

Instructions for paying E-invoices through Internet Branch for Business

In online platforms has been added a new menu E-Invoice. This menu aims to validate and pay Electronic Invoice issued by entities.

The new E-Invoice menu includes two sub-menus:

- 1- Upload to Validate;
- 2- Upload to pay;

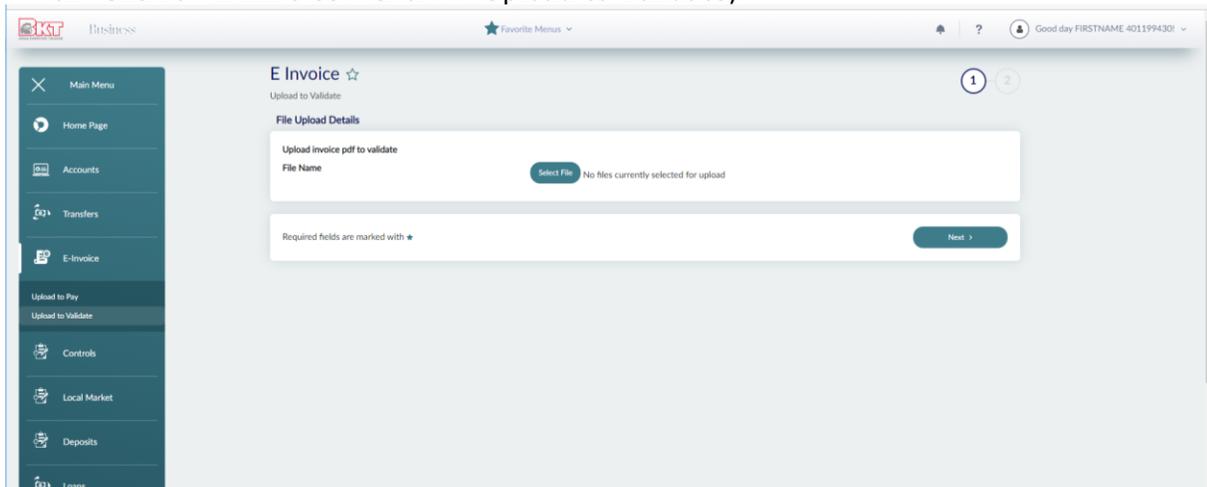
In the following you will find the instruction for the payment of Electronic invoices(E-Invoice) in Internet Branch.

Instructions for Payment of E-invoice:

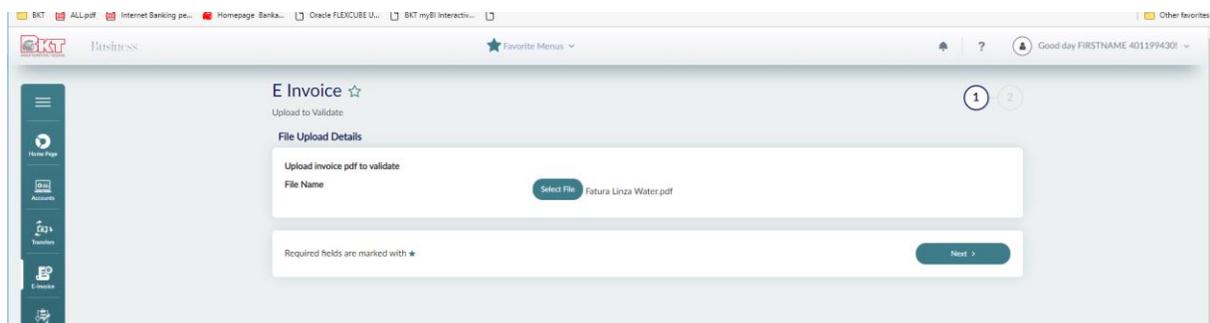
1. Upload to Validate

Steps to be followed for Validation of E-Invoices in Business E-Banking

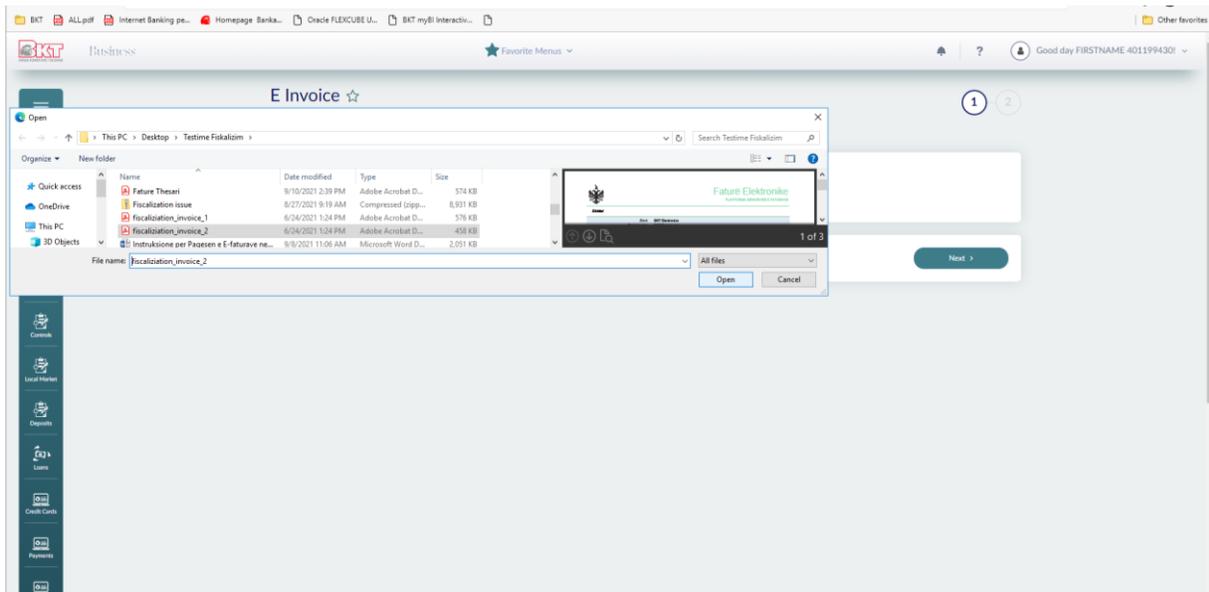
- a. Click on E-Invoice Menu >> Upload to Validate;



