

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.

1. PAYMENTS
2. CROSS-BORDER PAYMENTS AND OPERATIONS WITH FOREIGN CURRENCIES
3. REMOTE SIGNING
4. ADDRESS BOOK
5. QUALIFIED DIGITAL CERTIFICATE ONE FOR ALL
6. REVIEW OF BALANCE, TRANSACTIONS AND STATEMENTS
7. BANK NOTICES AND MESSAGES TO BANK
8. ADDITIONAL TOOLS AND SETTINGS
9. FILE EXCHANGE
- 10. E-DOCUMENTS**
11. SEPA DIRECT DEBIT
12. SDD REFUSALS AND MANDATES

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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 www.weng.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-proforma invoice - Manual entry - v2.0.0.33

Issuer:
 NG VALIDACIJAM
 TRŽAŠKA CESTA 118
 LJUBLJANA
 SLOVENIA
 Tax No./VAT ID: SI12345678
 IBAN: SI56 0500 0001 2346 862
 Bank's BIC: ABANSI2X
 Reference:
 Purpose code:

Proforma invoice No:
 Date of issue: 24.05.2017
 Place of issue: LJUBLJANA
 Date of service rendered: 24.05.2017
 Due date:

Recipient / Payer
 Name:
 Street:
 Post Code: City:
 Country:
 IBAN:
 Bank's BIC:
 Tax No./VAT ID:
 Company Reg. No.:
 VAT reverse charge ☐

Payment method: Payment account
 Purpose:
 Ref. document:
 Document number: Document date:

NO.	CODE	DESCRIPTION	DISPATCH ADVICE NO.	PURCHASE ORDER NO.	QUANT.	EM	PRICE	DISC. (%)	NETT AMOUNT	VAT (%)	GROSS AMOUNT
					Piece		0			0	

Summary data on taxes

VAT (%)	Base	Amount of VAT
Total EUR:	0,0000	0,0000

Total EUR excluding VAT	0,0000
Discount EUR excluding VAT	0,0000
Base for VAT	0,0000
VAT	0,0000
Total EUR including VAT	0,00

Clause for VAT

Additional

☐ Create PDF visualization

Save Sign Exit

E-payment notice - Appearance

E-payment notice - Manual entry - v2.0.0.33

Issuer:
 NG VALIDACIJAM
 TRŽAŠKA CESTA 118
 LJUBLJANA
 SLOVENIA
 Tax No./VAT ID: SI12345678
 IBAN: SI56 0500 0001 2346 862
 Bank's BIC: ABANSI2X
 Reference:
 Purpose code:

Payment notice No:
 Date of issue: 24.05.2017
 Place of issue: LJUBLJANA
 Date of service rendered: 24.05.2017
 Due date:

Recipient / Payer
 Name:
 Street:
 Post Code: City:
 Country:
 IBAN:
 Bank's BIC:
 Tax No./VAT ID:
 Company Reg. No.:
 VAT reverse charge ☐

Payment method: Payment account
 Purpose:
 Ref. document:
 Document number: Document date:

NO.	CODE	DESCRIPTION	DISPATCH ADVICE NO.	PURCHASE ORDER NO.	QUANT.	EM	PRICE	DISC. (%)	NETT AMOUNT	VAT (%)	GROSS AMOUNT
					Piece		0			0	

Summary data on taxes

VAT (%)	Base	Amount of VAT
Total EUR:	0,0000	0,0000

Total EUR excluding VAT	0,0000
Discount EUR excluding VAT	0,0000
Base for VAT	0,0000
VAT	0,0000
Total EUR including VAT	0,00

Clause for VAT

Additional

☐ Create PDF visualization

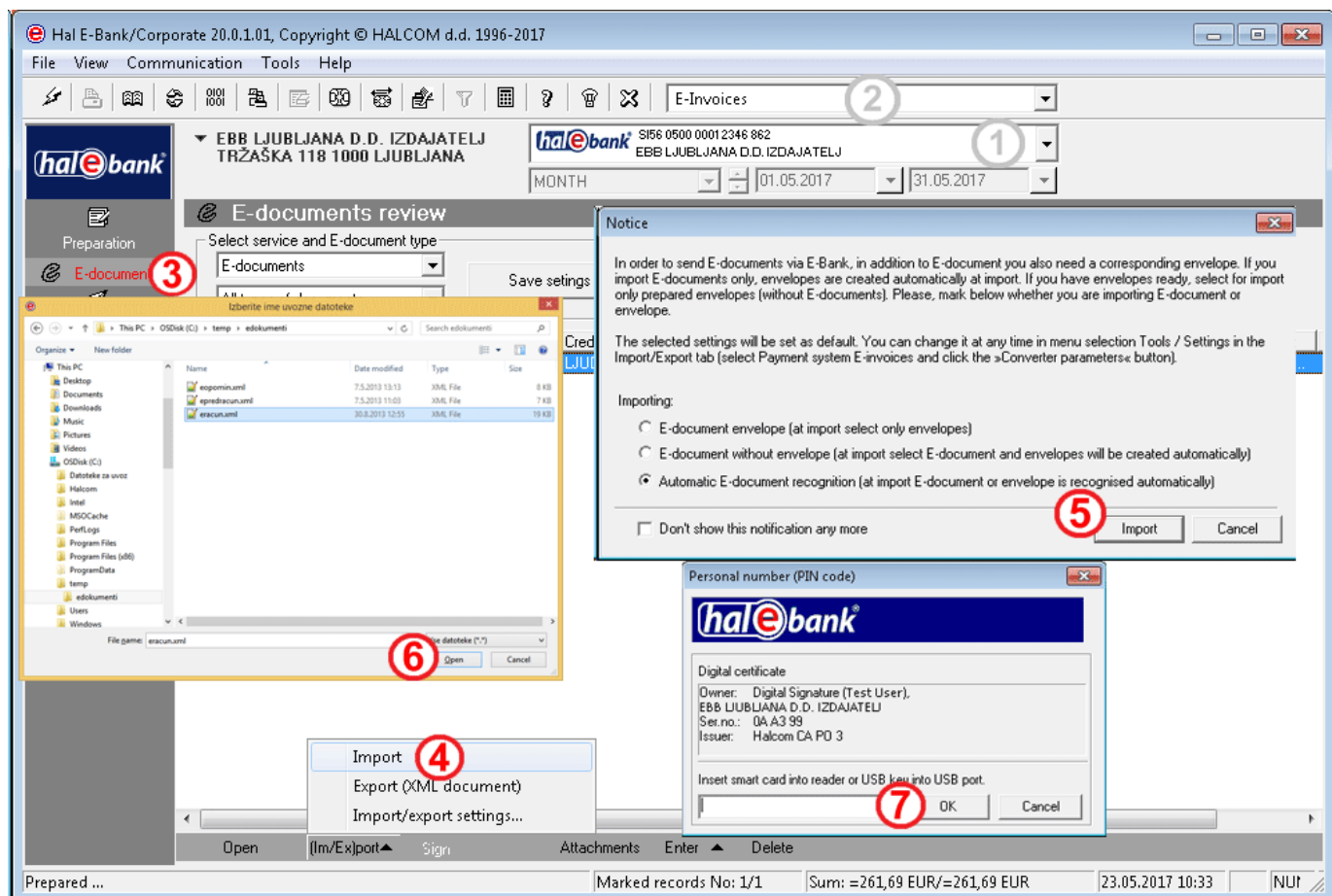
Save Sign Exit

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.

