Manual for the E-invoice Forwarding Program

Contents

1. Appointing an Administrator for the E-invoice Forwarding Program

A member of the management board of the company must appoint a person or persons in a branch office or in the environment for managing the internet bank rights of business clients (Additional services/Settings - Settings – User management), who can henceforth manage the users of the e-invoice forwarding program.

In order to do this, option "E-invoice forwarding accounts" must be selected and ticked for the intended user.

E-invoice forwarding accounts						
EE531010022050255006_10008						☑

2. Adding a New User to the E-invoice Forwarding Program

Only a person who has administrator rights for the e-invoice forwarding program can add users to the e-invoice forwarding program and add/change/delete their rights (see Chapter 1).

Every user of the e-invoice forwarding program must have an internet bank agreement with SEB, because users log into the program with their personal internet bank passwords.

In order to appoint a new user, the administrator must enter the **E-invoice program** in the internet bank menu of a business client, and then click on **New user**.

E-invoice program ▼

User management

New user
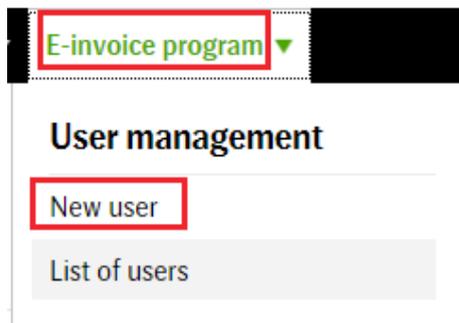
List of users

The name and personal identification code of the user must be entered in the opened window and define the rights that are granted to the user (tick the boxes in front of relevant rights).

New user | List of users

Add user

| 1 Enter data | 2 Confirm data | 3 Result |

* Name: _____ ⓘ

* Personal ID or registration number: _____ ⓘ

☐ Beneficiary's account | EE531010022050255006
☐ Right to conclude e-invoice with automated standing order agreements
☐ Right to change agreements
☐ Right to add e-invoices
☐ Right to view reports

Right to conclude e-invoice with automated standing order agreements - user can insert e-invoice with automated standing order agreements.
Right to change agreements - user can modify e-invoice with automated standing order agreements.
Right to add e-invoices - user can insert e-invoices and send them to Internet bank.
Right to view reports - user can view e-invoice reports.

I confirm that I have read and agree to the following terms and conditions:

• AS SEB Bank General terms and conditions
• Terms and conditions of current account agreement

Add user

* mandatory fields

The meanings of all rights and the activities they allow are presented in the following table:

Right to conclude e-invoice with automated standing order agreements	User can insert e-invoice with automated standing order agreements.
Right to change agreements	User can modify e-invoice with automated standing order agreements.
Right to add e-invoices	User can insert e-invoices and send them to the Internet bank.
Right to view reports	User can view the e-invoice reports.

Once the rights have been entered, click the **<Add user>** button and enter your confirmation.

3. Overview of the Users of the E-invoice Forwarding Program

In order to get an overview of the users, the administrator of the e-invoice forwarding program must select **E-invoice program** in the menu of the business clients' internet bank, and then select **List of users**.

All users of the e-invoice forwarding program are displayed on the screen (first name, surname and personal identification code). When clicking on a line with the data of a specific user, the rights of that user are displayed.

If all rights are removed from a user, the user disappears from the list of users of the e-invoice program.

Overview of users

User's name	Personal ID
Agreement no55020 | EE021010220208830224	
▼ MARU MARU	366.05170235

Rights given: 17.06.2014 12.28
User rights:
Right to conclude agreements
Right to change agreement
Right to add e-invoices
Right view reports

Change rights \| Delete all rights

▼ MILI MILI	47805170235

Rights given: 24.10.2014 0.00
User rights:
Right to conclude agreements
Right to change agreement

Change rights \| Delete all rights

4. E-invoice Forwarding Program

In order to enter the e-invoice forwarding program, go to the website www.seb.ee/eteller. The following window opens:

S|E|B   Ärikliendi internetipank

Login sisse

1 Kasutajatunnus	2 Salasõnad

Sisestage kasutajatunnus ja valige autentimisviis

| Kood | ID-kaart | Mobiil-ID |

VIITED

→ Internetipangas saate koodikaardiga teha tehinguid kuni 200 euro eest päevas. Üle 200 euroste tehingute tegemiseks soovitab SEB kasutusele võtta ID-kaardi, Mobiil-ID või PIN-kalkulaatori.
Loe lisaks

→ Internetipanga turvaliseks kasutamiseks ei tohi oma parool üle anda teistele

Users can access this environment with their personal internet bank passwords. If a user has successfully logged in, the main window of the environment opens, where it is possible to start entering a new e-invoice standing order agreement.

The menu of the environment consists of three items:
1. Managing e-invoices – entering e-invoices and sending e-invoices to the bank.
2. Managing e-invoice standing order agreements – entering and managing e-invoice standing order agreements.
3. Importing e-invoices – importing invoices as .csv or .xml files.

