

USER MANUAL

eLEMENT@

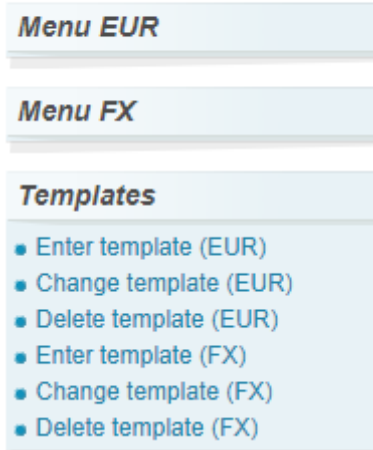
INTERNET BANKING FOR COMPANIES
AND SMALL BUSINESSES

TEMPLATES

CONTENT

1. TEMPLATES	1
1.1. Create template (EUR)	1
1.2. Change template (EUR)	2
1.3. Delete template (EUR)	3
1.4. Create template (FX)	3
1.5. Change template (FX)	4
1.6. Delete template (FX)	5

1. TEMPLATES

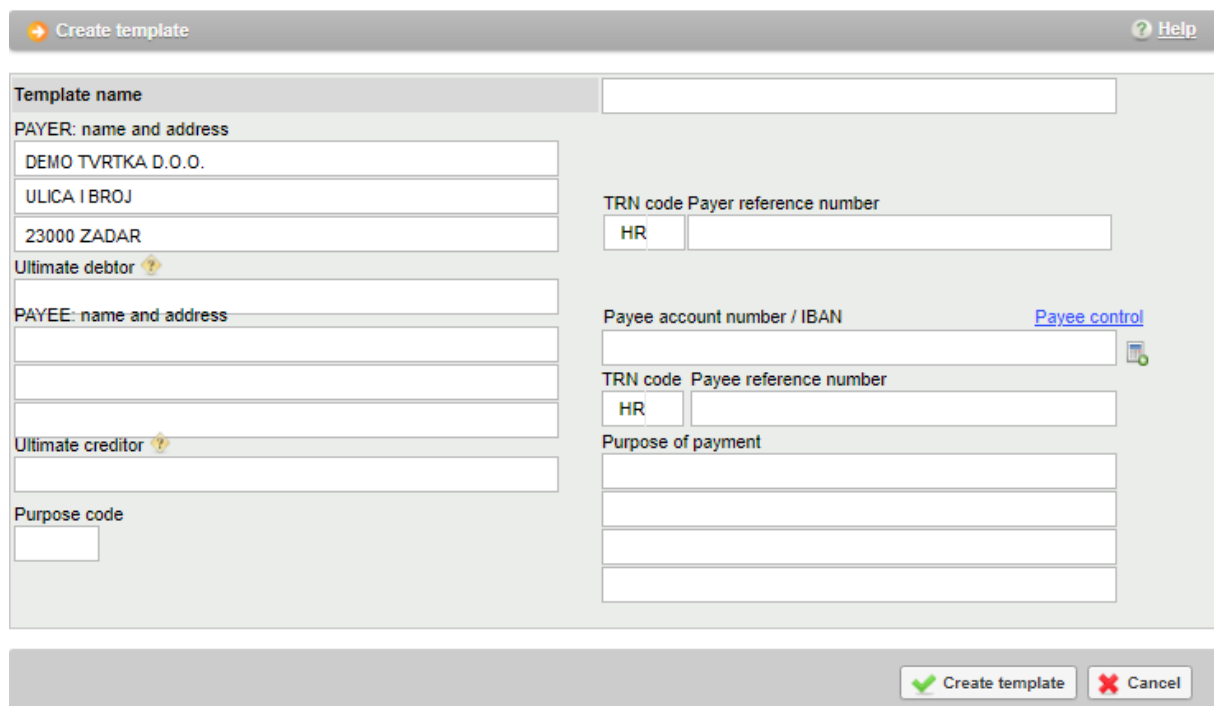


Picture 1. Templates

So to facilitate and significantly speed up everyday work on the entries of (EUR) orders, we recommend that you independently create your own database of templates that will subsequently be used when entering EUR orders. Templates are entered by choosing Templates from the main menu. It is possible to enter templates for EUR as well as FX orders.

