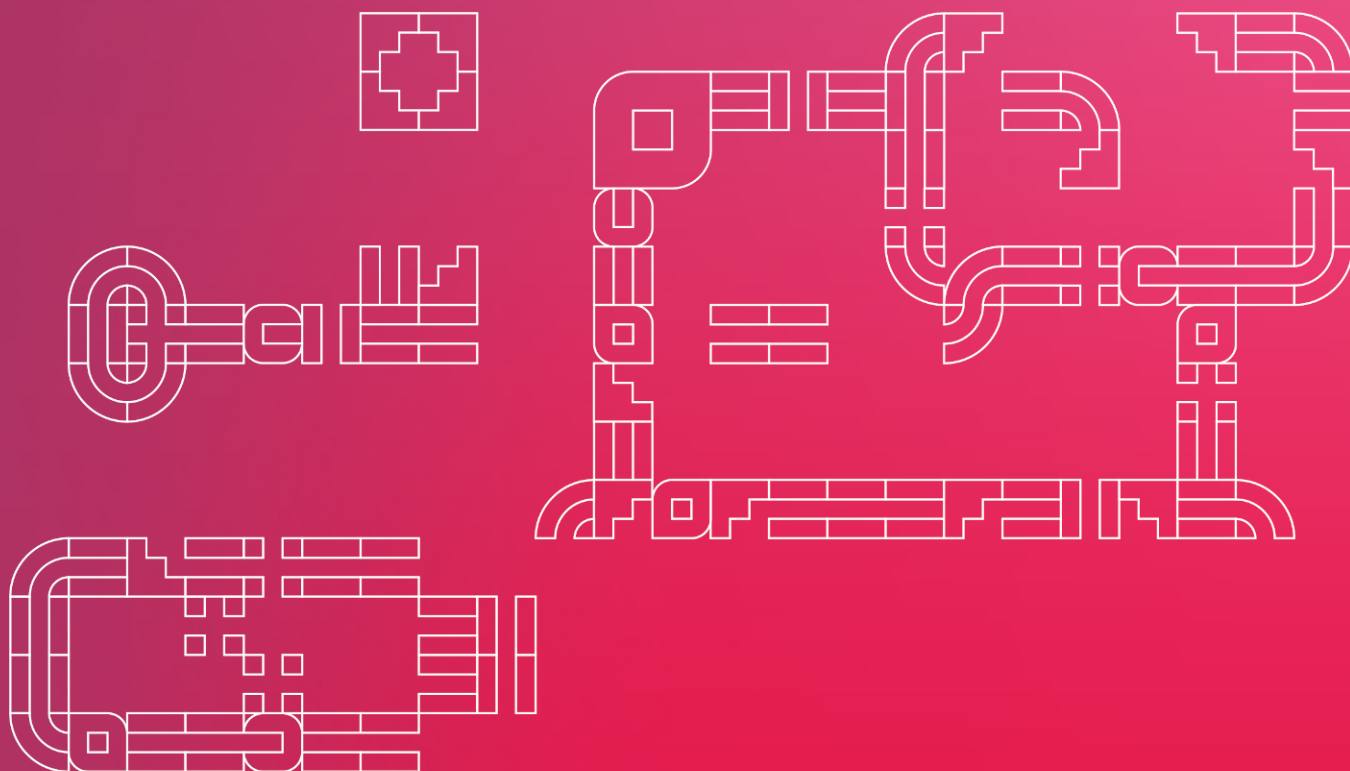




Business

Internet banking service for corporate clients



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1. About Service



Please note that the current manual handles the standard interface of the Internet banking service for corporate clients of Faktura.ru. Depending on the partner bank and its features, the interface layout, links, e-mail addresses and phone numbers may differ from those used in this manual. Please contact the Customer service center of your bank for further information.

The Internet banking service for corporate clients Faktura.ru provides remote online banking services for organizations and legally registered sole entrepreneurs. The service could be accessed from any suitable personal computer connected to the Internet, anytime and anywhere in the world.

Features of the Internet banking service include



Viewing information and managing accounts (in all currencies), managing their rate plans, obtaining statements.



Logging into the service using certificate or login and password, confirming operations using electronic signature or one-time password.



Creation of payment orders and demands, invoices for contractors, as well as contractor check-ups.



Creations of supporting, confirmation and other documents linked to currency operations. Carrying out operations with currency and obtaining corresponding documents.



Maintaining the list of employees, creating/importing and sending to bank various registries and payment orders, i.e. for salaries.



Import of documents, directories and registries (payment orders, currency transfers, payment demands, contract registries). Templates for often used payments and transactions.



Carrying out operations with documents, including viewing, printing, deleting and exporting to various formats, as well as revoking of documents.



Managing deposit products in various currencies, viewing and sending applications regarding deposits.



Managing loan products in various currencies. Viewing and sending applications regarding loans, including early repayment.



Viewing information on corporate card, obtaining statements, ordering and closing cards, as well as setting limits and other operations.



Exchange on non-payment documents with bank, receiving help from bank via chat. Receiving special offers from partners of the banking service.



Keeping in touch with important dates using the accountant calendar.



Managing acquiring and performing cash-management.



Setting rules for using the banking service for your employees.



Using the banking service via the 1C:Enterprise.

The Internet banking service for corporate clients complies with up-to-date information security requirements. The privacy of the incoming and outgoing information is insured by means of implementing latest top-of-the-line encryption methods. These methods substitute client's hand signature on an electronic document. By following our simple security rules you minimize risks typically associated with Internet banking.

You can also take advantage of the features of the Faktura.ru Business mobile application. To do this, download the application from the App Store for iOS or from Google Play for Android. Links to applications are also available on the Internet Banking login page ([see also](#)).

1.1. Terms and definitions

The Internet banking for corporate clients

The Internet banking service for corporate clients Faktura.ru allows managing bank ruble and foreign currency accounts in real time from any personal computer with stable Internet connection.

E-document

An e-document is a document that contains certain electronic information, corresponds to the service format and is typically signed by an electronic signature.

E-signature, enhanced signature

An electronic signature is a piece of information attributed to an electronic document, protecting it from forgery, obtained as a result of information encryption by means of a signature key. A signature is used to identify the owner of the signature verification certificate, as well as to confirm the integrity of information in an electronic document.

Signature key

A signature key is a unique character sequence, which combines a private key and a public key of a signature. It is used as a substitute for a handwritten signature.

Signature verification key

A signature verification key is a unique character sequence directly connected to the signature key and used for signature validation verification.

Owner of signature verification certificate

The owner is a person, possessing signature verification key in accordance with the procedure established by the Federal law.

Login

A login is a unique sequence of letters, numerals and characters that you use to access (to log into) the Service. Your login is always used with your password.

Smart key dongle

A smart key dongle is a portable hardware-software device used for information encryption. It is designed to store a signature key, a signature verification certificate and other information. Smart key dongles have protected memory, reading or copying the data stored on the Smart key dongle is impossible ([Learn more](#)).

Password

A password is a secret letters and numbers combination used to access the private signature key or login. A password to a signature key is issued by the bank.

One-time password

A one-time password is a password received in a text message (SMS). A text message is sent to the phone number stated in the agreement with the bank. A one-time password substitutes client's signature and is used to confirm client's actions and operations in the Internet banking service ([Learn more](#)).

Intermediary bank

An intermediary bank is a banking institution, managing payee's bank account.

Payee's bank

A payee's bank is a banking institution, managing payee's account.

Non-resident

A non-resident is a legally registered by foreign legislation legal entity or an organization that is not considered a legal entity, as well as their branches, representative offices and other organizational units and departments, located either outside or inside the territory of the Russian Federation.

Resident

A resident is a legal entity or sole entrepreneur as well as those located outside the territory of the Russian Federation and their affiliated branches, legally registered according the Russian Federal law.

Currency operations

Currency operations comprise a list of operations set by section 9, article 1 of Federal law № 173-FZ of the Russian Federation «Concerning Currency Regulation and Currency Control» of December 10, 2003 («Федеральный закон № 173-ФЗ «О валютном регулировании и валютном контроле» от 10.12.2003 г.).

Licensed forex bank

A licensed forex bank is a banking institution established according to the laws of the Russian Federation and possessing permits to execute foreign currency transactions under the License of the Central bank of the Russian Federation. Branches of banking institutions registered according to foreign legislation and licensed to execute foreign currency transactions can also perform as licensed forex banks.

Certificate

A certificate is a unique electronic credential, which helps to determine the identity of its owner. A certificate is used for user authorization, as well as for signing and sending documents.

Private key of signature

A private key of a signature is a signature verification key or a private encryption key.

Public key of a signature

A public key of a signature is a signature verification key or a public encryption key.

1.2. Hardware and software requirements

The following hardware and software requirements should be met in order to use the Internet banking service without complications:

A personal computer running Windows 7, 10	or	A Mac computer running Mac OS 10.14 (Mojave), 10.15 (Catalina) or 11 (Big Sur)
---	----	--

Please note: Windows XP SP3 and 8 are not supported

a stable Internet connection;

a **Smart key** or a **certificate file**

Latest version of Google Chrome, Yandex.Browser or Microsoft Edge.	or	Latest version of Google Chrome for Mac OS.
--	----	---

In order to access the Internet banking service via a remote server the server PC needs to run a server OS, for instance Windows Server 2003, 2003 R2 or 2008 R2, etc. If the server PC runs a user OS, the remote access to the Service will not be possible.

Additional information also available at:

- [For Windows](#)
- [For Mac OS](#).

1.3. Getting started

If you are planning to log into the Internet banking service using **a certificate in a file** or **a certificate on a Smart key dongle**, please perform a preliminary setup.

For Windows:

1. Visit the link: [following link](#).
2. If you are using the version 42 or above of Google Chrome browser, click the corresponding link and install the extension.
3. Click «Скачать программное обеспечение».
4. Save and then launch the Installation wizard – «*InternetBankSetup.exe*».
5. Follow the on-screen instructions in the setup window.

For Mac OS:

1. Go to link: [the following link](#).
2. Click the link in section 2 and install the extension for Google Chrome browser.
3. Make sure you have JAVA 8 installed.
4. Click «Скачать программное обеспечение».
5. Save and then launch the Installation file «*InternetBankSetup.dmg*». Follow the on-screen instructions in the setup window.

1.4. Questions and answers

You can find help and answers to popular questions using the following link: [link](#) (information is provided in Russian).

This section is available:

- On the login page.
- On any other page after logging in by pressing the symbol  → «Questions and answers».

2. Log in procedure

The log in procedure can be performed using:

- Certificate file
- Certificate on a Smart key dongle
- Login and a password



Please note that you need to have an **additional software utility** installed on your machine to log in with a certificate.

We advise you to read the security recommendations on the login page prior to working with the banking service.

2.1. Log in using certificate file

1. Plug in a medium containing your certificate.
2. Go to <https://business.faktura.ru/f2b/> page.
3. Choose «File» from the drop down menu on the login page.
4. Click the «Browse» button and choose the folder containing your key (default file name and extension – prv_key.pfx) to specify a folder containing the certificate.
5. Click the «Log in» button.
6. Enter the password to your key. It is recommended to use the pop-up on-screen keyboard for maximum security, as some types of malware might capture and record keys pressed on your keyboard.

2.2. Log in using certificate on a Smart key dongle

1. Plug in a Smart key dongle containing your certificate.
2. Go to <https://business.faktura.ru/f2b/> page.
3. Choose «Smart key» from the drop down menu on the login page.
4. Click the «Log in» button.
5. Enter the password to your certificate on the Smart key dongle. It is recommended to use the pop-up on-screen keyboard for maximum security, as some types of malware might capture and record keys pressed on your keyboard.

2.2.1. Log in using certificate via SafeTouch



Please note that the SafeTouch device can be used in the Faktura.ru banking service only with GOST (ГОСТ) USB Smart key dongles (learn more about [types of Smart key dongles](#)).

The SafeTouch device is a reader device for USB Smart key dongles that provide maximum level of security by showing key information on a document being signed on a device display.

The log in procedure when using the SafeTouch device visually is not in any way different from logging in with just the Smart key dongle.

[Read more about signing documents using SafeTouch.](#)

2.3. Using login and password

1. Go to <https://business.faktura.ru/f2b/> page.
2. On the login page, click «By login and password».
3. Enter your login and password into the corresponding fields.
4. Click the «Log in» button.



Please note that the «f2b» prefix that is needed to log in, is already indicated and cannot be edited.

The login and password authentication in the Internet banking service simplifies the authorization process, as well as allows using the Service on a tablet or on a smartphone (learn more in the «Mobile version of the Internet banking service for corporate clients» user manual by visiting the link:<link>). Also, you do not need to install additional software when logging only with a login and a password.

Information and transactions security is insured by means of one-time passwords received in a text message (SMS) that substitutes client's signature. Also, depending on the bank's security rules, you might be asked to enter a one-time password from a text message (SMS) while logging in the service via login and password.

2.3.1. Mandatory change of temporary password

For security reasons upon first login you are required to change the temporary password provided by the bank to a new permanent password.

The first log in procedure is almost the same as the [log in procedure](#). An additional mandatory step is entering a new permanent password. Please perform the following steps:

1. On the password changing window carefully read recommendations for creation of permanent password.
2. In the «temporary password» field indicate you temporary password provided by the bank.
3. Come up with a new password and enter it in the «New password» and «Repeat password» fields.
4. Click the «Change» button below.

2.3.2. Password recovery

You can recover lost or compromised password to your Internet banking service account. Depending on the partner bank, you might need to contact bank personally or be able to reset password manually.

To recover your password to Internet banking service account, please perform the following steps:

- On the login page, click «Forgot password?».
- Enter your login and your organization's TIN(INN) into the corresponding fields.
- Enter one-time password from text message (SMS).
- Additionally enter the code word and/or the third group of digits of your corporate card's number.
- Enter your new password twice.
- Click the «Return to login page» button.

2.4. E-mail address settings

You may be asked to enter your e-mail address to enable notifications via e-mail if you didn't indicate it prior and if you are designated person of the organization. E-mail notifications can inform you about logging into the Service or mobile application,

sending payments to the bank and changes in document statuses.

Depending on the partner bank, refusal to indicate the e-mail address as well as enabling notifications via SMS may not be available. You will not be able to continue working in the Service without indicating the E-mail address.

2.5. Selecting rate plan

If you have a new account under management or you log in the Service for the first time, you may be asked to select a rate plan (if you have corresponding rights to manage the account). You will not be able to continue working in the Service without selecting the rate plan (Learn more about [rate plans](#)).

Rate plans

Select an account

40702840000000000000 Рабочий счёт в ЗАО КБ "БАНК" ▾

Базовый

- **Внутрибанковские переводы** - бесплатно
- **Внешние переводы** - бесплатно 5 переводов в месяц, далее 50 руб за перевод
- **Лимит на снятие наличных** в месяц - 500 тыс. руб
- **Снятие наличных** (лимит в сутки 100 тыс. руб) - 2,5% от суммы снятия
- **Льготный период** - Первые 2 месяца бесплатно, включая месяц открытия счета

Activate rate plan
500 руб/мес

Продвинутый

- **Внутрибанковские переводы** - бесплатно
- **Внешние переводы** - бесплатно 15 переводов в месяц, далее 40 руб за перевод
- **Лимит на снятие наличных** в месяц - 1 млн. руб
- **Снятие наличных** (лимит в сутки 100 тыс. руб)
- **Льготный период** - Первые 2 месяца бесплатно, включая месяц открытия счета

Activate rate plan
1500 руб/мес

If the validity period for a rate plan has expired on one or several accounts you will see a corresponding message while logging in the Service.

×

The rate plan has expired

Attention! The following rate plans have expired:

40802810500001030258

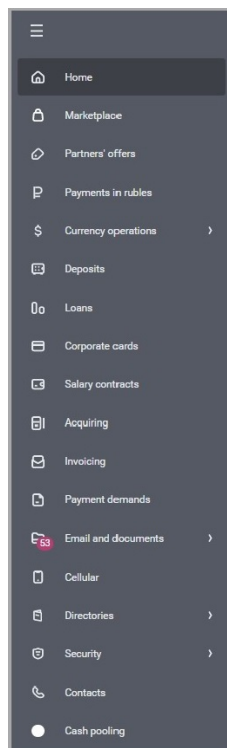
To renew the servicing please replenish your account.

3. Navigation in the Internet banking service

Using the side menu and the top panel grant the access to the main features of the banking service.

Side menu can include following sections:

- [Main page](#)
- [Marketplace](#)
- [Partner's offers](#)
- [Payments in rubles](#)
- [Currency operations](#)
- [Deposits](#)
- [Loans](#)
- [Corporate cards](#)
- [Salary contracts](#)
- [Acquiring](#)
- [Invoicing](#)
- [Payment demands](#)
- [Email and documents](#)
- [Cellular](#)
- [Directories](#)
- [Security](#)
- [Contacts](#)
- [Cash pooling](#)



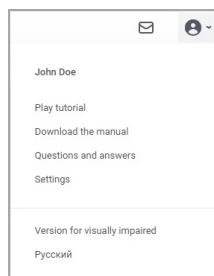
Top panel can include:



- Link to [main page](#)
(by clicking the logo)
- [Payment order creation](#)
- [Payment order creation using template](#)
- [Contractor check-up](#)
- Organization selection
(if you have rights in several organizations)
- Profile menu
- Bank contacting
- Chat
- Exit from the service

By clicking the icon  the profile menu is available, including:

- [User settings](#)
- [Tutorial](#)
- [Manuals](#)
- [Questions and answers](#)
- [Settings for visually impaired](#)
- [Language change](#)



4. Main page

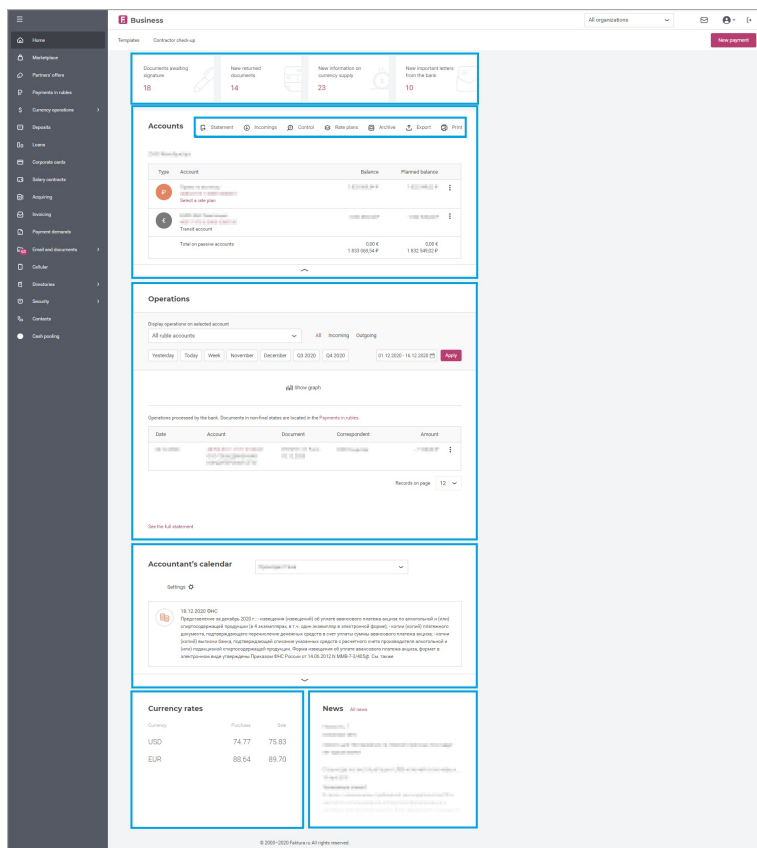
Main page is opened by default upon logging in and includes the following:

Sections:

- **Dashboard** displaying important documents
- **Accounts and organizations**
- **Operations history**
- **Accountant's calendar**
- **Rates and news.** You can select currency rate in the «**Currency rates**» section.

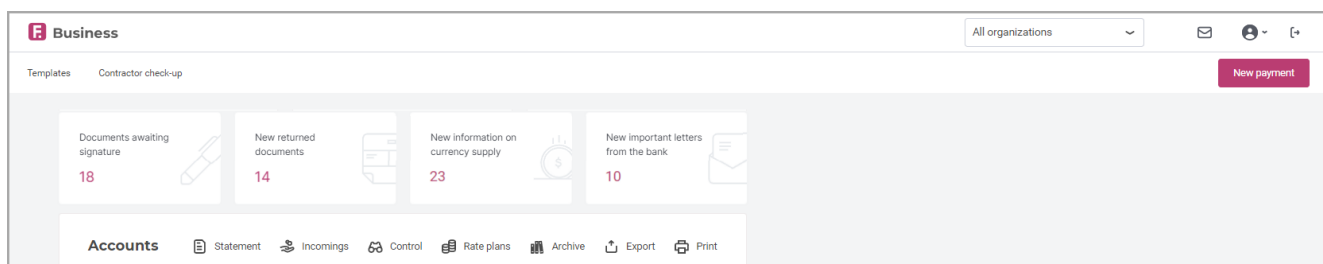
The following actions are available for accounts:

- **View statements**
- **View incomings**
- **Balance control**
- **Rate plans**
- **Export and printing**



4.1. Dashboard




Dashboard is available at the top of the page and includes information about the amount of:









- Documents awaiting signing
- Returned documents
- Information on currency supply
- Important documents from bank


Click the block to open the corresponding list of documents.

4.2. Accounts and organizations

Organization			
Type	Account	Balance	Planned balance
	Account 1 40105 840 5 2500 0000254	300,00 \$	-1 197 597,78 \$
	Account 2 40205 810 5 2500 0000446	35 000,00 P	-757 527,24 P
	Account 3 40205 840 5 2500 0000967 Transit account	46 792,00 \$	50 037,00 \$
Closed accounts 1 Show			
Total on passive accounts		35 000,00 P 47 092,00 \$	-757 527,24 P -1 147 560,78 \$

Here you can view all organizations and connected accounts. The displayed information includes:

- Account icon:
 -  - Active account
 -  - Transit account
 -  - Investment account
 -  - Closed account
 -  - Restricted account
 -  - Closed account. To view closed accounts move the cursor to the «Closed accounts» line and click «Show»
- Name, number, rate plan and information about unconfirmed balance
- Balance and placed balance as well as amount on all passive and active accounts.


Use the icon  to switch between full and short display of information.




Organization			
Account 1	40105 840 5 2500 0000254	300,00 \$	⋮
 Account 2	40205 810 5 2500 0000446	35 000,00 P	⋮
Account 3	40205 840 5 2500 0000967	46 792,00 \$	⋮

Context menu  includes the following options:

- [Account information](#)
- [Request for statement update](#)

4.2.1. Account information

To view account information click the  icon and select «Account information».

Organization			
Type	Account	Balance	Planned balance
	Account 1 40105 840 5 2500 0000254	300,00 \$	-1 197 597,78 \$
	Account 2 40205 810 5 2500 0000446	35 000,00	
	Account 3 40205 840 5 2500 0000967 Transit account	46 792,00	
Total on passive accounts		35 000,00 P 47 092,00 \$	-757 527,24 P -1 147 560,78 \$

Account information



Request of transactions information

Saldo confirmation

Here you can :

- Change account name
- Print details
- Export details in PDF or HTML
- Send details to e-mail
- View details for operations in rubles and currency
- View account restrictions if present
- View current/planned balances and amount of prepared, sent, received documents as well as documents in the registry
- Amount of available funds as well as on corporate cards and available limits

My account
Account number 40802 810 1 0000 1789083
opening date 16.10.2006

Full organization name
My account
Account number
40802 810 1 0000 1789083
TIN(INN)
2222331144
KPP
454784543
Registered office address of the organization
Moscow, Lenin street 1
Bank
Central Bank, Moscow
BIC
045017666
Bank's corr. account
30101 810 5 0000 0000799
Registered office address of the bank
630009, Moscow, Lenin street 2

Current balance	18700.00 RUB
Planned balance	186191.38 RUB

Prepared	213238.00 RUB
Sent	100.00 RUB
Received by the bank	-8446.62 RUB
In the card register	0.00 RUB

A planned balance of conversion operations with a rate under the contract is calculated based on the bank rate.



Displayed information depends on the type of the account

Planned balance includes only documents created in the Internet banking service and does not include documents from other sources.

4.2.2. Balance confirmation

If you have unconfirmed balances you will be notified about them upon login.

✕

Confirmation of accounts balances

[Account details]
11 392,00 RUB


✔ The balances confirmation required on 08.09.2020

[Account details]
311 392,00 RUB

✔ The balances confirmation required on 17.10.2020

Click the ✕ icon to skip conformation.

To confirm balance:

- Select one of the accounts in the balance confirmation window.
- Click « The balance awaiting conformation of dd.mm.yyyy.» under account number on the main page.

Click «Confirm» on the opened page.

4.3. Operations history

This section includes the list of operations - up to 10 latest operations on all accounts for selected period (last 7 days by default). Here you can:

Operations

Display operations on selected account

All ruble accounts ▼ All Incoming Outgoing

Yesterday Today Week July **August** Q2 2019 Q3 2019 01.08.2019 - 29.08.2019 📅 Apply

Show graph

Operations processed by the bank. Documents in non-final states are located in the Payments in rubles.

Date	Account	Document	Correspondent	Amount
18.08.2019	10306 810 0 0455 0702654 АО Интернет-магазин	ПП №8 From 18.08.2019	АО Интернет-магазин	+ 500,00 P ⋮
18.08.2019	10306 810 0 0455 0702654 АО Интернет-магазин	ПП №8 From 18.08.2019	АО Интернет-магазин	+ 500,00 P ⋮

[See the full statement](#)

- Select accounts (select by currency type or single account)
- Select only incoming or outgoing payments
- Filter documents by date
- View document print version by selecting the operation or clicking the ⋮ icon
- **Create invoice**, by selecting «Issue an invoice to a contractor» in the context menu ⋮ of the incoming payment
- Repeat payment, by selecting «Repeat operation» in the context menu ⋮
- Click the «See the full statement» link to view **statement** for selected accounts.
- Click «Show graph» to view dynamics and ongoing and outgoing operations.

4.4. Accountant's calendar

Accountant's calendar allows you to view important dates so can send documents to government facilities in time.

Accountant's calendar My organization ⋮ Settings

22.03.2020 ПФП
Представление сведений о каждом работающем у страхователя застрахованном лице (включая лиц, заключивших договоры гражданско-правового характера, на вознаграждения по которым в соответствии с законодательством РФ о налогах и сборах начисляются страховые взносы) за 2019 г.

Click the ⚙️ icon to setup the calendar. If several organization are available, calendar can be set up individually for each organization.

Accountant's calendar: settings ×

To adjust the calendar please select the taxation system of your organization(s).
You can edit this parameter at any time

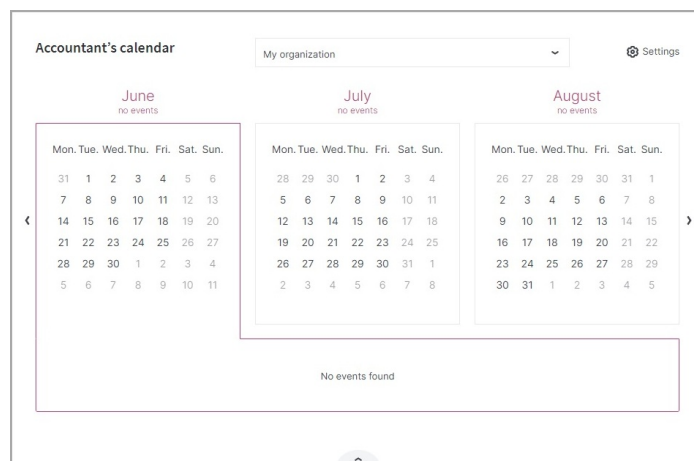
My organization 1, INN 2222331144
ЕСХН ▼

My organization 2, INN 5978124689
ОСН ▼

Show events of statistics calendar ? In addition to tax reporting, the legislative acts call for the obligation of an economic entity to submit statistics reports as well. Specific types of reports needed to be presented depending on the status of the business, its scope of activity, the size of the company, etc.

Save

By default the calendar is minimized and shows only the nearest upcoming date. Click the ▾ icon to switch to the expanded view.



The expanded view shows current and two next months with highlighted important dates. Calendar also shows deadlines for presentation of information of payments to government facilities.



Calendar is updated on the 1st of January of every year.

4.5. View statement


You can view statement for one or more accounts:

- **Statement for one account**

- Click an account from the list on the main page to open its statement.

Organization			
Type	Account	Balance	Planned balance
\$	Account 1 40105 840 5 2500 0000254	300,00 \$	-1 197 597,78 \$
P	Account 2 40205 810 5 2500 0000446	35 000,00 P	-757 527,24 P
\$	Account 3 40205 840 5 2500 0000967 Transit account	46 792,00 \$	50 037,00 \$
Total on passive accounts		35 000,00 P 47 092,00 \$	-757 527,24 P -1 147 560,78 \$

- **Statement for several accounts**

- Click «Statement»  above the list of accounts
- Select one or more accounts on the next page

Account statement for period

Accounts

All accounts

My organization, Account No.1 810 2 0000 0001236

My organization, Account No.2 810 2 0000 0006651

Period

09.06.2021 10.06.2021

Sort by

By decrease of date of transaction (with subtotals by day)

Show

correspondent details

reappraised operations

turnovers (in national curr.)

document date

purpose of payment

- You can also select order, period and additional details to be shown
- Click «Show» in the lower right corner
- The next page will display short information of incomings and outgoings of selected accounts. Select an account to view full statement.

Home page / Statements

← ↻ 🗨️ 📄 📅 📧

Yesterday Today Week May June Q1 2021 Q2 2021 09.06.2019 - 10.06.2021

40702 810 2 0000 0001236, Account No.1 (RUB)

ООО "АНУБИС", Бла-бля банк

Opening balance	Debit turnover	Credit turnover	Closing balance
5,94 RUB	- 951 613,94 RUB	+ 740 320,00 RUB	106,44 RUB

Data on 13.11.2020 08:19 (msk) The statement will be updated in a few minutes

40702 810 2 0000 0006651, Account No.2 (RUB)

ООО "АНУБИС", Бла-бля банк

Opening balance	Debit turnover	Credit turnover	Closing balance
62 935,51 RUB	- 2 654 701,70 RUB	+ 2 116 045,00 RUB	-494,50 RUB

Data on 29.07.2020 11:36 (msk) The statement will be updated in a few minutes

- The window with statement will open

Home page / Statements / Statement

List of updates Control

← ↻ 🗨️ 📄 📅 📧

Filters

Yesterday Today Week May June Q1 2021 Q2 2021 09.06.2019 - 10.06.2021

40702 810 4 0000 0099422, Расчетный счет АО Интернет-магазин (RUB)

АО Интернет-магазин, БАНК

Opening balance	Debit turnover	Credit turnover	Closing balance
0,00 p.	- 0,00 p.	+ 150 100,00 p.	150 100,00 p.

Обновление 08.05.2018 12:13

correspondent details document date reappraised operations purpose of payment

By decrease of date of transaction

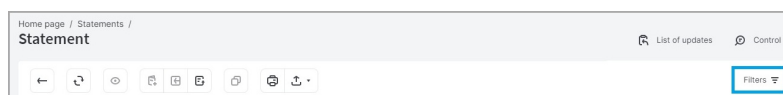
<input type="checkbox"/>	Document	Date of operation	Debit turnover	Credit turnover	Correspondent	Details of payment
<input type="checkbox"/>	Прих. орд. №41168 от 17.10.2006	17.10.2006		100,00	БАНК ИНН 7202555551 СЧ/ИР 20202810400000000009 БИК 045017666	Прочие поступления 100,00
<input type="checkbox"/>	Прих. орд. №41167 от 17.10.2006	17.10.2006		150 000,00	БАНК ИНН 7202555551 СЧ/ИР 20202810400000000012 БИК 045017666	Прочие поступления 150000,00

The following actions are available on the instrument panel:

- Refresh data
- View payment order
- Add Payer/Payee details to [contractor directory](#)
- [Create response payment](#)
- [Request statement update in bank](#)
- [Copy](#)
- [Print and export](#) statement or selected operations

You can also:

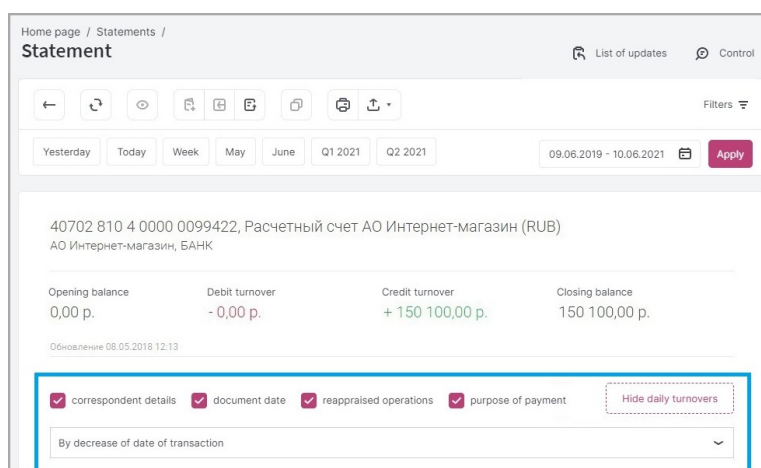
- Change the previously selected period.



