

User manual – Payment by one-off mandate – Securities trading

Payment by one-off mandate – Securities trading

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1 Payment by one-off mandate – Securities trading

Payment by one-off mandate/framework mandate is a service which gives the payee the option of giving their payment claims to the bank for debiting the payer's account and crediting the payee's account. The basis for debiting the payer's account is a written one-off mandate or framework mandate to debit the payer's account for a single charge.

The service is offered to certain customer groups. Please refer to the agreement and regulations for domestic payment provision, prepared by Finance Norway's (FNO) service office and the Norwegian Savings Banks Association's service office.

1.1 Brief overview of service

Payment by one-off mandate is a service where the payee sends a file to Nets with transactions for automatic debiting of the payer's account.

Before the payment can be processed, the payee must obtain a one-off mandate or framework mandate from the payer to be able to debit the payer's account for a single amount. The service can be used when the agreement between the payee and their bank has been registered.

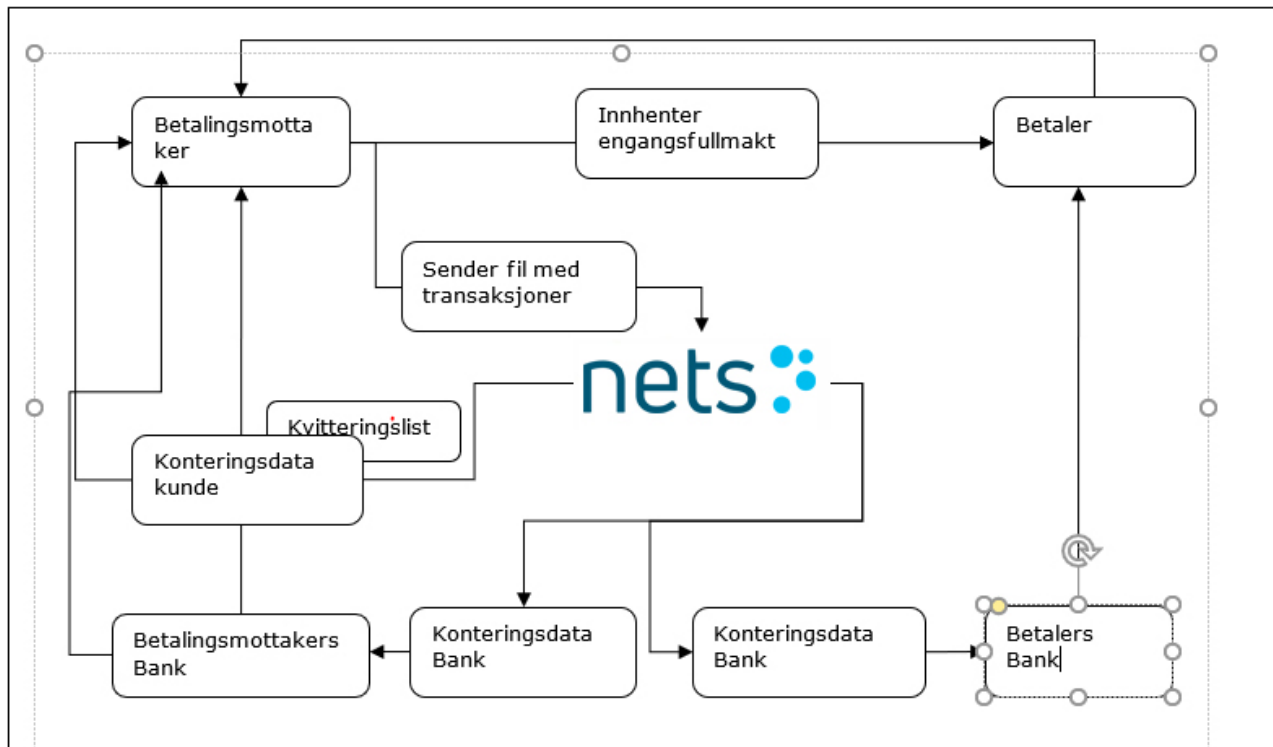
The agreement is between the payee and the bank, and is sent to Nets for registration. The payee is responsible for archiving and storing the one-off mandate or framework mandate which forms the basis for debiting the payer's account.

2 Definitions of important terms

Agreement ID	- A unique ID for the payee's agreement in Nets. Several agreement IDs can be set up for the same task account.
Nets date	- Processing date in Nets.
Nets processing date	- The date Nets settles the transactions.
Payment date/due date	- The date the payer's account will be debited. If the payment date/due date falls on a Saturday/Sunday/moveable public holiday, debiting will take place on the following working day.
BOLT/Nets online	- A portal used by banks.
One-off mandate/framework mandate	- A mandate for a single payment.
Customer unit ID/File/data sender	- Sender of data for one or more agreements. The data sender can be the agreement customer or another data centre.
Distributor ID	ID stated in the file name from a data sender. For example, files sent via the bank's corporate online banking.
Customer unit ID/list recipient	- The recipient of listing material from Nets. The list recipient can be the agreement customer or, for example, an accounts office.
Sub-task	- Transactions in a task that have the same due date.