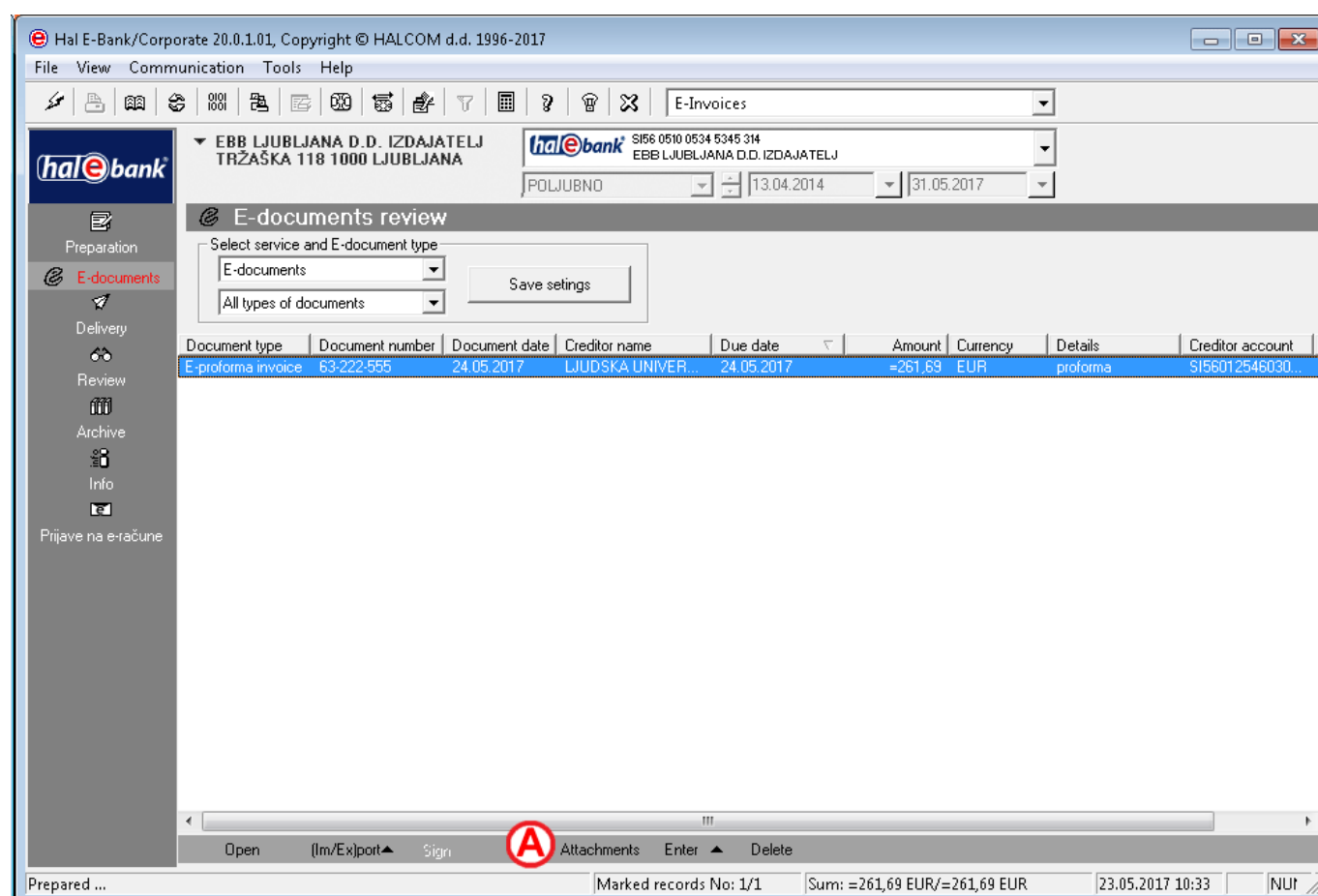
TIP

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.

E-proforma invoice - Editing attachments - v2.0.0.33

Sender
 EBB LJUBLJANA D.D. IZDAJATELJ
 TRŽAŠKA CESTA 118
 LJUBLJANA
 SLOVENIA
 Tax No./VAT ID: SI12345678
 IBAN: SI56 0500 0001 2346 862
 Bank's BIC: ABANSI2
 Reference: NRC
 Purpose code: OTHR - C

Proforma invoice No: 63-222-555
E-bank ID: 102C9N3AR4M998KU
 : 24.05.2017
 : 24.05.2017

Recipient
 Name: LJUDSKA UNIVERZA
 Street: DALMATINOVA ULICA 8
 Post Code: 8270 City: KRŠKO
 Country: SLOVENIA

Payment method: Payment account
 Purpose: proformaproforma
 Ref. document: Delivery order number
 Document number:

Attachments (*.xml;*.pdf;*.txt;*.csv;*.jpg;*.tif;*.html;)

Total size of compressed attachments: 1.306,05 kB / 1.900,00 kB.

NO.	DESCRIPTION	TYPE	SIZE(KB)	
1.	E-proforma invoice in eSlog format	xml	12,57	
2.	attachment_1	pdf	1.702,72	✕
	attachment_2			✕

Confirm Exit

- 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.

