

Global Transaction Payment Services

# Global Cash

## User guide

### Administrative Functions

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# Introduction

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This guide presents the administrative functions of Global Cash which enable user management.

You have defined in the Global Cash contract if you choose single or double administration.

- Single administration: In this mode, a single administrator has administrative functions and manages users.
- Double administration: In this mode, two administrators jointly manage users; all administrative actions are initiated by one of the administrators and validated by another administrator.

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# 1. Principles

In single administration mode, there is one administrator who can create users and assign rights to them. He/she also has banking rights (access to all subscribed services).

In double administration mode, on the other hand, **all administrative actions are performed jointly by the two administrators (“four eyes principle”)**. Any administrative action initiated by one of the administrators must be validated by the other administrator.

They choose how to split their actions (input/validation).

As an exception, the following urgent actions do not require validation by the other administrator to be operational:

- Removal of a user,
- Disabling of a user.

In single or double administration mode, the administrators can also have banking rights, but only if it was defined in the contract (access to all subscribed services).

An administrator can't validate actions he or she entered.

Each administrator can, if he or she wishes to, designate a different **delegated administrator**.

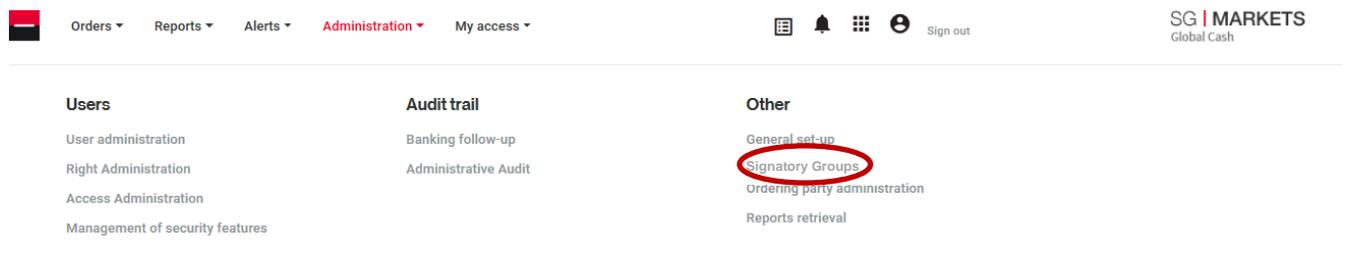
The delegated administrator then has administrative rights during the delegation period.

# 2. Access to administrative functions

You can directly access to these functions through the homepage.

**Administration:** all users and rights management as well as audit functions are displayed in this menu. All administration functions are only visible to the administrator(s) and any delegated administrators.

If the "Signatory Groups" service is subscribed in the contract, it will also be displayed (reading only).



## 2.1 User administration

Through the "User administration" section, the administrator can:

- create a user using the "create a user" action (first name, surname, role, telephone and e-mail\* are mandatory fields);
- assign him/her a validity period for these rights (limited with a deadline to be stated, or unlimited, at the choice of the administrator).

Customer number	Last name	First Names	Email address	Status	Actions
59	Admin		@	Active	Details →

**Add a user**

Title

Last name

First Names

Date of birth

Country of birth

Place of birth

Nationality (optional)

Tax identification number (optional)

Email address

Confirm email address

Telephone No.

Mobile No. (optional)

Fax No. (optional)

Role

Cancel Confirm

### \*Warning personal email

The use of a personal email address presents a high operational risk of fraud. For this reason, the Bank strongly recommends the registration in Global Cash of a **professional email address** (such as **firstname.name@nameofthecompany.com**). Given that the personal email address increases significantly this risk of fraud, the Bank has the right to delete profiles using personal e-mail address with a prior information to the Client and the Bank will not be held liable in case of fraudulent action due to the use of personal e-mail address.

In single administration mode:

After validation of the data entered, **the new user's identifier and activation code are displayed on the screen just once in a separate window; the administrator must communicate them to the user confidentially.**

**This action should be done in the case of a user who needs to activate the Secure Access<sup>1</sup> security solution or who wants to connect to Global Cash via mobile application<sup>2</sup>.**

**In other cases, the administrator can close this window without taking it into account.**

**Once the user profile created by the administrator, the user will receive a first login email<sup>2, 3</sup> to the business email address registered by the administrator.**

In double administration mode:

User creations, modifications or removals initiated via this screen must be validated by the other administrator (or a delegated administrator) to take effect. **When creating a new user, the second administrator must validate this user before going to the rights administration step for this new user.**

**After validation, the new user's identifier and activation code are displayed on the screen just once; the administrator must communicate them to the user confidentially.**

**This action should be done in the case of a user who needs to activate the Secure Access<sup>1</sup> security solution or who wants to connect to Global Cash via mobile application<sup>2</sup>.**

**In other cases, the administrator can close this window without taking it into account.**

**Once the user profile created by the administrator, the user will receive a first login email<sup>2, 3</sup> to the business email address registered by the administrator.**

In the "User Administration" window, the administrator can also, by clicking a user's username, view his or her details, then edit or remove the user by clicking the corresponding button at the bottom of the page.

Users' status on creation is "Active" and remains so if none of the following events occurs:

- When the validity end date set by the administrator is reached, the status changes to "Suspended",
- When the administrator suspends the user, the status changes to "Disabled".

**Note:**

When a user logs in using strong authentication for the first time:

- 3SKey: he or she has to register his or her certificate and activate it (see the "3SKey" user guide),
- Secure Access: he or she should proceed to enrolment and have it activated. Please note that only the administrator(s) stated on the contract can validate a Secure Access activation, the delegated administrator(s) do(es) not have the ability to proceed to this action. (see the "Secure Access" user guide).

