

EDGE Quick Guide

2023 V7.3



convera

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This is a condensed guide. For further user assistance, click the tile for [EDGE User Guide](#) to view the full online step-by-step guide in your browser. Or, click **Support** then **Help** to access commonly asked questions. Or, request the full [EDGE User Guide 7.3](#) from your representative.

Chapter 1. SUPPORT

To see Help and FAQs

Select **Support** then **Help**

You can select from the topics on the page or ask a question in the search.

There is an online User Guide attached to the *EDGE User Guide* tile.

To create a Support Case

Select **Support** then **Support Cases**

You can search, update or create cases.

Use **Filter Records** to find a specific case in your list.

Or, hover over the blue hyperlinked Case number to see details.

TIP: If a case is opened by our Support team, you receive a notification by email.

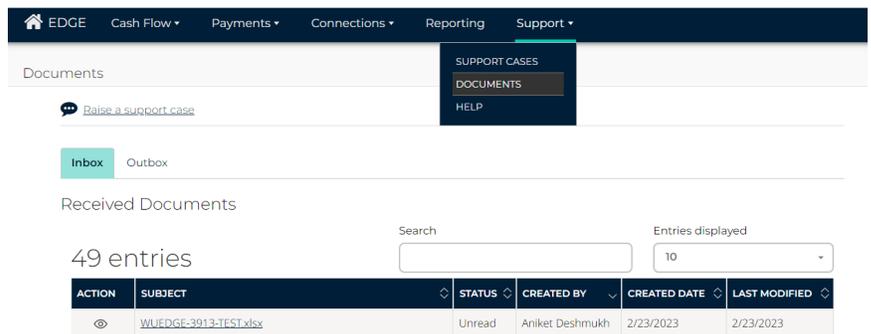
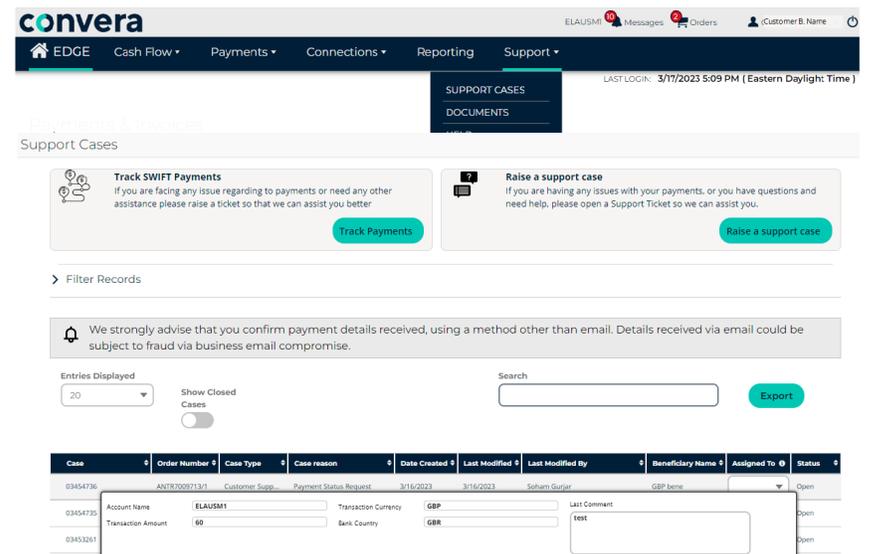
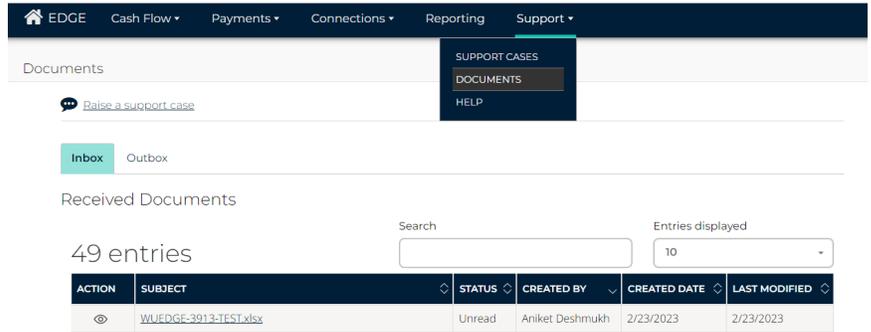
Log on to EDGE and then **Support Cases** to see and reply to the case.

To find Documents

When a document is sent by our Support team, you receive a notification by email. Log on to EDGE and click on **Support**, then **Document**.

Check your **Inbox** to see received documents.

Use your **Outbox** to send a document to our Support team.

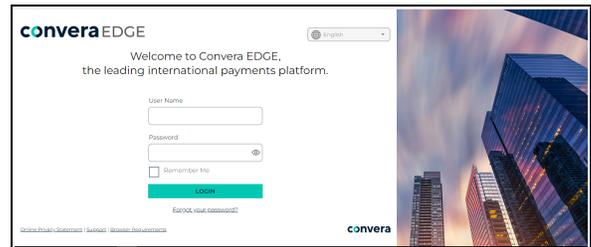


Chapter 2. DISCOVER EDGE

Welcome to Convera EDGE, an award-winning online platform.

To log on, go to www.edge.convera.com and fill the following:

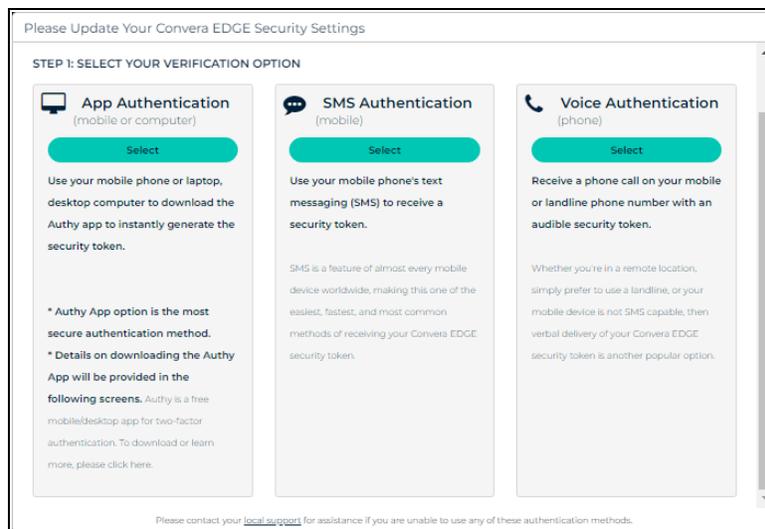
1. Use the drop-down on the top right to select your language.
2. **User name** generally your email address.
3. **Password** chosen at first log in.
4. Enter your **Verification code** 8 digits received by SMS or via Authy app depending on the authentication option chosen.



Upon first log in, select your two-factor authentication delivery method so subsequent security tokens sent to you via:

1. Mobile phone as a text message (SMS), or
2. Via the Authy application on your computer or mobile phone.
3. User name and verification code are sent in separately : user name in a welcome email, and verification code at each log in.

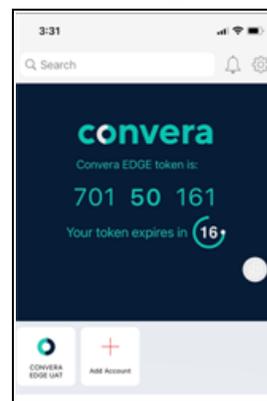
Select Authentication Method



Receive via SMS



Receive via Authy



2.1 Home page

The home page is the center of your activities on EDGE.