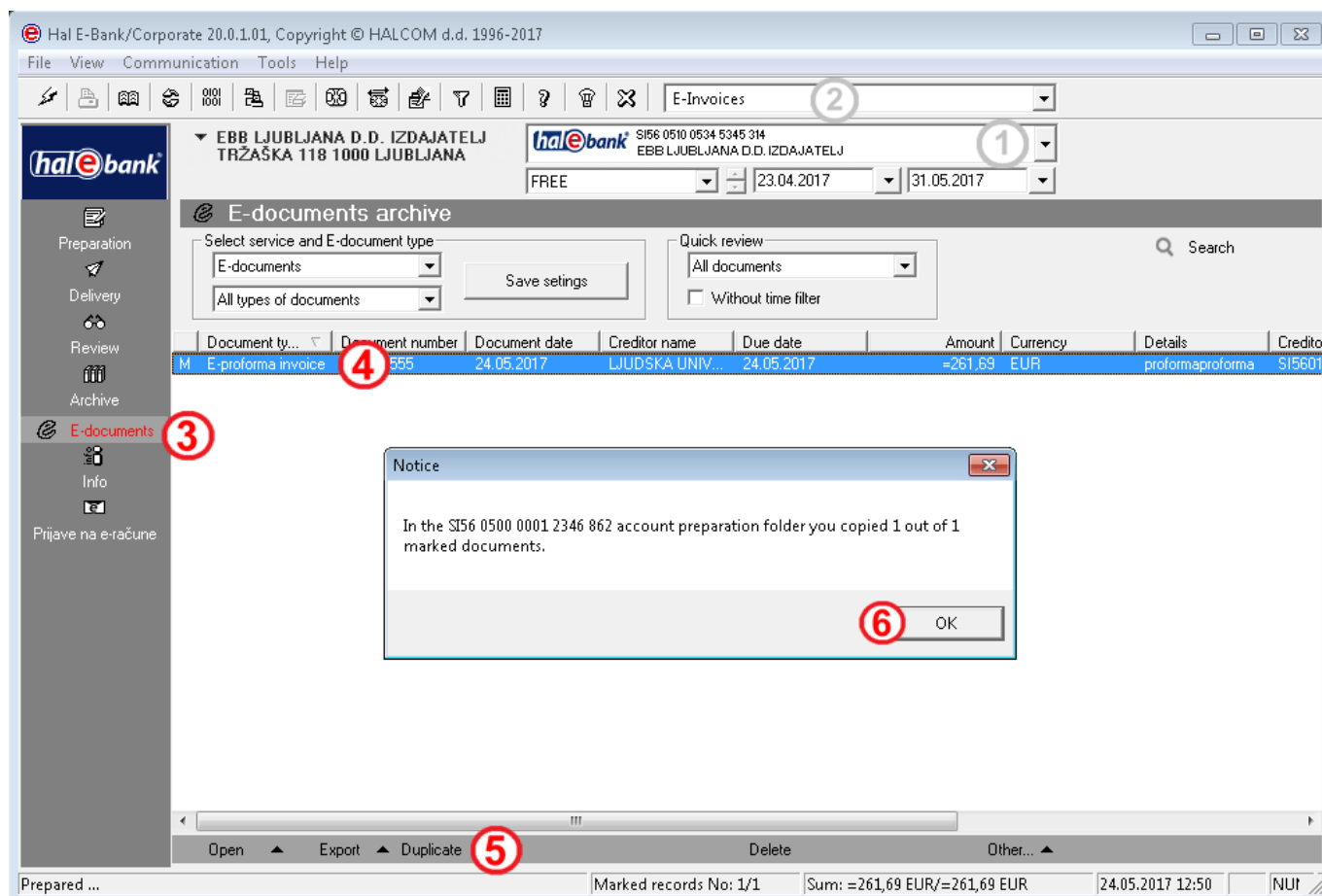
TIP

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.

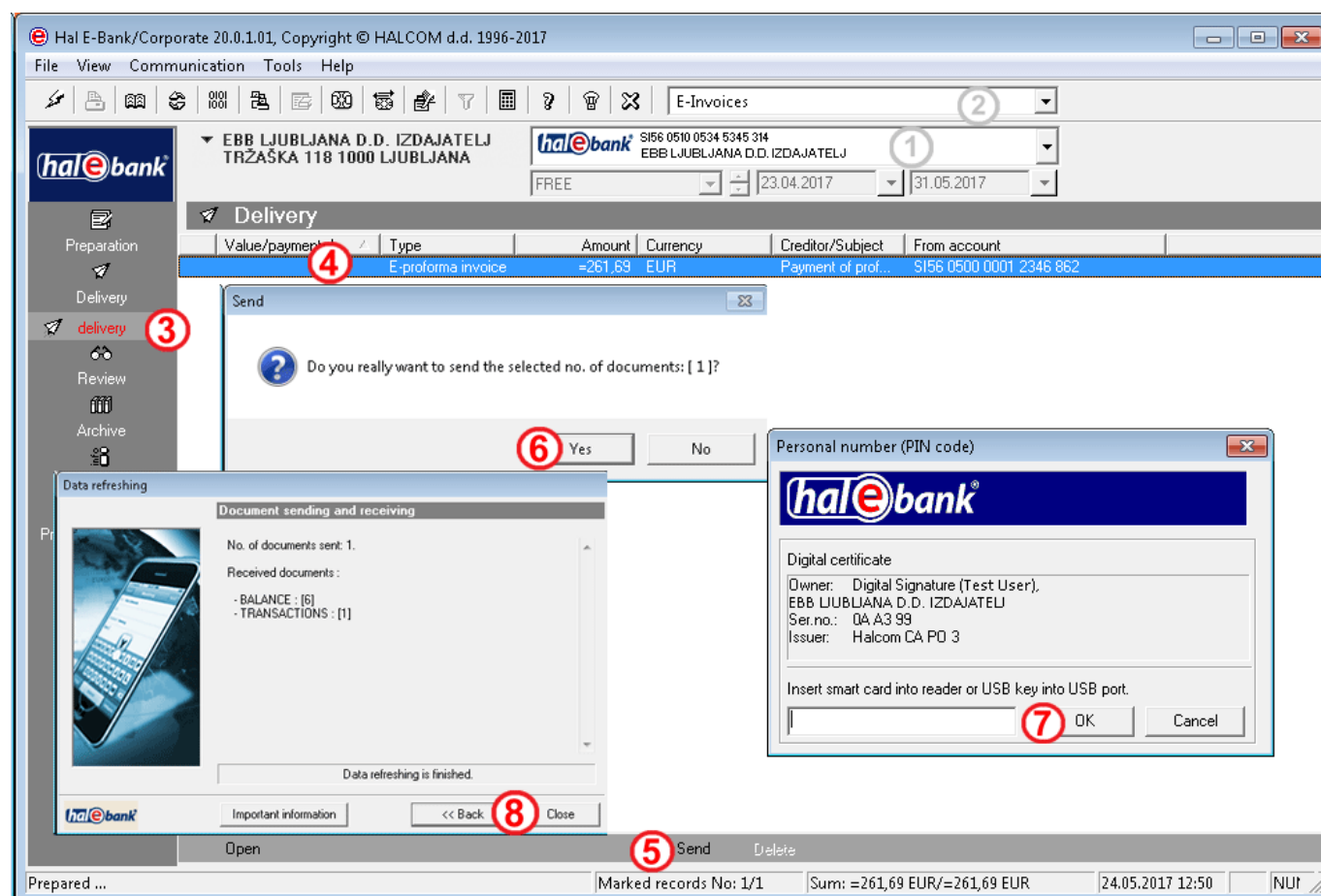


- 1 Select debit account.
- 2 Select transaction type.
- 3 Enter the folder **Archive > E-Documents**.
- 4 Select the E-document, which you would like to duplicate.
- 5 Select the **Duplicate** command.
- 6 Confirm the window which appears. The duplicated E-documents are located in the **Preparation** 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.

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File View Communication Tools Help

hal e bank

EBB LJUBLJANA D.D. IZDAJATELJ
TRŽAŠKA 118 1000 LJUBLJANA

SIBS 0510 0534 5345 314
EBB LJUBLJANA D.D. IZDAJATELJ

1

2

4

E-Invoices

3

E-documents archive

Select service and E-document type

E-documents

All types of documents

Save settings

Quick review

All documents

Without time filter

Document type	Document ...	Document date	Creditor name	Due date	Amount	Currency	Details	Creditor account	Status	
M	E-proforma invoice	63-222-222	24.05.2017	LJUDSKA UNIV...	25.05.2017	=261,69	EUR	Payment of prof...	SI56012546030...	SENT
M	E-proforma invoice	63-222-555	24.05.2017	LJUDSKA UNIV...	24.05.2017	=261,69	EUR	proformaproforma	SI56012546030...	SENT
M	E-invoice	63-2017-3	24.05.2017	ABANKA VIPA ...	31.05.2017	=282,90	EUR	purpose	SI56010000000...	SENT

5

Open Export Duplicate Delete Other...