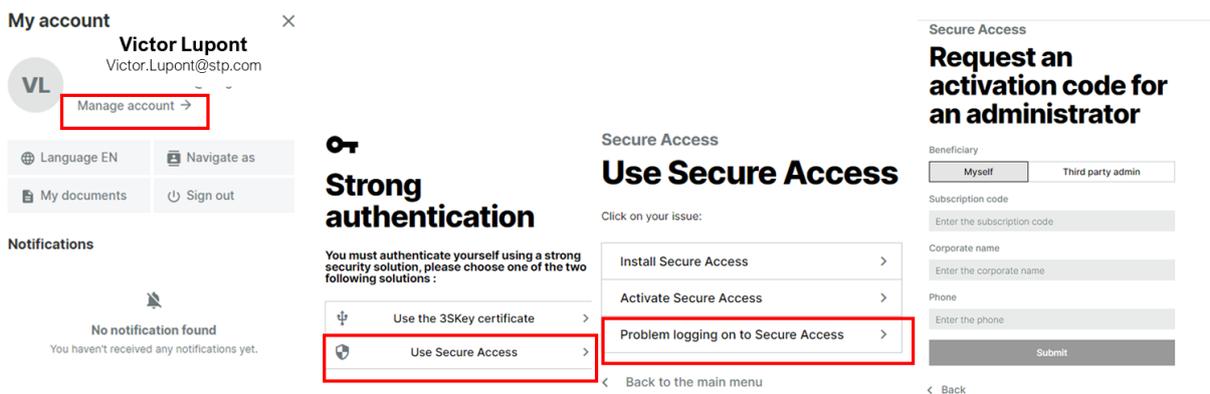
1. Please see "Secure Access" user guide
2. Please see "Banking Functions" user guide
3. Please see "3SKey" user guide

## 2.2 Access Administration

This "Access Management" function allows you to assign an activation code to a user who needs to activate a device with the Secure Access security solution or who wants to connect to Global Cash via the mobile application.

In case of dual administration, this action must then be validated by another administrator.

In case an administrator can no longer connect with his Secure Access only the Global Cash hotline can assign a new activation code to an administrator. The reassignment request must be sent by the administrator via the form available from the "Manage Secure Access" link, from the "My Account / Manage My Account" function present in the header of the SG Markets portal.



It is also possible for another Global Cash user to request a main activation code for an administrator (for example by the 2nd administrator or a delegate and even by a secondary user). In this case, simply select the "Third Party Admin" tab and complete the form by adding the beneficiary.

Following this request, the administrator will receive from the sender "globalcash.hotline@socgen.com" a first part of the new activation code on the email address declared in the contract. The second part will be communicated by our Global Cash hotline which will contact the administrator directly on the number stated in the contract.

In the "Access administration" screen an administrator can **block** a user by clicking the "disable" button. The user can then no longer access the site.

This function is used when the user is out of the office for a long period, or for security reasons, if there is a risk the user's access would be compromised – loss or theft of his or her codes.

*In double administration mode, given its potentially urgent nature, blocking does not need to be validated by another administrator.*

To remove the blocking activated on a user, click "enable" when you are displaying the details of a user access (the "enable" button will only be displayed for a blocked user, so it is not visible in the screens below). When the status is changed from blocked to "active", the previously blocked user is immediately authorised to access the website.

*In double administration mode, this action must be validated by another administrator. Once the first administrator changed the user status from "Blocked" to "Active", the second administrator needs to validate the action. Then the user will immediately be authorised to access the website.*

**USER ACCESS DETAILS**

Title: Mrs Identification: 5

Name: SC

First name: Di

Position: administrateur

Phone number: 054 E-mail: dami

Status: Active End of validity: Unlimited

[Back](#)

In the "Access administration" menu, an administrator can also **view and if necessary modify the security solution** used by a user; the website can be accessed:

- using "Secure Access" security solution: see the "Secure Access" user guide,
- using "3SKey" certificate: see the "3SKey" user guide.

1. Please see "Secure Access" user guide
2. Please see "Banking Functions" user guide

**ACCESS ADMINISTRATION**

Filter

Identification	Name	First name	Application rights	Administrative rights	Means of security	Minimum access level required
			Available	Input/validation	Available	Strong Auth.
			Available	None	Available	Strong Auth.
			Available	None	Available	Strong Auth.
			Available	None	Available	Strong Auth.
			Disabled	None	Available	Strong Auth.
			Available	None	None	Standard Auth.
			Available	None	Available	Strong Auth.
			Available	None	Available	Strong Auth.
			None	None	None	Standard Auth.
			None	None	None	Standard Auth.
			Available	None	None	Strong Auth.
			Available	None	None	Standard Auth.
			Available	None	None	Standard Auth.

**MODIFICATION OF THE ACCESS MODE OF A USER**

Identification: 59

Title: Mr Name: E. First name:

Actually, this user connect using: Standard Authentication

Do you want to have your authentication mode change to: Strong Authentication ?

[Validate](#) [Quit](#)

Strong authentication is required for each new subscription et every type of use, the "standard authentication" is no more available.

*In double administration mode, all actions initiated in "Access Administration", with the exception of "Blocked" status, must therefore be validated by another administrator.*

## 2.3 Right administration

By clicking "**Right administration**", the administrator get access to the list of existing users of the subscription. For each of them, it is specified whether they have banking rights (or "application rights") or **administrative rights**.

