

PAYING CONTRACTORS

DB GURUS INTERNAL TRAINING

1. SET UP SPREADSHEET

Set up a spreadsheet with all of the contractors and what we owe them.

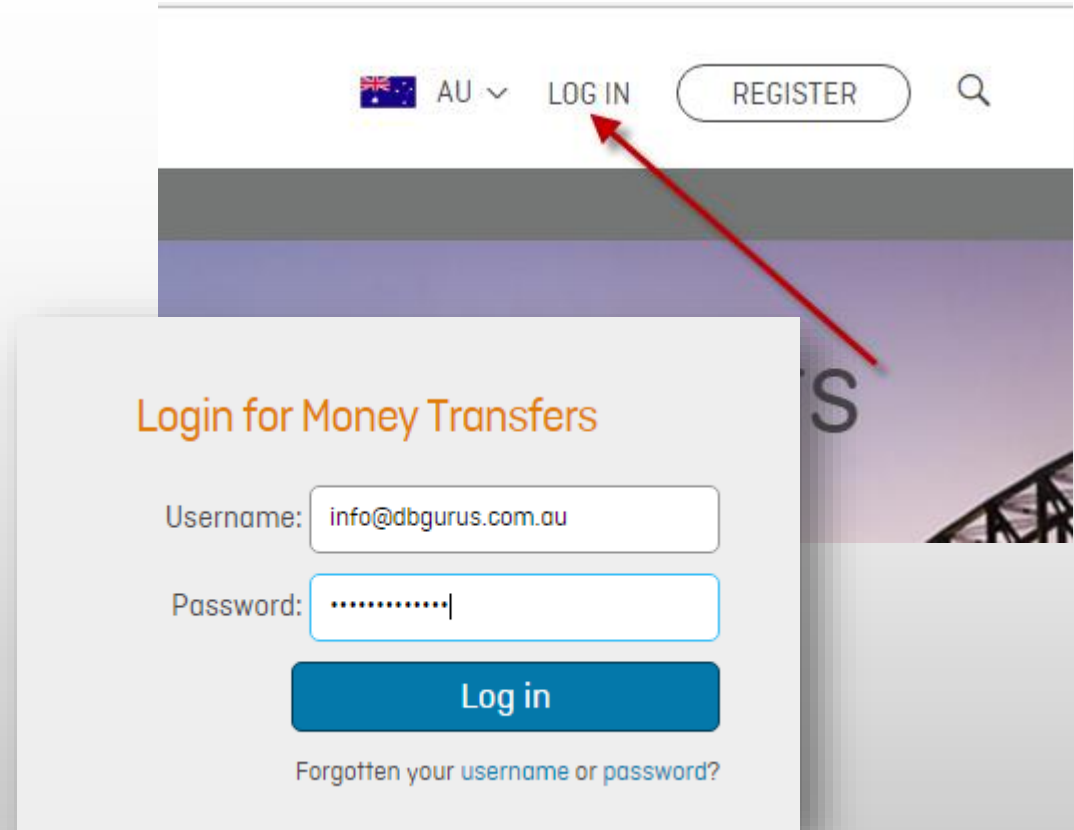
Have columns for:

- Name
- Local Currency
- \$ AUD

Subcontractor	Febuary Invoices		
	PHP	AUD	Entered
Anna	123,456	\$9,999	6-Mar
Cathe	234,567	\$9,999	6-Mar
Edgie	234,567	\$9,999	6-Mar
Jelai			
Jemu	234,567	\$9,999	6-Mar
KHEM	234,567	\$9,999	6-Mar
Mich	234,567	\$9,999	6-Mar
Leste	234,567	\$9,999	6-Mar
Redf	234,567	\$9,999	6-Mar
PHP Sub Total	1,765,425	\$79,992	<-- OFX

2. LOGIN TO OFX

<https://www.ofx.com/en-au/>



AU ▾ LOG IN REGISTER

Login for Money Transfers

Username: info@dbgurus.com.au

Password:

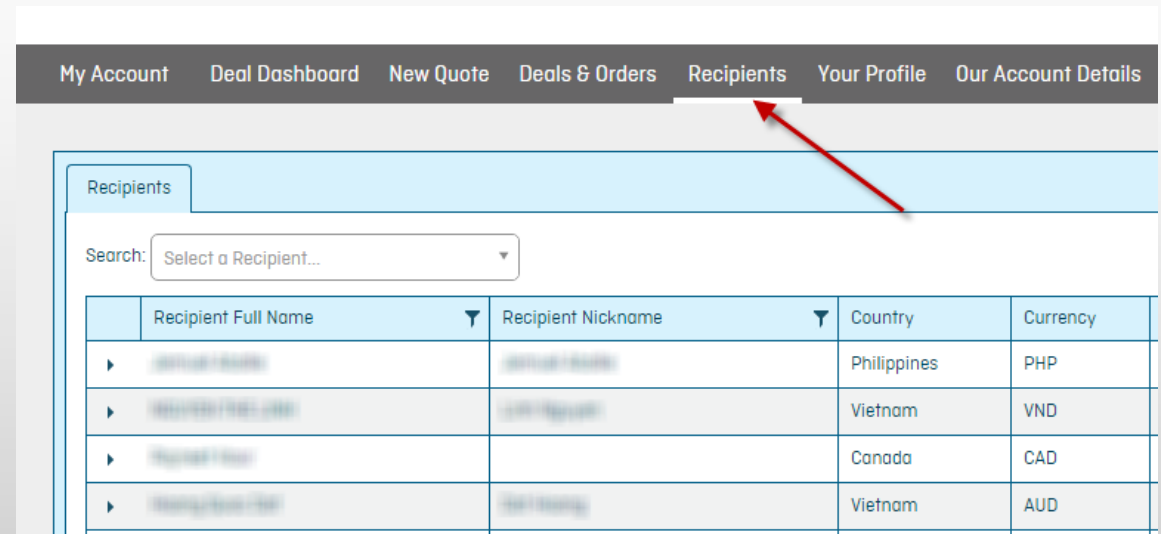
Log in

[Forgotten your username or password?](#)

3. CHECK ALL RECIPIENTS

Check that all recipients have been set up.

It is important to do this before you start the transfer



4. NEW QUOTE

1. Click on New Quote
2. Enter the Amount
3. Select Currency
4. Click Get Quote
5. Click Contine

My Account Deal Dashboard **New Quote** Deals & Orders Recipients Your Profile Our Account Details Rate Alerts

Step One Step Two Finish

Transfer Type: Spot Deal [Help](#)

I have (sell): 9999 AUD (Australian Dollar)

I want (buy): PHP (Philippine Peso)

[Get Quote](#) [Continue](#)

Rate Comparison with other providers

Quote Details

You're Transferring: AUD 9,999.00

Recipient Getting: PHP 364,652.53

Rate: AUD/PHP 36.4689

5. STEP TWO

1. Enter the Number of Recipients
2. Set the recipients
3. Set the Amounts
4. Click Finalise Transfer

Step One **Step Two** Finish

Transfer Type: Spot Deal [Help](#)

Select the number of recipients:

Choose Recipients

Recipients	Amount	Ccy	Reference	Reason
<input type="text" value="Recipient Name"/>	<input type="text" value="1524.57"/>	<input type="text" value="USD"/>	<input type="text" value="DBG Mar 20"/>	<input type="text" value="Software cc"/>
Total:		1524.57 / 1524.57		

[+ Create a new recipient](#)

[Start Again](#) [Finalise Transfer](#)

Quote Details

recipient gets:

Rate: AUD/

Total OFX fees: AUD 0.00 *

Cost excl. fees: AUD 1,531.00

Amount Payable: AUD 1,531.00

Bank to Bank transfers only.
We DO NOT accept: cash, credit card, travelers cheques or bank drafts.

* 50 free Transfers remaining

IMPORTANT: Once you click 'Finalise transfer' this transfer will become legally binding. It will be sent through to the dealing platform to execute in the foreign exchange market on your behalf. If you are just looking for a quote and do not want to transfer at this time, do not click 'Finalise Transfer'.

6. TRANSFER FUNDS


1. Using the details on the final page
2. Go to our online bank
3. Transfer the money to OFX
4. Biller Code: 293464
5. Ref: 136361318

Accounts

Bank to Bank transfers only. We DO NOT accept: cash, credit card, travelers cheques or bank drafts.

Accounts for this Currency/Location

Australian Dollar (AUD) Accounts :

 Biller Code : 293464 Reference : 136361318	National Australia Bank Limited 345 George Street Sydney Sydney NSW 2000 Australia Payee : OzForex Pty Ltd BSB : 082001 Account Number : 55-391-7310 SWIFT/BIC : NATAAU33XXX Reference : 136361318	BANK OF AMERICA, N.A. SYDNEY Bank of America N.A. Sydney Branch Level 37, Governor Phillip Tower, 1 Farrer Place SYDNEY NSW 2000 Australia Payee : OzForex Limited BSB : 232001 Account Number : 15283151 SWIFT/BIC : BOFAAUSXXX Reference : 136361318
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HandyNet

Home Accounts Payments Inbox My Preferences Account Options Services & Help

BPAY Transfer Money Future Payments International Transfer Account Address Book BPAY Address Book International Recipients Multiple Transfers Pending Authorisations

BPAY

Pay From: 94137S11 - DB GURUS PTY LIMITED - \$16,808.31 available

Select Biller -- Please Select --

Pay New Biller Search for a Biller: 0000293464

Reference: 136361318

Create Payee nickname for future use: OZFOREX PTY LTD

Amount: \$ 1531

When:

Transfer Now

Once On

Recurring

Select Frequency

Start: []

No end date

End after [] payments

End on []

Next Cancel

7. AUTO TRANSFER

1. OFX sends text messages to JB at each stage of the process
2. OFX phones JB for a new recipient or suspicious behaviour
3. Money is sent automatically on receipt

