

Business e-bank



What is an e-invoice?

E-invoices are a new functionality within the Business e-bank application, which allows the User to receive, approve and send e-invoices.

Who can use the e-invoice functionality?

Only users who have access to SEF (System of Electronic Invoices) are entitled to access e-invoices through the business e-bank application.

The Law on Electronic Invoicing prescribes that all legal entities included in the VAT system are obliged to use electronic invoices. This obligation implies the use of SEF for both buyers and vendors.

SEF is intended for all public sector entities, private sector entities, as well as voluntary users. Electronic invoices are sent, received, recorded, processed and stored through the SEF.

How can I connect to the SEF via the Business e-bank application?

If you have a generated API key of your company

In order to access the SEF through the application, you are required to enter the API key of your company, which is generated on the following website: <https://efaktura.mfin.gov.rs/login>.

By entering the authentication (API) key generated on the website of the e-invoice system and selecting option "I consent to downloading data from SEF", you consent to downloading your data from SEF.

If you don't have a generated API key of your company

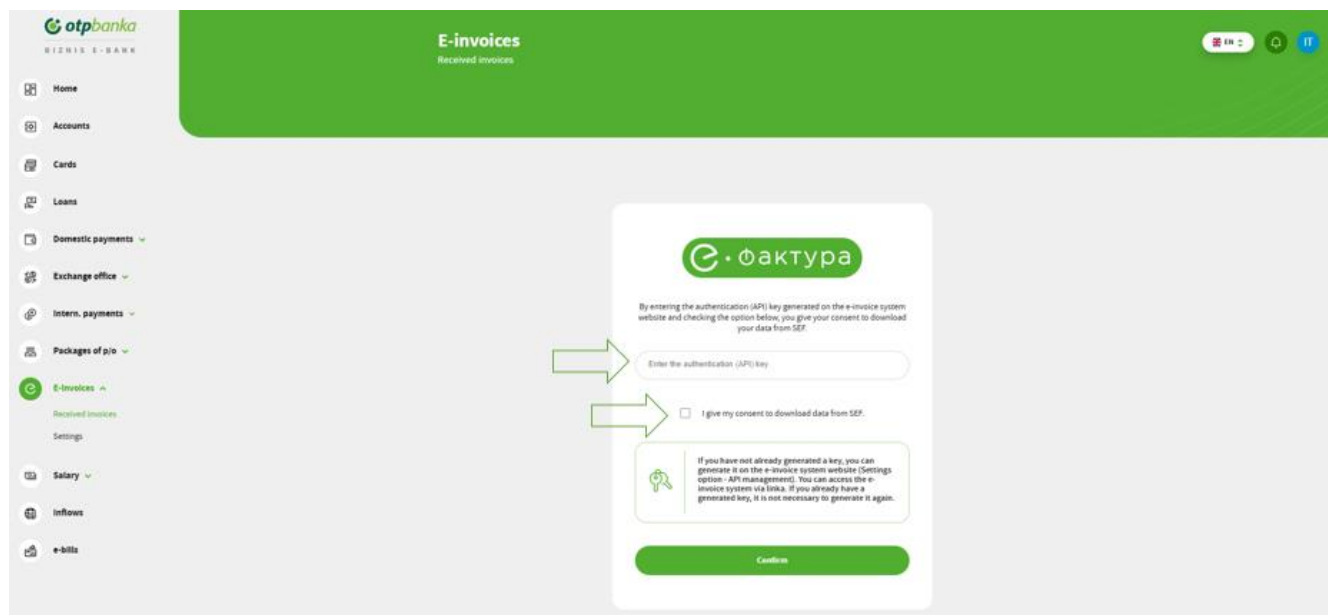
If you still haven't generated a key, you can generate it on the website of the e-invoice system (Settings option - API management). There is no need to generate an API key if you already have one.

Working with e-invoices through the Business e-bank application

When clicking on the e-invoice module, the option **Incoming invoices** is selected.