RIGHT ADMINISTRATION				
Identification	Name	First name	Application rights	Administrative rights
			Available	Input/validation
			Available	None
			Disabled	None
			Available	None
			Available	None
			None	None
			None	None
			Available	None
			Available	None
			Available	None

Print the list of all the users    Print out users' rights data record

This function enables the administrator(s) (and any delegated administrators): to **create, modify or delete user's rights including administrator rights (if mentioned in the contract)**:

- to access the **accounts listed in the contract**,
- to access the **services subscribed in the contract**,
- for each order service, **the input/upload authorisation**, specifying the upper entry/upload limit, if applicable, (the maximum upper limit being the one defined in the contract),
- for each order service, **the signing rights**, specifying the upper signing limit, if applicable, the maximum upper limit being that defined in the contract. It is also specified whether the user will have sole signing authority or if a second signature will be necessary to process the order.

**Please note that the limits are given in euros,**

If the Signatory groups service is subscribed, the procedures for managing upper limits and signatories are specified in a specific appendix in the contract and are **input by Societe Generale**. They are not in the hands of the administrator,

- the **delegation of administrative rights to a user**.

### **Note :**

- the ceilings are expressed in euros,
- in the case of "Signatory group association" subscription, the terms and conditions for managing the maximum amounts and signatories are specified in the contract and are entered by Societe Generale. They are not manageable by the administrator.

### 2.3.1 Administrative rights

**The administrator is at first the only one to have administrative rights.** For the administrator, "Input/Validation" is displayed in the administrative rights column. The administrator can delegate his administrative rights to a user who will thus become a **delegated administrator** for a given period (period of leave, for example).

**DELEGATION OF ADMINISTRATIVE RIGHTS** \* Mandatory fields

This function enables you to delegate administrative functions to your collaborators.

Identification:

Title:  Name:  First name:

for the following period :

From \*  at \*

to \*  at \*

Do you want the delegated administrator to keep their banking rights ? !

Yes  No

---

**RIGHT ADMINISTRATION**

Identification	Name	First name	Application rights	Administrative rights
59352056	SCHMITT	Damien	Available	Input/validation
59082499	Blanchet	cathy	Available	None
59281536	Dejean	Olivier	Available	None
59856716	IOU	Nat	Available	None
59900564	PFI	Démo	Available	None
59704194	Siedler	Sabrina	Disabled	None
59886025	Siedler	Sabrina	Available	None
59144529	Vandemergel	Stephane	Available	None
59799367	aaa	aaaaaaaaaaaa	Available	None
59952719	aaaaaaaaaaaaaaaaaaaa	aaaaaaaaaaaaaaaaaaaa	None	None
59515735	dddd	ddddddddddddd	None	None
59979756	s	s	Available	None
59792256	user standard	ooooooooooooo	Available	None
59659792	utilisateur	Francois	Available	None

To delegate his administrative rights, the administrator clicks "None" in the administrative rights column of the chosen authorised user. This delegation does not deprive the administrator of his administrative rights during the delegation period.

A delegated administrator cannot in turn delegate his administrative rights, so there can be a maximum of two administrators for a subscription in single administration mode.

In double administration mode:  
 Each administrator can delegate his administrative rights to a user who will thus become a **delegated administrator** for a given period (period of leave, for example). To delegate his administrative rights, the administrator clicks "None" in the administrative rights column of the chosen authorised user. Both administrators cannot delegate their administrative rights to the same authorised user at the same time.  
 This delegation does not deprive the administrator of his administrative rights during the delegation period.  
 The delegated administrator has the same administrative rights as the administrator.  
 A delegated administrator cannot in turn delegate his administrative rights, so there can be a maximum of four administrators for a subscription in double administration mode.  
 In single and double administration, the administrator who is delegating his administrative rights can decide to divest or not the delegated administrator of his banking rights during the delegation period.

## 2.3.2 Application rights (or banking rights)

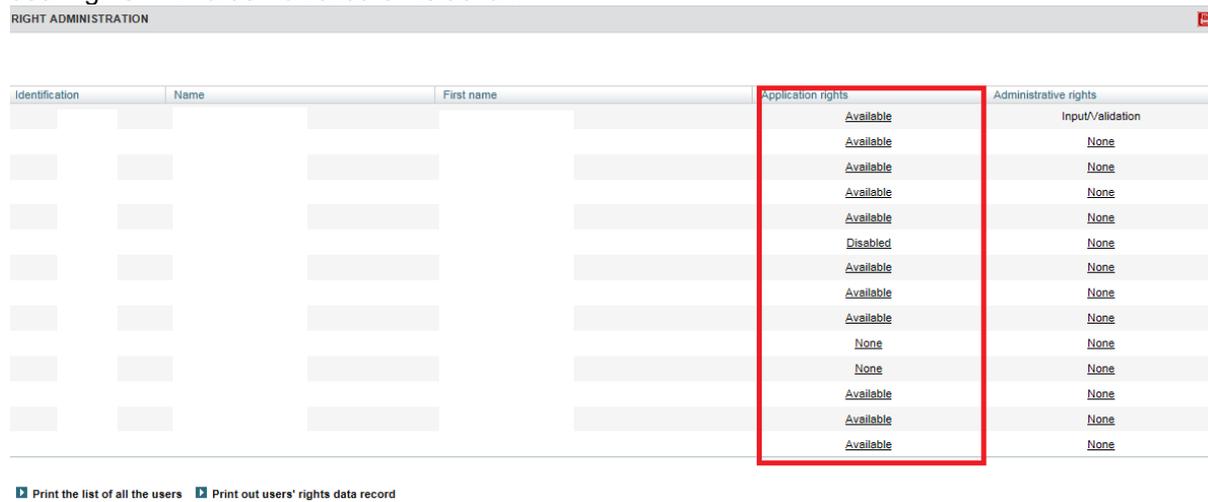
If the user does not have rights, "None" is indicated, underlined, in the "application rights" column. This is the case for any user who has just been created and has not yet been assigned any "application rights".

If the user already has "application rights", "Available" is indicated and underlined.

