

Suppliers' User Guide to the e Payables System

Index

Particular	Page
Introduction	2
Things to note and Key contacts for Access request	2
General Technical Considerations	3
Remittance Advice Retrieval	4-15
Document Retrieval	16-30
Unpriced Receipts Retrieval	30-31
Adjustment Details Retrieval	31-34
Payment History Retrieval	34-35
Purchase Order (Manual PO) Retrieval	35-38
Price History Retrieval	38-39
Packing slips details Retrieval	39-41
Payment Forecast Retrieval	42-43

**Recent enhancements are highlighted in blue. Refer to respective pages for further details.



Introduction

ePAYABLES (ePay) was implemented in the year 2000, which displays payment, invoicing and part pricing information to suppliers in North America and Europe. The system is split by the Accounting systems used: "North America" and "Europe", dependent upon the location of where the parts, material, services are being delivered to.

Suppliers are granted access to either ePayables "North America" or "Europe" or both, for suppliers who deliver in both North America and Europe.

The ePayables system was upgraded in 2006 to take account of new technology advances.

The key enhancement is the retrieval of SBI - Self Billing Invoices (SBTI – Self Billing Tax Invoices in South Africa or RCTI – Recipient Created tax Invoices in Australia) i.e. invoices generated by Ford on behalf of suppliers, RCAN- Recipient created Adjusted Note, Retro Active Price Adjustment Note etc.

Enhanced to support the necessary tax details to facilitate India Suppliers, with following tax details TDS/WHT value, WCT value

Things to note

While downloading the SBTI or RCTI, the suppliers should ensure the following:

- The 1st download is the original document suppliers are advised to save this 1st download for their documentation purposes
- The 2nd download will come with a "Duplicate" watermark
- The suppliers should ensure pop up blocker is disabled to ensure the 1st download

Key contacts

FSA – FSAPAY@ford.com

- FOA ACCPAY@ford.com
- FNZ FBSCFNZ@ford.com
- FIPL- inddisb@ford.com
- FMPL- inddisb@ford.com

FCIPL – fciplacc@ford.com

Ford GETRAG-VGARG4@ford.com



General Technical Considerations

- The ePayables system has been developed to be used by IE 11.0 (Internet Explorer Version 11.0), certain features of the application may not work using other Web Browsers such as Netscape, Firefox, Mozilla, Safari, etc.
- Where possible, use the ePayables "BACK" button where provided, to "go back" to a previously displayed screen/page. Please, try to avoid using the "web browser" back button as this option is not always guaranteed to work.

Select Europe, Asia Pacific as Accounting System

SP Home		.C. 1982		
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Remittance Advice Retrieval

This screen allows the User to search all Remittance Advices within the Accounting Database by specific search criteria

Search criteria's are GSDB Code, Invoice No, Purchase order & Payment reference through which we could filter the Payment reference based on FNC

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To view data for a particular FNC, then the appropriate FNC should be selected in the FNC list as shown in the screen shot below



Suppliers' User Guide to the ePayables System

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 Web based remittance advice is only retained for three months. Use payment/document details for viewing older remittances.

 About ePay
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Payment reference link in remittance advice tab:-

In the remittance advice screen, hyperlink is available for Issue date and payment reference #,



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Flow chart of how the hyperlink works in ePayables





Click on issue date, it will navigate to Payment information screen, wherein the information about the payment is available. The details can also be downloaded in CSV, PDF and in excel format.

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Click on Payment reference # in remittance details tab, it will navigate to Remittance information screen, wherein the information about the remittance (Such as Doc number, Doc date, Ford ref number and Doc amount) can be viewed.

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A hyperlink is available for Doc number, which will navigate us to Document inquiry screen. With the help of this hyperlink one can swap between remittance advice tab and Document inquiry tab

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• **Payment** – hyperlink available for payment, to know about the payment information against the remittance.

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• **SBI** – Hyperlink is enabled to production self-billing documents, which provides details of self-billing invoices with ASN #.

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Self Billing Invoices - Europe And APA

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194961	25-OCT-2016	04-NOV-2016	50	3M51 R22801 BC	PCE	50.0000	2.56980	128.49	0.00	0.00
195084	31-OCT-2016	03-NOV-2016	1Y	8A6A A22800 AF	PCE	1,400.0000	1.23688	1,731.63	0.00	0.00
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Retrieving Remittances through Specific criteria- Invoices can also be retrieved based on specific inputs like Invoice No, PO No, and Payment Reference No.