Prepared ... Marked records No: 1/3 Sum: =282,90 EUR/=806,28 EUR 24.05.2017 13:41 NUI

- 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:

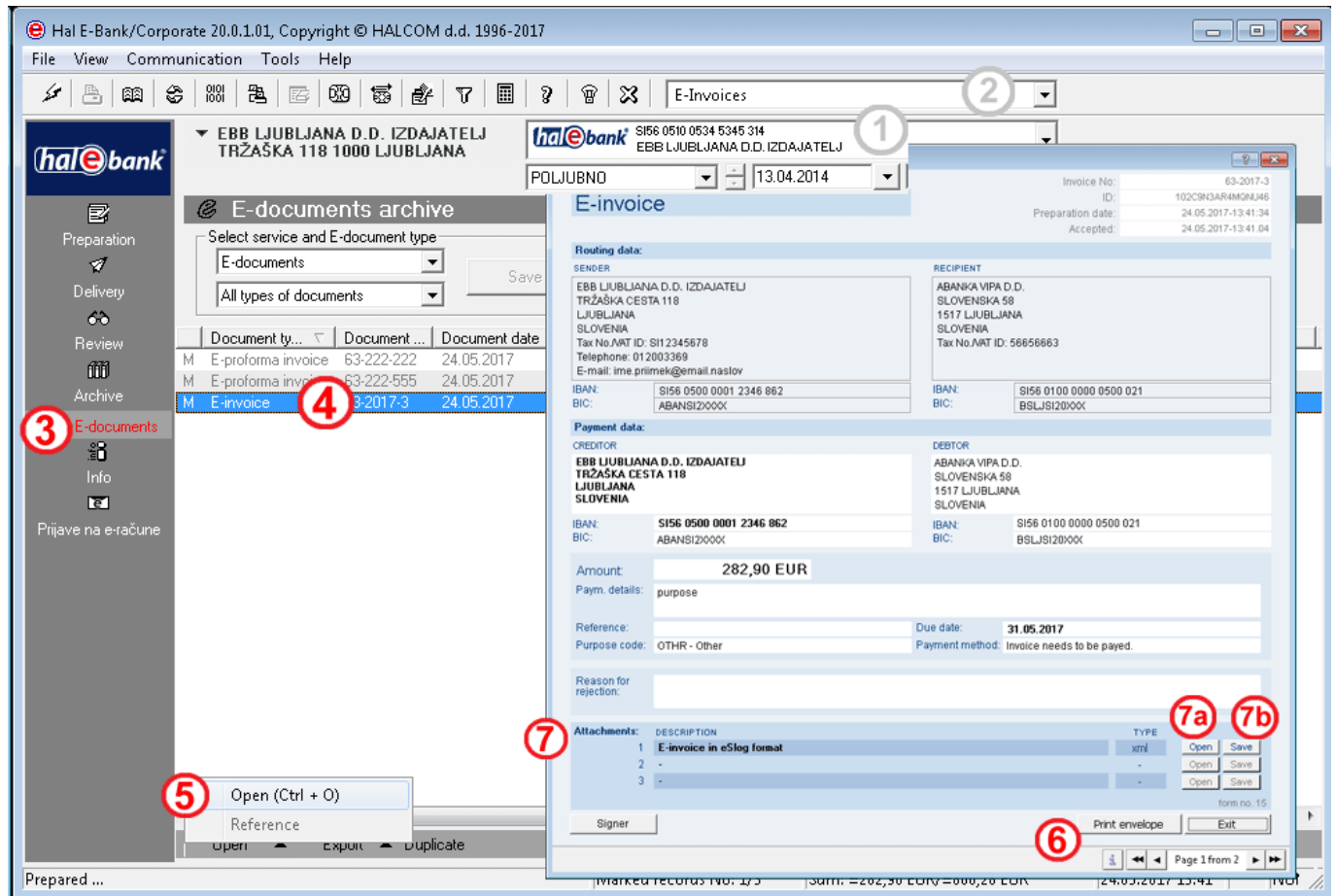
- **SENT:** E-document was sent from Hal E-Bank.
- **DELIVERED:** E-invoice successfully delivered to recipient (positive E-returned receipt).
- **UNDELIVERED:** E-invoice unsuccessfully delivered to recipient (negative E-returned receipt).
- **ACCEPTED:** E-invoice accepted by the recipient (positive 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**.



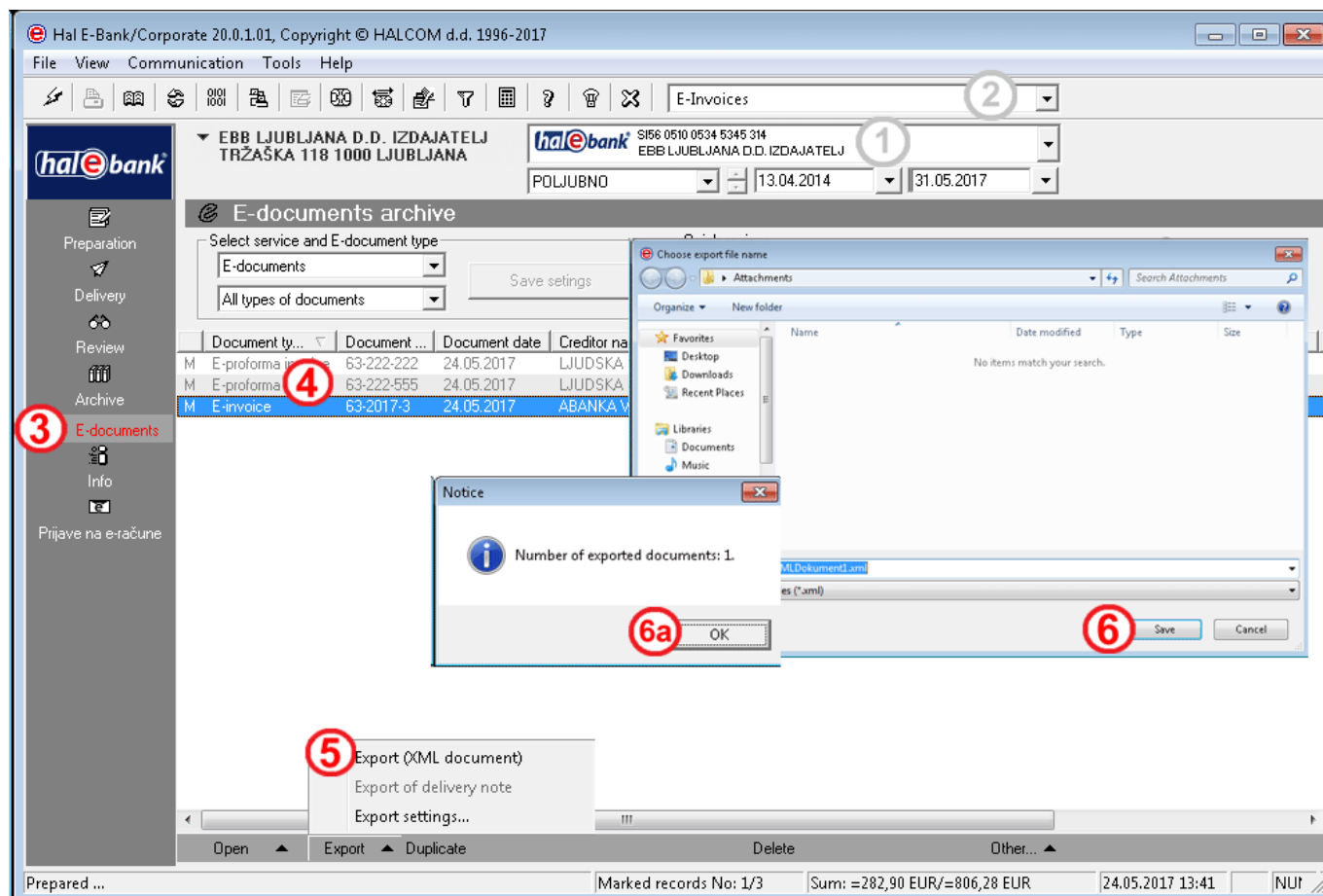
- 1 Select debit account.
- 2 Select transaction type.
- 3 Enter the folder **Archive > E-documents**.
- 4 Select the E-document which you would like to review, print or save.
- 5 An E-document can be opened by double-clicking with the mouse, by pressing **Ctrl + O** or by selecting the command **Open > 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