1. **Messages:** indicates invoices received or connection requests.
2. **User name:** Click on your user name to modify your profile settings or change your password.
3. **Add invoice:** Shortcut to record and save an invoice.
4. **Send invoice:** Shortcut to submit an invoice to a buyer.
5. **Make a new payment:** shortcut to the 'make a new payment' screen.
6. **Add a new Beneficiary:** shortcut to the 'Beneficiary management' screen.
7. **Quick Quote:** Gives an instant rate for a given currency pair .
8. **Account Summary:** Total amount due or to receive in local currency.
9. **Holding balance:** Quick overview of your Holding balances .

The screenshot shows the Convera EDGE home page. At the top, there is a navigation bar with the Convera logo, a home icon, and menu items: EDGE, Cash Flow, Payments, Connections, Reporting, and Support. On the right side of the navigation bar, there are icons for Messages, Orders, and a user profile icon labeled 'User's Name'. A 'LAST LOGIN: 2/28/2023 8:07 AM (Greenwich Mean Time)' is displayed below the navigation bar.

The main content area is titled 'Payments & Invoices' and features four teal buttons: 'Add invoice' (callout 3), 'Send invoice' (callout 4), 'Make a payment' (callout 5), and 'Add a new beneficiary' (callout 6).

Below this is a section titled 'What's new in the Convera EDGE platform' with a 'Do Not Show Again' link. A notice states: 'Notice: If you're located in Canada and/or are sending money to Canadian beneficiaries, make sure to always include the Beneficiary Address. Canadian AML Regulations require this information and payments without the beneficiary address will be held until the information is provided.'

The 'Quick Quote' section (callout 7) includes a form with fields for 'Amount', 'Currency they receive' (set to '--None--'), and 'Currency you pay' (set to 'USD U.S. Dollar'). A 'Get Quote' button is present. A disclaimer below the form reads: 'All quotes are based on current pricing but are subject to change. The final rate and fees are confirmed when you proceed to pay.'

The 'Account Summary' section (callout 8) has filters for 'Status' (All Selected), 'Currency' (Select), and 'Time Period' (7 days, 14 days, 30 days, 60 days, beyond 60 days). It displays two rows: 'Payables' with a value of 119,748.96 USD and 'Receivables' with a value of 0.00 USD. Each row has a 'View details' button.

The 'Holding Balance' section (callout 9) is titled 'Holding Balance' and includes the text: 'Manage your holding accounts to hedge risk against currency changes.'

Chapter 3. CREATE A BENEFICIARY

A beneficiary is the person or organization who receives the payment. You must add a beneficiary before you can successfully create an order for payment. A beneficiary in EDGE contains two parts: the profile and bank account(s).

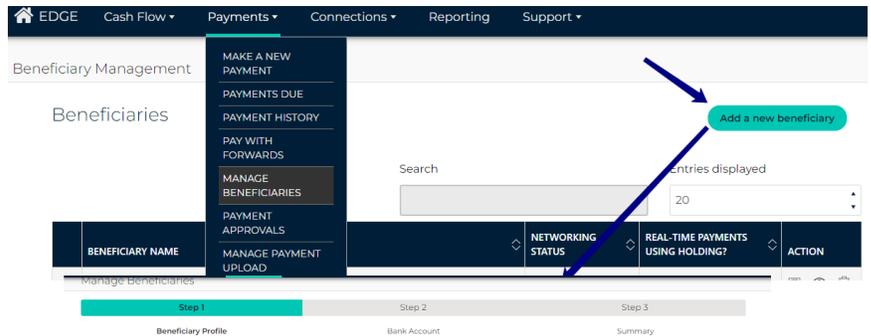
Select **Payments** then **Manage Beneficiaries**.

Click **Add a new beneficiary**.

Step 1: Populate the **Beneficiary Profile** with details. Select **Save and continue**.

TIP: Enter your email address in beneficiary's primary email address if the beneficiary has not provided you any.

NOTE: Select **Save and Create New** to record this beneficiary profile without a bank account.



Step 2: Add Bank Account

Part 1 - About this bank account: Enter the bank account details. The **Nickname** helps identify this bank account if the beneficiary has several bank accounts.

Select the currency, specify the delivery method(s), including the default. Select **Save and Continue**.

Bank Account

Part 1 - About this bank account

Nickname *
TestUser

Bank country *
India

Currency *
INR - Indian Rupee

Accepted Delivery Method(s) *
 Wire Direct credit Draft

Default delivery method *
Wire

For further credit

Cancel Save and continue

Part 2 - Bank account details: The search function displays a list of banks derived from the information captured in the fields: Bank name, Street address and City.

Select the correct bank from the available.

Then, enter the account number and **Save and Continue**.

TIP: Select **Ignore errors** if you want to proceed without beneficiary account verification.

Please add the bank account number below

Account number *
123456789

SWIFT code
SCBMBAMCXX

Routing/Sort Code
022450174

Cancel Add Intermediary Bank Save and continue

Part 3- Additional details: Select the payment purpose associated to this account.

If reference information must be attached to each payment to this beneficiary on this account, use the Beneficiary reference 1 and Beneficiary reference 2 fields.

Then **Save and Continue**.

Part 3 - Additional details

Payment purpose
Trade Related Services

Who Will Pay The Fees? *
Beneficiary Pays

External Beneficiary Ref.
[Empty field]

Beneficiary reference 1
[Empty field]

Beneficiary reference 2
[Empty field]

Cancel Save and continue

Step 3: Summary

Review the summary.

To edit the Profile or Bank summary, use the pencil icon .

Next options:

- **Add new account** adds another bank account to this beneficiary.
- **Create new beneficiary** creates a different beneficiary.
- **Pay this beneficiary** sends a payment to this beneficiary. The beneficiary name, bank account, purpose of payment and currency will be populated automatically.

Profile Summary

Beneficiary name: TestUser (TestUser) Phone: 1234567890

Street address: test, MP MAR 123456 Beneficiary Link Status: Not Linked

Link

Bank Summary

✓ You have created the following account

Bank Name: TestUser (ABC Bank) Currency: MAD

Delivery Method(s): Wire Account: 123456789

Back to beneficiary list Add New Account Create new beneficiary Pay this beneficiary

Chapter 4. MAKE A PAYMENT

Select **Payments** then **Make a New Payment**. Enter details into the payment page. Click the top right **Grid** if you wish to make multiple payments.

Beneficiary: select the beneficiary and the account to pay.

Payment Amount: input the amount to pay. The **Currency they receive** and the **Currency you pay** populate automatically.

Reference Documents: Attach relevant document (s) to the payment.

Next options:

- **Get Quote** displays an instant indicative rate
- **Save for Later** stores this transaction in **Payments Due** to pay it at another time.
- **Add to Order** adds this payment to an order, allowing you to pay several invoices / payables together.
- **Proceed to Pay** to pay immediately.

After **Proceed to Pay** then **Review Order Details** displays.

Verify the settlement method (**You will pay for this order in**) and **You Will Pay Using**.

Get Quote to get a rate and your final cost.

TIP: **You will Pay Using** indicates how you settle with Convera: Wire, using your holding balance, or via direct debit.