- Filter data.

The display of the following information can be set up:

- contractor banking information
- document date
- valuation operations
- payment purpose
- currency cycle (for currency accounts)



4.5.1. View document in statement

To view payment order double click it or click the icon on the instrument panel. Here you can:

- Add Payer/Payee details to [contractor directory](#)
- [print or export](#) the document

Click the X icon in the upper right corner to go back.

4.5.2. Response payment

Some operations in the statement allow you to create the response payment. In this case the original contractor will be selected as a payee. Select the operation and select «Answer» on the instrument panel to create payment with pre-filled fields.



More about [creation of payment orders](#) and [currency operations](#).

4.5.3. Update statement

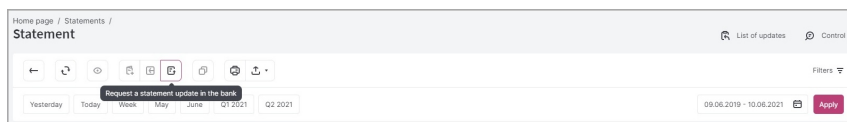
To update statement:

- Click the icon next to account on the main page and select «Request statement update».

MMO "TRUBOPROVOD"

Type	Account	Balance	Planned balance
\$	ООО "Квадрат" Доллары 40105 840 5 2500 0000254	300,00 USD	1 197 599,78 USD
₽	ООО "Квадрат" Рубли 40205 810 5 2500 0000446	35 000,00 RUB	
\$	ООО "Квадрат" Доллары 40205 840 5 2500 0000967 Transit account	46 792,00 USD	
Total on passive accounts		35 000,00 RUB 47 092,00 USD	757 527,24 RUB 1 147 562,78 USD

- Click the «Request a statement update in the bank»  button on the instrument panel when viewing a statement.



Fill in the form by specifying the period. For MT940 statement check the corresponding box.

Request of transactions information from bank

Generate and send a request for an extract. After you receive an extract, you can view it in the Extracts section

Accounts

КиноМир, Пользователя №40702 810 0 0000 0000111
РКЦ ТИКСИ

Start date
28.08.2019

End date
29.08.2019

Statement in MT940 format

Statement in MT940 format request

For the field "28C". Possible values are from 1 to 99999.

Request

Click «Request» to sent the document to the bank.

4.5.3.1. Update history

Click the «List of updates» on the statement page to view the history of requested and saved statements. Here you can also create and send statement update request.

Period of statement/query	Date of formation (MSK-3h)	Date of receipt	Opening balance	Dr turnover	Cr turnover	Closing balance
Request for statement from 10.06.2021 to 10.06.2021	10.06.2021 07:29:23	10.06.2021 07:29:23				
Request for statement from 09.06.2021 to 10.06.2021	10.06.2021 07:15:41	10.06.2021 07:15:41				

The page includes:

- Formed statements and requests for statements
- Information about statement period
- Date of creation

The following operations are available on the instrument panel:

- Page data refresh
- Statement update request
- Account activity report
- View document
- Printing and exporting

4.6. View incomings

You can view incoming for one or more accounts:

- Click the «Incomings»  button above accounts

×

Incoming payments for period

Accounts

All accounts


АО Интернет-магазин, АО Интернет-магазин No.40702 810 0 1020 4091609

АО Интернет-магазин, АО Интернет-магазин No.40702 810 2 1020 3091581

Period

- On the next page select accounts and period
- Incoming for selected accounts and period will be displayed

Home page / **Incoming payments**

Filters 

Yesterday
Today
Week
May
June
Q1 2021
Q2 2021
10.06.2018 - 11.06.2021

<input type="checkbox"/>	Docum...	Date	Payer, account in bank	Beneficiary	Amount	Payment purpose
<input type="checkbox"/>	№44620	07.09.2018	БАНК 20202810400000000012, БАНК	АО Интернет-магазин 40702810910203091580	100 500,00	Прочие поступления 100500.00
<input type="checkbox"/>	№44621	07.09.2018	БАНК 20202810400000000012, БАНК	АО Интернет-магазин 40702810210203091581	30 000,00	Прочие поступления 30000.00
<input type="checkbox"/>	№44622	07.09.2018	БАНК 20202810400000000012, БАНК	АО Интернет-магазин 40702810210200091584	666 666,00	Прочие поступления 666666.00
<input type="checkbox"/>	№41167	17.10.2006	БАНК 20202810400000000012, БАНК	АО Интернет-магазин 40702810400000099422	150 000,00	Прочие поступления 150000.00
<input type="checkbox"/>	№41168	17.10.2006	БАНК 20202810400000000012, БАНК	АО Интернет-магазин 40702810400000099422	100,00	Прочие поступления 100.00
<input type="checkbox"/>	№41170	17.10.2006	БАНК 20202810400000000012, БАНК	АО Интернет-магазин 40702978600000089093	1 000,00	Прочие поступления 1000.00

Записей на странице 25


Here instrument panel includes following operations:

- Update data
- View document
- **Print and export**

You can also:

- Change previously selected period.
- Filter data.

4.7. Balance control

To view planned balance of all prepared, sent and received by the bank payment orders, click the «Control»  button above the accounts.

Page example:

Home page / **Planned balance control**


Account	Current balance	Prepared documents	Sent to the bank	Received by the bank	In registry	Planned balance
Organization , TIN(INNI) 9634833961						
40702 810 0 3805 0013100 Account 1 Limited Liability Company TMRBANK g.Moskva	—	-12,00 P	-56,00 P	0,00 P	0,00 P	—
40702 810 0 3805 0013111 Account 2 EKSI-BANK g.Sankt-Peterburg	100 000,00 P	-443 088,74 P	-4 301 720,04 P	0,00 P	0,00 P	-4 644 808,78 P

The page displayed the list of accounts with the following information: account name and number, planned and current balances, amount of prepared, sent and received documents as well as amount of documents in the registry.



Planned balance includes only documents created in the Internet banking service and does not include documents from other sources.

4.8. Rate plans

By clicking the «Rate plans»  button above accounts you select rate plans for your accounts and send applications to change rate plans.

To send an application:

1. In the «Rate plans» section select an account. You cannot select an account which has an application being processed.
2. Select rate plan and click «Activate».


Rate plans Applications

Select an account

40702840000000000000 Рабочий счет в ЗАО КБ "БАНК" ▼

Базовый


- Внутрибанковские переводы - бесплатно
- Внешние переводы - бесплатно 5 переводов в месяц, далее 50 руб за перевод
- Лимит на снятие наличных в месяц - 500 тыс. руб
- Снятие наличных (лимит в сутки 100 тыс. руб) - 2,5% от суммы снятия
- Льготный период - Первые 2 месяца бесплатно, включая месяц открытия счета



Activate rate plan 500 руб/мес

Продвинутый

- Внутрибанковские переводы - бесплатно
- Внешние переводы - бесплатно 15 переводов в месяц, далее 40 руб за перевод
- Лимит на снятие наличных в месяц - 1 млн. руб
- Снятие наличных (лимит в сутки 100 тыс. руб)
- Льготный период - Первые 2 месяца бесплатно, включая месяц открытия счета




Activate rate plan 1500 руб/мес

3. Sign and send an application.

Rate plan will be changed only after the application is approved by the bank. New rate plan becomes active on the first day of next calendar month. Click the «Applications» button in the upper right corner to view sent applications.

Home page / Rate plans / **Applications**



← ↻ 🔍 🖨️ ⬇️

Date time	Account	State	Rate plan	Note
<input type="checkbox"/> 30.08.2018 04:32:28	40803810200000000012	✔ Исполнен 05.09.2018	Стартап	Оплата за использование счета списывается в последний рабочий день месяца

Записей на странице 100

4.9. Export information

Account information can be exported as HTML by clicking the «Export»  button above accounts.

Export ✕

Organization

All organizations ▼

Bank

All banks ▼

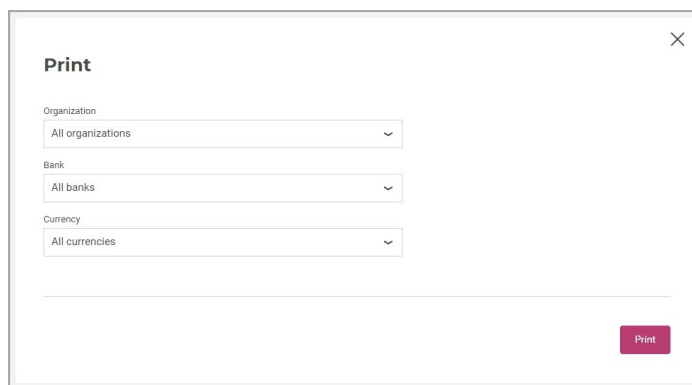
Currency

All currencies ▼

Export

4.10. Print information

Account information can be printed by clicking the «Print»  button above accounts.

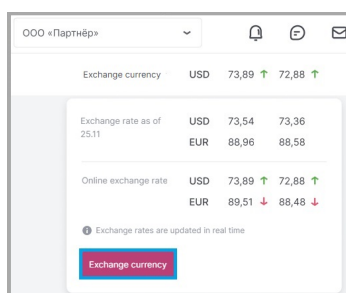


4.11. Online currency rates and exchange



Please note, that this feature may not be available by default for all banks and/or activated for clients. Please contact your bank to check the availability of this feature.

This feature allows to track the changes in currency rates in real time and to exchange currency using these rates. These currency rates can be viewed on the [top panel](#) on all pages of the Internet banking service.



Exchange currency	USD	73,89 ↑	72,88 ↑
Exchange rate as of 25.11	USD	73,54	73,36
	EUR	88,96	88,58
Online exchange rate	USD	73,89 ↑	72,88 ↑
	EUR	89,51 ↓	88,48 ↓

Exchange rates are updated in real time

[Exchange currency](#)

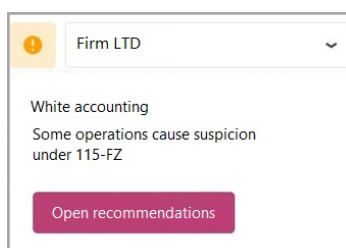
Point the mouse cursor on the corresponding block on the top panel to view detailed information. Click the «Exchange currency button» in the opened window to [exchange currency online](#) using current online rate.

4.12. «White accounting» service



Please note, that this feature may not be available by default for all banks and/or activated for clients. Please contact your bank to check the availability of this feature.

The «White accounting» service monitors the financial activity of your organization in accordance with N 115-FZ federal law. As a result the service displays the risk of blocking of organization's accounts in form of indicators and provides recommendations on how to improve them. Please note that the service analyzes operations made during last 90 days.



Firm LTD

White accounting
Some operations cause suspicion under 115-FZ

[Open recommendations](#)

Click «Open recommendations» to view them. If the service is not activated, here you can also send an application for activation.

5. Working with documents

Main section of the banking service allow to perform operations with documents using the **instrument panel**. Depending on the operations, documents assume the corresponding **statuses**.

5.1. Document statuses

Documents can assume one of the following statuses.



Depending on the you bank, some statuses may not be available or be displayed in the Internet banking service.

Prepared document

- **Prepared** — created but not yet signed document.
- **Signed** — document is signed and can be sent to the bank or awaits more signatures.
- **Under confirmation** — document can be sent to the bank after additional approval.

Sent document

- **Sent to the bank** — document is sent but not yet received by the bank.
- **Delivered to the bank** — document is delivered to the bank.
- **Accepted by the bank** — document is accepted by the bank.

Delivered document

- **Being verified** — document is being processed.
- **On control** — document requires additional approval.
- **In the registry** — not enough funds.
- **Partial paid** — partially paid document placed in registry.
- **Processed** — document is processed by the bank.

Returned document

- **Denied** — document is denied by the bank.
- **Returned** — document was returned by the bank or upon user request.
- **Deleted** — document was deleted by the bank.

Document from the bank

- **New** — not yet viewed new document from the bank.
- **Viewed** — viewed document from the bank.

Click the document status to view status history.

Document	State	Amount	Payer	Payee	Purpose	...
№ 1 26.09.2018	Возвращен 26.09.2018 Медведко	100,00	АО Интернет-магазин 40702 810 4 0000 0099422 БАНК	ООО 40702 810 4 0000 0000000 "БАНК" ООО	Перевод Без налога (НДС) Эл.платеж ФАКТУРА.RU	

5.2. Operations with documents

The following operations can be applied to documents based on the section of the banking service:

- **Update the list of documents**
Allows to update page date without refreshing the whole page.
- **Create new document**
Document or list of documents available for creation depend on the section of the Internet banking service.

- ☆ Create new document based on template
Some sections of the Internet banking service allow creation of documents based on previously saved templates.
- ↙ Sign and send document
As well as **batch document signing**.
- ↶ Revoke document
- 📧 Create response document
- 👁 View document
- 📄 Copy document
- ✎ Edit document
- 🗑 Delete document
- 🖨 Print
- 📤 Export
- 🗳 Archive
- Filtering

To apply an operation select the document from the list by checking the corresponding box.

5.2.1. View document

To view a document in most sections of the banking service:

- Double click it
- Check the box and click the 👁 icon on the instrument panel

Document printing form may include certain operations depending on the section and document type.

5.2.2. Document creation recommendations

If you have accounts in several banks you may be required to select the bank before creating the document.

Depending on your bank some fields can be missing, be automatically filled in or be unavailable for editing. Some fields allow you to select values from corresponding directories 📁.

Click «Save» to save the document for further editing, or «Send» to sign/send the document. It will be check for correctness of entered data:

- Mandatory fields that are not filled in or fields containing error are colored in **red**. Documents with such fields cannot be sent to the bank.
- **Orange** fields indicate possible mistake. Documents with such fields can be sent to the bank.

Some documents allow files to be attached to them. To do so click the corresponding area to select files or simply drag them onto it.

- Most documents allow attaching one file with maximum size of 50 MB. To attach multiple files, place them in archive and attach it to the document.
- **Information of the foreign currency operations, Supporting documents certificate, Payments in foreign currency** and some **applications** allow attachment of up to 10 files with total maximum size of 200 MB.

Please note that some types of files cannot be attached, i.e. *.exe, *.docm, *.xlsm, *.pptm. You can request the full list of prohibited file types in your bank.

5.3. Create documents using templates

Some sections of the banking service allow to save documents as templates.

To create document based on template:

- Click «From template» ☆ button on instrument panel. A window with available templates and search option will appear. Click the template to use it.
- Click «Templates» ☆ on the top panel on any page of the banking service to create **payment in rubles** based on template.

Payments in rubles

1C integration Control Import Archive

Filters

December Q3 2020 **Q4 2020** 10.12.2020 - 17.12.2020 Apply

	Сумма	Плательщик	Получатель	Назначение
<input type="checkbox"/> Template 1 Template 2 Template 3	1 000-00	ММО 40702810100000014009 КБ "БАНК"	"Трубопровод" 407028100000000000030 БАНК	Без налога (НДС)
<input type="checkbox"/> № 514 30.07.2018 Чешуужкина	1 000-00	ММО 40702810100000014009 КБ "БАНК"	"Трубопровод" 407028100000000000030 БАНК	Перевод Без налога (НДС)



You can also click «Edit», to view the list of templates where you can change their names or delete them.

Payments in rubles. Templates

Search

<input type="checkbox"/> Template name	
<input type="checkbox"/> Template 1	
<input type="checkbox"/> Template 2	
<input type="checkbox"/> Template 3	
<input type="checkbox"/> Template 4	

Records on page 100

- Select template from the list on the document creation form.

Create payment

To legal entity or sole prop.-ship Between accounts To budget Tax For utilities To natural pers. Customs

Whom

Payee

Payee TIN(INN)/Foreign Entity Code

Payee KPP

Account number

Bank

Enter the name or BIC of the bank

UIP

How much

Amount

From organization account

ООО "АНУБИС", TIN(INN) 5401963583

KPP

554233354

Document number

18

Document date

17.12.2020

Document priority

5

Payout's code

Document type

Income type code

Create from a template

No template

No template

Template 1

Template 2

Template 3


Template 4

5.3.1. Saving, signing and sending document

In most sections of the Internet banking service you can:

- Save and sign/send document.
- Sign/send previously saved document.

The option to send the document depends on the amount of required signatures:

- If only one signature is required, the document will be sent to the bank directly after signing it. It can be found in the list of documents in status  **«Sent to the bank»**.



If the document allows to set future date of sending, it will be available in the list in status «Awaiting» until specified date.

- If the document requires several signatures, it will be available in the list in status  **«Signed»** awaiting other signatures.

To sign a document:

- Click «Sign» in the opened window if you logged in using certificate.

Подписать документ? Закрыть

Платит: в Банк плат: Оплож. срота анцета Списано со сч. плат: 0401061

ПРАТЕЖНОЕ ТРЕБОВАНИЕ № 53 08.10.2018 Дата Вид платежа

Условие оплаты	2	Срок для расчета	3
Сумма платежа	Девятюсто восемь рублей 00 копеек		
ИИН 225000000128 ЗАО КиноФар	Сумма	98-00	
Платежцы:	Сч. N	80101810000000000000	
АДВ "БАНК" (АО) Г.МОСКВА	ИН	044325348	
Банк-плательщика	Сч. N	301018104000000000348	
РКЦ	ИН	049829000	
Банк-получателя	Сч. N	30233810204000100000	
ИИН 4178398255 ЗАО Мир	Сч. N	40702810010101000001	
Получатель	Вид оп.	Счр. плат:	3
Назначение платежа	Раз. пл:	Рез. плате	
84	Код	Рез. плате	
Дата отсылки (присылки) платежному предписанию документов			
Подписи		Отметки банка	

- Click the button on the SafeTouch if its being used. [See more](#).
- Enter one-time password if you logged in using login and password. [See more](#).

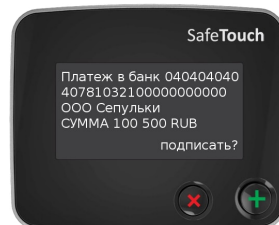


You can also sign multiple documents at once. [See more about batch document signing.](#)

5.3.2. Signing via SafeTouch

When signing document via SafeTouch, the key details of document are displayed on the device, not computer.

To sign the document press the  button on the device, to decline signing press the  button.



5.3.3. Signing documents with one-time password

You require one-time password to sign documents when you log in using login and password.

One-time password are sent to the phone number indicated in the bank agreement. Validity period of one-time password is 10 minutes.

Ответ: Тест ответа Юр №31 from 30.12.2013

Ответ: Тест ответа Юр
№ 31 от 30.12.2013

Sender:	ЗАО Предприятие "Саян", TIN(INN) 5445113336
Addressee:	ИД КС "АЛМАЗЭРГИЗБАНК" ВЕРСИЯ 4.8, ВИС 045025728
Subject:	Получилось

Получилось адресату

SMS with password is sent
Enter it to confirm the operation.

You can request a new password in 04:14

123456

Continue



Do not disclose one-time passwords to anyone, even bank employees!

5.4. Batch document signing

Batch signing allows you sign and send multiple documents at once. It is available for documents in rubles and other currencies, regardless of used login method.

To start batch signing select several documents in statuses «Prepared» and/or «Signed», then click the «Send» / «Sign» button on the instrument panel.

Sign/send a bundle of documents

НАРОДНЫЙ РЕГИОНАЛЬНЫЙ БАНК, г. Новосибирск

Document	Payee	Amount	State	Message
Payment order №1019 from 30.07.2019	BANK	111-00	To be sent	
Payment order №841 from 29.07.2019	BANK	11-99	To be sent	
Payment order №189 from 29.07.2019	BANK	258-77	To be sent	

3 documents in amount of 381-76.

Sign

The batch signing window will open:

- If you logged in with certificate press the sign button to send all the documents to the bank.

Подписать документ?

Поступл. в банк плат. Списано со сч. плат. 0401080

ПЛАТЕЖНОЕ ПОРУЧЕНИЕ N 2305 02.10.2018 Вид платежа

Сумма прописью Сто рублей 00 копеек 1

ИИН 4217563256 ЗАО "Ромашка"	КПП 421701001	Сумма 100-00	Сч. N 4070281080000002563
Платательщик BANK Г. АЛЕЙСК Банк платателя	БИК 040813826 Сч. N 3010181020000000869		
Получатель ИИН 4217563256 ООО "ОБЪЕДИНЕННАЯ СЕТЬ"	КПП 421701001	Сч. N 40702810323000000789	
	Вид оп. 01	Срок плат. 5	Очер. плат. Рез. поле

Перевод между своими счетами
Без налога (НДС)

Назначение платежа

Перед подписанием проверьте данные документа и содержимое прикрепленных файлов.

Отмена Подписать

- If you logged in using login and password, you will receive message with one-time password and package ID. Compare the ID with the one displayed on the computer. To send documents to the bank enter the one-time password.







If the selected documents belong to different organizations/banks, they will be divided into corresponding groups, each requiring separate signing.

5.5. Revoking documents

Some documents can be revoked by clicking the «Revoke»  button on the instrument panel.

Only documents in following statuses can be revoked:


-  **Accepted by the bank**
-  **Delivered to the bank**
-  **In the registry**
-  **Processed**

To revoke a document click the  «Revoke» button on the instrument panel. You may be required to specify the revoke reason.


5.6. Creating response document





You can create answers to some documents by clicking the  «Answer» button on the instrument panel.

5.7. Copying, editing and deleting documents

You can copy any document by clicking the  «Copy» button on the instrument panel. New document will have its fields filled in based on the original document.

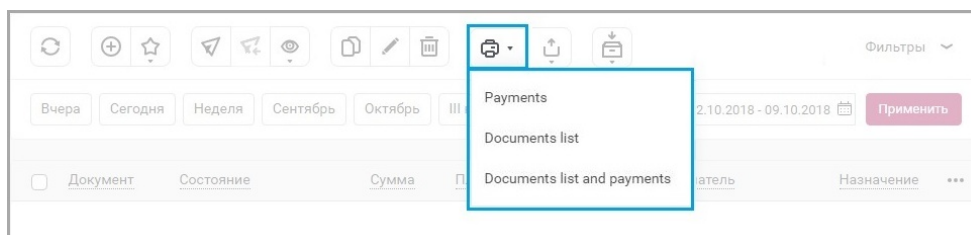
You can edit  «Prepared» document by selecting it and clicking the  «Edit» button on the instrument panel.

You can delete one or more documents by selecting them and clicking the  «Delete» button on the instrument panel. Deletion is available for documents in statuses:

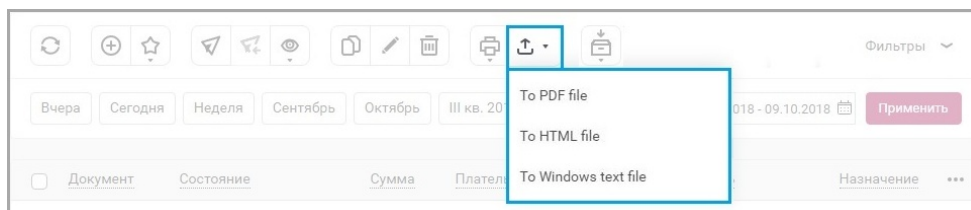
-  **Prepared**
-  **Signed**
-  **Under confirmation**
-  **Awaiting**

5.8. Printing and exporting documents

To print one or more documents select them and press the  «Print» button on the instrument panel.



Click the  «Export» button to export document. Some documents allow you to select the export file format.



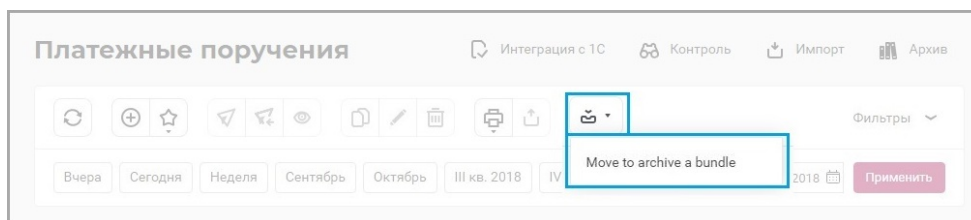
Printing and exporting is also always available on the printing form of a document.

5.9. Archiving documents

You can archive documents in statuses  «Processed»,  «Returned» и  «Deleted» to remove them from the main list of documents.

To archive select one or more documents and click the  «Archive» button on the instrument panel.

You can also archive all documents in selected at once by clicking the  «Archive» button and selecting «Batch archive».







To view and unarchive documents visit the archive by clicking the «Archive» button above the instrument panel and follow the same steps on the instrument panel.


5.10. Document filtering

Most sections of the Internet banking service allow to filter documents by a set of parameters. Click a column to quickly reorder documents or click the «Filter» above the instrument panel to access advanced filtering settings.

5.11. Importing documents and registries

You can import the following types of registries:

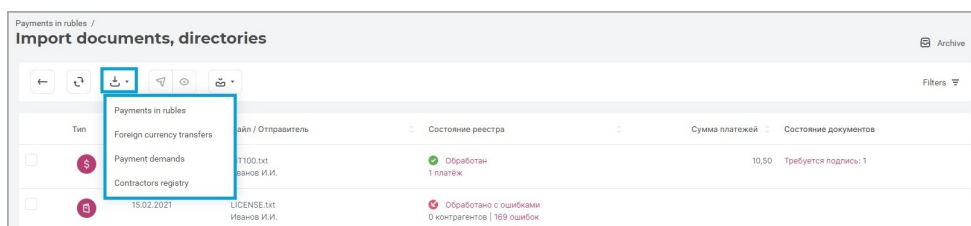
-  Payment orders
-  Currency transactions
-  Payment demands
-  Contractor registries

To start importing click the «Import»  button above the instrument panel in one of the following sections:

- «Payments in rubles»
- «Currency operations» → «Payments in foreign currency»
- «Payment demands»

- «Directories» → «Contractors for payments in rubles»
- «Directories» → «Contractors for payments in foreign currency»

Click «Import»  on the instrument panel and select the type of imported documents.








1. On the import page select file to imported from your computer by clicking  «Attach».



Maximum size of file is 50 MB. To attach multiple files, archive them.



Imported registries can have the following statuses displayed in the list of registries:

-  **Sent** – registry uploaded and ready to be processed
-  **Being processed** - await registry to be processed
-  **Processed** – registry was processed without errors
-  **Processed with errors** – registry was processed with errors
-  **Failed** – failed to process registry

6. Contractor Check-up



Please note that depending on the partner bank contractor check-up feature may not be free. Please contact the Customer service center of your bank for further information.

The Faktura.ru Service in cooperation with «Контур.Фокус» system provide the Service for automated contractor check-up directly from the interface of the Internet banking service.

The check-up is performed by filling in the contractor's TIN(INN). The check-up is available from:

- A payment order form (except payments between own accounts to individuals)

- A form for adding contractor to directory

- By clicking the «Contractor check-up»  button on the top panel.

The analysis results are formed in express-report and can be used to make decision on further interactions with the organization. Facts regarding the reliability level of the checked-up contractor are indicated with the use of categories marked with corresponding colors (learn more in the «[Categories of checked-up contractors](#)»). The detailed information on contractor is available in the detailed report (learn more in the «[Detailed report](#)» chapter).

6.1. Categories of checked-up facts

Facts and information about contractor's reliability are indicated by categories marked with corresponding colors. Any checked-up organization may have one or more of the following assigned categories:

Red category. This category contains information indicating that the organization is already terminated or might be terminated soon.

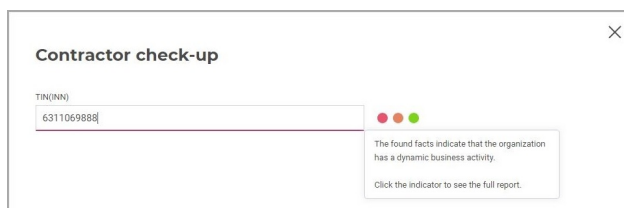
Yellow category. This category provides information on organizations, which require close attention. For example, the CEO of the

organization has recently changed, there are enforcement proceedings on overdue salary in process.

Green category. This category contains facts which indicate a positive trend in organization's growth or a number of other positive signs. For example, in the last 12 months the organization has won government contracts, obtained licenses, etc.

Gray category. This category is reserved for those organizations that either have no substantial information in the database, or cannot be found, or the search resulted in an error. The detail report on this category is unavailable.

Description of the assigned category can also be viewed by hovering the category sign over with a pointer.



6.2. Detailed report

The detailed check-up report allows you to review more information about the checked-up contractor, as well as the sources of information, and make the final decision on the partnership. Please note it is available only in Russian.

The report page with detailed report contains the information about the checked-up organization: full legal name of the organization, its current status (operating enterprise, in process of termination, terminated, etc.), business segment of the enterprise, TIN(INN), KPP and OGRN numbers, date and address of organization's registration, senior management data, as well as other relevant factors from other categories.

контур.фокус
Быстрая проверка контрагентов
Faktura.ru
Информация (RU)

"УслугаСервис" ЗАО [Выгрузить PDF](#)

Полное наименование:
Закрытое акционерное общество "УслугаСервис"

Дата образования:
9 января 2003 (более 15 лет назад)

Статус:
По данным ЕГРЮЛ является действующей организацией

Филиалы:
Компания имеет 9 филиалов

Основные реквизиты компании:
ИНН 7715364168
КПП 771501001
ОГРН 1037715000135

Основной вид деятельности:
Услуги и сервисы

Юридический адрес:
127018, г Москва, ул Прямая, 1, этаж 1 Ком 1



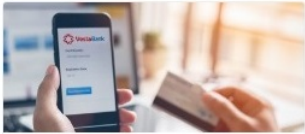



Уставный капитал: 100,0 тыс. руб.
Выручка: 800,0 тыс. руб.
Баланс: 600,0 тыс. руб.

Генеральный Директор:
Добролюбов Есей Святополкович
Впервые упоминается в сведениях о компании 8 августа 2007

7. Marketplace

The «**Marketplace**» section contains bank's products and services that are available for activating from the Internet banking service. You can also send applications for activation of some of these products from this section.

Products and services

 <p style="text-align: center;">Расчетный счет для бизнеса</p> <p style="text-align: center;">Выгодное расчетно-кассовое обслуживание и удобный сервис.</p>	 <p style="text-align: center;">Торговый эквайринг</p> <p style="text-align: center;">Помогаем зарабатывать больше. Начните принимать VISA и MasterCard.</p>	 <p style="text-align: center;">Мобильный эквайринг</p> <p style="text-align: center;">Принимайте оплату картами с помощью смартфона. Идеально подходит компаниям и ИП с небольшим оборотом.</p>
 <p style="text-align: center;">Зарплатный проект</p> <p style="text-align: center;">Переводите зарплату сотрудникам на карты.</p>	 <p style="text-align: center;">Интеграция с 1С</p> <p style="text-align: center;">Работайте в Интернет банке из 1С: Предприятие 8 по технологии DirectBank.</p>	 <p style="text-align: center;">Факторинг</p> <p style="text-align: center;">Факторинг. Финансирования под уступленные Банку требования.</p>

Each of the cards represents a category of products/services or the product/service itself. Click on the card to learn more. The window with detailed information on product or service will open.

7.1. Open API

The banking service is integrated with ERP system using API, allowing following actions outside of the web interface:

1. Authentication using login and password
2. Operations with payment orders:
 - Status update
 - Saving payment order to legal entity
 - Saving tax payment order
3. Operations with accounts:
 - List of available accounts
 - Account information
 - Account operations

You can learn more about API using the [link](#).

7.2. 1C integration

By clicking the «1C integration» card you can view details about Service's integration with 1C:Enterprise 8 with Directbank and 1C Faktura.ru module.