Enter in the envisaged field the API key which is generated on the website of the e-invoice system and by selecting the "I consent to downloading data from SEF" checkbox, give your consent to downloading your data from SEF.

Entering the API key means entering it only once, thus there is no need to enter the API key several times, if you wish to review and work with the e-invoices.



Once the API key is entered and consent given, the application connects to SEF and you have the possibility to view incoming invoices.

Incoming Invoices

After connecting to SEF and synchronizing invoices, all incoming invoices that the company has on the SEF are displayed on the screen.

Invoice number	Issue date	Supplier name	Amount	Invoice type	Invoice status	Paid
005	12.12.2024	SPR Klas Kragujevac	360,00 RSD	Invoice	Approved	Unpaid
351	11.12.2024	OTP Leasing Srbija d.o.o. Beog...	6,006,00 USD	Advance invoice	Rejected	Unpaid
355	11.12.2024	OTP Leasing Srbija d.o.o. Beog...	62,40 USD	Advance invoice	Approved	Unpaid
291	11.12.2024	OTP Leasing Srbija d.o.o. Beog...	360,00 RSD	Invoice	Approved	Unpaid
295	11.12.2024	OTP Leasing Srbija d.o.o. Beog...	368,400,00 RSD	Invoice	Approved	Paid
302	11.12.2024	OTP Leasing Srbija d.o.o. Beog...	240,00 EUR	Invoice	Approved	Unpaid
340	11.12.2024	OTP Leasing Srbija d.o.o. Beog...	24,000,00 RSD	Advance invoice	Approved	Unpaid

There is the possibility to filter incoming invoices, namely:

1. From - To
2. Invoice status
3. Document type
4. Payment status
5. Vendors/or document/contract number

Documents visible in the application:

1. Invoices
2. Advance payment invoices
3. Document on decreasing
4. Document on increasing

In addition to reviewing incoming invoices, the User has the option to select specific actions for each invoice.

The User has the possibility to view invoices based on payment status with the help of the following filters:

- Outstanding
- Paid

For invoices with the **outstanding** status, details of a specific invoice are displayed by clicking on the very invoice from the list of incoming invoices. In addition to the details, the User has the option of performing additional actions, **Downloading documentation, Approve, Reject, Mark as paid**. The User should click on a certain action to enable it.

For invoices with the **paid** status, details of a specific invoice are displayed by clicking on the very invoice from the list of incoming invoices. In addition to the details, the User has the option of performing additional actions, **Downloading documentation, Mark as paid**. The User should click on a certain action to enable it.

The screenshot displays the 'Received Invoices' section of the OTP Banka e-bank interface. The main area shows a table of invoices with columns for Invoice number, Issue date, Supplier name, Amount, Invoice type, Invoice status, and Payment status. A search bar is available above the table. A modal window titled 'Advance invoice details' is open on the right, showing the following information:

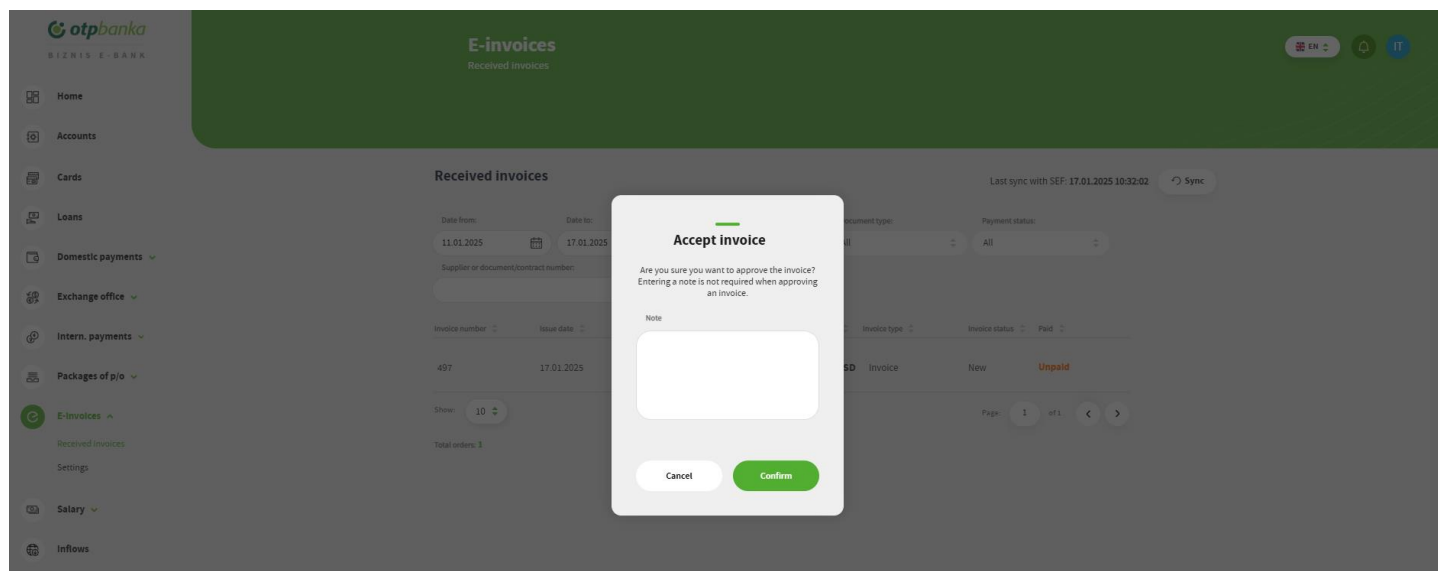
- Amount:** 24,000.00 RSD (Approved)
- Supplier:** OTP Leasing Srbija d.o.o. Beograd (Novi Beograd)
- Document number:** 340
- Due date:** 11.12.2024
- Account number for payment:** 325950070009183088

Below the details, there is a 'Document review' section with an 'Invoice' button and a 'Possible actions' section with 'Pay' and 'Mark as paid' buttons.

