



# Uploading files

## Uploading files

Learn how to upload files.

23 Jan 2023

If you have an accounting/Enterprise Resource Planning (ERP) software that can produce payment and other types of instructions as files, you can use HSBCnet File Upload service to submit them in a variety of supported formats. This method can save you time on higher volume transactions since you don't have to manually enter payment instructions on HSBCnet screens.

### Important information before you get started

Once you've determined the types for your application, your HSBC Client Services representative can:

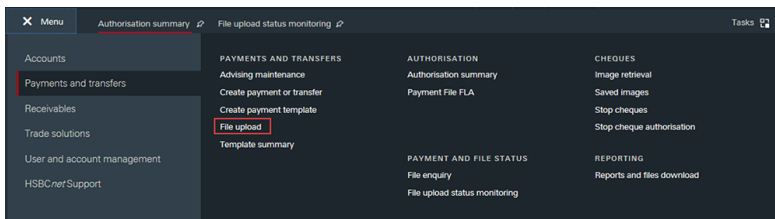
- Provide the appropriate Message implementation guides (MIG) for formatting the files in your ERP software. As part of this process, we recommend performing sufficient file testing before uploading on HSBCnet.
- Identify regional / format specific File Upload reports that may need to be added for your organisation. Where available, these reports provide file validation and processing results after users upload files. Users who have permissions to the reports can access them in the Reports and Files Download service.

### Uploading a payment file

HSBCnet accepts files in a variety of industry formats. This instruction assumes that you have already created a file and now want to transmit it to HSBC. When ready, complete the below steps to submit a file.

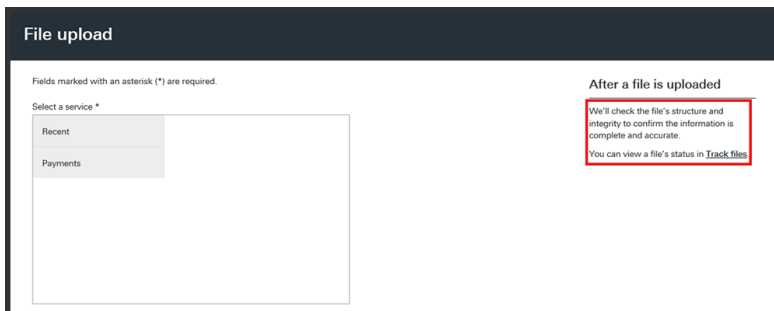
**Note:** have your method of HSBCnet security authentication (mobile device or HSBCnet Security Device) available. You'll need it for authentication when you upload a file.

Begin by selecting the **File upload** service in the **Payments and Transfers** tab of the main menu.

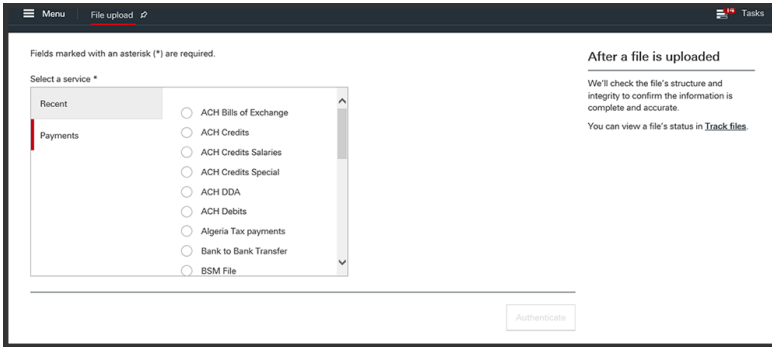


Depending on your region/country, you will see one of two versions of the File upload screen. Each of these have slightly different set of steps when uploading your file. Begin by determining which of the following two images/versions you see on your screen. Then expand the section below the image to follow that File upload user journey.

