

MAKING A PAYMENT.

With Corpay Cross-Border you can enter and save the details for all of your payments first, and then get the rate and book the deal.

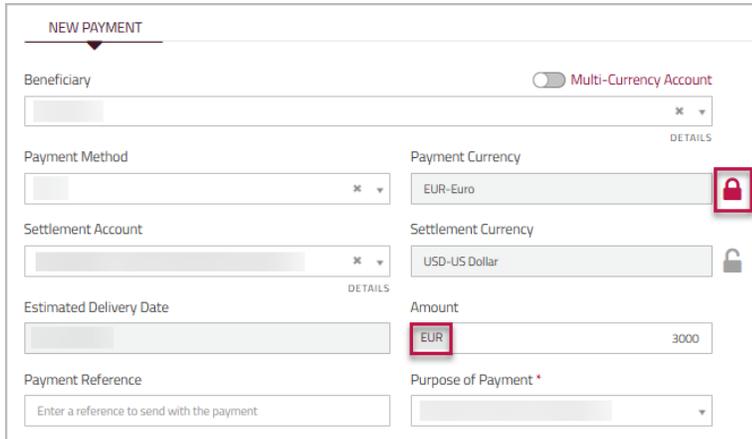
TO MAKE A PAYMENT.

1. In the toolbar, under **Payments**, click **Make Payments**.
Mandatory fields are indicated by an asterisk (*).
2. In the **Beneficiary** field, specify where you want to send the payment
3. The **Payment Method** field should always display Wire.
4. By default, the **Settlement Account** field displays the preferred account but if there is more than one available account, you can choose another account from the dropdown list.
5. If the **Payment Currency** and the **Settlement Currency** are not the same, use the  locked icon to determine how you want your payment to be calculated. The value that you enter in the **Amount** field is considered to be in whichever currency is locked.
 - **Payment Currency** locked—The beneficiary will receive the exact amount you enter in the **Amount** field. This is the default and the standard way a Foreign Currency Wire is sent.
 - **Settlement Currency** locked—The beneficiary will receive the amount that results from converting the settlement currency into the payment currency.



EXAMPLE.

In this scenario, the **Payment Currency** (EUR) is locked. This means that the Beneficiary will receive EUR 3,000. To determine the settlement amount (amount you will pay), the EUR 3,000 will be converted into USD. The exact amount debited from your account will depend on the conversion rate at the time that the payment is booked.

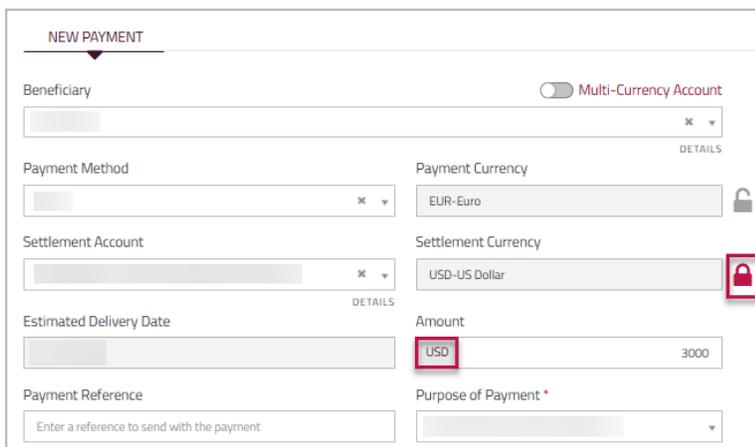


The screenshot shows a 'NEW PAYMENT' form with the following fields and values:

- Beneficiary:** [Redacted] (Multi-Currency Account toggle is off)
- Payment Method:** [Redacted]
- Payment Currency:** EUR-Euro (locked with a red padlock icon)
- Settlement Account:** [Redacted]
- Settlement Currency:** USD-US Dollar (locked with a grey padlock icon)
- Estimated Delivery Date:** [Redacted]
- Amount:** EUR 3000 (EUR is highlighted with a red box)
- Payment Reference:** Enter a reference to send with the payment
- Purpose of Payment:** [Redacted]

EXAMPLE.

In this scenario, the Settlement Currency (USD) is locked. This means that the order will be settled by \$3,000 in USD, and the beneficiary will receive the amount that results from converting USD \$3,000 to EUR. The amount the beneficiary receives depends on the conversion rate at the time the order is booked.



The screenshot shows a 'NEW PAYMENT' form with the following fields and values:

- Beneficiary:** [Redacted] (Multi-Currency Account toggle is off)
- Payment Method:** [Redacted]
- Payment Currency:** EUR-Euro (locked with a grey padlock icon)
- Settlement Account:** [Redacted]
- Settlement Currency:** USD-US Dollar (locked with a red padlock icon)
- Estimated Delivery Date:** [Redacted]
- Amount:** USD 3000 (USD is highlighted with a red box)
- Payment Reference:** Enter a reference to send with the payment
- Purpose of Payment:** [Redacted]

6. In the **Amount** field, enter the amount of the payment.





7. Once the **Beneficiary**, **Payment Method**, and **Amount** fields are populated, the **Estimated Delivery Date** displays the earliest date that the payment can be delivered to the beneficiary.
8. **Optionally**, in the **Payment Reference** field, enter any information that you want to send with the payment.
9. From the **Purpose of Payment** dropdown, choose the option that best reflects the reason you are sending funds to the beneficiary.
10. **Optionally**, in the **Internal Note** field, enter an internal note or reference for the payment. This note will display in generated reports only and will **not** be displayed on the deal confirmation.
11. If applicable, from the **Remitter** dropdown, choose the remitter on whose behalf the payment is being sent.
To narrow your search, start typing a sequence of characters that are in the remitter's name. As soon as you enter at least three characters, the system starts searching for matches. All the remitters that match what you enter are displayed in a dropdown list, and the matching portion is underlined. The more characters you enter, the more refined the search results. Click to select the remitter you want.
Once you have chosen a remitter, you can hover your mouse over the **DETAILS** label (just below the field) to view a summary of the information for that remitter. If any details are not available, the field displays **N/A**.
12. **Optionally**, attach any related files. Attached items are not sent with the payment.
13. Click **ADD PAYMENT** to save the payment details.
14. Repeat these steps to add additional payments.
15. When you have added all of your payments, Click **REVIEW PAYMENT(S)**
16. If ready to send for approval, click **NOTIFY APPROVER**
 - Message will state 'Approver(s) Notified'



DUAL CONTROL.

Approver will see on the dashboard within the Action Items, 'Payment(s) awaiting approval'

1. Click on hyperlink 'Payment(s) awaiting approval'
2. Review the payment by clicking on the Beneficiary which will prompt the Payment Detail
3. To Approve, select the checkmark next to the individual payment(s) or the 'Approval All' checkbox. Click Submit
4. On the 'Payments Approved' screen, select 'Notify Approvers' to send to Platinum Bank for processing.

