

Stored Recipients Guide

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## Overview

This guide explains how to **manage Stored Recipients** within MAS. Stored Recipients allow you to streamline repeat outbound payments by pre-saving beneficiary details. You can manage these recipients either through the **Stored Recipients page** or during the **Single Payment flow**.

## Where To Manage Stored Recipients

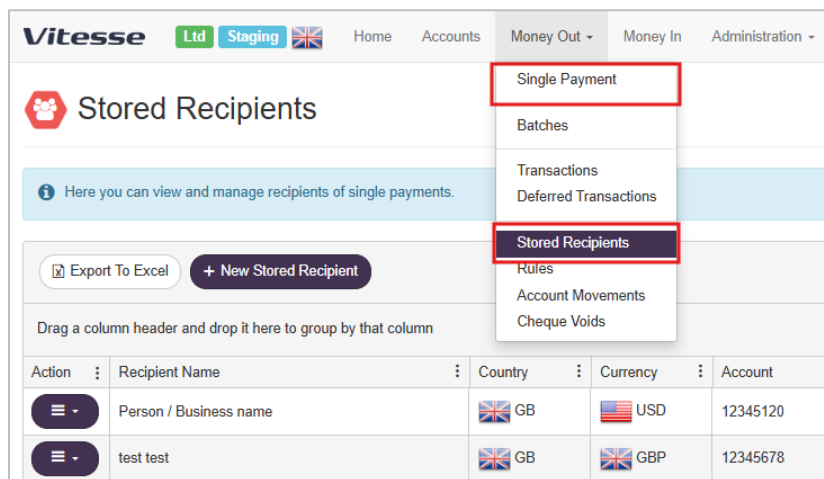
You can create and update Stored Recipients in two places:

1. **Stored Recipients page**

Navigate to MAS: Money Out > Stored Recipients

2. **Single Payment workflow**

During creation of a **New Account Payment** or **New Funded Payment**



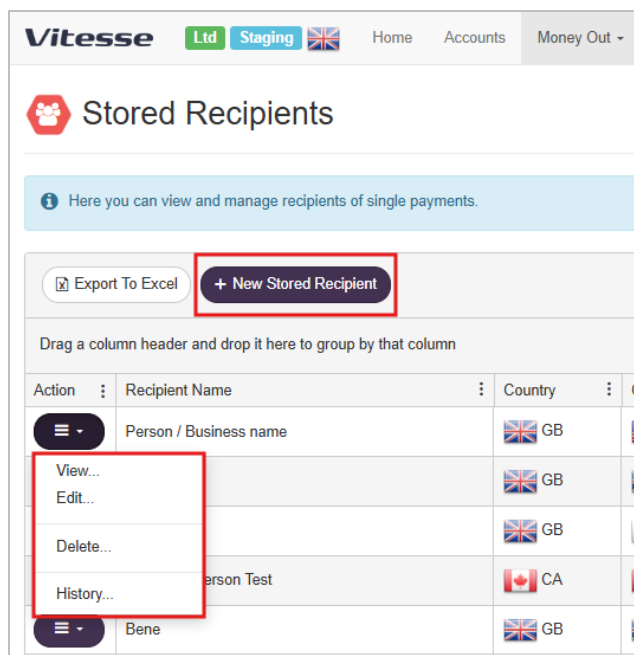
## Managing Stored Recipients

### Via the Stored Recipients Page

Access the full list of Stored Recipients

- Available actions:
  - **Create:** Click **"New Stored Recipient"**, enter the recipient details, then click **"Save"**.
  - **View:** Click the Action button for the relevant recipient and select **"View"**.
  - **Update:** Click the Action button, select **"Edit"**, update the necessary fields, then click **"Save"**.

- **Delete:** Click the Action button, select "**Delete**", then confirm by clicking "**Delete**" again.
- **Audit (View History):** Click the Action button, "**History**", then click the Action button next to the relevant event and choose "**View**".



## Via the Single Payment Workflow

You can also add or update recipient details while setting up a single payment:

- **Create a new recipient:** Enter recipient data during payment setup and tick Store/Update Recipient Details.
- **Update an existing recipient:** Modify recipient fields (e.g. name) during payment setup, then tick Store/Update Recipient Details.

Once the transaction is submitted:

- The recipient appears/updates on the **Stored Recipients page**.
- The data reflects in the '**Previous Recipient**' dropdown in future transactions.

**Stored Recipient IDs are automatically generated when creating a payment via single transaction. If your merchant has the setting enabled, you may edit the ID on the Stored Recipients page post-submission. To request access to this feature, please contact [FCPSupport@vitessepsp.com](mailto:FCPSupport@vitessepsp.com).**

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## Single Payment | Step 2 - Recipient Details

Please enter details for the recipient of this payment. First choose a country and then fill in the relevant fields.

Country\* United Kingdom

Previous Recipient Select Previous Recipient...

Recipient Type Person

Beneficiary Name\*

Beneficiary Address

\*\* Please supply either IBAN & SWIFT or Sort Code & Account Number.

Account Number\*\*

Sort Code\*\*

IBAN\*\*

Swift Code\*\*

Payment Purpose

Recipient Reference\*

☒ Store/Update Recipient Details?

Payment Ref

Merchant Ref

Narrative

Cancel Previous Next

## API Users

Stored Recipients can also be managed using the **Transactions API**. Please visit the following links for more details:

- [Stored Recipient API client](#)
- [Stored Recipients Examples](#)

**Any changes you make to a stored recipient through the API should be reflected in MAS. Please note that having the 'Editable External Stored Recipient ID' on or off does not impact the API - you can update the recipient ID via the API regardless of the setting.**

## Support

If Stored Recipients are not yet enabled for your account, or if you have any questions or would like to request a demo session, please contact your Relationship Manager.