To view, modify or remove the rights of already-authorized users, click "Available" next to the user concerned.

To create rights for a user, click "none" for the user concerned.

An administrator who modifies a user's application rights must browse to the final screen – "Details of user rights" – in order to validate his action.



Identification	Name	First name	Application rights	Administrative rights
			<u>Available</u>	Input/Validation
			<u>Available</u>	<u>None</u>
			<u>Disabled</u>	<u>None</u>
			<u>Available</u>	<u>None</u>
			<u>Available</u>	<u>None</u>
			<u>Available</u>	<u>None</u>
			<u>None</u>	<u>None</u>
			<u>None</u>	<u>None</u>
			<u>Available</u>	<u>None</u>
			<u>Available</u>	<u>None</u>
			<u>Available</u>	<u>None</u>

[Print the list of all the users](#) [Print out users' rights data record](#)

### Note:

- By clicking on the "Identification" line of the concerned user, the administrator gets access to the user's name and contact details.

**The administrator** may have "application rights" if he was authorized to have them in the contract. To create application rights for an administrator, click "None" for the chosen administrator. However, "None" is displayed for an administrator, not underlined, if the administrator is not authorized to have application rights in the contract. In this case, only an amendment to the contract, authorizing banking rights for this administrator, will make this "None" link active.

In case of double administration, any creation, modification or removal of "application rights" initiated by an administrator must be approved or rejected by a second administrator via the "rights validation" function.

## 2.3.3 Application rights / banking rights – Accounts access

This screen is accessible via the "rights administration" function after clicking "None" or "Available" in the "application rights" column for the user concerned.

To assign rights to a user, you have the option to **duplicate the rights** previously assigned to another user (function accessible only for users who have no application rights). To do this, after clicking "None", use the dedicated action bar: select the source user and click "duplicate rights".

USER RIGHT DETAILS : ORDERING ACCOUNTS

Identification: 59

Title: Mrs Name: SC First name: Dat

ACCOUNTS ACCESS

Minimum access level required	Bank	Account	Account name
<input checked="" type="checkbox"/>	SGABATWW		
<input checked="" type="checkbox"/>	SGABBEB2		
<input checked="" type="checkbox"/>	SGABBEB2		
<input checked="" type="checkbox"/>	SGABCHZZ		
<input checked="" type="checkbox"/>	KOMBCZPP		
<input checked="" type="checkbox"/>	BNPAFRPP		
<input checked="" type="checkbox"/>	BNPAFRPP		
<input checked="" type="checkbox"/>	BNPAFRPP		
<input checked="" type="checkbox"/>	SOGEFRPP		
<input checked="" type="checkbox"/>	SOGEFRPP		
<input checked="" type="checkbox"/>	SOGEFRPP		
<input checked="" type="checkbox"/>	SOGEFRPP		
<input checked="" type="checkbox"/>	SOGEFRPP		
<input checked="" type="checkbox"/>	SOGEFRPP		
<input checked="" type="checkbox"/>	SOGEFRPP		
<input checked="" type="checkbox"/>	SOGEFRPP		
<input checked="" type="checkbox"/>	SOGEFRPP		
<input checked="" type="checkbox"/>	SOGEFRPP		
<input checked="" type="checkbox"/>	SOGEFRPP		
<input checked="" type="checkbox"/>	SOGEFRPP		
<input checked="" type="checkbox"/>	SOGEFRPP		
<input checked="" type="checkbox"/>	SOGEGB2LLON		
<input checked="" type="checkbox"/>	SOGEHKHH		
<input checked="" type="checkbox"/>	SOGEUS33		
<input checked="" type="checkbox"/>	SOGEUS33		

Automatic access to new account

Continue Delete rights Quit

If the administrator wants to create “application rights” without using rights duplication, he can directly select the accounts that will be accessible to the user to initiate orders and view statements (see contract).

If he wants the user to have automatic access to new accounts that will be added to the subscription in the future, select **"Automatic access to new account"**.

If he wants to modify the rights to the accounts the user can access, check or uncheck the accounts concerned.

**If there is more than one accounts page, click the arrow at the bottom of the page to continue selecting/deselecting accounts and before clicking "Continue".**

**Click "Continue" to confirm your input** and to authorise the user to access the report services and then the orders service.

To remove all the user's existing rights (rights to accounts and the statements and orders services), click "Delete rights".



### 2.3.4 Application rights / banking rights – Access to report services and customization

This screen is accessible via the "Rights Management" function after the account access step for the concerned user.

In this screen, the administrator can select the services that will be accessible to the user: statements service and personalisation service.

Some services may be pre-checked if you opted for "Duplicate Rights" assigned to another user.

**If there is more than one services page, click the arrow at the bottom of the table to continue selecting/deselecting services and before clicking "Continue".**

Click "Continue" to confirm the selections/deselections and authorise the user to access the orders and limits section.

To remove all the user's existing rights (rights to accounts and to the statements and orders services), click "Remove rights".

**Important:** if a new service is added to the subscription, via an amendment to the contract, the administrator(s) must authorise users to access this new service as the authorisation will not be made automatically.

Minimum access level required	Services
<input checked="" type="checkbox"/>	Download of SG France account statement(camt.53)
<input checked="" type="checkbox"/>	Download of SG Brussels account statement (camt.053)
<input checked="" type="checkbox"/>	Daily statements
<input checked="" type="checkbox"/>	Account statements
<input checked="" type="checkbox"/>	Account balances
<input checked="" type="checkbox"/>	Value-dated balances
<input checked="" type="checkbox"/>	Transaction search
<input checked="" type="checkbox"/>	Download of SG France Intraday statement (camt.052)
<input checked="" type="checkbox"/>	Download of SG Brussels Intraday statement (camt.052)
<input checked="" type="checkbox"/>	Intraday reports

#### **Note concerning the management of third parties:**

- Authorization to "third party creditors: input - modification - removal" concerning debit / transfer operation,
- Authorization to "third party debtors: input - modification - removal" concerning credit / debit operation,
- Authorization to "third party debtors: validation" concerning debit / transfer operation, "third-party debtors - validation" allows the user to validate the created or modified third parties and thus activate them.