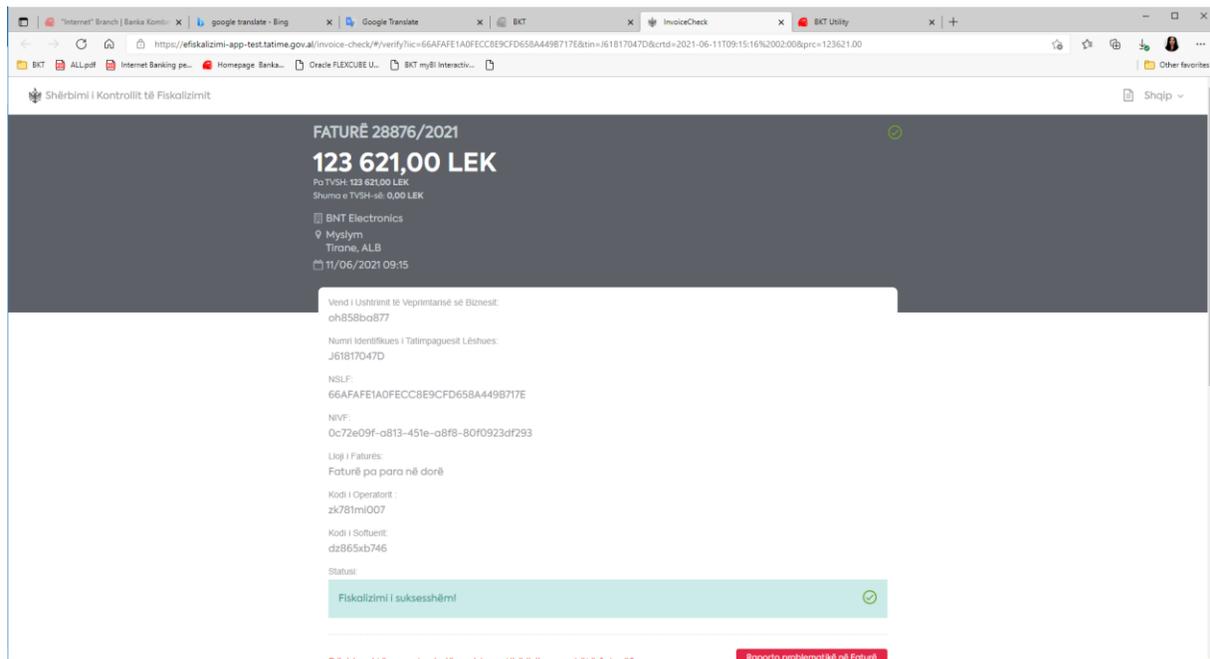
- b. Click "Select File" button



c. Choose E-Invoice and Click **Next**;



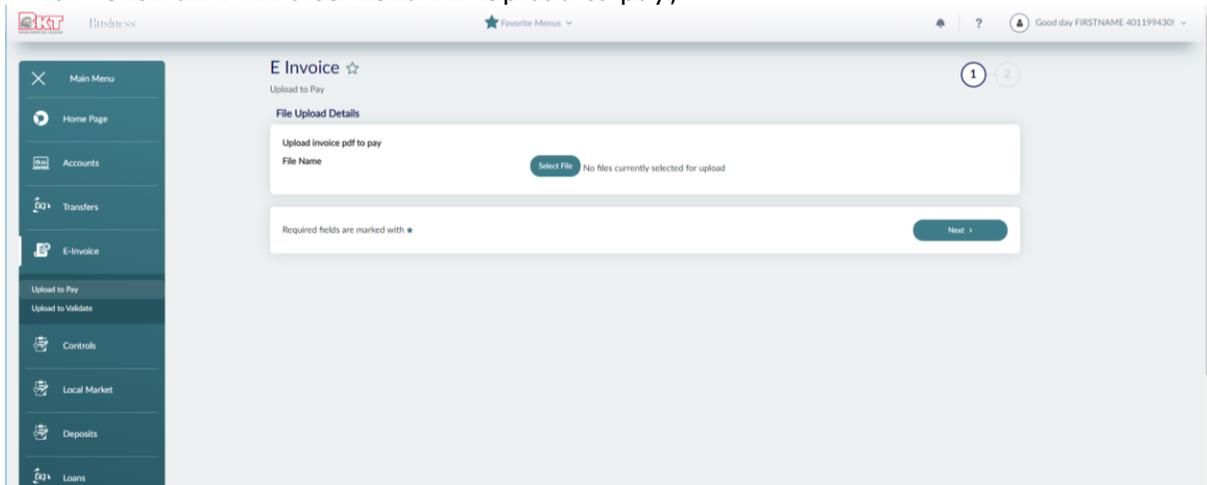
d. On the last page you can verify if the invoice is validated and if it is not you can report a problem;