4.1 Entering and Viewing E-invoice Standing Order Agreements

4.1.1 Entering a New E-invoice Standing Order Agreement

When you enter the e-invoice forwarding program, select **E-invoices and standing orders** from the menu, followed by **New Agreement**. A form for concluding e-invoice standing order agreements appears on your screen.

Enter the data for a standing order agreement according to the fields on your screen (the fields can differ from the ones on the image above, because these depend on the agreement concluded with the issuer of e-invoices). When the data has been entered, click **<Conclude agreement>**. After this, the data is verified. In case of an error, a respective error message is displayed on the computer screen. If all data was correct, the data for a standing order agreement is displayed on the screen for an additional verification. Ensure that all data is correct and enter a confirmation code or a digital signature.

When an agreement is concluded/amended/terminated, you and the client must sign the respective printouts of the agreement; when an agreement is concluded, you must give the client the terms and conditions of the e-invoice standing order agreement.

When an e-invoice standing order agreement is concluded in the e-invoice forwarding program, an e-invoice with the same service ID is considered to be ordered automatically and the payer does not have to submit a separate e-invoice application.

4.1.2 Viewing the E-invoice Standing Order Agreements

In order to view the existing agreements, select **Management of agreements** from the menu, followed by **Existing agreements**. The following window opens:

Management of agreements

New agreement	Existing agreements

Related account	EE531010022050255006 ▾
Personal ID/Registration code	
Service ID	
Query type	All agreements ▾
From	🗓
Until	🗓
Agreements per page	10 ▾

List agreements

In this window, it is possible to set search parameters for agreements.

It is possible to search for agreements based on the following parameters:
- Account that is connected to the agreement (beneficiary)
- Personal identification code or business registry code of the payer
- Service ID in the agreement concluded with the payer
- Should active, terminated or all agreements be displayed
- Period for which the report is requested

If all fields are left empty, all agreements are displayed that have been concluded with a specific seller. On the same screen, it is possible to determine how many standing order agreements are displayed on the screen at a time (select a number from the drop-down menu). In order to start the search, click on **<List agreements>**. Standing order agreements are displayed on the screen.

Management of agreements

New agreement	Existing agreements

Related account	EE531010022050255006
Beneficiary's name	EXPRESSLIIN
Found agreements total	10
Page	1

Payer's name	Personal ID/Registration code	Account	Service ID	Payment date	Status	Concluded	Ends
▼ KARU MATI	36611060247	EE401010902010375004	12345	On due date	Active	10.01.2014	Unspecified term
Daily limit 5,00 EUR				Monthly limit 50,00 EUR			
				Change | End agreement | Add e-invoice			
▶ KARU KATI	47101010033	EE311010011644615225	55158	The day following the next day after the invoice arrives at the bank	Active	15.09.2014	Unspecified term

It is possible to:

Change the agreement – when clicked, a form with the data of the agreement opens, where you can change the account of the payer, the limit of the agreement and the end date of the agreement.

End the agreement– when clicked, a form for terminating the agreement opens.

Add an e-invoice – when clicked, a form opens that enables you to enter an e-invoice for the standing order agreement.

If all agreements cannot fit on the screen at the same time, click on **<Next page>** and the next page with found agreements is displayed on the screen.

4.2 Entering and Viewing E-invoices

It is possible to add e-invoices one by one for a specific e-invoice standing order agreement or for several agreements simultaneously.

4.2.1 Entering E-invoices for One Standing Order Agreement

The easiest way is to do it from the standing order agreement of the payer; in this case, the 'Payer's account' and 'Service ID' fields are already filled in.

When selecting **E-invoice admin** from the main menu and then **Add e-invoice**, the following window opens for adding e-invoices:

Enter:
- Payer's account (to whom the e-invoice is issued)
- Service ID to which the e-invoice is connected
- Date of the invoice – issue date
- Invoice number
- Account connected to the agreement – Beneficiary's account
- Comment – name of goods or services or a description
- Amount – payable e-invoice amount including VAT
- Payment due date – date of settling the invoice
- Payer's VAT identification number – optional field

Click on **<Add e-invoice>**. Confirmation window opens; verify that all the data is correct and confirm the action.

4.2.2 Entering Multiple E-invoices

In order to enter an e-invoice for several standing order agreements, select **E-invoice admin** from the menu, followed by **Add multiple e-invoices**. The following form opens:

In addition, you need to determine:
- E-invoices per page – how many invoices are displayed on the screen at a time.
- Description of the invoice – name of goods or service or a description (common for all e-invoices that are entered in the next window).