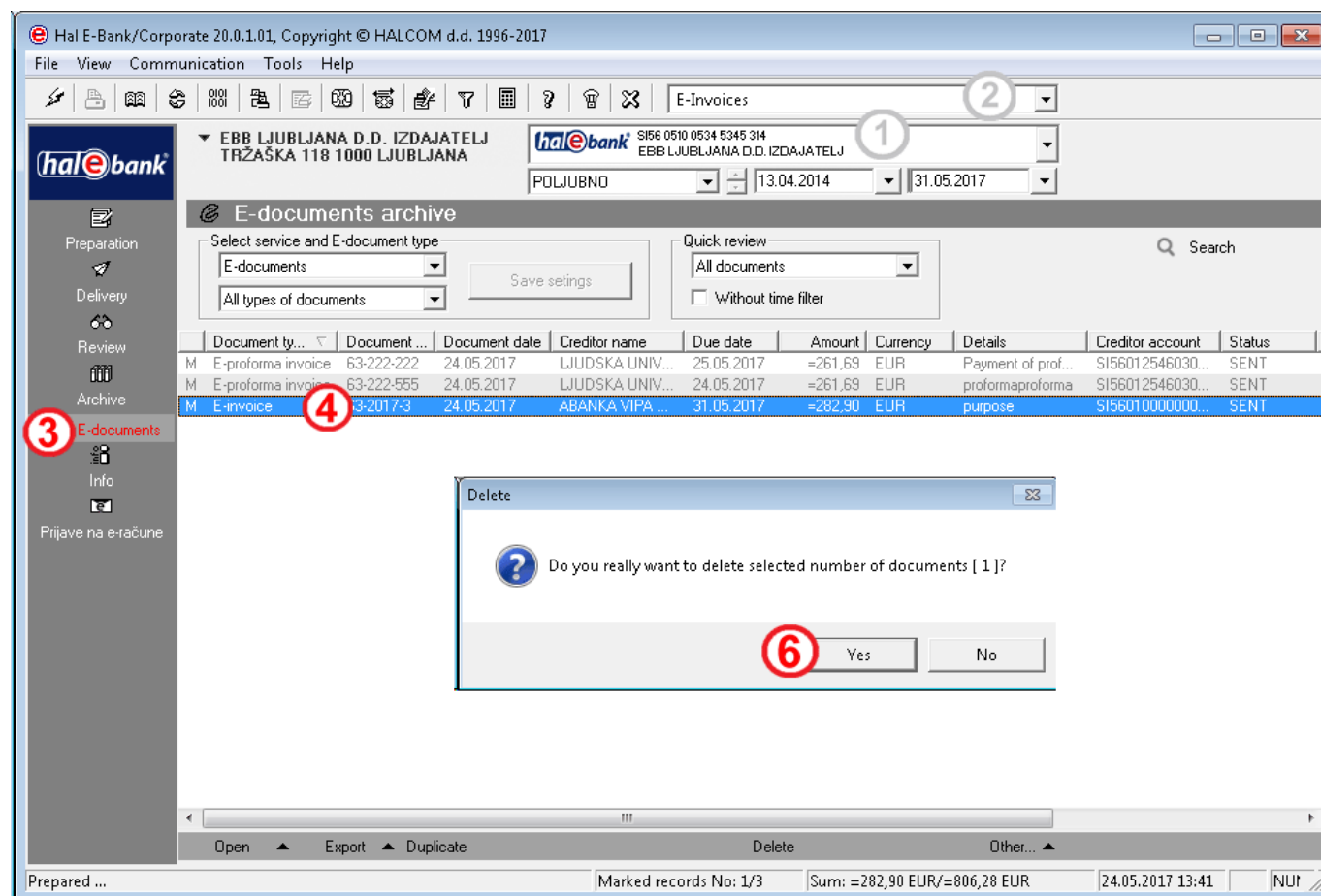
E-documents can also be exported from Hal E-Bank. The export of e-documents from Hal E-Bank enables further processing of E-documents in the back-office system. The E-documents will be exported into the XML files. Each E-document is composed of the envelope and attachments. In case of the new envelope 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.