Internal reference	- Payee's reference/ID of transaction/payer. If this field is completed, the own reference will appear in data from Nets.
Format	- Structure of the records.
Transmission	- A data file that is sent to/from Nets. A consignment opens with a start record for the consignment and finishes with an end record for the consignment.
Consignment no.	- Unique numbering of consignments from/to data sender/recipient.
External reference	- Payer's reference/ID of transaction/payee. If this field is completed, the external reference will appear on the account statement for the payer.
Customer ID	- Business registration number or personal identification number (private customers).
Layout	- The organisation of the fields in the record.
Order	- Transactions belonging to the same agreement ID.
Order account	- The account to be credited.
Task no.	- Sequential unique numbering of assignments for each agreement ID. Entered by the person who creates the task, can be the agreement customer or the data sender.
Transaction	- An individual entry item in a bank account.
Transaction number	- Consecutive numbering of the transactions in the task. This is specified by the customer or the data sender.
Transaction type	- Code indicating how Nets processes the transactions.
Pending register	A register in Nets where transactions remain until their due date.

2.1 Detailed description of the procedure



Main features of the system:

- The payer approves the debit by signing the one-off mandate or framework mandate.
- The payee sends a file with the transactions to Nets. The file can contain transactions which are due within the next three months.
- The payee can change or delete individual transactions up until the due date.
- Nets checks the received file and makes available a receipt for input consignments to the data sender to their mailbox for those customers who use e-nett or, alternatively, by e-mail, depending on the agreement.
- The receipt for input tasks is sent to the registered list recipient on the agreement form.
- The transactions are settled in Nets on the specified due date. The payer's account is debited on the due date and the payee's account is credited the same day. The payee can choose to receive accounting data for updating the ledger system.
- Only applies to approved/settled transactions.
- Total amounts for settled tasks appear on the payee's account statement. The amount can appear on the payer's account statement with:
 - Reference to the payee's agreement ID in Nets.
 - Fixed text as specified in the agreement.
 - External reference in the single transaction.
- Accounting data is sent to the banks/bank data centres to update the individual accounts.

3 Agreement on use

3.1 Payee/payee's bank

When using Payment by one-off mandate – securities trading, an agreement is entered into between the payee and the bank.

The agreement is filled out by the bank in conjunction with the payee. The agreement is signed by the payee and given to the bank. The bank ensures that the payee receives a copy of the signed agreement. The bank sends the agreement to Nets in PDF format. Once the agreement has been registered with Nets, Nets will send an e-mail to the payee and bank stating that the agreement has been registered and is ready to be initiated.

The bank customer and bank must fill in their e-mail addresses on the agreement form for Nets to be able to send them e-mails.

Test data should be sent to Nets as soon as the agreement has been sent. Once the test has been approved, Nets will register the agreement on paying by one-off mandate – securities trading.

If the data sender, data recipient or list recipient is not already registered in Nets and is not the agreement customer (e.g. an accounting firm), a separate agreement must be set up.

Information on your own data sender, data recipient and list recipient can be received by contacting Nets Customer Services on +47 91504949 or by e-mail to: payments-no@nets.eu
The agreement must also be signed by the bank.

Information on the customer unit ID identifies the accounting firm, as well as who sends and receives data for various task accounts. An invoicing account must be linked to the customer unit ID.

If the accounting firm is already a customer, it is not necessary to set up a separate agreement. If the accounting firm changes account a new agreement must be set up.

3.2 Payee/payer

The payee must obtain written permission (one-off mandate/framework mandate) from the payer to charge the payer's account. The one-off mandate can only apply to one single debit.

The one-off mandate/framework mandate cannot exceed the maximum amount agreed between the bank and the payee. The one-off mandate/framework mandate cannot exceed the amount agreed with the payer either.

If the transaction is for a larger amount than agreed with the bank, the transaction will be rejected and documented in receipt list L00202.

The payee must check the payer's identity against the submitted means of identification.

3.3 Terminating the agreement/changing the payee's bank account

Termination of or changes to the agreement must be notified in writing to the payee's bank.

A new agreement must be created when a bank account is changed. The old agreement ID can be kept if any transactions on the waiting register are not affected, but transferred to the new account.

When changing bank account, the old account number must be stated on the new agreement.

Switching banks can also lead to the customer changing File sender/Data sender; this must be specified in the agreement form under distributorID.

If the distributor ID is specified/recorded wrongly in the agreement, this will result in a consignment being rejected when imported.

3.4 Text on payer account statement

It is possible to transfer a text to the payer's account statement, which identifies the transaction/payee.

Fixed text: The payee can enter a fixed text (max. 30 characters) in the agreement, which will be transferred onto the payer's account statement. If this field is not completed, the agreement name will be used.