*In double administration mode, the actions initiated in "Right administration" must be validated by another administrator.*

### **Application rights / banking rights – Orders and limits (without Signatory Groups service subscribed)**

This concerns the setting of limits for orders entries and signing authorities, and the type of signing authority for orders.

The administrator (or one of the administrators in double administration mode) selects the order services which the user has access to.

If the user is authorised only to input/upload orders, the administrator checks the corresponding box and sets the maximum amount that the user can input/download by initiating an order.

To authorise a user to sign orders, the administrator checks the corresponding box and sets the maximum order amount the user can approve.

If the user has sole signing authority for the order, the administrator chooses single signature.

Conversely, if the user does not have sole signing authority for the order, the administrator chooses double signature. In the latter case, the user may be either the first or second signatory.

A user with sole signing authority may countersign an order approved by a second user with joint signing authority.

Lastly, the administrator may assign input rights and signing authority to a single user, setting identical or different limits for input and for signature.

The maximum upper limit it is possible to assign is specified in the contract.

USER RIGHT DETAILS : ORDERS SERVICES [?] [i]

Identification:

Title:  Name:  First name:

**ALLOCATION OF RIGHTS AND LIMITS**

Nature of the order	Input limit (EUR)	Signature rights (sensitive service) - Cap (EUR)	Signing
Upload of an international transfer (CFONB 320)	<input checked="" type="checkbox"/>	<input type="text"/>	Single <input type="text" value="v"/>
Other channels follow up validation - European transfers	<input checked="" type="checkbox"/>	<input type="text" value="100,000.00"/>	Single <input type="text" value="v"/>
Other channels follow up validation - Cross-border transfers	<input checked="" type="checkbox"/>	<input type="text" value="100,000.00"/>	Single <input type="text" value="v"/>
Other channels follow up validation - Invoices at the due date	<input checked="" type="checkbox"/>	<input type="text" value="100,000.00"/>	Single <input type="text" value="v"/>
Other channels follow up validation - Offsite transfers and multi-function transfers	<input checked="" type="checkbox"/>	<input type="text" value="100,000.00"/>	Single <input type="text" value="v"/>
Domestic single transfer	<input checked="" type="checkbox"/> <input type="text" value="100,000.00"/>	<input type="text"/>	Single <input type="text" value="v"/>
Domestic mass transfer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Limit per order	<input type="text" value="100,000.00"/>		
Limit per remittance	<input type="text" value="100,000.00"/>	<input type="text" value="100,000.00"/>	Single <input type="text" value="v"/>
Bank cheque	<input checked="" type="checkbox"/> <input type="text" value="100,000.00"/>	<input checked="" type="checkbox"/> <input type="text" value="100,000.00"/>	Double <input type="text" value="v"/>
Cross-border single transfer	<input checked="" type="checkbox"/> <input type="text" value="100,000.00"/>	<input checked="" type="checkbox"/> <input type="text" value="100,000.00"/>	Single <input type="text" value="v"/>
Cross-border mass transfer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Limit per order	<input type="text" value="100,000.00"/>		
Limit per remittance	<input type="text" value="100,000.00"/>	<input type="text" value="100,000.00"/>	Single <input type="text" value="v"/>
Upload of a Multi-function transfer (CMI101)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="text" value="100,000.00"/>	Double <input type="text" value="v"/>
Upload of a Multi-function transfer XML (pain.001)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="text" value="100,000.00"/>	Double <input type="text" value="v"/>
LCR/BOR input	<input type="checkbox"/>	<input type="checkbox"/>	
Limit per order	<input type="text"/>		
Limit per remittance	<input type="text"/>	<input type="text"/>	Single <input type="text" value="v"/>
Other channels follow up validation - Bills of exchange	<input checked="" type="checkbox"/>	<input type="text" value="100,000.00"/>	Single <input type="text" value="v"/>
Other channels follow up validation - other direct debit	<input checked="" type="checkbox"/>	<input type="text" value="100,000.00"/>	Single <input type="text" value="v"/>

>

[?] End [?] Delete rights [?] Quit

**Note:** Strong authentication is required for any new subscription. The administrator must ensure, before any assignment of services, that the user concerned has a 3Skey\* certificate or Secure Access activated.

\*This security solution will be available soon for new Global Cash subscriptions.

### **Orders and limits (with “Signatory Groups” service subscribed)**

If the "Signatory group" service is subscribed to, the administrator sets users' input rights.

To do this, he or she selects the "Orders" service to which the user has write access and checks the corresponding boxes, then indicates the upper limit up to which the user may input orders.

Signing rights are contractually defined and entered by Societe Generale.

The screen below shows them and specifies, for each service the user is authorised to sign for:

- The user's rights as sole signatory (maximum amount up to which the user has sole signing authority for an order),
- The group the user belongs to,
- The association rights set for the user's group.

From this screen, the administrator can access the list of signatory groups associations, per service.

**Note:** Strong authentication is required for any new subscription. The administrator must ensure, before any assignment of services, that the user concerned has a 3Skey\* certificate or Secure Access activated.

\*This security solution will be available soon for new Global Cash subscriptions.

### 2.3.5 Signatory groups

The screen below, which the administrator can access by clicking "Signatory groups" in the left-hand menu, shows the signatory groups rights for each service.

It specifies the upper signing limit of each group per order and/or per remittance for each service.