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Retrieval of Remittances based on PO Number (Manual PO's)

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Downloading Remittances in Excel version

Select the Remittance which needs as below





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The zip file above contains all the remittance note data you have selected for download. If you do not have software to extract these files please go to www.wirzip.com or www.please.com where you can download free trait versions that are not time limited. Each remittance note is stored in a comma separated value (cs) format. This can be easily imported into a spreadsheet or database. Please note all file names are in a long name format. If you are using an operating system that does not support long names change the file name when prompted to download.	
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Document Inquiries

This screen allows the User to search and download (Excel & PDF versions) Invoices/Credits/Debits/SBI's within the Accounting Database by specific search criteria

Search criteria's are Document number, GSDB Code through which we could filter the documents based on FNC, Invoices, Credits, Amount Range, and Date Range & Payment status

Search based on Invoice number

Invoice number could be Supplier invoice number or Ford generated Invoice number

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Document Number:	A-N5UDA005 Here we need to input the Invoice number
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Below we could find the Receipt details of the Invoice

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ocument Number	: A-N5UDA009	Gross	Amount:	370.356.20	cv Code: AUD						
Advice Note#	Shipped Date	Receipt Date	Plant	Part Number	UOM	Quantity	Unit Price	Net Amount	VAT %	VAT Amount	
910750	12-MAY-2014	12-MAY-2014	Z6	BA 2457 A	PCE	110.0000	4.49000	493.90	10.00	49.39	
910947	16-JUN-2014	16-JUN-2014	Z6	BA 2457 C	PCE	100.0000	3.98000	398.00	10.00	39.80	
910884	02-JUN-2014	02-JUN-2014	Z6	BA 2457 C	PCE	100.0000	3.98000	398.00	10.00	39.80	
910751	12-MAY-2014	12-MAY-2014	Z6	BA 2457 C	PCE	84.0000	3.98000	334.32	10.00	33.43	
910661	30-APR-2014	30-APR-2014	Z6	BA 2457 C	PCE	16.0000	3.98000	63.68	10.00	6.37	
910691	02-MAY-2014	02-MAY-2014	Z6	BA 7519 A	PCE	16.0000	41.68000	666.88	10.00	66.69	
910755	12-MAY-2014	12-MAY-2014	Z6	BA 16738 A	PCE	100.0000	11.53000	1,153.00	10.00	115.30	
910982	23-JUN-2014	23-JUN-2014	Z6	BA 7A543 A	PCE	28.0000	68.18000	1,909.04	10.00	190.90	
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Multiple invoice number/SBI number option in Document inquiries tab:-

In document inquiries tab, there is an option to update up to 5 invoice/SBI numbers and details regarding multiple invoice numbers are available at a time.

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Also hyperlink is available for Status, Payment and SBI.



Also click on the link given for SBI and Ford debit/credit memos to download the copies





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Searching and filtering documents based on GSDB Code

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Filter documents using the below options to know the status of the invoices

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Document Number: Y-AQU8A229	Gross Amou	nt: 245,441.05		Cu	rrency Code: USD			
Advice Note# Shippe	ed Date Receipt Date Plan	Part Number	UOM Qua	ntity Unit Price	Net Amount	VAT %	VAT Amount	
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Hyperlink is available to download Ford Generated Invoices / Adjustment

notes:-

Option available to retrieve download below copies up to 60 days using the hyperlink available in document number for below cases:

- Debit memo and credit memo for APA region
- SBI, Debit memo and Credit memo for Europe region

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Suppliers' User Guide to the ePayables System





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	Vorausichtliches Falligkeits/Est. Psy Date: 09/03/17	Seite/Page:	1 Rechnungs-Nr/Tinvoice No: S-R4ZQA036	
	Zahlungs-Art/Pay Method: EFT-ELECTRONIC FUND	Art der Lieferung/Type of Supply: SAL	E Rechnungs-Datum/Invoice Date: 28/02/17	
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Т			VAT identifiations-Nommer	
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Unpriced Receipts Retrieval

This screen allows the User to search for Unpriced Receipts within the Accounting Database

