

# Issue invoices easily and efficiently

## Inpayment slips

PostFinance Ltd offers different kinds of inpayment slips for different requirements. They help you issue bills efficiently, collect debts securely and manage your accounts receivable in a straightforward manner.

The new ISO 2022 notification standard is available. The old formats will still be supported until the end of 2017. We recommend that you start carrying out ISR invoicing in the ISO standard straight away.

### The red inpayment slip (IS): the free solution for small volumes

- Field included for messages
- Does not include a reference number
- Available in a plain format or with a pre-printed address



### Prices and conditions for red inpayment slip

#### Transactions <sup>1</sup>

Inpayments at post office counter (for depositors)	Free of charge
Inpayments at post office counter (for recipients)	Inpayments up to CHF 50: CHF 1.50 Inpayments up to CHF 100: CHF 1.80 Inpayments up to CHF 1,000: CHF 2.35 Inpayments up to CHF 10,000: CHF 3.55 For each additional CHF 10,000 or part thereof: CHF 0.90
Online transfers	Free of charge (for depositors and recipients)
Full recording of slip images by PostFinance	CHF 0.80 for each inpayment for business customers
Reject (printed slip, not machine-readable)	CHF 1.20

#### Printing your inpayment slips

Up to 1,000 printed/unprinted	Free of charge (applicable to orders within 365 days). You can find the prices for larger volumes at <a href="http://www.postfinance.ch/is">www.postfinance.ch/is</a> .
-------------------------------	---

Our basic service for inpayment slips is free of charge.

<sup>1</sup> Credit for large transaction volumes: price as announced by PostFinance.

As at July 2016. Complete and current prices can be found at [www.postfinance.ch/prices-bc](http://www.postfinance.ch/prices-bc).

## The orange inpayment slip (ISR) with reference number for larger volumes of slips

- The reference number is used to identify the customer. It can include all the data that is important for your accounting and marketing.
- Write and print your bills on your computer. You can also code the inpayment slips in the same work cycle.
- Decide whether you want to specify a set amount (ISR) or leave the respective field empty (ISR+).
- All amounts are processed on the day of payment and subsequently credited.
- Data delivery: free credit file via various channels, e.g. via e-finance.



- Automatic booking of credit data in your financial accounting software.
- We recommend conducting a free document test before the slips are dispatched for the first time.

With the ISR you can simplify and automate your receivables management.

### Prices and conditions for orange inpayment slip

Transactions <sup>1</sup>	
Inpayments at post office counter (for depositors)	Free of charge
Inpayments at post office counter (for recipients)	Inpayments up to CHF 50: CHF 0.90 Inpayments up to CHF 100: CHF 1.20 Inpayments up to CHF 1,000: CHF 1.75 Inpayments up to CHF 10,000: CHF 2.95 For each additional CHF 10,000 or part thereof: CHF 0.90
Online transfers	Free of charge (for depositors and recipients)
Post-processing ISR+	CHF 0.04 per document
Reject (printed slip, not machine-readable)	CHF 1.20
Cancellation of an ISR	Free of charge
Printing your inpayment slips	
Up to 2,000 printed/unprinted	Free of charge (applicable to orders within 365 days). You can find the prices for larger volumes at <a href="http://www.postfinance.ch/isr">www.postfinance.ch/isr</a> .
Costs for notifications	
Advice type	Electronic
Credit file	Free of charge

<sup>1</sup> Credit for large transaction volumes: price as announced by PostFinance.

As at July 2016. Complete and current prices can be found at [www.postfinance.ch/prices-bc](http://www.postfinance.ch/prices-bc).

## Inpayment slips in EUR

Inpayment slips in EUR simplify your accounting in euros. With an EUR account you avoid fluctuations in the exchange rate and currency hedging. The inpayment slips in EUR are exactly the same as those in CHF in terms of their format and how they are used. The following types are available:

- As ISR in EUR, the equivalent of the ISR in CHF. With an empty amount field or pre-defined amount.
- As the red inpayment slip in EUR, plain or with the pre-printed address of your company. This inpayment slip is the equivalent of the red inpayment slip in CHF.

## Credit notification with ISO 20022

The text (ASCII file) and list (paper or PDF) delivery formats which are familiar today will only be offered until the end of 2017. Within the scope of the new payment transaction formats in accordance with ISO 20022, PostFinance Ltd will offer two new services for the notification of electronic account documents. The documents will be provided as Cash Management (camt) messages.

### **Account statement with detailed notification (camt.053)**

The service includes the notification of all collective credits and detailed transactions in a single electronic account statement (camt.053).

