HAL E-BANK MANUAL

E-DOCUMENTS

Hal E-Bank version: 21.X.X.01

Content of Manual

The manual consists of several content sections. The current section is highlighted on the list. The manual's content sections are also available online at web site www.halcom.si/ebanka/pomoc.

Table of Contents

ISSUING E-DOCUMENTS

How Do We Start?

What Do I Need as the Issuer?

- **Opened transaction account with one of the banks which enables the exchange of E-documents via e-banking channels**
  For sending E-documents, the bank needs the transaction account number of the issuer. You can make an inquiry at your preferred bank, whether it enables the exchange of E-documents via e-banking channels.

- **Electronic bank and smart card with qualified digital certificate**
  For sending E-documents, the issuer needs the Hal E-Bank electronic bank, namely version 19.X.X.XX or higher. You can get the latest version from your bank, while you can also contact Halcom's helpdesk for users (**helpdesk@halcom.si**, + 386 (0)1/200 33 69), where you can obtain information on the latest version available for your bank. For further details on the qualified digital certificate, see section **Qualified digital certificate ONE FOR ALL**.

- **Agreement with the bank**
  The issuer fills out the appropriate order form at the bank which provides the exchange of E-documents service, agrees on conditions of operations and gets acquainted with the general terms and conditions for the use of service.

- **Agreement with the recipients of e-documents**
  In accordance with Article 84 of the Value Added Tax Act (ZDDV), the recipient must agree that he/she wishes to receive E-documents in the electronic format. Therefore, the issuer obtains from the recipient the consent or a subscription to receiving documents in the electronic format. For this purpose, the issuer can prepare an appropriate form, a web portal or it can offer some other solution, which enables the potential recipient to send the subscription.

- **Preparation of documents in appropriate electronic format**
  The issuer must prepare the E-documents and envelopes in the appropriate electronic format. You can read the rules for preparation of E-documents and envelopes on the web page ***wwweng.halcom.si/support.***

- **Separate authorizations for issuing and receiving e-documents**
  By default, every user of the e-bank is authorized to issue and receive E-documents. If you wish to change these authorizations contact your bank where the bank administrator will check the authorizations and set them according to your demands.

  The user will, therefore, be able to carry out activities, for which he is authorized (e.g. a user authorized to receive E-documents can review E-documents in the Review /E-documents folder, however, he cannot use the Preparation, Delivery and Archive folders (these options are not active)).

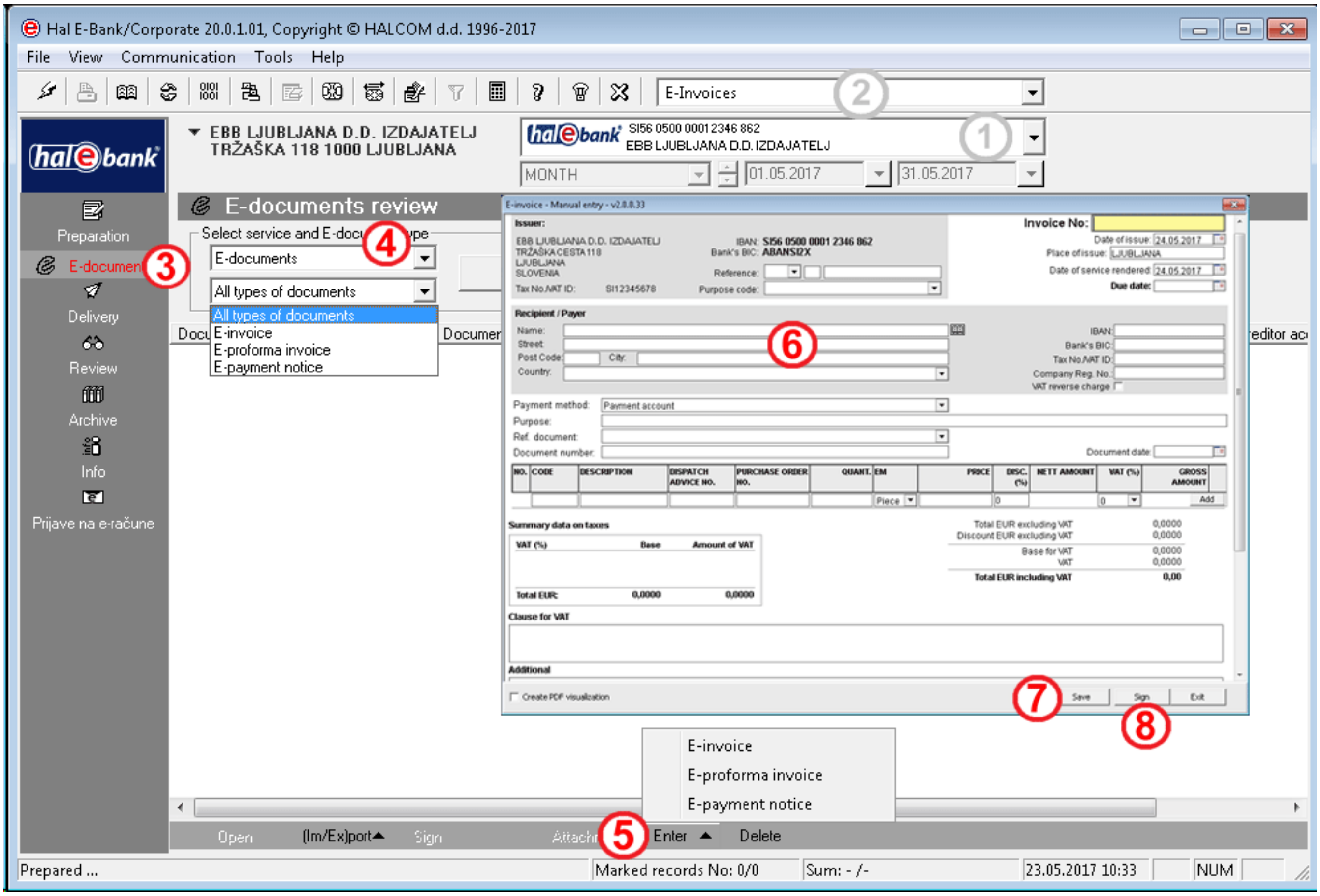
Address Book

In the address book, you must enter the IBAN number and the tax number for each recipient. E-documents cannot be sent without these data. If the recipient has multiple IBAN numbers, the default number is the one defined by the issuer. You can find the instructions for work with the address book in section **Address book**.

Preparing E-documents

As the issuer of e-documents, you can prepare e-documents **manually** or in your **back-office system** (ERP) and then **import them into the e-bank** or **duplicate them from the archive**.

Manual Preparation of E-documents

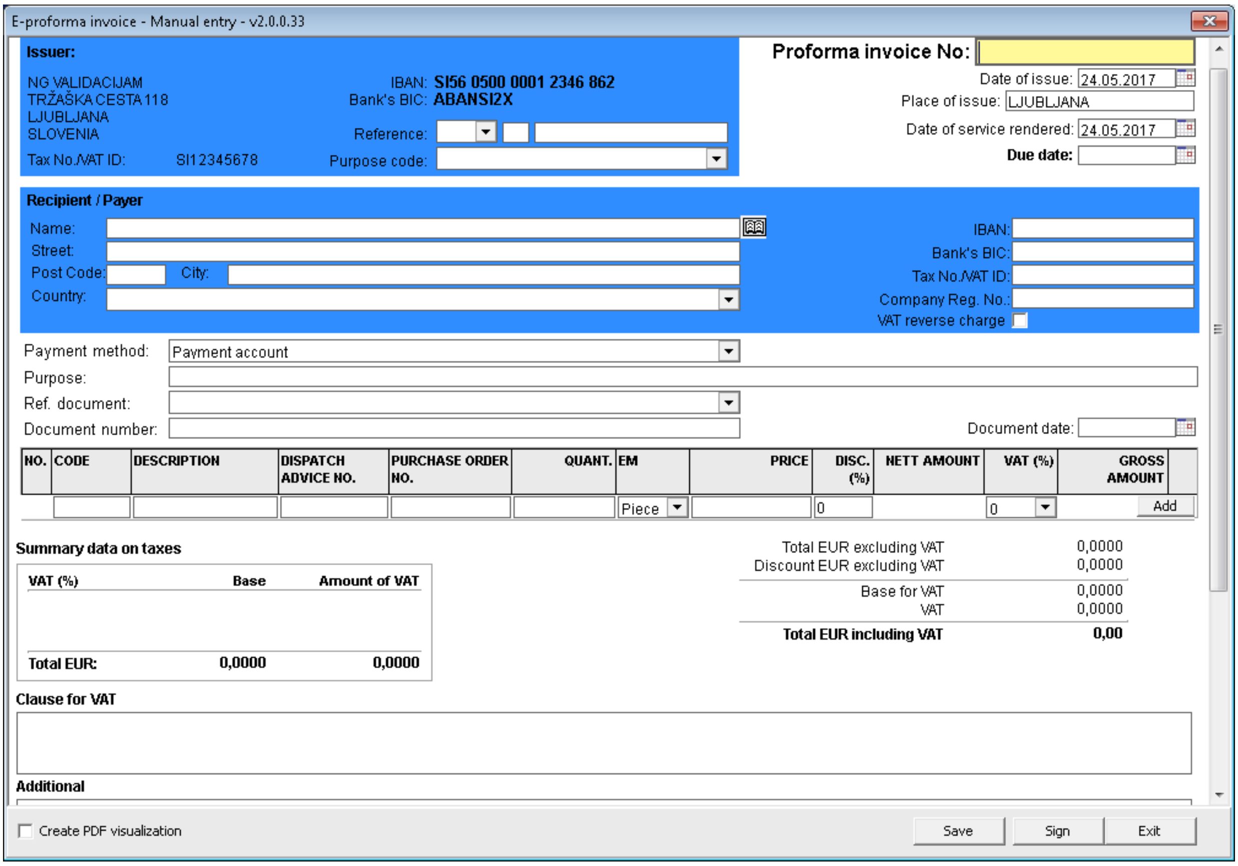


1 Select debit account.
2 Select transaction type.
3 Enter the folder **Preparation > E-documents**.
4 By using the drop-down menu, select the **E-documents** service.
5 Select the **Enter** command. You can prepare E-invoice, E-proforma invoice or E-payment notice.
6 Fill out the E-document.
7 You can save the E-document by clicking the **Save** button and you can open it again and complete it later.
8 Sign the E-document by clicking the **Sign*** button. Now, the E-documents are ready for sending to the bank. The signed E-documents are listed in the **Preparation** folder and simultaneously also in the **Delivery** folder, from which you can send them to the recipient. For the procedure of sending the E-documents, see page 13.

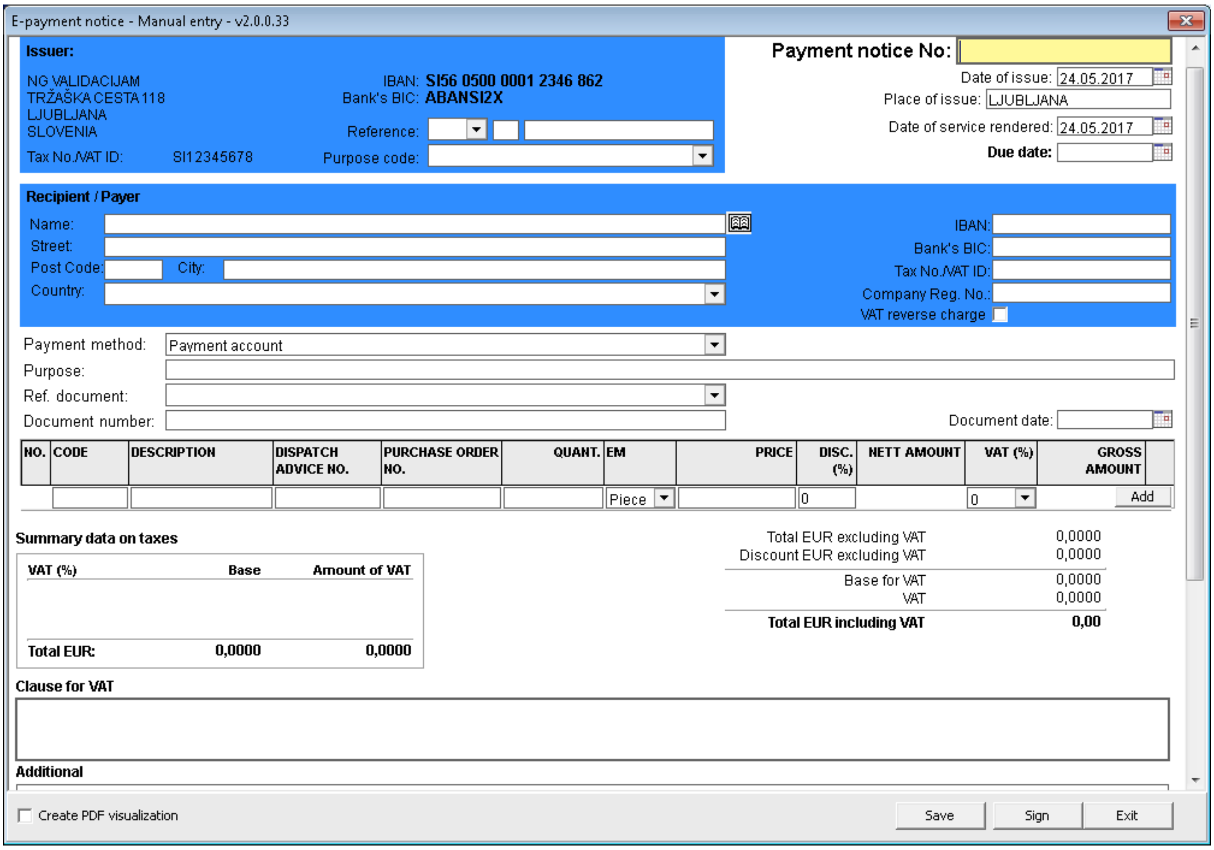
> ***TIP***
>
> *The recipient data can also be entered by using the Address book; click the icon .*
>
> *If you want to add visualization of PDF e-documents, click on the checkbox Create PDF visualization*

*Prior to sending them to the bank, manually prepared e-documents must be signed. The application enables group signing; therefore, it is not necessary to sign each document separately. You can prepare several E-documents, you can save them and then mark them in the folder Preparation > E-documents, click the right mouse button and select the Sign command. Only now the E-documents are ready to be sent to the bank.