Работайте в Интернет банке из 1С:Предприятие 8 по технологии DirectBank

Приложение позволяет совершать операции непосредственно из интерфейса «1С:Предприятие 8» без использования функций экспорта или импорта документов:

- Получать и загружать выписки с автоматической аналитикой в разрезе счетов и контрагентов
- Создавать, подписывать и отправлять платежные поручения
- Автоматически отслеживать входящие платежи

Поддерживаемые конфигурации DirectBank

- Бухгалтерия предприятия 3
- Управление торговлей 11
- Управление небольшой фирмой 1.6
- ERP Управление предприятием 2
- Комплексная автоматизация 2
- а также облачные решения, предоставляемые в сервисе 1cfresh.com

 Внешняя обработка DirectBank
 Инструкция



Помощь специалиста по настройке DirectBank

Модуль 1C Faktura.ru




Дополнительная возможность формировать и подтверждать зарплатные реестры. Поддержка типовых конфигураций «1С:Предприятие 8»:

- Бухгалтерия предприятия 1.5, 1.6, 2.0
- Управление торговлей 10.3
- Зарплата и управление персоналом 2.5
- Управление производственным предприятием 1.2, 1.3
- Комплексная автоматизация 1.0
- Платежные документы 1.0

Попробуйте импорт и экспорт документов в форматах 1С:Предприятие, Моё дело, Контур Эльба, Контур Бухгалтерия

контур.эльба **контур.бухгалтерия**

 Скачать внешнюю обработку «Модуль 1C Faktura.ru»
 Скачать полный список поддерживаемых конфигураций
 Инструкция

Помощь специалиста по настройке модуля 1C Faktura.ru







Here you can learn more about this feature, supported 1C configuration, you can also download the corresponding software and manuals here, as well as ask for help with setting everything up.

If you need help with setting up, click the «Need help?» button. The «Get help» window will open. Please specify the 1C Product name and version, your E-mail and cell phone number and the convenient time when the support should contact you. Click the «Send». Our support team will contact you at the specified time.

7.3. Certificate order

Certificate order is functioning similarly to other cards in this section. Select one of the certificate on the page.

Продукты и услуги / **Заказ справок**

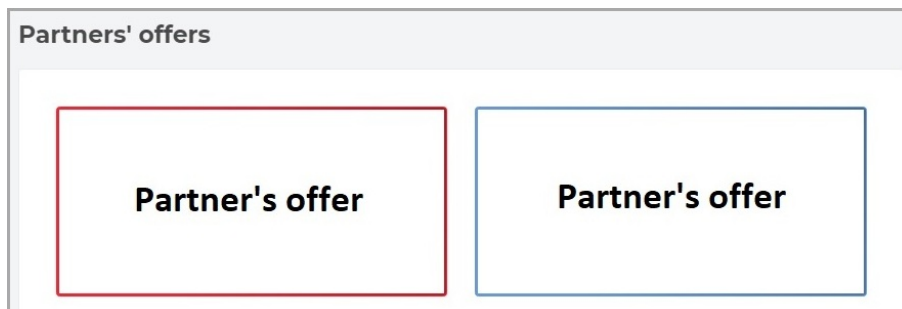
 Выписка по счету	 Платежное поручение с отметкой банка	 Справка о вносе в уставной капитал
 Справка о деловой репутации	 Справка о закрытии счета	 Справка о наличии ограничений по счету



Please note that depending on partner bank this feature may be charged with a fee. Learn more about the availability of the feature and its options by contacting the Customer service center in your bank.

8. Partners' offers

In the «**Partners' offers**» section you can view special offers of partners of the Service and send applications for activation for some of these products.



Each of the cards represents a category of products/services or the product/service itself. Click on the card to learn more. The window with detailed information on product or service will open.

9. Payments in rubles

The «**Payments in rubles**» section contains a list of all the payments in rubles, created in the Internet banking service.

Following actions are available in the «**Payments in rubles**» section:

- Viewing payment statuses ([see more](#))
- [Creating payments «from scratch](#)
- Creating payments from a template ([see more](#))
- Performing standard operations ([see more](#))
- Viewing archive of payment orders ([see more](#))
- Importing payment orders ([see more](#))
- [Viewing planned balance](#)
- [Viewing information about IC integration](#)

This section also allows you to use the bottom instrument panel, containing number of selected documents, their amount and applicable actions ([see more](#)).

Document	State	Amount	Payer	Payee	Purpose
NR 202152 16.12.2020	Sent to the bank 16.12.2020	90,00	My Organization 40702 810 0 0010 0001324 My Bank LTD	Another Bank LTD 03100 810 0 0321 0065400	VAT excluded
NR 202149 15.12.2020	Prepared 15.12.2020	202,00	My Organization 40702 810 0 0010 0001324 My Bank LTD	Another Bank LTD 03100 810 0 0321 0065400	VAT excluded
NR 202148 15.12.2020	Prepared 15.12.2020	200,00	My Organization 40702 810 0 0010 0001324 My Bank LTD	Another Bank LTD 03100 810 0 0321 0065400	VAT excluded
NR 202147 15.12.2020	Sent to the bank 15.12.2020 John Doe	200,00	My Organization 40702 810 0 0010 0001324 My Bank LTD	Another Bank LTD 03100 810 0 0321 0065400	VAT excluded
NR 202146 15.12.2020	Prepared 15.12.2020	200,00	My Organization 40702 810 0 0010 0001324 My Bank LTD	Another Bank LTD 03100 810 0 0321 0065400	VAT excluded
NR 202074 12.12.2020	Sent to the bank 12.12.2020 Betrop	300,00	My Organization 40702 810 0 0010 0001324 My Bank LTD	Another Bank LTD 03100 810 0 0321 0065400	VAT excluded

You can sort the payments in rubles by date, documents status, amount, payer, payee and purpose. You can also switch between two interface modes: «More details» and «Short form» by clicking one or another:

Document	State	Amount	Payer	Payee	Purpose
NR 202152 16.12.2020	Sent to the bank 16.12.2020	90,00	My Organization 40702 810 0 0010 0001324 My Bank LTD	Another Bank LTD 03100 810 0 0321 0065400	VAT excluded
NR 202149 15.12.2020	Prepared 15.12.2020	202,00	My Organization 40702 810 0 0010 0001324 My Bank LTD	Another Bank LTD 03100 810 0 0321 0065400	VAT excluded
NR 202148 15.12.2020	Prepared 15.12.2020	200,00	My Organization 40702 810 0 0010 0001324 My Bank LTD	Another Bank LTD 03100 810 0 0321 0065400	VAT excluded
NR 202147 15.12.2020	Sent to the bank 15.12.2020 John Doe	200,00	My Organization 40702 810 0 0010 0001324 My Bank LTD	Another Bank LTD 03100 810 0 0321 0065400	VAT excluded
NR 202146 15.12.2020	Prepared 15.12.2020	200,00	My Organization 40702 810 0 0010 0001324 My Bank LTD	Another Bank LTD 03100 810 0 0321 0065400	VAT excluded
NR 202074 12.12.2020	Sent to the bank 12.12.2020 Betrop	300,00	My Organization 40702 810 0 0010 0001324 My Bank LTD	Another Bank LTD 03100 810 0 0321 0065400	VAT excluded

- If the «More details» mode (set by default) is selected, account number, organization and bank names are always visible in the «Payer» column; account number, organization and bank of the payee are visible in the «Payee» column.
- If the «Short form» mode is selected, the abovementioned details are not displayed and the text in the «Purpose» column is shown in short form. To show the whole text in the «Purpose» column, click the text to expand it.

9.1. Create payment in rubles

To create a new payment without using a template click the «Create» button on the instruments panel.



You can also click the «From template» button to **create payment from template**.

The «Create payment» form will open. You can select one of the payment type:

- [To legal entity or sole prop.-ship](#)

- Between accounts
- To budget
- Tax
- For utilities
- To natural pers.
- Customs



See more about creating documents.

9.1.1. General fields of payment order



Field	Field description
Document number	Filled in automatically. Manual editing allowed.
Document date	Filled in automatically with current date (the DD.MM.YYYY format). Future date can be set.
Document priority	Choose a priority value (from 1 to 5) for the payment from the drop down menu. The default value is «5». Learn more about priority. ! Not present on «Between accounts» tab.
Payout's code	If you transfer funds to a natural person as a payment from budgetary system of the Russian federation, please type in «1». ! Present only on «To legal entity or sole prop.-ship» and «To natural pers.» tabs.
Document type	Choose from the drop down menu: urgently, by mail, electronic, etc.
Income type code	Specify when transferring salaries or other payments in favor of other persons.
Sum of recovery	The field is available when you choose 1 or 3 in the «Income type code» field.
Create from a template	Choose a saved template from the drop down menu to use it as a prefilled form.
Payment on behalf of a client	Check the checkbox if payment is being made on behalf of the client. ! Not present on «Between accounts» tab.
The «Whom» segment	
! Not present on «Between accounts» tab.	
Payee	Mandatory to fill in. Choose a payee name from the list or type it in manually.
Payee TIN(INN)/Foreign Entity Code	Optional to fill in. Type in a payee TIN(INN) or Foreign Entity Code.
Payee KPP	Optional to fill in. Type in a payee KPP.
Account number	Mandatory to fill in. Indicate an account number.
Bank	Mandatory to fill in. Contains RCBIC (Russian Central bank Identification Code or simply BIC)/Treasury code/SWIFT and payee's bank name. Choose from the list or type it in manually.
UIP	Indicate UIP (if known).
The «How much» segment	
Amount	Mandatory to fill in. Indicate amount of payment.

Field	Field description						
From organization account	<p>Indicate organization from whose account you want to transfer funds. Depending on banking details of your organization, you may be required to fill the following:</p> <table border="1"> <tr> <td>Division</td> <td>Available for editing if the «Insert division into the field "Payer"» checkbox is checked.</td> </tr> <tr> <td>TIN(INN)</td> <td>Available for editing if the «Insert division into the field "Payer"» checkbox is checked.</td> </tr> <tr> <td>KPP</td> <td>Mandatory to fill in. Indicate payer's KPP.</td> </tr> </table>	Division	Available for editing if the «Insert division into the field "Payer"» checkbox is checked.	TIN(INN)	Available for editing if the «Insert division into the field "Payer"» checkbox is checked.	KPP	Mandatory to fill in. Indicate payer's KPP.
Division	Available for editing if the «Insert division into the field "Payer"» checkbox is checked.						
TIN(INN)	Available for editing if the «Insert division into the field "Payer"» checkbox is checked.						
KPP	Mandatory to fill in. Indicate payer's KPP.						
Account number	Set an account from to withdraw funds from.						
To account	<p>Set an account to transfer funds to.</p> <p>! Present only on «Between accounts» tab.</p>						
Loan agreement for the operation	Available if the «Use loan funds for the operation» checkbox is checked.						
The «For what» segment							
Code of currency transaction type	<p>Indicate the code of currency transaction type. Choose from the list <input type="text"/> or type it in manually.</p> <p>! Not present on «Between accounts» tab.</p>						
VAT value	<p>Choose a VAT value:</p> <ul style="list-style-type: none"> · 20% · 18% · 10% · No VAT (default) · VAT is specified in the purpose <p>i As of 01.01.2019 the 20% VAT is applied instead of 18%.</p> <p>! Present only on «To legal entity or sole prop.-ship» and «To budget.» tabs.</p>						
Payment purpose	<p>Indicate payment purpose. The maximum amount of characters is 210. Choose from the list <input type="text"/> or type it in manually. Please note that selected VAT value will be added to the fields automatically. You can also add the payment purpose to the reference book by clicking the «Add the payment purpose to the reference book» button.</p>						
The «Notify when processed» segment							
E-mail	<p>Indicate e-mail. corresponding notification will be sent to the indicated e-mail.</p> <p>! Not present on «Between accounts» tab.</p>						
Phone number	<p>Indicate phone number (Russian cellular operators only). Corresponding text message (SMS) will be sent to the indicated number.</p> <p>! Not present on «Between accounts» tab.</p>						
«Add as template» segment. To save a payment as template indicate the template name and click the «Add» button.							


9.1.2. Guarantor payment

The «Guarantor» segment becomes available when you check the «Payment on behalf of a client» box.

Guarantor	Indicate the Guarantor. Choose from the list <input type="text"/> or type it in manually.
Guarantor TIN (INN)/Foreign Entity Code	Optional to fill in. Type in a guarantor's TIN(INN) or Foreign Entity Code.

Guarantor	Indicate the Guarantor. Choose from the list  or type it in manually.
Guarantor KPP	Optional to fill in. Indicate guarantor's KPP.
Account number	Mandatory to fill in. Indicate guarantor's account number.
Bank	Mandatory to fill in. Contains RCBIC (Russian Central bank Identification Code or simply BIC)/SWIFT and payee's bank name. Choose from the list  or type it in manually.


9.1.3. Create payment to legal entity or sole prop.-ship

The tab is selected by default when creating new payment order. Depending on your bank some fields can be missing, be automatically filled in or be unavailable for editing. Some fields allow you to select values from corresponding directories . All fields on this tab are described at «[General fields of payment order](#)».

The screenshot shows the 'Create payment' dialog with the 'To legal entity or sole prop.-ship' tab selected. The 'Whom' section includes fields for Payee, TIN/INN/IFCC, Payee KPP, Bank, Account number, and UIP. The 'How much' section includes Amount, From organization account (with a dropdown), and KPP. The right sidebar contains fields for 'Create from a template', Document number, Document date, Document priority, Payout's code, and Document type. There are also checkboxes for 'Add as template' and 'Notify when processed'.

The screenshot shows the 'For what' section of the form. It includes a dropdown for 'Account number', a 'Use loan funds for the operation' checkbox, a 'VO code' field, and a 'Payment purpose' dropdown. Below these are radio buttons for '20%', '18%', '10%', 'No VAT', and 'VAT is specified in the purpose'. There are 'Save' and 'Send' buttons at the bottom right.


9.1.4. Create payment between accounts

Select the «Between accounts» tab. Depending on your bank some fields can be missing, be automatically filled in or be unavailable for editing. Some fields allow you to select values from corresponding directories . All fields on this tab are described at «[General fields of payment order](#)».

The screenshot shows the 'Create payment' dialog with the 'Between accounts' tab selected. The 'How much' section includes Amount, From organization account, and KPP. The right sidebar contains fields for 'Create from a template', Document number, Document date, Document priority, and Document type. There are also checkboxes for 'Add as template' and 'Notify when processed'.

The screenshot shows the 'For what' section of the form. It includes a 'Where to' dropdown set to 'To account', a 'Payment purpose' dropdown, and radio buttons for '20%', '18%', '10%', 'No VAT', and 'VAT is specified in the purpose'. There are 'Save' and 'Send' buttons at the bottom right.



9.1.5. Create payment to budget

Select the «To budget» tab. Depending on your bank some fields can be missing, be automatically filled in or be unavailable for editing. Some fields allow you to select values from corresponding directories . Some fields on this tab are described at «[General fields of payment order](#)».


The screenshot shows the 'Create payment' dialog with the 'To budget' tab selected. The 'Whom' section includes Payee, TIN/INN/IFCC, Payee KPP, Bank, and Account number. The 'Details of budgetary payment' section includes KSK, OKTMO, Payer status, Document number (field 108), and Code/UIC. The 'How much' section includes Amount. The right sidebar contains fields for 'Create from a template', Document number, Document date, Document priority, and Document type. There are also checkboxes for 'Add as template' and 'Notify when processed'.

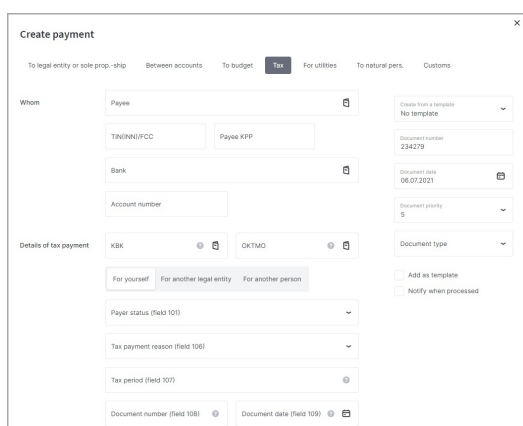
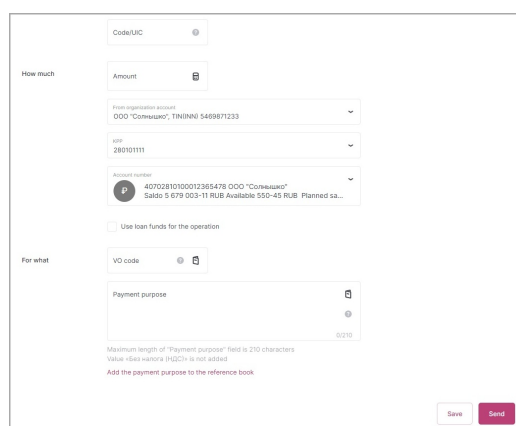
The screenshot shows the 'For what' section of the form. It includes a dropdown for 'From organization account', a dropdown for 'KPP', a dropdown for 'Account number', a 'Use loan funds for the operation' checkbox, a 'VO code' field, and a 'Payment purpose' dropdown. Below these are radio buttons for '20%', '18%', '10%', 'No VAT', and 'VAT is specified in the purpose'. There are 'Save' and 'Send' buttons at the bottom right.



Field	Field description
The «Details of budgetary payment» segment	

Field	Field description
KBK	Choose a payee name from the list  or type in the 20-digit code manually.
OKTMO	Select a code according to the municipal territory from which you need to make a budgetary tax payment. Choose it from the list  or type it in manually.
Payer status (field 101)	Choose payer's status from the list.
Individual's TIN (INN)	Indicate if value «19» is selected in the «Payer status (field 101)».
Document number (field 108)	Indicate document number.
Code/UIC (Unique Identifier of Charge)	Indicate Unique Identifier of Charge.

9.1.6. Create tax payment


Select the «Tax» tab. Depending on your bank some fields can be missing, be automatically filled in or be unavailable for editing. Some fields allow you to select values from corresponding directories . Some fields on this tab are described at «General fields of payment order».

Field	Field description
The «Details of tax payment» segment	
KBK	According to the Russian Federation legislation, the code of budget classification of budget income is 20. The "0" value can also be indicated. Choose from the list  or type it in manually.
OKTMO	According to the OKTMO (the Russian National Classification of Municipal Territories), the code of the territory is 8. The "0" value can also be indicated. Choose from the list  or type it in manually.
Payer status (field 101)	Select from the list.
Tax period (field 107)	Complete either the date in format DD.MM.YYYY or period in MC.02.2018. Please note that following values should be filled in with Russian letters: . MC - payments per month . KB - payments per quarter . ПЛ - payments per half-year . ГД - payments per year
Document number (field 108)	The number of a document, constituting a reason for payment.
Document date (field 109)	Document date. If the value that should be indicated in the document is "0", leave the field empty.
Code/UIC (Unique Identifier of Charge)	The unique identifier of charge (UIN), must be either 20 or 25 numerals. The "0" value can also be indicated.
For whom the payment is made	
For whom the payment is made	Select «For yourself», «For another legal entity» or «For another person». Fields may change depending on selection.


Field	Field description	
If you have select «For another legal entity», fill in the following fields:	Legal name	The name of the organization you are paying taxes and fees for.
	TIN(INN)	TIN(INN) of the organization you are paying taxes and fees for. If not known, please type in "0".
	KPP	KPP of the organization you are paying taxes and fees for.
	Power of attorney	Information about a power of attorney document for paying taxes and fees for the indicated organization.
	Payment purpose (field 106)	Select value from the list.
If you have select «For another person», fill in the following fields:	Taxpayer's full name	Full name of the person you are paying taxes and fees for.
	TIN(INN)	TIN(INN) of the person you are paying taxes and fees for. If not known, please type in "0".
	Address	Address of the person you are paying taxes and fees for.
	Power of attorney	Information about a power of attorney document for paying taxes and fees for the indicated person.
	Payment purpose (field 106)	Select value from the list.

9.1.7. Create payment for utilities

Select the «For utilities» tab. Depending on your bank some fields can be missing, be automatically filled in or be unavailable for editing. Some fields allow you to select values from corresponding directories . Some fields on this tab are described at «General fields of payment order».

Field	Field description
The «Payment for utilities details» segment	
Account number	The account number given by utilities provider. Example: ЛСИ000000000000000048912347806615
Document number	Document number issued by the utilities provider. Example: ПДИ00000000000000004506549687
Payment period	Month and date for which the payment is made.
Identifier	You can specify identifier in one of 2 formats, if present.
Unified personal account number (ELS)	If present, specify the unified account number.


9.1.8. Payment to natural pers.



Select the «To natural pers.» tab. Depending on your bank some fields can be missing, be automatically filled in or be unavailable for editing. Some fields allow you to select values from corresponding directories . All fields on this tab are described at «General fields of payment order».



By default this payment using payee's account number. Switch the tumbler «Via account number» to «Via phone number» to make transfer using Faster payments system.

9.1.9. Create customs payment

Select the «Customs» tab. Depending on your bank some fields can be missing, be automatically filled in or be unavailable for editing. Some fields allow you to select values from corresponding directories . Some fields on this tab are described at «General fields of payment order».

Field	Field description
The «Details of customs payment» segment	
KBK	According to the Russian Federation legislation, the code of budget classification of budget income is 20. The "0" value can also be indicated. Choose from the list  or type it in manually.
OKTMO	According to the OKTMO (the Russian National Classification of Municipal Territories), the code of the territory is 8. The "0" value can also be indicated. Choose from the list  or type it in manually.
Payer status (field 101)	Select value from the list.
Tax payment reason (field 106)	Select value from the list.
Code of customs authority (field 107)	Select value from the list.
Document number (field 108)	The number of a document, constituting a reason for payment.

Field	Field description
Document date (field 109)	Document date. If the value that should be indicated in the document is "0", leave the field empty.
Code/UIC (Unique Identifier of Charge)	The unique identifier of charge (UIN), must be either 20 or 25 numerals. The "0" value can also be indicated.

9.1.10. Payment via phone number

To create this payment select the «To natural pers.» tab and switch the tumbler «Via account number» to «Via phone number».

Depending on your bank some fields can be missing, be automatically filled in or be unavailable for editing. Some fields on this tab are described at «[General fields of payment order](#)».

Field	Field description
Phone number	Indicate payee's phone number (country code +7 is already filled in).
Payee's bank	Select from the list.
For what	Message will be displayed to the payee.

9.1.11. Return payments received via phone number

You can return a payment received from a natural person via Faster payments system. To do so:

- Select «Revoke payment» from the context menu of the corresponding payment on the main page.

- Select the corresponding payment in the «Statement» or «Incomings» section, then click the  button on the instruments panel.

Business ООО "Организация" New payment

← ↻ 🔍 📄 📅 ⌵

Reverse payment

Yesterday Today Week December January Q4 2021 Q1 2022 01.10.2021 - 31.12.2021 Apply

40702 810 8 0000 0020000, Рублёвый счёт ООО "Организация"

Opening balance	Debit turnover	Credit turnover	Closing balance
1 000 000,00 RUB	- 59 066,51 RUB	+ 344,21 RUB	941 269,10 RUB

Update 18.01.2022 16:18

correspondent details document date reappraised operations purpose of payment Show daily turnovers

Sort by several params

Document	Date of operati...	Debit turnover	Credit turnover	Correspondent	Details of payment
<input checked="" type="checkbox"/> Плат.пор. №91 от 31.08.2021 Faster payment system	31.08.2021		1 000,00	Иван Иванович И. 9111234567 ЗАО "ФИРМА"	Зачисление средств по платежу СБП N B1151084735143050000166CD856771B. Без НДС.

Business ООО "Организация" New payment

Главная страница / Входящие платежи

← ↻ 🔍 📄 📅 ⌵

Reverse payment

Yesterday Today Week December January Q4 2021 Q1 2022 01.10.2021 - 31.12.2021 Apply

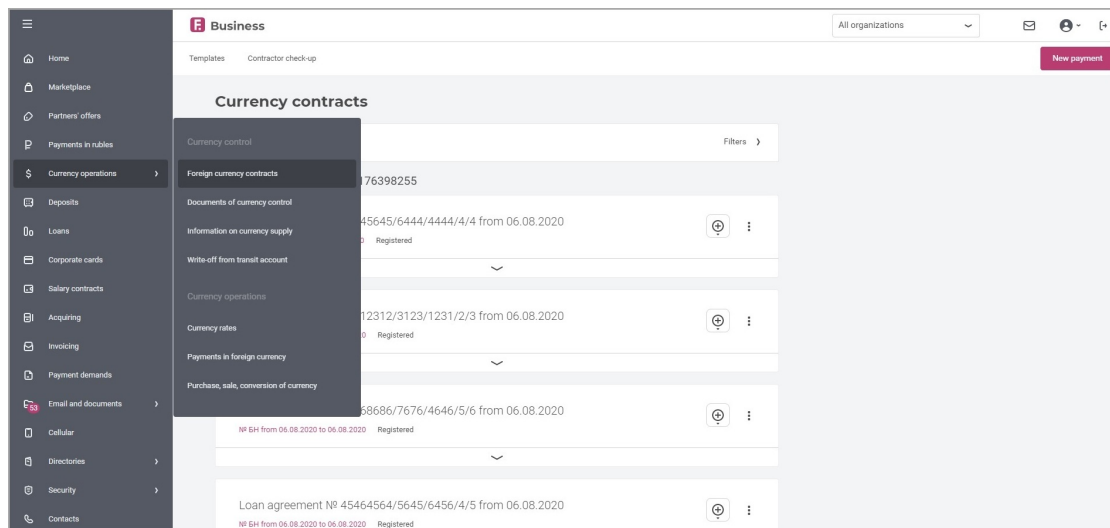
Document	Date	Payer, account in bank	Beneficiary	Amount	Payment purpose
<input checked="" type="checkbox"/> №91 Faster payment system	31.08.2021	Иван Иванович И. 9111234567	ООО "Организация" 40702810800000000000	1 000,00	Зачисление средств по платежу СБП N B1151084735143050000166CD856771B. Без НДС.

A pre-filled payment from will open. Simply confirm the payment to return it.

10. Currency operations

The «Currency operations» section includes:

- Currency control
 - Foreign currency contracts
 - Documents of currency control
 - Information on currency supply
 - Write-off from transit account
- Currency operations
 - Currency rates
 - Payments in foreign currency
 - Purchase, sale, conversion of currency



10.1. Currency control

In order to register and monitor foreign currency operations, a resident presents to the controlling bank, various supporting document certificates on foreign currency operations and on foreign economic activity (hereinafter currency control documents).

In the Service you can create and send to the bank the following types of currency control documents:

- Application for registering a foreign currency contract or loan agreement
- Information of the foreign currency operations
- Supporting documents certificate
- Application for deregistering a foreign currency contract (a loan agreement)
- Application for making changes to section I of bank control record
- Order for debit of funds from a transit account

10.1.1. Foreign currency contracts

In the «**Foreign currency contracts**» section, you can see all the contracts and loan agreements registered in by the bank and present in the Service as well as documents linked to them.

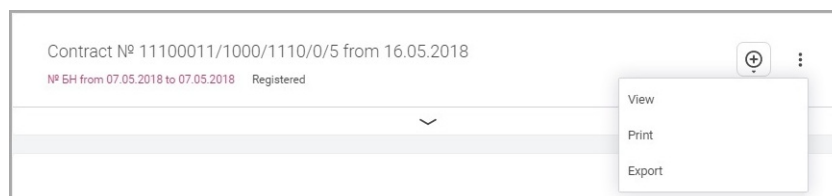
Currency contracts		Filters >
ООО "ФИРМА", TIN(INN) 1234567890		
Contract № 11100011/1000/1110/0/5 from 16.05.2018 № EH from 07.05.2018 to 07.05.2018 Registered	⊕ ▾	⋮
▼		
Contract № 99944411/1111/1111/1/1 from 16.05.2018 № EH from 07.05.2018 to 07.05.2018 Registered	⊕ ▾	⋮
▼		
Contract № 77755533/3999/7774/4/4 from 15.05.2018 № EH from 07.05.2018 to 07.05.2018 Registered	⊕ ▾	⋮
▼		
Contract № 55555555/9999/9999/9/9 from 15.05.2018 № EH from 07.05.2018 to 07.05.2018 Registered	⊕ ▾	⋮
▼		
Contract № 30303030/3030/3030/3/6 from 08.05.2018 № EH from 08.05.2018 to 08.05.2018 Registered	⊕ ▾	⋮
▼		

For every loan agreement/contract you can see the following details:

- Unique number of contract, format 8digits/4digits/4digits/1digit/1digit
- Date of registration/deregistration
- State – «Registered» or «No longer registered»
- Contract/loan agreement number
- Starting and ending date of the contract/loan agreement

The following actions can be performed with each foreign currency contract or loan agreement:

- [View document print form, print and export it](#) via context menu ⋮.
- [View linked documents of currency control](#) by clicking the ▼ icon
- [Create linked documents of currency control](#) by clicking the ⊕ · icon



Please note that the print form of the loan agreement/contract corresponds with the form of the first chapter of the Bank Control Record.



If the bank does not support the feature of the contemporary version of the Bank Control Record, the document will be filled in with the information from the application for registering a foreign currency loan agreement/contract and supplied with a unique number of contract and its date of registration, that were acquired when the application was processed.

The instrument panel allows to:

- Refresh page data
- [Create application for registering a foreign currency loan agreement](#)
- [Create application for registering a foreign currency contract](#)
- [Filter documents](#)

10.1.1.1. Create application for registering a foreign currency contract or loan agreement

In order to create an application:

1. Click the «Contract» \$ or ₺ button on the instruments panel.
2. The application form will open. Please fill in the form.

Contract

Loan agreement, sheet 1


Loan agreement, sheet 2





Learn more about creation of documents.

General fields

Field	Field description
N ^o	Indicate a document number in the document title
Date	Date is automatically selected as current date in the document title

Field	Field description						
Transfer a contract from another bank	<p>Check this checkbox if the contract was previously registered in another bank. You may be required to specify additional information.</p> <table border="1"> <tr> <td>A bank from where a contract is transferred</td> <td>Start entering BIC or bank name and then select it from the drop down menu or choose from the list <input type="checkbox"/>. Available for editing if «Transfer a contract from another bank» is checked.</td> </tr> <tr> <td>Unique number of contract</td> <td>Indicate a unique contract number of a contract. Available for editing if «Transfer a contract from another bank» is checked.</td> </tr> <tr> <td>from</td> <td>Indicate the date of registration of the contract. Available for editing if «Transfer a contract from another bank» is checked.</td> </tr> </table>	A bank from where a contract is transferred	Start entering BIC or bank name and then select it from the drop down menu or choose from the list <input type="checkbox"/> . Available for editing if «Transfer a contract from another bank» is checked.	Unique number of contract	Indicate a unique contract number of a contract. Available for editing if «Transfer a contract from another bank» is checked.	from	Indicate the date of registration of the contract. Available for editing if «Transfer a contract from another bank» is checked.
A bank from where a contract is transferred	Start entering BIC or bank name and then select it from the drop down menu or choose from the list <input type="checkbox"/> . Available for editing if «Transfer a contract from another bank» is checked.						
Unique number of contract	Indicate a unique contract number of a contract. Available for editing if «Transfer a contract from another bank» is checked.						
from	Indicate the date of registration of the contract. Available for editing if «Transfer a contract from another bank» is checked.						
1. Resident info							
Bank	Indicate the name of the bank, where the contract is being registered.						
Resident	Indicate a resident organization and its TIN(INN).						
Branch office	Check the checkbox <input checked="" type="checkbox"/> if your bank is a branch office.						
KPP (КПП)	Indicate resident KPP (КПП). Optional to fill in.						
Head office	Indicate a head office if your bank is a branch office.						
Enter resident registration address:							
<ul style="list-style-type: none"> • District • Region of Russia • Township • City • Street • House number • Office (Apartment) • Building (bulk) 							
OGRN (Primary State Registration Number - ОГРН)	Indicate the Primary State Registration Number, assigned to the legal entity in the state registry.						
Registered	Indicate a date of the registration of the legal entity in the state registry.						
2. Non-resident(s) details Information about non-residents who are parties to the contract.							
Contractor name	Indicate the name of the non-resident contractor.						
Country	Indicate the country of non-resident registration.						
Country code	Indicate the digital code of the country of location of the non-resident legal entity as per Russian classifier of states or another code.						
Click the «Add» button to add the entry to the table below. To delete the entry select the entry line and click the «Delete»  button.							
4. Information on registering, transferring and deregistering a contract. Available if «Transfer a contract from another bank» is checked <input checked="" type="checkbox"/> .							
An authorized bank identification number	<p>Indicate bank identification number in the 4numerals/4numerals form:</p> <p>If the authorized bank is a head office, the 1st-4th positions are reserved for KGRKO (the Book for State Registration of Lending Institutions) identification number of the loan organization, while the 5th-8th should contain zeros, for example: 0077/0000.</p> <p>If the authorized bank is a branch office, the 1st-4th positions are reserved for identification number of the loan organization, while the 5th-8th should contain the index number of the branch according the KGRKO (the Book for State Registration of Lending Institutions), for example: 0077/0001.</p>						
A date of accepting a contract during transferring	Indicate the date of accepting a contract during its transferring.						


