ANNEXURE D 4

ELECTRONIC MAILING MANUAL

Instructions for the electronic submission of the DI 800 series of returns to the South African Reserve Bank via electronic <u>mail</u>

Prerequisite: Internet Explorer 4.0 or higher OR Netscape 4.0 or higher

Open Internet Explorer or Netscape by double clicking on the relevant icon on your desktop.

The address https://gwweb.resbank.co.za has to be entered in the address field.



Click on the Internet Mail Access button.



Type in your bank's mailbox name and password as allocated to you. Click on the **Login** button.

🙆 GroupWis	e WebAcce:	ss - Micros	oft Interne	et Explore	r			_ 🗆 ×
<u> </u>	⊻iew <u>G</u> o	F <u>a</u> vorites	Help					<u>e</u>
↓ ← .	_⇒		(† Defeat		Q	*	٩	
Address	Forward Itn://gwweb.re	stop eshank co za	/cai-bin/G	Home V5/GWWF	B EXE?GET	-CONTEXT8	HISTORY	
[]								
Sout	th Δf	rica	n Ré	امە	rve F	Ranl	<i>c</i>	
Jood		nca		COCI	VC L	Jam	•	
		blama						₽
		Name:						S
		Passwor	d:					1.
		I						
		Login	Help					D
								a
)						
[▲] Done					linternet zo	one		

Click on the Send Mail button.



Type **MFMETS.BSDMAIL** in the TO field and **SARBDI** in the CC field.

🙋 GroupWise Se	endx Form (Send.htr	n) - Microsoft Interne	t Explorer	
∫ <u>E</u> ile <u>E</u> dit ⊻ie	w <u>G</u> o F <u>a</u> vorites	<u>H</u> elp		@
Back For	rward Stop	Refresh Home	Search Favorites	Image: Second stateImage: Second stateHistoryChannelsFullscreet
🛛 Address 🙋 N=08	&FOLDER-EXT=&LOGI	N=mfiexcp&SELF-NAME	=Exc+Mail&LANG=US&	HTMLVER=HTMLX 🔽 📙 Links
Read Mail Se	end Mail Docume	nts Password	Secure Internet	t Mail with Novell GroupW
message:	Send Cancel			
	·			Address Book
CC:	·			Address Bool
BC:				Address Book
Subject:				
Message:	c 🗌			A
	1			
e	12		Internet zone	

Type the name of the bank, which set of returns is being sent and the period for which the set is being sent, in the subject field eg. Bank1 M1 1999/02.

🎒 Grou	ıp₩ise	e Send	x For	m (Send.ht	m) - Micr	osoft Inte	ernet Explor	er			_ 🗆 ×
<u> </u>	<u>E</u> dit	⊻iew	<u>G</u> o	F <u>a</u> vorites	<u>H</u> elp						2
	⊐ • ∗k	⊏) Forwa	> 🗸	× Stop	(† Refresh	Home	Search	∲ Favorites	() History	© Channels	Fullscre
Addres	s 🦉	N=0&FO	LDER	-EXT=&LOG	IN=mfiexcp	%SELF-NA	ME=Exc+Mai	I&LANG=US8	&HTMLVER	R=HTMLX 💌] Links
Rea	d Mail	Send	Mail	Docume	ents Pa	ssword	Sec	ure Interne	t Mail wit	h Novell Gr	oupW
	1	Mail	Send	Cance							
m	essa	.ge:— ⊤o:⊏								Address	Book
										Addross	Book
										Addrood	Bool
										Address	
	<u>lanc</u>										
	18555	ige.									
•											
e 1						6	ဓ Internet z	one		-	

Click on Browse next to Attachment 1. Please note that **only one attachment is allowed**. The other two attachments will be removed from this page in due course.

🙋 GroupWise Se	ndx For	n (Send.ht	m) - Micro	soft Intern	et Explore	;r			- 🗆 ×
∫ <u>F</u> ile <u>E</u> dit ⊻ie	w <u>G</u> o	F <u>a</u> vorites	<u>H</u> elp						2
Back For	≓> •	Stop	🕼 Refresh	Home	Q Search	★ Favorites	() History	© Channels	Fullscre
Address 🛃 N=08	FOLDER	EXT=&LOGI	N=mfiexcp8	SELF-NAMI	E=Exc+Mail	&LANG=US&	HTMLVE	R=HTMLX	Links
Subject									_
Message:								A	
Attachment1								Browse	$ \downarrow $
(Attachment2)								Browse	1 7
Attachmont2								Browco .	
Change to:				Noto					
Change to.	Abb	omment	Tase	NOTE	- FIIU	ne			-
•									Þ
@	1997 1997 1997				Internet zo	one			/ii

4

Select the file created and saved using DiX or whichever package you use to create the flatfile of data in the format prescribed by SARB.

GroupWise Sendx Form (Send.htm) - Microsoft Internet Explorer	
Choose file	e e e e e e e e e e e e e e e e e e e
Look in: 🚵 Desktop 💌 🖭 📸 🏢	3986
My Compu	History Channels Fullscre
Network N 31/2 Floppy (A:)	D=MAIL&Echo=MSG 🗾 🗌 Links
My Briefca Win (C:)	Address Bool
GroupWise E-drive (E:)	
Thenry.doc (F:)	
👮 P155632 on 'Asdata1' (G:) 💌	
File nemer	
Files of gype: [All Files (^.^) Cancel	
	Browse
Attachment2:	Browse
Attachment3:	Browse
Change to: Appointment Task Note Phone	
Change to: Appointment Task Note Phone	

Click on Send.

🖉 GroupWise	e Sendx For	m (Send.ht	m) - Micro	osoft Inter	net Explore	;r			_ 🗆 ×
<u> </u>	<u>V</u> iew <u>G</u> o	F <u>a</u> vorites	<u>H</u> elp						E
⇔ .	⇒ .	\mathbf{x}	\$		6	*	۲	Q	B
J Back	Forward	Stop	Refresh	Home	Search	Favorites	History	Channels	Fullscre
🛛 Address 🖉 I	N=0&FOLDER	-EXT=&LOG	N=mfiexcp	&SELF-NAM	4E=Exc+Mail	&LANG=US&	HTMLVER	R=HTMLX 🔻	Links
9	٢	Ø) (\bigcirc	Sout	th Afri	can F	Reserv	/e E
Read Mail	Send Mail	Docume	ents Pa	ssword	Secu	ire Internet	t Mail wit	h Novell Gr	oupW
Ι.	4-3	~							
messa	ge: Send	Cance	I						
	To:							Address	Booł
(CC:							Address	Booł
	BC:							Address	Booł
Subj	ect:								-
@]	8 N.			<u> </u>	📑 Internet zo	one			/_

A message will appear to confirm successful transfer.