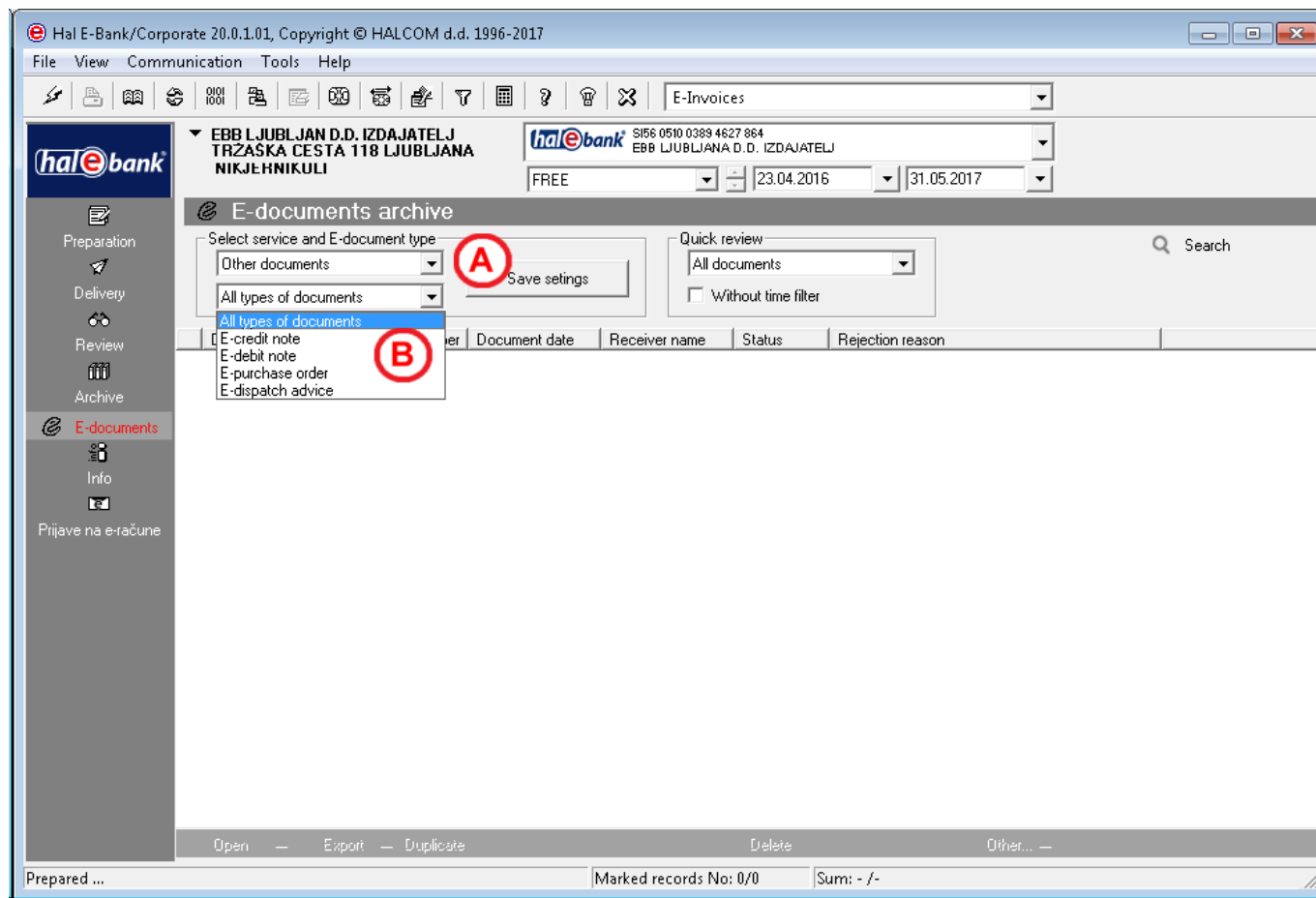
Working with Prepared E-documents

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**.

The screenshot displays the Hal E-Bank Corporate 20.0.1.01 interface. The top menu bar includes File, View, Communication, Tools, and Help. Below the menu is a toolbar with various icons. The main header area shows the company name "EBB LJUBLJANA D.D. IZDAJATELJ" and the address "TRŽAŠKA CESTA 118 LJUBLJANA". To the right, there is a "hal e bank" logo and a box containing the SI56 0510 0389 4627 864 and the company name again. Below this, there are dropdown menus for "FREE", "23.04.2016", and "31.05.2017".

The left sidebar contains a navigation menu with the following items: Preparation, E-documents (highlighted), Delivery, Review, Archive, Info, and Prijave na e-račune. The main content area is titled "E-documents review" and contains a section "Select service and E-document type" with a dropdown menu showing "E-returned receipt" and a "Save settings" button.

Below the settings section is a table with the following columns: E-returned recei..., Date, Main document t..., Receiver name, Message, and Status. The table is currently empty.

At the bottom of the interface, there is a status bar with the text "Prepared ..." and a box showing "Marked records No: 0/0" and "Sum: - /-".

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.

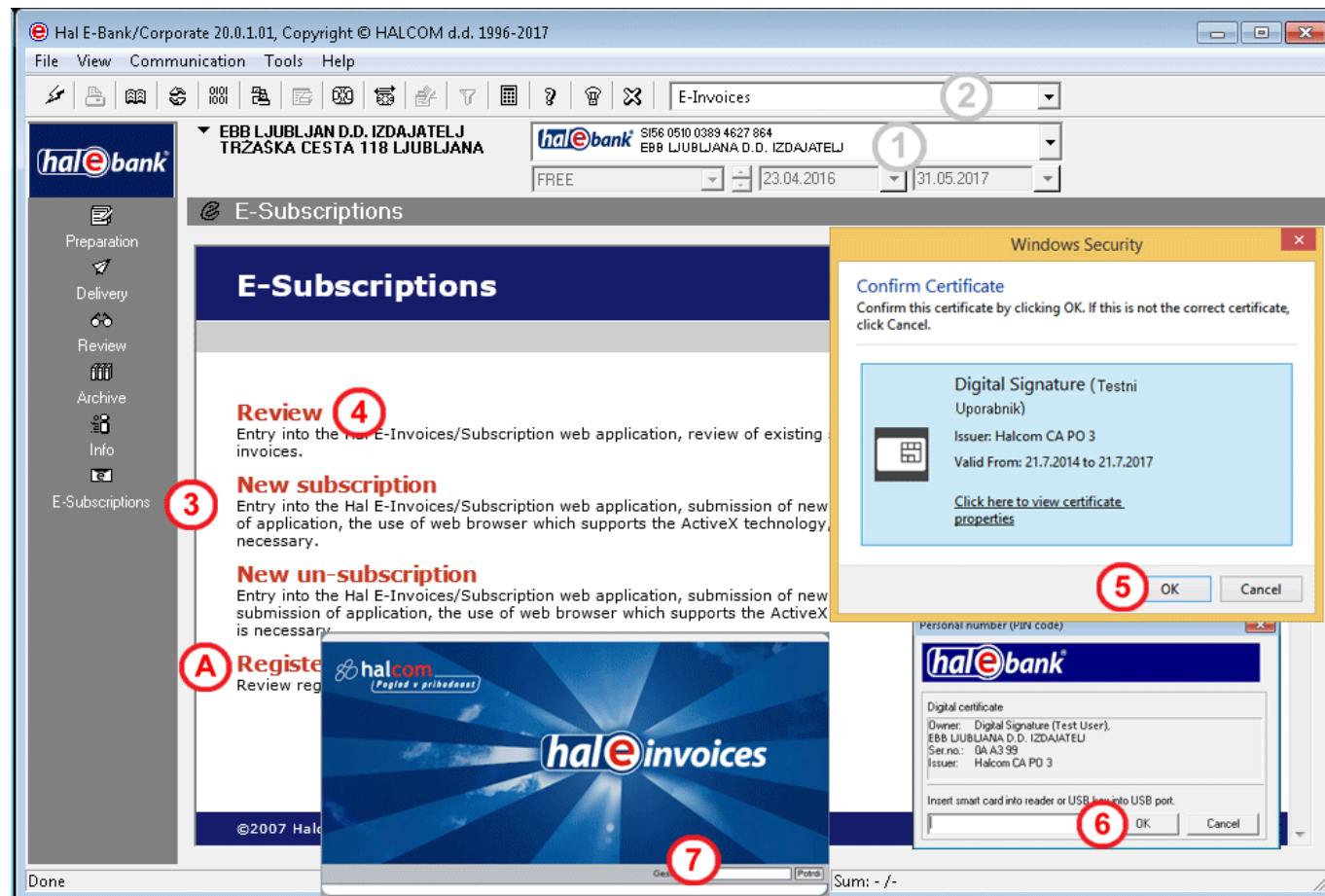
- **Separate authorizations for issuing and receiving E-documents**

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 code 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 only 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.