Variable text: The payee enters a variable text for the payer's account statement using the external reference field in the transaction record. (Max. 25 characters.) The external reference will overwrite fixed text, and if the external reference is used, the text must be informative for the payer.

4 Description of one-off mandate and framework mandate

A prerequisite for using the service is a written one-off mandate or framework mandate from the payer to the payee. The one-off mandate/framework mandate gives the payee the right to debit a specified account once for the given amount.

By using a framework mandate, the payer gives the payee a verbal payment task (one-off mandate). The payee makes a sound recording of the verbal payment task.

The one-off mandate/framework mandate cannot exceed the maximum payment amount for each transaction agreed between the bank and the payee.

The one-off mandate/framework mandate is a valid basis for debiting the payer's account up to seven working days after the mandate has been given. If the payment is to take place in the future, the mandate is valid for up to seven working days from the date the payment should be made according to the mandate.

One-off mandate/framework mandate must contain the following information:

- Payer's and payee's name, address and account number.
- The payee's business registration number.
- The reason for the payment.
- The highest amount that can be debited.
- Date of payment (does not apply to the framework mandate).

If a time/date for payment is not specified, the payee can request that the payment takes place as soon as possible. In this case, the payee specifies the due date of the transaction.

Conditions for payment by one-off mandate/framework mandate

- The one-off mandate/framework mandate must be dated and signed or confirmed by the payer in another satisfactory manner.
- The payee ensures that the payer receives the one-off mandate/framework mandate duly completed.
- The payer adds their account number, the amount to be debited and, alternatively, which date the amount is to be debited.
- The one-off mandate/framework mandate is signed by the payer and returned to the payee. The payer may make a copy of the mandate.
- The payee must keep the one-off mandate/framework mandate so that it can be submitted to the bank in the original up to three years after the payment is made.
- Framework mandate – The payee makes a sound recording of the verbal payment task.
- The payee creates a file with payments and sends the file to the bank/Nets.

4.1 Examples of a one-off mandate and a framework mandate

A standard one-off mandate has been developed for use by payees. Payees can create their own non-recurrent mandates but it is a requirement to include all content shown in the example below.

The text is part of the conditions for using the service and cannot be changed.

One-off mandate – First page of form:

Payer's name, address	Payee's name, address and Business registration number
Payer's account number	Payee's account number
The highest amount that can be debited NOK _____ The payment is for _____	Date of payment _____ If a date is not specified, the payee can request that the payment takes place as soon as possible.
<i>The undersigned account holder/payer hereby gives the payee mandate to – through the payee's bank – charge the above account with the specified amount for transfer to the payee's account. The mandate applies only to a single payment.</i>	
<i>The undersigned payer also gives the payee mandate to obtain information from my bank on whether I have the right of disposal for the specified account and to obtain confirmation that there are sufficient funds in the account.</i>	
<i>This one-off mandate is valid for up to seven working days after the mandate is issued. If the payment is to take place in the future, the mandate is valid for up to seven working days from the date the payment should be made according to the mandate.</i>	

Conditions of the one-off mandate – see next page:

One-off mandate – Reverse of form:

Conditions for Payment by one-off mandate – securities trading

Payment by one-off mandate is a banking service on which banks in Norway cooperate. In the relationship between the payer and the payer's bank, the following standard conditions apply:

1. The service Payment by one-off mandate – securities trading is supplemented by the account agreement the payer and the payer's bank, see special account agreement part C, General terms and conditions for deposits and payment tasks.
2. Costs of using Payment by one-off mandate – securities trading are specified in the bank's current price list, account information and/or information provided in another way. The bank will debit the account specified for accrued costs.
3. The one-off mandate is signed by the payer and submitted to the payee. The payee submits the payment task to their bank, which in turn can debit the payer's bank.
4. If the one-off mandate is cancelled, the payer must first take up the matter with the payee. According to the Norwegian Financial Contracts Act (finansavtaleloven), the payer's bank must assist if the payer cancels a payment task that has not been implemented. Such cancellation can be considered as a breach of the agreement between the payer and payee.
5. The payer cannot enter a larger amount on the one-off mandate than is available in their account at the time of payment. The payer's bank will normally check that funds are available prior to payment. The payer shall immediately cover payments over the available amount.
6. The payer's account will be debited on the specified payment date. If the payment date is not specified in the one-off mandate, the account will be debited as soon as possible after the payee has submitted the task to their bank. However, the payment will not be made after the validity period of the one-off mandate specified earlier. The payment is normally credited to the payee's account one to three working days after the specified payment date/submission date.
7. If the payer's account is unlawfully debited on the basis of a one-off mandate, the payer's right to a refund of the payment amount is regulated by the account agreement and the Norwegian Financial Contracts Act.

