

Registration/change Electronic payment order (EPO) via file transfer

Registration

Change¹

¹ Please provide new information, details that are to be deleted should be listed under "Comments" (section 7).

Contact person at PostFinance	_____
Locality code	_____
Partner number	_____

1. Customer (subscriber)

E-finance no. (if available) _____

Company/Name _____

Street _____ No. _____

P.O. Box _____

Postcode _____ Location _____

2. Delivery by a third party (only complete if different to point 1)

E-finance no. (if available) _____

Company/Name _____

Street _____ No. _____

P.O. Box _____

Postcode _____ Location _____

3. Accounts

Account number _____

Account description _____

Account number _____

Account description _____

Account number _____

Account description _____

4. Delivery channel (only one channel possible)

File transfer for business customers

Telebanking server (TBS) TBS contract no. (if known) _____

File Delivery Services (FDS)* FDS Account (if known) _____

EBICS Contract ID (if known) _____

* User e-finance right/authorization required



5. Payment software used

- Software name _____
Software manufacturer _____
- Proprietary development

6. Order advice EPO

6.1 EPO order notification documents

Processing message¹

- XML (pain.002, ISO 20022 format)
 PDF
 Paper

Execution confirmation²

- Execution confirmation
 XML (camt.054, ISO 20022 format)
 PDF
 Paper³
- In accordance with the display controls in the EPO (CND value in the pain.001 order)

Individual confirmation⁴

- Individual confirmation
 XML (camt.054, ISO 20022 format)
 PDF
 Paper³
- In accordance with the display controls in the EPO (CWD value or SIA in the pain.001 order)

Hide notifications for salary orders yes no

N/A: amounts are hidden by default for salary orders (PDF/paper), or the document is not sent (XML camt.054).
If you would like to receive salary details in the notification, the holder's/body's (individual or collective) signature is required.

¹ Processing messages cannot be suppressed

² Collective confirmation without payment details

³ Subject to a fee

⁴ Collective confirmation with payment details









6.2 Delivery channel for the order notification

- E-finance E-finance no. _____
- Telebanking server (TBS) TBS contract no. (if known) _____
- File Delivery Services (FDS) FDS Account (if known) _____
- EBICS Contract ID (if known) _____
- SWIFT FileAct BIC _____



7. Comments

With my/our signature I/we hereby confirm acknowledgement and acceptance as binding of the EPO manual. I/We also acknowledge that the General Terms and Conditions and Subscriber Conditions of PostFinance Ltd apply to the use of the EPO service.

Location	_____	Date	_____
Signature*		Signature*	
			
			
Last name	_____	Last name	_____
First name	_____	First name	_____

* Signature of the holder/body or authorized person. Two signatures are required for joint signatory powers.



Information sheet

Registration/change

Electronic payment order (EPO) via file transfer

The information sheet acts as a guide to the registration form: the individual points relate to the corresponding numbers on the form. You can find details on the service in the Electronic Payment Order Manual, accessible via file transfer at www.postfinance.ch/manuals. If data is to be changed, the new details must always be entered in sections 1–6. Old details that are to be deleted should be listed under “Comments” (section 7).

1. Customer (subscriber)

Please provide the address details of the Customer here. The e-finance number should only be provided if you already have it.

2. Delivery by third parties

Please provide the address details of the EPO third party here if it is a different individual/company to the Customer. The e-finance number should only be provided if you already have it, and if it is to be used to deliver EPOs.

3. Accounts

In this section, please provide the account numbers, along with their account names, used for EPO. Private accounts are not permitted for EPOs sent via file transfer.

4. Delivery channel

You can find additional information on the different connection types at www.postfinance.ch/filetransfer. No EPO registration form is required to deliver EPO via e-finance. Registering with e-finance is enough. For the SWIFT connection type, you will require the “SWIFT Messaging Services within SCORE Agreement” registration form. Please contact your customer advisor in this instance.

File transfer for business customers

Electronic delivery comprises the following options. Your contact person will be happy to help you choose (only one delivery channel allowed per registration form).