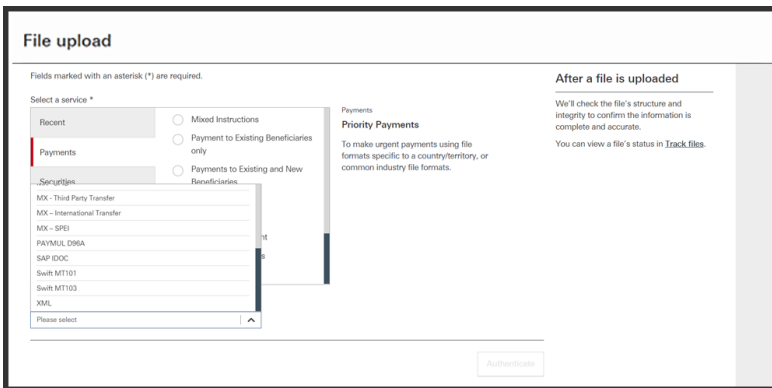
### Version A



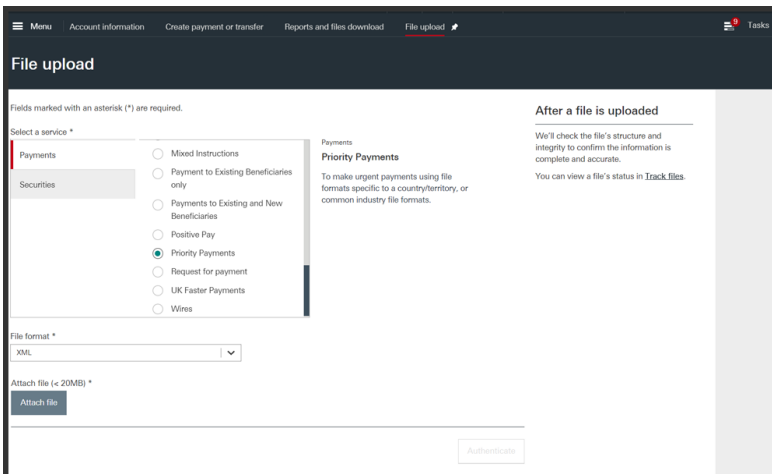
1. On the File upload page, select the **Payments** Tab. Additional options are available depending on the services your company has subscribed to.
2. A list of available payment types appears allowing you to choose one.



3. After selecting a payment type, the page displays a definition of the payment type along with a list of supported file formats.



4. After you choose a file format, a link appears allowing you to attach a file. Select **Attach file** to proceed.



**Note:** If you have accounts in Mainland China as well as other countries/regions, the screen will require you to first select the location of your transaction account.

**File upload**

Fields marked with an asterisk (\*) are required.

Select a service\*

Recently selected

- Payments
- Receivables
- Securities
- Supply Chain
- Trade
- Clientsphere

- Account Payor (Append)
- Account Payor (Override)
- ACH Bills of Exchange
- ACH Credits
- ACH Credits Salaries
- ACH Credits Special
- ACH DDA
- ACH Bills of Exchange
- Bankers Draft
- US Beneficiary Master L

Payments

**ACH Credits**

We accept these file formats: CSV, Fixed length, XML, Zengin

File format\*

CSV Comma Separated Values

Select a transaction account option\*

**i** We'll only process payments from the location you've selected here.

Mainland China

All other locations

I understand that my instructions may not be processed if I don't choose the right option.

5. Navigate to the folder and file on your computer where your desired file is located and attach it. The filename appears beside the **Attach file** button suggesting the file has been attached successfully. Next choose the Authorisation type from one of four options:

- **File Level Authorisation (Detailed)**
- **File Level Authorisation (Summary)**
- **Instruction Level Authorisation (ILA)**
- **Pre-authorisation**

**Important:** It is recommended that you make this selection carefully. If you do not want the authoriser to view details of the file (for example, payroll details of employees) then you should select the summary view instead of the detailed view.

6. Choose **Upload file** when finished to submit the file for processing. You are required to authenticate the transaction using your Security Device. Follow the on-screen instructions to complete this step. See note about file transaction signing.

**Note about File transaction signing:** During file upload, the system will prompt the you to authenticate the file by providing a response code generated by your own Security Device or Mobile Device, an activity known as digital signing. File signing enhances the overall security of the file upload process to ensure HSBC accurately receives the exact file submitted by you without any interception or alternation.

## File upload

Fields marked with an asterisk (\*) are required.

Select a service \*

Payments

Securities

Payment to Existing Beneficiaries only  
 Payments to Existing and New Beneficiaries  
 Positive Pay  
 Priority Payments  
 Saudi ACH credits  
 Swiss Payments  
 UK Faster Payments  
 Wires

Payments

**Priority Payments**

To make urgent payments using file formats specific to a country/territory, or common industry file formats.

File format \*

XML

Attach file (< 20MB) \*

Attach file FLU Overview.docx

Choose authorisation level \*

File Level Authorisation (Detailed)  
 Your whole file needs to be authorised by approved HSBCnet users. They'll see a detailed view of the file.

File Level Authorisation (Summary)  
 Your whole file needs to be authorised by approved HSBCnet users. They'll see a summary view of the file.

