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: <u>https://efaktura.mfin.gov.rs/login</u>.

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.

	C otpbanka	E-invoices Received invoices	##: 0 🚺
88	Home		
۲	Accounts		
æ	Cards		
2	Loans		
۵	Domestic payments 🐱		
88	Exchange office 🐱	Соактура	
ø	Intern, payments 👻	By entering the authentication (API) key generated on the 4-invicion system website and checking the cotion below, you give your concent to download	
8	Packages of p/o 🐱	pour auto atom suo.	
0	E-Involces A		
	Received Implices	1 give my consent to download data from SEP.	
	Settings		
8	Salary ~	If you have not a drading provided a farsy your can generate is out the "your equation of the second and the second and the second and the second and the second and the second and the second and the isolation your the isolation of the second and the second and the second and the isolation you have a loss of the second and the second a	
0	inflows	Residence and a constrained on Residence of	
4	e-bills	Contra Contra	

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.

	Sotpbanka BIZNIS E-BANK	E-invoice Received invoices	S										æ en ≎	Q .
98	Home													
0	Accounts									with CEC, 17 01 202	F 10 33 03	O firms	2//	///
	Cards	Date from:	Date to:		Invoice status:		Document type:		Payment stat	with SEP: 17.01.202	5 10:32:02	•) sync		
M	Loans	17.07.2024	17.01.2025		All	•	All	0	All	\$				
ľ	Domestic payments $$	Supplier or document/contract	number:	Show										
904 1004	Exchange office 🗸	Invoice number 👙	Issue date 👙	Supplier name	÷ \$		Amount ≑	Invoice type 👙		Invoice status 👙	Paid 👙			
P	Intern. payments 🗸	005	12.12.2024	SPR Klas Kr	agujevac		360,00 RSD	Invoice		Approved	Unpaid			
	Packages of p/o 🐱	351	11.12.2024	OTP Leasin	g Srbija d.o.o. Beog		6.006,00 USD	Advance invo	ice	Rejected	Unpald			
C	E-involces	355	11.12.2024	OTP Leasin	g Srbija d.o.o. Beog		62,40 USD	Advance invo	ice	Approved	Unpaid			
	Received invoices	291	11.12.2024	OTP Leasin	g Srbija d.o.o. Beog		360,00 RSD	Invoice		Approved	Unpaid			
	Settings	295	11.12.2024	OTP Leasin	g Srbija d.o.o. Beog		368.400,00 RSD	Invoice		Approved	Pald			
	Salary 🐱	302	11.12.2024	OTP Leasin	g Srbija d.o.o. Beog		240,00 EUR	Invoice		Approved	Unpaid			
6	Inflows	340	11.12.2024	OTP Leasin	g Srbija d.o.o. Beog		24.000,00 RSD	Advance invo	ice		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.

		L-IIIVOICC:	,							
	© otpbanka BIZNIS E-BANK								Advance invoice details	×
88	Home							st sync with SEF: 17.01.2025 10	e	
ţ¢	Accounts							ent status:	24.000,00 RSD	
8	Cards	17.07.2024	17.01.2025	All	\$ A		\$ All	:	Supplier	
Po	Loans								OTP Leasing Srbija d.o.o. Beograd (Novi Beograd) Document number 340	
6	Domestic payments 🐱							Invoice status 🐥 Pai	Due date 11.12.2024	
40 10 10	Exchange office 🗸		12.12.2024	SPR Klas Kragujevac	36	50,00 RSD	Invoice	Approved Ur	PB0 88542854554	
¢	intern. payments \vee		11.12.2024	OTP Leasing Srbija d.o.o. Beog	6.0	006,00 USD	Advance invoice	Rejected Ur	Account number for payment 325950070009183088	
	Packages of p/o 🖂		11.12.2024	OTP Leasing Srbija d.o.o. Beog	62	2,40 USD	Advance invoice	Approved Ur		
	E-Involces		11.12.2024	OTP Leasing Srbija d.o.o. Beog	36	50,00 RSD	Invoice	Approved Un	 More details 	
			11.12.2024	OTP Leasing Srbija d.o.o. Beog	36	58.400,00 RSD	Invoice	Approved Pa	Document review	
	Settings		11.12.2024	OTP Leasing Srbija d.o.o. Beog	24	10,00 EUR	Invoice	Approved Un	Invoice	垫
۵	Salary 🗸	340	11.12.2024	OTP Leasing Srbija d.o.o. Beog	24	4.000,00 RSD	Advance invoice	Ur	Possible actions	
6	Inflows	343	11.12.2024	OTP Leasing Srbija d.o.o. Beog	36	50.147,96 RSD	Advance invoice	Approved Pa	Pay Pay	>
ß	e-bills		11.12.2024	OTP Leasing Srbija d.o.o. Beog	2.3	352,00 EUR	Advance invoice	Rejected Ur	Mark as paid	>
			16.12.2024	SPR Klas Kragujevac	1.1	872,00 RSD	Invoice	Approved Un		