E-proforma invoice - Appearance



E-payment notice - Appearance

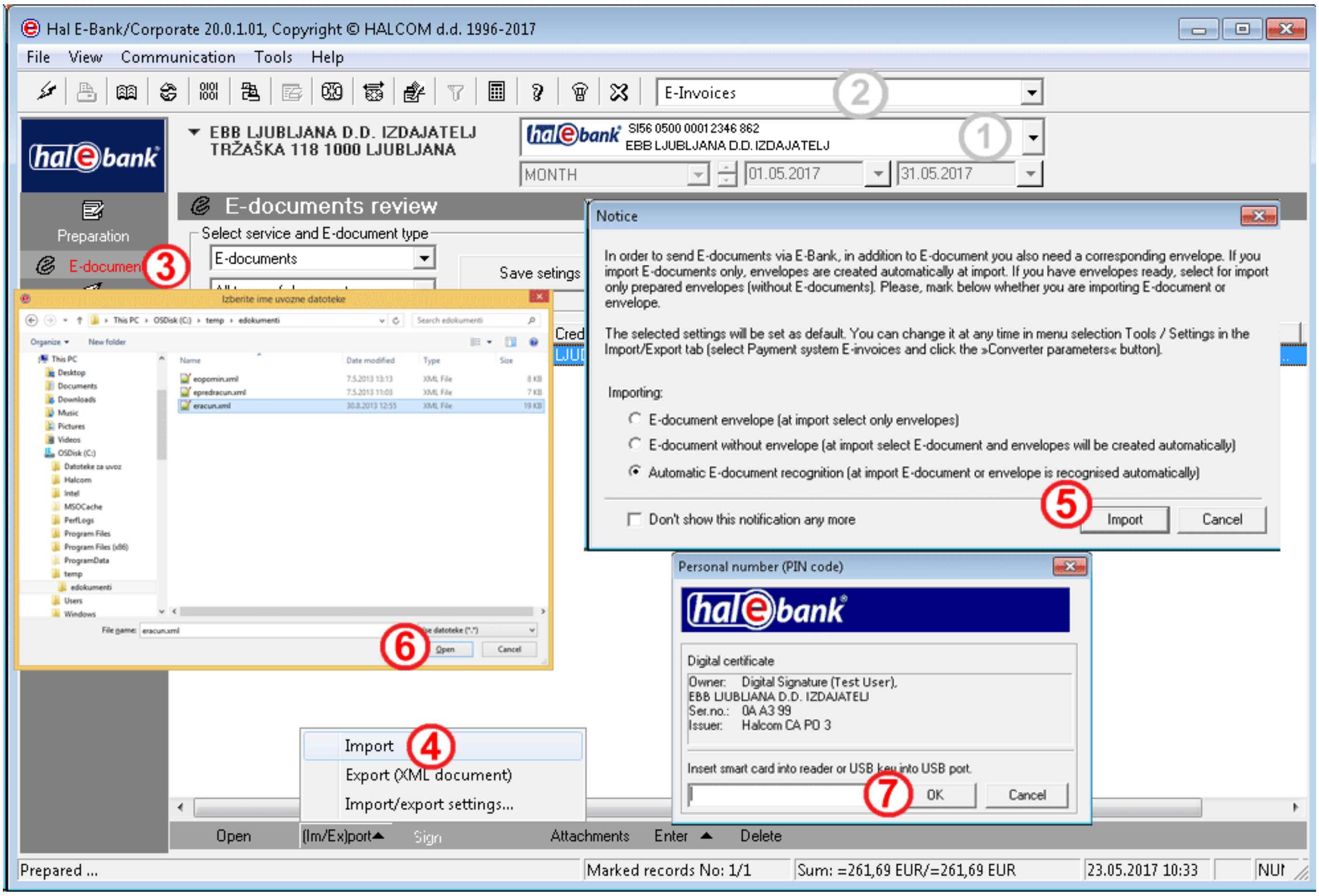


Importing E-documents

The issuer can import the E-documents into the Hal E-Bank with a pre-prepared envelope. The envelope is an XML document, which contains:

- the data for routing E-documents from the issuer to the recipient,
- the data on source,
- the data for preparation of payment order and
- the data on attachments.

The E-document must always be in the first envelope attachment. The E-document format and content are not verified at import. The envelope thus enables the exchange of all E-documents, regardless of the E-documents format.



1. Select debit account.
2. Select transaction type.
3. Enter the folder **Preparation** > **E-documents**.
4. Select the command **(Im/Ex)port** > **Import**.
5. A notification appears where you have to select the import mode. If you would like to import the E-document envelope, select the first option (envelope of E-document). However, if you would like to import the E-document without the envelope, select the second option (E-document without envelope). At import of E-document without the envelope, the latter is created automatically. Click **Import**. Check the converter settings.
6. In the window »Select name of import file«, search and select the file and click **Open.**
7. Enter the **PIN** and confirm it by clicking the **OK** button. A notification on successful import appears, which you confirm by clicking **OK***.

*If there are irregularities in the file, a report appears which states the status of the WARNING file. The import of file is successful anyway. However, if there is an error in the file you would like to import the import will not be successful. A report appears on the screen which states the ERROR status. The file will not be imported.

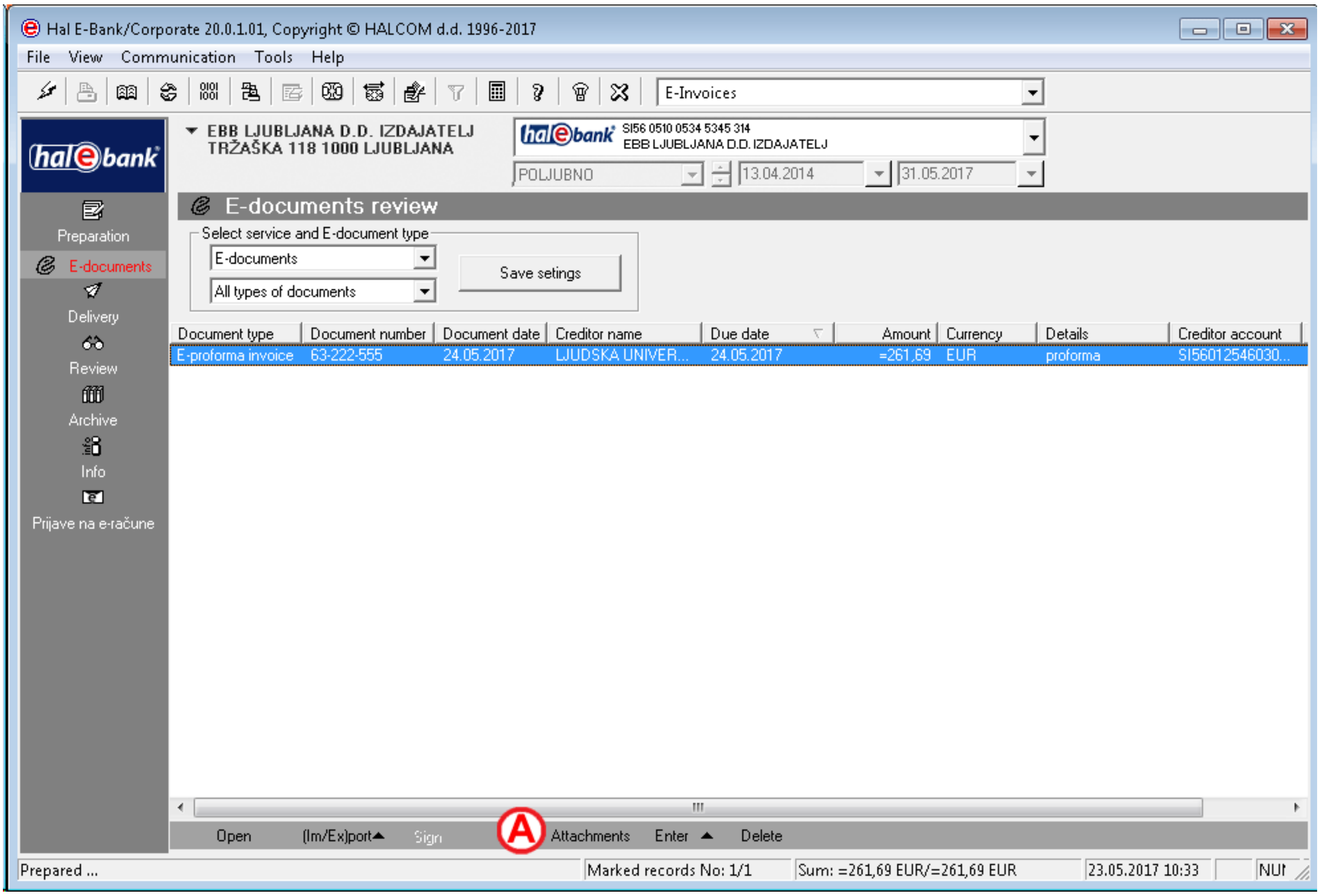
TIP

*The notification at import of an E-document can be turned off by checking the checkbox next to the option »Do not show this notification any more«. If later on you would like to change the settings, you can do this in the toolbar by clicking **Tools**, **Settings**, the tab **Import/Export**, select the payment system **E-documents** and click **Converter parameters**.*

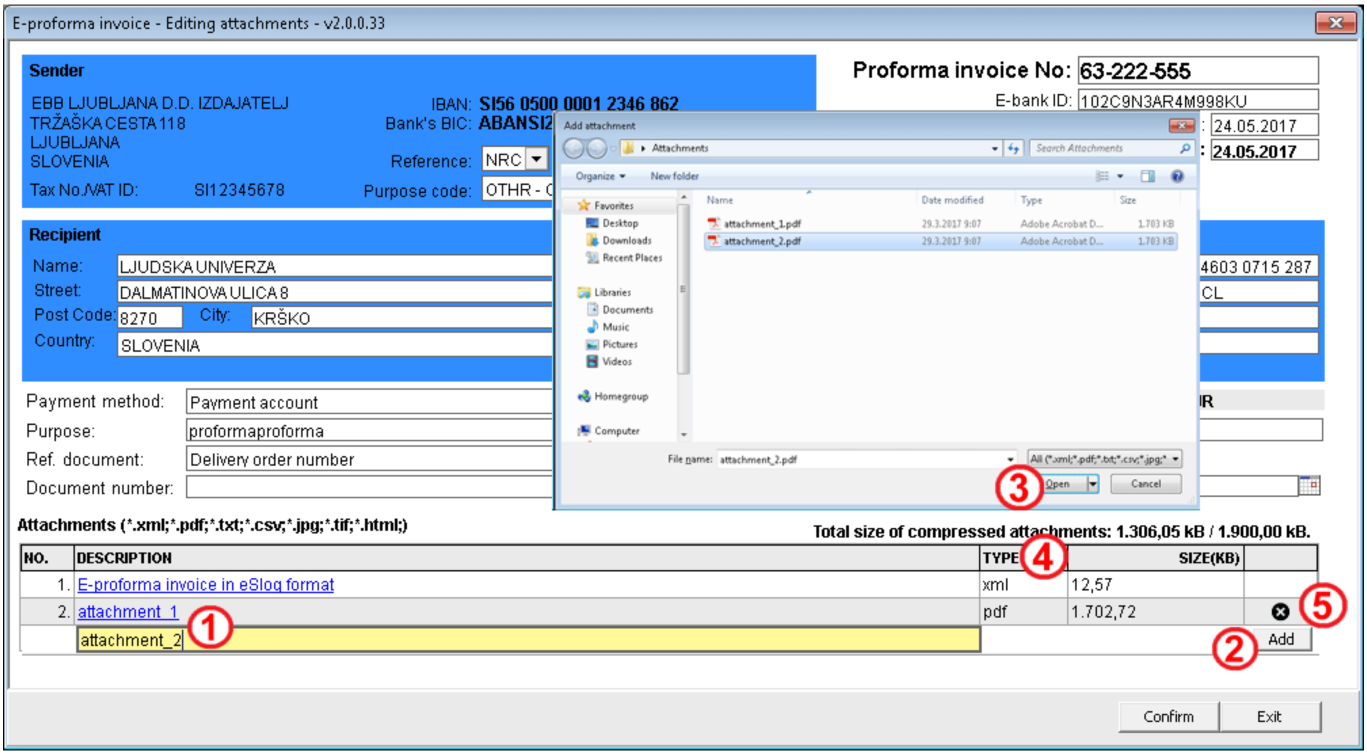
Editing E-document attachments

In case of signed prepared E-documents and in case of manual entry of E-document, you can edit attachments.