Instruction Level Authorisation (ILA)  
 Each instruction in your file needs to be authorised by approved HSBCnet users in line with the signature matrix set up for the debit account.

Pre-authorisation  
 Your file won't need to be authorised by approved HSBCnet users.

**Authenticate**

7. A message confirms that your Authentication (transaction signing was successful). Select **Upload file** to submit the file for processing.

HSBC

File upload

Authentication successful

The file is now ready to be uploaded.

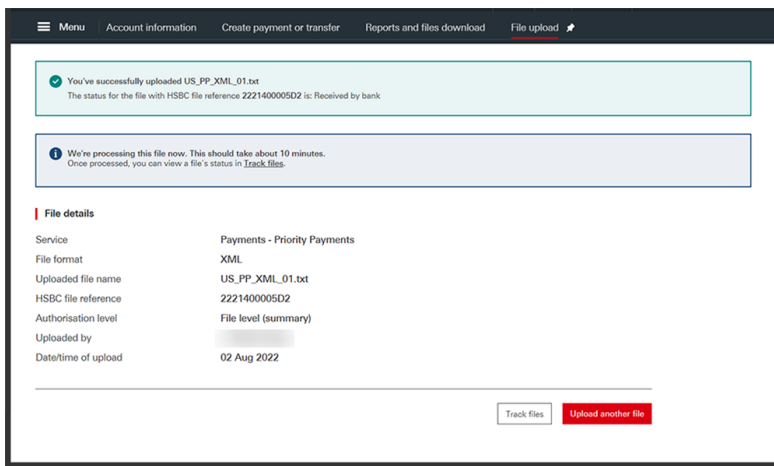
Cancel upload Upload file

After a file is uploaded

We'll check the file's structure and integrity to confirm the information is complete and accurate.

You can view a file's status in [Track files](#).

8. An acknowledgement confirms your submission. If your company follows dual transaction control, another user with authorisation permission must authorise the file before it is processed by the Bank.



## After the file is uploaded

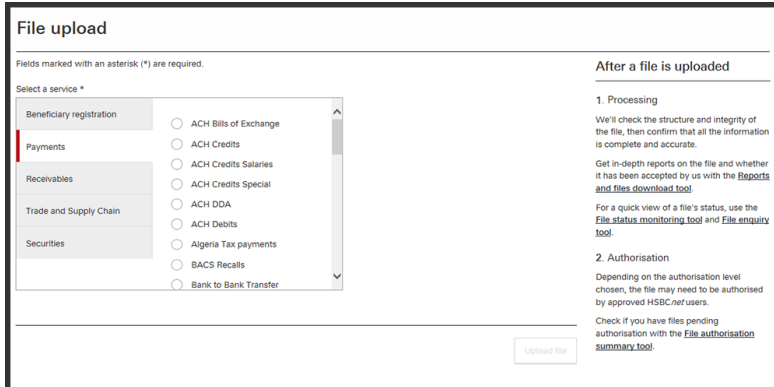
After a file is uploaded the next steps are:

**Processing** - We'll check the structure and integrity of the file, then confirm whether all the information is complete and accurate. Get in-depth reports on the file and whether it has been accepted by us with the Reports and files download service (see section on **Reports and files download** for detailed information about reports generated after files are uploaded).

**Authorising an uploaded file** – Depending on the authorisation level chosen by your organisation, the file may need to be authorised by users with suitable permissions. If you are an authoriser, select the **File Authorisation** link in the Payments and Transfers tab of the main menu. For detailed information, refer to the guide on **Authorising a payment file using File Authorisation**.

**Tracking the status of an uploaded file** – At any time, view the status of an uploaded file by selecting **Track Files** link in the Payments and transfers tab of the main menu. For detailed information, refer to the guide **Tracking the status of a payment file using Track files**.

