

Bulk Payments

Here you can upload bulk payment files on Metro Bank format and CSV. Once uploaded files take a minimum of 3 minutes to appear under the My Uploaded Files tab and once arrived click on the process button to select the debit account, payment type and value date.

Payment Successfully Processed

Please see below for status of payments.

From 10843488	To TestBulk2.txt
Payment Type FASTER_PAYMENTS	
Payment Date 20 Oct 2016	

 Bulk payments file processed successfully.

[Create New Payment](#)

2. Important Guidance for Importing Payment Files

Commercial Online Banking and Business Online Plus supports two import formats:

CSV text file – seven fields of payment data with each field separated by a comma.

Metro Bank text file – six fields of payment data with each field tab separated.

The following explains how to structure an import record for the supported payment types, as well as some pointers to help you get the most out of import.

Can I import more than one record in a single file?

Multiple records can be imported in a single import file, but users can only select one payment type for each payment run.

The following payment types can be made:

- Faster Payments
- BACS
- CHAPs

CSV File Format

Each payment record within the file needs to be CSV delimited. Each text file must contain:

Column 1	Sort Code	always 6 digits with leading zero required where appropriate
Column 2	Beneficiary name	*Maximum of 18 characters
Column 3	Account number	always 8 digits with leading zero required where appropriate
Column 4	Amount	Maximum of 10 digits with 2 decimal places e.g. 194.01
Column 5	Reference	*Maximum of 18 characters
Column 6	BACS Code	99 (code for payment)

Metro Bank File Format

SORT CODE	BENEFICIARY NAME	BENEFICIARY ACCOUNT	REFERENCE	AMOUNT
201053	ABC Limited	12345678	INVOICE 123	10.21

Each payment file can contain up to 1000 payment records.

*Your file production process should remove all non-SWIFT characters and replace with a blank

NON-SWIFT Characters

@	_	&	%	=	*	#
\$	£	!	^	~	, ' ,	?

Some additional points to be aware of:

1. Avoid duplicate payments within each file to avoid duplicate payment being held.
2. Ensure the file name is unique for each file produced.
3. Ensure the contents of each file are unique – you cannot load the exact same file twice.
4. When the file is produced there should be a carriage return line feed at the end of the last payment and no blank characters after the last character (use CTRL A to check).

Sample CSV File opened in notepad

```
201053,ABC Ltd,12345678,0.01,TEST PAYMENT 1
201053,ABC Ltd,12345678,0.01,TEST PAYMENT 2
```

Sample Metro Bank File opened in notepad

```
SORT CODE    BENEFICIARY NAME    BENEFICIARY ACCOUNT    REFERENCE    AMOUNT
201053  ABC Ltd 12345678    INVOICE 123    10.21
```