In the folder **Preparation > E-documents,** click the button **Attachments (A).**



The window for editing attachments opens up.



1 You must provide the description of attachment.

2 Click **Add.**

3 A window for selection of attachment opens up. Confirm the selection by clicking **Open.**[1]

4 Here, you can see the type of attachment. You can delete the attachment by clicking x and confirming the deletion.

5 Confirm the entry.

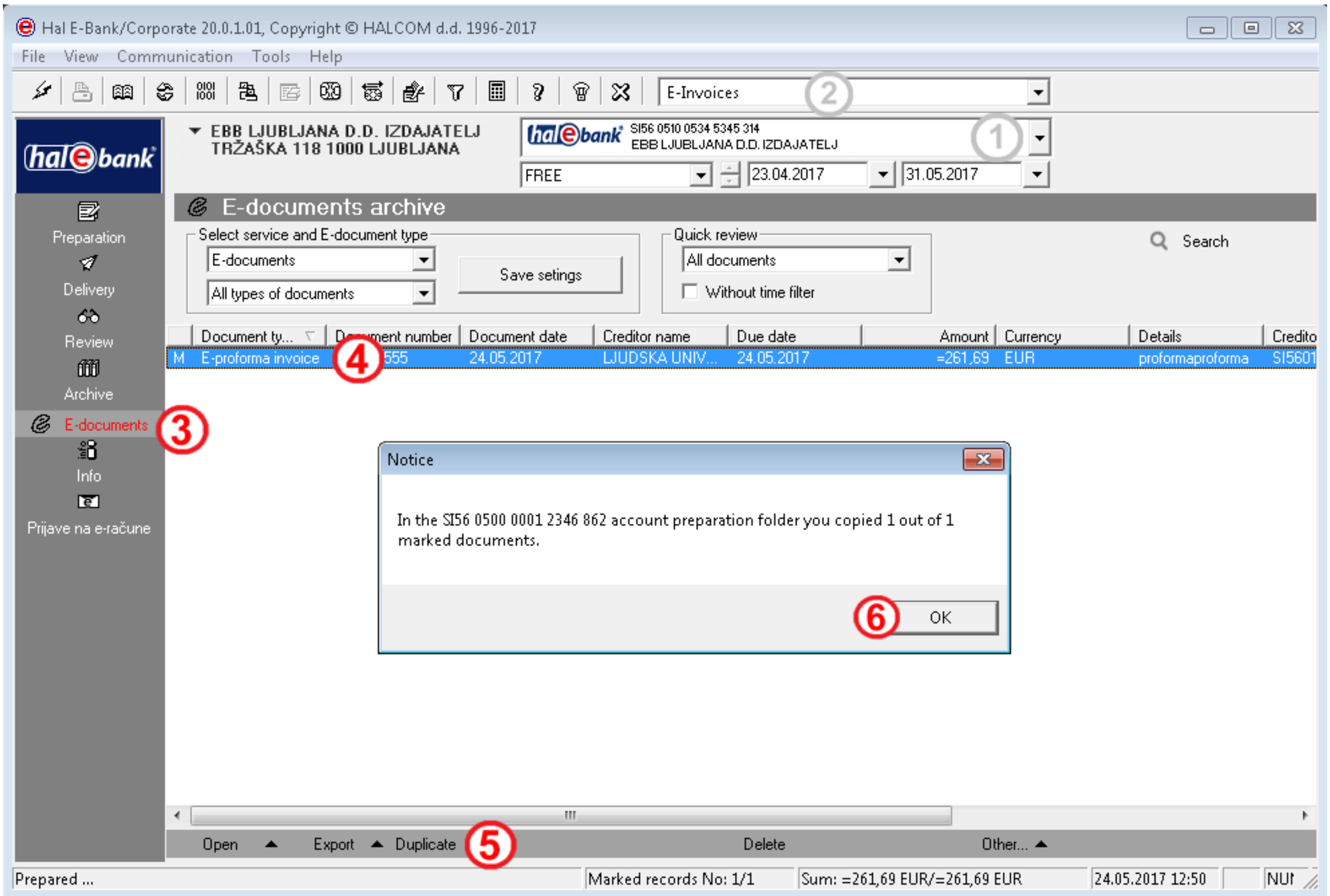
TIP

During manual E-document preparation you can add or delete attachments.

[1] The size of the attachments is currently limited to 2 MB.

Duplicating E-document from Archive

You can use the E-document which you have already sent to the bank again and thus avoid entering the same data again. You can find it in the archive of E-documents.



1 Select debit account.

2 Select transaction type.

3 Enter the folder **Archive > E-Documents**.

4 Select the E-document, which you would like to duplicate.

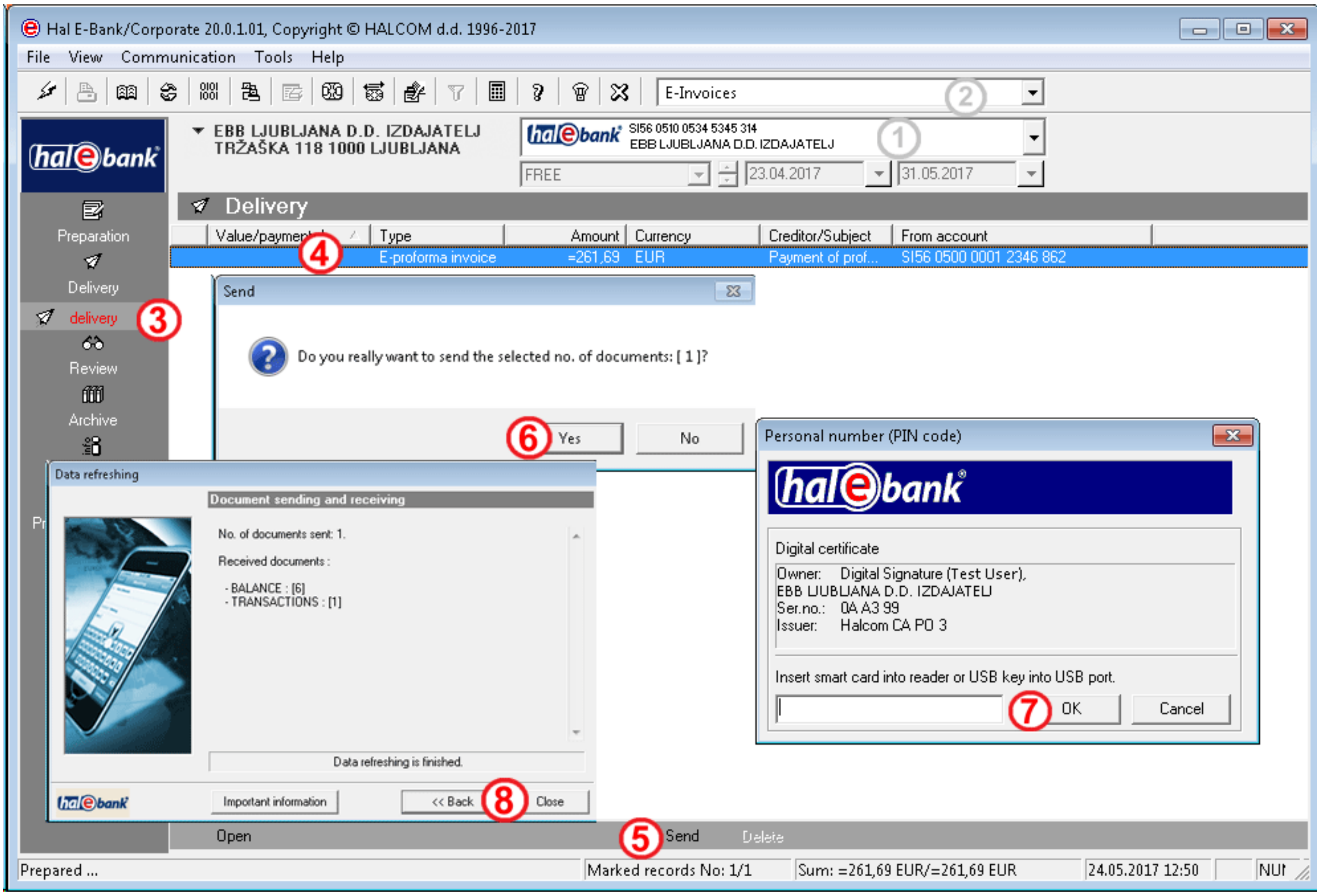
5 Select the **Duplicate** command.

6 Confirm the window which appears. The duplicated E-documents are located in the **Preparation** folder. When you open the E-document, you must enter the document number, payment deadline and you also have to fix data on document purpose. You can also fix other data.

TIP

Only manually prepared E-document can be duplicated.

Sending E-documents to Bank



1 Select debit account.

2 Select transaction type.

3 Enter the **Delivery** folder.

4 Select E-documents, which you would like to send.

5 Select the **Send** command **(Alt + S)**.

6 Confirm the selection with **Yes**.

7 In the window »Personal number (PIN code)«, enter your PIN code and click **OK**.

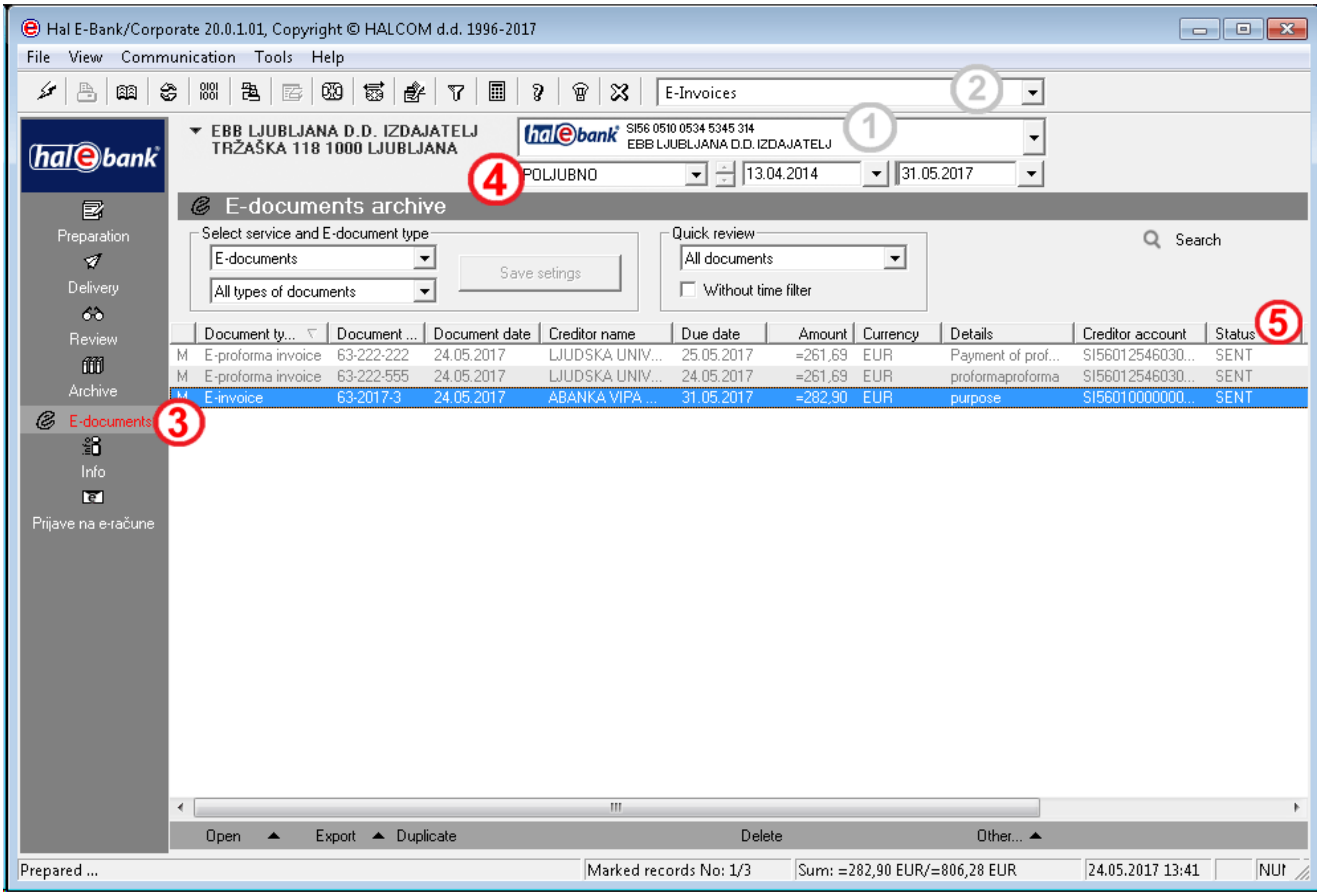
8 The window »Data refreshing« appears. Wait until sending of documents and refreshing is completed. Then click **Close**. Successfully sent e-documents are moved from the **Delivery** folder into the **Archive** folder and they have the SENT status. When they are delivered, their status changes to DELIVERED.