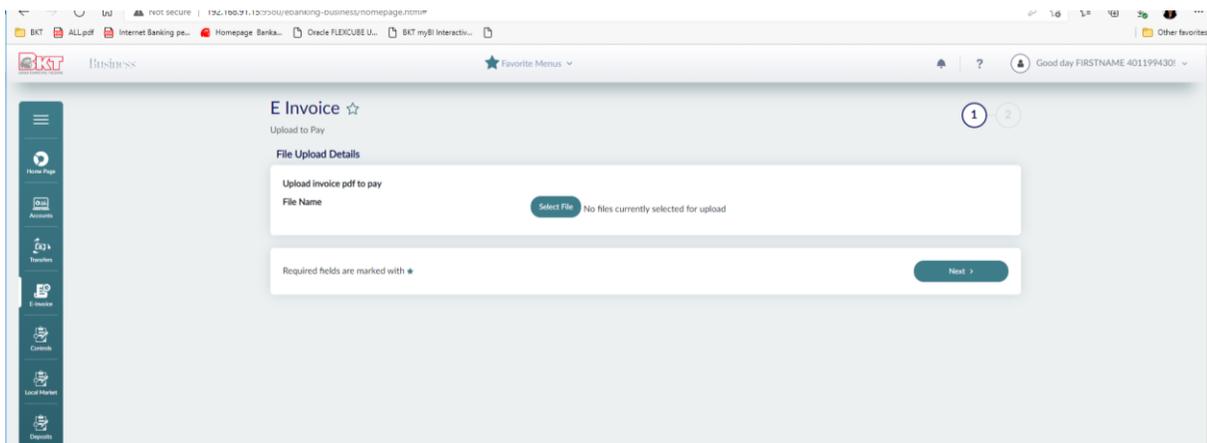
2. Upload to pay

The steps that will be followed to pay E-Invoices in Business E-Banking

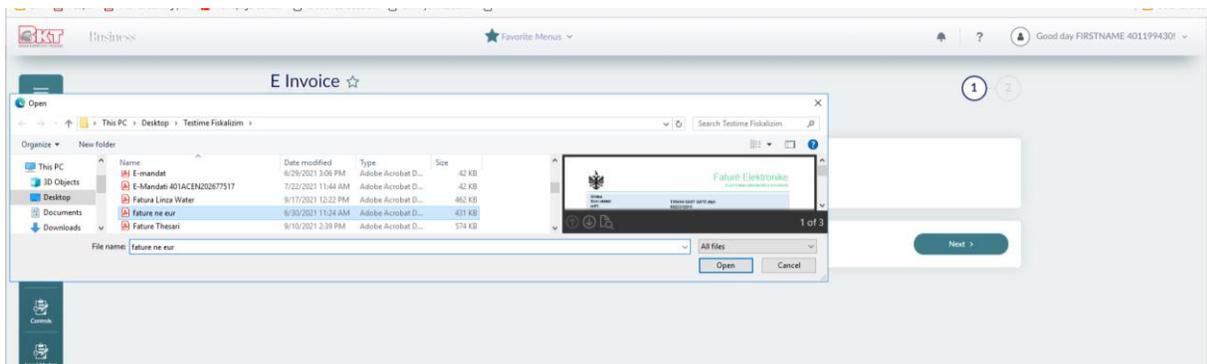
a. Click on E-Invoice Menu >> Upload to pay;



b. Click "Select File"



c. Choose the invoice and click **Next**;



d. All the invoice details will be completed and displayed automatically as below:

The screenshot shows the BKT online banking interface with the following details:

Seller Name:	TIRANA EAST GATE shpk
E-Invoice:	e4a63d93-8faa-4dcb-a3bc-1daf1a7ac10c
E-Invoice Created Date:	24.06.2021 12:21:43
Amount:	420.00 EUR
Seller Iban:	AL1720211037000004300965824
Seller Bank Code(Swift):	
Seller Bank Name:	Raiffeisen Bank sh.a

List of My Accounts

Account Number	Description	Limit	Usable Limit
403102941CLPRCFUSDW7	ACDESC_403102941	379.19 USD	162.33 USD

Don't use my overdraft limit even if necessary
 Use my overdraft limit even if necessary

Detail of transfer

Amount: 0.00 EUR

Seller Iban/BKT Account: AL1720211037000004300965824

Description:

Chargers

Define how the charges will be paid during this transfer in case there is any
 The charges will only apply for transfers in other banks

Myself my charges, Receiver his own charges
 All charges to me
 All charges to receiver

e. Select the account from which the payment will be performed and fill in the amount to be paid and then click **Next**;

The screenshot shows the BKT online banking interface with the following details:

Seller Iban:	AL1720211037000004300965824
Seller Bank Code(Swift):	
Seller Bank Name:	Raiffeisen Bank sh.a

List of My Accounts

Account Number	Description	Limit	Usable Limit
403102941CLPRCFEURSA	ACDESC_403102941	825.19 EUR	741.76 EUR

Don't use my overdraft limit even if necessary
 Use my overdraft limit even if necessary

Detail of transfer

Amount: 10.00 EUR

Seller Iban/BKT Account: AL1720211037000004300965824

Description: test invoice

▲ Max. 80 characters

Chargers

Define how the charges will be paid during this transfer in case there is any
 The charges will only apply for transfers in other banks

Myself my charges, Receiver his own charges
 All charges to me
 All charges to receiver