Place, date:

Account holder's/payer's signature:

Framework mandate – First page of form:

Payer's name, address Payer's account number	Payee's name, address and Business registration number Payee's account number
The highest amount that can be debited NOK _____ The payment is for _____	
<p><i>The undersigned account holder/payer hereby gives the payee a framework mandate to – through the payee's bank – charge the above account on the basis of a verbal payment task (one-off mandate) within the specified amount for transfer to the payee's account. The payee will make a sound recording of the verbal payment task.</i></p>	
<p><i>The undersigned payer also gives the payee mandate to obtain information from my bank on whether I have the right of disposal for the specified account and to obtain confirmation that there are sufficient funds in the account.</i></p>	

Conditions of the framework mandate – see next page:

Framework mandate – Reverse of form:

Conditions for Payment by one-off mandate – securities trading

Payment by one-off mandate is a banking service on which banks in Norway cooperate. In the relationship between the payer and the payer's bank, the following standard conditions apply:

1. The service Payment by one-off mandate – securities trading is supplemented by the account agreement the payer and the payer's bank, see special account agreement part C, General terms and conditions for deposits and payment transactions.
2. Costs of using Payment by one-off mandate – securities trading are specified in the bank's current price list, account information and/or information provided in another way. The bank will debit the account specified for accrued costs.
3. On the basis of the framework mandate, the payer can give the payee a verbal payment task (one-off mandate) to charge the above-mentioned account. The payee will make a sound recording of the verbal payment task. The sound recording together with the framework mandate are documentation of the payment task. The payee submits the payment task to their bank, which in turn can charge the payer's bank.
4. If a payment task is cancelled, the payer must first take up the matter with the payee. According to the Norwegian Financial Contracts Act (finansavtaleloven), the payer's bank must assist if the payer cancels a payment mandate that has not been implemented. Such cancellation can be considered as a breach of the agreement between the payer and payee.
5. The payer cannot enter a larger amount on the one-off mandate than is available in their account at the time of payment. The payer's bank will normally check that funds are available prior to payment. The payer shall immediately cover payments over the available amount.
6. The payer's account will be debited on the specified payment date. If the payment date is not specified in the one-off mandate, the account will be debited as soon as possible after the payee has submitted the mandate to their bank. However, the payment will not be made after the validity period of the one-off mandate specified earlier. The payment is normally credited to the payee's account one to three working days after the specified payment date/submission date.
7. If the payer's account is unlawfully debited on the basis of a one-off mandate, the payer's right to a refund of the payment amount is regulated by the account agreement and the Norwegian Financial Contracts Act.
8. The payer can cancel the framework mandate at any time. Verbal payment tasks that are specified before this date will be implemented unless they are cancelled according to the rules in point 4 above.

Place, date Account holder's/payer's signature

4.2 Corrections/cancellations

If the payer asks the payee to change or cancel a specific one-off mandate, the payee must comply, for example by not submitting the payment task to the bank/Nets. If the file with the payment claim has already been sent to the bank/Nets but has not been settled, Nets can delete single transactions. Correction forms have been created, which can be used to delete or change single transactions.

It is also possible to change/delete the whole task in the file if it has not been settled. A whole task consists of several transactions with the same due date.

To change/delete a submitted task that has not been settled, the payee must contact:

The following changes can be made to an individual transaction:

- Reduction of an amount
- Deletion of a transaction
- Change of own reference
- Change of external reference
- Change of due date (only in the future)

Send the completed correction form to:

Customer Service by e-mail to: correction-no@nets.eu



Changes cannot be made that deviate from the one-off mandate originally given by the payer. The correction form must be submitted to Nets by 2.30 pm on the day prior to the due date at the latest.

You can find the correction agreement at our website www.nets.eu

5 When the transaction is settled

Transactions are settled in Nets on the specified due date. Normally the payer will be charged on the specified due date and the payee will be credited on the same day.

If the specified due date is not a working day, the transactions will be settled on the next working day. Transactions where the specified due date is already in the past, are settled upon receipt in Nets. The transactions will not be backdated.

Nets guarantees transmissions/assignments received by Nets before 2 pm the day before the payment date.

Entirely correct* data received before 9.45 pm can be settled in the afternoon settlement.

Data received before 10.45 am can be settled in the afternoon clearing.

Entirely correct* data received before 12.00 noon can also be settled in the afternoon clearing.

Entirely correct* data received before 13.45 pm can be settled in the afternoon clearing.

Entirely correct* data received before 16.45 pm can be settled in the next morning's clearing.

*Assignments must be approved upon registration and not stopped due to defects or other issues requiring manual processing.

5.1 Checking available funds

Prior to settling transactions, the payer's bank has the right to check whether there are sufficient funds in the payer's bank account, or whether there are other reasons why the payment cannot be made. The payer's bank and Nets do not take responsibility for prioritising payments.

5.2 Accounting data to the payee from Nets

Customer accounting data applies to the following services: OCR giro, direct remittance, Autogiro and payment by one-off mandate – securities transactions.

If there is an agreement in place for using all the services, accounting data will be sent collectively in a single file relating to the agreed period allocation.