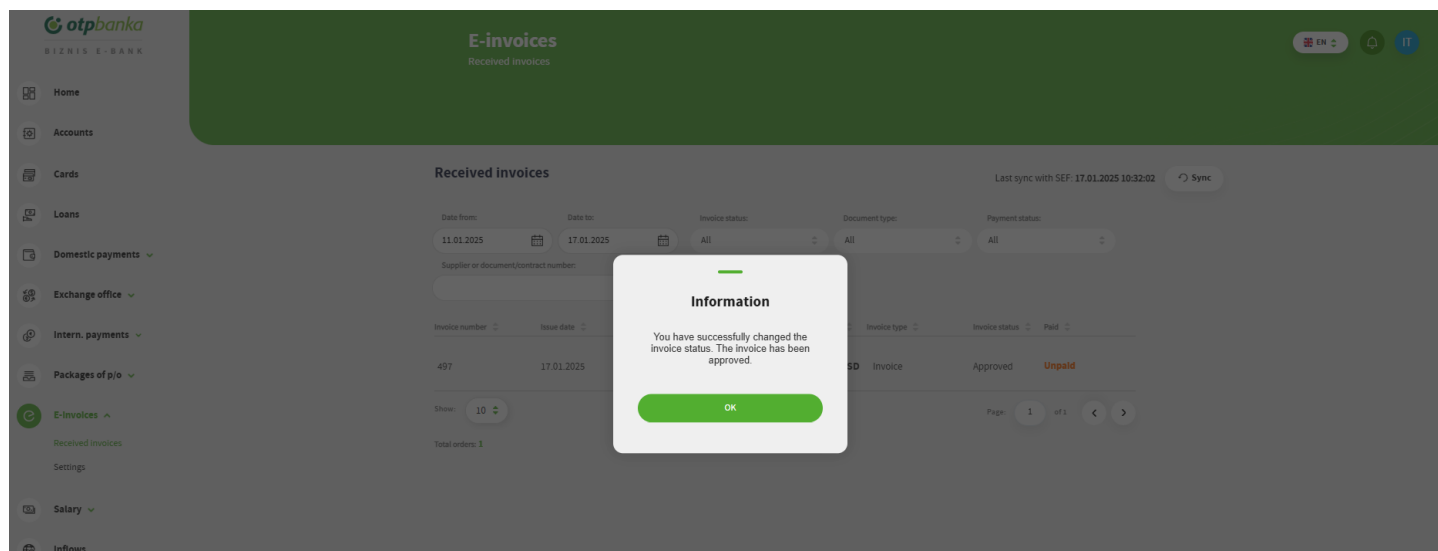
Invoice number	Issue date	Supplier name	Amount	Invoice type	Invoice status	Payment status
005	12.12.2024	SPR Klas Kragujevac	360,00 RSD	Invoice	Approved	Unpaid
351	11.12.2024	OTP Leasing Srbija d.o.o. Beog...	6,006,00 USD	Advance invoice	Rejected	Unpaid
355	11.12.2024	OTP Leasing Srbija d.o.o. Beog...	62,40 USD	Advance invoice	Approved	Unpaid
291	11.12.2024	OTP Leasing Srbija d.o.o. Beog...	360,00 RSD	Invoice	Approved	Unpaid
295	11.12.2024	OTP Leasing Srbija d.o.o. Beog...	368,400,00 RSD	Invoice	Approved	Paid
302	11.12.2024	OTP Leasing Srbija d.o.o. Beog...	240,00 EUR	Invoice	Approved	Unpaid
340	11.12.2024	OTP Leasing Srbija d.o.o. Beog...	24,000,00 RSD	Advance invoice	Approved	Unpaid
343	11.12.2024	OTP Leasing Srbija d.o.o. Beog...	360,147,96 RSD	Advance invoice	Approved	Paid
346	11.12.2024	OTP Leasing Srbija d.o.o. Beog...	2,352,00 EUR	Advance invoice	Rejected	Unpaid
011	16.12.2024	SPR Klas Kragujevac	1,872,00 RSD	Invoice	Approved	Unpaid

Approving Invoice

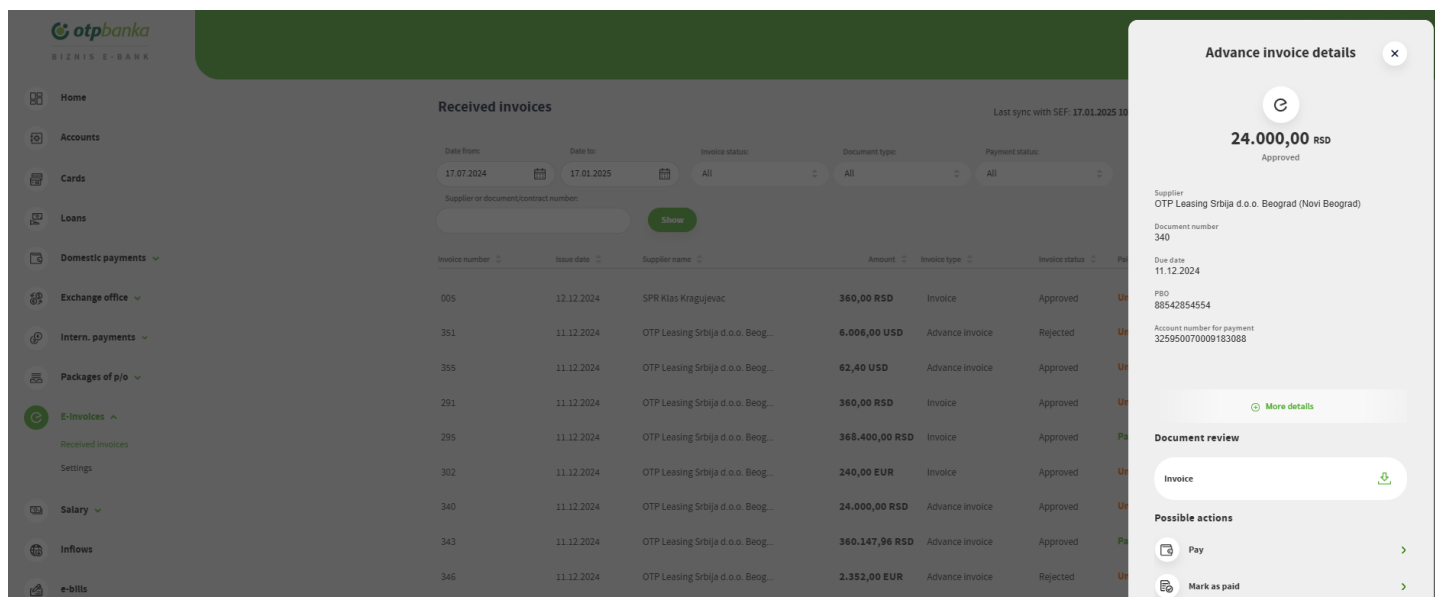
When approving the invoice, the User has the possibility to enter a note, but this is not mandatory.