Working with Archived E-documents

E-documents, which you have sent to the bank, are listed on the list of archived E-documents in the folder **Archive > E-documents**. You can review, export, delete and print the archived E-documents.

Statuses of Archived E-documents

You can check whether the E-documents, which you have sent to the bank, were sent, executed, rejected, approved or undelivered, in the archive of E-documents. The status changes upon data refreshment.



1 Select debit account.

2 Select transaction type.

3 Enter the folder **Archive > E-documents**.

4 Select the time interval, in order to limit the selection of orders and to find easier the searched E-document.

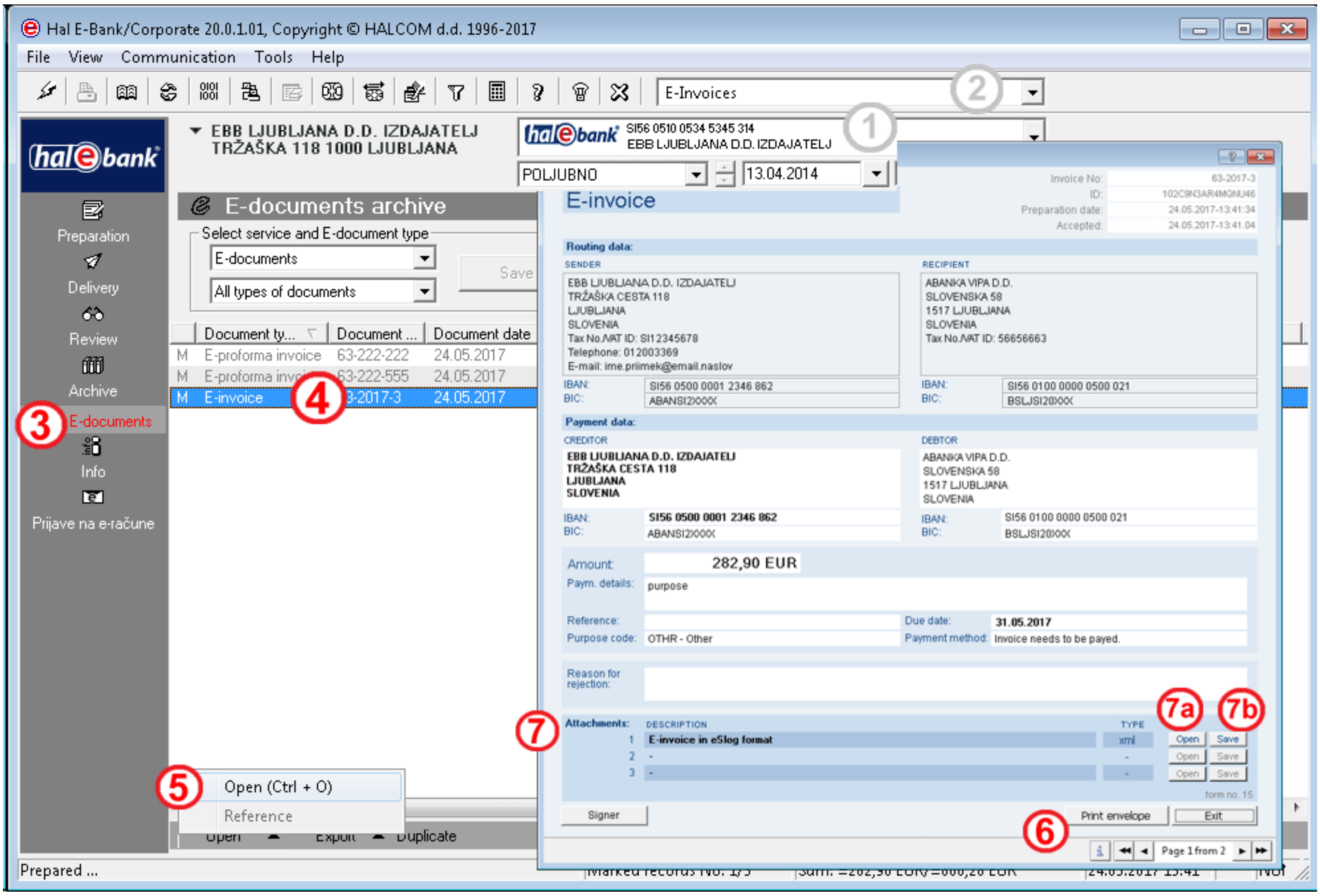
5 Check the status.
The meaning of the basic statuses is the following:
- **SENT**: E-document was sent from Hal E-Bank.
- **DELIVERED**: E-invoice successfully delivered to recipient (positive E-returned receipt).
- **UNDELIVERED**: E-invoice unsuccessfully delivered to recipient (negative E-returned receipt).
- **ACCEPTED**: E-invoice accepted by the recipient (positive E-return receipt).
- **REJECTED**: E-invoice rejected by the recipient (negative E-returned receipt).

TIP

If you don't see the desired E-invoices in the folder Archive > E-documents, perhaps you don't have the right period for displaying documents set.

Reviewing E-documents in Archive

You can review, print or save the E-documents in the folder **Archive > E-documents.**



1 Select debit account.

2 Select transaction type.

3 Enter the folder **Archive > E-documents**.

4 Select the E-document which you would like to review, print or save.

5 An E-document can be opened by double-clicking with the mouse, by pressing **Ctrl + O** or by selecting the command **Open> Open**.

6 The **E-document envelope** opens up. Print it by selecting the command **Print envelope**.

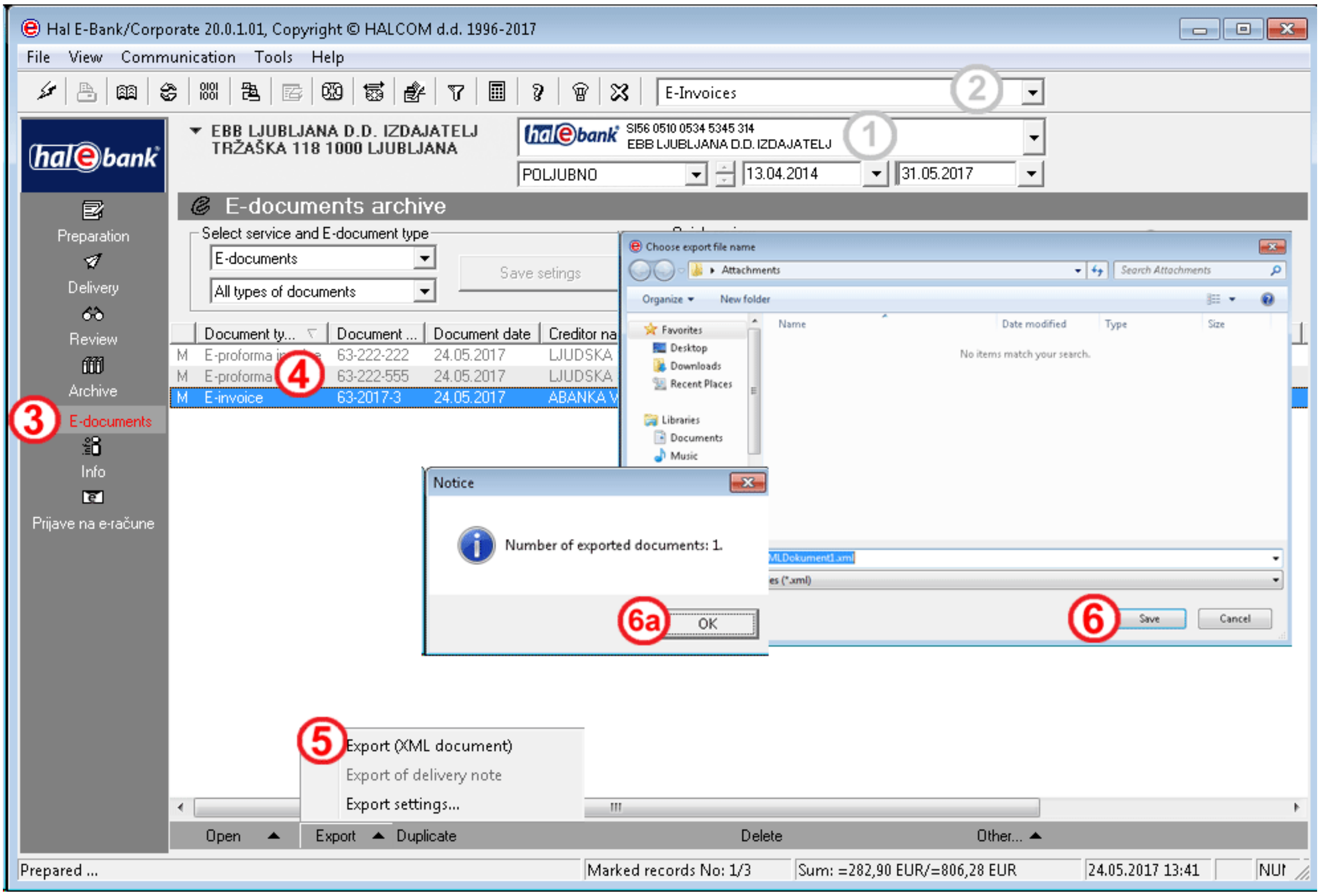
7 E-document and attachments are listed in the section **Attachments**. Review it in details by clicking **Open (7a).** Save them by clicking the **Save (7b)** button and by defining the folder for saving.

TIP

If the issuer is the recipient at the same time, he can review E-documents in the same way also in the folder ***Review > E-documents****.*

Exporting Archived E-documents

E-documents can also be exported from Hal E-Bank. The export of e-documents from Hal E-Bank enables further processing of E-documents in the back-office system. The E-documents will be exported into the XML files. Each E-document is composed of the envelope and attachments. In case of the new envelope format, all XML documents are exported, which move the envelope into one file with envelopes and separately all attachments of those envelopes.



1 Select debit account.

2 Select transaction type.

3 Enter the folder **Archive > E-documents**.

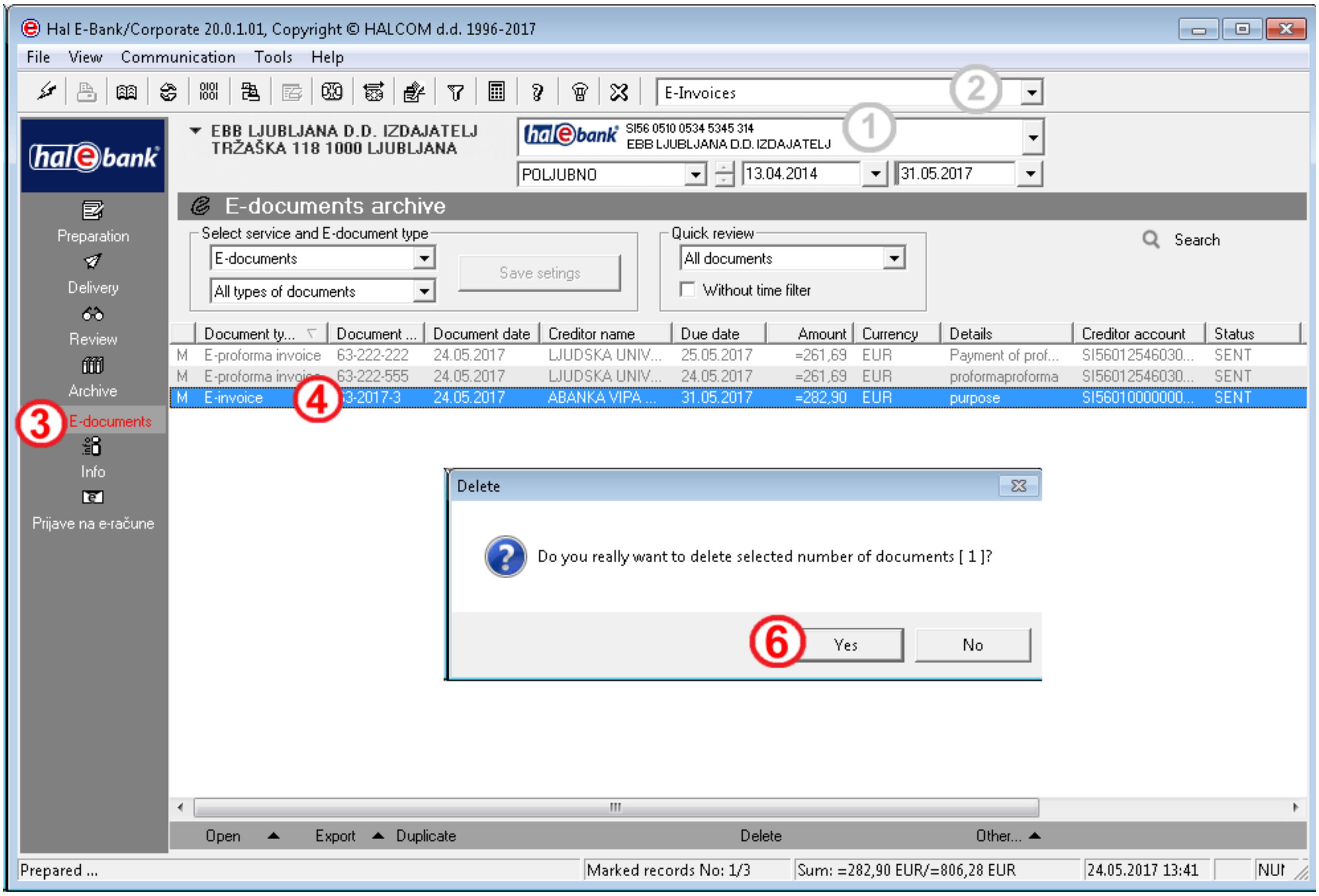
4 Select the E-documents, which you would like to export.