Accounting data could contain the status after settlement for both approved and rejected transactions, but is dependent on the operational pattern of the individual service.

For example, Autogiro mandate is only granted once a day, but it is possible to choose the settlement run in which data should be provided.

OCR payments can be supplied for settlement in the morning, and/or at lunchtime, and/or in the afternoon and/or for final settlement. The bank customer chooses the delivery time on their agreement/account.

The times for accessing/transferring files will be by:

8 am for morning clearing

12.30 pm for lunchtime settlement

3 pm for afternoon clearing

5.30 pm for final clearing

You can order data backups from our Customer Service.

Nets is able to offer the following period allocation:

- Daily.
- Weekly, 1–3 times per week. Any weekdays.

- Monthly, 1–3 times per month. Any days.

A maximum of three combinations of period allocations per agreement is possible (e.g. three times per month or three times per week). Payees who use several different payment services can receive data from Nets in the same dispatch.

Accounting data combined with other payment services

If there is an agreement in place for using all the services, accounting data will be sent collectively in a single file relating to the agreed period allocation.

See the User Manual of the service in question.

Example of payment by one-off mandate – securities trading:

A securities trading transaction which is sent in by the 10.45 am deadline and approved in the available funds check by 1.00 pm will be settled and reported in the afternoon settlement and sent in accounting data by 3.00 pm.

If there are insufficient funds in the payer's account to cover the payment sum, the transaction will be rejected and reported in the afternoon settlement.

Payment by one-off mandate – securities trading

Rejected and settled transactions can be delivered for morning and/or lunchtime and/or afternoon and/or final settlement, depending on when the customer sent the file and when the individual payment is approved by the available funds check.

Operational adjustments

Operationally, this will result in changes for the individual bank customer/bank.

Bank customers who download files manually via Nets will see several instances of files with the same date ready to download. These files will be marked with different letters indicating the particular settlement run.

Bank customers with automatic transfer via FTP must contact Nets to create new filenames before receiving accounting data from multiple settlements. This can result in changes in the bank customer's procedures and must be clarified before amending the agreement.

Nets Test Implementation can be contacted by e-mail at: payment-test-no@nets.eu for coordination.

Change of agreement

When the bank customer wishes to change the time of delivery of accounting data, confirmation can be e-mailed to Nets Registration team at: payment-test-no@nets.eu. The e-mail must include the company's business registration number, customer unit ID and account number.

Technical arrangements between the bank customer/bank and Nets are taken care of by the Nets Test Implementation when the individual agreement is received.

Reconciliation checks

The payee is responsible for ensuring that appropriate internal checks are made so that any improper processing of consignments, tasks or individual transactions can be detected immediately.

Nets recommends that the payee has a ledger system, which is set up by the software provider/data centre, for automatic updating of individual transactions. As a basis for automatic updating of the ledger, Nets provides data which specifies all approved, settled transactions.

6 Start-up procedure

The agreement for Payment by one-off mandate between the bank and the payee must be signed and registered before the service can be used. Prior to starting up the service, a production test must be conducted and approved by Nets. In those cases where the payee uses an approved accounting firm that already uses the service, it is not necessary to test.

6.1 Arrangements by the payee

Before the service can be used, the payee must check if the accounting system is or can be arranged so that Payment by one-off mandate can be used. The payee must contact their software supplier to clarify whether the function is set up, or the payee can alternatively set up the function in their own systems.

In order to send/retrieve consignments for the service, the payee must have a data communications solution. If the payee does not have such a communications solution established, a communications solution must be clarified and tested before the service is used.

If you have technical problems, contact the Control centre on:
Tel.: +47 22 89 89 89 between 8:00 am and 3:45 pm.
Outside of office hours on: +47 22 89 82 13 or: +47 22 89 82 10.

6.2 Test

Below there is a point by point description of how testing is performed in Nets.

If you have any questions, please contact Customer testing by e-mail: payment-test-no@nets.eu

- Nets Test group clarifies the manner in which the test file is to be sent.
- Files with transaction tests are sent to Nets Customer testing.
- Test files from Nets are delivered in accordance with the Agreement, where this is desired.

Once testing is complete, Nets will contact the customer with notification of the results of the test. If necessary, a further test will be agreed.

When the test is approved, the customer will receive the necessary materials and the service can be used.

6.3 Communications solution

The payee may use a variety of channels to send the consignments to Nets. For example, this may be done through the bank's channel, directly to Nets or via another data centre.

The payee can also retrieve files from Nets via a variety of channels.

Nets Customer testing will assist with testing communications solutions.

Nets offers WEB, FTP and C:D

Information concerning various communication solutions can be obtained by contacting Nets Customer testing via e-mail: payment-test-no@nets.eu or by telephone +47 91504949.

6.4 What the customer should know before start-up

6.5 before start-up

Nets sends the necessary material to the customer prior to start-up.