Once the User confirms the approval, by clicking on *Confirm*, the status of the invoice changes to Approved. The change in the invoice status is also changed on the SEF itself.

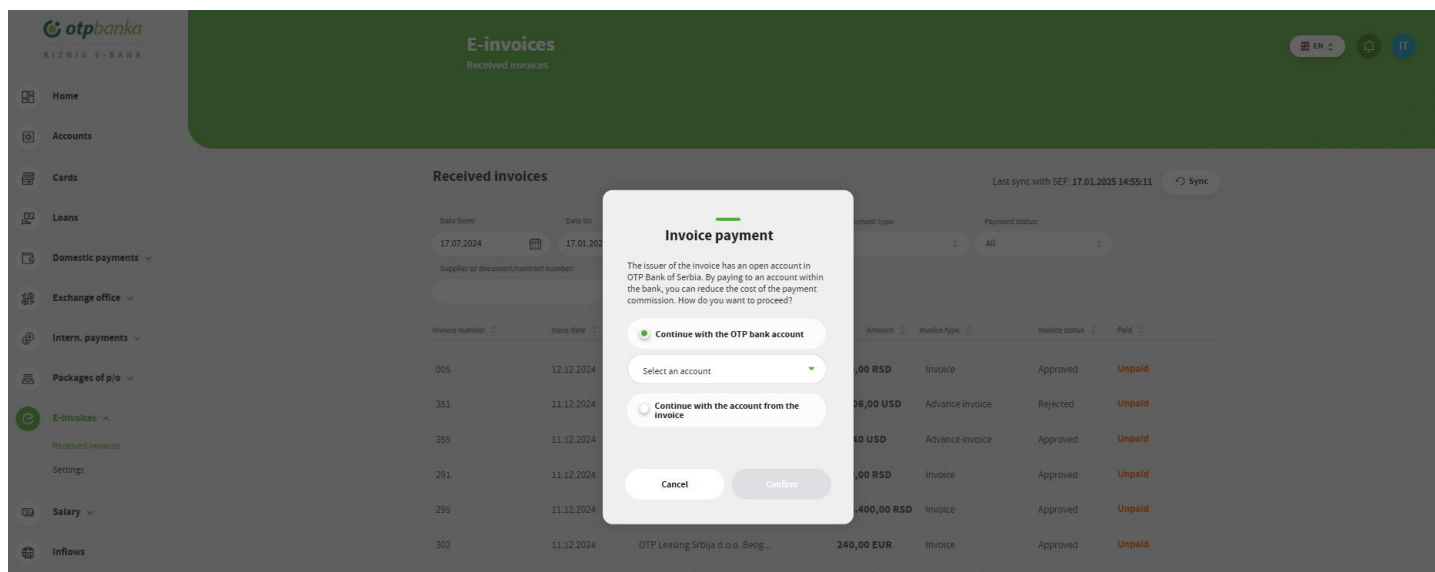


Such invoice is still visible in the list of incoming invoices, only with a changed status. In order for the User to pay this invoice, the User is required to click on the invoice itself, where its details will be displayed along with the possibility of additional actions, such as **Download documentation**, **Pay** and **Mark as paid**. Invoices previously approved cannot be rejected.