Confirm Order to submit the payment.

Select **Submit** or **Confirm order**.

If there is an approval model and you can validate your own orders then you can **Approve**.

If there is an approval model, the Approver user(s) are notified.

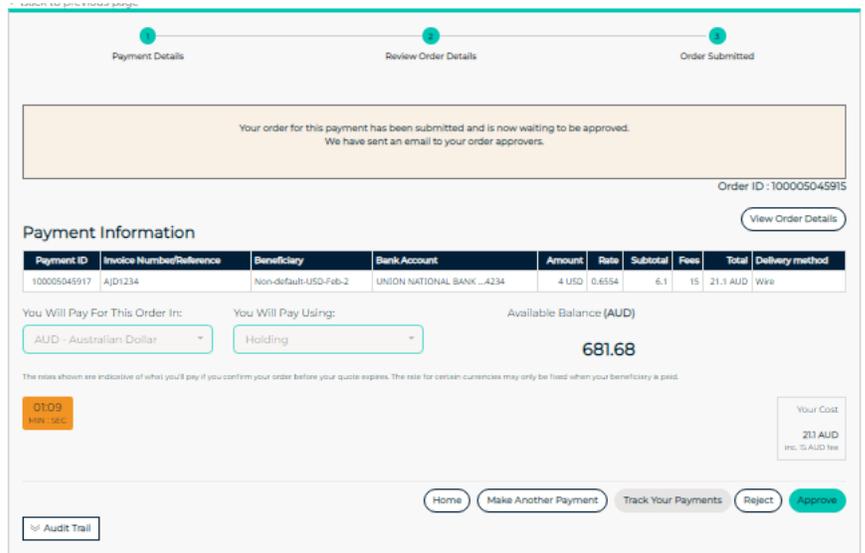
Payment ID	Invoice Number/Reference	Beneficiary	Bank Account	Amount	Base Amount	Delivery method
100005045951		Non-default-USD-Feb-2	UNION NATIONAL BANK...4234	1 USD		Wire

Payment ID	Invoice Number/Reference	Beneficiary	Bank Account	Amount	Rate	Subtotal	Fees	Total	Delivery method
100005045917	AJ01234	Non-default-USD-Feb-2	UNION NATIONAL BANK...4234	4 USD	0.6554	6.1	15	21.1 AUD	Wire

Order submitted: wait until the final message displays the confirmation number as well as the Earliest payment date.

To track your payment, check **Payment History** for status changes.

NOTE: Once the transaction is processed you will receive an email notification with the summary of your order and another email with your invoice in pdf format.



4.1 Create an Order

A maximum of 50 payments can be grouped into an order to allow you to pay these transactions together. You can group your payments into *Orders* in three ways.

1. Use **Grid** entry, or
2. Use **Create Payment** and then **Save to Order**, or
3. For stored payments **Payments Due** then **Proceed to Pay**.

TIP: The settlement currency must be the same for all payments. Holding-to-Holding payments cannot be added to an order.

1. Grid Entry

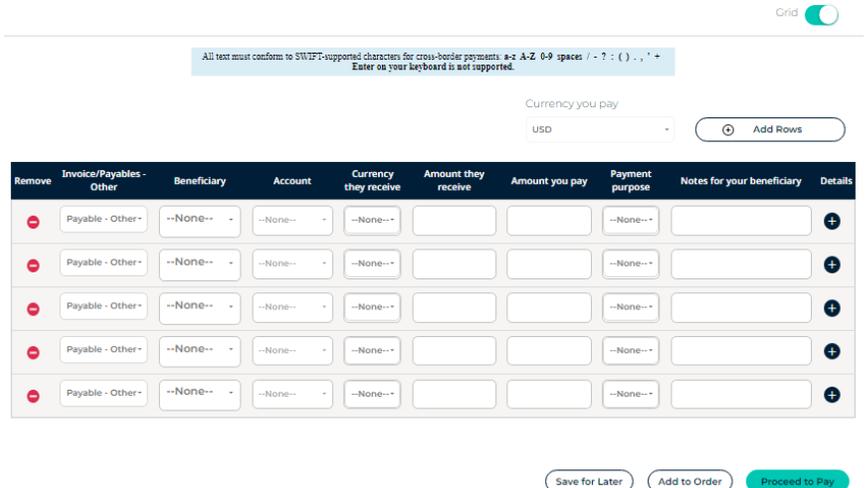
Toggle **Grid** entry on at the top of the **Make A Payment** page.



The Payment Summary Grid opens. You can use tab entry for speed.

Select **Invoice** or **Payable Other** from the drop-down. Fill out all fields. Click **Add to Order** or **Proceed to Pay**.

TIP: *Invoices* need an Invoice Number and Reference to proceed to pay. *Payables - Other* do not.



2. Make a New Payment

From **Payments**, select **Make a New Payment**. Capture all mandatory fields and choose **Add to Order**.

Then, use **Add new payment** to capture another payment and add it to the same order.

Use **Proceed to Pay** to pay the order, or **Remove all** to remove all payments from the order.

3. For stored payments select **Payments Due**.

Payments that were saved display here.

Select  to add a payment to an order.

Then **View Order** and **Proceed to Pay** to finish this order.

TIP: Once added to an order, the “” changes to .

Payments Due

AWAITING PAYMENTS (110)
USD 119,748.96

OVERDUE PAYMENTS (0)
USD 0.00

Currency they receive: Select All | Status: All Selected

[View Order](#) You have 0 item(s) in your order

110 entries

	INVOICE NUMBER	BENEFICIARY	DUE DATE	BENEFICIARY RECEIVES	YOU PAY	CATEGORY	STATUS	SOURCE	ACTION
		benefor testing		GBP 87,878.00	USD 105,910.57*	Invoice	Draft	EDGE	
				USD 23.00	EUR 5,423.62*	Invoice	Pending Approval (Open)	File Upload	

Chapter 5. USE A FORWARD

Select **Cash Flow** then **Forward Contracts**.

Select a **currency** to see the available forward amount and the net exposure in this currency.

You can also **Request a call back** from our dealing team.

To Pay using a Forward

Access your forwards from either the **Forward contract** or **Pay with forward** screens.

From the action column click **View**  to see the details of your forward.

Create new payable to capture a drawdown Payments that were saved for later display in the **Available Payables** list.

From the list of payables, select  to link a payment to this forward.

Then select **Pay** or **View Order** to proceed to the payment workflow.

Alternately, use the **Create New Payable** button to capture a new drawdown.