1.1. Create template (EUR)

By selecting „Create template (EUR)“, you enter templates for orders in EUR (Picture 2).



➔ Create template ? Help

Template name	<input type="text"/>
PAYER: name and address	
<input type="text" value="DEMO TVRTKA D.O.O."/>	
<input type="text" value="ULICA IBROJ"/>	
<input type="text" value="23000 ZADAR"/>	
Ultimate debtor ⓘ	
<input type="text"/>	
PAYEE: name and address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Ultimate creditor ⓘ	
<input type="text"/>	
Purpose code	
<input type="text"/>	
TRN code Payer reference number	<input type="text" value="HR"/>
Payee account number / IBAN Payee control	<input type="text"/>
TRN code Payee reference number	<input type="text" value="HR"/>
Purpose of payment	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Picture 2. Entry of a EUR template



Field description:

Name of field	Description
Template name	The name of the template is the label arbitrarily created by the person who inserts the template. Template name does not need to be the same as the name of the recipient. This name is only for easier recognition of orders entered on the list of templates, and is not exchanged with other banks.
Ultimate debtor	Enter the name of the ultimate debtor in whose name the payment is made. Data entry is optional.
Payer; Name and address	Enter the payer's name and address – maximum 140 signs.
Ultimate creditor	Enter the name of the ultimate creditor. Data entry is optional
TRN code Payer reference number	Enter the TRN code in the first field. Enter the debit authorization number in the second field. If there is no such number, the TRN code 99 is entered, and this field can be left blank. In the HUB 3 form, "HR" is entered in the TRN code field and the two-digit control code reference number. If nothing is entered in front of the TRN code number, it will automatically be considered that HR has been entered.
Payee account number / IBAN	This field allows the entry of the IBAN. IBAN stands for International Bank Account Number, and it is the international standard for numbering bank accounts.
TRN code Payee reference number	Enter the TRN code in the first field. Enter the debit authorization number in the second field. If there is no such number, the TRN code 99 is entered, and this field can be left blank. In the HUB 3 form, "HR" is entered in the TRN code field and the two-digit control code reference number. If nothing is entered in front of the TRN code number, it will automatically be considered that HR has been entered. During the entry, the prescribed structures of TRN codes and reference numbers are verified.
Purpose code	Enter the four-letter code of the purpose the transaction. Entering the purpose code is optional.
Purpose of payment	Enter a short description of the payment, four rows are provided for the entry.

After you fill in the fields, use the tab *"Create template"* to enter the template in the database of templates. To enter an order from a template, select *"New order from template"* in the menu EUR.

1.2. Change template (EUR)

By selecting *"Change template (EUR)"* from the *"Templates"* menu, a list of all templates is shown, and it is possible to select *"Change"* next to the name of each template, and enter the screen where you can modify the order template (Picture 3).

Template - change		Payer account: HR1824070001100000002	
Short name for template	Payee account / IBAN	Payee	Change
TEMPLATE 1	HRXX2407000XXXXXXXXXX	DEMO PRIMATELJ D.O.O.	 Change
TEMPLATE 2	HRXX2407000XXXXXXXXXX	DEMO PRIMATELJ D.O.O.	 Change

Picture 3. Modification of template

Entry of the modifications is confirmed with the tab "Change".

1.3. Delete template (EUR)

Selection of the field "Delete template (EUR)" displays a list of templates, and offers the option "Delete" on the screen and shows details of orders marked for deletion (Picture 4). Deletion of a template is confirmed by pressing "Delete".