HALCOM D.D. SI56990000021542216

Pregled prijav/odjav na e-račune

Naziv izdajatelja:

Davčna št. izdajatelja:

Datum prijave/odjave od: do:

En najden zadetek.

Datum prijave	Naziv izdajatelja	Prijava/Odjava	Davčna št. izdajatelja	Uporabnikova referenca	Status
19.05.2010	EBB LJUBLJANA - DEMO	Prijava	21233225		Dostavljena Podrobnosti

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DANIJELA JAKOVLJEVIČ
Uporabnik banke
DEMO

- 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

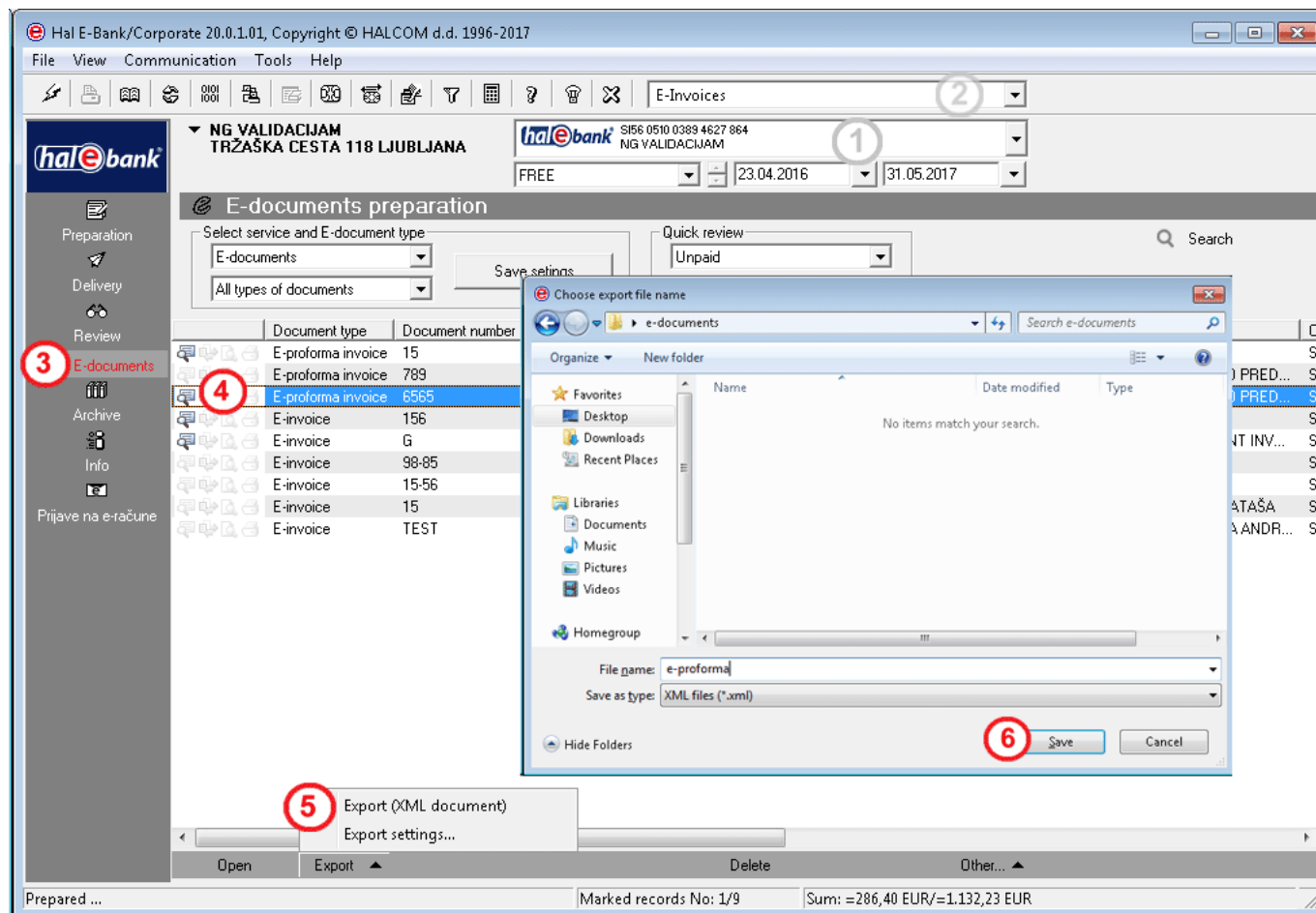
You can open (review), simply pay or save received E-documents. The E-document envelope can also be printed.

The screenshot displays the Hal E-Bank/Corporate 20.0.1.01 interface. The sidebar on the left has 'E-documents' highlighted (3). The main area shows a table of documents (4) with columns for Document type, Document number, Document date, and Document status. A 'Quick review' dropdown menu is open, showing options like 'Unpaid', 'Not exported', 'Unpaid', 'Paid', 'In rejection', 'Rejected', and 'All documents' (3a). The 'E-proforma invoice' details are shown on the right, including sender and recipient information, payment details, and attachment options (6a, 6b). The bottom status bar shows 'Prepared ...' and 'Marked records: No: 1/9' (5).

- 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-Documents 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**.

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File View Communication Tools Help

EBB LJUBLJANA D.D. IZDAJATELJ TRZASKA CESTA 118 LJUBLJANA

SI56 0510 0389 4627 864 EBB LJUBLJANA D.D. IZDAJATELJ

FREE 23.04.2016 31.05.2017

E-Invoices

E-documents preparation

Select service and E-document type

E-documents

All types of documents

Save settings

Quick review

Unpaid

Without time filter

Document ty...	Document number	Document date	Creditor name	Due date	Amount	Currency	Details	C
E-proforma invoice	TEST	13.04.2017	NG VALIDACIJAM	18.04.2017	=15,65	EUR	TEST	S
E-proforma invoice	LJFLKAS	13.04.2017	NG VALIDACIJAM	13.04.2017	=2.403.366,43	EUR	PLAČILO PRED...	S
E-proforma invoice	16	13.04.2017	ABAN AUTOMA...	14.04.2017	=246,38	EUR	dfsd	S
E-payment notice	156	13.04.2017	NG VALIDACIJAM	13.04.2017	=1.831,66	EUR	PLAČILO OPOM...	S
E-payment notice	15+98	13.04.2017	NG VALIDACIJAM	13.04.2017	=25.325,78	EUR	PLAČILO OPOM...	S
E-invoice	9				=9,00	EUR	e-račun iz posla...	S
E-invoice	4				=45,00	EUR	poslan račun iz ...	S
E-invoice	2				=75,00	EUR	Poslano iz OGja	S
E-invoice	8				=30,00	EUR	poslano iz OGja	S
E-invoice	3				=33,00	EUR	DOKUMENT P...	S
E-invoice	2				=30,00	EUR	Plačilo računa št...	S
E-invoice	3				=33,00	EUR	DOKUMENT P...	S
E-invoice	8				=16,59	EUR	TESTIRANJE	S
E-invoice	7				=30,00	EUR	Plačilo računa št...	S

Do you really want to delete selected number of documents [1]?