Field	Field description
A date of deregistering a contract	Indicate the date of deregistering a contract.
A basis for deregistering a contract	Indicate a reason for deregistering the contract. Learn more about available basis for deregistering a contract .
Click the «Add entry» button to add the entry to the table below. To delete the entry select the entry line and click the «Delete»  button.	
5. Information on changes in the section I «Accounting information» Available if «Transfer a contract from another bank» is checked <input checked="" type="checkbox"/> .	
Changes date	Indicate the date on which the changes were made (the DD.MM.YYYY format).
Doc.Nº	The number of the document that was the reason for making the changes to the contract.
Doc. date	Indicate the date of the document that was the reason for making the changes to the loan agreement (the DD.MM.YYYY format).
Click the «Add entry» button to add the entry to the table below. To delete the entry select the entry line and click the «Delete»  button.	
6. Information on number of a contract previously assigned	
Unique number previously assigned to a contract	Indicate the unique number previously assigned to a contract in 8numerals/4numerals/4numerals/1numeral/1numeral. Optional to fill in.



Application for registering a foreign currency contract

Field	Field description
3. General contract information	
Number	Indicate contract number.
from	Date of contract.
W/o number	Check the checkbox <input checked="" type="checkbox"/> if contract number is not known or missing.
Amount	Indicate the total amount of contract. Optional to fill in.
Currency	Indicate the currency of the contract.
Date of termination	Indicate the date of contract obligations termination.

Application for registering a foreign currency loan agreement

Field	Field description
3. Loan agreement info	
Number	Indicate loan agreement number.
from	Date of loan agreement.
W/o number	Check the checkbox <input checked="" type="checkbox"/> if contract number is not known or missing.
Amount	Indicate the total amount of loan agreement. Optional to fill in.
Currency	The currency of the loan agreement.
Date of termination	Indicate the date of loan agreement obligations termination.
Term of granting of the loan agreement	Select a term of granting of the loan agreement.
Special conditions	

Field	Field description
Transfers to the accounts abroad	Indicate the amount of funds (in the loan agreement currency stated in the «Currency code» field) to be credited to accounts of the non-resident bank according to the loan agreement term and conditions. Optional to fill in.
Repayments at the expense of currency returns	Indicate the amount of income (in the loan agreement currency stated in the «Currency code» field) to be credited to accounts of the non-resident bank according to the loan agreement term and conditions. Optional to fill in.
Information on registering, transferring and deregistering a loan agreement	
Fill in the segment if the loan agreement implies the usage of loan tranches.	
Click the «Add» button to add the entry to the table below. To delete the entry select the entry line and click the «Delete»  button.	
Amount	Indicate the amount of loan tranche
Currency	Indicate the currency code of the loan agreement. Optional to fill in.
Term	Select a term of granting of the loan agreement:
Expected date of receipt	Indicate the expected date of the tranche receipt.
Sheet 2	
7. Special information on a loan agreement	
7.1 Interest repayments under the loan agreement (except repayments of a primary debt)	
LIBOR rate code	Select one of the following values: <ul style="list-style-type: none"> · Л01XXX – a one month LIBOR rate · Л03XXX – a three month LIBOR rate · Л06XXX – a six month LIBOR rate · Л12XXX – a twelve month LIBOR rate "XXX" is the code of currency indicated in loan agreement.
Fixed annual interest rate, %	Indicate a fixed rate, stated in the loan agreement.
Interest premium (additional payments) to the base interest rate	Indicate additional interest premiums (adjustment ratio, supplementary payments, etc.).
Interest premium (additional payments) to the base interest rate	Indicate additional interest premiums.
7.2 Other payments under the loan agreement (except repayments of principal and interest, indicated in the item 7.1)	
Indicate information on other payments if they are mentioned in the loan agreement, for example, payments of fees, penalties, charges and various expenditures.	
7.3 Amount of the principal on the debt as of the date, preceding the date of registration	
Indicate information on the amount of principal on the loan agreement on the date before the date of registration of the loan agreement.	
8. Loan agreement reference info	
8.1. Grounds for fill in the item 8.2 Select «Loan agreement data» (by default) or «Estimated data» depending on the basis on which data the section 8.2 is filled in. Only one variant can be selected.	
8.2. Repayment schedule of the principal and interest	

Field	Field description
<p>State the repayment schedule of the borrowed assets (principal) stated in the loan agreement or calculated by the resident himself in accordance with the information in the loan agreement and payment of interest for the use of monetary funds.</p> <p>If the loan agreement does not imply a repayment schedule or necessary information to calculate the schedule, the corresponding fields in the current segment are filled in according to one's expectations on the repayments amount and dates, including one-time payments made before the date of discharging of obligations.</p>	
<p>Click the «Add» button to add the entry to the table below. To delete the entry select the entry line and click the «Delete»  button.</p>	
Amount of payment in repayment of principal debt	Indicate the amount of the next payment as a repayment of the principal.
Payment date	Indicate the date of the next payment.
Amount for repayment of interest payments	Indicate the amount of the next payment as a repayment of the interest.
Payment date	Indicate the date of the next payment as a repayment of the interest.
Description of special conditions	Indicate special conditions of the principal and interest repayment stated in the loan agreement.
<p>8.3 Direct investment relationship</p> <p>Indicate «Yes» only if the direct investment took place.</p>	
<p>8.4. Collateral or other security amount</p> <p>Indicate the amount of collateral or the amount of other security on the date before the date of registration of the loan agreement.</p>	
<p>8.5 Information on a loan (credit) attraction by the resident</p>	
<p>Click the «Add» button to add the entry to the table below. To delete the entry select the entry line and click the «Delete»  button.</p>	
Non-resident name	Indicate the non-resident (loan supplier).
Code of country of registration	Indicate the host country code of non-resident loan.
Amount granted	Indicate the total amount of funds in currency of the loan agreement granted by the non-resident loan supplier (the value in the «Nonresident name» field). Only numerals allowed.
Share in the total amount of credit(loan)	Fill in if the «Amount granted» field is not filled in. Indicate (in percent) the share of the non-resident loan supplier in the total loan amount. Only numerals allowed.

10.1.1.2. Linked foreign currency documents

After being processed, the foreign currency contract or loan agreement will be available in the list on the «**Foreign currency contracts**» page, and the corresponding application will be available in the list of linked documents.

Контракт № 18030007/0077/0001/1/1 from 16.05.2018

№ БН от 07.05.2018 до 07.05.2018 Registered

Date	Number	Document	State	File
12.10.2018	5	Заявление о снятии с учета контракта (кредитного договора)	Подготовлен 12.10.2018	
06.08.2018	4	Справка о подтверждающих документах	Отправлен в банк 06.08.2018 Медведко	
06.08.2018	3	Сведения о валютных операциях	Исполнен 06.08.2018 Медведко	
06.08.2018	2	Заявление о внесении изменений в контракт (кредитный договор)	Исполнен 06.08.2018 Медведко	
25.05.2018	1	Заявление о регистрации контракта	Исполнен 25.05.2018 Медведко	

Click the to view the list. Each document has its creating date, number, status and attached file (if present) displayed. Select the corresponding option in the context menu to view or copy a document.

Контракт № 18030007/0077/0001/1/1 from 16.05.2018

№ БН от 07.05.2018 до 07.05.2018 Registered

Date	Number	Document	State	File
12.10.2018	5	Заявление о снятии с учета контракта (кредитного договора)	Подготовлен 12.10.2018	
06.08.2018	4	Справка о подтверждающих документах	Отправлен 06.08.2018 Медведко	
06.08.2018	3	Сведения о валютных операциях	Исполнен 06.08.2018 Медведко	
06.08.2018	2	Заявление о внесении изменений в контракт (кредитный договор)	Исполнен 06.08.2018 Медведко	
25.05.2018	1	Заявление о регистрации контракта	Исполнен 25.05.2018 Медведко	

View

Copy

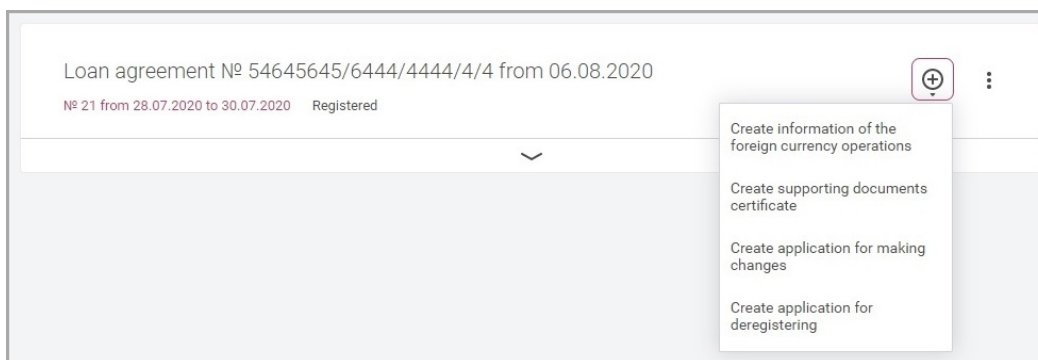
Change

Sign

Delete

Click the icon to view the list of linked documents available for creation:

- Information of the foreign currency operations
- Supporting documents certificate
- Application for making changes to section I of bank control record
- Application for deregistering a foreign currency contract/a loan agreement



If you create currency control documents on this page the following fields will be automatically filled in with corresponding information from contract/loan agreement:

- Bank
- Client/resident
- Unique number of contract/loan agreement
- Date of registration
- Contract/loan agreement number
- Start and end dates of contract/loan agreement

You can also create documents of currency control form the «**Documents of currency control**» section. Those documents will be automatically added to the list of linked foreign currency documents of the corresponding contract/loan agreement with the stated unique contract/loan agreement number.

10.1.2. Documents of currency control

In the «**Documents of currency control**» section you can find the following types of currency control documents:

- [Information of the foreign currency operations](#)
- [Supporting documents certificate](#)
- [Application for registering a foreign currency contract/loan agreement](#)
- [Application for making changes to section I of bank control record](#)
- [Application for deregistering a foreign currency contract/loan agreement](#)

Section instruments allow you to:

- View documents statuses ([see more](#))
- Revoke documents of currency control ([подробнее об отзыве документов](#))
- Perform standard operations ([see more](#))
- See archive of documents of currency control ([see more](#))
- Exchange non-payment documents with bank
- Find document using unique number of contract or loan agreement

Documents for currency control							Applications	Archive
Date, number	Document name	State	UCCN	Organization	File			
20.02.2021	Справка о подтверждающих документах	Подготовлен 20.02.2021	55555555/5555/5555/5/5	ЗАО ФИРМА, ИНН 2344566788				
№ 6 20.02.2021	Сведения о валютных операциях	Отправлен в банк 20.02.2021 Иванов	10000000/0000/0000/2/0	ЗАО ФИРМА, ИНН 2344566788				
№ 321 15.02.2021	Справка о подтверждающих документах	Отправлен в банк 15.02.2021 Иванов	12344444/4444/4444/4/4	ЗАО ФИРМА, ИНН 2344566788				
№ 3 15.02.2021	Заявление о регистрации кредитного договора	Исполнен 15.02.2021 Иванов	10000000/0000/0120/2/0	ЗАО ФИРМА, ИНН 2344566788				



Learn more about creation of documents.

10.1.2.1. Create information of the foreign currency operations documents

Information on foreign currency document should be presented to the bank in order to identify the funds in foreign currency, credited to the transit currency account, as well as for execution of operations with currency. Starting the 1st of March, 2018 information of the foreign currency operations are used instead of certificates of exchange operations according to the Instruction 181-И of the Bank of Russia in force as of the 16th of August, 2017. This type of document is not regulated by law, but can be used asked for by your bank.

Field	Field description
N ^o	Indicate a document number in the document title
Date	Date is automatically selected as current date in the document title
Client	Select an organization from the list (if several organizations available).
Bank	Select an authorized bank from the list (if several banks available).
Account number	Select an account number that was used for crediting or debiting the funds in foreign currency.
Correction flag	Check the «Correction flag» checkbox <input checked="" type="checkbox"/> to add correction item to this information of the foreign currency operation.
Adjustment item	Available for filling in only if the «Correction flag» checkbox is checked <input checked="" type="checkbox"/> .
Operation performed by the non-resident bank	Optional to fill in. Indicate a numerical code of the host country of the non-resident bank, performing the currency operations. The code can be typed in manually or selected from the list <input type="text"/> .
Currency operations Click «Add currency operation» to add fields to the form.	
N ^o	Indicate the number of the line, to which corrections and adjustments are being made. Available for editing only if the «Correction flag» checkbox is checked <input checked="" type="checkbox"/> .
Currency transaction type code	Mandatory to fill in. Type in manually or choose from the directory <input type="text"/> . If the field has the 11100, 21100, 21300 or 23110 value, the «Expected date» is mandatory to fill in.

Field	Field description
Advice note/ Acc. doc. №	Mandatory to fill in. Indicate the number of advice note on currency supply, credited to the transit currency account or the number of the accounting document. In case of absence of a document, check the «No number» checkbox. You also need to indicate the date of the document.
Payment digit	Select a payment digit from the drop down menu.
Unique number of contract	Optional to fill in. If the foreign currency operation is linked with the registered contract/loan agreement, indicate the unique number of contract/loan agreement. The unique number should be in the 8numerals/4numerals/4numerals/1number/1number format. If the «Unique number of contract» is filled in and the «Currency transaction type code» has the 11100, 21100, 21300 or 23110 value, the «Expected date» is mandatory to fill in.
Contract number/date	Optional to fill in. Indicate the contract number/date; if the number is not known, check the «No number» checkbox.
Amount in the currency of payment	Indicate the amount of funds credited to the account or withdrawn from the account and the numeric code of the currency of the payment; select the currency code from the drop down menu.
Amount in currency of the payment	Optional to fill in. Type in the amount of funds, credited to or written-off from the resident account and choose a payment currency from the drop down menu if the currency of the supporting documents is different from the currency of the contract/loan agreement.
Operation date	Mandatory to fill in. Indicate the date of the operation being processed in the DD.MM.YYYY format.
Expected date	Indicate the expected date of repatriation of foreign currency or/and the currency of the Russian Federation. Fill in if the «Currency transaction type code» field holds values 11100, 21100 or 23110 and the «Unique number of contract» field if filled in.
Term of return of prepayment	Optional to fill in. Please indicate the term of returning of prepare funds, paid to a non-resident in advance for the goods that were not imported to the Russian Federation and/or for the services not provided by the non-resident.
Indicate the presentation of documents	Select value from the list
Note	Indicate additional information about currency operation if necessary.

The information from the «Currency operations» section is displayed in the table at the bottom of the form. To add an operation to the document fill in fields with the necessary information and click the «Add» button. You can add several operations to one information document. You can edit, copy, delete added operations by clicking the corresponding icons.

10.1.2.2. Create supporting documents certificate

A resident provides a supporting documents certificate to the bank in 15 calendar days following the month of currency operations under a contract or a loan agreement.

The image shows two screenshots of a web form titled 'Supporting documents certificate № 00000 From 25.11.2021'. The left screenshot shows the main form with fields for Client (SAO 'OpravaSauri', INN 11222333444), Bank (SAO KS 'SAHK', BIKR: 012345000), Unique number of contract, and a Correction flag checkbox. A blue arrow points from the 'Add supporting document' button to the right screenshot. The right screenshot shows the 'Supporting documents' section with a table and a form for 'Document 1'.

No.	Document	Code ...	Amount	Deliver...	Term	Country	Date of th...
Document 1	Document number	from					

Document 1 form fields:

- No number
- Code of document type
- Amounts in currency: Amount in currency of document, Currency
- Amount in currency of the contract price, Currency
- Delivery digit, Expected date
- Country code of consigner (consignee)
- Note

Field	Field description
Nº	Indicate a document number in the document title
Date	Date is automatically selected as current date in the document title
Client	Choose a resident from the drop down menu.
Bank	Choose an authorized bank from the drop down menu.
Unique number of contract	Indicate the unique number of contract (loan agreement). The unique number should be in the 8numerals/4numerals/4numerals/1numeral/1numeral format.
Correction flag	Check the «Correction flag» checkbox <input checked="" type="checkbox"/> if you need to correct the supporting documents certificate.
Supporting documents	
Click «Add supporting document» to add fields to the form.	
Nº	Indicate the number of the line in the certificate. Available only if the «Delivery digit» is checked. <input checked="" type="checkbox"/> .
Date of the certificate under correction	Indicate the date of the certificate under correction. Editing of this fields is available only if the «Correction flag» is checked <input checked="" type="checkbox"/> .
Document number	Indicate number (or select «No number» is number is not known) of the supporting document. Optional to fill in.
Document date	Indicate date of the supporting document. Optional to fill in.
Amount in currency of documents	Indicate the amount of the operation in the currency of the document (you can enter several values, dividing them with the «/» character). Select the currency from the drop down menu.
Code of document type	Type in manually or select form the directory <input type="text"/> . If the «Code of document type» field contains the 01_3 or 01_4 values, the «Delivery digit» field should contain either 2 or 3 accordingly.
Amount in currency of the contract price	Indicate the amount of the operation in the currency of the contract price (you can enter several values, dividing them with the «/» character). Indicate if the currency code of the supporting document and the currency of the contract (loan agreement) are different. Optional to fill in.
Delivery digit	Indicate one of the following values (according to the date indicated in the «from date» field).
Country code of consigner (consignee)	Indicate the numeric country code for the country of the cargo receiver, where the goods from the Russian Federation will be delivered or the country of the cargo dispatcher, which imports goods to the Russian Federation. Choose a payee name from list <input type="text"/> or type it in manually. Fill in only if the «Code of document type» field contains values 02_3 or 02_4. Optional to fill in.

Field	Field description
Expectancy	Indicate the maximum date of discharge of obligations by nonresident. Optional to fill in.
Note	Type in any additional information about supporting documents. Optional to fill in.

Click the «Add» button to add the entry to the table below. You can add several operations to one information document. You can edit, copy, delete added operations by clicking the corresponding icons.

10.1.2.3. Import of supporting documents certificate

Click the  icon on the instrument panel to start importing a supporting documents certificate.



The importing file must be in «Sberbank business» file format, i.e. one certificate in one *.txt file.

You may be required to select an organization, then add one more files and click «Load».

Import of supporting documents certificate ✕

Bank
FAKTURATPP, BIC: 044525723

Select the file or drag it here
Maximum upload file size is up to 200 MB.

СПД.txt 1,5 Kb 🗑️

Load

After successful import the corresponding message will appear and the certificate will be added to the list of documents.

In case the importing file contains errors, the corresponding message will appear with short description of errors.

Import of supporting documents certificate ✕

Bank
FAKTURATPP, BIC: 044525723

Select the file or drag it here
Maximum upload file size is up to 200 MB.

СПД.txt 1,5 Kb 🗑️

Failed to import document. Please correct the errors in the document and try again.

The contract found with unique number belong to another organization.

Load

10.1.2.4. Create application for deregistering a foreign currency contract (a loan agreement)

Application for deregistering a foreign currency contract (a loan agreement) ✕

General information

To: full name
РКЦ НАХОДКА, г.Находка, BIC: 040510000

Account
ООО "Сольнышко", TIN(INN) 5469871233

Address
236011, г. Калининград, ул. Судостроительная, дом 75, корпус 8 из литеры 3

Unique number of contract 🗑️

Contract № 🗑️

An authorized bank where a contract is transferred 🗑️

Reason for deregistering

Transfer from an authorized bank where a contract (a loan agreement) is registered to another authorized bank to another branch office of an authorized bank, from a head office of an authorized bank to another branch office, from a branch office to a head office of an authorized bank, or when a resident is closing all banking accounts in an authorized bank (section 6.1.3).

Select the file or drag it here
Maximum upload file size is up to 50 MB. To send several files please put them into an archive and attach it to the message.

Performance of obligations under a contract (a loan agreement), including performance of obligations of a third party (section 6.1.2).

Assignment of claims under a contract (a loan agreement) to another resident person or transfer of debt under a contract (a loan agreement) by a resident to a resident person (section 6.1.3).

Assignment of claims under a contract (a loan agreement) to a non-resident person or transfer of debt under a contract (a loan agreement) by a resident to a non-resident person (section 6.1.4).


Fulfillment (termination) of obligations under a contract (a loan agreement) on other grounds not listed in subsection 6.1.2 of the current section, however set forth by Russian legislation (section 6.1.5).

Termination of grounds that require registration of a contract (a loan agreement) according to the current instructions, including making respective adjustments and (or) additions to the contract (the loan agreement), as well as in cases when the contract (the loan agreement) was registered incorrectly due to missing grounds that are needed for registration (section 6.1.6).

Additionally

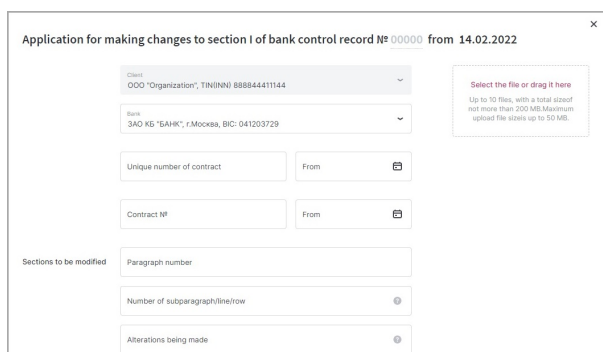
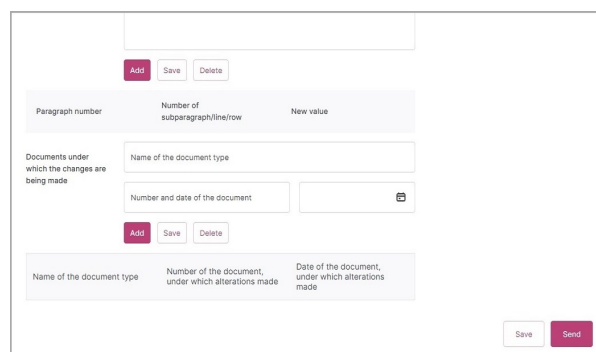
Additional information

Save **Send**

Field	Field description
To...(full name)	Full and short name of the bank, where the contract/loan agreement is registered.
Resident	Indicate the resident organization where you are an employee.
Address	Indicate the resident's mailing address: ZIP code, city/township, street, house/building, office.
Unique number of contract	Indicate the number of the contract/loan agreement in the 8numbers/4numbers/4numbers/1number/1number format.
from	Indicate the date of registering the contract/loan contract in the DD.MM.YYYY format.
Contract №	Indicate the contract number. Optional to fill in.
from	Indicate the contract date in the DD.MM.YYYY format. Optional to fill in.
An authorized bank where a contract is transferred	Indicate an authorized bank. Fill in manually or select it from the directory  .
Reason for deregistering	
Reason for deregistering	Select a reason for deregistering from the list. You can only select one reason at a time. Depending on the reason for deregistering you may need to fill in additional fields.
Additional information	Type in the additional information for the application for deregistering. Optional to fill in.

- When it is processed by the bank, the application contract/loan agreement in the «**Foreign currency contracts**» section will be in «No longer registered» state.

10.1.2.5. Create application for making changes to section I of bank control record

Field	Field description
№	Indicate a document number in the document title
Date	Date is automatically selected as current date in the document title
Client	Select the resident from the list.
Bank	Select the bank from the list.
Unique number of contract	Indicate the number of the contract/loan agreement in the 8numbers/4numbers/4numbers/1number/1number format.
from	Indicate the number of the contract/loan agreement in the 8numbers/4numbers/4numbers/1number/1number format.
Contract №	Indicate the contract number. Optional to fill in.
from	Indicate the contract date in the DD.MM.YYYY format. Optional to fill in.
Sections to be modified	Indicate the section number. From 1 up to 9 characters.

Field	Field description
Item number	Indicate the item number in the A/B/C format where: A – the index number of the item. Optional to fill in. Fill in, if there is an item. B – the number of the section or the column in the table. Do not fill in, if the is only one field in the section. C – the number of the line in a table. Optional to fill in. Fill in, if there is more than one line in the table.
Alterations being made	Indicate a new value of the modified field. Use a period as a numeric separator. For example: 1505123.55. Should be under 4000 characters.
The «Add», «Save» и «Delete» buttons are used for adding, saving and deleting the corresponding entries.	
Documents under which the changes are being made	
Name of the document type	Indicate the document type, under which the changes in the foreign contract/loan agreement are being made. Optional to fill in.
Number and date of the document	Indicate the number and date of the document, under which the changes are being made.
The «Add», «Save» и «Delete» buttons are used for adding, saving and deleting the corresponding entries.	

When the application is processed by the bank, the corresponding changes will be added to the loan contract/agreement in the «**Foreign currency contracts**» sections.

10.1.3. Information on currency supply

In the «**Currency operations** → **Information on currency supply**» section you can see information on receipt of export income to your transit accounts.

Advice	Account	Amount&date	Order within	Orders
<input type="checkbox"/> № 235 10.09.2020	40702 840 1 0000 00000005 (USD) ЗАО ФНРПМА	555 000,25 USD 10.09.2020	10.09.2020	
<input type="checkbox"/> № 234 10.09.2020	40702 840 1 0000 00000005 (USD) ЗАО ФНРПМА	23 000,25 USD 10.09.2020	10.09.2020	
<input type="checkbox"/> № 111 10.09.2020	40702 840 1 0000 00000005 (USD) ЗАО ФНРПМА	432 000,25 USD 10.09.2020	10.09.2020	
<input type="checkbox"/> № 3027 19.02.2020	40702 840 1 0000 00000005 (USD) ЗАО ФНРПМА	17 000,00 USD 19.02.2020	19.02.2020	

The information on orders and prepared, but not sent documents is located in the «Orders» column on the current page. Click the text in the «Orders» column to view all the orders on foreign currency sale, generated on the selected advice. You can also view all the orders, created in the Service, in the «**Write-off from transit account**» section.

To view an advice from the list, select it in the list and click the «Preview» button on the instruments panel. The print version of the selected advice will open.

In the current section, you can also create the «The order for a debit of funds in foreign currency from a transit account» document.

10.1.3.1. Creating order for debit of funds in foreign currency from a transit account

To create an order for a debit funds based on the selected advice please perform the following actions:

- In the «**Currency operations** → **Information on currency supply**» section, choose a document. Click the «Order» button on the instruments panel (available if the account of the selected document is active).
- Click the «Create» button on the instrument panel in the «<<**foreign_cur_operations_write_off_from_transit,Write-off from transit account**>>» section.



Learn more about creation of documents.

The order for a debit of funds in foreign currency from a transit account

The Parties' reference details

Authorized bank: RUC Nahodka, TIN(INN) 5483217899

Client: OOO "Solyzsko", TIN(INN) 5469871233

Contact person: Galina K., Phone: 89136547789

Document entries

Advice of currency earnings №: from

Amount of currency proceed: 0.00, Currency: Доллар США (USD)

Transit account: 40702840400012369458 Долларовый счет Saldo 0-00 USD Planned saldo -100 501 498 120 950-81 U...

Total amount to debit: 0.00, Currency: Доллар США (USD)

Including amount of sale

Amount of sale: 0.00, Currency: Доллар США (USD)

Desirable rate: Currency: RUB for 1.00 USD

Credit to account: in authorized bank in bank

Please remember to fill in and send to the bank the supporting documents certificate. The documents should be represented within 15 work days after the foreign currency is credited to the transit account.

Select the file or drag it here. Maximum upload file size is up to 50 MB. To send several files please put them into an archive and attach it to the message.

Account: [dropdown]

Including entering to the currency acc. №

Amount to credit: 0.00, Currency: Доллар США (USD)

To currency account: [dropdown]

Account for commission: 4070282632123111111

Information for exchange control

Add information of the foreign currency operations if the bank immediately requires information for currency control

Additional information for bank

Additional information for bank: [text area]

Save Send

Field	Field description
№	Mandatory to fill in. Filled in automatically. Contains a number of the current order index number. Manual editing allowed.
from	Mandatory to fill in. All the fields with dates should be in the DD.MM.YYYY format. Current date is automatically set by default. Manual editing allowed.
Deal type	Indicate the deal type.
Urgency	Indicate an urgency level of the document. Possible values are «Normal»/«High».
Parties' reference details	
Authorized bank	Mandatory to fill in. The name of the authorized bank where the order is being executed. Manual editing is prohibited.
Client	The name and the TIN(INN) of the client.
OKPO	Indicate OKPO.
OKTMO	Indicate OKTMO.
Contact person	Optional to fill in. Indicate the first, middle (if present) and last name of the contact person of the organization. Manual editing allowed.
Phone	Optional to fill in. Indicate the phone number of the contact person of the organization.
Document entries	
Advice of currency earnings №	A number of the order for a debit of funds.
from	Indicate the date of the advice of currency earnings in the DD.MM.YYYY, which is associated with the current order. Filled in automatically. Manual editing allowed.
Amount of currency proceed	Indicate the amount and currency of the currency revenue, transferred to current currency transit account. Choose the currency from the directory.
Transit account	Indicate a number of transit account the funds will be written-off from.
Total amount to debit	Indicate total amount of write-off from the account (should be less than or equal to the total amount of the currency revenue).
Including amount of sale	
Amount of sale	Indicate the amount of sale.
Credit to account	Choose an account for funds transition: to account «in authorized bank» or «in bank» and then choose an account number from the drop down menu.
Including entering to the currency acc. №	

Field	Field description
Amount to credit	Optional to fill in. Indicate the amount to credit to currency account, equal to the total amount of currency revenue minus the amount of sale, indicated in the «Amount of sale» field.
To currency account	Indicate a number of currency account part of the funds will be credited to.
Account for commission	Choose an account for commission write-off.
Information for exchange control. Optional to fill in. Available if the bank provides an opportunity to indicate details on a deal passport.	

An entry on the sent document will be added to the list in the «**Write-off from transit account**» section.

10.1.4. Write-off from transit account

In the «**Write-off from transit account**» section you can see the list of orders for funds write-off from transit accounts.

Document	State	Income	Debt	Amount sales	Credit	Advice	File
№119 от 19.11.2020	Подготовлен 19.11.2020	1,00 USD	1,00 USD	0,00 USD, обнз. 0,00	1,00 USD	№667 от 10.09.2018	
№118 от 13.10.2020	Отправлен в банк 13.10.2020 Иванов	1,00 USD	1,00 USD	0,00 USD, обнз. 0,00	1,00 USD	№667 от 10.09.2018	
№5 от 09.10.2020	Подготовлен 09.10.2020	5,00 EUR	5,00 EUR	5,00 EUR, обнз. 0,00, свехз обнз. 5,00	0,00 EUR	№5645654654654 от 24.09.2020	
№2 от 24.09.2020	Отправлен в банк 24.09.2020 Иванов	5,00 EUR	5,00 EUR	5,00 EUR, обнз. 0,00, свехз обнз. 5,00	0,00 EUR	№5645654654654 от 24.09.2020	

Here you can create and sent to the bank the following types of documents:

- The order for a debit of funds in foreign currency from a transit account
- Certificate on exchange operations for selected order

10.2. Currency operations

The «**Currency operations**» section contains information on how to execute actions with foreign currency, receive supporting documents, as well as view currency rates and adjust their display on the main page of the Internet banking service.

10.2.1. Currency rates

To view currency rates of the Central bank of Russia and other banks where you have financial products, click the «**Currency rates**».

Currency	Target zone	Buy	Sale	Rate of the Central Bank	Time of currency supply
1xEUR	0-2.000	9.00	10.00	70.8449	16:11
1xEUR to USD	0-2.000	0.88	0.84	70.8449	16:11
100xUSD	0-2.000	1.57	1.58	65.067	16:11

You can adjust currency rates list shown at the home page. To choose the currencies for the currency rates segment, please follow these steps:

- Click the «Add currency» link with an @ icon at the top of the current page. Check the currencies you want to know rates for from the drop down list, and click the «Apply» button.

- Click **x** on a button with the displayed currency on the control panel to delete it. *Choose the «Cashless» or the «Cash» tab depending on you preferred choice.

Indicated information will be updated automatically and displayed on the [main page](#).

10.2.2. Payments in foreign currency

You can create and send payments in foreign currency in the «**Payments in foreign currency**» section.