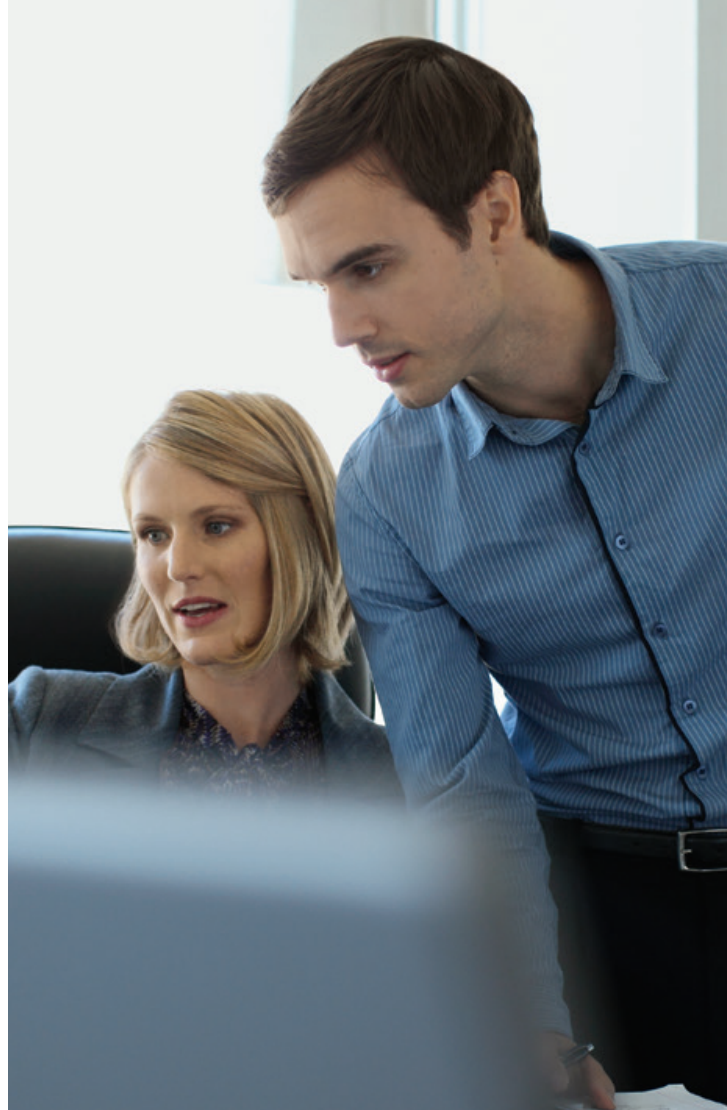
### **Account statement with batch entries (camt.053) and separate detailed notification (camt.054)**

The service includes the notification of all collective credits in a single electronic account statement (camt.053). A detailed electronic notification (camt.054) is issued for all detailed transactions.

### **Additional notes for both services**

The notification can be converted to single entries depending on customer requirements. Detailed transactions can be notified on the red inpayment slip (IS) with image upon request. During the day, credits with the red inpayment slip (IS) are displayed only if the notification of electronic account documents is set to the single entries option.

For inpayment slips with reference number (ISR), credit is notified at ISR credit account level, i.e. all entries of ISR subscriber numbers for an ISR credit account are summarized and noted on the account statement as a batch entry per ISR subscriber.



## Alternative solution without electronic further processing

PostFinance recommends that customers who **do not want electronic further processing of their data** use the red inpayment slip (IS). PostFinance offers account statement delivery on paper or electronically (e.g. PDF via e-finance). On the account statement you can see from which invoice recipient the amount was transferred.

The account statement (PDF/paper) is not suitable for ISR credits as only collective credits are displayed there, without any further information about the individual payments. This means that it is not possible to attribute individual credits to your debtors.



Manage your accounts receivable easily via the PostFinance SmartBusiness online platform

**More time for your core business**

PostFinance SmartBusiness is the uncomplicated and efficient way to create and manage your customer files and your company's products and services. This basis and the optimal integration of all data ensure that the accounts receivable process is greatly simplified – from creating offers to invoicing to inspection of outstanding accounts receivable. This allows you to save precious time that you can spend on your company's core business.

**Try it out and register now**

Visit [www.postfinance.ch/smartbusiness](http://www.postfinance.ch/smartbusiness) and try out the online platform for 30 days free of charge and without obligation. Registration is easy and can be done online.

**Further information**

Further information as well as the ISR manual in PDF format and the order form for inpayment slips can be found at [www.postfinance.ch/isr](http://www.postfinance.ch/isr).

Information on the migration:  
[www.postfinance.ch/harmonization-pt](http://www.postfinance.ch/harmonization-pt)

We can provide information by telephone from Monday to Friday on +41 848 848 848 (max. CHF 0.08/min. in Switzerland).

An ideal solution for SMEs with data processing resources

**ESRlight software**

As a PostFinance customer, you can use the program ESRlight by leanux.ch. Its main functions: Send e-bills, article management for goods and services, manage invoice addresses, write invoices, print invoices, book incoming payments, manage reminders.

An additional advantage: when an incoming payment is made, open items are automatically debited by the credit data booked by e-finance free of charge.

The software is especially suited to companies who have handled their receivables management manually up to now. It is offered together with the company leanux.ch and can be used via [www.esrlight.ch](http://www.esrlight.ch).