5 Select the **Export > Export** command.

6 In the window »Choose export file name«, specify the name of the file for saving exported E-documents and click **Save**. Close the window with the notification on the number of exported documents **(6a)**.

Deleting Archived E-documents

You can delete the E-documents with the status DELIVERED, UNDELIVERED, ACCEPTED or REJECTED. E-documents with the status SENT are still in the processing at the bank and cannot be deleted.



1 Select debit account.
2 Select transaction type.
3 Enter the folder **Archive > E-documents**.
4 Select the E-document which you would like to delete.
5 Select the **Delete** command **(Alt + D)**.
6 Confirm the deletion of E-document.

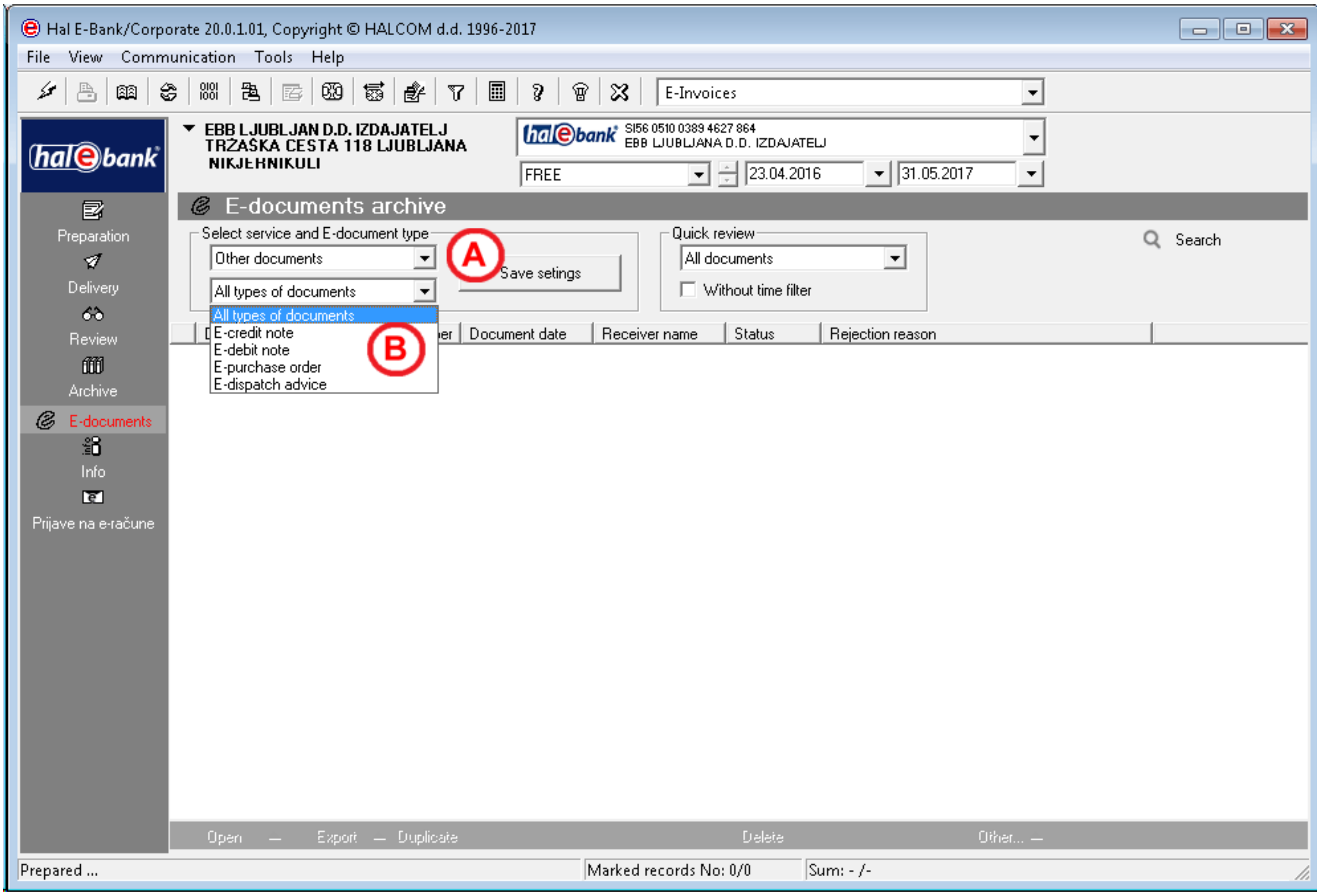
Working with Prepared E-documents

The work with prepared E-documents is the same as the work with archived E-documents.

Other documents

You can review other documents in the folder **Review > E-documents**, if you select **Other documents (A)** in the field **Select service**.

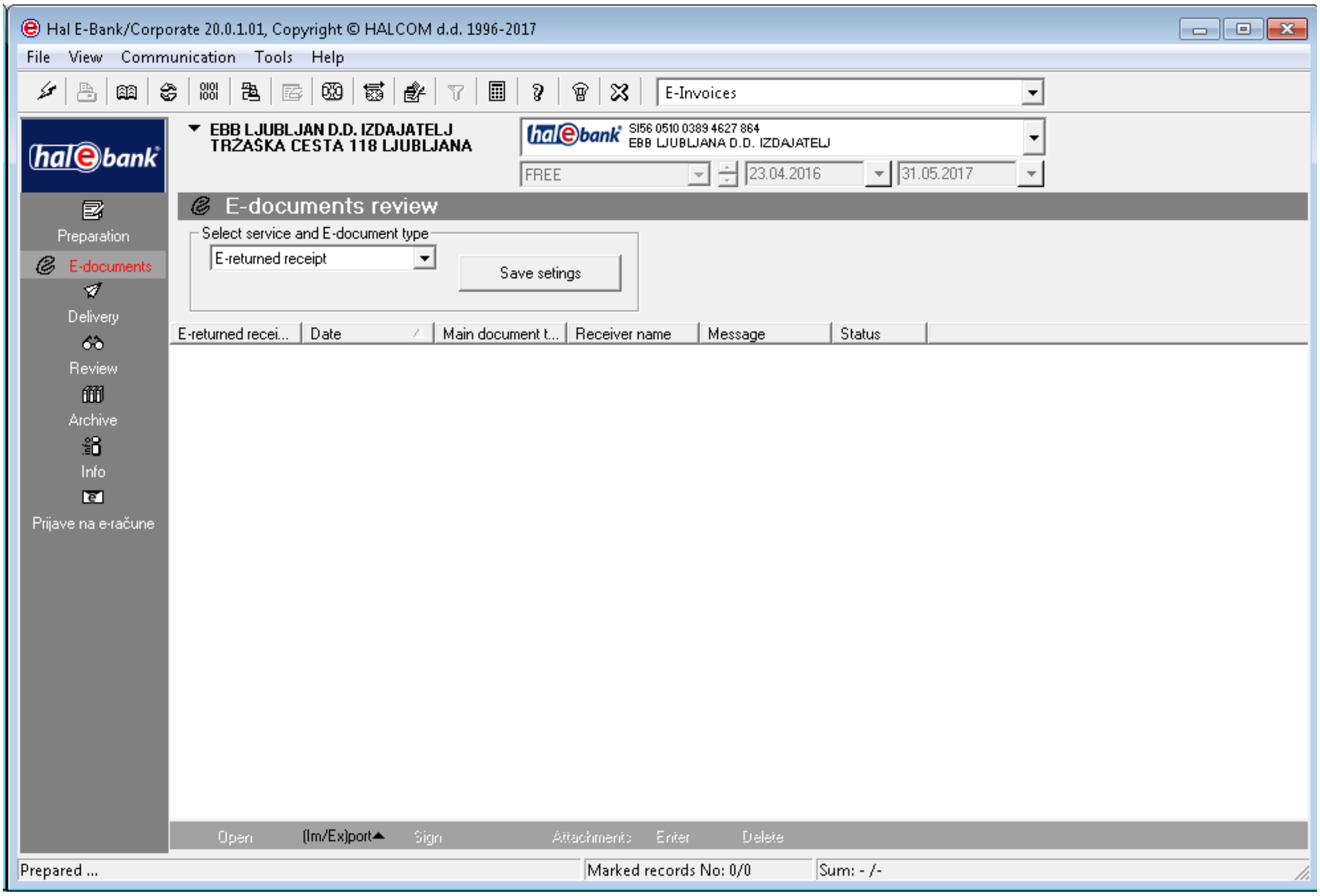
By using **Quick review (B),** you can limit the display of options to only certain type of document (e.g. only display of e-subscription/e-unsubscription). In continuation, the data on document number and data are visible, as well as creditor name, document type and user comment.



E-Return Receipts

E-return receipts are intended for sending the return information to the recipient on their successful or unsuccessful subscription to receiving E-documents. You can prepare them if you are registered at the bank as an issuer of E-documents. E-return receipts can be imported into Hal E-Bank by means of a pre-prepared status envelope. The instructions for preparing E-return receipts can be found on the web site wwweng.halcom.si/support.

Working with E-return receipts (importing and reviewing, deleting and exporting archived E-return receipts) is the same as the working with E-documents. In the drop-down menu, under **Select service** select the option **E-return receipt**.



RECEIVING E-DOCUMENTS

How Do We Start?

What Do I Need as the Recipient

- **A transaction account with one of the banks, which enable the exchange of E-documents via e-banking channels.**
  For routing E-documents, the bank requires the transaction account number of the recipient. You can make an inquiry at your preferred bank, whether it enables the exchange of E-documents via e-banking channels.

- **Electronic bank and smart card with qualified digital certificate**
  For receiving E-documents, the recipient needs the Hal E-Bank electronic bank, version 20.0.0 or higher. You can get the latest version from your bank or contact Halcom's helpdesk (**helpdesk@halcom.si**, 01/200 33 69), where you can obtain information on the latest version available at your bank. For further details on qualified digital certificate, see the section **Qualified digital certificate ONE FOR ALL**.

- **Agreement with the bank**
  The recipient needs to subscribe at the bank providing the distribution of E-documents service, agree on conditions of operations together with general terms and conditions for the use of service.

- **Agreement with E-document issuers**
  In accordance with Article 84 of the Value Added Tax Act (ZDDV), the recipient must agree on receiving E-documents in electronic format by filing an application at the E-document issuer.

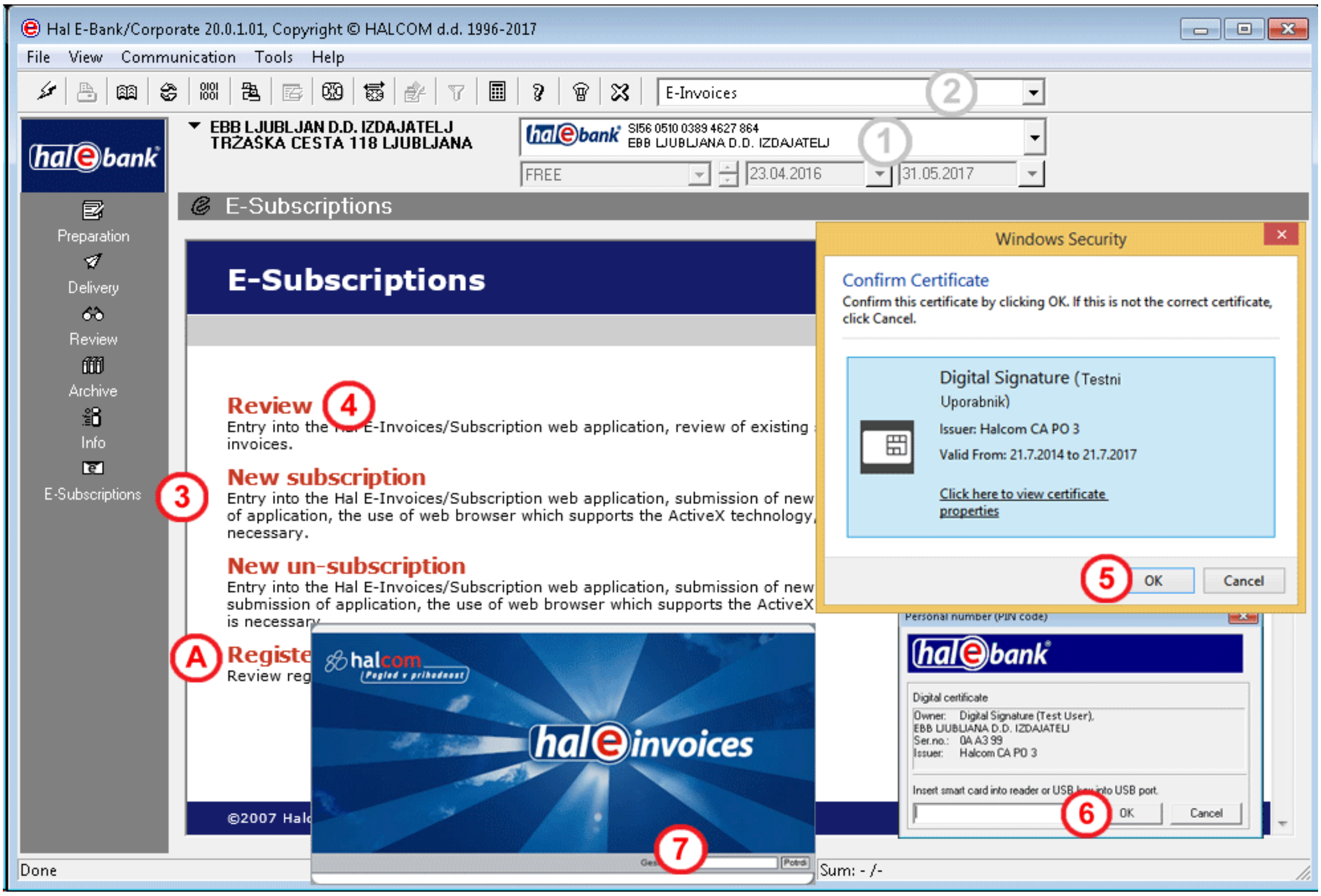
- **Subscribing to receiving E-documents from the issuer**. In the E-documents channel, Hal E-Bank enables potential recipients of E-documents, to subscribe to receiving E-documents from the issuer through their electronic bank. Each step can only be conducted by a responsible person with adequate authorizations.