Use a Forward during Payment

Your Forwards

Contract List Forward Coverage

1 entries

Search

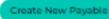
Entries displayed 5

FORWARD CONTRACT NO	DIRECTION	FORWARD AMOUNT	REMAINING AMOUNT	FORWARD RATE	YOU PAY	OPEN DATE	MATURITY DATE	STATUS	ACTION
AFS7003090_001	Buy	CAD 5,000.00	CAD 5,000.00	0.9363	AUD 5,340.17	2/7/2023	3/17/2023	Booked	 

Forward Contract Details

Forward Contract Number	AFS7003090_001	Status	Booked
Client Name	ELAUSM1	Client Account ID	4965473
Client Reference		Date Created	2/2/2023
Forward Contract Amount	CAD 5,000.00	You pay	AUD 5,340.17
Forward Amount Remaining	CAD 5,000.00	Settlement Amount Remaining	AUD 5,340.17
Rate	0.9363	Deposit	AUD 0.00
Open Date	2/7/2023	Maturity Date	3/17/2023

Available Payables



 You have 0 item(s) in your order

37 entries

Search

Entries displayed 20

	INVOICE NUMBER	BENEFICIARY	DUE DATE	BENEFICIARY RECEIVES	YOU PAY	CATEGORY	STATUS	ACTION
	send inv-ELUKM1- to ELAUSM1-Nov-1	ELUKM1	11/1/2022	CAD 1,000.00	AUD 1,173.02	Invoice	Full Payment Submitted	
	mul-1-jan-7	cad-jan-7		CAD 400.00	AUD 431.07*	Payables - Other	Draft	
	draft-jan-7	cad-1		CAD 400.00	AUD 431.07*	Payables - Other	Draft	

You can select **Pay with Forward** during the payment process.

EDGE automatically detects if a forward contract is available to fund a payment and notifies you.

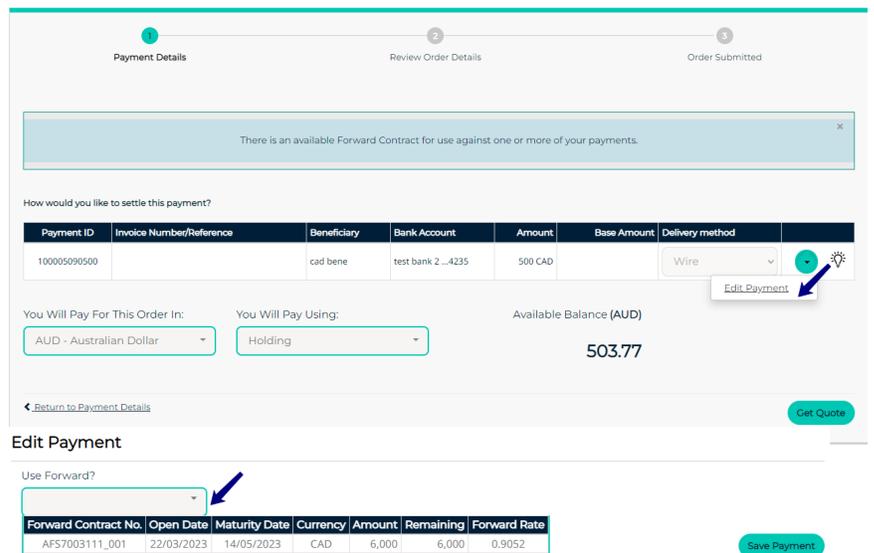
This indicated by the lightbulb icon .

Click the arrow and select *Edit Payment* to add the Forward.

Click **Use Forward?** on the order and select the forward contract that you would like to apply to this payment.

Select **Save Payment** then proceed with the normal payment workflow.

NOTE: Once the transaction is processed you will receive an email notification with the summary of your order and another email with your invoice on pdf format.



The screenshot shows a three-step process: 1. Payment Details, 2. Review Order Details, and 3. Order Submitted. A notification states: "There is an available Forward Contract for use against one or more of your payments." Below this, a table lists payment details:

Payment ID	Invoice Number/Reference	Beneficiary	Bank Account	Amount	Base Amount	Delivery method
100005990500		cad bene	test bank 2 ...4235	500 CAD		Wire

Below the table, there are dropdowns for "You Will Pay For This Order In:" (AUD - Australian Dollar) and "You Will Pay Using:" (Holding). The available balance is 503.77 AUD. A blue arrow points to a lightbulb icon in the "Delivery method" column, which opens an "Edit Payment" dropdown menu.

The "Edit Payment" section includes a "Use Forward?" dropdown menu with a blue arrow pointing to it. Below this is a table of forward contracts:

Forward Contract No.	Open Date	Maturity Date	Currency	Amount	Remaining	Forward Rate
AF57003111_001	22/03/2023	14/05/2023	CAD	6,000	6,000	0.9052

Buttons for "Return to Payment Details", "Get Quote", and "Save Payment" are also visible.

Chapter 6. REPORTING

Payment History

Select **Payments** then **Payment History** to see all payments as well as their status.

Use the filters to refine your search, and the options under the **Action** column to see details.

For **Booked** payments use the *Action* column on the right to:

- download Payment Transmission Confirmation 
- view 
- or raise a support case 

If you raise a case, the payment will open with a **Create Case** button available at the bottom of the screen.

TIP: Your Payment Transmission Confirmation (PTC) is only available if a wire or direct credit payment has been sent. Before the payment has been sent you are allowed to raise a support case here as needed.

NOTE: You can only query committed payments in the Payment History page. So, if you need to ask a question about something else or attach a document to an ongoing case See **SUPPORT** on page 3.

Use the Reporting Tab Reports available

Select the following tabs within **Reporting** to view the following:

- Payments Summary:** Summary of all processed payments
- Hedging Summary:** Summary of all hedging instruments (Forwards, Options)
- Payments Details:** Detail of all processed payments



CONVERA CONFIRMATION REFERENCE	INVOICE NUMBER/REFERENCE	BENEFICIARY	BENEFICIARY RECEIVES	YOU PAY	COMMITTED DATE	RATE	PAYMENT STATUS	ACTION
ANTR3667985/1		Test BeneficiaryRaunak1	USD 23.00	EUR 1.21		19.0083	BOOKED	  
RNTR1123584/1		Test Bene Euro with Wire, Draft and Direct	EUR 100.00	EUR 0.01		0	BOOKED	  

Convera confirmation reference: ANTR3667985/1

Beneficiary: Test Beneficiary(Raunak) Convera Status: Payment Booked

Account Number: XXXX7965
Amount Paid: USD 23.00

Committed Date:
Committed By:

Payment Information

Amount Paid	Rate	Cost	Fees	Total Cost	Forward Contract No
USD 23.00		EUR 1.21			

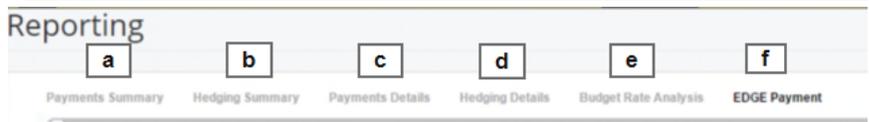
Order ID 	Beneficiary Bank Name	Bank Account Nickname	Invoice Due Date
1.00003E+11	123487965		
Delivery Method	Settlement Method	Payment Purpose	Who is paying the fees?
Wire	Holding		Beneficiary
Your reference			
Notes for your beneficiary			

Audit Information

Created By	Last Modified By	Created By Company
Aniket Deshmukh 2/22/2023 12:32 PM		WU-EDGE1
Acknowledged By	Acknowledged Date	

Case History

[Create Case](#)



Chapter 7. HOLDING BALANCES

Using EDGE holding balances allows you to fund and hold foreign currencies for up to 90 days with no need for a separate foreign currency account.

Create A Holding Balance

Select **Cash Flow** then **Holding Balance**

Select **Create Holding Balance**

Fill in the fields. **Settlement Currency** and **method** then choose the **Currency** and **amount**.

Get Quote to get a rate and **Submit**.

TIP: You can use the funds from an existing Holding to create a new one.

NOTE: Once the transaction is processed you will receive an email notification with the summary of your order and another email with your invoice in pdf format.