Examples of material

In connection with the use of Payment by one-off mandate, the following material is currently used:

- Correction form
- One-off mandate

The correction form is on www.nets.eu

Examples of receipt lists

Payment by one-off mandate produces the following lists:

L200 Receipt list for sent file consignments.

The receipt will be produced in cases where the consignment file is not in Nets format, and in cases of blank consignment files or invalid data senders. The receipt will be available in e-nett immediately.

L226 Receipt for input consignments.

Documents all approved and rejected consignments. This receipt will be available in e-nett immediately after the consignment has been sent to Nets. The data sender can download the receipt and must check whether the consignment has been approved or rejected. Alternatively, the receipt can be sent by e-mail to the data sender or the agreement customer.

The following lists are sent to registered list recipients. The lists can be sent by e-mail or post, as agreed.

L 00202 Receipt rejected tasks/transactions – Securities trading

L00202 is sent out by e-mail every hour during the period 8.00 am until 5.00 pm.

L 01102 Receipt settled and deviating tasks – Securities trading

Documents settled tasks, approved tasks and specification of rejected transactions, transactions for repeat payments and rejected as of Nets's date.

L 01103 Receipt changes to transactions and tasks – Securities trading

Documents corrections to tasks, sub-tasks and transactions carried out on the pending register.

200-RECEIPT LIST REJECTED CONSIGNMENT FILES	
1)Data sender	012345
2)Import date	20090428
3)Status after importing	REJECTED
4)Error messages	
Empty consignment file:	

1. File/data sender
2. Nets own import date
3. Status REJECTED
4. Error message

L226 – RECEIPT LIST IMPORTED CONSIGNMENTS

1)Data sender	012345
Name	Data centre
Address	
Town	0007 OSLO
2) Data sender specified in consignment	00987654
Name	AS Company
Address	
Town	N-3211 SANDEFJORD
3) Transmission number	2804076
Import date	5) 28.04.2009
4) Status after import	APPROVED

	Number of transactions	Amount
Specified	3019	6)11482612.77
Imported	3019	11482612.77
Difference	0	0.00

Direct remittance task:

Number of tasks registered	0
Number of tasks sent for processing	0
Number of tasks rejected	0

AvtaleGiro:

Number of tasks registered	0
Number of tasks sent for processing	0
Number of tasks rejected	0

Autogiro:

Number of tasks registered	0
Number of tasks sent for processing	0
Number of tasks rejected	0

7)Securities trading:

Number of tasks registered	3
Number of tasks sent for processing	2
Number of tasks rejected	1

Other tasks:

Number of tasks rejected	0
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8)Error messages

Distribution agreement for Payment by one-off mandate – securities transaction task with agreement ID 123456789 is missing: Task 2804005

Nets will check the transmissions when they are imported. If errors/defects are detected in a consignment, this can cause the entire consignment to be completely rejected. One or more orders in a transmission can also be rejected.

In the example above, the order account is sent from a different distributor to the one registered in the agreement.

The number of orders sent for processing is not checked in its entirety and may be rejected when all the content is validated. Rejected tasks are documented in receipt list L00202

Data senders/customers who receive this receipt after the file has been sent must check whether the transmission has been approved or rejected. If the transmission has been rejected, the reason must be documented and the file re-sent. If you have any questions, please contact Customer Services by e-mail: payments-no@nets.eu or by telephone +47 91504949 Alternatively, the Mandate group can be contacted for further clarification by sending an e-mail to: correction-no@nets.eu or by telephone +47 91504949.

Explanation:

1. File/data sender
2. Data sender specified in the 10 record (consignment start record)
3. Consignment no. specified by data sender
4. Date input
5. Status indicating whether the transmission has been approved or rejected
6. Total numbers of those approved/rejected in the consignment and, where applicable, the difference
7. Service and number of orders in the transmission
8. Any error messages

List 1102 Receipt settled and deviating tasks – Securities trading

NETS BRANCH NORWAY		KVITTERING AVREGNEDE OG AVVIKENDE OPPDRAG - VERDIPAPIRHANDEL		OPPGJØRSDATO: 12.10.2015	
KUNDEID/ORGNR : 00987654321	NAVN: Ansvarlig Selskap ANS			OPPDAGSTYPE: VERDIPAPIRHANDEL	
AVTALEID: 123456789	NAVN: Avtale nr 123			OPPDAGSKONTO: 5020.00.12345	
OPPDAGSNUMMER: 0312001	FORFALLSDATO: 12.10.2015	ANTALL	BELØP	REF TIL KONTOUTSKRIFT	
		3	222.555,00		
TOTALSUM AVREGNET DELOPPDRAG:				222,00	00000000001
<u>AVVISTE TRANSAKSJONER</u>					
DEBREFNR/KTO.NR	KORTNAVN	BELØP	EGENREF. / FREMMEDREF.	FEILMELDING	
82000123451	Ola Nordm	222.222,00		Avvist i betalers bank	
82000123451	Ola Nordm	111,00		Avvist i betalers bank	
ANTALL AVVISTE TRANSAKSJONER:			2		
SUM BELØP AVVISTE TRANSAKSJONER:			222.333,00		
TOTALSUM AVREGNET OPPDRAG:				222,00	
TOTALSUM AVREGNET OPPDRAGSKONTO:				222,00	

Nets sends the transactions for an available funds check on the due date. The transactions that are rejected are specified in this list.