In this section you can:

- View documents statuses ([see more](#))
- [Create new payment orders in foreign currency](#)
- Create payment orders in foreign currency based on template ([see more](#))
- Perform standard operations ([see more](#))
- View archive ([see more](#))

Документ	Состояние	Сумма	Платеж	Получатель	Назначение	Файл
№9 от 18.02.2021	Подписан 19.02.2021 Иванов	5,00 EUR	ЗАО ФИРМА 40702 978 0 0100 0000002 КБ ЕАИИ	Organization INC	Purpose	
№987723 от 18.02.2021	Подготовлен 18.02.2021	5,00 EUR	ЗАО ФИРМА 40802 978 0 0000 0781111 РКЦ ТИКСИ	Organization INC	Purpose	
№13 от 17.02.2021	Подписан 17.02.2021 Иванов	1 337,00 EUR	Кроккодил Тена 10306 978 9 8465 1511111 КБ ЕАИИ	Organization INC	Purpose	
№987668 от 16.02.2021	В обработке 16.02.2021 Иванов	10,50 USD	ЗАО ФИРМА 40702 840 1 0000 0000005 КБ ЕАИИ	Organization INC	Purpose	

All the fields should be filled in English or using the Roman (English) letters. Documents filled in with the Cyrillic (Russian) letters can be transliterated into Roman (English) letters (see additional notes for more information).



Learn more about creation of documents.






10.2.2.1. Create payment in foreign currency




To create a new payment in the «**Payments in foreign currency**» section click the «Create» button on the instruments panel.



You can also select «From template» to create payment based on template.

Field	Field description
№ (order number)	The number of created payment. Filled in automatically. Manual editing allowed.
Date	Filled in automatically with current date (the DD.MM.YYYY format). Manual editing allowed.
Via	Possible values: S.W.I.F.T./Post/TELEX (telecommunication networks, providing automatic processing of the messages in external electronic document flow). The default value is «S.W.I.F.T.».
Priority	Priority of the payment. Can be «Urgent» or «Normal» (by default).

Field	Field description
Value date	Optional to fill in. The date of future payment. Filled in automatically with current date (the DD.MM.YYYY format).
32A: Amount	
Amount	Contains information on the amount and currency of the payment.
Currency code	Choose from the drop down list of available currencies.
Conversion from currency	Check the checkbox if the currency of the payment currency should be different from the currency of the account used for payment.
Code instruction	Optional to fill in. Indicate a code instruction that will help to define information on the payment. Fill in manually or choose from the list  .
50: Payer	
Organization	Choose the name of the Payer's organization.
Division	Choose Russian or English variant of the Payer's organization name.
Account	Indicate Payer's account number used for the funds transfer.
Country/code	Choose the country code from the list by clicking the  icon or type it in.
Post code	Indicate payer's data.
City	
Address	
Contact person / Representative	State first and last name of the contact person.
Contact phone	Type in the contact phone number.
52: Payer bank	
Code	SWIFT/BIC. Choose BIC or SWIFT for the drop down list. The selected code will be automatically shown below.
Use international bank name	Check the checkbox <input checked="" type="checkbox"/> to use international bank name for payment.
Name	Contains the name of the Payer's bank.
SWIFT	Indicate the SWIFT of the Payer's bank.
Account	A correspondent account in the Payer' bank.
59: Payee	
Payee is not resident	Check if the Payee is not a resident.
Organization	Choose the Payee from the drop down menu by clicking the  icon or type it in manually. Click the «Add the payee to the reference book»  to add the payee to the directory.
TIN(INN)	Type in the TIN(INN) of the Payee.
Account № (IBAN)	Type in an account number in IBAN format.
Country / Code	Type in or choose from the drop down list of countries and codes by clicking the  icon.
City	Indicate payee's data.
Address	
BEI-code (SWIFT-code)	Type in an international identification BEI-code if the Payee is registered in the SWIFT system by the bank The BEI-code has the same structure as the SWIFT-code.
57: Payee bank	

Field	Field description
Bank	Mandatory to fill in. Type in or choose from the drop down list Payee's bank name or its SWIFT/BIC from the list by clicking the  icon.
Click «Fill in the bank details manually» to indicate the bank details manually. A block with «Corresponding account», «Country/Code», «City», «Address» fields will open.	
Clearing code	Type in the clearing code of Payee's bank.
56: Intermediary bank:	
Payment via intermediary bank	Check the checkbox <input checked="" type="checkbox"/> if the payment is made through an intermediary bank. The fields here are similar to the section « 57: Payee bank ».
Initial payer:	
Payment by the order of an initial customer	Check the checkbox <input checked="" type="checkbox"/> if the payment is executed by the order of an initial customer. The fields here are similar to the section « 59: Payee ».
The currency control	
Indicate additional foreign currency transfer details to create documents for currency control.	
Deal passport №	Type in the number of the deal passport.
Currency transaction type code	Type in the code for currency transaction type or choose it from the list by clicking the  icon.
№ customs declarations	Type in the number of customs declaration.
Service code	Type in the service code or choose it from the list by clicking the  icon.
Additional information for currency control	Optional to fill in. Type in the additional information.
70: Purpose	Mandatory to fill in. The field is filled in by the Payer for better determination of the purpose of the payment (list of goods, services, number and date of a contract, invoice number, etc.
71A	
Fields for stating information about transaction expenses	
72: Sender to receiver information	
Fill in additional information for the bank.	
Guaranteed transfer	Optional to fill in. The checked checkbox guarantees that the amount of the transaction received by the Payee will not change after fees and expenses.
77B: Regulatory reporting: Optional to fill in. Fill in information for regulatory authorities in 3*35 format.	
VAT payment is mandatory	Check the checkbox if the VAT payment is required according to the 4th paragraph of Article 174 of the Tax Code. It is required to indicate the information on the tax payment order from the account opened in the current bank.
Convert to the Roman alphabet	Click to convert Cyrillic into Roman.

10.2.3. Purchase, sale, conversion of currency

In the «**Purchase, sale, conversion of currency**» section you can create and sent to the bank applications on purchase/sale/conversion of foreign currency.

Here you can:

- View documents statuses ([see more](#))
- [Create new documents](#)
- Perform standard operations with documents ([see more](#))
- View archive ([see more](#))




Learn more about creation of documents.

To create an application click the «Create» button on the instruments panel.

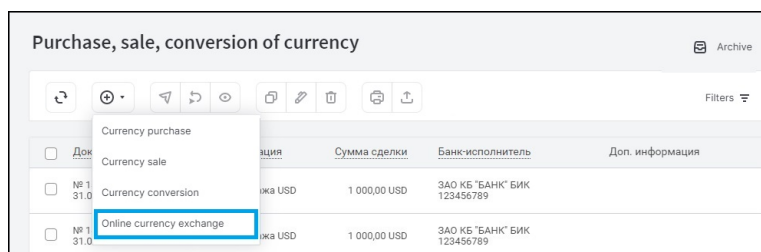
Example of currency purchase

Field	Field description	
№	The number of the document. Filled in automatically.	
from	Indicate the date of creating the document in the DD.MM.YYYY format.	
Urgency	Indicate the urgency of the document. The possible values are «Normal» and «High». The default value is «Normal».	
Deal execution	Choose a deal execution option: <ul style="list-style-type: none"> • «In the bank» – the deal will be executed at the bank's exchange rate; if the bank's rate is not stated, the deal will be executed at the Russian Federation Central bank exchange rate. • «On the stock exchange» – the deal will be executed at the stock exchange bidding rate. Simultaneously, the field «To credit commissions from» becomes available, where you can choose an account for commission charge-off. 	
The Parties' reference details		
Bank	The name of the bank of the deal. Manual editing prohibited.	
Client	Indicate the client-payer's name. Filled in automatically. Can be edited manually.	
OKTMO	Type in the client's OKTMO. Type in manually or choose from the list .	
OKPO	Type in the client's OKPO.	
Contact person	Type in the full first, middle and last name of the contact person. Manual editing allowed.	
Phone	Type in the contact person phone number.	
Currency purchase:	Total amount of purchase	Type in the total amount of the purchase.
	Currency of purchase	Type in the currency of the purchase. Depending on the selected currency, the amount can differ automatically.
	Total amount in Russian rubles	Is calculated automatically according to the amount of the currency purchase.
Currency sale:	Total amount of sale	Type in the total amount of the sale.
	Currency of sale	Type in the currency of the sale. Depending on the selected currency, the amount can differ automatically.
	Total amount in Russian rubles	Is calculated automatically according to the amount of the currency sale.

Field	Field description	
Currency conversion:	Total amount of conversion	Type in the total amount of the conversion.
	Currency of conversion	Type in the currency of the conversion. Depending on the selected currency, the amount can differ automatically.
	Total amount in Russian rubles	Is calculated automatically according to the amount of the currency conversion.
	Click the  icon to switch currencies.	
Rate	Select the rate type to continue the operation. <ul style="list-style-type: none"> • Bank rate • Deal rate • Agreed rate 	
Accounts for the operation: indicate accounts for debit funds from, to credit foreign currency funds to and to credit the rest of the funds to.		
To debit RUB from	Select an account to debit funds from.	
To credit USD to	Select an account to credit foreign currency funds to.	
To withhold commission	Select an account to withhold commission for online rate conversion.	
To credit the rest of RUB to	Select an account to credit the rest of the funds to.	
Additional information		
Additional information for the bank.		

10.2.3.1. Online currency exchange

To create an application click the «Create»  button on the instruments panel and select «Online currency exchange».



Please note that the duration of the online rate is limited and the rate will be refreshed afterwards.



[Learn more about creation of documents.](#)

Currency exchange online ✕

The Parties' reference details

Organization: ООО "Сольнышко", TIN(INN) 5469871233


Authorized bank: РКС Nahodka, TIN(INN) 5483217899

Operation number: 1

Date: 06.07.2021

Currency exchange

Will be written off: 0.00 Currency: USD (840)




Will be credited: 0.00 Currency: RUR (810)

Accounts for the operation

Write off USD from:

To credit RUB from:


Field	Field description
Nº	The number of the document. Filled in automatically.
Date	Indicate the date of creating the document in the DD.MM.YYYY format.
The Parties' reference details	
Organization	Select from the list.
Currency exchange Click the  icon to switch currencies.	
Will be written off	Indicate amount to be written-off.
Will be credited	Indicate amount to be credited.
Accounts for the operation	
Write off [currency] from	Indicate write-off account.
To credit [currency] to	Indicate account to be credited.

11. Deposits

The «**Deposits**» section in the Services column contains information on all your deposit products:


- Deposit name
- Agreement number
- Closure date
- Deposit amount, rate, amount and date of next payment

In this section the following actions are available:

- Operations via context menu :
 - [view deposit terms](#)
 - [view statement \(see more\)](#)
 - [withdraw from deposit](#)
 - [add new funds to deposit](#)
- [Open a new deposit](#)
- [View and create deposit applications](#)

To view the closed deposits in the search results check the «Show closed loans» checkbox .

11.1. Deposit terms

The «**Deposits**» page contains such specifications as contract number, deposit's amount, interest rate per year and next payment's amount and date. to view deposit terms click the «Deposit terms» button in the context menu .

Page with detailed information on deposit will open.

Terms of Deposit

Deposit / ✔
Organization

Contract number	Amount of the deposit	Next payment
No. 10 <small>From 11.07.2017</small>	8 741,39 RUB	9 000,00 RUB <small>to 12.07.2017</small>

Deposit account
40702 810 6 0010 0001424

Amount of the deposit
8 741,39 RUB

Interest rate
0,0%

The amount of the interest by next payout
9 000,00 RUB to 12.07.2017

Amount to add
From 30 000,00 RUB to 300 000,00 RUB

Now available for withdrawing
22 795,50

The amount of the deposit at the beginning of the contract
11 000,00 RUB

Amount of interest paid
0,00 RUB

Minimum balance
RUB

Income tax
0,00 RUB

Bank name
TIKSIK, BRIDGETOWN

BIC
049829000

corr. acc.
30233 810 2 0400 0100000

Contract number
No. 10 From 11.07.2017

Deposit currency
RUB

Period for payment of the interest
year

Expiration time (in days)
365

Period for payment of the interest
From:
12.04.2014
to
11.04.2025

Date of contract expiration
14.09.2017

In case of multi-currency deposit, the information for each currency is displayed in a separate tab.

11.2. Withdraw from deposit

You can withdraw funds from a deposit to another account if the contract terms allow doing so by click the «Withdraw funds» button in the context menu ⋮.



Please note that withdrawal from deposit is available only for «open» (active) deposits and only during period when replenishing is possible.

Deposit

Contract No. 10 From 11.07.2017 Date of expiration 14.09.2017

✔ ⋮

Amount	Rate
8 741,39 RUB	0.00%

Deposit terms
 Show statement
Withdraw from deposit
 Add funds to deposit

All the fields in the «Withdrawal from deposit» window are pre-filled in. You only need to fill in the desired withdrawal amount in the «Amount» field.

Withdrawal from deposit

Payment details

Contract No.
54 from 24.10.2019

Organization
ООО "Солнышко", TIN(INN) 5469871233

Bank
РКЦ НАХОДКА, BIC 040510000

Amount

Amount
50 000.00 RUB

From
40702810400012369789 in НАХОДКА, г.Находка, available 741148...

To
 40702810100012365478 ООО "Солнышко"
Saldo 5 679 003-11 RUB Available 550-45 RUB Planned sa...

Purpose of payment

Purpose
Withdrawal from deposit No. 54 from 24.10.2019. No VAT.

Add purpose to the list

Save as template


Save
Sign

After the document is signed, a payment order is formed. To see the payment order go to «**Payments in rubles**» section.



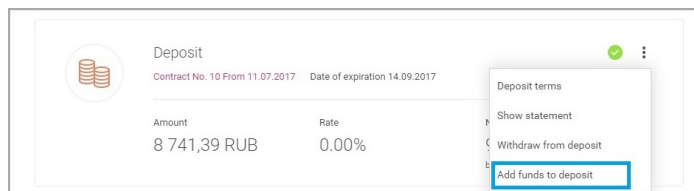
[Learn more about creation of documents.](#)

11.3. Add funds to deposit

You can add funds from an account to a deposit by click the «Add funds to deposit» button in the context menu .



***Please note that currency of the account used for replenish should be the same as the currency of the replenishing amount of funds and only during period when replenish is possible.**



All the fields in the « Adding funds to deposit » window are pre-filled in. You only need to fill in the desired amount in the «Amount» field.

Adding funds to deposit ✕

Payment details	<p>Contract No. 54 from 24.10.2019</p> <p>Organization ООО "Солнышко", TIN(INN) 5469871233</p> <p>Bank РКЦ НАХОДКА, BIC 040510000</p>
Amount	<p>Amount 5 000.00 RUB</p> <p>From 40702810100012365478 ООО "Солнышко" Saldo 5 679 003-11 RUB Available 550-45 RUB Planned sa... </p> <p>To 40702810400012369789 in НАХОДКА, г.Находка, available 741148.... </p>
Purpose of payment	<p>Purpose Adding funds to deposit No. 54 from 24.10.2019. No VAT. 🗑</p> <p>Add purpose to the list</p> <p><input type="checkbox"/> Save as template</p>

Save
Send

After the document is signed, a payment order is formed. To see the payment order go to «**Payments in rubles**» section.



[Learn more about creation of documents.](#)

11.4. Open deposit

To send an application for new deposit click the «New deposit» button. The «**Deposits**» page contains the list of available deposits and deposit calculator(optional).

Deposits /
Open deposit

Deposit calculator

Deposit amount from
0

Deposit term from (days)
0

Capitalization periodicity
Not important

Adding funds
Not important

The possibility of partial withdrawal
Not important

Reset

Deposit #1
Deposit terms

RUB 15.00% ✔ Adding funds ✔ Without withdrawal

Deposit term from 365 to 1096 days
Выплата процентов погашеньем

Open at RUB

Deposit #2
Deposit terms

RUB 3.41-3.90% ✔ Adding funds ✔ Without withdrawal

Deposit term from 31 to 180 days

Open at RUB

Deposit calculator can filter deposits by the following settings:

- deposit currency
- amount range
- deposit period
- payout frequency
- adding option
- partial withdrawal

Click the «Deposit terms» link under the deposit's name to view terms of selected deposit.

Deposit #1 ✕

RUB

365-1096 days	1096 days
15.00%	15.00%

Additional info

Frequency of interest repayment	Monthly
Interest is accrued to the deposit	Yes
Replenishment	Yes
Partial withdrawal	Yes
Automatic prolongation	Unlimited

[Open deposit](#)

To open deposit, click the «Open in [CURRENCY]» button in the deposit's block or click the «Open deposit» button in the deposit terms window. Fill in opened form.



Depending on your bank the button may lead directly to new deposit application.



Learn more about creation of documents.



Please note that the window form and layout could vary depending on the type of selected deposit product.

Click the button to view applications for new deposit. Here you can:

- View documents statuses ([see more](#))
- Perform standard operations with documents ([see more](#))

11.5. Deposit applications

Click the  button to view/send deposit applications.

Deposits / **Applications** Archive

← ⊕ ↶ 🔍 📄 📁 🗑️ 📄 📄 📄 📄 📄 Filters

<input type="checkbox"/>	Document	State	Type, subject	Sender	Recipient	File	History
<input type="checkbox"/>	Депозит № 77 от 17.12.2018	Принят банком 13.08.2018 Физический	Изменение условий по депозитному договору № 77	АО Апрель	БАНК, г. Новосибирск, БИК: 045017666		
<input type="checkbox"/>	Депозит № 77 от 17.12.2018	Исполнен 13.08.2018 Физический	Изменение условий по депозитному договору № 77	АО Апрель	БАНК, г. Новосибирск, БИК: 045017666		
<input type="checkbox"/>	Депозит № 77 от 17.12.2018	Возвращен 13.08.2018 Физический	Изменение условий по депозитному договору № 77	АО Апрель	БАНК, г. Новосибирск, БИК: 045017666		

Here you can:

- View documents statuses ([see more](#))
- Create new applications
- Perform standard operations with documents ([see more](#))
- View archive ([see more](#))

Click the «Create»  icon on the instrument panel to create new application.



Please note that the window form and layout could vary depending on the type of selected deposit product.



Learn more about creation of documents.

12. Loans

The «Loans» section contains information on all the loans issued by the bank:

- Loan name
- Number and date of agreement
- Amount of next payment, remaining loan amount, rate

If you have tranches opened, you can view their information as well:

- Tranche name
- Number and date of agreement
- Amount of next payment, remaining loan amount, rate

Loans
 Show closed loans
Applications

ООО "Олимп"

Олимп кредит ✔

Contract No. 433 From 08.06.2016

⋮

Next payment at 29.06.2019	Remaining debt	Rate
1 111,00 RUB	2 155,00 RUB	18.00%

Выгодный ✔

Contract No. 33993 From 17.10.2016

⋮

Next payment at 29.06.2019	Remaining debt	Rate
5 681,33 RUB	77 674,50 RUB	15.00%

ММО "Трубопровод"

Долгосрочный ✔

Contract No. 33 From 17.10.2016

⋮


Next payment at 01.06.2019	Remaining debt	Rate
100 000,00 RUB	80 000,00 RUB	18.00%

Here you can also:

- Perform operations using context menu ⋮:
 - [Repay loan](#)
 - [Open new tranche](#)
 - [View loan payment schedule](#)
 - [View loan information](#)
 - [Send application for full or partial repayment](#)
- [Send application for new loan](#)
- [View and create other loan applications](#)

Check the «Show closed loans» checkbox to view closed loans and tranches.

12.1. Payment of loan

To perform the payment of loan select «Replenish repayment account» in the context menu .

The «Replenishment of repayment account» form will open.



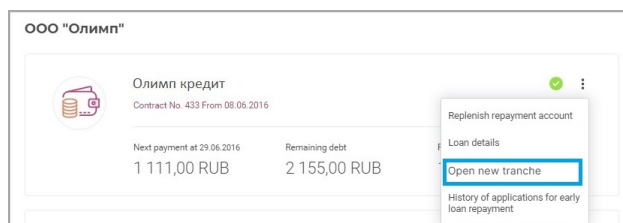
Please note that the window form and layout could vary depending on the type of selected deposit product.



[Learn more about creation of documents.](#)

12.2. Open new tranche

To open new tranche select «Open new tranche» in the context menu .



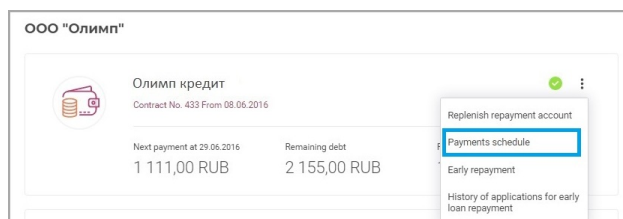
Application for new tranche will open. Indicate the date of issue and planned closing as well as tranche amount. Check the «Issue tranche before presentation of payment orders» checkbox if you want tranche to be issued as future payment orders.



Learn more about creation of documents.

12.3. Payments schedule

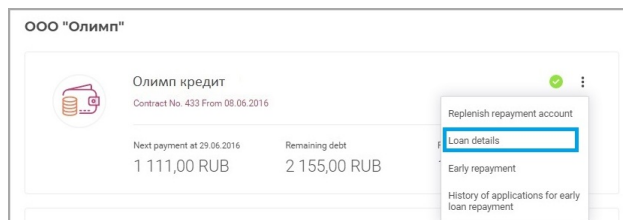
Click the icon and select «Payments schedule» to view loan details.



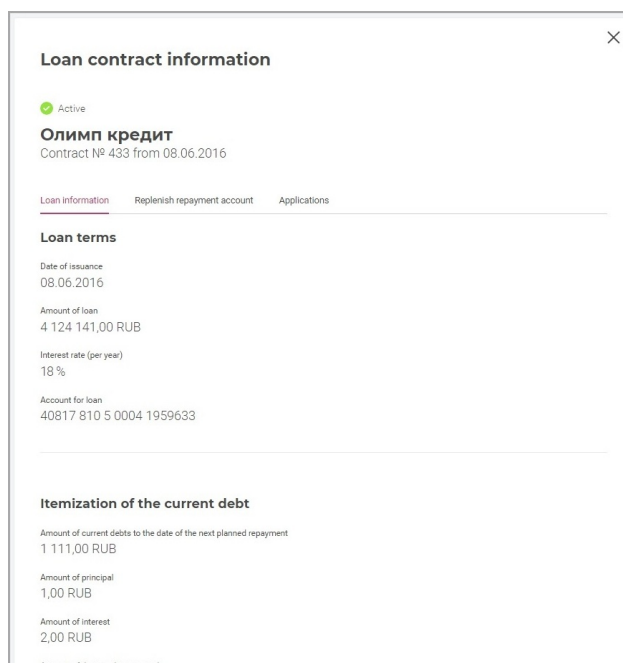
The «Payment schedule» window will open, which features a date of a repayment, an amount, including an amount of principal, an interest and other fees, as well as a remaining principal debt amount.

12.4. Loan details

Select «Loan details» in the context menu to view detailed loan information.

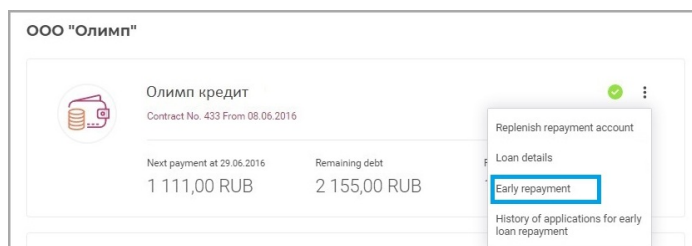


This page contains full list of loan terms. By clicking the icon you can change name for the loan.



12.5. Early repayment

To perform early repayment of loan select «Early repayment» in the context menu .



The «Early loan repayment application» form will open.

 A screenshot of the 'Early loan repayment application' form. The form is titled 'Early loan repayment application' and contains several sections:

- Credit information:** Agreement No. 1894689491 from 17.06.2018 КРЕДИТ. Amount owed including all accruals: 500000.00 RUB. Current amount owed on the date of the next planned payment: 5001.00 RUB.
- Information about early repayment:** Early repayment type: Partially, In full. Repayment date: 11.61.9y. Reduce: Amount, Term. Amount: [input field].
- Please note:** Please make sure you have required funds on operating account as of the indicated payment date. In case there are insufficient funds on operating account, the application will be cancelled.
- Доступно досрочное погашение кредита и уменьшение срока выплат**

 A 'Send' button is located at the bottom right of the form.


While applying you need to specify:

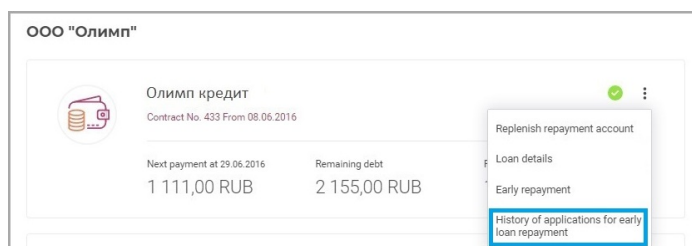
- Early repayment type – partial or full repayment.
- Repayment date – if you selected full repayment you need to specify the repayment date. The date of next planned payment is set by default.
- Reduce amount or term – this parameter is available only if you selected partial repayment. It reduces either the term or the amount of the monthly loan payment.
- Amount of repayment - if the full repayment is selected, the amount will be calculated automatically taking into account all conditions of the loan agreement.

Click «Receive repayment schedule» link to get a new payments schedule which is available for downloading in *.pdf format. The link is available only if partial repayment selected.



Learn more about creation of documents.

You can view statuses of sent early loan repayment applications by selecting «History of applications for early loan repayment»  in the context menu.



The following actions are available:

- [View created application](#)
- [Print and export into file](#)

Loan contract information

✔ Active

кредит
Contract № 433 from 08.06.2016

Loan information Replenish repayment account Applications

Date	State	Document	Amount
16.05.2019	✔ Returned 16.05.2019 Odin	Application for partial early loan repayment №2	20000.00
22.03.2019	✔ Returned 22.03.2019 Odin	Application for partial early loan repayment №1	555.00

12.6. Open new loan

To send an application for new deposit click the «New loan» button.




Please note that the window form and layout could vary depending on the type of selected deposit product.



Learn more about creation of documents.

12.7. Loan applications

Click the «Applications»  button to view loan applications.

Loans / **Applications** Archive

← + ↶ 🔍 📄 🗑️ 📁 📤 📧 Filters

<input type="checkbox"/>	Document	State	Type, subject	Sender	Recipient	File	History
<input type="checkbox"/>	Кредит № 79 от 13.08.2018	✔ Принят банком 13.08.2018 Физический	Изменение условий по кредитному договору №79	АО Апрель	БАНК, г. Новосибирск, БИК: 045017666		
<input type="checkbox"/>	Кредит RPO591258 № 76 от 17.12.2018	✔ Исполнен 13.08.2018 Физический	Изменение условий по кредитному договору №76	АО Апрель	БАНК, г. Новосибирск, БИК: 045017666		
<input type="checkbox"/>	Кредит RPO591258 № 76 от 17.12.2018	✔ Возвращен 13.08.2018 Физический	Изменение условий по кредитному договору №76	АО Апрель	БАНК, г. Новосибирск, БИК: 045017666		

Here you can:

- View documents statuses ([see more](#))
- Create new applications
- Perform standard operations with documents ([see more](#))
- View archive ([see more](#))

To create a new loan application click the «Applications»  icon on the «Loans» page.



Please note that the window form and layout could vary depending on the type of selected deposit product.



Learn more about creation of documents.

13. Corporate cards



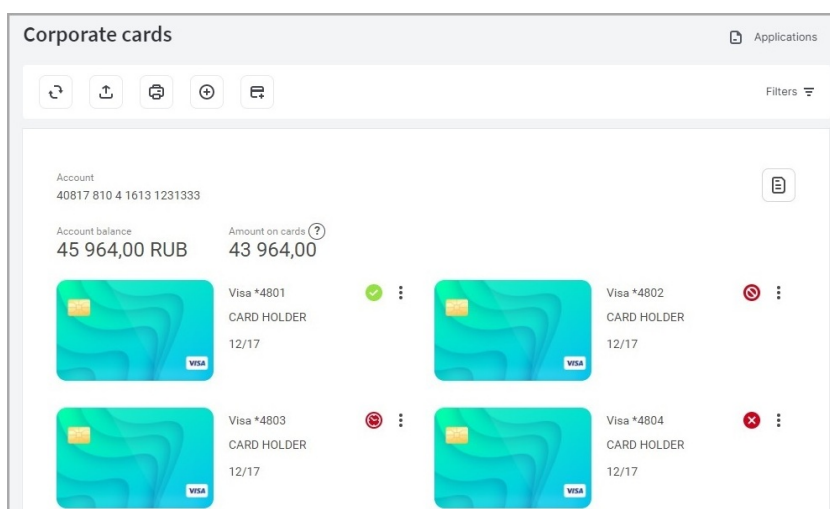
A **corporate card** is a card issued and linked to a special card account or to an operating account of your organization. A card holder is a certain employee of the organization. This employee can use the card only to pay for goods and services that are needed for organization operating.

In the «**Corporate cards**» section, you can view information on corporate cards, registered in the Service:

- Account linked to card
- Card balance
- Available funds
- Card information:
 - Masked number
 - Type of card
 - Card holder
 - Card validity period



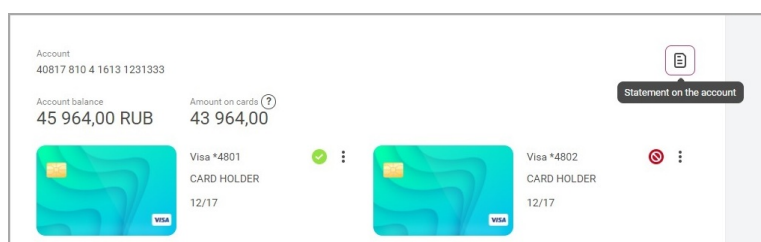
Balance of corporate cards can also be viewed on the «Additional information» tab in detailed account information.



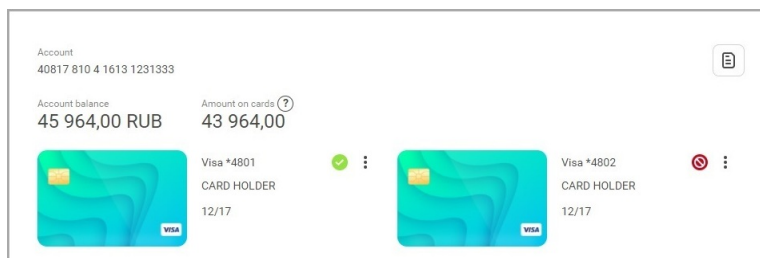
Instrument panel allows you to:

- View statements ([see more](#))
- Export or print card data [see more](#)
- [Order card](#)
- [Activate embossed or unembossed card](#)
- Perform actions with card:
 - [Block/unblock card](#)
 - [Set up limits](#)
 - [Restore PIN](#)
 - [Reissue card](#)
 - [Close card](#)

Click the icon next to account to view account statement.



Click the card to view its statement.



13.1. Order card

Click «Order a new card» on the instrument panel.

Order new card

Account

Select the account to be linked to the card
40702810000000000000 Расчётный счёт

Организация
ООО FIRMA

Card

Корпоративная MC Standard
 Корпоративная Visa Classic

Card owner

Name
IVAN

Last name
IVANOV

Условия выпуска карты

- Из интернет-банка можно отправить заявку только на выпуск корпоративной карты и открытому расчётному счёту. Карта выпускается на имя распорядителя счёта.
- Комиссия за выпуск и обслуживание корпоративных карт не взимается.
- Срок выпуска карты от 1 до 3 рабочих дней. Получить карту можно в офисе либо в региональном представительстве банка.
- После активации выпущенной карты можно установить индивидуальный лимит по корп. карте в пределах лимита расчётного счёта и расходных лимитов снятия по корп. картам.

Card limits

В день
500 не более 50 000 Р

В месяц
150 000 не более 500 000 Р

Text message (SMS) notifications

Enable text message (SMS) notifications

Deliver card

Delivery method
EMS

The address for mailing the card

Field and field description

Account

Select the account to be linked to the card.

Card type

Select card type.

Card owner

Enter full name of card holder using Roman letters.

Limits

Set up limits if available.

SMS-notifications

Check to activate notifications via SMS (a fee can be charged).

Deliver card

Select how the card will be delivered

13.2. Card activation

Click «Activate personal card» on the instrument panel to activate embossed card. Select a card and click «Activate».

Activate a personal card

MasterCard 4990xxxxxxxx7809

Click «Activate non-personal card» on the instrument panel to activate unembossed card. Enter the last 4 digits of card, select the desired account and click «Activate».

✕

Activate a non-personal card

The last 4 digits of card number

Select an account to link to the card

407028102000137777 Account
▼

Cancel
Activate

13.3. Corporate cards operations

Actions with cards can be performed using the context menu ☰.

