your system is to make you install it yourself. Be very careful about using software downloaded from the Internet. Do not install software sent electronically. Never install exe files whose origin is unknown to you. Very often programmes with exe extensions may in the background install additional software stealing information from your computer or giving access to it via Internet.

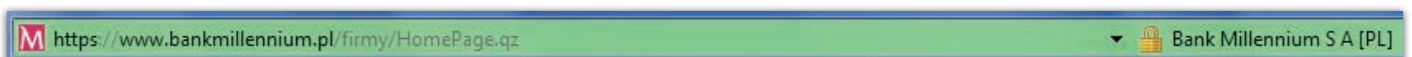
## 4. Use Antivirus Software

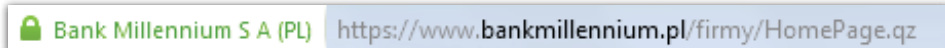
It may sometimes happen that your computer will catch a virus or other malware taking control over your system. Good antivirus programmes, regularly updated, will help you fight these problems and even prevent them. Never switch off the antivirus programme! Even a few seconds is enough to install spyware when the antivirus programme is switched off.

## 5. Check the Website's Certificate

The connection between your browser and your server is coded with the 128-bit TLS protocol. The coding of the connection is shown by the icon of the closed padlock on the bar of your browser.

MS Internet Explorer





## **6. Regularly update the system installed on your computer**

Take some interest in the updates of your system which have an impact on its security.

If you use the Microsoft Windows system, employ the functionality of automatic updates of the Microsoft Windows system.

Access to this option can be obtained in two ways:

- Select the Windows Update option in the Start menu of your Windows system
- Enter in the browser the address: <http://windowsupdate.microsoft.com>

## **7. Watch out for the address of the website you access.**

The correct address of Millenet for Corporate Clients starts with: <https://www.bankmillennium.pl/>

If the address bar of the browser has a different address or you have been redirected to another address, do not trust this address and refuse any data.

## **8. Do not use Millenet from computers which can be accessed by other persons.**

Do not enter confidential data (identifier, code, password) from a computer accessed by many people, in particular in internet cafes and other public places. Data capture software can be installed on them.

## **9. Always end work with the Millenet system by selecting the „Log out” option**

Always remember to end your Millenet session by clicking the „Log out” button from the level of the menu in order to correctly close the session.

## Help

Technical assistance telephone:

**801 632 632**

from abroad and mobile phone:

**(+48 22) 598 40 31**

**Contact with an expert by e-mail** - option available after logging.

**Contact form option on the Bank's website** - available without logging.