Description

- | | | | |
|----|---|-----|--|
| 1. | Date for settlement of the transactions. | 8. | The total of all transactions with the same due date in a task, minus any rejected transactions. This amount will be credited to the account and appear with a reference to the account statement. |
| 2. | Payer's account, which is specified in the transaction. | 9. | The total of all sub-tasks from the same task that are settled on the BBS date. This field will only be different from field 10 if the due date is in the past. |
| 3. | Name of payer in abbreviated form. | 10. | Number of settled transactions. |
| 4. | The individual transaction's amount that is rejected by the bank. | | |
| 5. | Payee's identification of transaction/payer. The internal reference field is optional. | | |
| 6. | Payer's identification of transaction/payee. The external reference field is optional. | | |
| 7. | Specification of the reason for rejection (described under recommended processing of receipt list). | | |

List L01103 Receipt changes in transactions and tasks – Securities trading

NETS BRANCH NORWAY KVITTERING ENDRINGER PÅ TRANSAKSJONER OG OPPDRAG - VERDIPAPIRHANDEL ENDRINGSDATO: 12.10.2015

KUNDEID/ORGNR: 00987654321 NAVN: Ansvarlig Selskap ANS
 AVTALEID: 123456789 NAVN: Avtale nr 123 OPPDRAGSKONTO: 5020.00.12345

Oppdrag

Oppdragsnummer	Forfallsdato	Totalbeløp	Antall transaksjoner	Melding
0000124	20.10.2015	25,00	2	Forfallsdato endret fra 12.10.15

Transaksjoner

Oppdragsnummer	Transaksjonsnummer	Forfallsdato	Beløp	Kontonr/Refnr	Melding
0000123	0000001	12.10.2015	4,00	82000123451	Beløp endret fra 11,00
0000123	0000001	13.10.2015	11,00	82000123451	Forfallsdato endret fra 12.10.15

The payee can make corrections/deletions in unsettled transactions that are on the waiting register in Nets. A task that has not been settled may be changed or deleted. Corrections performed are specified on the list.

Description:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Nets date for performing corrections. 2. Change to individual transactions.
Original (old) and changed (new) data is specified here. 3. Unique numbering of tasks for each Agreement ID. | <ol style="list-style-type: none"> 4. The date the payer will be charged. 5. The payer's account number. 6. Sequential numbering of transactions in the task. 7. The individual transaction's amount. |
|---|---|

In list L01103, changes to individual transactions relating to the due date and amount are also stated.

Recommended processing of receipt lists for customers:

It is recommended checking the following points when receiving receipt lists.

L200 – Receipt imported consignment file shows reason why the consignment file is rejected.

Invalid file/data sender

The consignment file is not in Nets format

Empty transmission file

L226 – Receipt list for imported consignment shows the status OK or rejected.

The recipient of the receipt must check the status after input and whether the consignment and the approved amount agree with the submitted data.

All the orders in the transmission have been sent for processing.

If you have any questions about the consignment, please contact Nets Mandate group by e-mail: correction-no@nets.eu or by telephone +47 91504949

L00202 – Receipt rejected tasks/transactions

This receipt list will be produced ONLY in the event of a discrepancy. The receipt documents rejected orders and transactions. The receipt will also report any transactions carried out again or other information on errors that did not lead to rejection.

L00202 is sent out by e-mail every hour during the period 8.00 am until 5.00 pm.

The status after input must be checked by the customer, who must try to send the transactions again.

L01102 – Receipt settled and deviating tasks – Securities trading

Documents all settled and approved tasks, and specification of rejected transactions as of Nets' date.

L01103 – Receipt changes in transactions and tasks – Securities trading

This is a list of information showing the number of corrected tasks, sub-tasks and transactions. Check whether the list matches the copy of submitted corrections.

7 Operational procedure

7.1 Submission deadlines

The transactions are settled in the Nets morning settlement the same working day as the specified payment date.

If the specified payment date is not a working day, Nets will use the next working day as the payment date. Data must have been received in Nets by 2.00 pm on the day preceding the payment date.

Entirely correct* data received before 9.45 pm can be settled in the afternoon settlement.

Data received before 10.45 am can be settled in the afternoon clearing.

Entirely correct* data received before 12.00 noon can also be settled in the afternoon clearing.

Entirely correct* data received before 13.45 pm can be settled in the afternoon clearing.

Entirely correct* data received before 16.45 pm can be settled in the next morning's clearing.

*Assignments must be approved upon registration and not stopped due to defects or other issues requiring manual processing.

