Instructions for Preparation of MP SEPA Batch

When preparing the SEPA mass payments batches (MP SEPA), please consider the instructions for preparation of a batch, otherwise the MP SEPA batch will be rejected.

Instructions:

Ø Prepare the MP SEPA batch in the ISO XML SEPA format (pain.001.001.03, according to the requirements defined in the document: »Exchange of Hal E-Bank documents in ISO SEPA XML format /SEPA Rulebook ver. 4.0 and 5.0 – validity: 1 November 2010 and 19 November 2011) «, published on Halcom's web page http://www.halcom.si, in section Help, Manuals, Import-export formats;

Ø In the **header** of the document for preparation of payment order, in the field:

   Ø »MessageIdentification«, enter a unique batch denomination as a reference written by the »Rules for creation and use of standardized references at performing payment services, which are defined by the ZBS (Bank Association of Slovenia)« (e.g. »SI001234« for the SI reference type, »RF971236« for the RF reference type). This data is subsequently returned by the bank for closing a batch. We recommend that you create the SI reference type, where you use similar creating of reference as it is currently used in case of the NPI DO (NPD Direct credit) transfer (e.g. **SI05AAAAAAA-913-DDMMLLSS**, where SI05 represents the Slovenian reference with the model 05, AAAAAAA represents the   bank denomination with control number (summarized from the existing Standardized code book of banks of the Collection center (Bankart), you state a constant of a bank where you have an account open and to debit of which the processing of the MP SEPA batch will be performed), constant 913 (instead of 903 from NPI DO), DDMMYY represents the debit date (which is equal to the debit date of orders in a batch - day, month, year), SS represents the MP SEPA batch sequence number within the debit date. An example of the reference record for execution of the MP SEPA batch to debit of the account open with Abanka, for debit date 22. 6. 2011 and with the batch number 5: SI056050000-913-22061105,

   Ø »NumberofTransactions« enter number of orders in the MP SEPA batch,

   Ø »ControlSUM« enter the sum of the MP SEPA batch. It serves for further control of the total amount of the MP SEPA batch (is the sum of individual entries equal to the total amount);

Ø in **description of payment order** for preparation of payment order in the field:

   Ø »BatchBooking« it is mandatory to enter the denomination for batch booking mode »**true**«, which defines that the entry is related to the MP SEPA batch.

When stating other data in case of payment orders in the MP SEPA batch, consider the following:

Ø Debit account (IBAN) must be the same for all payment orders within the MP SEPA batch,

Ø Debit date (requestedExecutionDate) must be the same for all payment orders within the MP SEPA batch,

Ø Currency of order amount (InstructedAmount) must be only »EUR«for all payment orders within the MP SEPA batch,

Ø Credit account must be in the IBAN format and it must belong to the bank from the SEPA area. You can include into the same MP SEPA batch payment order, which relate to accounts of domestic (SI account) and foreign creditors (different than SI). You should discuss and reach an agreement with your bank about the option of including domestic and foreign creditors into the same MP SEPA batch, since not all banks support this option. A bank can decide that it supports in the same batch for instance only creditors with the SI accounts;

Ø The MP SEPA batch can contain orders, for which payment purposes and purpose codes are different (e.g. salaries, payment of invoices, payment of contributions…),

Ø The MP SEPA batch can contain urgent and non-urgent payment orders. Discuss and reach an agreement with your bank about the option of including urgent and non-urgent payments into the same MP SEPA batch, since not all banks support this option. A bank can decide that it supports in the same batch for instance only non-urgent orders.

Ø At import, the BIC of the creditor's bank must be filled for SI and foreign creditors,

Ø That the amount of individual payment order in the MP SEPA batch for creditors with the SI accounts is unlimited or limited, if such limitation is required and set by a bank. Discuss and reach an agreement with your bank about a limit amount for individual order;

Ø That the amount of individual payment orders in the MP SEPA batch for creditors with foreign accounts (other than SI) is always limited to 50,000.00 EUR or additionally limited to a lower amount, if such limitation is required and set by a bank. Discuss and reach an agreement with your bank about a potential limit amount for foreign creditor;

Ø That the sum amount of all payment orders in the MP SEPA batch is not limited or it is limited, if such limitation is required and set by a bank. Discuss and reach an agreement with your bank about limitation for sum amount;

Ø Due to performance reasons, number of payment orders in the MP SEPA batch is limited. The default value is 5,000 orders, but this value can be set via settings in the Hal E-Bank client,

Ø That subsequently at import of the MP SEPA batch the same controls are performed as for the UPN/SEPA order, which means that the purpose code data is also a mandatory data.

At import of the MP SEPA batch, the program performs the accuracy control of the prepared MP SEPA batch. In case not all the conditions are fulfilled for the import of the MP SEPA batch, the program rejects the import and writes a notification on the reason for rejection of import of the MP SEPA batch.