- **Separate authorizations for issuing and receiving E-documents**
  By default, every user of the e-bank is authorized to issue and receive E-documents. If you wish to change these authorizations please contact your bank where the bank administrator will check authorizations demands and make appropriate changes.

  The user will hence be able to carry out activities, for which he is authorized (e.g. a user authorized to receive E-documents can review E-documents in the Review /E-documents folder, but cannot use the Preparation, Delivery and Archive folders at the same time (these options are not active)).

Subscription to E-documents Portal

Hal E-Bank enables potential E-document recipients to review existing E-subscriptions and unsubscriptions to E-documents. At the same time enables subscribing and unsubscribing to receiving E-documents from the issuer. It also allows access to the register of issuers of E-documents **(A)**.



1 Select debit account.

2 Select transaction type.

3 Open the folder **Subscribe to e-documents.**

4 Click the button **Review**, **New subscription** or **New unsubscription.**

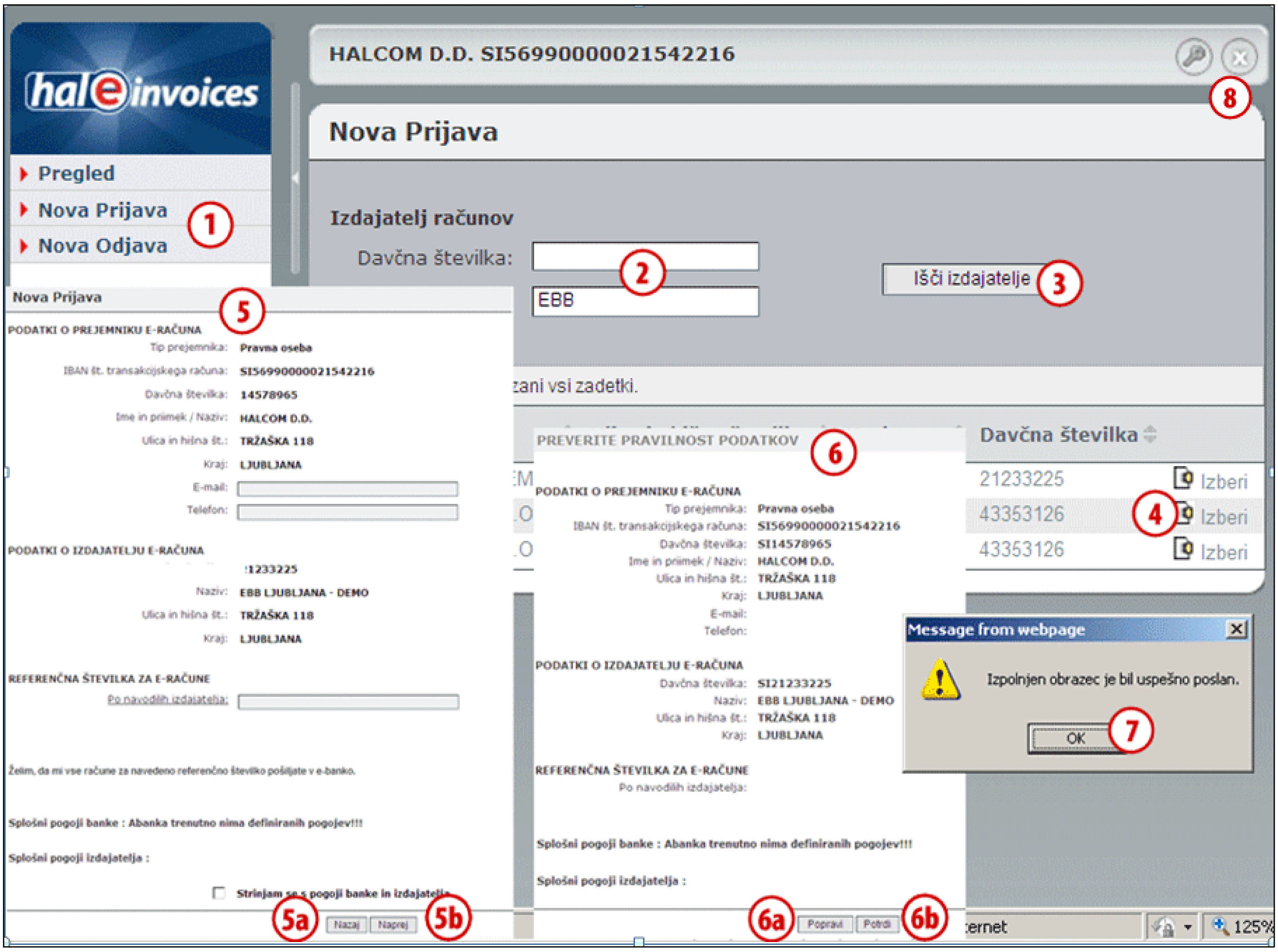
5 The “Choose digital certificate” selection screen appears where you confirm the selection by clicking the **OK** button.

6 Then the window for the Nexus Personal Autentification opens. Enter the PIN codel and confirm the entry by clicking the **OK** button or **Enter**.

7 The **E-invoices** portal opens; enter the **password** for accessing the portal. Confirm the entry by clicking the **OK** button. The E-invoices portal basic page opens, where you can review the existing subscriptions to receiving E-documents from the issuer, while you can also subscribe or unsubscribe to/from receiving E-documents.

Procedure for Subscribing/Unsubscribing to Receiving E-documents from Issuer

Hal E-Bank enables new subscriptions and unsubscriptions to/from receiving E-documents from the issuers together with reviewing existing subscriptions and unsubscriptions to E-documents.



1 Click button **New subscription** or **New unsubscription.**

2 Look for the desired E-document issuer. The issuer can be searched by tax number or name.

3 Confirm the search by clicking **Search issuers**. You can also select the issuer from the register of issuers **(3a).**

4 The list of all E-document issuers appears, showing anly those which you can subscribe or unsubscribe to/from receiving E-documents. When you find the desired issuer of E-documents, click **Select**.

5 In the window **New subscription/unsubscription** enter desired data. If you would like to return to the list of all possible E-document issuers, click **Back (5a);** if, on the other hand, you would like to confirm the entry, click **Next (5b).**

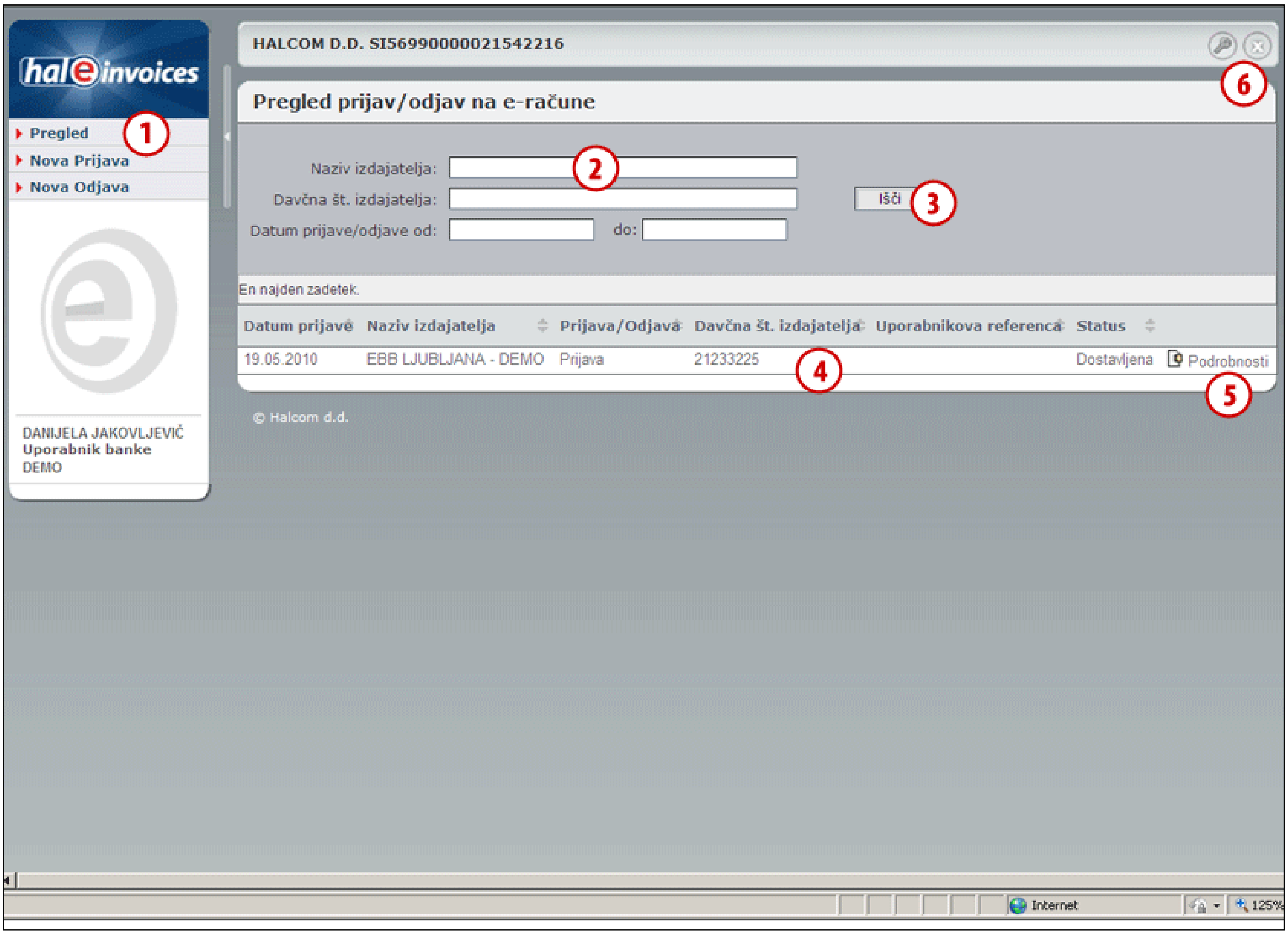
6 The window **Check data accuracy** opens, where you can finally confirm your subscription/unsubscription to receiving E-documents. If you would like to correct the data, click **Correct (6a)**; otherwise, confirm the subscription/unsubscription to receiving E-documents by clicking the **Finish (6b)** button.

7 Confirm the message that opens by clicking **OK**.

8 To exit, click **X** in the upper right corner of the window.

Procedure of Reviewing Subscriptions/Unsubscriptions to E-documents of Issuer

Review of subscriptions/unsubscriptions to E-documents enables the user to review all subscribed and unsubscribed requests for receiving E-documents from the issuer.