Search criteria is the GSDB code and we could filter the details based on FNC

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FMC Home => Home => Europe and APA		Switch To: North America
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GSDB Code:	N5UDB	
We are having the option filter the price history based on FNC	Reset Search]
About ePay Revised: 02-Dec-2014 v6.1	Feedback	© 2006-2014 Ford Motor Company HelpDesk



Below you could view the details of the unpriced receipts

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	Remittance Do Advices In	cument Unpri quiries Rece	ced ipts	Adjustment Details	Payment <u>History</u>	Purchase Price Orders History	Packing Slips	Eore Payn	cast nents	Help	
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ASN Number 72914	MOTOR COMPANY OF . Shipment Date 29-JUL-2014	Receipt Date 29-JUL-2014	Plant UQ	Cust Ref	PO Number	Part Number ER2B F00034DE6TSH	UOM PCE	FNC FOA 🕖	Buyer FA25	Error RG10	Quantity 1.0000
ASN Number 72914	MOTOR COMPANY OF , Shipment Date 29-JUL-2014	Receipt Date 29-JUL-2014	UQ	Cust Ref	PO Number	Part Number ER2B F00034DE6TSH	UOM PCE	FOA 🗘	Buyer FA25	Error RG10	Quantity 1.0000 Page 1 of 1
FNC: FOA - FORD ASN Number 72914	MOTOR COMPANY OF , Shipment Date 29-JUL-2014	Receipt Date 29-JUL-2014	Plant UQ	Cust Ref	PO Number Back	Part Number ER2B F00034DE6TSH	UOM PCE	FOA 🧿	Buyer FA25	Error RG10	Quantity 1.0000 Page 1 of 1

Adjustment Details Retrieval

This screen allows the User to search for adjustments made within the accounting database by specific search criteria

Search criteria's are GSDB code, FNC, Document type, amount date and status through which we could filter the adjustments

Also there is search available by Payment ref number and Document number

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About ePay Revised: 31-Dec-2016 v7.		Feedback	© 2006-2016 Ford Motor Company HelpDesk

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Hyperlink is available to download Ford Generated Invoices / Adjustment notes:-

Able to retrieve and download using the hyperlink available in document number for Debit memo and credit memo









Payment History Retrieval

This screen allows the User to search for Payments within the Accounting database by specific search criteria

Search criteria's are **Payment Reference Number**, GSDB Code through which we could filter the payment history based on FNC, Amount Range, and Date Range

Search based on Payment reference



Below you could find the details for the Remittance

<u>FMC Home</u> => <u>Home</u> => Europe and APA			Switch To: North America
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Remittance Advices Ingr	iment Unpriced Adjustment Payment Receipts Details History	Purchase Price Packing Orders History Slips	Forecast Payments
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GSDB Code: N5UDC	Company Name: FUTURIS AUTOMOTIVE I	INTERIORS (AUSTR	
Payment Reference Number: 190047	FNC: FORD MOTOR COMPANY OF AUSTR	ALIA Pay	yment Method: European EFT
Payment Issue Date: 15-JAN-2015	Gross Amount: 572,000.05	Cu	rency code: AUD
Doc Number	Doc Date Ford Re	et Number	Uoc Amount
	09-JAN-2015 SD0915		370,356.20
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Search based on GSDB Code



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	Remittance Document Unpriced Add Address Inquiries Receipts D	ustment Payment Pun Details History Or	chase Price ders History	Packing Eorecast Slips Payments	Help
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19120114	27-JUL-2015	269,691.72	CNY	ED1FB 0	FOA 🕖
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AboutePay Revised 19-	March-2016 v6.9	Feedback		© 2006-2016	Ford Motor Company HelpDesk

Purchase Order (Manual PO) Retrieval

This screen allows the User to search for Purchase orders within the Accounting database by specific search criteria

Search criteria's are PO Number & GSDB Code through which we could filter the PO's based on FNC

Search based on PO Number & GSDB Code



Note: This option is available only for Europe region

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FMC Home => Home => Europe and APA	Switch To: North America
Remittance Document Unpriced Adjustment Advices Inquiries Receipts Details	Download User Manual Payment Price Packing Forecast Help History Orders History Slips Payments
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In this option we could filter PO's based on FNC	All Codes
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	Reset Search Here we need to input the Manual PO Number
About ePay Revised: 24-Jan-2015 v6.2	Feedback © 2006-2015 Ford Motor Company HelpDesk