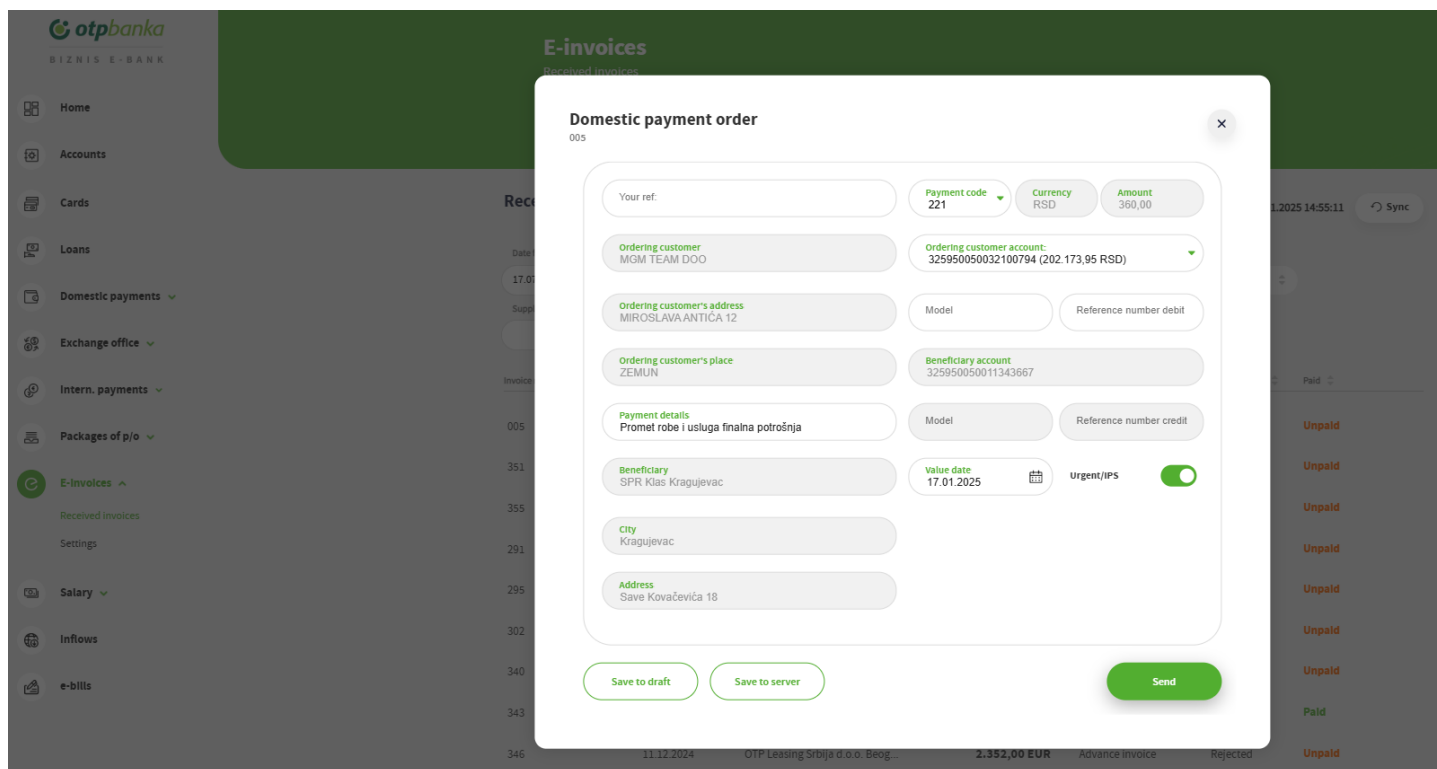


By clicking on the **PAY** option, and if the invoice contains an account number that does not exist at OTP banka, and the invoice issuer also has an open account at OTP banka, the User will be offered to continue payment to:

1. An account at OTP banka
2. The account from the invoice



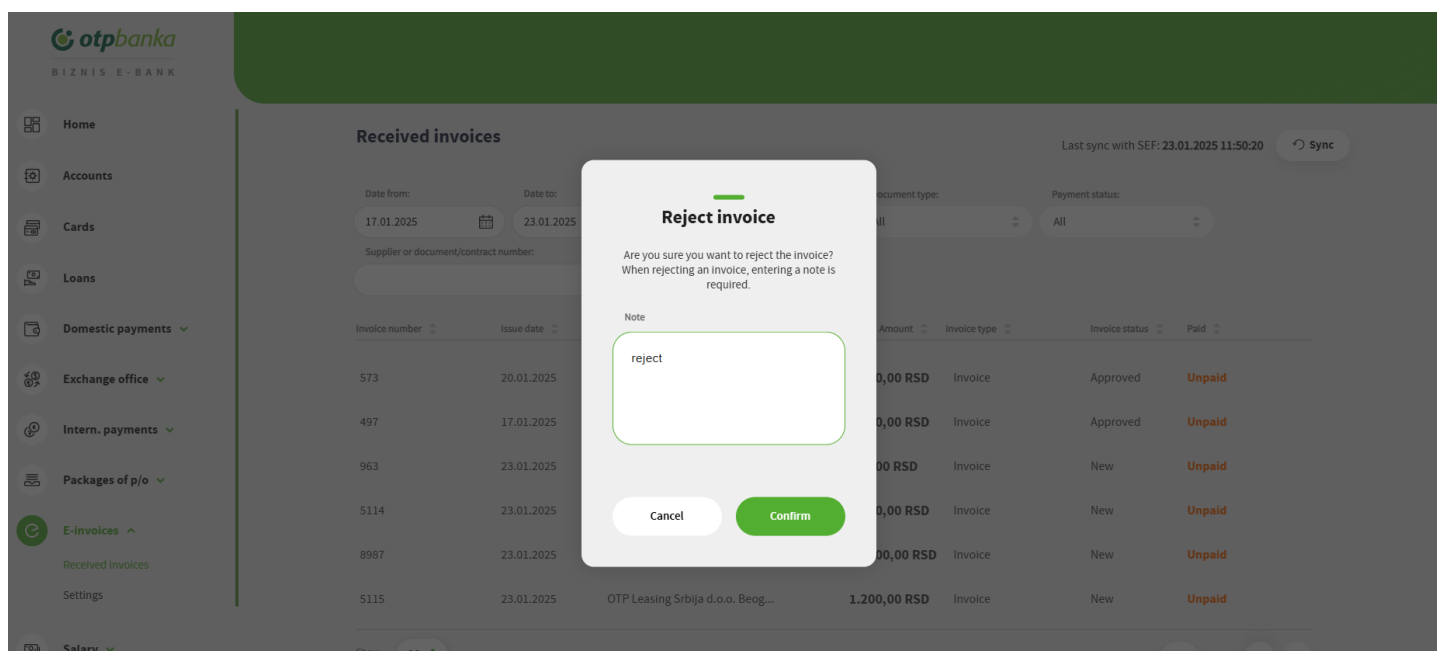
Upon selecting the account with which the User will continue to pay the invoice, the payment order is displayed. Data that is filled in automatically and which can be corrected are the payment purpose, model and reference to the debit number, the payer's account, realization date, the possibility of IPS/Urgent payment. If the payer of invoice has more than one account, all payer's accounts will be offered in the payer's account field in the drop-down menu on the payment order. On this form the User has the option of additional actions, saving the order in preparation/on the server.