Template - delete		Payer account: HR1824070001100000002	
Short name for template	Payee account / IBAN	Payee	Delete
TEMPLATE 1	HRXX2407000XXXXXXXXXX	DEMO PRIMATELJ D.O.O.	Brisanje
TEMPLATE 2	HRXX2407000XXXXXXXXXX	DEMO PRIMATELJ D.O.O.	Brisanje

Picture 4. Screenshot of template deletion

1.4. Create template (FX)

By selecting the "Create template (FX)" you enter templates for FX orders. In order to save the order as a template, you need to fill in the following fields (Picture 5):



Create template for international remittance		Help	
Payer (50 a): 1 Phone: <input type="text"/> Ref: DEMO TVRTKA D.O.O. ULICA I BROJ, 23000 ZADAR MB: 0000000 OIB: 000000000000		Name of the bank 2 OTP BANKA D.D. Domovinskog rata 3 Zadar	70/1 Reg. No.: 3141721 Taxpayer ID No.: 52508873833
3 Order No. (20)	00010311111220148451		
4 Payment amount (32A)	Currency code	--Select--	
5 Foreign bank costs (71a):	Costs	OUR - Debiting the payer	
6 Payee bank (57a)	Swift adresa	<input type="text"/>	<input type="button" value="Verify ..."/>
	Name	<input type="text"/>	
	Address	<input type="text"/>	
	Town	<input type="text"/>	
7 Payee (59a)	Country code	<input type="text"/>	Country list
	Name	<input type="text"/>	
	Address	<input type="text"/>	
	Town	<input type="text"/>	
	Account/IBAN	<input type="text"/>	
8 Payment information (70)	Country code	<input type="text"/>	Country list
	Payee code	Legal entity <input type="button" value=""/>	
9 Comment	<input type="text"/>		
10 Template name :	<input type="text"/>		

Picture 5. Entry of a FX template

Field no.	Field	Description
01	Payer (50a):	Name, address and registration number In this field information is automatically entered about the company-payer from the OTP Bank system. We recommend entering a phone number for contact.
02	Name of the bank	Name and registration number of the bank which will execute the order transfer abroad – filled in automatically
03	Order number (20):	Number under which the order has been filed in the register of paying instruments of the bank
04	Payment amount (32A):	Enter the currency of the order
05	Foreign bank costs (71A):	Foreign bank costs, in accordance with the agreement between the payer and the payee, shall be entered as follows: 1 - OUR – charged to the payer, 2 – SHA – shared expenses
06	Payee bank (57a):	Name and address of foreign bank of the payee to which payment shall be made, and the country code of the beneficiary bank. By entering the SWIFT of the bank, other fields are automatically filled in.
07	Payee (59a):	Name and address of the recipient of the payment, IBAN or other payee account number of, payee code and the code of the country. The field "Country code" is entered in the way that you click on the menu "List of countries" right next to the input field "Country codes", and find the desired country on the list.
08	Payment information (70):	Payment information listed in the document on the basis of which the payment is executed, and which should be stated in the payment order (for example number and date of invoice, contract, etc.).
09	Comment:	Filled in if necessary. Arbitrary entry.
10	Template name:	Template name is a label of the order that is arbitrarily created by the person that enters the template. The template name does not need to be same as the name of the payee. This document is only for easier recognition of orders entered on the list of templates and is not exchanged with other banks.

1.5. Change template (FX)

By selecting "Change template (FX)" from the "Templates" menu, a list of all templates is shown, and it is possible to select "Change template" next to the name of each template, and then enter the screen where you can modify the order template (Picture 6).



Change template for international remittance << Back			
Template name	Payee	Currency	Change template
TEMPLATE 2	DEMO PRIMATELJ D.O.O.	EUR	 Change template
TEMPLATE 1	DEMO PRIMATELJ D.O.O.	EUR	 Change template

Picture 6. List of FX templates for modification

The entry of modifications is confirmed by pressing the tab “*Change template*”.

1.6. Delete template (FX)

Selection of the field “*Delete template (FX)*” displays a list of templates (Picture 7), and offers the option “*Delete template*” on the screen and shows details of orders marked for deletion. Deletion of a template is confirmed by pressing “*Delete template*”.

Delete template for international remittance << Back			
Template name	Payee	Currency	Delete template
TEMPLATE 1	DEMO PRIMATELJ D.O.O.	EUR	 Delete template
TEMPLATE 2	DEMO PRIMATELJ D.O.O.	EUR	 Delete template

Picture 7. List of FX templates for deletion