DETAIL OF RIGHTS : SIGNATORY GROUP ASSOCIATION			
LIMITS ASSOCIATED TO	RIGHTS		
Nature of the order	GROUP ASSOCIATIONS	Signature limit (EUR) Single order	Signature limit (EUR) Remittance
Upload of European direct debits XML ISO 20022 PAIN.008.001.02	A B	2,000,000	2,000,000
	A C	200,000	200,000
	B B	2,000,000	2,000,000
	B C	2,000,000	2,000,000
	C C	2,000,000	2,000,000
Domestic single transfer	A C	200,000	
	B B	2,000,000	
	B C	2,000,000	
	C C	2,000,000	
Domestic mass transfer	A C	200,000	200,000
	B B	2,000,000	2,000,000
	B C	2,000,000	2,000,000
	C C	2,000,000	2,000,000
Upload of transfers / SWIFT 101	A C	200,000	200,000
	B B	2,000,000	2,000,000

➤

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 List of signatories by signatories group

### List of signatories per group for each service

This screen is accessible via the "Right administration" function in the menu (select "orders and limits" then "List of signatories by signatories group") or via the "signatory groups" section in the menu (then select " List of signatories by signatories group ").

This screen shows for each service the list of authorised signatories with their names, the signatory group they belong to and each user's upper signing limit as sole signatory per order and/or per remittance. For each service, the signatories are listed A-Z by username.

DETAIL OF RIGHTS : LIST OF SIGNATORIES PER GROUP FOR EACH SERVICE				
LIMITS ASSOCIATED TO	RIGHTS			
Nature of the order	Signatory	Signatories group	limit (eur) of signature for the user in single signature per order	limit of signature (eur) for the user in single signature per remittance
Upload of European direct debits XML ISO 20022 PAIN.008.001.02		B	0	0
		B	0	0
		A	0	0
		B	0	0
		C	0	0
		B	0	0
		B	0	0
		A	0	0
		A	0	0
		C	0	0
Domestic single transfer		B	0	
		B	0	
		A	0	
		B	0	
		B	0	

➤

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## 2.4 Management of security means

The administrator can view the registered security assets and manage them based on the type of solution.

MANAGEMENT OF MEANS OF SECURITY

List of security features you are able to manage: Filter

Selection	Means of security	Support	Serial number of the security means	Name associated with the means of security	Name of holder	First name of holder	Status
<input type="checkbox"/>	Secure Access	iPhone 6 Plus iPhone OS 9.2		Secure Access mobile iPhone5,2 Claire			Active
<input type="checkbox"/>	Secure Access	iPhone 6 iOS 9.1		SM-A405FN Claire			Active
<input type="checkbox"/>	Secure Access	iPhone 6 Plus iPhone OS 8.0.2					Active
<input type="checkbox"/>	Secure Access	iPhone 6 Plus iPhone OS 9.2					Active
<input type="checkbox"/>	Secure Access	Windows7 PC 6.1.7601.65536					Active
<input type="checkbox"/>	Secure Access	Windows7 PC 6.1.7601.65536					Active
<input type="checkbox"/>	Secure Access	Galaxy S3 Android 4.3					Active
<input type="checkbox"/>	Secure Access	iPhone 6 iOS 9.1					Active
<input type="checkbox"/>	Secure Access	zeroflte Android 5.1.1					Active
<input type="checkbox"/>	Secure Access	gtelwifi Android 4.4.4					Active
<input type="checkbox"/>	Secure Access	iPhone 6 Plus iPhone OS 9.2					Active
<input type="checkbox"/>	Secure Access	iPhone 4S iPhone OS 8.0					Active
<input type="checkbox"/>	Secure Access	Galaxy S4 Android 5.0.1					Active
<input type="checkbox"/>	Secure Access	Galaxy S4 Android 4.4.2					Active
<input type="checkbox"/>	Secure Access	shamu Android 5.1.1					Active
	SG TS PRIS	Not applicable					Suspended
	CERTEUROPE ADVANCED CA V4	Not applicable					Active
	SG TS PRIS	Not applicable					Active
	CERTEUROPE ADVANCED CA V4	Not applicable					Active
	CERTEUROPE ADVANCED CA V4	Not applicable					Active

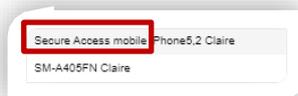
Change the status of the selected means of security Unblock Validate

Declare a certificate Import a list of certificates Print the list of certificates

For **Secure Access**, the administrator can unlock, reactivate, suspend or delete from this space. This action can be done individually or in batches by selecting the Secure Access concerned

Selection	Means of security	Support
<input checked="" type="checkbox"/>	Secure Access	jölte Android 10
<input checked="" type="checkbox"/>	Secure Access	jölte Android 10

Secure Access is available on smartphone or tablet either integrated in the Global Cash mobile application or as standalone in the Secure Access for Corporate application (see the "Secure Access" user guide §2.1 for a description of the content of each application). It is the administrator's responsibility to check that the mobile application installed by users meets its company's policy. In case the user has the Secure Access for Corporate application installed, the associated field "Name associated with the security means" contains Secure Access mobile as in the example below. The administrator can then suspend or remove the security means if necessary.



In the case of **certificates**, the activation management involves editing the list of security means. This print-out, signed by the legal representative of the subscriber company, will be needed to request activation or deactivation of the certificates concerned.

The downloaded files may be further protected by activating the "Sealing and Encryption" service in Appendix 2.1 of the contract.

In case the sealing option is contracted, this same menu allows to import the certificate containing the Customer's public key.

As a reminder, the public key for the Société Générale encryption certificate is available in the Practical Brochure, paragraph: 9.3.2 Other functionalities related to orders offered by Global Cash.