Fund an existing Holding Balance

Select **Cash Flow** then **Holding Balance**.

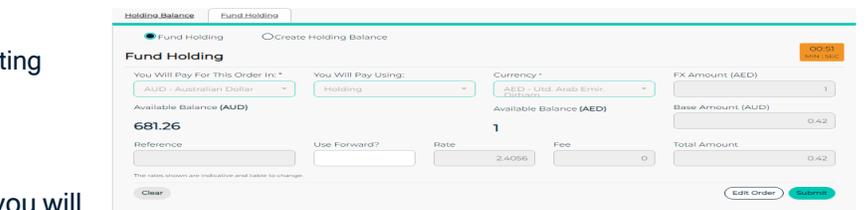
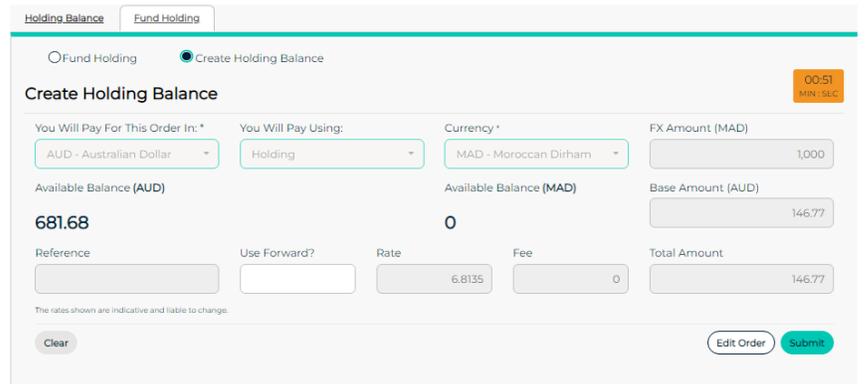
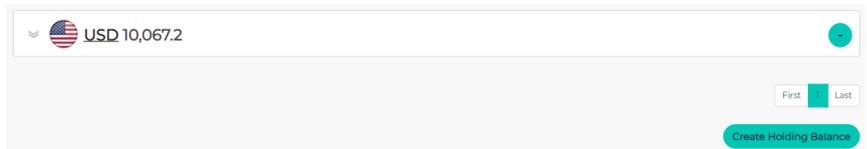
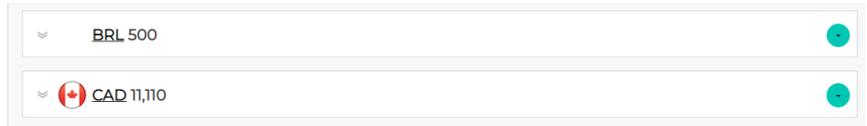
Choose the Holding to fund using the arrow.

Fill in the fields. **Settlement Currency** and **method** then choose the **Currency** and **amount**.

Get Quote to get a rate and **Submit**.

TIP: You can use the funds from another existing Holding to fund a new one.

NOTE: Once the transaction is processed you will receive an email notification with the summary of your order and another email with your invoice in pdf format.



To view Holding balance debits & credits

Open the currency balance using the arrow.

Click on the hyperlinked blue transaction reference for further detail .

Select dates and credit or debit, then **Search**

TIP: You can **Download** a spreadsheet for your records.

AUD 681.26

Date From (dd/MM/yyyy) 13/02/2023 To (dd/MM/yyyy) 15/03/2023

Debits Credits Search

Show 10 per Page

Transaction Date	Transaction Reference	Transaction Description	Debit	Credit
No record found				

Download

Chapter 8. CASH FLOW MANAGEMENT

Under **Cash Flow**, you can see and work with your invoices, holding balances, forwards, net exposure, and input items. You can manage your risk with hedging functions.

Capture Inputs

Select **Cash Flow** then **Capture Inputs**.

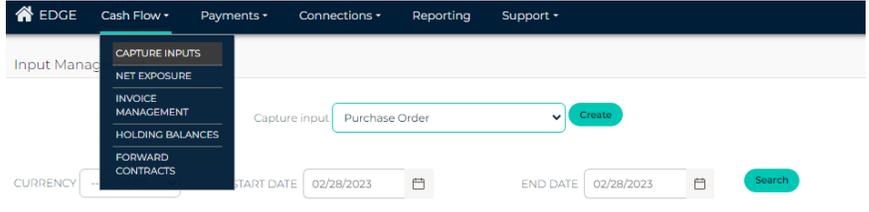
You can record all payables, receivables, hedging instruments, and Foreign currency balances.

Net Exposure

Select **Cash Flow** then **Net Exposure**.

Net Exposure displays your net treasury exposure by currency or globally and by month.

TIP: Use the slider at the bottom of the page to view the volatility impact of a currency on your net exposure.



Payables

800 entries

Search: Entries displayed: 10

INVOICE NUMBER	BENEFICIARY	DUE DATE	BENEFICIARY RECEIVES	YOU PAY	CATEGORY	STATUS	ACTION
			CAD 123.00	USD 92.05*	Invoice	Payment Approval Pending	
			INR 100.00	USD 1.21*	Invoice	Draft	



Net Exposure by Month



TYPE	MAR 23	APR 23	MAY 23	JUN 23	JUL 23	AUG 23	TOTAL
Cash Inflows							
Receivables	7	0	0	0	0	0	7
Total Cash Inflows	7	0	0	0	0	0	7
Cash Outflows							
Invoices	139	0	0	0	0	0	139
Payables - Other	98,973	0	0	0	0	0	98,973
Total Cash Outflows	99,112	0	0	0	0	0	99,112
Net Exposure	-99,105	0	0	0	0	0	-99,105
Holding Balance - Convera							20,113
Foreign Currency Balance							0
Forward Contracts							
-Convera	334	0	7	0	0	0	341
Cash Flow from Hedging Instruments	334	0	7	0	0	0	341
Net Cash Position	-98,771	0	7	0	0	0	-98,764

Chapter 9. MANAGE CONNECTIONS

Invite your contacts to become EDGE connections.

Select **Connections** then **Manage Connections**.

Enter the contact email address and clicking **Send Invitation**.

An invitation to discoverEDGE will be sent to the recipient

TIP: You can invite a comma-separated list of email addresses to your network.

Actions available here for connections:

Resend Invite , **Submit an Invoice** 

Delete , or **View** 

NOTE: A connection does not provide you with a beneficiary, you must create this company as a beneficiary for both holding-to-holding and standard payments.