Yes No

Open Export Delete Other...

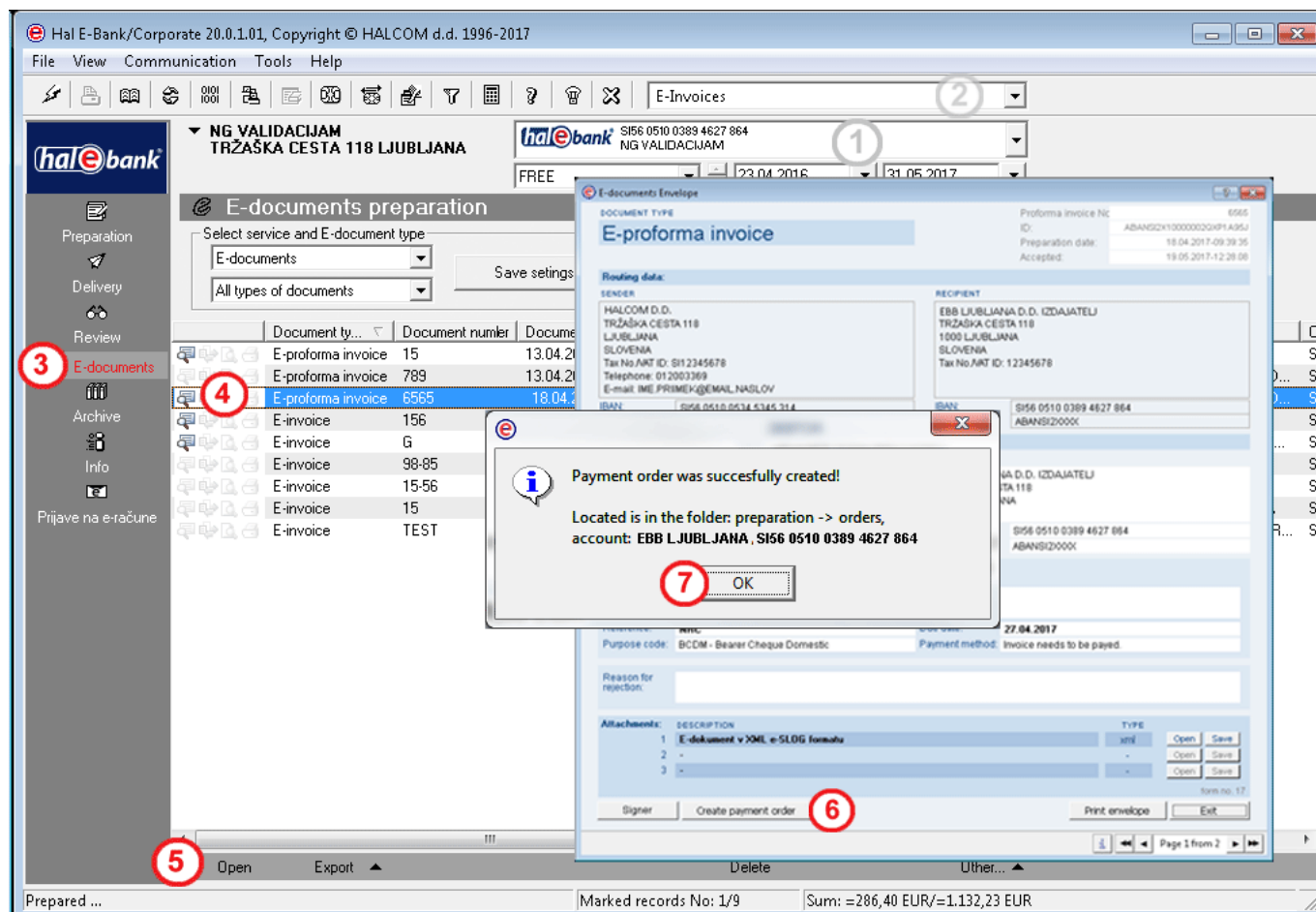
Prepared ... Marked records No: 1/21 Sum: =30,00 EUR/=2.523.338,04 EUR

- 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.

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File View Communication Tools Help

E-Invoices

EBB LJUBLJANA D.D. IZDAJATELJ TRŽAŠKA CESTA 118 LJUBLJANA

SI56 0510 0389 4627 864
EBB LJUBLJANA D.D. IZDAJATELJ

E-return receipt - Manual entry - v2.0.0.33

Issuer:
EBB LJUBLJANA D.D.
TRŽAŠKA CESTA 118
LJUBLJANA
SLOVENIA
IBAN: SI56 0510 0534 5345 314
Bank's BIC: ABANSIZX
Tax No./VAT ID: SI12345678

Return receipt No.: 102C9N3AR4SYAHAX
Document type: E-return receipt

Recipient:
Name: NG VALIDACIJAM
Street: TRŽAŠKA CESTA 118
Post Code: City: LJUBLJANA
Country: SLOVENIA
IBAN: SI56 0500 0000 0145 232
Bank's BIC: ABANSIZXXX
Tax No./VAT ID: SI12345678

Referenced document data
Document type: E-invoice Document ID: ABANSIZK10000002QVTL7RLG Document No.: TEST
Message: Rejection reason

Attachments (*.xml;*.pdf;*.txt;*.csv;*.jpg;*.tif;*.html)
Total size of compressed attachments: 0,00 kB / 1.900,00 kB.

NO.	DESCRIPTION	TYPE	SIZE(KB)

Send Exit

Create payment order
User comment
Reject E-document
Update of address book of business partners
Mark as unread

Prepared ... Marked records No: 1/21 Sum: =1.831,66 EUR/=2.523.338,04 EUR 25.05.2017 10:23 NUM SCRL

- 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.

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File View Communication Tools Help

E-Invoices

EBB LJUBLJANA D.D. IZDAJATELJ TRZASKA CESTA 118 LJUBLJANA

SIBS 0510 0389 4627 864 EBB LJUBLJANA D.D. IZDAJATELJ

FREE 23.04.2016 31.05.2017

E-documents preparation

Select service and E-document: Other documents (A)

Quick review: All documents (B)

Save settings

Without time filter

Document number	Document date	Receiver name	Status	User comment	Rejection reason	Received date
11111	13.04.2017	EBB LJUBLJANA	ACCEPTED			19.05.2017
	14.04.2017	EBB LJUBLJANA	IN REJECTION	user comment	Bojan Skrbic (25.05.2017 - 12:31): rejection reas...	19.05.2017
	13.04.2017	EBB LJUBLJANA	ACCEPTED			19.05.2017
8888	14.04.2017	EBB LJUBLJANA	ACCEPTED			19.05.2017
55555555	14.04.2017	EBB LJUBLJANA	ACCEPTED			19.05.2017
88888888	14.04.2017	EBB LJUBLJANA	ACCEPTED			19.05.2017
16	13.04.2017	EBB LJUBLJANA	ACCEPTED			19.05.2017
166	13.04.2017	EBB LJUBLJANA	ACCEPTED			19.05.2017

Open Export Delete Other...

Prepared ... Marked records: No: 0/8 Sum: - / - 25.05.2017 10:23 NUM SCRL

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.