Corporate cards Applications

↺
↻
🖨
⏸
🗑
Filters ▾

Account
40817 810 4 1613 1231333 📄

Account balance: **45 964,00 RUB** Amount on cards: **43 964,00**

Visa *4801
CARD HOLDER
12/17

Visa *4803
CARD HOLDER
12/17

☑

☒

Visa *4802

Block

Limits

Recover PIN

Reissue

Close

Visa *4802

13.3.1. Blocking card

Click the ☰ icon and select «Block» to block your card. Select the reason for blocking (the field is available for editing if there are more than 1 reason for blocking available) and click the «Block» button.

✕

Block card MIP *****2155

Reason for blocking

Stolen
▼

More info

After you block the card you would not be able to perform debit transactions using the card or its details.

Block

Blocked cards can be unblocked. To unblock a card click the ☰ icon and select «Unblock». Unblocking procedure is similar to blocking procedure.

13.3.2. Card limits

To set card limits click the ☰ icon and select «Limits». Edit set by the bank limits and click the «Save» button. Changes will be applied after confirmation.

13.3.3. PIN-code recovery

To recover card's PIN-code click the icon and select «Recover PIN-code». Click the «Unblock» button. After confirmation new PIN-code will be sent via text message (SMS).

13.3.4. Card reissue

To reissue card click the icon and select «Reissue». Select the reason for reissuing (the field is available for editing if there are more than 1 reason for reissuing available) and card delivery method and click the «Reissue» button.

13.3.5. Card closing

To close card click the icon and select «Close». Indicate the reason for closing and click the «Close» button.

Close card Visa Classic 0000xxxxxxxxxxxx1234

After confirming this action you no longer will be able to use the card and have to destroy it yourself

Closing reason

Type close reason

13.4. Card applications

You can view the history of sent applications by clicking «Applications» .

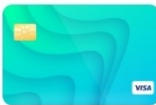
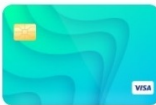
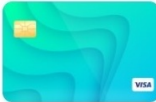

Corporate cards Applications

Filters

Account
40817 810 4 1613 1231333

Account balance
45 964,00 RUB

Amount on cards [?]
43 964,00

	Visa *4801 CARD HOLDER 12/17	✔		Visa *4802 CARD HOLDER 12/17	⊘
	Visa *4803 CARD HOLDER 12/17	⊘		Visa *4804 CARD HOLDER 12/17	✖

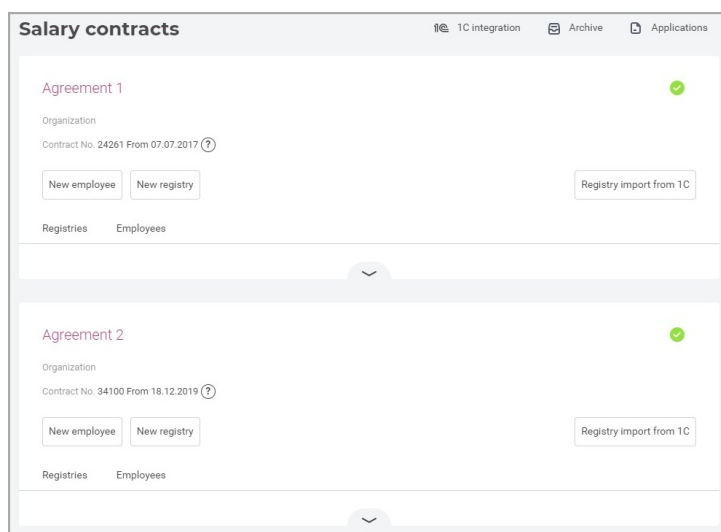
Here you can:

- View applications statuses ([see more](#))
- Print or export applications

14. Salary contracts

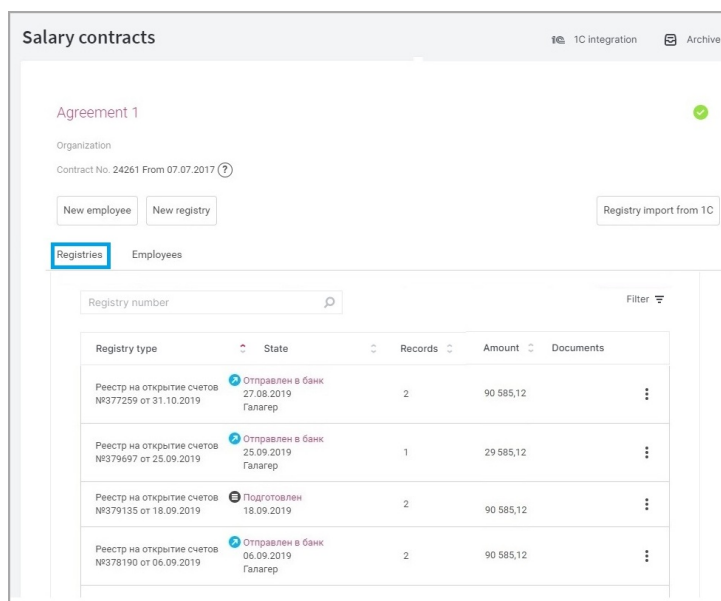
Following actions are available in the «Salary contracts» section:

- Performing operations with registries:
 - Add registries
 - Import registries
 - Performing standard operations (see more)
- Performing operations with employees:
 - Add employees, change details or delete employees
- Creating and viewing applications for agreements
- Viewing archive (see more)
- Viewing information about 1C integration



14.1. Registries in salary contracts

Click the «Registries» button to view prepared, sent and processed registries of the organization.



For each registry following data is indicated:

- registry type
- status (see more)
- number of records in the registry

- amount of all documents in the registry (only for payroll registries)
- documents in the registry (verification report and/or execution report)

State change history for document №376802 From 11.09.2018

Date, time (Moscow time+4h)	State	Client/Executive	Comment
11.09.2018 16:21:33	Processed	Иванов Иван Иванович	
11.09.2018 16:17:27	Ожидает обработки	Иванов Иван Иванович	
11.09.2018 16:17:27	Received	Иванов Иван Иванович	
11.09.2018 16:14:20	Sent to the bank	Иванов Иван Иванович	
11.09.2018 16:14:20	Signed	Иванов Иван Иванович	
11.09.2018 16:13:55	Prepared	Иванов Иван Иванович	

A number of **standard operations** are available for each registry in the list (depending on the processing state).

Registries Employees

Today Yesterday Last 3 days Month For period [] [] Confirm

Filter Document number [] Amount From [] To []

Registry type	State	Records	Amount	Documents
Payroll No.452090 from 30.10.2019	Prepared 30.10.2019	4	2 200,00	⋮
Payroll No.452089 from 30.10.2019	Prepared 30.10.2019	4		⋮
Payroll No.452088 from 30.10.2019	Prepared 30.10.2019	4		⋮
Payroll No.448980 from 02.10.2019	Returned 02.10.2019 Иванов	1		⋮
Payroll No.443935 from 21.08.2019	Prepared 21.08.2019	1	5	⋮

List for registration of the new []

You can create a registry by **importing it from the 1C accounting service** or **creating it manually**

14.1.1. Create registry

To create a registry click «Add a registry».

Salary contracts 1C integration Archive Applications

Agreement 1

Organization

Contract No. 24261 From 07.07.2017

New employee **New registry** Registry import from 1C

Registries Employees

On the opened page you can select the type of registry you want to create:

- For payroll.

For payroll For account opening For accession to project For cards reissue For dismissal

♦ The same registry cannot contain both residents and non-residents of the Russian Federation.

Registry details

Registry number 398912 Date 11.08.2021 Residents of the Russian Federation Yes No Income type code []

Type of crediting [] Payment period June 2021

Add employee Employee full name [] Add employee group []

Total number of registries: 0 for the total amount of 0,00 Save Send

- For account opening.

For payroll For account opening **For accession to project** For cards reissue For dismissal

Registry details

Registry number: 398912 Date: 11.06.2021 Residents of the Russian Federation: Yes No

Add employee: Add employee group

Total number of registries: 0

- For accession to project.

For payroll For account opening **For accession to project** For cards reissue For dismissal

Registry details

Registry number: 398912 Date: 11.06.2021 Residents of the Russian Federation: Yes No

Add employee: Add employee group

Total number of registries: 0

- For cards reissue.

For payroll For account opening For accession to project **For cards reissue** For dismissal

Registry details

Registry number: 398912 Date: 11.06.2021 Residents of the Russian Federation: Yes No

Add employee: Add employee group

Total number of registries: 0

- For dismissal.

For payroll For account opening For accession to project For cards reissue **For dismissal**

Registry details

Registry number: 398912 Date: 11.06.2021 Residents of the Russian Federation: Yes No

Add employee: Add employee group

Total number of registries: 0

The «Registry data» block contains registration list number (unavailable for editing), date of creating the registry (current date is set by default, available for editing) and the «Residents» selector: select «Yes» to add only resident employees or select «No» to add only non-residents to the registry. Please note that residents and non-residents cannot be added to the same payroll registry. You can add one or several employees at a time:

- **Adding one employee.** Start typing in the employee's last name in the «Add one employee» field and select employee from the list. An employee entry will be added to the page for registering. Click **x** on the employee entry in order not to add the employee to selected registry.

- **Adding all or several employees.** Click the «Add employee group» button. The «Select employees» page will open.

Select employees for adding to the registry and click the «Add» button.

You can also sort the list of employees alphabetically as well as by amount on the payroll form.

If your bank provides you this option, you can also select the type of bank product which will be opened for each employee.



[See more about creating documents.](#)

14.1.2. Import registry

In order to import registry for accounts opening or payroll registry from the 1C accounting service select «Import a registry».

On the opened page you can import both the registry for accounts opening and the payroll registry. Select the «For opening accounts» or the «For payroll payment» tab.

Registry import

ИП Иванов Иван Иванович N 655617 from 07.06.2018, IP IVANOV IVAN IVANOVICH

For opening accounts For payroll payment

Registry parameters

Employee status: Residents, Non-residents

File: [input field] [Attach file]

[Save]

Click the «Save» button. The registry will be saved in the «Prepared» state and will be available for editing in the registry list. Entries without errors will be saved in the registry and entries with errors will be indicated.

14.1.3. Verification and execution reports

The bank generates and sends execution reports for new employees' registries which contains either errors or a list of created salary accounts.

To view a verification report on an imported registry click the date link in the «Documents» column.


List for registration of the new employees No.376802 from 11.09.2018	Processed 11.09.2018 Иванов	1	Verification report: from 11.09.2018 Execution report: from 11.09.2018
---	-----------------------------------	---	---

A payroll registry contains template of payment order for payroll accounting and fee.

Reports can be **printed or exported** into files in 1C compatible format (versions 7.7 and 8.0) or *.html.

14.1.4. Create payment based on registry

You can automatically create transfer funds or transfer service fee documents based on payroll registries in the Service.

In order to create a payment based on a registry choose a payroll registry from the list and click «Transfer funds» in the context menu .

Payroll No.452090 from 30.10.2019	Prepared 30.10.2019	4	2 200,00	<ul style="list-style-type: none"> Edit Copy Send Transfer funds Print Export Delete
Payroll No.452089 from 30.10.2019	Prepared 30.10.2019	4		
Payroll No.452088 from 30.10.2019	Prepared 30.10.2019	4		
Payroll No.448980 from 02.10.2019	Returned 02.10.2019 Иванов	1		
Payroll No.443935 from 21.08.2019	Prepared 21.08.2019	1	5	

On this form you can select a type of payment: funds to be debited or service fee.

Transfer of funds on the salary registry398222
Зарплатный договор "Солнышко" № 33308 from 23.10.2019, ООО "Солнышко" (ООО "Solnyshko")

Funds to be debited

Service fee

Whom: Payee RKC Nahodka

TIN(I)/INN(F)/CC: 5463217899 Payee KPP

Bank: 040510000: RKC Nahodka

Account number: 55555 555 5 5555 55 UIP

How much: Amount: 29058₽

From organization account: ООО "Солнышко", TIN(I)NN 5469871233

KPP: 280101111

Document number: 234279

Document date: 06.07.2021

Document priority: [dropdown]

Payout's code: [dropdown]

Document type: [dropdown]

Account number: 40702810100012365478 000 "...
Saldo 5 679 003-11 RUB Availab...

Use loan funds for the operation

For what: VO code [dropdown]

Payment purpose: Зачисление согласно реестра № 398222 от 05.05.2021 по договору № 33308 от 23.10.2019. Код реестра ЗП 398222. Без налога (НДС)

Add purpose to the directory


20 % 18 % 10 % No VAT

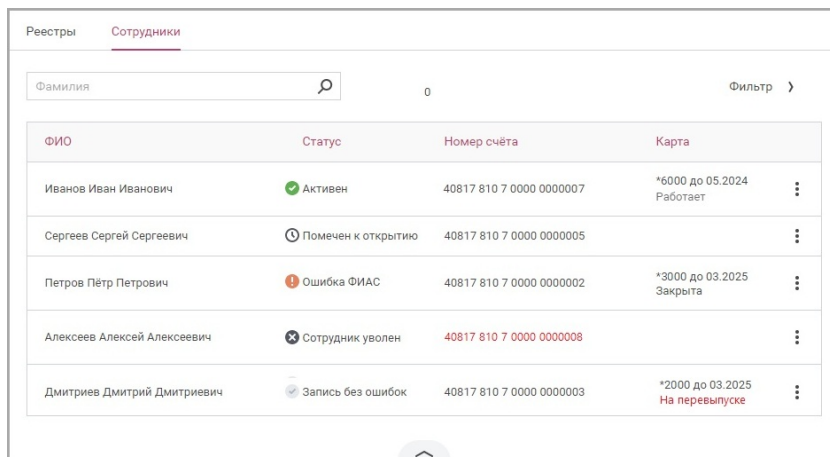
VAT is specified in the purpose

[Save] [Send]

All you need is to indicate the amount of payment order and account for crediting of funds. The created payment order will be available in the «**Payments in rubles**» section.

14.2. Employees

Click the «Employees» button to view the employees of the organization. A list of employees will open. Using the context menu  you can edit their data or delete them.



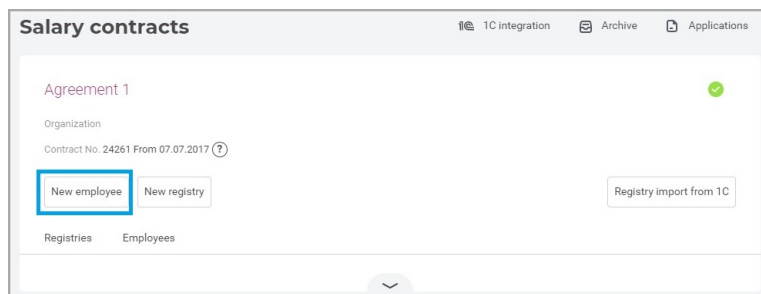
ФИО	Статус	Номер счёта	Карта
Иванов Иван Иванович	Активен	40817 810 7 0000 0000007	*6000 до 05.2024 Работает
Сергеев Сергей Сергеевич	Помечен к открытию	40817 810 7 0000 0000005	
Петров Пётр Петрович	Ошибка ФИАС	40817 810 7 0000 0000002	*3000 до 03.2025 Закрыта
Алексеев Алексей Алексеевич	Сотрудник уволен	40817 810 7 0000 0000008	
Дмитриев Дмитрий Дмитриевич	Запись без ошибок	40817 810 7 0000 0000003	*2000 до 03.2025 На перевыпуске

The list of employees contains the following information:

- «Status» - information about employees bank products and personal data.
- Closed and reissued cards, as well as closed accounts and accounts of terminated employees are marked as red.

14.3. Add an employee

In order to add an employee select «Add an employee».



Salary contracts

Agreement 1

Organization

Contract No. 24261 From 07.07.2017

New employee New registry Registry import from 1C

Registries Employees

The new employee window will open. Enter the required personal data.

14.4. Salary contracts applications

Click the «Applications» button to view and send applications related to salary contracts.

Here you can:

- View statuses of documents ([see more](#))
- Create new applications
- Perform standard operations with documents ([see more](#))
- View archive ([see more](#))

Click the «Create»  button on the instrument panel to create new applications.



Please note that the document structure and fields depend on document type and your bank.



See more about creating documents.

15. Acquiring

In the «Acquiring» section you can view information on connected terminals including list of operations and statistic.

The screenshot shows the 'Acquiring' section with the following data:

Terminals not linked to a store

Terminal ID	For 26.08.2018
J028498	Quantity of payments: 7 Amount of purchases: 2032.33 Amount of refunds: 0.00 Average bill: 290.00

Store at the address: Россия, Ленинградская обл, Санкт-Петербург, ул. Речная, дом 1

Terminal ID	For 26.08.2018
J102185	Quantity of payments: 921 Amount of purchases: 291012.11 Amount of refunds: 0.00 Average bill: 315.10
J101185	Quantity of payments: 12 Amount of purchases: 3114.22 Amount of refunds: 101.00 Average bill: 260.67

Store at the address: РОССИЯ, Тверская обл, Тверь, дом 13

Terminal ID	For 26.08.2018
J104185	Quantity of payments: 20 Amount of purchases: 2222.55 Amount of refunds: 111.11 Average bill: 550.11

On the main page the terminals grouped by stores as well as the terminals that are not tied to the address are displayed. You can also daily statistics for each terminal here:

- Quantity of payments
- Amount of purchases
- Amount of refunds
- Average bill

Here you can:

- View [transactions on all terminals](#)
- Check [statistic on stores and terminals](#)
- View and send [applications](#)

15.1. Transactions and terminals

Click the «All transactions»  button to view transactions on all stores and terminals.

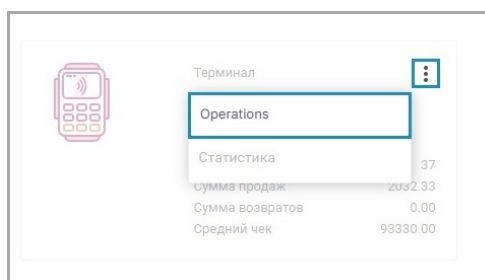
Filters Sales Refunds Amount from up to reset

Yesterday Week May June Q1 2021 Q2 2021 09.06.2021 - 10.06.2021 Apply

Export

<input checked="" type="checkbox"/>	Terminal	Number	Date and time	Date of process...	Card	Operation	Amount
<input type="checkbox"/>	J176132	110762056320	23.10.2018 09:13:16	14.10.2016	VISA International 4279685820774530	Продажа	41.00
<input type="checkbox"/>	J177096	1726212787	23.10.2018 20:00:00	14.10.2016	EUROPAY International S.A. 5158715358351526	Продажа	14040.00
<input type="checkbox"/>	J176132	110769603146	22.10.2018 05:51:38	14.10.2016	VISA International 4622721456576202	Продажа	36400.00
<input type="checkbox"/>	J176132	110769603190	22.10.2018 05:52:31	14.10.2016	VISA International 4193721456607000	Продажа	6400.00
<input type="checkbox"/>	J176132	110769603879	22.10.2018 06:09:53	14.10.2016	VISA International 4048721456633213	Продажа	14000.00

To view details on transactions on individual terminal click the icon and choose «Operations».



You can filter transactions by following parameters:

- display sales and/or refunds
- display transactions within a set amount range (from and up to)
- display transactions during a set period

You can export selected transactions into *.pdf format. Check the transactions from the list and click the «Export» button to export them.

Filters Sales Refunds Amount from up to reset

Yesterday Week May June Q1 2021 Q2 2021 09.06.2021 - 10.06.2021 Apply

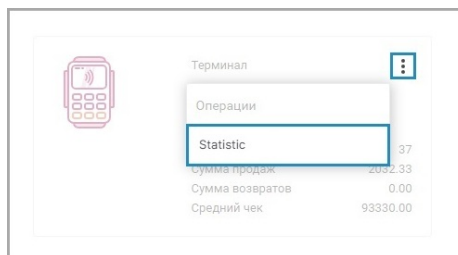
Export



<input checked="" type="checkbox"/>	Terminal	Number	Date and time	Date of process...	Card	Operation	Amount
<input checked="" type="checkbox"/>	J176132	110762056320	23.10.2018 09:13:16	14.10.2016	VISA International 4279685820774530	Продажа	41.00
<input checked="" type="checkbox"/>	J177096	1726212787	23.10.2018 20:00:00	14.10.2016	EUROPAY International S.A. 5158715358351526	Продажа	14040.00
<input type="checkbox"/>	J176132	110769603146	22.10.2018 05:51:38	14.10.2016	VISA International 4622721456576202	Продажа	36400.00
<input type="checkbox"/>	J176132	110769603190	22.10.2018 05:52:31	14.10.2016	VISA International 4193721456607000	Продажа	6400.00
<input type="checkbox"/>	J176132	110769603879	22.10.2018 06:09:53	14.10.2016	VISA International 4048721456633213	Продажа	14000.00

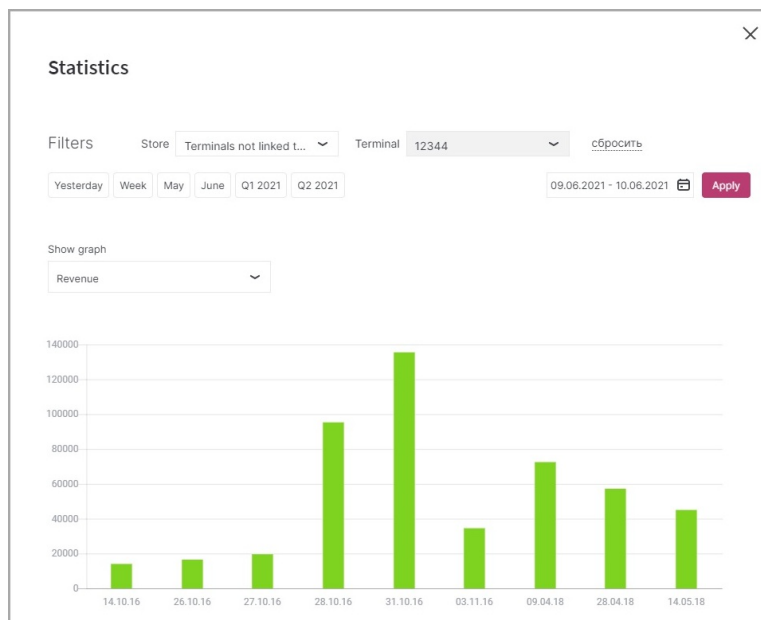
15.2. Statistics

In the Service you can view statistics on terminals. There are three ways to get to viewing statistics on terminals:

- click the icon and choose «Statistic» from the context menu to view statistics on selected terminal



- click the  icon in the store's block to view the store's statistics
- click the «Statistics»  button to set your parameters of statistics viewing



On this page you can select a store, terminals attached to it, a period for displaying statistics on transactions and select a parameter for displaying the graph: revenue, quantity of refunds, quantity of purchases or average bill.


15.2.1. Acquiring applications

Click the «Applications»  button to view or send applications.

Document	State	Type, subject	Sender	Recipient	File	History
Депозит № 77 от 17.12.2018	Принят банком 13.08.2018 Физический	Изменение условий по депозитному договору № 77	АО Апрель	БАНК, г. Новосибирск, БИК: 045017666		
Депозит № 77 от 17.12.2018	Исполнен 13.08.2018 Физический	Изменение условий по депозитному договору № 77	АО Апрель	БАНК, г. Новосибирск, БИК: 045017666		
Депозит № 77 от 17.12.2018	Возвращен 13.08.2018 Физический	Изменение условий по депозитному договору № 77	АО Апрель	БАНК, г. Новосибирск, БИК: 045017666		

Here you can:

- View documents statuses ([see more](#))
- Create new applications
- Perform standard operations with documents ([see more](#))
- View archive ([see more](#))

Click the «Create»  button on the instrument panel to create new application.



Please note that the window form and layout could vary depending on the type of selected deposit product.



Learn more about creation of documents.

16. Invoicing



Please note that you can also create and send **payment demands** to the bank.

In the «Invoicing» section you can issue invoices and send them to the contractors directly.

Issued invoices are not binding documents. They do not require signature or one time password, they do not have different statuses and are delivered directly to the indicated contractor in print or by e-mail. Copying and deleting are always available for all of the invoices issued via the Service from the instruments panel. The document can be printed, exported into *.pdf or sent to the buyer's e-mail.

Invoicing				
Поиск				
<input type="checkbox"/>	Date	Account number	Contractant	Amount
<input type="checkbox"/>	22.10.2018	121	ООО "ФЦ" ООО	1035.00
<input type="checkbox"/>	15.10.2018	120	ООО "Щедрая душа"	24692.00
<input type="checkbox"/>	15.10.2018	119	ООО "Щедрая душа"	24692.00
<input type="checkbox"/>	15.10.2018	118	ООО "ФЦ" ООО	200.00
<input type="checkbox"/>	10.10.2018	117	ООО "Щедрая душа"	200.00

16.1. Issuing an invoice

In order to issue an invoice for payment click the «Create» button on the instruments panel.

Issue an invoice for payment

Supplier: Organization: ООО "Солнышко", TIN(INN) 5469871233

To account: 40702810100012365478 ООО "Солнышко" Saldo 5 679 003-11 RUB Available 550-45 RUB Planned sa...

Buyer: Name, TIN(INN), KPP, Legal address, Payment due date: 05.08.2021

For what: Item or services

Quantity, Units, Price for an item

VAT: No VAT, Amount

Add

How many: Total, Including VAT

Additional: Add a note for the payer

No. of invoice for payment: 1, From: 06.07.2021

Done



See more about creating documents.

Field	Field description
The «Information» section	
No. of invoice for payment	Filled in automatically. Manual editing allowed.
From	Filled in automatically with current date (the DD.MM.YYYY format). Manual editing allowed.
The «Supplier» segment	
Organization	Mandatory to fill in. Choose an organization from the drop down menu.
To account	Mandatory to fill in. Choose an account number from the drop down menu.
The «Buyer» segment	

Field	Field description
Name	Mandatory to fill in. Choose a payer name from list <input type="checkbox"/> or type it in manually.
TIN(INN)	Indicate buyer's TIN(INN).
KPP	Indicate buyer's KPP.
Legal address	Indicate buyer's bank.
Payment due date	Type in manually payment deadline or choose it from calendar <input type="checkbox"/> .
The «For what» segment	
Item or services	Mandatory to fill in. Indicate items or services for which this invoice is issued.
Quantity	Mandatory to fill in. Indicate quantity of items or services for which this invoice is issued.
Units	Indicate units of items or services for which this invoice is issued. should be under 20 characters.
Price for an item	Mandatory to fill in. Indicate the unit price of items or services for which this invoice is issued.
VAT	Mandatory to fill in. Calculated manually based on the amount of document and selected amount of VAT (20%, 18%, 10%, No VAT).
Amount	Amount of items or services from the same category for which this invoice is issued. Calculated manually, not available for manual editing.
«Add»	Click this button to add an additional category of items or services.
The «How many» segment	
Total	Total amount of invoice. Calculated manually, not available for manual editing.
Including VAT	Total amount of VAT. Calculated manually, not available for manual editing.
Add note for the payer	Check the checkbox to add a note for the payer.

Click the «Done» button to save the document. The document will be added to the list of invoices.

17. Payment demands



Please note that you can invoice directly to contractor in the «**Invoicing**» section.

The «**Payment demands**» section contains a list of all payment demands created in the Service.

Following actions are available in the «**Payment demands**» section:

- Viewing document statuses ([see more](#))
- [Creating of new payment demands](#)
- Performing standard operations ([see more](#))
- Importing payment demands ([see more](#))

Document	State	Amount	Sender	Recipient	Recipient
№ 34 16.05.2018	Отправлен в банк 09.07.2018	9 800,00	"ОРГАНИЗАЦИЯ" (ОАО)	АО Интернет-магазин 40702 810 0 1010 1000001	Без налога (НДС)
№ 54 28.09.2018	Подготовлен 28.09.2018	500 000,00	"ОРГАНИЗАЦИЯ" (ОАО)	АО Интернет-магазин 40702 810 0 0000 0000111	Без налога (НДС)
№ 3 30.01.2018	Исполнен 02.02.2018	0,98	"ОРГАНИЗАЦИЯ" (ОАО)	АО Интернет-магазин 40702 810 0 1010 1000001	Без налога (НДС)
№ 5 09.10.2018	Подписан 09.10.2018	98,00	"ОРГАНИЗАЦИЯ" (ОАО)	АО Интернет-магазин 40702 810 0 1010 1000001	Без налога (НДС)

You can also switch between the two modes of displaying information: «More details» and «Short form». Click the mode link in the upper right corner to enable it. The modes have the following characteristic properties:

Document	State	Amount	Sender	Recipient	Recipient
№ 34 16.05.2018	Отправлен в банк 09.07.2018	9 800,00	"ОРГАНИЗАЦИЯ" (ОАО)	АО Интернет-магазин 40702 810 0 1010 1000001	Без налога (НДС)
№ 54 28.09.2018	Подготовлен 28.09.2018	500 000,00	"ОРГАНИЗАЦИЯ" (ОАО)	АО Интернет-магазин 40702 810 0 0000 0000111	Без налога (НДС)
№ 3 30.01.2018	Исполнен 02.02.2018	0,98	"ОРГАНИЗАЦИЯ" (ОАО)	АО Интернет-магазин 40702 810 0 1010 1000001	Без налога (НДС)
№ 5 09.10.2018	Подписан 09.10.2018	98,00	"ОРГАНИЗАЦИЯ" (ОАО)	АО Интернет-магазин 40702 810 0 1010 1000001	Без налога (НДС)

- If the «More details» mode (set by default) is selected, account number, organization and bank names are always visible in the «Payer» column; account number, organization and bank of the payee are visible in the «Payee» column.
- If the «Short form» mode is selected, the abovementioned details are not displayed and the text in the «Purpose» column is shown in short form. To show the whole text in the «Purpose» column, click the text to expand it.

17.1. Create payment demand

In order to create a payment demand click the «Create» button on the instruments panel.

Payment demands ✕

Payee

Payee

ТКСИК, BRIDGETOWN, BIC: 049829000

Payer

Payer name

Payer TIN(INN)

Payer account number

Bank

Demand number

Дата

Index number

Payment type

Amount

Amount

Tax-free (VAT)

Payment details

Payment mode

Acceptance period

Payment purpose



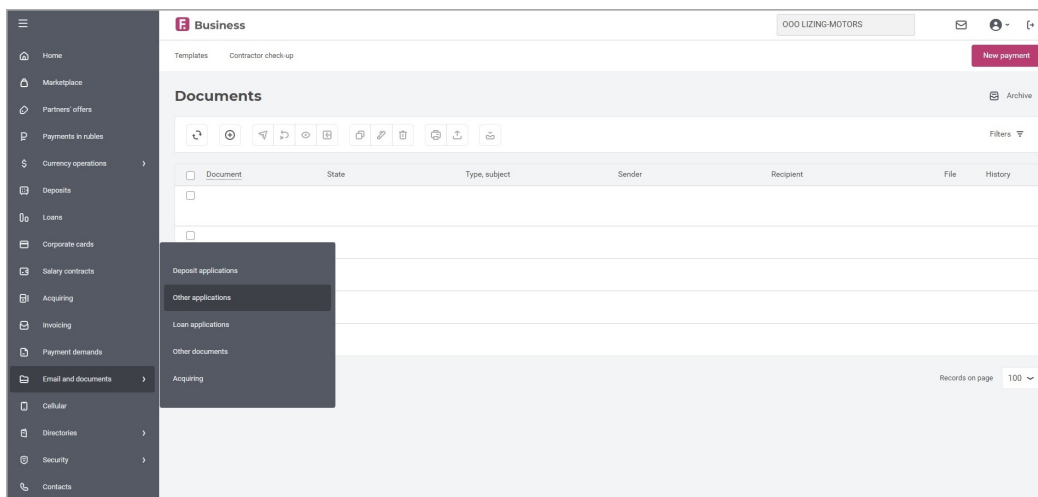
See more about creating documents.

