

**Betalingservice and  
Payment slip via Betalingservice**  
Instructions for data supplier

General

**September 2019**

# **Betalingservice and Payment slips via Betalingservice**

**Instructions for Data Supplier – general introduction**

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## 1. Maintenance of the instructions

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### Changes in this version

This version of the data record layout replaces the version dated June 2019.  
The following changes have been made to the previous version:

Page	Amendment	New functionality
6	Recordlayout for 0605 delivery has been splited	

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## 2. Introduction

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**General description** This document is a general description of collection options using Betalingservice and payment slips. The document provides a summary of data and data delivery types which can be exchanged with Betalingservice during the production of collections between the creditor and debtor using Betalingservice and/or payment slips.

There are separate instructions describing each type of data delivery. A summary of delivery types can be found at the end of these instructions.

The instructions can be found at [www.betalingservice.dk](http://www.betalingservice.dk)

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**Test** We recommend that new Betalingservice customers conduct a test with us before entering into production mode.

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## 3. Contacts and more information

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**More information** More information about the products, contact information and opening hours can be found at [www.betalingservice.dk](http://www.betalingservice.dk)

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## 4. Specification of services

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**Betalings-service** Betalingservice is a payment service that a creditor can use to initiate payments in DKK between the creditor's account and the debtor's account.

Betalingservice is intended for periodically recurrent payments from debtors, but creditors can also initiate one-off payments or initiate payments of e.g. surplus amounts paid on account, etc., to debtors' accounts if the creditor is approved by his bank.

**Payment slip** A payment slip is a physical or electronic form that the creditor sends to the debtor. It contains payment information used for completing the payment from the debtor to the creditor. A payment slip may include explanatory text lines and may be accompanied by information relating to the collection.

**Medsend bilag (Merge Enclosure)** Medsend bilag (Merge Enclosure) is a flexible solution giving the creditor the option of dispatching customised or identical enclosures to all customers together with the Betalingservice pre-notification and/or payment slips.

**Collection and notification** Betalingservice can create the following types of collections for the debtor.

- Betalingservice
- Payment slips for e-Boks
- Paper payment slips

The debtor can be notified in the following ways:

- Text lines on the Betalingservice pre-notification
  - Text lines on payment slip
  - Medsend bilag (Merge Enclosure)
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## 5. Contractual relationship

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### 5.1 Data supplier agreement

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#### **Exchanging data with Betalingservice**

The data supplier agreement is a prerequisite for data communication with Betalingservice.

The data supplier is the legal entity which concludes the agreement and exchanges creditor data with Betalingservice. The data supplier may be the creditor himself or an independent external supplier selected by the creditor.

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### 5.2 Customer agreement (creditor)

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#### **The creditor's agreement with Betalingservice**

In order to use Betalingservice or payment slips via Betalingservice, the creditor must enter into a customer agreement with Betalingservice.

Once the creditor is registered, a PBS number will be assigned for use as a unique identifier in connection with collections and the debtors' registration of mandates.

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### 5.3 Delivery agreement (creditor/data supplier)

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#### **Definition**

The delivery agreement is one or more agreements that the creditor or the creditor's data supplier has with Betalingservice concerning which deliveries the creditor exchanges with Betalingservice and when. Delivery agreements require no signature, but are based on the selections the creditor has made in the creditor and similar agreements.

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## 6. Delivery types

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### Delivery types

- Data delivery type 0601 – **Collection data** contains collection information that serves as the basis of payments via Betalingservice or collection via payment slips.  
You are able to send collection data as xml format.  
Collection data with section 0112, has to be delivered before 9 am the 6. Last banking day.  
The validation receipt, from the data send to Betalingservice, must have a timestamp before 6:30 pm (18.30), on 6th last banking day, for Betalingservice to process data at no extra charge.  
Delivery of collection data to Betalingservice, where the timestamp of the validation receipt is in the timeframe from the 6th last banking day at 6:30 pm until 3rd last banking day at 6:30 pm will be invoiced with extra charge, as stated in pricelist.
- Data delivery type 0602 – **Payments information**  
On the payment due date or after the expiry of the rejection and chargeback deadline, information on the status of collections is delivered, including payment information pertaining to Betalingservice and payment slips.
- Data delivery type 0603 – **Mandate information**  
This delivery contains information about the debtors' mandates which can be used to update the creditor's debtor register with a view to creating collections from debtors registered with Betalingservice (optional for creditors who have opted to use Betalingservice as an overall solution).
- Data delivery 0621 – **Electronic information list**  
Electronic information list with ongoing status of collections and debtor agreements (optional).
- Data delivery 0605 – **Change and cancellation of mandates**  
A creditor can delete mandates for own debtors.  
The creditor can submit changes to customer number of a mandate  
The creditor can prevent a payment from being effected
- Data delivery 0605 – **Registration of mandate (BS Tilmeldingsfil)**  
If creditor has sigend up for using "Registration of mandate", creditor can use transactionscode 0200
- Data delivery 0620 – **Enclosure information**  
This delivery contains information for use in creating Medsend bilag data  
See the various formats in the data record layout (optional).
- Data delivery 0686 – **Payment slip status**  
This delivery contains information on how the individual payment slips were supplied to the debtor. The delivery can also contains information of non-placeable Payment slips in e-Boks