### 2.4.1 Declaration of a sealing certificate

From the Security Management menu, the administrator can declare a seal certificate.

In the Organization field, select the desired format (for example PGP)

SECURITY MEANS DECLARATION: CERTIFICATE

**SECURITY MEANS**

Organisation: PGP

Uses of the security means: Sealing

In the Security Means Identification area, You must fill in the Fingerprint of the certificate (consisting only of hexadecimal values separated by a space each time),

Next, you must select the file containing the information on the sealing certificate to be imported, and click on 'Validate' to import it.

Once the file has been successfully imported, the fields related to the identification of the security means are extracted and displayed in the "Identification of the security means" section.

**SECURITY MEANS INFORMATION**

Certificate's fingerprint: [Text field]

Select a file to be uploaded:  
[Choisir un fichier] Aucun fichier choisi [OK]

Associated name: [Text field]

Organisation: [Text field]

Distinguished name: [Text area]

Serial number: [Text field]

Valid-from date: [Text field]

Expiration date: [Text field]

Model/ version of the device linked to the security means (if applicable): [Text field]

Software version of the security means (if applicable): [Text field]

Public key of the certificate: [Text area]

In the usage area of the subscription, it is then necessary to fill in the user ID beginning with 59 xxxxx, on which the certificate will be attached.

**USE IN THE SUBSCRIPTION**

Sogecash Web identifier of the holder: [Text field]

Holder's surname: [Text field]

Holder's first name: [Text field]

Use in the subscription: Sealing

Date of registration in the subscription: [Text field]

Status in the subscription: [Text field]

[Back] [OK]



**Point of attention: although the certificate is declared by the administrator for a subscription-level use, it is attached to a user of the subscription.**

**In case of change of status of the holder (user deleted, in opposition) or the related certificate (certificate expired, revoked), the service will therefore no longer be operational.**

This new certificate will be taken into account as soon as it is activated by Société Générale. To do this, the administrator must edit the "Subscription Certificate List" and send it to their sales contact. You have the option of restricting the list before editing the PDF using the filters "Security Means and Statuses".

SUBSCRIPTION'S SECURITY MEANS					
		12/03/2020			
<b>Contract</b> FR17L000	<b>Subscription</b> FR17A154				
<b>Company name</b> ABO VINCENT HOMOL					
<b>Certificate 1</b>					
Sender	3SKey CA	<b>Activate</b>	<input type="checkbox"/>	<b>Deactivate</b>	<input type="checkbox"/>
Serial number	5d 16 84 d0	Status	Active		
Valid from	11/25/2019 to 11/25/2022	Use	Enhanced authentication		
<b>Holder</b>		<b>Country</b>		<b>WW</b>	
Unique_id	corp61814056	Sub-organization	section_212		
Organization	swift				
<b>User</b>					
Identifiant	59811281	First name	Vincent		
Name	LEFEBVRE				

The client will have to carry out this operation whenever the sealing certificate is to be renewed.

## **2.5 Banking follow up**

The Banking follow up provides access to the history, over 12 months, of the various actions carried out by users of the subscription (see the screen below under "Nature of the transaction").

The log of banking actions is populated in two stages:

- input of search criteria,
- presentation of the result.

You can search for:

- a given user or for "all users",
- one or more ordering accounts (multiple selection possible),
- a date range chosen by the administrator, in the last 12 months,
- an amount (upper and lower limit).

**BANKING FOLLOW-UP** [?] [i]

**CRITERIA TO CREATE BANK MONITORING**

---

This function provides access to the record of banking operations made by one or more users. Please make your selection criteria.

---

Choose a user  
 All the users ▼

Ordering party choice  
 All the accounts ▼ **Multi criteria selection**

Type of order

**All the orders**

Upload of an international transfer (CFONB 320)

Domestic single transfer

Domestic mass transfer

Bank cheque

Cross-border single transfer

Cross-border mass transfer

Upload of a Multi-function transfer (SWIFT101)

Upload of a Multi-function transfer XML (pain.001)

Upload of an European Debit transfer orders XML (pain.008)

Prélèvement SEPA

LCR/BOR input

Domestic treasury transfer

Cross-border treasury transfer

Template administration

Creditors and debtors

Creditors

Debtors

Order approval on various payments

Other channels follow up validation - European transfers

Other channels follow up validation - Cross-border transfers

Other channels follow up validation - Invoices at the due date

Other channels follow up validation - Offsite transfers and multi-function transfers

Other channels follow up validation - Treasury transfers

Order approval on various collection

Other channels follow up validation - Bills of exchange

Other channels follow up validation - European direct debit

Other channels follow up validation - other direct debit

Once the selection has been made, the administrator can view the history of banking transactions with:

- the characteristics of orders (reference, amount, currency, type of order),
- the user concerned (username, first name, surname),
- the action performed by the user (input, modification, removal, signature, etc.),
- the date and time of the action,
- for orders: the requested execution date,
- for all transfers and order templates: The ordering account,
- for single transfers and order templates: The Name and No. of the beneficiary account,
- for multiple orders: The ordering account and a "+/- beneficiaries" button to display a list of details on each transaction: Reference / Beneficiary Name / Account no. / Amount,
- for all transfers: the name of the template if a template was used,
- for all transfers: the standard or enhanced confidentiality indicator,
- whether or not the order is urgent.



- by type of administrative action. As the "confirmation / validation" or "reject validation" values are specific to double administration mode, in single administration mode leave the "All" value for this criterion,
- by family of administrative action.

Once the selection has been made, the administrator can view the history of administrative actions with:

- the date the action was performed,
- the type of action performed (creation, modification, removal) and the type of administrative action (input, validation or rejection),
- the first name, surname and username of the administrator who initiated this action,
- the details of the action performed by the administrator.