Approving Invoice

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

	© otp banka BIZNIS E-BANK					**** • •
98	Home					
0	Accounts					
	Cards	Received invoices			Last sync with SEF: 17.01.2025 10:32:02 O Sync	
Ð	Loans	Date from: Date to:	_	ocument type:		
6	Domestic payments 🐱	11.01.2025 m 17.01.2025 Supplier or document/contract number:	Accept invoice	યા :	¢ All ¢	
**	Exchange office 👒		Entering a note is not required when approving an invoice.			
P	Intern. payments 🖂	Involce number 😳 Issue date 🙄	Note	Involce type		
18	Packages of p/o 🖂	497 17.01.2025		SD Invoice	New Unpsid	
	E-Involces A	Show: 10 \$			Page 1 of1 C 5	
		Total orders: 1				
	Settings		Cancel Confirm			
0	Salary 👻					
6	Inflows					

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.

	Cotpbanka	E-invoice Received invoices	S ;					# EN \$ Q
88	Home							
\$¢	Accounts							
	Cards	Received invoices	;			Last sync with SEF: 17.01.2025 10:32:02	ာ Sync	
e A	Loans							
6	Domestic payments \sim	11.01.2025	17.01.2025) (All ¢)	All ¢	All \$		
¥@,	Exchange office 🗸			Information				
ø	Intern. payments 🖂		sue date 🗘 You I invoid	nave successfully changed the se status. The invoice has been	Invoice type 💠			
8	Packages of p/o 🐱	497 17	7.01.2025	approved.	SD Invoice			
C	E-involces			ок		Page: 1 of1 < >		
	Settings							
	Salary 🗸							
6	Inflows							

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.

	G otp banka BIZNIS G-BANK										Advance invoice details	*
88	Home	Received invoices						Last sync v	vith SEF: 17.01.2025 10		e	
Ø	Accounts										24.000,00 RSD	
	Cards	17.07.2024	17.01.2025		All	All		All	•		Approved	
E	Loans									Suppl OTP	ier Leasing Srbija d.o.o. Beograd (Novi Beograd)	
	Domastic payments									340	nent number	
6	Domestic payments V								Invoice status 🤤 Pai	Due d 11.13	ate 2.2024	
80×	Exchange office 🐱		12.12.2024	SPR Klas Krag		360,00 RSD	Invoice		Approved Un	РВО 8854	2854554	
ø	Intern. payments 👒		11.12.2024	OTP Leasing	Srbija d.o.o. Beog	6.006,00 USD	Advance invo	ice	Rejected Un	Accou 3259	nt number for payment 50070009183088	
	Packages of p/o 👒		11.12.2024	OTP Leasing	Srbija d.o.o. Beog	62,40 USD	Advance invo	ice	Approved Un			
	E-involces A		11.12.2024	OTP Leasing	Srbija d.o.o. Beog	360,00 RSD	Invoice		Approved Un		More details	
			11.12.2024	OTP Leasing:		368.400,00 RSD	Invoice		Approved Pa	Doc	ument review	
	Settings		11.12.2024			240,00 EUR	Invoice		Approved Ur	Inv	roice	٩
	Salary ~	340	11.12.2024	OTP Leasing	Srbija d.o.o. Beog	24.000,00 RSD	Advance invo	ice	Approved Un	Pos	sible actions	
6	Inflows	343	11.12.2024	OTP Leasing	Srbija d.o.o. Beog	360.147,96 RSD	Advance invo	ice	Approved Pa	6	Рау	>
ß	e-bills		11.12.2024	OTP Leasing:	Srbija d.o.o. Beog	2.352,00 EUR	Advance invo	ice	Rejected Ur	Po	Mark as paid	>

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

	© otp banka BIZNIS E-BANK								# EN C	
88	Home									
0	Accounts									
	Cards	Received invoices				Last sync	with SEF: 17.01.20	25 14:55:11) Sync		
D.A.	Loans		Date to:		ument type:					
13	Domestic payments 🐱	17.07.2024	17.01.202	The issuer of the invoice has an open account in		¢ All				
507 07	Exchange office 😽			OTP Bank of Serbia. By paying to an account within the bank, you can reduce the cost of the payment commission. How do you want to proceed?						
P	Intern. payments 👻		Issue date	Continue with the OTP bank account	Amount 0					
18	Packages of p/o 🐱		12.12.2024	Select an account	,00 RSD	Involce				
Ce	E-Involces		11.12.2024	Continue with the account from the invoice	06,00 USD	Advance invoice	Rejected			
			11.12.2024		to USD	Advance invoice				
	Settings		11.12.2024	Cancel Confirm	,00 RSD	Invoice	Approved			
	Salary 🗸		11.12.2024		.400,00 RSD					
6	Inflows		11.12.2024		240,00 EUR	Invoice	Approved			

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.