Field	Field description
N ^o	Filled in automatically. Manual editing allowed.
Dated	Filled in automatically with current date (the DD.MM.YYYY format).
Priority	If necessary choose payment priority from list(from 1 to 5).«5» is chosen by default.
Payment type	Choose a type of payment from list
The «Payee» segment	
Payee	Mandatory to fill in. Choose a payee from the drop down menu. Manual editing prohibited.
Account number	Mandatory to fill in. Choose an account number from the drop down menu. Manual editing prohibited.
The «Payer» segment	
Payer name	Mandatory to fill in. Choose a payer name from list <input type="text"/> or type it in manually.
Payer TIN(INN)	Choose a TIN(INN) number from the list <input type="text"/> or type it in manually.
Payer account number	Mandatory to fill in. Indicate a payer account number.
Bank	Mandatory to fill in. Indicate payer's bank. Choose a payee name from list <input type="text"/> or type it in manually.
The «Amount» segment	
Ammount	Mandatory to fill in. Indicate the amount of the payment demand.
VAT (Russian: НДС)	A value-added tax.
The «Payment details» segment	
Payment mode	Choose a payment mode (1 – Pre-accepted by the payer; 2 – Needs to be accepted by the payer).
Acceptance period	Mandatory to fill in. Indicate an acceptance period if the payment type is «Needs to be accepted by the payer».
Payment purpose	Mandatory to fill in. Specify the information about payment purpose, as well as the information about VAT.

18. E-mail and documents

In the «**E-mail and documents**» section, you can correspond with the bank or a contractor by e-mail and documents of different types.

Subsections may have different names depending on the bank. Each of the subsections is designed to exchange messages of the same subject and a specific format with the bank (banks).



In the subsections you can:

- View statuses of documents ([see more](#))
- Create new documents
- Performing standard operations ([see more](#))
- Viewing archive of documents ([see more](#))


To create a new document click the «Create»  button on the instrument panel.

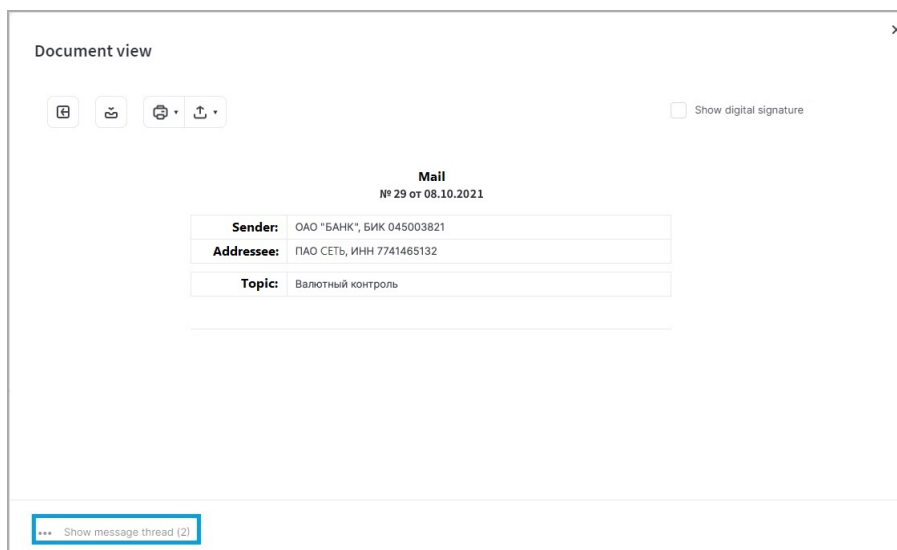


Please note that the document structure and fields depend on the application type and your bank.



See more about creating documents.

You can open a response document received from the bank to view the message thread. To do so click the «View message thread» located at the bottom of the document. To create an answer to the document, click the  icon on the view form or on the instrument panel.



19. Cellular

The payment for mobile services can be made in the «**Cellular**» section as well as using templates.

Cellular		
<input type="button" value="↶"/> <input type="button" value="⊕"/> <input type="button" value="☆"/> <input type="button" value="✎"/> <input type="button" value="🗑️"/>		Total amount 0-00 <input type="button" value="Send"/> <input type="button" value="Clear"/>
Шаблон	Телефон	Сумма
<input type="checkbox"/> Телефон в головном офисе Сотовый - Билайн ПАО "ВЫМПЕЛ-КОММУНИКАЦИИ"	+7 (960) 789-6111	- Payable
<input type="checkbox"/> Телефон в офисе на ул. Прямая Сотовый - Билайн ПАО "ВЫМПЕЛ-КОММУНИКАЦИИ"	+7 (960) 789-6611	- Payable
<input type="checkbox"/> Телефон в офисе на ул. Речная Сотовый - Билайн ПАО "ВЫМПЕЛ-КОММУНИКАЦИИ"	+7 (960) 789-6010	- Payable

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To make a payment **without a template**:

1. Click the «New payment» button on the instruments panel.
2. The «Payment cellular» form will open. Type in the details of the payment in the «Payment cellar» form:

Payment cellular

₽

Account
▼

4020581052500000446 My Account

Saldo 35 000-00 RUB Planned saldo -757 527-24 RUB

My Bank, Moscow, BIC: 040813826

- Indicate the phone number.
- The phone services provider will be selected automatically (manual editing allowed).
- Indicate the amount of payment.
- Indicate an account to write-off funds.

3. Click the «Send» button.



See more about creating documents.

To create a template:

1. Click the «Add template» button on the instruments panel.
2. The «Template payment cellular» form will open. Type in the template name, phone number and the phone services provider in the form.






3. Click the «Save» button.

The template will be in the «Cellular» page where it can be paid, edited  or deleted .

To make a payment **using a template**:

1. Click «Payable» in the line with the template.
2. A prefilled «Payment cellular» form will open. The phone number and the phone services provider are already specified. These fields are not available for editing. You only need to specify the amount of payment in rubles.
3. Click the «Send» button to make the payment. Signature is not required.

The amount of payment will be indicated on the «Cellular» page in the line of selected template and the «Payable» link will change to the «Cancel» link. Click «Cancel» to cancel the payment. Once the payment is completed, it cannot be canceled.

Cellular					
    			Total amount 0-00	Send	Clear
Шаблон	Телефон	Сумма			
<input type="checkbox"/> Телефон в головном офисе Сотовый - Билайн ПАО "ВЫМПЕЛ-КОММУНИКАЦИИ"	+7 (960) 789-6111	-	Cancel		
<input type="checkbox"/> Телефон в офисе на ул. Прямая Сотовый - Билайн ПАО "ВЫМПЕЛ-КОММУНИКАЦИИ"	+7 (960) 789-6611	-	Payable		
<input type="checkbox"/> Телефон в офисе на ул. Речная Сотовый - Билайн ОАО "ВЫМПЕЛ-КОММУНИКАЦИИ"	+7 (960) 789-6010	-	Payable		

Записей на странице 25

20. Directories

Directories allow you to use preset values for some fields thus saving you time when creating documents.

You can use already existing values or add your own. To do so select the corresponding subsection of the «**Directories**» section:

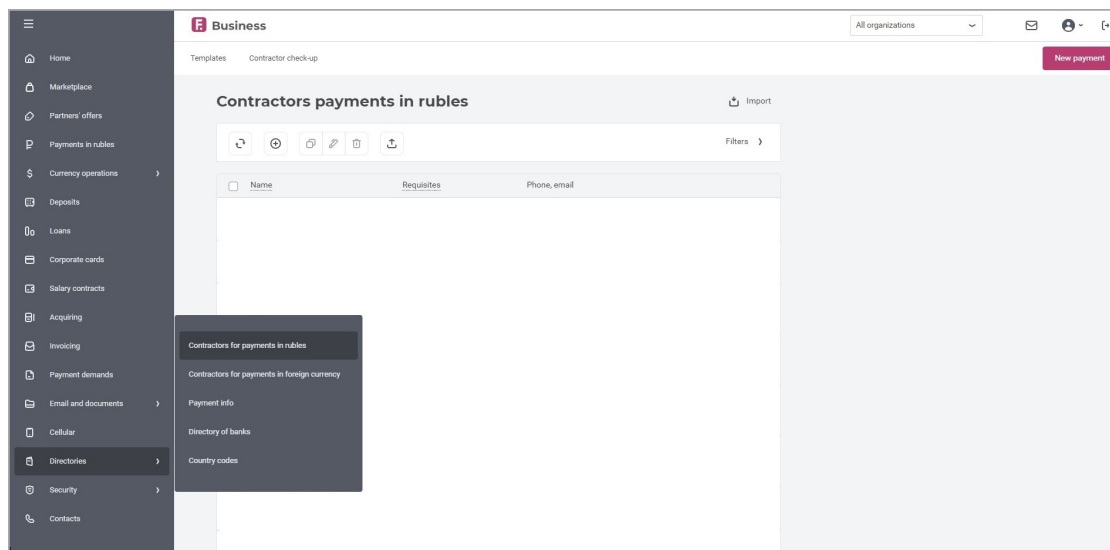
- «**Contractors for payments in rubles**» - directory of contractors you send or receive transactions from (in rubles).
- «**Contractors for payments in foreign currency**» - directory of contractors you send or receive transactions from (in foreign currency).
- «**Payment info**» - directory of payment purposes. The list is created automatically when creating payment documents. Entries can also be added or deleted manually.
- «**Directory of banks**» - directory of bank names, including their BIC, correspondent accounts, as well as address. Not available for editing.
- «**Country codes**» - list of international names of countries and their codes. Not available for editing.



Read more about document import

20.1. Contractors for payments in rubles

Directory contains list of all contractors for payments in rubles.




To add a new contractor:

1. Click the «Create» button on the instrument panel.
2. Add requested details in the opened window.

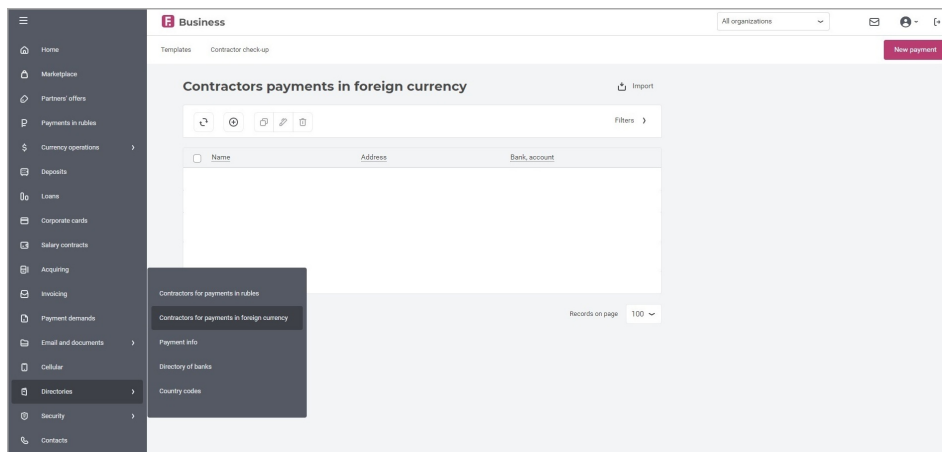
You can also perform **contractor check-up** here.

3. Click «Save».

The added contractor will be available when creating payment documents in rubles by clicking the  button in the «Payee» field. Added values can be edited or deleted by clicking the corresponding buttons on the instruments panel.

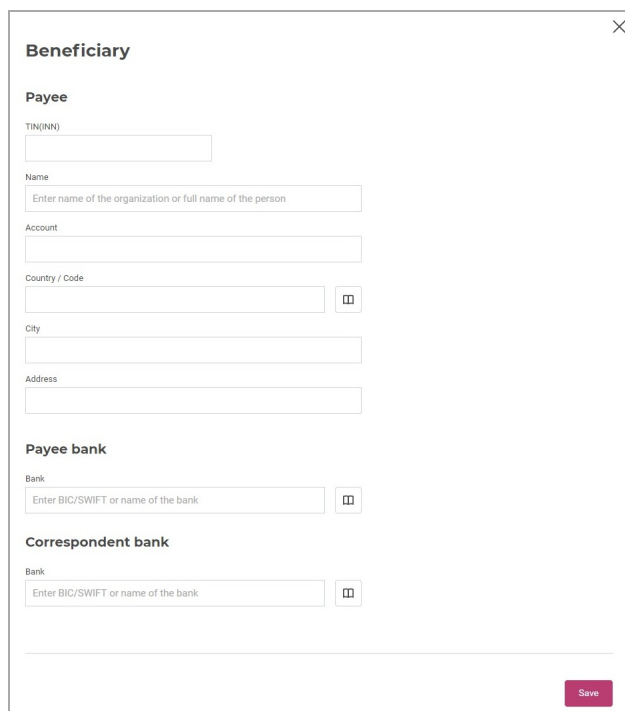
20.2. Contractors for payments in foreign currency

Directory contains list of all contractors for payments in foreign currency.



The process of adding a new contractor is similar to process for **contractors for payments in rubles**.

Example:



Beneficiary

Payee

TIN(INN)

Name
Enter name of the organization or full name of the person

Account

Country / Code

City

Address


Payee bank

Bank
Enter BIC/SWIFT or name of the bank

Correspondent bank

Bank
Enter BIC/SWIFT or name of the bank

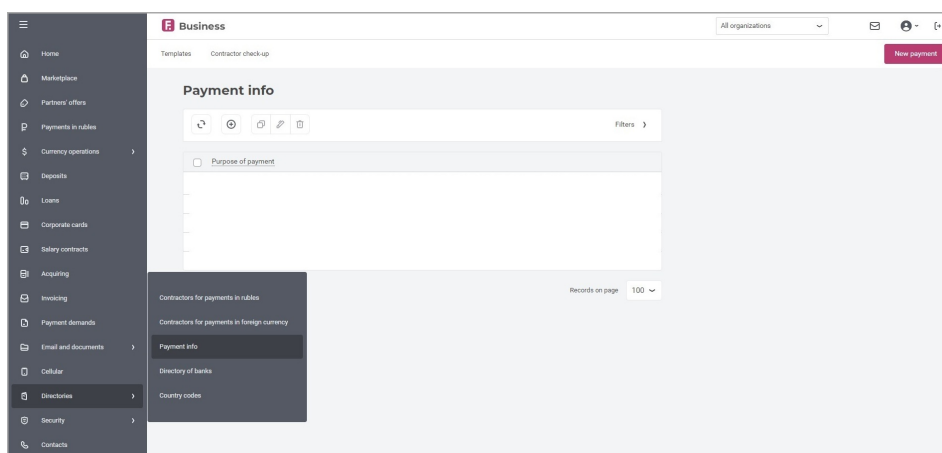
Save

The added contractor will be available when creating payment documents in foreign currency by clicking the  button in the «Payee» field.

Added values can be edited or deleted by clicking the corresponding buttons on the instruments panel.

20.3. Payment info

Here you can find the list of all entered payments purposes, which are saved automatically, as well as add new payment purposes.



Click the «Create»  button on the instrument panel to add new entry.



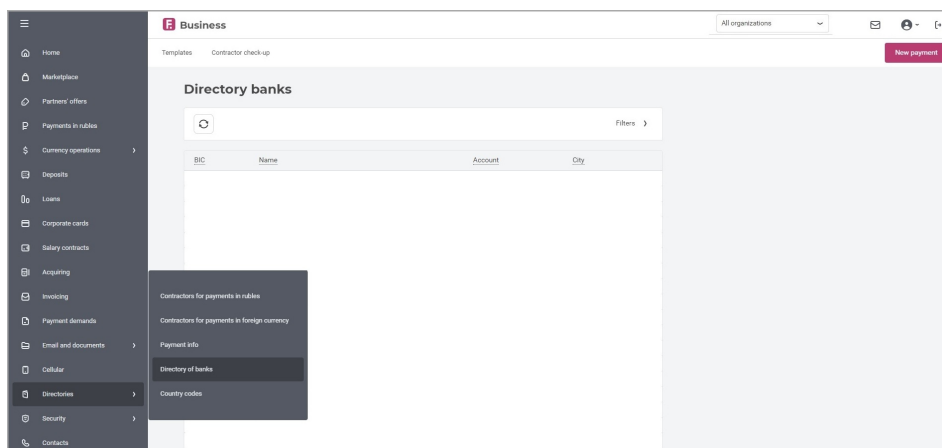
Purpose of payment

Save

Added values can be edited or deleted by clicking the corresponding buttons on the instruments panel.

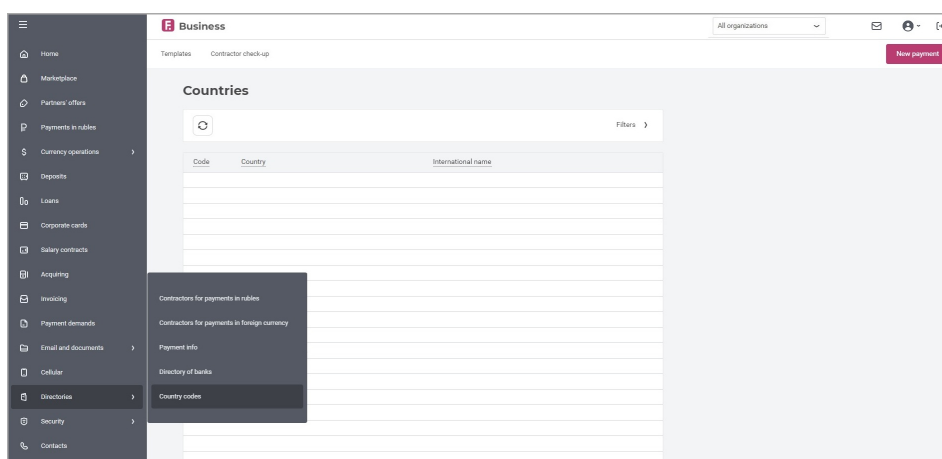
20.4. Directory of banks

Here you can find the list of all bank names, including their BIC, correspondent accounts, as well as address. Not available for editing.




20.5. Country codes

Here you can find the list of international names of countries and their codes. Not available for editing.



20.6. Export of directories

The «**Contractors for payments in rubles**» section allows to export entries in *.csv for 1C program.

Click the «Export»  button on the instrument panel to begin exporting.

21. Security

In the «**Security**» section, one can find information and tools that help to improve security while working in the Internet banking service. The section consists of the following subsections:

- «**Recommendations**» subsection contains security recommendations on using the Service;
- «**Sessions log**» subsection accumulates the Service log with records about log in date and time, IP address and certificate details;
- «**Renew certificate**» subsection contains certificate renewal instructions;
- «**Change password**» – change the password you use to log into the service.

21.1. Certificate

A **certificate** is a unique electronic credential, which helps to determine the identity of its owner via signature. A certificate is used for user authorization, as well as for signing and sending documents. The certificate can be kept on a CD, a Smart key dongle or on other information medium, which is later used for every log in the Service.

Smart key dongles are used instead of disks, memory cards and other data medium to provide enhanced protection of secret keys against theft by intruders or malicious software (Trojans).

Using smart key dongle is the most effective way to provide information protection, because certificate is generated and stored directly on a non-rewritable Smart key dongle. A certificate cannot be copied from a Smart key dongle or extracted and send as a file.

Smart key dongles are protected from unauthorized and illicit use through a client-set PIN-code input for every operation in the Service. After the PIN-code was typed in incorrectly several times, the account in the Service will be suspended until the bank releases the lock. The brute force-proof unlock code is set by the client.

There currently are three types of smart key dongles used in the Service:

- Smart key («РутокенЭЦП») supporting international cryptography standards and ГОСТ.



- Smart key ESMART Token supporting international cryptography standards and ГОСТ.



- Smart key Cosmo supporting international cryptography standards and ГОСТ.



21.2. Recommendations

The «**Recommendations**» sections contains recommendations on safe use of the Internet banking service. Please read these simple rules and recommendations and follow them to protect your information and funds.

Dear Customers !

It is strongly recommended to apply the complex of security measures, when working in Online banking:

- Monitor the status of your accounts (by statements review) and in case of any suspicious transactions, immediately apply to your bank to cancel them and declare the certificate of Electronic Signature compromised and faulty.
- Pay attention to the date and time of last logons to the System (data is displayed on the main page of the System, as well as in a special section "Security -> Sessions log").
- Keep your key carriers (smart cards, USB flash drives, CDs) in places inaccessible for third parties. Rule out keeping your keys on hard disk, network directories and other publicly available resources.
- Keep in secret your key access password, rule out its record on stickers, key carriers etc., you should never tell anybody your password by phone, even the bank's employees (the bank doesn't require it for your serve)
- Use email or SMS-informing about sending payments to the bank. If any fraud operations suspected, apply to the bank immediately! Set up

Furthermore, we recommend you to observe security rules as regards any data on your computers.

- Please use only trusted computers with licensed software, antivirus and firewall. Perform periodic antivirus computer scanning. Timely update licensed operating system, browsers and antiviruses databases.
- Antivirus software must be running continuously since starting computer. It is recommended to make a complete weekly scanning of your computer for viruses, removing the detected malware.
- When working with emails, do not open messages and attached files from unknown senders, either click on links in such messages.
- Timely update your operating system, installing patches and critical updates.
- Do not use administrator rights if it is not necessary. In your everyday practice, log in to the system as a user without administrator rights.
- Enable system event audit, that registers occurring errors, users' logon and programs' launch, periodically review the system log and look for suspicious events.
- Disable the firewall connection to the Internet protocols ftp, smtp. Allow connections only from specific smtp mail servers, where your email boxes are registered.
- Never enable the internet access for unknown applications.
- When going online, never agree to install any additional software.

Please pay attention!**Storage of the private key of Electronic Signature on hard disk is inadmissible.**

We recommend to apply to the bank to replace your carrier with the private key of Electronic Signature (USB flash drive, CD, etc.) with a specialized smart key. Nowadays, such kind of key carriers is one of the most effective ways of preventing theft of private keys of Electronic Signature.

Recommendations on safe use of the Internet banking service can also be viewed on the login page.

Rules of safe and secure work

It is strongly advised to follow these rules in order to ensure a secure access to Faktura.ru service:

- Keep your key mediums (smart-key dongles, USB flash drives, CDs) in places inaccessible for third parties. Do not keep your keys on a hard drive, in network directories and other publicly available resources, or always use encryption.
- Keep in secret your key access password, do not write it down on stickers or store it on key mediums, never tell your password anybody over the phone, even bank's employees.
- Use email or text message (SMS) informing to get information on sent payments, if you suspect any fraud activity, contact the bank immediately!
- Employ built-in lock options on your mobile device (login/password, PIN or finger print).

It is recommended to follow these basic rules of data protection on personal computers:

- Please use only trusted computers with licensed software, an antivirus and a firewall. Perform regular antivirus computer scanning and update your browsers and antiviruses databases in due time.
- Do not open suspicious email and attached files from unknown senders, never click hyperlinks in such messages.
- Do not use an administrator account in your OS unless necessary. Perform regular tasks under a non-administrator account.
- Do not setup unwanted software and add-ons from the Internet.
- It is advised to use a separate computer for working in the Internet banking service.
- Do not keep login and password on publicly available computer devices.
- Keep in secret your bank card number, its expiration date, CVV/CVC and batch code.

21.3. Renew certificate



The section is unavailable when using login and password to log into the Internet banking service.



Please note that depending on partner bank and certificate's technical characteristics this feature may not be available or differ in appearance.



Please note that the renewal procedure may be charged with a fee set by the bank.

The certificate is valid during one year from the date of certificate issuing. One can renew a certificate only while it is valid, otherwise the renewal procedure is not available and one must refer to the bank in order to get a new one. After every logging in you will be notified about a pending renewal procedure starting from 30 days before the validity period ends.



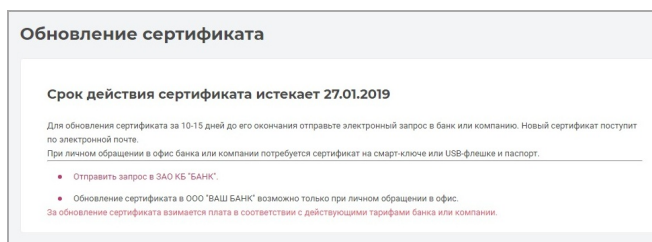
If you have accounts in different banks, you can apply for certificate renewal in a bank of your choice.



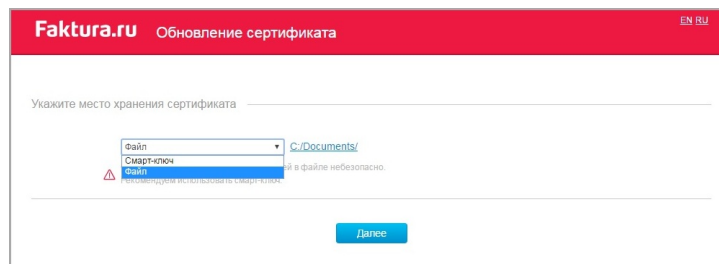
You can renew your certificate from the Internet banking service, if your bank provides this feature, or refer to a local bank branch or a certificate issuing company.

You can renew your certificate from the «**Security -> Renew certificate**» section. Please perform the following steps to renew the certificate:

1. To renew a certificate click the «Send a request to BANK_NAME bank» link.



- You will be redirected to the «Certificate renewal» page. Then specify a certificate storage device (for Smart key dongles) or folder (for a certificate file on a hard drive or other mediums).
- Click the «Next» button.



- Then type in the password (PIN-code) for the certificate file or the Smart key dongle depending on the selected certificate type and click the Enter key on the keyboard.
- The next page requires an input of contact information. Please make sure that the input E-mail is correct because you will be sent a download link for a new certificate to this address.
- Click the «Renew» button.
- After the request is successfully processed, you will be sent a link to a new certificate to your E-mail address.
- Make sure that your Smart key dongle is plugged in your computer. Click the link and then kindly double-check the information in the window.
- To renew the certificate, you should sign the «Transfer and acceptance certificate». Make sure that the information in the form is correct.
- Click the «Sign» button.
- Click the «Save certificate» button. When the certificate is successfully renewed and downloaded you will be shown a corresponding message.

21.4. Session log

The «**Section log**» section contains records about log in date and time, IP address and details about certificate used to log into the Internet banking service on your behalf.



If you see suspicious IP addresses on the list, contact the bank immediately.

Sessions log		
Date and time (GMT +3)	IP address	Certificate
02.09.2019 13:36:45	172.29.10.109	CN=Yurlitso1, OU=otdel, O=ZAO, L=Novosibirsk, C=RU
30.08.2019 10:28:12	172.29.10.109	CN=Yurlitso1, OU=otdel, O=ZAO, L=Novosibirsk, C=RU
30.08.2019 09:49:48	172.29.10.136	CN=Yurlitso1, OU=otdel, O=ZAO, L=Novosibirsk, C=RU
30.08.2019 08:03:19	172.29.10.109	CN=Yurlitso1, OU=otdel, O=ZAO, L=Novosibirsk, C=RU
30.08.2019 08:01:40	172.29.10.136	CN=Yurlitso1, OU=otdel, O=ZAO, L=Novosibirsk, C=RU
30.08.2019 07:57:18	172.29.10.136	CN=Yurlitso1, OU=otdel, O=ZAO, L=Novosibirsk, C=RU
30.08.2019 07:21:29	172.29.10.109	CN=Yurlitso1, OU=otdel, O=ZAO, L=Novosibirsk, C=RU

21.5. Change password

You can change the password you use to log into the service if you logged in using login and password.

Password reset

Previous password

New password

Repeat new password

Recommendations on composing a password

- The password must contain from 8 to 25 uppercase an lowercase characters.
- The password must contain at least one numeral and one special character (-!@#\$%^&*()_+={;:)
- The password must not contain a pattern of consecutive characters or neighboring repeated characters.

To change password, enter your current password and then the new password twice.

21.6. Limits

The system of limits is used to protect your funds and prevent fraudulent activities in the Internet banking Service. The system of limits provides multi-level control over cash transactions.

Limits are maximum allowed amounts in Russian Rubbles. If the currency of payment is different from Russian Rubles, the set limit is converted according to the exchange rate of the Central Bank of the Russian Federation. Limits are applied if you have logged into the Internet banking Service:

Limits are also applied to all payments made using accounts of organization, regardless of which employee made them, and are carried out on the same transaction day (Moscow local time, GMT +3). All payments and transfers with a future date are registered on the date of payment.

All payments are divided into 3 categories:

- Risk-free payments: on your accounts, budgetary, in the bank's favor, confirmed via SafeTouch. Such payments do not undergo additional security check and are automatically sent to bank.
- Prohibited payments: made from banned IP-addresses or to prohibited accounts.
- Risk payments: all other types of payments.

Please note that the limit amounts for risk payments depend on payment execution channel, confirmation (sign) method and payee. Limit amounts are determined based on the following logic:

Payment/transfer execution channel		Confirmation method		Payee		Limit amount
Web site	+	Text message (SMS)	+	legal entity	=	average limit amount
Web site	+	Certificate file	+	legal entity	=	average limit amount
Web site	+	Smart key dongle	+	legal entity	=	largest limit amount
Web site	+	Text message (SMS)	+	person	=	smallest limit amount
Web site	+	Certificate file	+	person	=	small limit amount
Web site	+	Smart key dongle	+	person	=	average limit amount
Mobile application	+	Text message (SMS)	+	legal entity	=	small limit amount
Mobile application	+	Text message (SMS)	+	person	=	smallest limit amount



If your payment exceeds the maximum limit, please try different confirmation method. Please contact your bank to learn and change the maximum limit.

22. Bank contacts

Here you can find phone numbers and e-mails which can be used to contact the bank.


Contacts

My Bank ✉ Contact the bank

Телефон поддержки для среднего и крупного бизнеса
1234567

Телефон поддержки для ИП
7654321

Email для связи
support@bank.ru

This section also allows to send direct message to the bank. To send a message click «Contact the bank» button  and enter the message.

Contact the bank

Subject
bank.faktura.ru: John Doe

Text

Email for contact
email

Send

23. Cash pooling

The «**Cash pooling**» section provides efficient management of banking accounts, allowing to pool the banking accounts owned by holdings and company groups. This feature is designed to provide automated control over accounts' balances and financial management over branches, subdivisions and subsidiaries.

The list of available pools of banking accounts is located on the main page of the section. The following information is displayed for each pool: accounts in the pool with banking details, as well as account owning organizations.

A **new mode liquidity** can be added to a pool by clicking the «Add mode» button in the corresponding block.

The screenshot shows the 'Cash pooling' interface. At the top, there are 'Applications' and 'Archive' buttons. Below that is a toolbar with icons for refresh, add, edit, and delete. The main content area displays 'Cashing Pool 1' with its validity period from 16.04.2019 to 30.11.2030. It lists two accounts: one with IBAN 40702810600100001424 and TIN 9705044645, and a 'Master account' with IBAN 408038102000000000012 and TIN 9705044645. A 'Liquidity management mode' section contains an 'Add new mode' button.

On the instruments panel you can find the following available operations:

- Create pool
- Add new liquidity mode
- View applications for pools
- View documents archive ([see more](#))

23.1. Creating cash pool

To create a cash pool click the «Create» button on the instruments panel. Then specify the following:

The 'Create cash pool' form has a title bar with a close button. It contains a 'Cash pool' label and a text input field for 'Cash pool name'. Below this are two date pickers: 'The pool is valid from' (set to 10.06.2021) and 'The pool is valid until' (with a calendar icon). At the bottom right is a red 'Add an account' button. At the bottom center are 'Save' and 'Send' buttons.

- Pool name.
- Pool end date.



A pool opening date coincides with the pool creation date and cannot be edited. A pool expiration date can be edited at any time; if no expiry date is specified, pool duration time is considered to be unlimited.

- Click «Add accounts» button. Select the accounts that will be added to the pool by checking the corresponding checkboxes on the left and then clicking the «Add» button.



Please note that the list of accounts is formed based on account management rights. The list does not include accounts that are already a part of existing pools.

Add accounts

Accounts of My Organization, TIN(INN) 9705044645

<input type="checkbox"/>	4070281015488444475000000 Account No.1	48 048-00 RUB on 23.10.2020
<input type="checkbox"/>	40702810600100001324 Account No.2	734 048-00 RUB on 23.10.2020

Cancel
Add



See more about creating documents.

Each pool has a master account. Funds from other pool accounts in the pool are transferred and concentrated on a master account. After the master account is selected and the pool application form is processed by the bank, the master account can only be changed by personally contacting the bank. Please note that assigning another master account in a pool can only be performed if a new master account belongs to the same account holder within one branch of an organization.

To select a master account click the «Set as master account» link next to an account. To delete an added account click the «Delete» link next to an account.

Create cash pool

Cash pool

The pool is valid from
10.06.2021

The pool is valid until 📅

No available accounts for adding to the cash pool

Account		Balance
4070281015488444475000000 Account No.1 My Organization, TIN(INN) 9705044645	Delete Master account	48 048-00 RUB on 23.10.2020
40702810600100001324 Account No.2 My Organization, TIN(INN) 9705044645	Delete Set as master account	734 048-00 RUB on 23.10.2020

Save
Send

You can find the document in the «Applications» section.

23.2. Liquidity management mode

The accounts balances in a pool are controlled via modes of liquidity management.

To add a new liquidity management mode to the pool, click the «Add new mode» button next to the pool.

