

### NEFT/RTGS File Upload in CSV Format

Open MS Excel, Type details & save as .csv file format (instead of .xls or .xlsx):  
 Do not enter any “,” (comma) in any field.

**1. The 1st row should contain file header:**

- Column A** FILEHDR (Mandatory)
- Column B** CORPORATE\_ID Max. Length 32 (Mandatory)
- Column C** File\_Sequence\_Number Max. Length 6 (Number, Optional)
- Column D** Encryption Required (Mandatory)
- Column E** FILEHDR (Mandatory)

Sample

	A	B	C	D	E
1	FILEHDR	CORPORATE_ID	File_Sequence_Number	Encryption Required	Remarks

Example :

	A	B	C	D	E
1	FILEHDR	SMPVTLTD	1	N	TEST

**2. The 2nd line onwards should contain the payment record details:**

- Column A** Payment Type NEFT/ RTGS – 4 Digits (Mandatory)
- Column B** Payee IFSC Code Max length 12 characters (Mandatory)
- Column C** Debit Account Number Max length 24 characters (Mandatory)
- Column D** Receiver IFSC Code Max length 12 characters (DR - debit) (Mandatory)
- Column E** Beneficiary Account Number Max length 24 characters (Mandatory)
- Column F** Transaction Currency Max length 3 characters (Mandatory)
- Column G** Transaction Amount Max length 14 characters (Mandatory)
- Column H** Tran Remarks Max length 140 characters (Mandatory)
- Column I** Beneficiary Name Max length 40 characters (Mandatory)
- Column J** User Email ID Max length 80 characters (Mandatory)
- Column K** Remarks Max length 20 characters (Mandatory)

Sample:

	A	B	C	D	E	F	G	H	I	J	K
1	FILEHDR	CORPORATE_ID	File_Sequence_Number	Encryption Required	Remarks						
2	Payment Type	Payee IFSC Code	Debit Acc Number	Receiver IFSC Code	Benef. Acc No	Txn Currency	Txn Amount	Txn Remarks	Benef. Customer Name	User Email Id	User Mobile No

Example:

	A	B	C	D	E	F	G	H	I	J	K	
1	FILEHDR	SMPVTLTD	1	N	TEST							
2	NEFT	UBIN0556688	5668020/0000001	ICIC0000001	11111111111	INR	1	NEFT	Remarks	Beneficiary Name	admin@unionbank.com	9999999999

3. File must have at least one record to be processed.
4. Maximum file size for all the type of uploads is 2MB = 2097152 bytes
5. Consecutive rows to be entered if required as per the format mentioned in point 2 above.
6. After completing the file in MS Excel to save the file select Save As and select CSV(MS-DOS)(\* .csv) format. Sample File (salary.csv) shown below:

**Sample File (shown below):**

	A	B	C	D	E	F	G	H	I	J	K
1	FILEHDR	SMPVTLTD	1	N	TEST						
2	NEFT	UBIN0556688	566802070000001	SBIN0000001	1111111111	INR	20	NEFTTXN	ABC	admin@unionbankofindia.coM	999999999
3	NEFT	UBIN0556688	566802070000001	HDFC0000021	2222222222	INR	10	NEFTTXN	XYZ	admin@unionbankofindia.coM	999999999