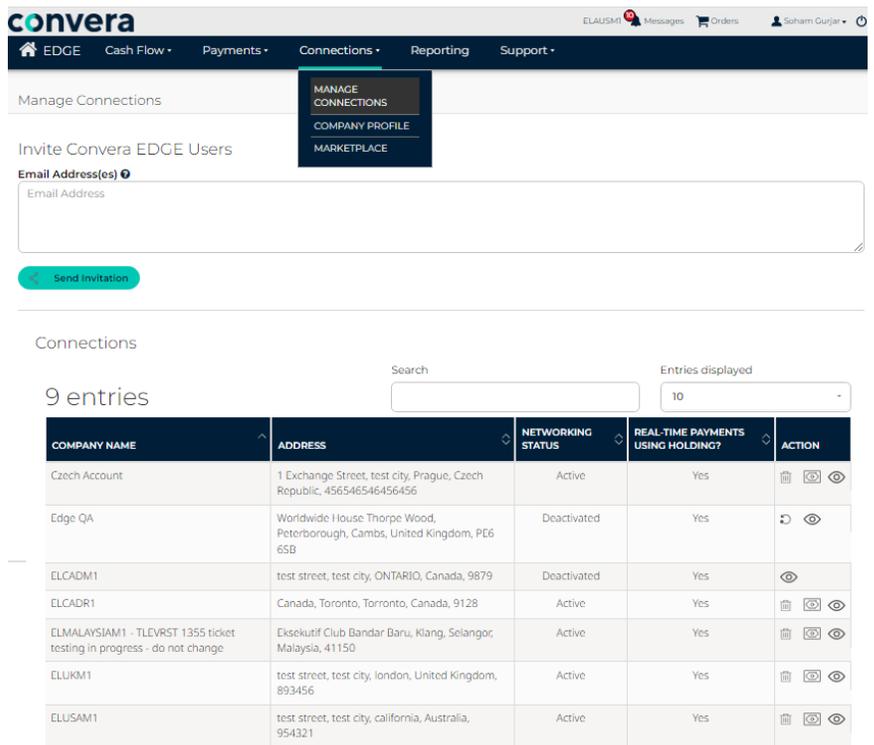
Search Connections

Select **Connections** then **Marketplace**.

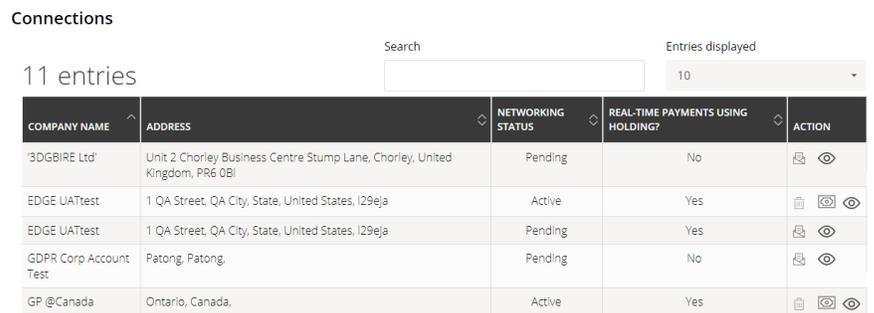
Use the search filters to find companies you can connect to.

Select **Connect** to send an invitation to this company. Once your connection request is accepted you can start exchanging invoices and pay from Holding-to-Holding.

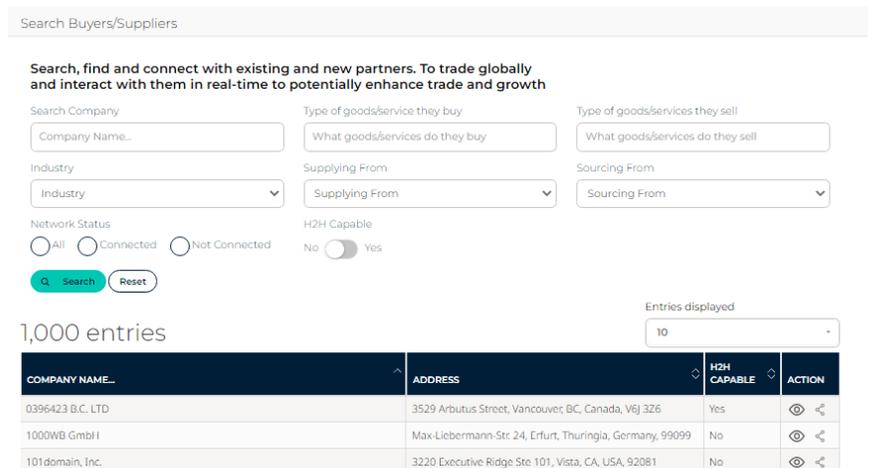
TIP: Each counterparty must be connected and have the Holding balance functionality enabled to use Holding-to-Holding payment capability.



COMPANY NAME	ADDRESS	NETWORKING STATUS	REAL-TIME PAYMENTS USING HOLDING?	ACTION
Czech Account	1 Exchange Street, test city, Prague, Czech Republic, 456546546456456	Active	Yes	
Edge QA	Worldwide House Thorpe Wood, Peterborough, Cambs, United Kingdom, PE6 6SB	Deactivated	Yes	
ELCADM1	test street, test city, ONTARIO, Canada, 9879	Deactivated	Yes	
ELCADR1	Canada, Toronto, Toronto, Canada, 9128	Active	Yes	
ELMALAYSIA1 - TLEVRST 1355 ticket testing in progress - do not change	Eksekutif Club Bandar Baru, Klang, Selangor, Malaysia, 41150	Active	Yes	
ELUKM1	test street, test city, london, United Kingdom, 893456	Active	Yes	
ELUSAM1	test street, test city, california, Australia, 954321	Active	Yes	



COMPANY NAME	ADDRESS	NETWORKING STATUS	REAL-TIME PAYMENTS USING HOLDING?	ACTION
'3DGBIRE Ltd'	Unit 2, Chorley Business Centre Stump Lane, Chorley, United Kingdom, PR6 0BI	Pending	No	
EDGE UATest	1 QA Street, QA City, State, United States, I29eja	Active	Yes	
EDGE UATest	1 QA Street, QA City, State, United States, I29eja	Pending	Yes	
GDPR Corp Account Test	Patong, Patong,	Pending	No	
GP @Canada	Ontario, Canada,	Active	Yes	



Search Buyers/Suppliers

Search, find and connect with existing and new partners. To trade globally and interact with them in real-time to potentially enhance trade and growth

Search Company: Type of goods/service they buy: Type of goods/services they sell:
 Company Name: What goods/services do they buy: What goods/services do they sell:
 Industry: Supplying From: Sourcing From:
 Industry: Supplying From: Sourcing From:
 Network Status: All Connected Not Connected H2H Capable: No Yes

COMPANY NAME...	ADDRESS	H2H CAPABLE	ACTION
0396423 B.C. LTD	3529 Arbutus Street, Vancouver, BC, Canada, V6j 3Z6	Yes	
1000WB GmbH	Max-Liebermann-Str: 24, Erfurt, Thuringia, Germany, 99099	No	
101domain, Inc.	3220 Executive Ridge Ste 101, Vista, CA, USA, 92081	No	

Company Profile

Complete your **Company profile** to have your company available for connections within the EDGE network.

Select **Connections** then **Company profile**.

EDGE Cash Flow Payments **Connections** Reporting Support

My Company Profile

convera Verified

Edit Details

Company Information

Company Name	WU-EDGE1
Address Street	Street1
City	City
State/Province	washinton
Postal Code	20006
Country	USA

Profile Information

Profile visibility option	Show all profile details	Publicly Visible?
What goods/services do you buy?	<input type="text"/>	<input type="checkbox"/>
Where do you source from?	<input type="text"/>	<input type="checkbox"/>
What goods/services do you sell?	<input type="text"/>	<input type="checkbox"/>
Where do you supply to?	<input type="text"/>	<input type="checkbox"/>
What industry do you belong to?	<input type="text"/>	<input type="checkbox"/>

Chapter 10. ENTERPRISE GROUP LOGIN (on request)

An Enterprise Group allows users to access several EDGE accounts after logon.

