Bulk Upload Process- UK Beneficiaries only Engager Accounts Payable **Approval Pool** Cont. From What Payment Method do I use? Use this process to pay 5 or more participant beneficiaries with **UK Bank Details** Complete the spreadsheet- Bulk Upload Spreadsheet with <u>Guidance</u> Email the Accounts Payable Review spreadsheet to and Upload into T1. Accounts Payable T1 automated email Accounts Payable Review advising task to and Upload into T1. approve in T1 Email the person who Email received submitted the advising submitted Review items submitted spreadsheet to advise for approval to budget or Project in T1 uploaded and submitted for approval in T1 T1 notification of Email received Reject Approve rejection advising of rejection and what the next steps are. Processed in next Documents availalable posted to ledger. payment run

FAQ's

Q1. Who do I contact if I have a query?

A1. If you need to contact the team regarding this process, please log a Support call here and a member of the team will be in touch with you

Q2. Can I pay a beneficiary with international bank details using the bulk upload process?

A2. No you cannot pay international beneficiairies using a bulk upload process.