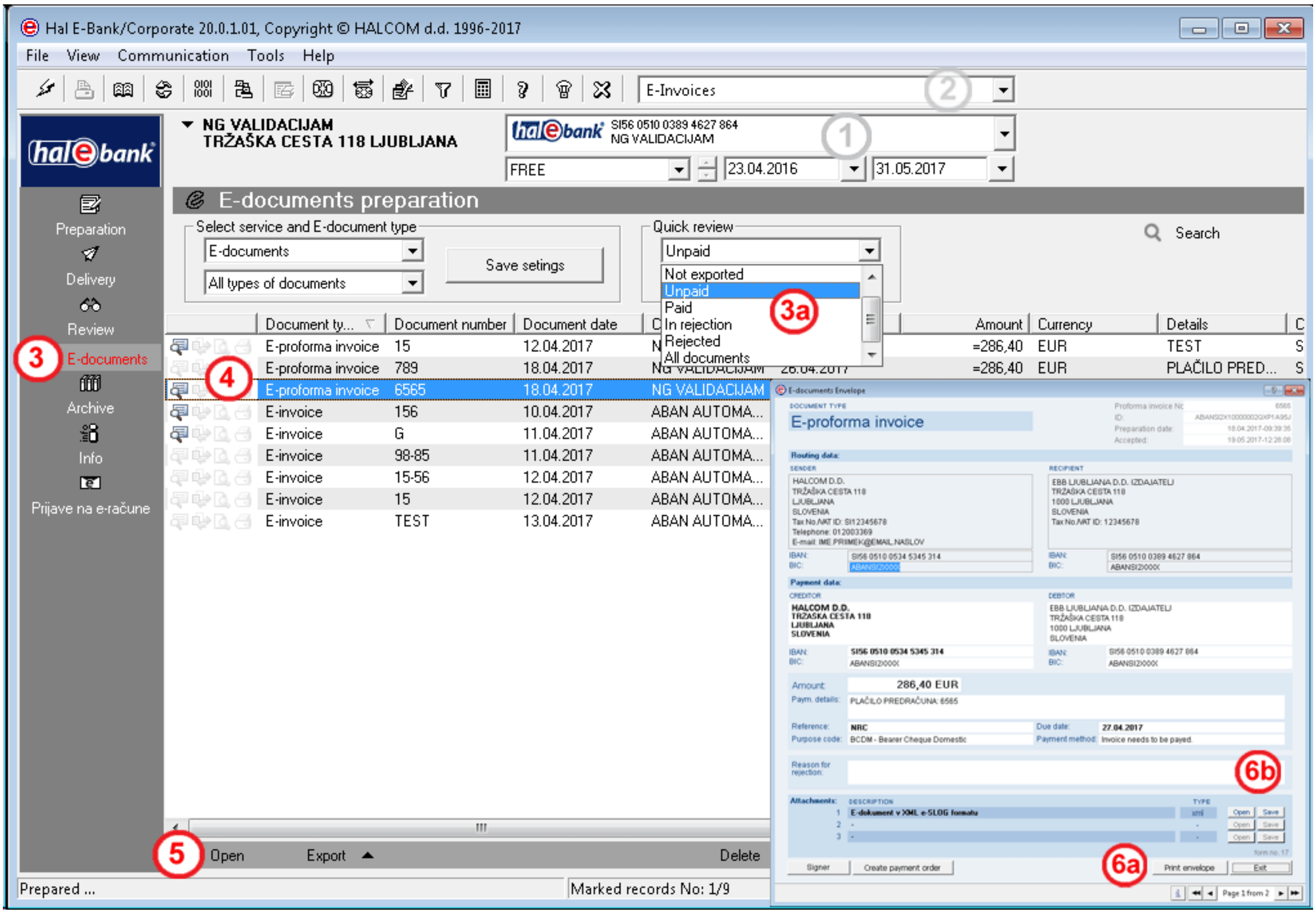
1. Click **Review.**
2. Look for the desired subscription/unsubscription to the E-documents. The issuer can be searched by tax number, name or by time period of subscription/unsubscription.
3. Confirm the search by clicking **Search.**
4. The list of all E-document subscriptions/unsubscriptions appears (Date of subscription, Issuer's name, Subscription/Unsubscription, Issuer's tax number, User's reference and Status).
5. If you would like to see individual details of subscription/unsubscription to E-documents, click **Details** for selected E-document subscription/unsubscription of the issuer.
6. To exit, click **X** in the upper right corner of the window.

Working with Received E-documents

You can open (review), export, delete and of course pay a received E-document.

Opening Received E-documents

You can open (review), simply pay or save received E-documents. The E-document envelope can also be printed.



1 Select debit account.

2 Select transaction type.

3 Open the folder **Review > E-documents**. In **Quick review** you can set the type of E-document which you would like to review (e.g. only unpaid ones) **(3a)**.

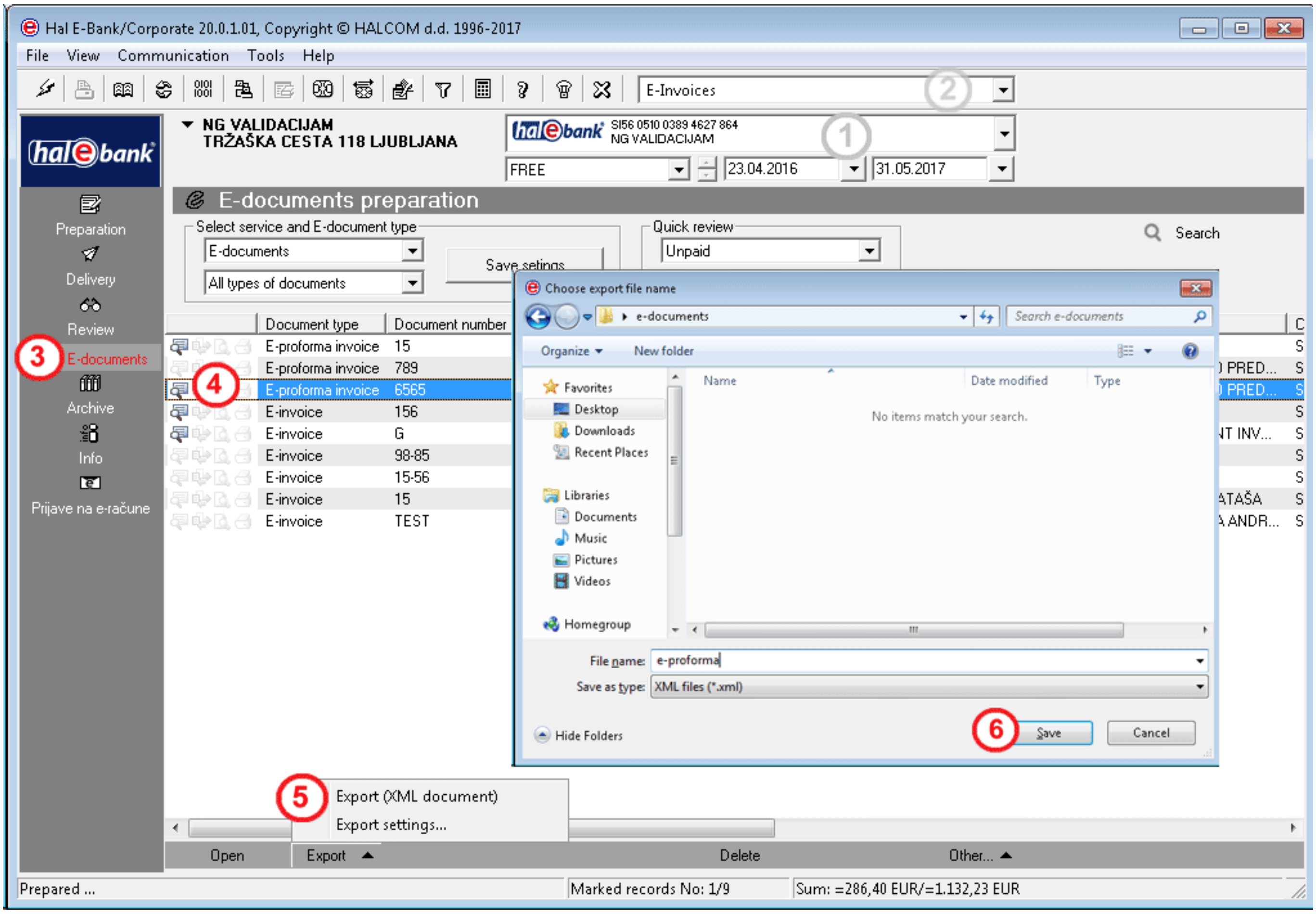
4 Select the E-document, which you would like to review, print or save.

5 Select the **Open** command.

6 The window **E-Document Envelope** opens. You can print the envelope by clicking the button **Print envelope (6a)**. The E-document can be saved as an attachment by selecting the **Save (6b)** command.

Exporting Received E-documents

E-documents will be exported into XML files, which you can later import into other programs. Each E-document is composed of the envelope and attachments. During export, one XML document representing the envelope is always exported, whereas individual attachments are exported separately. If you are exporting an individual envelope containing an e-SLOG E-document, the export result will be two separate XML files. The first one will contain the envelope, while the other will contain the e-SLOG document.



1 Select debit account.

2 Select transaction type.

3 Enter the folder **Review > E-documents.**

4 Select the E-documents, which you would like to export.

5 Click the **Export > Export** button.

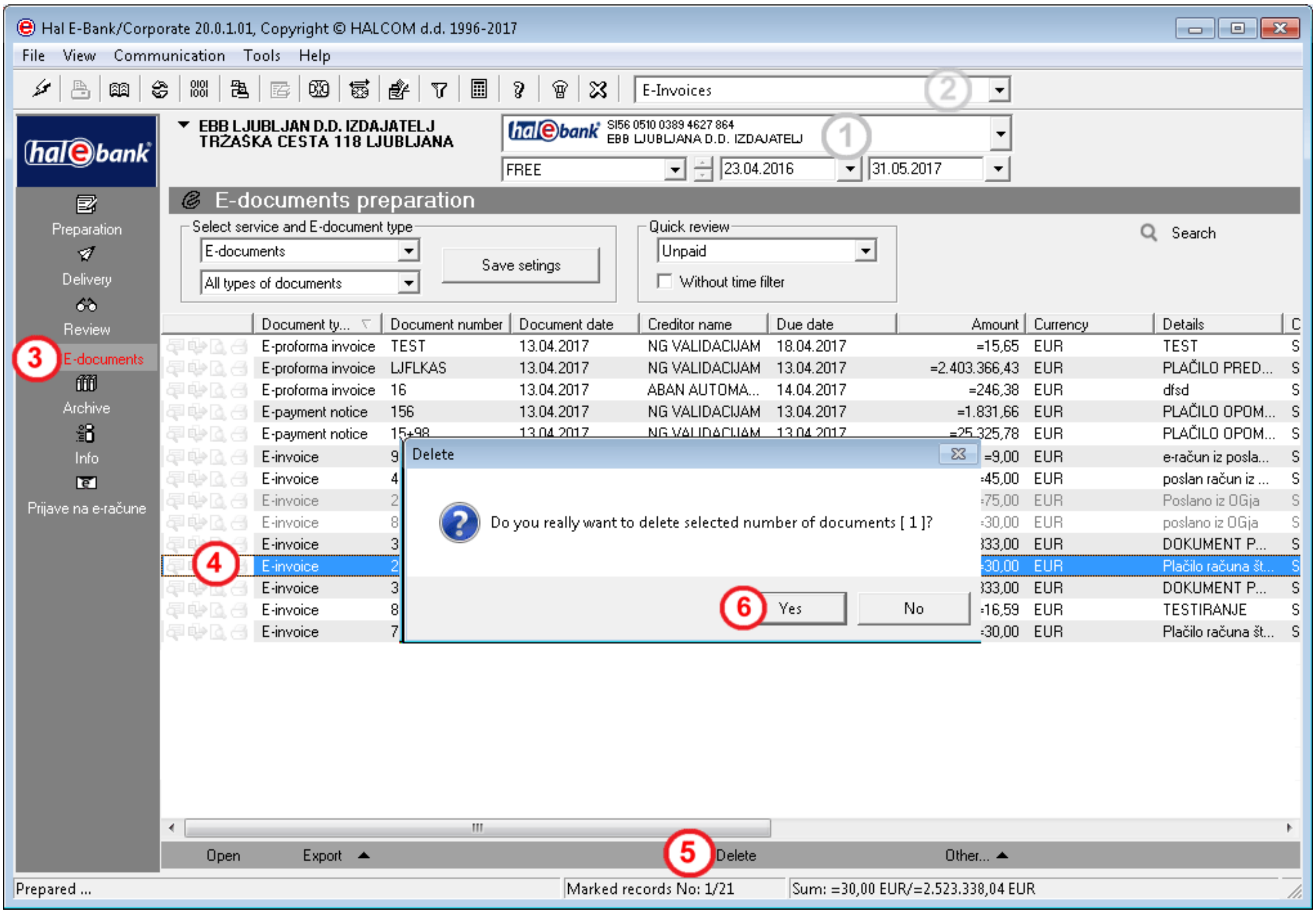
6 In the window **Select name of export file**, specify the file name and click **Save**.

TIP

If you don't see the desired E-documents in the folder Review > E-documents, perhaps you haven't selected the correct time period for document displaying. Also check if the right E-documents type is selected in quick review.