Enabled users can switch between accounts, see all support cases and payments across selected accounts.

NOTE: To request this functionality, please contact your Convera Account Representative.

From the top right Profile area, select **Switch account** to move from one EDGE account to another.

Actions available: Approve the order awaiting approval 

Remove the existing Network Connection 

, or Switch to this Account 

View Enterprise Group

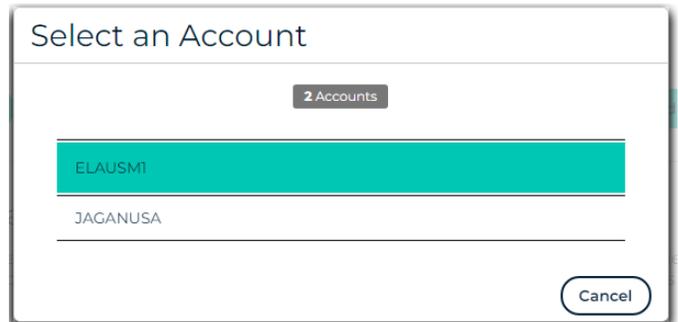
In Support Cases and Payment History , there is an Account selection available to Enterprise Groups.

You can view each account or select all.



Payments & Invoices

- Add Invoice
- Send Invoice
- Make a payment
- Add a new beneficiary
- Get Started



COMPANY NAME	ADDRESS	NETWORKING STATUS	ORDERS AWAITING APPROVAL	ACTION
ELAUSM1	test street Sydney, Sydney, Australia	---	2	
JAGANUSA	TEST BILLING STREET Test City, Test State, United Kingdom 8014	Active	10	

No data available in table

Payment History

TRACK YOUR PAYMENTS

See all your Convera EDGE payments below. View details, track progress, raise a support case and - once the payment is sent - download the Confirmation of Payment document.

Total of all payments made through Convera EDGE summarized by delivery currency.

- AED 66.09
- ALL 3.00
- AUD 2,648.32
- BRL 2,000.00
- CAD 3

Accounts: All Selected (2)

Beneficiary: All Selected

915 e

ELAUSM1
 JAGANUSA

Currency you pay: Select All

Committed date range: [] - []

Order group: Select All

Search: []

Entries displayed: 20

Support Cases

Track SWIFT Payments
If you are facing any issue regarding to payments or need any other assistance please raise a ticket so that we can assist you better.

Raise a support case
If you are having any issues with your payments, or you have questions and need help, please open a Support Ticket so we can assist you.

> Filter Records

We strongly advise that you confirm payment details received, using a method other than email. Details received via email could be subject to fraud via business email compromise.

Entries Displayed: 20

Accounts: 1 selected

Select All
 ELAUSM1
 JAGANUSA

Show Closed Cases:

Search: []

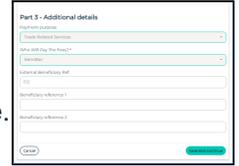
Case	Account Name	Reason	Date Created	Last Modified	Last Modified By	Beneficiary Name	Assigned To	Status
03454736	ELAUSM1	Status Request	3/16/2023	3/16/2023	Soham Gurtar	GBP bene	[]	Open

Chapter 11. UPLOAD A PAYMENT FILE (on request)

You can upload a payment file containing up to 500 payments so that you can pay your beneficiaries quickly.

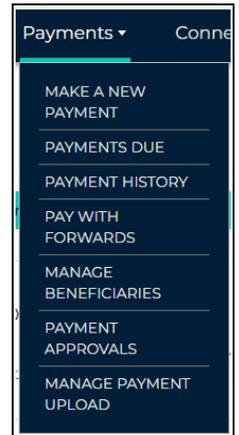
Prerequisite Conditions

NOTE: Only beneficiaries previously created in EDGE can be paid using the File Upload functionality. To request this functionality, please contact your Convera Account Representative.



TIP: Before uploading your payment file: In the beneficiary record, **Part 3 - Additional details** ensure that the **External Beneficiary Reference** field is populated. Make sure the same **External Beneficiary Reference** is populated in the payment file.

A		B		Payment File - External Beneficiary Reference cell	
Beneficiary name	Outgoing currency	Payment reference	Amount	External Beneficiary Reference	
ste calling center	MAD	Wuedge4805 3	11000		172
Maroc tissu	MAD	Wuedge4805 4	12000		mars-01
Peleliu	USD	Wuedge4805 5	5000		USD1



Upload Payment File

Select **Payments** then **Manage Payment Upload**.

If you are using more than one template, select **Template type** from the drop-down.

Browse to your computer to upload your payment file or drag and drop it.

Your file will upload and show a set of statuses with indicative color as it completes.

Pending is yellow, *Processing* is Green and Red is *Rejected*.

When the file status is *Pending* select **Accept File** or **Reject File**.

Templater: SP_2 (Outgoing) File Name: Browse...

or drag and drop your payment file here

Show 20 per Page

File ID	File Name	File Type	No. Payments	Uploaded By	Upload Date	File Status
Z7377	PS_2.csv	OUTGOING	1	Soham Gurjar QA1	15/03/2023 19:52:06 AEST	Pending

File status: **Pending**
 Status Description: The upload file has been validated and is under review by the user.

Accept File
Reject File

Client: 1000454698 ELAUSM1 Type: OUTGOING Template: SP_2 Upload initiated By: Soham Gurjar QA1 on: 15/03/2023 19:52:06 AEST

1 Payment Details 2 Review Order Details 3 Order Submitted

How would you like to settle this payment?

Payment ID	Invoice Number/Reference	Beneficiary	Bank Account	Amount	Base Amount	Delivery method
100005045985	Fileupload-1	CZK Fileupload bene	PPF BANKA A.S. ...0005	20 CZK		Wire

You Will Pay For This Order In: AUD - Australian Dollar You Will Pay Using: Holding Available Balance (AUD) **681.26**

The rates shown are indicative of what you'll pay if you confirm your order before your quote expires. The rate for certain currencies may only be fixed when your beneficiary is paid.

[Return to File Upload Management](#)

Get Quote

When the upload file is accepted, you can review the **Payment Details**.

Here it is possible to **Edit** each transaction of the order, **Delete** a transaction from the order, or **Edit beneficiary** details for each transaction.

Select **Get Quote** to move to **Confirm Order** (or **Approve** if approval is required) to finalize this upload file order.

If you are enabled for two-factor authentication on orders, enter your unique code.

Then wait until the system displays the final message with a **Convera Confirmation Reference**.

The screenshot shows the 'Payment Details' step (1) of a three-step process. A progress bar at the top indicates the current step. Below the progress bar, the text asks 'How would you like to settle this payment?'. A table lists payment details for a transaction with ID 100005045985. The table has columns for Payment ID, Invoice Number/Reference, Beneficiary, Bank Account, Amount, Base Amount, and Delivery method. The delivery method is 'Wire'. A dropdown menu is open next to the delivery method, showing options: 'Edit Item', 'Delete', and 'Edit Beneficiary'. Below the table, there are two dropdown menus: 'You Will Pay For This Order In:' set to 'AUD - Australian Dollar' and 'You Will Pay Using:' set to 'Holding'. The available balance is shown as 681.26 AUD. A 'Get Quote' button is at the bottom right.