Telebanking server (TBS)

This delivery channel requires a special access program from one of PostFinance's software partners. Connection takes place directly over the Internet.

File Delivery Services (FDS)

This connection links your IT system directly to the PostFinance file exchange server and works via the Internet with Secure File Transfer Protocol (SFTP via the SSH Secure File Transfer Protocol). The FDS connection must be tested by your IT department prior to registering.

EBICS

EBICS (Electronic Banking Internet Communication Standard) is an internet-based communication standard between companies and financial institutions that can be used to submit and collect payment data. One of the main benefits of EBICS over other offline channels is the fact that a company can share data with several financial institutions all over the world via a single interface (which means simpler multi-banking).

H-Net®

H-Net® is a universal communication platform for the electronic exchange of data in the Swiss healthcare system (hospitals, health insurance companies, various business partners, etc.). If you want delivery to be made via H-Net®, please select the File Delivery Services medium and enter the remark “H-Net” in the comments. Please enter the H-Net® subscriber number, if known.

Note: for some connection types, you require e-finance for electronic delivery so that orders can be approved (e.g. FDS). This requires registering for e-finance as well.

5. Software

Please enter the software product(s) and the software company/supplier you used for the payment transactions. If you developed the program yourself, you only need to tick the box “In-house development”.



6. Order advice EPO

For detailed information on the EPO documents and any relevant samples, you can access the Electronic Payment Order Manual via file transfer at www.postfinance.ch/manuals. EPO order notifications are sent to your account by default. The delivery definitions selected apply to the accounts listed under point 3. Should a different type of notification be required, please contact your customer advisor.

All EPO notification documents are made available electronically (PDF or XML format) or in paper format. You must select your preferred format.

Documents	Formats	EPO in XML format (ISO 20022)
Execution confirmation	PDF	yes
	XML	yes, camt.054 (ISO 20022)
	Paper	yes
Individual confirmation	PDF	yes
	XML	yes, camt.054 (ISO 20022)
	Paper	yes
Processing message	PDF	yes
	XML	yes, pain.002 (ISO 20022)
	Paper	yes

Processing message

The processing message cannot be hidden and is free regardless of format. If you wish to receive the processing message in XML format, a pain.002 is always delivered for each order. In XML format, this processing message is always compiled and delivered on issuing an order, both for positive and for incorrect orders/individual orders. In PDF and paper format, the processing message only notifies the recipient of incorrect orders/individual orders, and it may also contain warnings. Positive orders/individual orders are not shown in PDF/paper format.

Execution confirmation

An execution confirmation is delivered for each EPO executed and for each currency. The execution confirmation lists all the EPOs executed. You can receive execution confirmations free of charge electronically, though you must pay to receive them in paper format.

This document is controlled directly in the EPO order (pain.001) with the code CND (Collective Advice No Details), or via the master data at PostFinance. If the value is not delivered in the EPO and you do wish to receive execution confirmations, you must define master data when you register so that the execution confirmation can be delivered.

Individual confirmation

Individual confirmations provide details about all payments made via EPO. The document is available on request. You can receive confirmations free of charge electronically, though you must pay to receive them in paper format.

This document is controlled directly in the EPO order (pain.001) with the code CWD (Collective Advice with Details), or via Batch Booking false and code SIA (Single ADVICE), or via the master data at PostFinance. If the value is not delivered in the EPO and you do wish to receive individual confirmations, you must define master data when you register so that the execution confirmation can be delivered.

For salary orders, the default is set not to display amounts. If you wish to view these amounts for salary orders, you can request this. If the format used is XML, a camt.054 is not delivered if the amounts are to be hidden.

7. Comments

In the event of a change, please enter the details you wish to remove, for instance previous third party, previous data medium or previous account number.

Signatures

The registration or change must be signed by an authorized signatory for the accounts listed in section 3. For collective signing, two signatures are required. If you would like to receive salary details in the notification, the holder's/body's (individual or collective) signature is required.

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