Transactions where the specified payment date is in the past will be settled on receipt in Nets. The values of transactions will not be backdated.

Checks on available funds will be performed on the account being debited prior to each settlement.

7.2 Check on receipt for file consignments

The system verifies that the file/data sender (distributor ID) is registered in Nets and is authorised to send data for the specified agreement customers/order accounts.

If the agreement customer/task account changes the file sender/data sender, Nets Test Implementation must be notified of this in writing by e-mail to: payment-test-no@nets.eu

All file transmissions to Nets are checked before being imported. Errors in the file transmission will be stopped before being imported.

There are various possible reasons for this:

- Invalid file/data sender
- The consignment file is not in Nets format
- Empty transmission file

Error messages will be documented on the receipt list L200 posted in e-nett.

If you have any queries, please contact Customer Service t on +47 91504949 or by e-mail: payments-no@nets.eu

7.3 Checking consignments received in Nets

Consignments that are received in Nets will be checked both at consignment and task level, prior to processing.

Consignments received in Nets will be checked at task level before processing.

The system performs duplicate and rejection checks on orders in a transmission if it has been previously processed. This also applies when orders in a transmission have been rejected once and then submitted

again. In this case, the system will check that the order in the transmission was rejected, so that it will be approved during the next check. The check is performed on the entire transmission for all orders dating back 12 months + 1 day.

After the consignment has been checked, receipt L226 is produced. L226 is placed on eNett or sent by e-mail. The recipient of the receipt list must check whether the transmission has been approved or rejected, and whether all the orders have been sent for processing. Customers that use the bank's corporate online banking will not be able to retrieve the receipt via the banking system and will receive the receipt via e-mail. The customer must specify the correct data sender in the start record in order to receive the receipt by e-mail.

The following are checked at consignment level:

- The file/data sender can send files on behalf of the customer (task order)
- The transmission has not already been imported
- Nets is the recipient
- The start/end record for the transmission is correct
- The start/end record for the order is correct
- The correct amount is specified in the transmission
- The agreement has been registered properly
- The transmission contains the correct number of transactions
- The consignment contains valid tasks

The following are checked at task level:

- There is a valid agreement for the service.
- The order has been imported and processed earlier. The order number and total amount are checked.
- The start/end record for the order is available and correct.
- The transactions in the order are valid.

8 Change log

Vers.	Section	Description of change	Date	Sign
		Assigned new version no. 2.0	12/05/09	mhe
		Updated definitions		
	3.1	Inserted that agreements can be accepted by e-mail		
	3.3	Switching bank will often result in the customer changing the file/data sender; this must be stated on the agreement form under distributor ID.		
	6.6	Description receipt list text changed and new example L200/226 added		
	7.2	example of delivery note has been taken out added description of new check on receipt		
	7.3	Checking received consignments		
2.1		New version no. assigned	16/09/09	
	2.1	Deleted sentence: any rejected transactions are documented on the receipt list of settled transactions	16/09/09	
	5.1	Deleted sentence: transactions rejected in the available funds check will be documented in L02502	16/09/09	
	6.4	Taken out the last paragraph regarding updating the ledger on the basis of submitted data	16/09/09	
	6.6	Changed text on list L00202. From 16.10.2009, the receipt is only sent for rejected tasks/transactions New example added Removed description and example of list L02501, status of waiting register and L02502 receipt for settled tasks. The lists were reorganised on 12/6/2009	22/10/09	
	7.3	Reworded text on checking received consignments	22/10/09	
2.2		New version no. assigned	19/05/10	
	1.- 4.2 - 5.and 7.1	Changed deadline for submission of files and correction form	19/05/10	
2.3	5.2	Rejected transactions on file	04/07/12	INP
		Changed e-mail address for mandate	04/07/12	inp
	4.2	Changed deadline for submission of correction form	04/07/12	inp
	4.2	New correction form	04/07/12	inp
	4.1	Added Framework mandate	04/07/12	inp
	5.2	Accounting data - information	04/07/12	inp
	6.6	Changed issuing of L00202	04/07/12	inp
	7.1	Changed deadline for submission of files	04/07/12	inp
		Version number changed	04/07/12	inp
2.4		New version number	Nov 12	inp
	5	Deadline settlement fourth settlement	Nov 12	inp
	5.2	New time accounting data for fourth settlement	Nov 12	inp
	7.1	Submission deadline for fourth settlement	Nov 12	inp
2.5		New version number allocated	13 May	inp
	5.2	Change in the text concerning delivery mandates in accounting data and delivery of OCR payments	13 May	inp
	8	Removed section 1.0 from the change log	13 May	inp
2.5		E-mail addresses changed	13 July	wme
		Removed agreement can be sent by post	13 July	wme
		E-mail address for Registration team changed	April 2015	wme
3.0		Updated new version	15 Nov	wme
3.1		Deleted correction agreement and new logo	Okt 18	wme