Payment ID	Invoice Number/Reference	Beneficiary	Bank Account	Amount	Base Amount	Delivery method
100005045985	Fileupload-1	CZK Fileupload bene	PPF BANKA A.S. ...0005	20 CZK		Wire

The screenshot shows the 'Review Order Details' step (2) of a three-step process. A progress bar at the top indicates the current step. A message box states 'Your order is being processed. The status will update as it progresses through the order workflow.' Below this, the order ID is 100005045983. A 'View Order Details' button is present. The 'Payment Information' section contains a table with columns: Payment ID, Invoice Number/Reference, Beneficiary, Bank Account, Amount, Rate, Subtotal, Fees, Total, and Delivery method. The table shows a total of 16.36 AUD. Below the table, there are two dropdown menus: 'You Will Pay For This Order In:' set to 'AUD - Australian Dollar' and 'You Will Pay Using:' set to 'Holding'. The available balance is 681.26 AUD. A 'Your Cost' box shows 16.36 AUD inc. 15 AUD fee.

Payment ID	Invoice Number/Reference	Beneficiary	Bank Account	Amount	Rate	Subtotal	Fees	Total	Delivery method
100005045985	Fileupload-1	CZK Fileupload bene	PPF BANKA A.S. ...0005	20 CZK	14.6701	1.36	15	16.36 AUD	Wire

Chapter 12. CURRENCIES FOR HOLDING TO HOLDING

Currencies Supported for Holding to Holding (H2H)

Holding Currency Available	Country/Territory	Currency Code
AED	United Arab Emirates	AED
AUD	Australia	AUD
AUD	Christmas Island	AUD
AUD	Cocos (Keeling) Islands	AUD
AUD	Heard & McDonald Island	AUD
AUD	Kiribati	AUD
AUD	Nauru	AUD
AUD	Norfolk Island	AUD
AUD	Tuvalu	AUD
BGN	Bulgaria	BGN
BHD	Bahrain	BHD
BWP	Botswana	BWP
CAD	Canada	CAD
CHF	Liechtenstein	CHF
CHF	Switzerland	CHF
CLP	Chile	CLP
CNH	China (Hong Kong)	CNH
CZK	Czech Republic	CZK
DKK	Denmark	DKK
DKK	Faroe Islands	DKK
DKK	Greenland	DKK
DZD	Algeria	DZD*
EGP	Egypt	EGP*
ETB	Ethiopia	ETB*

Holding Currency Available	Country/Territory	Currency Code
EUR	Aland Islands	EUR
EUR	Andorra	EUR
EUR	Austria	EUR
EUR	Azores	EUR
EUR	Belgium	EUR
EUR	Canary Islands	EUR
EUR	Croatia	EUR
EUR	Cyprus	EUR
EUR	Estonia	EUR
EUR	Finland	EUR
EUR	France	EUR
EUR	Germany	EUR
EUR	Greece	EUR
EUR	Holy See	EUR
EUR	Ireland	EUR
EUR	Italy	EUR
EUR	Kosovo	EUR
EUR	Latvia	EUR
EUR	Lithuania	EUR
EUR	Luxembourg	EUR
EUR	Madeira	EUR
EUR	Malta	EUR
EUR	Monaco	EUR
EUR	Montenegro	EUR
EUR	Netherlands	EUR
EUR	Portugal	EUR
EUR	Saint Barthélemy	EUR
EUR	Saint Pierre & Miquelon	EUR
EUR	San Marino	EUR
EUR	Slovakia	EUR
EUR	Slovenia	EUR

Holding Currency Available	Country/Territory	Currency Code
EUR	Spain	EUR
FJD	Fiji	FJD*
GBP	British Virgin Islands	GBP
GBP	Guernsey	GBP
GBP	Isle of Man	GBP
GBP	Jersey	GBP
GBP	United Kingdom	GBP
GHS	Ghana	GHS
HKD	Hong Kong	HKD
HUF	Hungary	HUF
ILS	Gaza Strip	ILS
ILS	Israel	ILS
ILS	West Bank	ILS
INR	India	INR*
ISK	Iceland	ISK*
JMD	Jamaica	JMD
JOD	Jordan	JOD
JPY	Japan	JPY
KES	Kenya	KES
KWD	Kuwait	KWD
LSL	Lesotho	LSL*
MAD	Morocco	MAD*
MGA	Madagascar	MGA*
MMK	Myanmar	MMK*
MUR	Mauritius	MUR*
MWK	Malawi	MWK*
MXN	Mexico	MXN
MZN	Mozambique	MZN*
NAD	Namibia	NAD
NGN	Nigeria	NGN*
NOK	Bouvet Island	NOK

Holding Currency Available	Country/Territory	Currency Code
NOK	Norway	NOK
NZD	Cook Islands	NZD
NZD	New Zealand	NZD
NZD	Niue	NZD
NZD	Pitcairn	NZD
NZD	Tokelau	NZD
OMR	Oman	OMR
PGK	Papua New Guinea	PGK*
PHP	Philippines	PHP*
PLN	Poland	PLN
QAR	Qatar	QAR
RON	Romania	RON
RUB <i>-suspended</i>	Russia	RUB
RWF	Rwanda	RWF*
SAR	Saudi Arabia	SAR
SBD	Solomon Islands	SBD*
SEK	Sweden	SEK
SGD	Singapore	SGD
SLL	Sierra Leone	SLL*
SZL	Eswatini	SZL*
THB	Thailand	THB
TND	Tunisia	TND
TOP	Tonga	TOP*
TRY	Turkey	TRY
TZS	Tanzania	TZS*
UGX	Uganda	UGX
USD	American Samoa	USD
USD	Bonaire	USD
USD	Ecuador	USD
USD	El Salvador	USD
USD	Guam	USD

Holding Currency Available	Country/Territory	Currency Code
USD	Marshall Islands	USD
USD	Micronesia	USD
USD	Northern Mariana Islands	USD
USD	Palau	USD
USD	Puerto Rico	USD
USD	Timor-Leste	USD
USD	Turks & Caicos Islands	USD
USD	United States	USD
USD	Virgin Islands	USD
USD	Zimbabwe	USD
VUV	Vanuatu	VUV*
WST	Samoa	WST*
XAF	Cameroon	XAF*
XAF	Central African Republic	XAF*
XAF	Chad	XAF*
XAF	Congo, Republic	XAF*
XAF	Equatorial Guinea	XAF*
XAF	Gabon	XAF*
XOF	Benin	XOF*
XOF	Burkina Faso	XOF*
XOF	Côte d'Ivoire	XOF*
XOF	Guinea-Bissau	XOF*
XOF	Mali	XOF*
XOF	Niger	XOF*
XOF	Senegal	XOF*
XOF	Togo	XOF*
XPF	French Polynesia	XPF*
XPF	New Caledonia	XPF*
XPF	Wallis and Futuna	XPF*

Holding Currency Available	Country/Territory	Currency Code
ZAR	South Africa	ZAR
ZMW	Zambia	ZMW*

LEGEND

* No client settlement or conversion of currency. Funds must be purchased from Convera and placed into holding to be disbursed out on a later date.

Countries eligible for EDGE Holding-to-Holding payments -->USA, Canada, Singapore, Hong Kong, Australia, New Zealand, United Kingdom, Ireland, Austria, Czech Republic, France, Belgium, Netherlands, Germany, Italy, Malta, Poland, Slovakia, Switzerland, Spain.

For more information

convera.com

convera



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