## **2.7 General set up**

In “General set up” section the administrator can see the name and address of the company that subscribe to Global Cas portal.

GENERAL SET-UP

Company name  
GLOBAL LUXE

Address  
d

Post code  
ddddddddd

Town  
ddddddddddddd

Country  
FRANCE

Secret code renewal frequency. It applies to all users of the subscription.  
1 mois

Activation of the alerts on orders to signed (This service will be in place for all the users in this subscription. Each user will be able to customize this service in its own Sogecash Web profile settings.)

OK

### **Alerts on Orders to be signed activation:**

**As an administrator, you can choose to activate the service of alerts on orders to be signed for all the users authorized to sign/countersign imputed or uploaded orders/sequences in Global Cash or transferred via Host to Host channels.**

### **Activate / deactivate the service:**

The Alert for orders to be signed is activated by default for all subscriptions (in the menu Administration / General Settings). The administrator can deactivate it and re-activate it as needed. All the users authorized to sign orders in Global Cash can benefit from this service.

Secret code renewal frequency. It applies to all users of the subscription.  
1 mois

Activation of the alerts on orders to signed (This service will be in place for all the users in this subscription. Each user will be able to customize this service in its own Sogecash Web profile settings.)

OK

## 2.8 Ordering party administration

In the "Ordering party administration" menu, you can complete the contact details of the ordering accounts. This feature allows the administrator **to configure the labels and addresses of ordering accounts**. This information is **displayed in the execution notice**.

Access to Details :

### Ordering Party administration

CC

You may set-up labels and addresses of ordering party accounts. These information are displayed in Execution Notices.

17 ordering accounts are currently configured in your Global Cash subscription Filters

Account number ↓	Bank	Account name	Account name configured	Actions
FR76: [REDACTED]	STE.GENERALE/PARIS	[REDACTED]	-	Details →
F [REDACTED]	STE.GENERALE/PARIS	[REDACTED]	-	Details →
FR76: [REDACTED]	STE.GENERALE/PARIS	[REDACTED]	-	Details →

Configure account name, address :

### Ordering Party administration

You may set-up labels and addresses of ordering party accounts. These information are displayed in Execution Notices.

17 ordering accounts are currently configured in your Global Cash subscription

Account number ↓	Bank	Account name
FR [REDACTED]	STE.GENERALE/PARIS	[REDACTED]
FR [REDACTED]	STE.GENERALE/PARIS	[REDACTED]
FR76 [REDACTED]	STE.GENERALE/PARIS	[REDACTED]
FR71 [REDACTED]	STE.GENERALE/PARIS	[REDACTED]
FR7 [REDACTED]	STE.GENERALE/PARIS	[REDACTED]
FR [REDACTED]	STE.GENERALE/PARIS	[REDACTED]

← Back ×

**FR7630003**

Account number FR76:  
Account name COF  
Bank STE.GENERALE/PARIS  
Bank BIC Code SOGEFRPP

**Ordering account configuration**

Account name configured

Address 1 configured

Address 2 configured

Postcode

Country

Cancel **Confirm**

Execution notice configured :



Transfer order execution notice  
Online banking input

Page : 1 / 1

██████████  
2ND FLOOR, ██████████ CH STREET  
██████████ ON  
ROYAUME-UNI

Date 07/12/2021

As per instructions received, we have processed the following transfer:

Requested execution date : 07/09/2021  
Acquisition channel: Data entry  
Transaction type: Third-party transfer  
Transaction status: Executed  
Nature of transaction: Non urgent

Payment reference	██████████
Currency / Amount	EUR 36 353 72
Ordering party	██████████ 2ND FLOOR, ██████████ H STREET ██████████ N ROYAUME-UNI
Ordering party bank	SOGEB2LLON STE.GENERALE/LONDRES
Intermediary bank	

## 2.9 Validation of rights and access (double administration only)

### In double administration mode:

In this screen, an administrator can access the administrative actions that were performed by another administrator and are pending validation:

- actions concerning users and their accesses,
- actions concerning banking rights,
- actions concerning administrative rights.

ACCESS RIGHTS VALIDATION		
Holder	Type of management	Nature of the operation
	User administration	<a href="#">Modification</a>
	User administration	<a href="#">Creation</a>

### Validation of actions concerning users

You can validate or reject requests to create or modify users (initiated by another administrator via the "User Management" function).

If the "Validate" button is pressed, then the new user's username and activation code are displayed in a separate window and the administrator who validated this creation must then communicate these details **confidentially** to the new user.

**Note: The above actions are only necessary if a user needs to activate the Secure Access<sup>1</sup> security solution or wants to connect to Global Cash via the mobile application<sup>2</sup>**

1. Please see "Secure Access" user guide
2. Please see "Banking Functions" user guide

### Validation of actions concerning accesses

The administrator can validate or reject requests to create or modify accesses [initiated by another administrator via the "Access Management" function]

#### **Validation of banking rights**

The administrator can validate or reject requests to create or modify banking rights [actions initiated by another administrator via the "Rights Management" function].

If the "Validate" button is pressed, then the creation, modification or removal of banking rights is validated.

**Important remark:** Administrators and users authorised to access sensitive services must use strong authentication to access the Global Cash site.

#### **Validation of administrative rights**

For each creation or removal of a delegation of administrative rights, the other administrator must validate or reject the request to create or modify the delegation of administrative rights.

If the "Validate" button is pressed, the delegation request will take effect on the delegation start date.

During the delegation period, "Delegation in progress" will be indicated in the administrative rights column for the administrator who delegated his or her administrative rights, and "Input/Validation" will be indicated for the delegated administrator. The administrator keeps all his or her rights during this period and may, at any time, modify the delegation granted.

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