

Batch Payment Template Format Guide

IMPORTANT! To ensure error-free processing, all mandatory fields must be completed in the correct format. Non-mandatory fields should be left blank.

Note: Commas are not allowed in the CSV file as this will cause it to error.

Column Number	Column Name	Format	Mandatory (Y/N)	Comments
1	AccountId	#####	Y	To find your Account ID: Log in to the Freemarket Portal and check the URL. The last sequence of numbers is your Account ID. Example: https://portal.wearefreemarket.com/Customer/12345 → Account ID = 12345
2	Amount	Decimal (separated by dot)	Y	Example: if amount is "1,000" input "1.000"
3	CurrencyCode	3 characters	Y	e.g. GBP, EUR, CAD
4	Reference	Max 35 characters	N	Additional details such as invoice number, account ID, etc. Accepted characters: [^A-Za-z\d.-/?;(),+']
5	Description	Max 35 characters	N	Accepted characters: [^A-Za-z\d.-/?;(),+']
6	PaymentPurposeCode	Text	Y	Payment purpose / reason for payment
7	BeneficiaryType	Text	Y	Enter "Individual" or "Company"
8	PaymentRoutingAccountHolder-Name	Text	Y	Recipient account holder name
9	PaymentRoutingCountryCode	ISO 3166-1 Alpha-2	Y	e.g. GB
10	PaymentRoutingType	Text	N	Leave blank
11	PaymentRoutingBic	Alphanumeric	Y/N	Required depending on routing type
12	PaymentRoutingNationalBranch-Code	Alphanumeric	Y/N	Sort Code (UK), Transit Number (Canada), BSB (Australia), IFS (India), Branch/Routing Code (South Africa)
13	PaymentRoutingAccountNumber	Alphanumeric	Y	Account Number / IBAN / CLABE / NUBAN
14	IntermediaryRoutingBic	Alphanumeric	N	Optional
15	AlternatePaymentRoutingType	Text	N	Leave blank
16	AlternatePaymentRoutingBic	Alphanumeric	N	Leave blank
17	AlternatePaymentRoutingNational-BranchCode	Alphanumeric	N	Leave blank
18	AlternatePaymentRoutingAccount-Number	Alphanumeric	N	Leave blank
19	AddressCountryCode	ISO 3166-1 Alpha-2	Y	e.g. GB
20	AddressTown	Text	Y	e.g. London
21	AddressDistrict	Text	N	Optional
22	AddressStreet	Text	Y	e.g. 123 Baker Street
23	AddressHouseNumber	Text	N	Optional
24	AddressPostCode	Text	Y/N	Optional where postcode not supported

Column Number	Column Name	Format	Mandatory (Y/N)	Comments
25	UltimateOriginatorName	Text	Y/N	Mandatory where 3rd party withdrawals allowed
26	UltimateOriginatorAddressCountry-Code	Text	Y/N	Mandatory where 3rd party withdrawals allowed
27	UltimateOriginatorAddressTown	Text	Y/N	Mandatory where 3rd party withdrawals allowed
28	UltimateOriginatorAddressDistrict	Text	N	Optional
29	UltimateOriginatorAddressStreet	Text	Y/N	Mandatory where 3rd party withdrawals allowed
30	UltimateOriginatorAddress-HouseNumber	Text	N	Optional
31	UltimateOriginatorAddressPostCode	Text	Y/N	Mandatory for supported countries and 3rd party withdrawals
32	PaymentChargesCode	Text	N	SHA = sender pays Freemarket fee only. OUR = sender covers intermediary bank charges too
33	Website	Text	N	Populate only if beneficiary is a Company
34	Industry	Text	Y/N	Mandatory for 3rd party company beneficiaries
35	IndustryDetails	Text	Y/N	Required if Industry starts with "Other"
36	BoEPurposeCode	Text	Y/N	Mandatory only if CurrencyCode = GBP
37	ReceiverLei	Alphanumeric	Y/N	Mandatory if Industry = Banks or building societies