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### Standard setup for delivery

#### 0602 - Payments information

Daily

Alternative: Completed on the payment due date and not completed (0237, 0238, 0239) after the expiry of the rejecton and chargeback deadline.

or

both completed and not completed (0236, 0237, 0238, 0239) in one delivery after the expiry of the rejecton and chargeback deadline.

#### 0603 - Mandate information

Registered and cancelled mandates daily  
or/and

All active mandates once a month

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## **0621 - Electronic information list**

Daily

## **0686 - Payment slip status**

Daily

Delivery in addition to standard can be agreed – pricelist [www.betalingservice.dk](http://www.betalingservice.dk) .

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### **Separate instructions**

The data record layout of individual delivery types is given in separate instructions for each individual delivery type.

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## **7. Start-up and operation**

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### **7.1 Testing and implementation**

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Before start-up is completed, a test-drive of the data material from and to the data supplier should be conducted. Testing includes both a test of the standard delivery structure and a test of the communication between the data supplier and Betalingservice.

The timing and scope of the test material is agreed in each individual case with a consultant from Betalingservice.

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### **7.2 Exchanging data in production**

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The sending of data from Betalingservice to the data supplier is done using standard frequencies.

However, the data supplier may agree special frequencies for certain data deliveries within the delivery agreement.

The maximum size of a data file/delivery that a data supplier can send to or receive from Betalingservice is 2GB.

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### **7.3 Special notes on customer numbers in deliveries**

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#### **Use of alphanumeric characters**

Where creditors use alphanumeric characters in customer numbers, these will always appear in upper case in the field "debtor's customer number with creditor". Alphanumeric characters do not include "Æ", "Ø", "Å", "-" and " " (blank).

#### **Alphanumeric customer numbers must be right-aligned**

In the schematic representations of data record layouts, it is usual to indicate at the bottom of the forms that alphanumeric fields are left-aligned with trailing spaces.

Please note that in deliveries FROM Betalingservice pertaining to Betalingservice and payment slips, the customer number will always be right-aligned with leading zeros, even though the "customer number" field is classed as alphanumeric.

In all cases, this deviation will be specified in the subsequent description of the field.

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### 7.4 Receipts for data deliveries received

The data supplier gets a receipt for each data delivery received by Betalingservice. The following receipts are sent:

- **T-file** (transmission receipt), which confirms that the delivery has been received on the server Betalingservice are using and indicates whether the transmission has been correct or contains errors.
- **V-file** (validation receipt), which indicates whether the delivery has been set up in the correct formats or contains errors. The V-file will contain an indication of the number of records received and any amounts. Betalingservice must be contacted if the receipt indicates any error status.

Exampel on validation receipt – the timestamp for validation receipt is a part of the receipt.

```
***** Top of Data *****
*
* OPTÆLLING      SEKTIONER      TEKSTANTAL      BELØBSANTAL      BELØBS TOTAL
*
* LEVERANCE      1              31.174          726              1.960.825,70
*
* LEVERANCEN ER ACCEPTERET
***** Bottom of Data *****
```

- **D-file.** Data deliveries containing data for the data supplier, e.g. payment slip information.
- **F-file.** Data deliveries that start with an "F" are dispatch notes for data deliveries (D-files).
- **Z-file.** Data deliveries that start with a "Z" are zipped (compressed) data deliveries. The recipient's data supplier agreement must be set up to receive data deliveries in zip format.

### 7.5 Character set and record length

#### Character set

In the data deliveries, it is recommended to always use the character set used for the operating system under which the creditor's program will run.

For example, if Windows is used, the ISO character set for this platform should be used. If a DOS platform is used, character set 850 (Multilingual) should be used.

#### Testing in the event of changes

Always be aware that there may be changes to character sets whenever an operating system is replaced. It is therefore advisable to run a test (text file) of the collection file and any attachment before the change goes into production.

#### Record length

The record length is indicated at the top of data record layout forms. Data records are normally 128 characters long.

#### Construction

When constructing an "ASCII" data file for Betalingservice, all trailing spaces in a data record should be removed and the record should end with "CR-LF" (HEX 0D 0A), UNIX = "LF" (HEX 0A).