Required fields are marked with *

Back Next

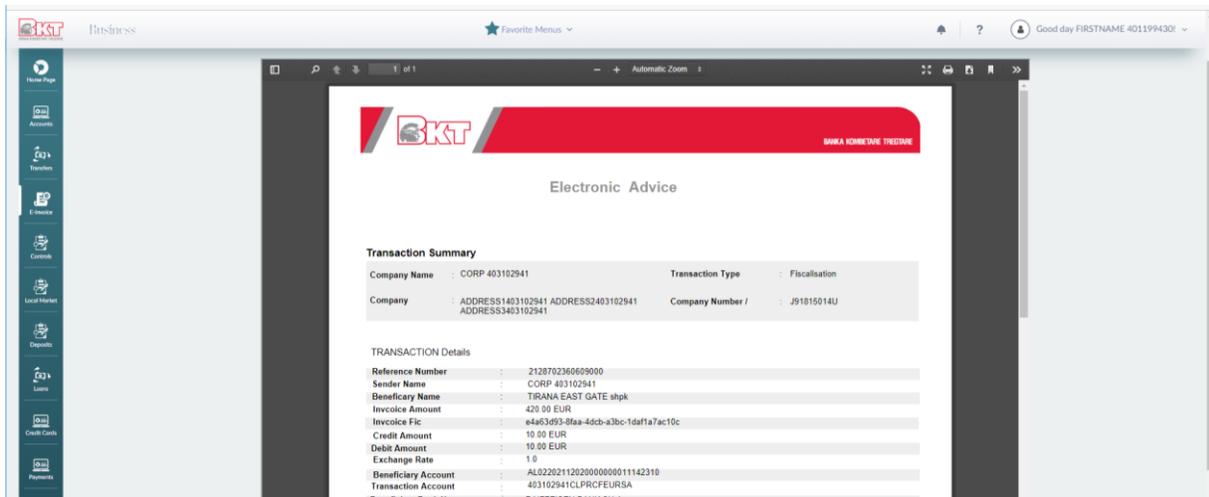
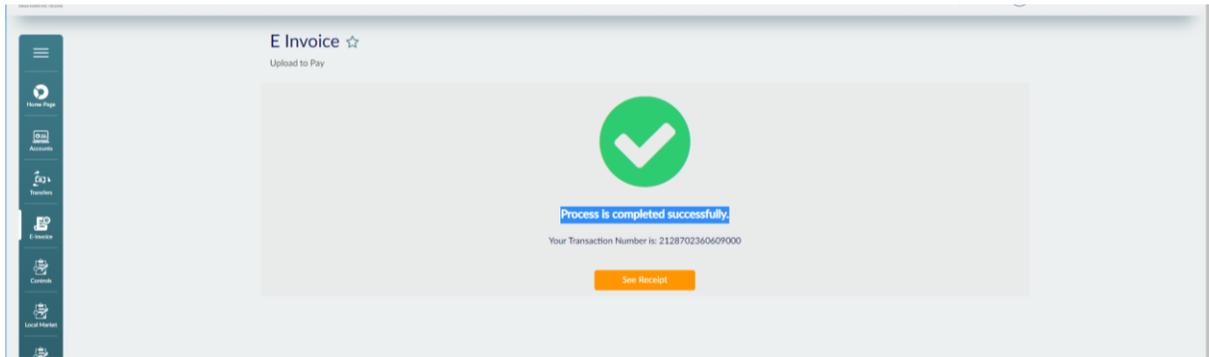
f. In cases when IBAN is not completed in the invoice you have to fill it manually in the field **IBAN Seller**. Also, in case you want to change the IBAN of the beneficiary, you should edit the field IBAN Seller and fill in the right IBAN of the beneficiary and click **Next**;

If the beneficiary (Seller) of E-Invoice has an account in BKT in the field Seller Iban / Bkt Account you can fill in the account number in BKT and then click **Next**:

Account Number	Description	Limit	Usable Limit
403102941CLPRCFEURSA	ACDESC_403102941	825.19 EUR	741.76 EUR
401545718CLPRCLALL9W			

- g. E Invoice Payment Details will be displayed, click **Proceed** if you confirm the details to complete the payment. If you want E-mandate to be sent in your email click the Check box "I would like to receive this invoice to my email address"

- h. The message "Process is completed successfully" and Receipt will be displayed in the last window;



Attention ** If the company is with approval levels, to complete the payment the Authorizer must go to the menu Pending Approvals and authorize the transaction.