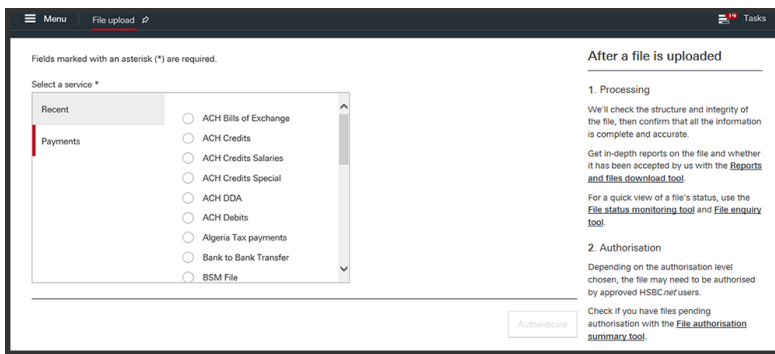
## Version B



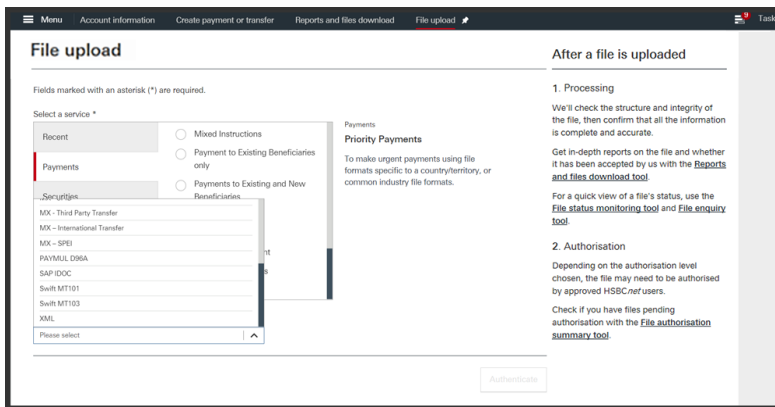
Uploading a file - Version B (expand this section to view details)



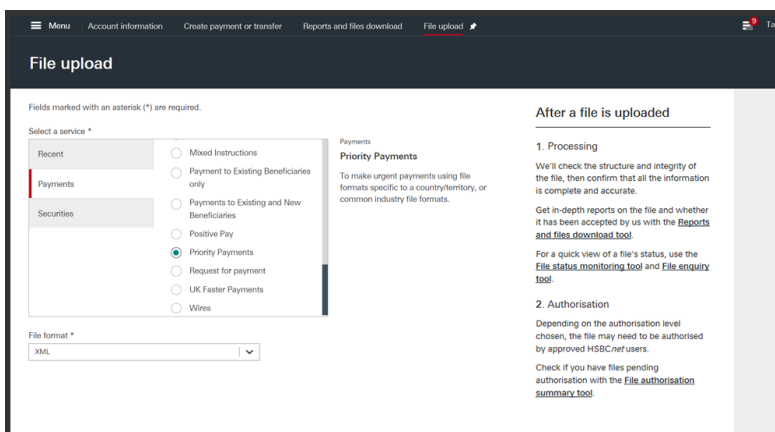
1. On the File Upload page, select the **Payments** Tab. Additional options are available depending on the services your company has subscribed to.
2. A list of available payment types appears allowing you to choose one.



3. After selecting a payment type, the page displays a definition of the payment type along with a list of supported file formats.



4. Choose a file format, a link appears allowing you to attach a file. Select **Attach file** to proceed.



5. Navigate to the folder and file on your computer where your desired file is located and attach it. The filename appears beside the **Attach file** button suggesting the file has been attached successfully. Next choose the Authorisation type from one of four options:

- **File Level Authorisation (Detailed)**
- **File Level Authorisation (Summary)**
- **Instruction Level Authorisation (ILA)**
- **Pre-authorisation**

**Important:** It is recommended that you make this selection carefully. If you do not want the authoriser to view details of the file (for example, payroll details of employees) then you should select the summary view instead of the detailed view.

6. Choose **Upload file** when finished to submit the file for processing. You are required to authenticate the transaction using your Security Device. Follow the on-screen instructions to complete this step. See note about file transaction signing.

**Note about File transaction signing:** During file upload, the system will prompt the you to authenticate the file by providing a response code generated by your own Security Device or Mobile Device, an activity known as digital signing. File signing enhances the overall security of the file upload process to ensure HSBC accurately receives the exact file submitted by you without any interception or alternation.

Fields marked with an asterisk (\*) are required.

Select a service \*

Payments

- Payment to Existing Beneficiaries only
- Payments to Existing and New Beneficiaries
- Positive Pay
- Priority Payments
- Saudi ACH credits
- Swiss Payments
- UK Faster Payments
- Wires

Securities

Payments

**Priority Payments**

To make urgent payments using file formats specific to a country/territory, or common industry file formats.