In the below screen we could see the Manual PO Details and details of the invoices processed against it

	e => Europe and AP	A						Switch To	North America
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		Pur	chase Orde	er Inquiry - E	Europe And	APA		Here PO de	tails are displayed
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PO Amendment: PO Amount: 50,00 Requisitioner Nam	None 00.00 ne:			PO Status: Releas PO Amount Paid: Buyer Name:	5,000.00		PO Balance:	de: AUD 45,000.00	
PO Amendment: PO Amount: 50,00 Requisitioner Nam Doc Number	None 00.00 ne: Doc Date	Ford Ref Number	Doc Amount	PO Status: Releas PO Amount Paid: Buyer Name: Currency Code	ed 5,000.00 GSDB Code	FNC	Currency Co PO Balance: Status	de: AUD 45,000.00 Status Date	Payment
PO Amendment: PO Amount: 50,00 Requisitioner Nan Doc Number EPAYINV01	None 00.00 ne: 01-DEC-2014	Ford Ref Number UT5012001	Doc Amount 5,000.00	PO Status: Releas PO Amount Paid: Buyer Name: Currency Code AUD	ed 5,000.00 GSDB Code N5UDC	FNC FOA 🕖	Currency Co PO Balance: Status	de: AUD 45,000.00 Status Date 12-JAN-2015	Payment
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GPIRS Orders in Purchase order tab:-

In Purchase order tab, there is an option to search using GPIRS purchase orders

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About ePay Revised: 31-Dec-2016 v7.1		Feedback	© 2006-2016 Ford Motor C	Company HelpDesk
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FNC: Britain Document Number: B-ACL	JWA786	Ford VA Currence	T: DE81415128 VCode: EUR	8				GPIRS Num	ber: 3150775	
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About ePay R	evised: 31-Dec-2016 v7.1			Feedback				© 2006-2016 Ford N	lotor Company	HelpDesk



Price History Retrieval

This screens allows the User to view Price History for a specific part number

Search criteria's are GSDB code, Plant code, Part Number through which we could filter the Price history based on PO Type & Effective Date

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		All Codes
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In the below screen we could view the Price history details



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Note: FCSD price revision details cannot be retrieved through E payables for Australia and New Zealand suppliers.

Packing slips details Retrieval

This screen allows the User to view a Packing Slip/ Advanced Shipping Notice (ASN) number and its status

Search criteria's are Packing slip / ASN Number through which we could filter Packing slip details based on payment status

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Below you could find the Packing slip details



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Multiple ASN in Packing slip screen:-

In Packing slip tab, we have an option to update more than one ASN numbers in search criteria and details regarding the ASN numbers will be available in packing slip/Advanced Ship notice selection.

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Click on the hyperlink in ASN number, to view the document against those ASN and there is hyperlink available for status of ASN, Payment and SBI.

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Payment Forecast Retrieval

This screen allows the User to search the Accounting database for all payments that are scheduled within a selected period of time

Search criteria is GSDB Code through which we could filter the payment forecast based on FNC & Forecast Date

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<u>FMC Home</u> => <u>Home</u> => Europe and APA				Switch To: North America
Remittance Do Advices In	cument Unpriced Adjustment quiries Receipts Details	Payment Purchase Price History Orders History	Download User Manual Packing Eorecast Slips Payments	Help
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Here we could filter Payment Forecast based on Effective date	FNC: Forecast Date:	ALL - All FNCs 31-Dec-2014		
About ePay Revised: 02-Dec-2014	v6.1	Feedback	Here we could filter for based on FNC	rrecast
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In the below screen we could see the Forecast details

