



Bank Polski

Input File Structure – iPKO
biznes Domestic and
Foreign Counterparties

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General Information

This document describes the structure of the file with the list of domestic or foreign counterparties as required for its correct import into the iPKO Biznes electronic banking system.

The files that comply with the below specifications can be imported into the iPKO Biznes from the menu: "Transakcje" -> "Kontrahenci" -> "Import pliku" ["Transactions -> "Counterparties" -> "File import"].

Besides standard formats, you can define your own formats using the data import creator functionality. For more information about definition of own formats, see the iPKO biznes administrator manual (login page).

Domestic Counterparties

File Description

File name and structure should meet the following requirements:

- Files can have any name possible with TXT or CSV extension;
- One file cannot contain more than 5,000 records;
- Files have neither a header nor a footer;
- Each file line describes one beneficiary;
- Each record contains a set of fields separated with semicolons (;).

Since the iPKO Biznes system has its own database of Tax Offices' accounts, such beneficiaries cannot be imported thereto. We recommend deleting all defined Tax Offices counterparties before importing beneficiaries to the internet application. This action is however not necessary, as during import Tax Offices beneficiaries will be rejected, the situation which will not interrupt import of other counterparties.

Data Structure

Content of columns in format description:

M / F = field type

M = mandatory

O = optional – can be empty

Format = field length and type

n = numerical field

a = alphanumerical field (with characters)

F = fixed-length field

V = variable-length field

File structure with the list of beneficiaries:

FIELD NUMBER	FIELD DESCRIPTION	M / O	FORMAT
1	Short beneficiary name	O	20 a V
2	Beneficiary account number in the BAN format	M	26 n F
3	Beneficiary bank (clearing number as per the National Bank of Poland)	O	8 n F
4	Name 1 - the field with beneficiary's name	M	35 a V
5	Name 2 - the field with beneficiary's name	O	35 a V
6	Street - the field with beneficiary's address	O	35 a V
7	Town/City - the field with beneficiary's address	O	35 a V

Record Example

Example of the file content with the list of 4 counterparties:

123456789012;86102049130000980200484584;10204913;Test Sp. z o.o.; Odział Warszawa; Ulica Marszałkowska 1155;00-000 Warszawa/
[English: 123456789012;86102049130000980200484584;10204913;Text Sp. z o.o.; Warsaw Branch, Marszałkowska St. 1155; 00-000 Warsaw]

123456789013;86102049130000980200484584;10204913;Test Sp. z o.o.; Odział Wrocław; Ulica Marszałkowska 1155;00-000 Warszawa
[English: 123456789013;86102049130000980200484584;10204913;Text Sp. z o.o.; Wrocław Branch; Marszałkowska St. 1155;00-000 Warsaw]

Dostawca NR1;86102049130000980200484584;10204913;Test Sp. z o.o.; Odział Poznań; Ulica Marszałkowska 1155;00-000 Warszawa/
[English: Supplier NO1;86102049130000980200484584;10204913;Text Sp. z o.o.; Poznań Branch; Marszałkowska St. 1155;00-000 Warsaw]

Dostawca NR2;86102049130000980200484584;10204913;Test Sp. z o.o.; Odział Kraków; Ulica Marszałkowska 1155;00-000 Warszawa/
[English: Supplier NO2; 86102049130000980200484584;10204913;Text Sp. z o.o.; Cracow Branch; Marszałkowska St. 1155;00-000 Warsaw]

Foreign Counterparties (Foreign Transfer Order)

File Description

File name and structure should meet the following requirements:

- Files can have any name possible with TXT or CSV extension;
- One file cannot contain more than 5,000 records;
- Files have neither a header nor a footer;
- Each file line describes one beneficiary;
- Each record contains a set of fields separated with semicolons (;).

Data Structure

Content of columns in format description:

M / F = field type
M = mandatory
O = optional – can be empty

Format = field length and type
n = numerical field
a = alphanumerical field (with characters)
F = fixed-length field
V = variable-length field

File structure with the list of beneficiaries:

FIELD NUMBER	FIELD DESCRIPTION	M / O	FORMAT
1	Short beneficiary name	O	20 a V
2	Beneficiary bank code	M	11 a V
3	Beneficiary account number	M	34 a V
4	Beneficiary's name and address 1	M	35 a V
5	Beneficiary's name and address 2	O	35 a V
6	Beneficiary's name and address 3	O	35 a V
7	Beneficiary's country	M	2 a F

Record Example

Example of the file content with the list of 4 counterparties:

"KONTRAHENT";"CITIPLPX";"PL10103000190108401198520041";"BIURO TURYSTYCZNE";"ODDZIAŁ
151";"MAZOWIECKA 12344 G";"PL"/
[English: "COUNTERPARTY";"CITIPLPX";"PL10103000190108401198520041";"TRAVEL AGENCY";"BRANCH
151";"MAZOWIECKA ST. 12344 G";"PL"]

"ZAGRANICZNY";"INGBPLPW";"PL10103000190108401198520041";"FIRMA XYZ";"SIEDZIBA GŁÓWNA";"00-
000 WARSZAWA";"DE"
[English: "FOREIGN";"INGBPLPW";"PL10103000190108401198520041";" XYZ
COMPANY";"HEADQUARTERS";"00-000 WARSAW";"DE"]

ORANGE;VOWAPLP1;PL10103000190108401198520041;SIGMA SP ZOO ;IA DRANG;YU-832 YOKAHAMA;JP
[English: ORANGE;VOWAPLP1;PL10103000190108401198520041;SIGMA SP ZOO ;IA DRANG;YU-832
YOKAHAMA;JP]

ORANGE;BARCGB22;GB96 BARC 207767 89885933;Ford Plc;201 Bishopsgate;London EC2M 3AB;GB
[English: ORANGE;BARCGB22;GB96 BARC 207767 89885933;Ford Plc;201 Bishopsgate;London EC2M
3AB;GB]