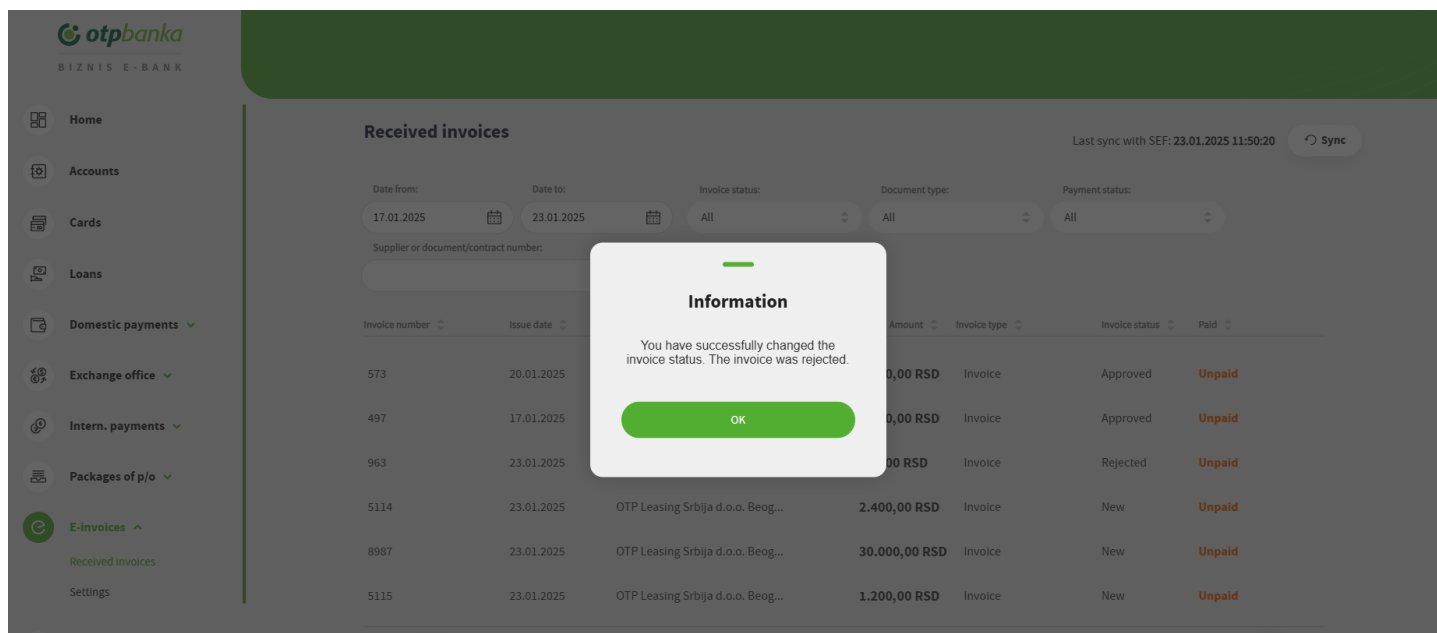
To confirm the payment, it is necessary to enter a one-time code, which is generated through the m-bank application.

Rejecting the Invoice

When rejecting the invoice, the User is obliged to enter a note.



By selecting the Reject Invoice option and entering the note, the invoice is rejected and receives the Rejected status.



The rejected invoice is still visible in the list of incoming invoices, only with a changed status. For details relevant to this invoice, the User is required to click on the invoice itself, where its details will be displayed along with the possibility of additional actions, such as **Download documentation**, **Approve** and **Mark as paid**. If necessary, the rejected invoice can be reapproved, after which the User can reinitiate payment of the specific invoice.

SETTINGS

Under Settings you can either Edit API Key or Delete API Key.