Cash pooling

📄 Applications
📁 Archive

🔄 ⌂ ✎ 📧

Cashing Pool 1
 The pool is valid from 16.04.2019 until 30.11.2030

40702810600100001424 ООО "ОБЪЕДИНЕННАЯ СЕТЬ", TIN(INN) 9705044645	8 741-39 RUB on 26.03.2018	
40803810200000000012 ООО "ОБЪЕДИНЕННАЯ СЕТЬ" РКЦ ТИКСИ ВИС 049829000	Master account 50 000-00 RUB on 11.07.2017	<div style="border: 1px solid #00a000; padding: 5px; display: inline-block; font-size: 0.7em;"> Add new mode </div>

The «Add new liquidity management mode» page will open.

Add new liquidity management mode

Cashing Pool 1

Choose new liquidity management mode

- Transfer funds from accounts in the pool to the master account (Zero balancing)
The mode allows setting a master account for consolidating funds from other accounts in the pool at the end of the banking day and using a master account for carrying out client's transactions on other accounts in the pool according to the set balance limits.
- Maintain set balance limits online on accounts in the pool (Automatic balancing)
The mode is used for maintaining the set liquidity level of accounts in the cash pool by redistributing funds between accounts in real time.

Cancel Settings


There are two available liquidity management modes in the Internet banking service: consolidating funds on a selected master account (Zero balancing) and maintaining accounts balances online (Automatic balancing).

- ***Zero balancing** is a liquidity management mode that allows consolidating funds from accounts in a pool on a single master account at the end of a transaction day. Funds on a master account can be used for current transactions made from accounts in a pool within the predetermined limits.

To activate this mode, choose it from the list and click the «Settings» button. The «Zero Balancing» window will open. You can see all accounts in the pool, including the master account. It is also possible to set a future date as an opening date.

You can find the document in the «Applications» section.


- **Automatic balancing** is a mode that maintains the set liquidity level on accounts in a cash pool. Under this mode the reallocation of balances on accounts is executed online based on set values.


To activate the mode, select it from the list and click the «Settings» button. The «Automatic balancing: online balance maintenance» window will open. Set a liquidity mode opening date (the «valid from» field). The date can be filled in manually or selected from a built-in calendar. To open a calendar, click the  icon in the field.

Next, select an account for managing and set a minimum and/or maximum balance. Please note that these values can be set only after you have set a managed account. You can set a minimum or a maximum limit or both at once. If you need to set both limits, set and save them separately, one after another.

Automatic balancing: online balance maintenance

Cashing Pool 1

Valid from
10.06.2021 

Account under balance maintaining
 40702810600100001424 Account No.1
 Saldo 8 741-39 RUB Planned saldo 5 258 325-20 RUB

Add minimum balance limit

Add maximum balance limit

Save Send

To set a minimum/maximum value of balance, click the «Add minimum balance limit»/«Add maximum balance limit».

Indicate a minimum/maximum balance in the window. To set a minimum balance select one of the following borrowing modes:

- «The total amount from one account»
- «From several accounts in parts» mode
- «If cannot transfer from one account, then transfer in parts» mode

Similarly, to set the maximum balance, choose one of the borrowing modes.

Automatic balancing: indicate the minimum balance

Cashing Pool 1

Minimum balance

Transfer to the account under balance maintaining

The total amount from one account
Transfer to the account will be performed from a supporting account in the list according to the priority que. If the funds on the supporting account are insufficient, the next account from the list will be used. If the needed amount cannot be transferred entirely from one supporting account, the transfer will not be performed

From several accounts in parts
Trying to transfer funds to the account under balance maintaining from the supporting accounts according to the priority que. The maximum allowed amount will be transferred from the supporting accounts in the list until the needed balanced is reached. If no supporting accounts in the list contain the needed amount of funds, the maximum possible amount of funds will be transferred to the account under balance maintaining

If cannot transfer from one account, then transfer in parts
Trying to transfer the total amount of funds needed to maintain the set balance on the account under balance maintaining. If the transfer was not successful, the maximum allowed amount will be transferred from the supporting accounts in the list according to the priority que until the needed balanced is reached

Back Next

Choosing minimum balance

Automatic balancing: indicate the maximum balance

Cashing Pool 1

Maximum balance

Transfer from the account under balance maintaining

To one account
Trying to transfer the total amount of funds that exceeds the maximum limit from the account under balance maintaining to one account. Accounts are considered according to their position in priority que and transfer to account under balance maintaining settings

To several accounts in parts
Transfer of funds will be performed from the account under balance maintaining to all the accounts in the list according to their positions in priority que

If cannot transfer to one account, then transfer in parts
Trying to transfer the total amount of funds that exceeds the maximum limit to one account. Accounts are considered according to their position in priority que and transfer to account under balance maintaining settings. If the transfer was not successful, then funds will be transferred from the account under balance maintaining to several accounts according the set parameters

Back Next

Choosing maximum balance

Click the «Next» button, choose an account or accounts for borrowing/transfer of funds in the «Auto balancing: choose accounts to transfer funds from» window and click «Next».

Automatic balancing: choose accounts to transfer funds from

Cashing Pool 1

Account	Account balance
<input type="checkbox"/> 40702810600100001324 Account No-2 My Organization, TIN(INN) 9705044645	50 000-00 RUB on 11.07.2020

Back Next

Automatic balancing: choose accounts to transfer funds to ×

Cashing Pool 1

Account	Account balance
<input type="checkbox"/> 40702810600100001324 Account No.2 My Organization, TIN(INN) 9705044645	50 000-00 RUB on 11.07.2020

Back
Next

In case several accounts are selected, you need to set priorities of borrowing/transfer of funds by setting the arranging accounts in list using and icons. The top account on the list has the highest priority. If there are not enough funds on the most top account, the next one will be used too. Click «Ready» when the priority is set.

You can find the document in the «Applications» section.

Mode settings can be edited by clicking the icon.

Liquidity management mode

Zero Balancing

Add new mode

Editing liquidity management mode implicates creating and sending application for changing settings of the liquidity mode (see the «Applications» chapter for more information). Please note that you cannot create and send another an application if one is already being processed by the bank.

23.3. Applications

You can view applications related to pools by selecting the «Applications» in the upper right corner of the «Cash pooling» section.

Cash pooling / **Applications**

☐	Дата	Документ	Пул	Состояние	Организация	Банк
☐	29.07.2017	Заявление на создание пула	Новый	⌚ Подготовлен 29.05.2017	АО Нинель	БАНК
☐	29.05.2017	Заявление на создание пула	Майский	✅ Исполнен 09.03.2017 Санталова	АО Нинель	БАНК

Here you can:

- View statuses of documents ([see more](#))
- Perform standard operations with documents ([see more](#))

24. Service settings

You can configure the following settings of the Internet banking service:

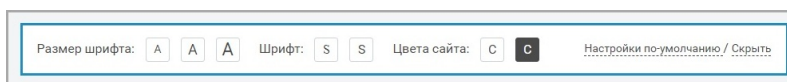
- [Settings for visually impaired](#)
- [User settings](#)

24.1. Settings for visually impaired

Click the  icon on the quick actions panel and select «Version for visually impaired».

A setting panel will open where you can configure:

- Font size
- Font type
- Color scheme for the web-site



Configured settings will automatically be applied upon future log ins.

Click «Default settings» to revert configured settings.

24.2. User settings

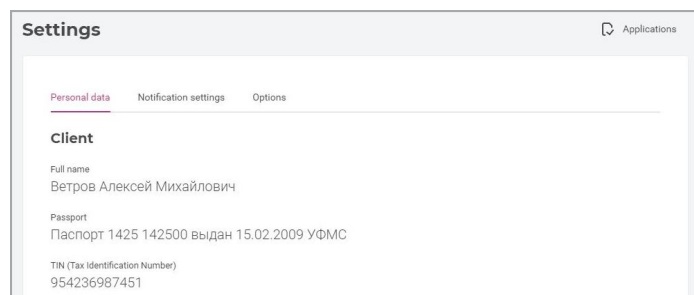
Click the  icon on the top panel and select «Settings» to view the list of available settings or click on username.

The «Settings» page will open. On this page user settings are available in the following categories on the corresponding tabs:



Some settings can only be available upon log in using [certificate](#).

- [Personal data](#)
- [Notification settings](#)
- [Options](#)



Click on the tab to go to it.

24.2.1. Personal data

In the «Personal data» folder you can view and edit your personal details:

- The «Client» segment contains the following fields:
 - Full name
 - Identification document and its details
 - TIN (INN) (Tax Identification Number)
 - Nationality
 - Date of birth
- The «Access key» segment contains information about the access key you are using
- The «Contact information» segment contains:
 - The «Phone» field with your cell phone number
 - The «E-mail» field with the E-mail indicated in the contract with the bank
- The «Time zone» segment contain the «Difference with Moscow time in hours» field which is always available for editing. This field determines the time you receive notification «Daily notification about the account balance at a specified time of day» and the date of creation and receipt of statement requests.

Personal data Notification settings Options

Client

Full name
Ветров Алексей Михайлович

Passport
Паспорт 1425 142500 выдан 15.02.2009 УФМС

TIN (Tax Identification Number)
954236987451

Nationality
Россия

Date of birth
15.03.1981

Contact information

To amend the contact information, please contact your bank

Phone
9994523398

email
v.rudko@cft.ru

Time zone (relative to Moscow time)

Difference with Moscow time in hours
7

Save

24.2.2. Notification settings

The «Notification settings» folder allows viewing and editing templates of available SMS and E-mail notifications.

Personal data Notification settings Options

The Bank enabled the following notifications for you

Bank
PKЦ ТИКСИ, БИК 049829000

Organization
КиноМир, ИНН 6140891988

Phone number
+7 (9XX) XXX-XX-00

Contact phone number

Add. number

Additional phone number

E-mail

Phone number

Notify when logging in to the System
 Notify when sending payments

Attention!

Immediately contact the bank in case you receive SMS-notification on the following operations, made without your consent or participation:

- changing of the phone number for receiving notifications,
- system logons, that you have not done,
- sending to the bank payments, that you didn't authorize

Notifications

via SMS

on logging in to the System
 on payments' sending
 on payments' processing

to email

on logging in to the System
 on payments' sending
 on payments' processing

To set up SMS notification, please apply to the bank.

email
v.rudko@cft.ru

You can indicate several addresses separated by comma

Log in to the system
 Execution of documents sent to the bank
 Receipt of extract or intermediate information about account transactions from the bank
 Receipt of a bank's request to confirm the balance
 Notifications on receipt of foreign currency income
 Receipt of a free format document
 Bank replaced the statement of account sent earlier
 Increase of the account balance
 Daily notification about the account balance at a specified time of day (06:00 a.m.) (06:00)

Save

To view the information on notifications enabled in the bank where you have accounts, select the bank in the «Bank» field.

Next, select an organization you are a member of and that has accounts in the selected bank.

Depending on the selected organization and bank, there you can also see a phone number and additional phone number, as well as an E-mail and phone number for notifications. For safety reasons these fields are not available for manual editing. The notifications via SMS and E-mail settings in the «Notifications» segment are available for manual editing if the bank provides this feature.

24.2.3. Options

The «Options» folder allows configuring various options when working with documents in the Service:

Documents

- «Automatically archive processed documents» – check the checkbox to automatically archive processed documents.
- «Save the sorting of documents in table» – check the checkbox to save the sorting order of documents in table.

Warnings

- «Warn on exceeding the account balance, when sending payments» – check the checkbox to allow the Service to check

the transfer amount and the account balance when sending payments orders: if the account balance is lower than the transfer amount, you will see a warning message.

Statements

- «Export of statement without archive» – check the checkbox to export the statements in non-compressed format.
- «Display the date of» – select «last operation» or «previous operation (according to the statement period)».

Personal data Notification settings **Options**

Documents

Automatically archive processed documents
 Save the sorting of documents in table

Warnings

Warn on exceeding the account balance, when sending payments

Statements

Export of statement without archive

Display the date of
previous operation (according to the statement period) ▾

Save

25. Appendix

Here you can find reference information and structure of some of imported and exported documents:

- [Priority](#)
- [Terms for de-registering contract or loan agreement](#)
- [Structure of IC payment document](#)
- [Registry of contractors](#)
- [Description of MT100 file](#)

25.1. Priority

Supplementary information on filling in the "Document priority" field:

Clause 2 of Article 855 of the Civil Code of the Russian Federation: In case of insufficient funds on the account to satisfy all the requirements presented to it, the debiting of funds is carried out in the following order:

1. First of all, according to executive documents providing for the transfer or issuance of funds from the account to satisfy claims for compensation for harm caused to life and health, as well as claims for the collection of alimony;
2. Secondly, according to executive documents providing for the transfer or issuance of funds for settlements on the payment of severance pay and remuneration with persons working or working under an employment contract (contract), on the payment of remuneration to the authors of the results of intellectual activity;
3. In the third place, according to payment documents providing for the transfer or issuance of funds for settlements on remuneration with persons working under an employment contract (contract), orders of tax authorities to write off and transfer debts on the payment of taxes and fees to the budgets of the budget system of the Russian Federation, as well as orders of the authorities monitoring the payment of insurance premiums to write off and transfer the amounts of insurance premiums to the budgets of state extra-budgetary funds;
4. Fourth, according to the executive documents providing for the satisfaction of other monetary requirements;
5. In the fifth place for other payment documents in the order of calendar order.

Debiting of funds from the account for requirements related to one queue is carried out in the order of calendar order of receipt of documents.

25.2. Terms for de-registering contract or loan agreement

No. p.p.	Basis for de-registration of the contract
6.1.1.	When transferring a contract (loan agreement) for service from the bank to another authorized bank (including transferring from one branch to another branch of the bank, from the head office of the bank to a branch of the bank), as well as when a resident closes all settlement accounts with the bank.
6.1.2.	When the parties perform all obligations under the contract (loan agreement), including the fulfillment of obligations by a third party.
6.1.3.	When a resident assigns a claim under a contract (loan agreement) to another resident or when transferring a debt by a resident under a contract (loan agreement) to another resident (head office of the bank), as well as when the resident closes all settlement accounts with the UK bank.
6.1.4.	When a resident assigns a claim under a contract (loan agreement) to a non-resident or when transferring a debt by a resident under a contract (loan agreement) to a non-resident.
6.1.5.	When fulfilling (terminating) obligations under a contract (loan agreement) on other grounds not specified in subclause 6.1.2 of this Clause provided for by the legislation of the Russian Federation.
6.1.6.	Upon termination of the grounds for registration of the contract (loan agreement) in accordance with this Instruction, including due to the introduction of relevant amendments and/or additions to the contract (loan agreement), as well as if the contract (loan agreement) was mistakenly taken into account if there are no grounds for its registration in the contract (loan agreement).

25.3. Structure of 1C payment document



Please note that due to the amendments in the Federal Law of 02.10.2007 N 229-FZ (as amended from the 02.12.2019) "On Enforcement Proceedings," when exporting statements and transactions from statements to 1C formats (including "Elbe Contour" and "My Case"), the field "Payment Code" is also filled in. If you do not specify a revenue type code, the field will not be added to the file. Also, when you enter the "Statement" section (for a specific account), you will be shown a corresponding message.

	Обязательно				
Реквизит документа, служебный реквизит файла	из 1С в Кл.	из Кл.в 1С	Идентификатор реквизита	Вид, макс. длина	Примечание
Заголовок файла					
Внутренний признак файла обмена			1СClientBankExchange		
Общие сведения					
Номер версии формата обмена	да	да	ВерсияФормата	строка	1.02
Кодировка файла	да	да	Кодировка	строка	Возможные значения: DOS Windows
Программа-отправитель	да	нет	Отправитель	строка	
Программа-получатель	нет	да	Получатель	строка	
Дата формирования файла	нет	нет	ДатаСоздания	дд.мм.гггг	
Время формирования файла	нет	нет	ВремяСоздания	чч:мм:сс	
Сведения об условиях отбора передаваемых данных					
Дата начала интервала	да	да	ДатаНачала	дд.мм.гггг	В этом интервале передаются
Дата конца интервала	да	да	ДатаКонца	дд.мм.гггг	все существующие документы
Расчетный счёт организации (строк может быть несколько)	да	да	РасчСчет	20, 25	Указанный счёт синхронизируется в указанном интервале
Вид документа (строк может быть несколько)	нет	-	Документ	строка	Возможные значения: Платёжное поручение Заявление на аккредитив Платёжное требование-поручение Платёжное требование Инкассовое поручение - прочее
Секция передачи остатков по расчётному счету			СекцияРасчСчет		
Признак начала секции					

Дата начала интервала	-	да	ДатаНачала	дд.мм.гггг	В этом интервале передаются
Дата конца интервала	-	нет	ДатаКонца	дд.мм.гггг	все существующие документы
Расчётный счёт организации	-	да	РасчСчет	20, 25	
Начальный остаток	-	да	НачальныйОстаток	руб[.коп]	Эти значения используются
Обороты входящих платежей	-	нет	ВсегоПоступило	руб[.коп]	для сверки с учётными данными
Обороты исходящих платежей	-	нет	ВсегоСписано	руб[.коп]	и для контроля полученных
Конечный остаток	-	нет	КонечныйОстаток	руб[.коп]	документов выписки
Признак окончания секции			КонецРасчСчет		
Секция платёжного документа					
Шапка платёжного документа					
Признак начала секции содержит вид документа			СекцияДокумент=<Вид документа>		Возможные значения: Платёжное поручение Заявление на аккредитив Платёжное требование-поручение Платёжное требование Инкассовое поручение - прочее
Номер документа	да	да	Номер	Строка 5	
Дата документа	да	да	Дата	дд.мм.гггг	
Сумма платежа	да	да	Сумма	руб[.коп]	
Квитанция по платёжному документу					
Дата формирования квитанции	-	нет	КвитанцияДата	дд.мм.гггг	Квитанция передаётся
Время формирования квитанции	-	нет	КвитанцияВремя	чч:мм:сс	только из Клиента в 1С
Содержание квитанции	-	нет	КвитанцияСодержание	строка	
Реквизиты плательщика					
Расчётный счёт плательщика	да	да	ПлательщикСчет	20, 25	Расчётный счёт плательщика в его банке, независимо от того, прямые расчёты у этого банка или нет

Дата списания средств с р/с	-	да	ДатаСписано	дд.мм.гггг	Указывается, если известно, что документ проведён по расчётному счету плательщика
Плательщик	да	нет	Плательщик	Строка 160	ИНН и наименование плательщика (и его банка при непрямым расчётах)
ИНН плательщика	да	да	ПлательщикИНН	10, 12	Указывается ИНН плательщика
					В случае непрямым расчётов:
Наименование плательщика, стр. 1	да	нет	Плательщик1	Строка 160	Наименование плательщика
Наименование плательщика, стр. 2	нет	нет	Плательщик2	Строка 20, 25	Расчётный счёт плательщика
Наименование плательщика, стр. 3	нет	нет	Плательщик3	Строка 160	Банк плательщика
Наименование плательщика, стр. 4	нет	нет	Плательщик4	Строка 50	Город банка плательщика
Расчётный счёт плательщика	да	нет	ПлательщикРасчСчет	20	Корсчёт банка плательщика
Банк плательщика	да	нет	ПлательщикБанк1	Строка 160	РЦ банка плательщика
Город банка плательщика	да	нет	ПлательщикБанк2	Строка 50	Город РЦ банка плательщика
БИК банка плательщика	да	нет	ПлательщикБИК	9	БИК РЦ банка плательщика
Корсчёт банка плательщика	да	нет	ПлательщикКорсчет	20, 25	Корсчёт РЦ банка плательщика
Реквизиты банка получателя (поставщика)					
Расчётный счёт получателя	да	да	ПолучательСчет	20, 25	Расчётный счёт получателя в его банке, независимо от того, прямые расчёты у этого банка или нет
Дата поступления средств на р/с	-	да	ДатаПоступило	дд.мм.гггг	Указывается, если известно, что документ проведён по расчётному счету получателя
Получатель	да	нет	Получатель	Строка 160	Получатель одной строкой
ИНН получателя	да	да	ПолучательИНН	10, 12	Указывается ИНН получателя
					В случае непрямым расчётов:

Наименование получателя	да	нет	Получатель1	Строка 160	Наименование получателя
Наименование получателя, стр. 2	нет	нет	Получатель2	Строка 20, 25	Расчётный счёт получателя
Наименование получателя, стр. 3	нет	нет	Получатель3	Строка 160	Банк получателя
Наименование получателя, стр. 4	нет	нет	Получатель4	Строка 50	Город банка получателя
Расчётный счёт получателя	да	нет	ПолучательРасчСчет	20, 25	Корсчёт банка получателя
Банк получателя	да	нет	ПолучательБанк1	Строка 160	РЦ банка получателя
Город банка получателя	да	нет	ПолучательБанк2	Строка 50	Город РЦ банка получателя
БИК банка получателя	да	нет	ПолучательБИК	9	БИК РЦ банка получателя
Корсчёт банка получателя	да	нет	ПолучательКорсчет	20, 25	Корсчёт РЦ банка получателя
Реквизиты платежа					
Вид платежа	да	нет	ВидПлатежа	Строка 10	Возможные значения: Почтой Телеграфом Электронно
Вид оплаты (вид операции)	да	нет	ВидОплаты	2	
Дополнительные реквизиты для платежей в бюджетную систему РФ					
Статус составителя расчетного документа	да	да	СтатусСоставителя	2	Возможные значения: 01, 02, 03, 04, 05, 06, 07, 08
КПП плательщика	да	да	ПлательщикКПП	9	Указывается КПП плательщика или 0 (ноль)
КПП получателя	да	да	ПолучательКПП	9	Указывается КПП получателя или 0 (ноль)
Показатель кода бюджетной классификации	да	да	ПоказательКБК	20	Показатель кода в соответствии с классификацией доходов бюджетов РФ
ОКАТО	да	да	ОКАТО	11	Значение кода в соответствии с ОКАТО или 0 (ноль)
Показатель основания налогового платежа	да	да	ПоказательОснования	2	Возможные значения: ТП, ЗД, ТР, РС,ОТ, РТ, ВУ, ПР, АП, АР, 0 (ноль)

Показатель налогового периода	да	да	ПоказательПериода	10	Показатель налогового периода или 0 (ноль)
Показатель номера документа	да	да	ПоказательНомера	Строка 16	Показатель номера налогового документа или 0 (ноль)
Показатель даты документа	да	да	ПоказательДаты	дд.мм.гггг	Показатель даты налогового документа или 0 (ноль)
Показатель типа платежа	да	да	ПоказательТипа	2	Показатель типа налогового платежа или 0 (ноль)
					В заявлении на аккредитив:
Срок платежа (аккредитива)	да	нет	СрокПлатежа	дд.мм.гггг	Срок действия аккредитива
Очередность платежа	да	нет	Очередность	2	Не используется
Назначение платежа	нет	нет	НазначениеПлатежа	Строка 640	Назначение платежа одной строкой
Назначение платежа, стр. 1	нет	нет	НазначениеПлатежа1	Строка 100	Назначение платежа, разбитое на строки самим
Назначение платежа, стр. 2	нет	нет	НазначениеПлатежа2	Строка 90	пользователем, если
Назначение платежа, стр. 3	нет	нет	НазначениеПлатежа3	Строка 90	программа-отправитель допускает ввод многострочного
Назначение платежа, стр. 4	нет	нет	НазначениеПлатежа4	Строка 90	текста
Назначение платежа, стр. 5	нет	нет	НазначениеПлатежа5	Строка 90	
Назначение платежа, стр. 6	нет	нет	НазначениеПлатежа6	Строка 90	
Назначение платежа, стр. 7	нет	нет	НазначениеПлатежа7	Строка 90	
Дополнительные реквизиты для отдельных видов документов					
Срок акцепта, количество дней	нет	нет	СрокАкцепта	число	
Вид аккредитива	нет	нет	ВидАккредитива	строка	
Условие оплаты, стр. 1	нет	нет	УсловиеОплаты1	строка	
Условие оплаты, стр. 2	нет	нет	УсловиеОплаты2	строка	
Условие оплаты, стр. 3	нет	нет	УсловиеОплаты3	строка	
Платеж по представлению	нет	нет	ПлатежПоПредст	строка	

Дополнительные условия	нет	нет	ДополнУсловия	строка	
№ счета поставщика	нет	нет	НомерСчетаПоставщик а	строка	
Дата отсылки документов	нет	нет	ДатаОтсылкиДок	дд.мм.гггг	
Признак окончания секции			КонецДокумента		
Признак конца файла			КонецФайла		

25.4. Registry of contractors

Registry format

The registry is line-oriented, the separator is ";", encoding cp1251.

Registry Entry Format:

[< Counterparty TIN >]; < Counterparty Name >; [< Counterparty CPR >]; [< Counterparty OKATO >]; < Bank BIC >; < Counterparty Account Number in the Specified Bank >; [< Payment Purpose >]



Optional fields are enclosed in square brackets []. If you do not specify an optional field, the semicolon must be present.

Processing principle:

The search for the counterparty in the list of counterparties of the user will be carried out by the link < BIC bank > + < Number of the counterparty account in the specified bank >. If the counterparty with the specified bank account number with the specified BIC is found, the information about it is updated from the register. If not found, a new counterparty is added to the user's counterparty list with the data specified in the registry. If one of the required fields is not specified, or there is an incorrect number of fields, or there are some other errors, then this line is included in the error register.

Registry example:

0541569854;3АО Свит;;;045025728;47422810200050000000;Оплата услуг 0779624562;ОАО Мир;56428075;;045025321;4070281060000000125;Оплата услуг

25.5. Description of MT100 file

MT 100 file Each SWIFT MT 100 file contains a file header and - if necessary - one or more file routing headers, plus the data of the payment orders (text blocks).

Key to columns in the description of the records:

Key	Description
No. / Name	No. and name of the field
m / o	Value of the field * m = mandatory * o = Необязательное
Format	Length and format of the field * a = alphanumeric field * n = numeric field * F = Fixed number of characters * V = Variable no. of characters
Description	Additional description of the field

The following convention applies:

File Header

The delimiter before each field number, e.g. ":01:" is the character string <CR><LF> (ASCII 13 + 10) for electronic file transfer payments and <@><@> (ASCII 64 + 64) for BTX (Videotex) credit transfers.

No./Name	m/o	Format	Description
:01: Reference	M	8 a V	Reference No.
:02: Total amount	M	25 n V	Check sum
:03: No. orders	M	5 n V	Number of payment orders contained in the file
:04: Paying Bank	M	9 n V	SWIFT Code of the paying bank
:05: Ordering party	M	4*35 a V	Ordering party name and address
:06:	M	-	This field isn't used
:07: File name	O	12 a V	Name under which the file is stored on the hard disk

File Routing Header

Header before each payment order if the "Correspondent bank" box is checked in the Ordering party database for the relevant Ordering party bank. If you have checked the "Routing for all orders?" parameter in MT 100 parameters, a routing header will be generated for each order irrespective of the Ordering party bank.

No./Name	m/o	Format	Description
:01: Basic Header Block F01 XXXXXXXXXX mmdd nn rrrr	m	3 a F 11 a F 4 n F 2 n F 4 n F	Constant SWIFT Code of the delivering bank (account holder bank) Date in format MMDD Consecutive numbering of files generated per day Consecutive numbering per record in a file
:02: Application Header Block I100 XXXXXXXXXX U2	m	4 a F 11 a F 2 n F	Constant SWIFT Code of Ordering party bank Constant
:03: Text Block	m	x a V	x = Number of payment orders as per following definition

Payment Orders

No./Name	m/o	Format	Description
:20: Reference	m	5 a V	Reference no.

No./Name	m/o	Format	Description
:32A: Order description	m	24 a V	Explanations to the order
<i>Sub-field 1:</i> Preferred execution date	m	6 n F	Date in format YYMMDD
<i>Sub-field 2:</i> Currency	m	3 a F	ISO Currency Code
<i>Sub-field 3:</i> Amount	m	15 n V	Amount with comma (,) as decimal sign
:50: Ordering party	m	4* 35 a V	Name and address of Ordering party; account no. is inserted in field :52a: <i>Sub-field 1</i> .
:52a: Ordering party bank			
OPTION A			
<i>Sub-field 1:</i> Prefix Account no.	m	3 a F 34 a V	/C/ = Credit /D/ = Debit Account no.
<i>Sub-field 2:</i> SWIFT code		11 a V	SWIFT Code of Ordering party bank
OPTION D			
<i>Sub-field 1:</i> Prefix Account no.		3 a F 34 a V	/C/ = Credit /D/ = Debit Account no.
<i>Sub-field 2:</i> Address Ordering party bank		4* 35 a V	Name and address of Ordering party bank
:53a: Ordering party bank	o		
OPTION A			
<i>Sub-field 1:</i> Prefix Account no.		3 a F 34 a V	/C/ = Credit /D/ = Debit Account no. of Ordering party bank at Correspondent bank
<i>Sub-field 2:</i> SWIFT code		11 a V	SWIFT Code of Correspondent bank
OPTION D			
<i>Sub-field 1:</i> Prefix Account no.		3 a F 34 a V	/C/ = Credit /D/ = Debit Account no. of Ordering party bank at Correspondent bank
<i>Sub-field 2:</i> Address of Correspondent bank		2* 35 a V 35 a V 35 a V	Name of Correspondent bank Address of Correspondent bank City, Country code (ISO 3166-1 alpha-3 code) with comma (,) as separating char
:57a: Ordering party bank	m		
OPTION A			
<i>Sub-field 2:</i> SWIFT code		11 a V	SWIFT Code of Beneficiary bank
OPTION D			
<i>Sub-field 2:</i> Address of Beneficiary bank		2* 35 a V 35 a V 35 a V	Name of Beneficiary bank Address of Beneficiary bank City, Country code (ISO 3166-1 alpha-3 code) with comma (,) as separating char
:59: Ordering party bank	m		
<i>Sub-field 1:</i> Account no.		3 a V	Account no. of Beneficiary

No./Name	m/o	Format	Description
Sub-field 2: Address of Beneficiary		2* 35 a V 35 a V 35 a V	Beneficiary Name Beneficiary Address City, Country code (ISO 3166-1 alpha-3 code) with comma (,) as separating char
:70: Reference	o	4* 35 a V	Payment details 1 to 4
:71A: Reference	m	3 a F	Fees settled by BEN or OUR
:72: Reference	m	6* 35 a V	/BENONLY/ /CHEQUE/ /HOLD/ plus 3 lines for free text

Example 1: MT 100 format

Payment order without correspondent bank

Header information:

:01:12345678	Reference number
:02:1000,00	Total amount of all orders in the file
:03:1	Number of records in the file
:04:MEPKDE22BIC	SWIFT Code of Ordering party bank
:05: COMPANY NAME	Ordering party: Name
COMPANY NAME 2	Name Line 2
COMPANY ADDRESS	Street
CITY, COUNTRY	Town, Country
:06:	
:07:INTZV.INT	File name

:20:12345
:32A:130101USD1000,00
:50:COMPANY NAME
COMPANY NAME 2
COMPANY ADDRESS
CITY, COUNTRY
:52A:/D/1234567USD
ABNARUMMXXX
:57A:BBVAESMMXXX
:59:/3333333333
BENEFICIARY NAME
BENEFICIARY NAME 2
BENEFICIARY ADDRESS
CITY,COUNTRY
:70:DETAILS 1
DETAILS 2
DETAILS 3
DETAILS 4
:71A:BEN
:72:/BENONLY/
/CHEQUE/
/HOLD/
INFO 1
INFO 2
INFO 3

Example 2: MT100 format

Payment order with correspondent bank

Header information:

:01:12345678	Reference number
:02:1000,00	Total amount of all orders in the file

:03:1	Number of records in the file
:04:MEPKDE22BIC	SWIFT Code of Ordering party bank
:05: COMPANY NAME	Ordering party: Name
COMPANY NAME 2	Name Line 2
COMPANY ADDRESS	Street
CITY, COUNTRY	Town, Country
:06:	
:07:INTZV.INT	File name

:20:12345678

:32A:951130USD2000,00

:50:COMPANY NAME

COMPANY NAME 2

COMPANY ADDRESS

CITY, COUNTRY

:52A:/D/1234567USD

ABNARUMMXXX

:53A:/D/1234567890

KISSDE77BIC

:57A:MLDSDE22BIC

:59:/3333333333

BENEFICIARY NAME

BENEFICIARY NAME 2

BENEFICIARY ADDRESS

CITY,COUNTRY

:70:DETAILS 1

DETAILS 2

DETAILS 3

DETAILS 4

:71A:BEN

:72:/BENONLY/

/CHEQUE/

/HOLD/

INFO 1

INFO 2

INFO 3