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	Remittance Doc Advices Inc	cument Unpriced quiries Receipts	Adjustment Payment Details History	Purchase Price Orders History	Packing Ed Slips Pa	vments Help		
			Forecast Payment -	Europe and APA				
Gross Total: 5,698,	826.08		Currency Code: AUD	Foreca	st Date: 31-DEC-2014			
Doc Number	Ford Ref. #	Due Date	Payment Method	Doc Amount	Currency Code	GSDB Code	FNC	
A-N5UDA008	SB14D40W	19-Dec-2014	European EFT	370,424.18	AUD	N5UDC 🧭	FOA 🥖	
A-N5UDB024	SB14D40W	19-Dec-2014	European EFT	5,233,959.92	AUD	N5UDC 🧭	FOA 🥖	
A-N5UDB025	SB14D40W	19-Dec-2014	European EFT	-11,561.00	AUD	N5UDC 🕖	FOA 🕖	
A-N5UDD012	SB14D40W	19-Dec-2014	European EFT	106,003.04	AUD	N5UDC 🕖	FOA 🕖	
A-N5UDD013	SB14D40W	19-Dec-2014	European EFT	-0.06	AUD	N5UDC 🕖	FOA 🕖	
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About ePay	Revised: 02-Dec-2014	v6.1	Feedbac	<	© 2006-2014 F	Ford Motor Company	HelpDesk	



"From and to date" option in Forecast payments tab:-

In the forecast tab we have an option to give "from and to date" in search criteria.

"From date" will be default as "Today's date" and "to date" will be 60 days from "from date".

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Forecast End Date:	03-Mar-2017	
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About ePay Revised: 31-Dec-2016 v7.1	Feedback	© 2006-2016 Ford Motor Company HelpDesk

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Gross Total: 410.3/	15.11		Forecast Payment - Eul	ope and APA Forecast Date: (3. IAN-2017		
Doc Number	Ford Ref. #	Due Date	Payment Method	Doc Amount	Currency Code	GSDB Code	ENC
B.448\$4592	SB24N60W	09-Jan-2017	EFT - Electronic Fund Transfer	4.220.69	GBP	AA8SA 🧭	FOB 🕖
0-74004032	SB30N60W	09-Jan-2017	EFT - Electronic Fund Transfer	216.61	GBP	AA8SA 🕖	FOB 🕖
B-AA8SA593		13-Jan-2017	EFT - Electronic Fund Transfer	7.437.75	GBP	AA8SA 🕖	FOB 🕖
B-AA8SA593 B-AA8SA594	SB30N60W		EET - Electronic Fund Transfer	753.17	GBP	AA8SA 🕖	FOB 🕖
B-AA8SA593 B-AA8SA594 B-AA8SA595	SB30N60W SB05D60W	13-Jan-2017			CPD	AA8SA 🕖	FOB 🕖
B-AA8SA593 B-AA8SA593 B-AA8SA594 B-AA8SA595 B-AA8SA596	SB30N60W SB05D60W SB05D60W	13-Jan-2017 19-Jan-2017	EFT - Electronic Fund Transfer	5,287.44	GDF		FOB 🕖
B-AA8SA593 B-AA8SA593 B-AA8SA594 B-AA8SA595 B-AA8SA596 B-AA8SA597	SB30N60W SB05D60W SB05D60W SB09D60W	13-Jan-2017 19-Jan-2017 19-Jan-2017	EFT - Electronic Fund Transfer EFT - Electronic Fund Transfer	5,287.44 4,227.55	GBP	AA8SA 💋	
B-AA8SA593 B-AA8SA594 B-AA8SA595 B-AA8SA596 B-AA8SA597 B-AA8SA598	SB30N60W SB05D60W SB05D60W SB09D60W SB09D60W	13-Jan-2017 19-Jan-2017 19-Jan-2017 25-Jan-2017	EFT - Electronic Fund Transfer EFT - Electronic Fund Transfer EFT - Electronic Fund Transfer EFT - Electronic Fund Transfer	5,287.44 4,227.55 15,811.26	GBP GBP GBP	AA8SA 🕐	FOB 💋
B-AA8SA593 B-AA8SA594 B-AA8SA595 B-AA8SA596 B-AA8SA596 B-AA8SA597 B-AA8SA598 B-AA8SA599	SB30N60W SB05D60W SB05D60W SB09D60W SB09D60W SB16D60W	13-Jan-2017 19-Jan-2017 19-Jan-2017 25-Jan-2017 01-Feb-2017	EFT - Electronic Fund Transfer EFT - Electronic Fund Transfer EFT - Electronic Fund Transfer EFT - Electronic Fund Transfer	5,287.44 4,227.55 15,811.26 13,955.32	GBP GBP GBP GBP	AA8SA 🕖 AA8SA 🧭 AA8SA 🗸	FOB 💋

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