Click on **<Adding e-invoices>**; a window for adding e-invoices opens:

On the screen, you can see how many active e-invoice standing order agreements were found and the number of pages in which they fit. In addition, you can view the data of the agreements (service ID, daily limit, payer's name and personal identification code/registry code, due date of the invoice and payer's VAT identification number). By default, all standing order agreements are ticked, which means that you would like to add an e-invoice for all e-invoice standing order agreements. If you do not wish to add an e-invoice for an agreement, you should remove the tick from the box in front of the respective agreement by clicking on the ticked box. If you would like to remove ticks from all agreements, click on the box on the menu line.

Enter:
- Invoice number
- Amount – amount of the e-invoice including VAT (cents must be separated by a comma or a full stop)
- Payment due date – due date for settling the e-invoice; you cannot enter the current day
- Payer's VAT identification number – optional field

E-invoices are entered by page. In order to enter e-invoices, click on **<Add e-invoices>**. Confirmation window opens; verify that all the data are correct and confirm the action.

If there are more e-invoice standing order agreements than can fit on the same page at a time, go to the next page and repeat the aforementioned activities.

4.2.3 Inserted e-invoices

In order to view e-invoices that have been added, select **E-invoice admin** from the menu, followed by **Inserted e-invoices**. The following window opens:

In this window, it is possible to enter the search parameters for invoices.

It is possible to search for invoices based on the following parameters:
- E-invoice number
- Service ID
- Account number of the payer
- Period for which the report is requested
- Number of agreements per screen

If all fields are left empty, then all e-invoices are displayed that the seller has forwarded to the bank.

On the same screen, it is possible to determine a parameter according to which the found e-invoices are displayed on the screen (select from the drop-down menu):
- Based on the date of entering the invoice
- Based on the name of the payer
- Based on the payable amount of the invoice
- Based on the personal identification code/registry code of the payer
- Based on service ID

In order to start the search, click on **<Start query>**. All e-invoices that are found are displayed on the screen.

You can search for e-invoices of the last 30 days. If the field Service ID has been filled in, it is possible to search for e-invoices from a longer period.

If there are too many e-invoices to fit on the screen at the same time, click on **<Next page>** and the next page with found e-invoices is displayed on the screen.

In this window, you can annul an invoice that was sent to a client, if the status of the invoice is 'New'; in this case, the client cannot see the invoice in their internet bank any more. You cannot cancel invoices with the status 'Viewed' or 'Paid'.

4.3 Importing Files

Information about the file formats of e-invoices is available in a document on our website titled „File formats for importing invoices in the e-invoice forwarding programme".

File import means sending data to the bank in a file format. In order to import data to the bank, select **Import e-invoices** from the menu.

Import e-invoices

In the data field separator file (if it is an .XML file, you can leave the data field separator unselected), determine how many e-invoices are displayed on the control sheet. Also determine the location of the file by clicking on **<Browse>** (depending on the internet browser of the user, the button could also be called **<Choose File>** etc.) and by finding the necessary file. Once the file has been determined, click on **<Import file>**.

After this, the file is going to be processed; the progress of processing can be observed on the screen. You can see the results of processing the e-invoices that were in the file in the window that opens. If some of the e-invoices are defective, an error message is displayed on the screen. In this window, you can correct the errors.

If you do not wish to send an e-invoice that is included in the list to the bank, you must tick the box in front of this invoice.

At the end of the page, you can:
- Save/check the changes – the changes that were made are verified; if the data is correct, the page is saved.
- Remove defective e-invoices (from the open page or from the entire import) – all defective e-invoices on the open page or in the entire import are cancelled.
- Move to the selected page - select a page from the drop-down menu where you wish to go.

After all defective e-invoices are corrected or cancelled, you must confirm the action. The file is sent to the bank and the result of sending the file is displayed on the screen.

Import e-invoices

Related to agreement: **EE531010022050255006 - EXPRESSLIIN**

Check for removal	Service ID	Amount	Invoice number	Payment date	Account number	Payer's name	Description	Status
☐ 1.	378	35,50 EUR	200	15.10.2014	EE351010000022222222	Mari Murakas	augusti kulud	Correct
☐ 2.	399	54,20 EUR	201	15.10.20		Kati Karu	augusti kulud	Account number is missing.
☐ 3.	398	78,60 EUR	202	15.10.2014	EE351010000033333333	Juta Jänes	augusti kulud	Correct
☐ 4.	458	99,90 EUR	203	15.10.2014	EE351010000044444444	Villem Võsa	augusti kulud	Correct
☐ 5.	277	41,30 EUR	204	15.10.20	EE452200221010426644	Sander Suslik	augusti kulud	Account number is missing.
☐ 6.	516	30,00 EUR	205	15.10.2014	EE351010000055555555	Konstantin Kass	augusti kulud	Correct
☐ 7.	1744	33,17 EUR	206	15.10.2014	EE351010000066666666	Märt Mäger	augusti kulud	Correct
☐ 8.	283	999,0 EUR	207	15.09.20	EE351010000077777777	Kersti Rebane	augusti kulud	Faulty payment date.

Amount of e-invoices **277,17 EUR**

Cancel   Save/Check changes

from the whole import ▼   Remove defected