File format \*

XML

Attach file (< 20MB) \*

Attach file FLU Overview.docx

Choose authorisation level \*

- File Level Authorisation (Detailed)  
Your whole file needs to be authorised by approved HSBCnet users. They'll see a detailed view of the file.
- File Level Authorisation (Summary)  
Your whole file needs to be authorised by approved HSBCnet users. They'll see a summary view of the file.
- Instruction Level Authorisation (ILA)  
Each instruction in your file needs to be authorised by approved HSBCnet users in line with the signature matrix set up for the debit account.
- Pre-authorisation  
Your file won't need to be authorised by approved HSBCnet users.

Authenticate

7. A message confirms that your Authentication (transaction signing was successful). Select **Upload file** to submit the file for processing.

Authentication successful

The file is now ready to be uploaded.

Cancel upload Upload file

After a file is uploaded

We'll check the file's structure and integrity to confirm the information is complete and accurate.

You can view a file's status in Track files.

8. An acknowledgement confirms your submission. If your company follows dual transaction control, another user with authorisation permission must authorise the file before it is processed by the Bank.

**HSBCnet**

File Import Close

**File Import received by the Bank.**

File Name	CA_XMLV3_PP_3INSTR_03.xml
Instruction Reference	PWHB9KBL2F0K
Uploaded By	
Uploaded At	02/08/2022 23:17:35

Please check on the progress of this file through the 'Customer Activity Log' tool.

Please print this page and retain for your records.

HSBC Group cannot guarantee that the data you have imported can be processed in a timely fashion. It is your responsibility to track the processing of the data through the 'Customer Activity Log' tool and re-submit the file if processing errors occur.

## After a file is uploaded

After a file is uploaded the next steps are:

**Processing** - We'll check the structure and integrity of the file, then confirm whether all the information is complete and accurate. Get in-depth reports on the file and whether it has been accepted by us with the Reports and files download service (see section on **Reports and files download** for detailed information about reports generated after files are uploaded).

**Authorising an uploaded file** – Depending on the authorisation level chosen by your organisation, the file may need to be authorised by users with suitable permissions. If you are an authoriser, select **Payment File FLA** (also known as **File Authorisation summary** tool) link in the Payments and Transfers tab of the main menu. For step-by-step instructions, refer to the guide **Authorising a payment file using Payment File FLA service**.

**Tracking the status of an uploaded file** – At any time, view the status of the uploaded file by selecting **File Status Monitoring** link in the Payments and transfers tab of the main menu. For detailed information, refer to the guide **Tracking a payment file using File status monitoring feature**.

---

## Disclaimer

### Disclaimer

This user guide is prepared by HSBC Bank plc ("HSBC") for issuance by it or another member of the HSBC Group, which comprises HSBC Holdings plc and its subsidiaries ("HSBC Group"). The user guide is prepared for use by the relevant issuing HSBC Group member to provide the recipient with guidance in relation to the use of the HSBC Group's products and services referred to in it. It is not intended to constitute an offer of finance or other services, nor does it constitute accounting, investment, legal or tax advice, nor advice in relation to the suitability of the HSBC Group's products or services for the recipient's intended business purposes or activities. The recipient should not rely upon the contents of the user guide and must obtain its own advice in this regard. This user guide should be read in its entirety together with all other relevant terms, guidance and information made available to the recipient in connection with the products and services to which it relates. The HSBC Group does not warrant that the user guide nor any information contained in it is complete or accurate, including any material sourced from a third party and reproduced in the user guide. Any information or opinions are provided as at the date of the user guide and are subject to change without notice at any time. This user guide is intended solely for use by the recipient to whom it is made available by the relevant issuing HSBC Group member. It should not be photocopied, reproduced, distributed or disclosed in whole or in part to any other organisation or person without the prior written consent of HSBC or other relevant issuing HSBC Group member, each of which excludes any liability in connection with the user guide to the maximum extent permitted by law.

### Disclosures

HSBC Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. It is listed with the registration number 114216. HSBC Bank plc is a company incorporated under the laws of England and Wales with company registration number 14259 and its registered office at 8 Canada Square, London E14 5HQ. HSBC Bank plc's registered VAT Number is GB 365684514.

HSBC Continental Europe (HBCE) is a public limited company (a société anonyme) with registered office at 38 avenue Kleber 75116 Paris, registered with the Paris Trade and Companies Register under number 775 670 284. HBCE is authorised as credit institution and investment services provider by the Autorité de Contrôle Prudentiel et de Résolution (ACPR), regulated by the Autorité des Marchés Financiers and the ACPR, supervised by the European Central Bank as part of the Single Supervisory Mechanism.

Copyright: HSBC Bank plc 2023. ALL RIGHTS RESERVED.