Deleting Received E-documents

Received E-documents can be deleted from the folder **Review > E-documents.**



1 Select debit account.

2 Select transaction type.

3 Enter the folder **Review / E-documents**.

4 Select the E-document, which you would like to delete.

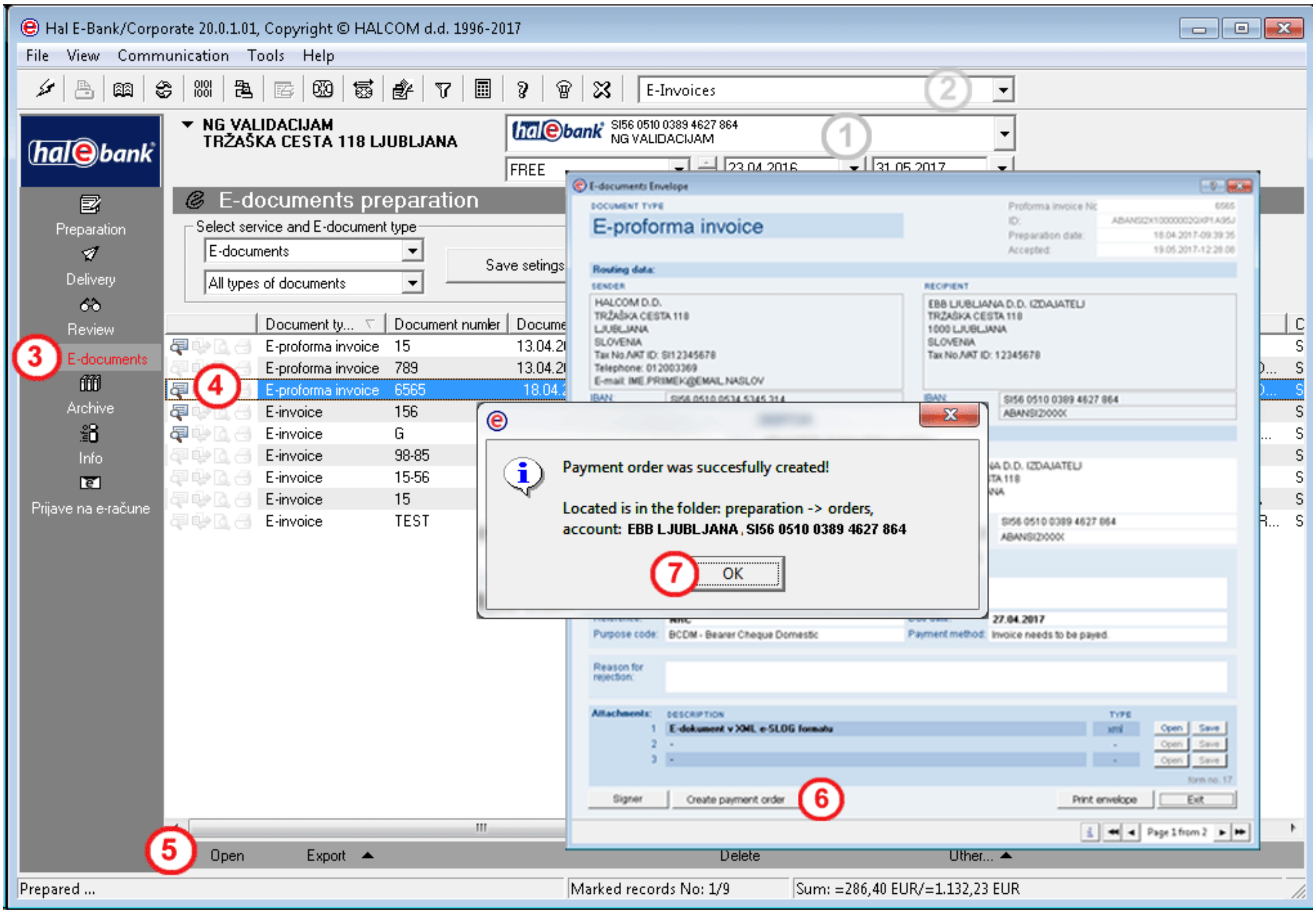
5 Select the **Delete** command **(Alt + D)**.

6 Confirm by clicking the **Yes** button.

Payment of E-document

Preparation of Payment Order

For all received E-documents, you can prepare a payment order with a simple click and send it to the bank for execution.



1 Select debit account.

2 Select transaction type.

3 Enter the **Review / E-documents** folder.

4 Select the E-document, for which you would like to create a payment order.

5 Double-click the E-document, select **the Ctrl + O** command or click the **Open** button.

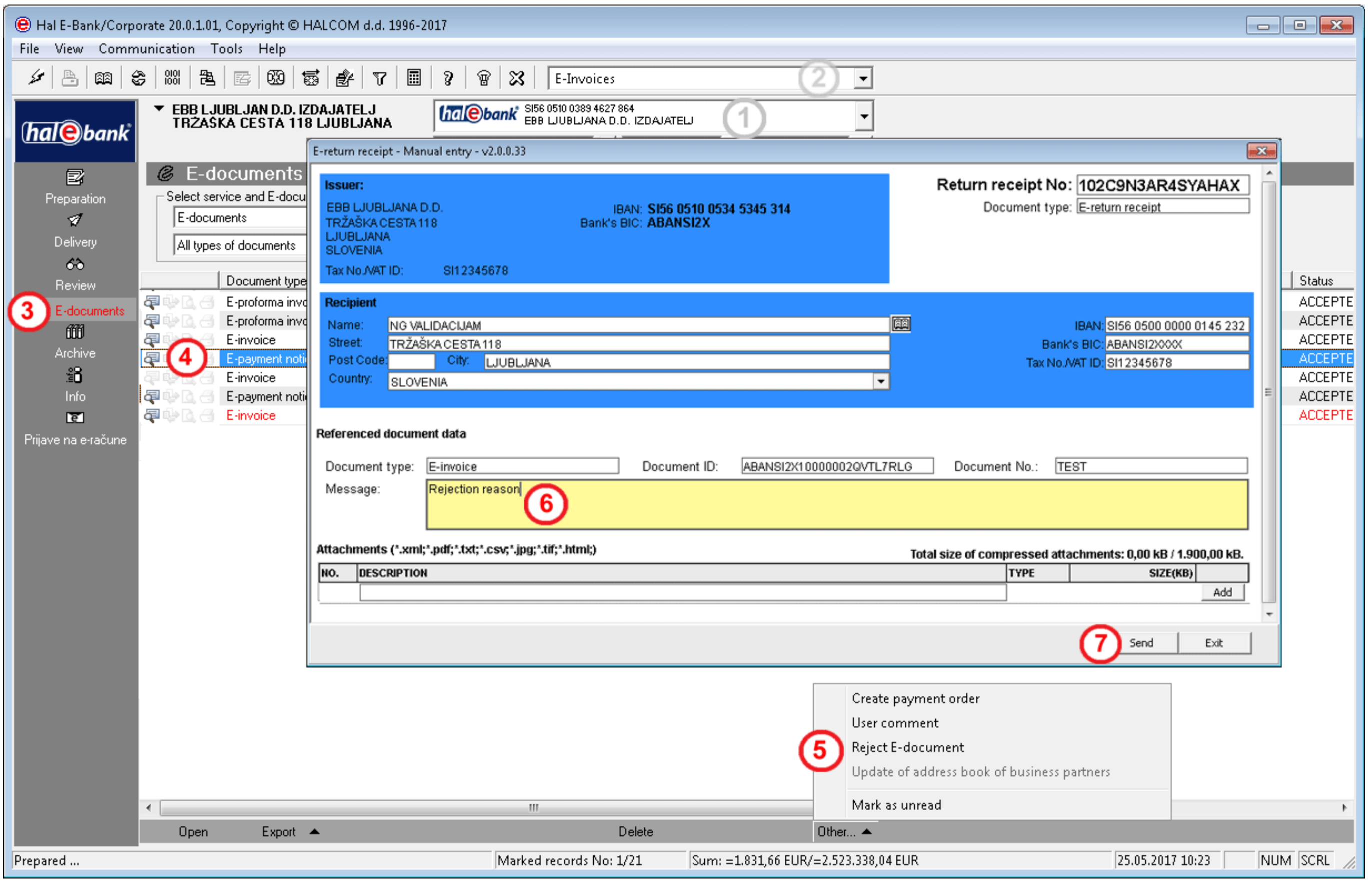
6 The window **E-document Envelope** opens. Select the command **Create payment order**.

7 A window appears, with a notification of successful payment order creation, its location (the folder **Preparation > Orders)**. If the payment date in the E-document has expired, is wrong or if it occurs on a non-working day, the payment date is set to the current date (today) or to the first possible payment date with a warning and a possibility to manually correct the payment date.
In order to continue the process, select the type of operations **Domestic payments**, enter the folder **Preparation > Orders** and continue with sending the order in accordance with the instructions in the Payments section.

> ***TIP***
>
> *E-bank also enables group creation of payment orders. Select multiple E-documents, click the right mouse button and select the command Create payment order. Payment due date can be changed for all E-documents simultaneously.*

Rejection of received E-documents

All received E-documents can be rejected by preparing a negative E-return receipt.



1 Select debit account.

2 Select transaction type.

3 Enter the **Review / E-documents** folder.

4 Select the E-document that you would like to reject.

5 Select the **Other > Reject E-document** command.

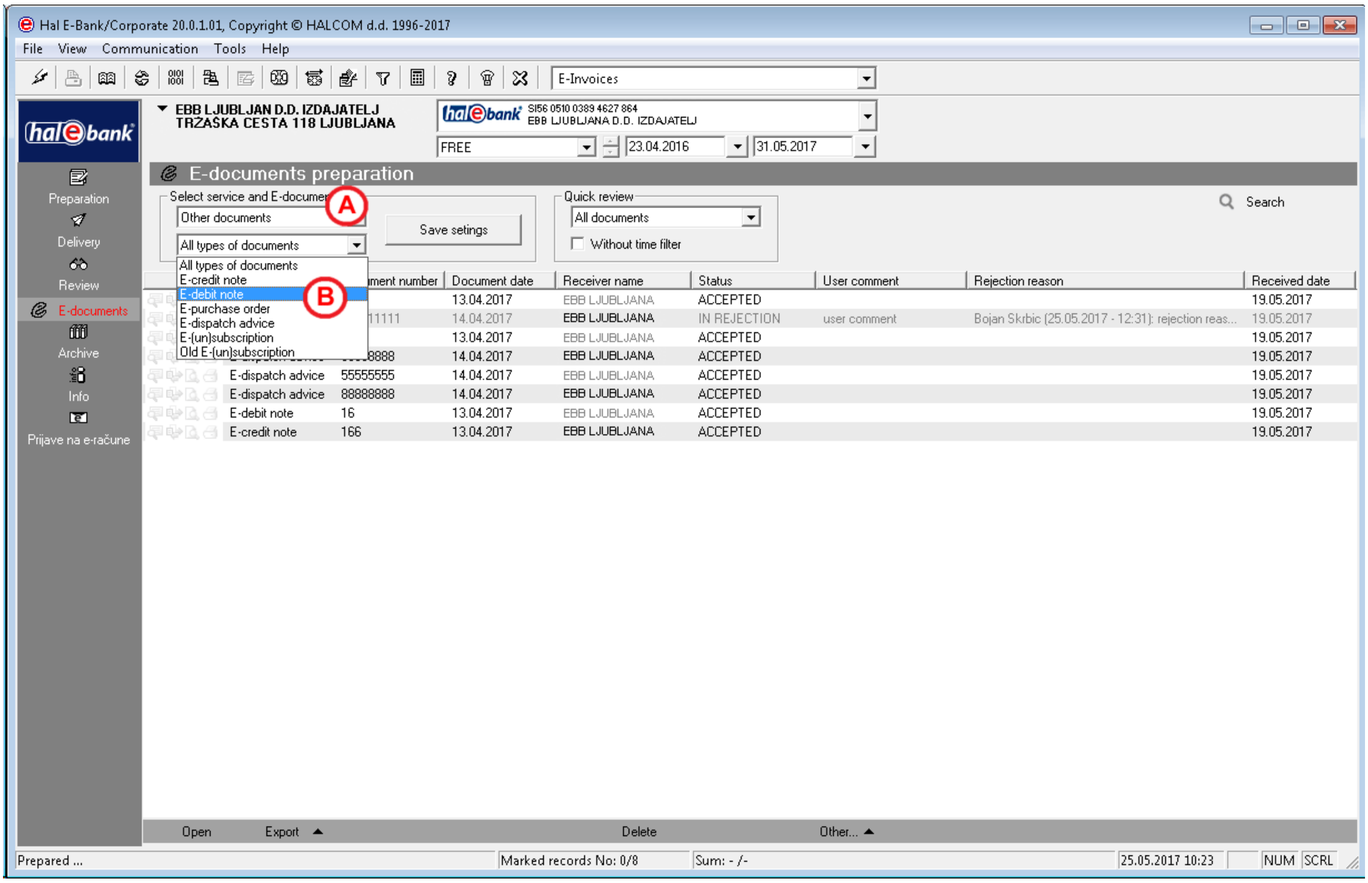
6 E-return receipt opens. Enter the reason for rejection of E-document in the Message field.

7 Negative E-return receipt can be sent to the issuer by clicking the button **Send.**

Other documents

You can review other documents in the folder **Review > E-documents**, if you select **Other documents** **(A)** in the field **Select service**.

By using **Quick review** **(B)**, you can limit the display of options to only certain type of document (e.g. only display of e-subscription/e-unsubscription). In continuation, the data on document number and data are visible, as well as creditor name, document type and user comment.



E-Return Receipts

As the recipient, you are not able to send return receipts. However, you can receive them from the issuer, who has sent you information in return to your subscription or unsubscription to/from receiving E-documents. As the recipient, you are authorized for reviewing, printing, saving, deleting and exporting E-return receipts.

Working with E-return receipts (reviewing, printing, saving, deleting and exporting) is identical to working with E-documents.