Page 6 of 7

	Gotpbanka BIZNIS E-BANK		E-invoi	ices ^{orices}					
88	Home		Dome 005	estic payment order				×	
\$	Accounts								
-	Cards	Rec		Your ref:		Payment code Curren RSE	Amount 360,00	1	2025 14:55:11 🥎 Sync
Fe	Loans	Date		Ordering customer MGM TEAM DOO		Ordering customer account: 325950050032100794 (20	02.173,95 RSD)		
2	Domestic payments 🐱			Ordering customer's address MIROSLAVA ANTIČA 12		Model	Reference number debit		
10×0	Exchange office 🗸			Ordering customer's place ZEMUN		Beneficiary account 325950050011343667			Paid ‡
•	Packages of p/o v			Payment details Promet robe i usluga finalna potrošnja		Model	Reference number credit		
	E-Involces			Beneficiary SPR Klas Kragujevac		Value date 17.01.2025	Urgent/IPS		
	Settings			City Kragujevac					
	Salary 🗸			Address Save Kovačevića 18					
6	Inflows							/	
ß	e-bills			Save to draft Save to server			Send		
		343							Pald
		346		11.12.2024 OTP Leasing Srbija d.o.o. Beoj	g	2.352,00 EUR	Advance invoice	Rejected	

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.

	G otpbanka BIZNIS E-BANK						
88	Home	Received invoi	ces			Last sync with SEF: 2	3.01.2025 11:50:20 🔿 Sync
\$¢	Accounts		Date to:	_	ocument type:		
	Cards	17.01.2025	23.01.2025	Reject invoice	.ui	¢ All	
Po	Loans		tract number:	Are you sure you want to reject the invoice? When rejecting an invoice, entering a note is required.			
G	Domestic payments 😽		Issue date 👙	Note	Amount 🌲 Invoic	e type 🌲 Invoice status 🌲	
¥8,	Exchange office 🗸		20.01.2025	reject	0,00 RSD Invo	oice Approved	
©	Intern. payments 🗸	497	17.01.2025		0,00 RSD Invo	oice Approved	
	Packages of p/o 🗸		23.01.2025		00 RSD Invo	oice New	
	E-invoices 🔺	5114	23.01.2025	Cancel Confirm	0,00 RSD Invo	oice New	
	Received invoices		23.01.2025		00,00 RSD invo	oice New	
	Settings				1.200,00 RSD Invo	oice New	
0.)	Salary v	Show: 10 A					

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

	C otpbanka								
88	Home	Received invoice	s					Last sync with SEE: 23	01 2025 11:50:20 • • Sync
\$	Accounts							Payment status:	
	Cards	17.01.2025	23.01.2025		All	\$ All		All	
0 A	Loans		rt number:		_				
ē	Domestic payments 🗸		Issue date 🍦	In	formation	Amount 😄	Invoice type 👙		
¥\$ ©*	Exchange office 🗸		20.01.2025	You have s invoice status	uccessfully changed the . The invoice was rejected	d. 0,00 RSD	Invoice	Approved	
۹	Intern. payments 🐱	497	17.01.2025		ок	0,00 RSD	Invoice	Approved	
	Packages of p/o 🗸		23.01.2025			00 RSD	Invoice	Rejected	
	E invesione a	5114		OTP Leasing Srb		2.400,00 RSD	Invoice	New	
	Received invoices					30.000,00 RSD	Invoice	New	
	Settings					1.200,00 RSD	Invoice	New	

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.

	© otp banka	E-INVOICES Settings		₩ EN \$
	BIZNIS E-BANK			
88	Home			
₽	Accounts			
l	Cards			
P	Loans			
7	Domestic payments 🗸		С.Фактура	
¥0,	Exchange office 🗸		In this place you will find information about your current API key, which is used to access the E-invoke platform. By selecting the "Edit option, you can use horac a very KE blows problem it by selection the Vederal patient of the selection o	
ø	Intern. payments 🖌		enter a new APT key of delete it by selecting the Delete option. API key info	
IIIS	Packages of p/o 🐱		API key aa78a96f-79c1-489c-b609-ccc483d664ad	
e	E-invoices 🔨		C Edit API key	
	Received invoices			
	Settings		Delete API key	
0,	Salary 🗸			