

Betalingservice

Delivery 0620 Merge enclosure

FIXED format version

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CVR no. 20 01 61 75

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1. Key facts about data delivery 0620

Additional service to Betalingservice	Merge enclosure is an additional service to Betalingservice enabling the creditor to submit further information to the debtor on individually designed enclosures. The creditor has agreed in advance on one or more permanent enclosure layout setups (fixed data setup) with PBS.
Document Services	PBS, Document Services, is in charge of administration, production and printing of creditor's enclosures.
Variable data	The creditor's variable data for the enclosure are submitted continuously via delivery 0620.
Data communication	Delivery 0620 is delivered in the same way as any other data delivery via either <ul style="list-style-type: none">• The chip card solution or• The SFTP solution.
Further information	Read more about the Merge enclosure solution in the guidelines for creditors using Merge enclosure.

2. Contents in delivery type 0620

Enclosure data	Delivery 0620 contains the creditor's enclosure data to be used to form enclosures which are to be attached to the debtor's payment via Betalingservice.
FIX format	This record layout describes the structure of delivery 0620 in FIX format (FIXED format). Read more about Merge enclosure, its design and layout etc. in The guidelines for creditors using Merge enclosure, which you will find at www.pbs.dk

3. Creation and presentation of Merge enclosure

Creation of Merge enclosure	The enclosure is created and formed on the basis of the enclosure data submitted in delivery 0620 and the creditor's enclosure layout setup in PBS. Subsequently the enclosure is attached to the debtor's payment and presented either with : <ul style="list-style-type: none">• The payment summary• Manual payment slip• Electronic payment slip The way in which the enclosure is presented depends on the debtor's registration agreement with his bank and the creditor's agreement with Betalingservice on creation of payments.
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4. Creditor's general payment collection form

Important!	The creditor must pay attention to the payment collection form agreed with Betalingservice.
Payment slips	If Betalingservice prints payment slips for the creditor, delivery 0620 should be delivered to Betalingservice no later than the same day as Delivery 0601, as payment slips are sent on the same night as Delivery 0601 is received by Betalingservice.
Deadlines	Read more about Merge enclosure and the interaction with Delivery 0601 in "Guidelines for creditors on Merge enclosure". In addition, it is important for the creditor to be aware of the deadlines in

Betalingservice - read more about this in "Guidelines for creditors using Merge enclosure".

5. Layout setup (fixed data)

Important!

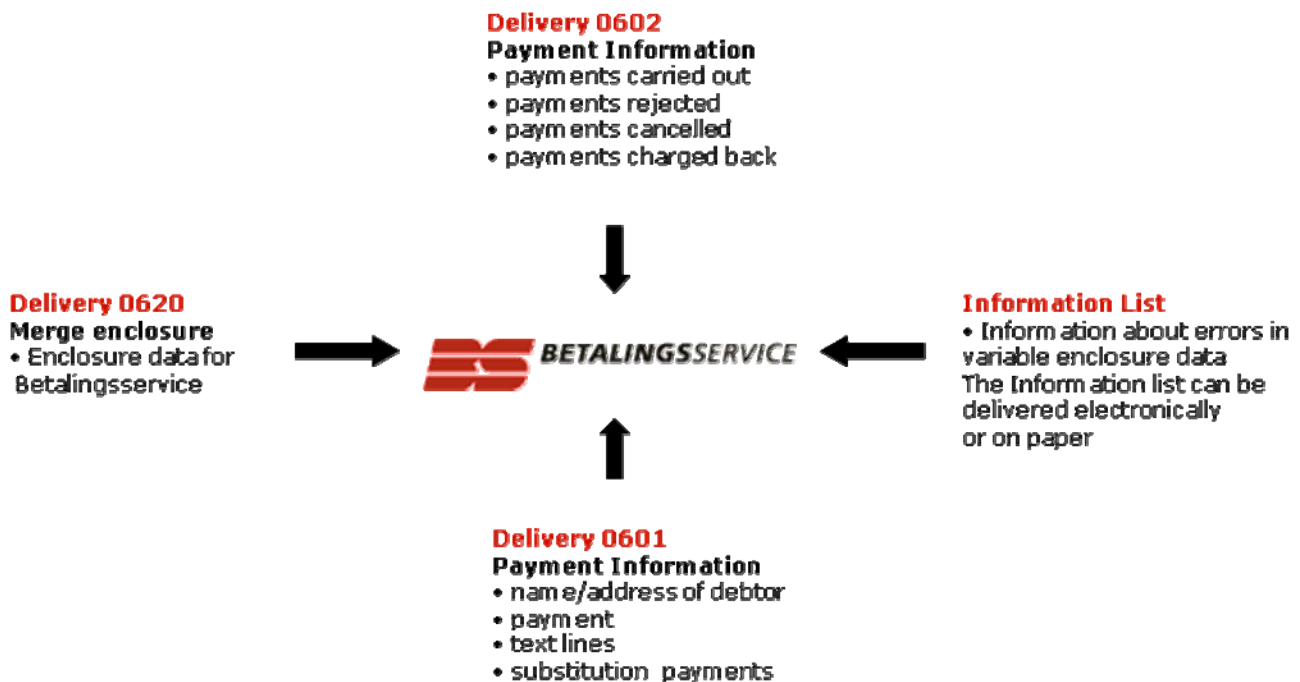
Before submitting delivery 0620 the creditor should have agreed one or more enclosure layouts with PBS as the enclosure layout setup defines the design of the enclosure.

Please note!

Before the enclosure can be produced by PBS, the enclosure layout must be approved by the creditor. Enclosure layouts will be ready for production five weekdays after receipt of the creditor's approval by PBS.

The creditor may have registered more than one enclosure layout set up in PBS. In each delivery 0601 the layout to be used must be stated via the layout identification. Read more about this in the guidelines for creditors using Merge enclosure available at www.pbs.dk.

6. Betalingservice data delivery flow



7. Inquiries

Technical questions and data communication

If you have questions regarding

- Delivery of data via the chip card solution or the SFTP solution*
- Data communication in general
- Character set

please contact PBS Service Desk, telephone no. +45 44 89 73 73.

* You can read more about data communication as well as the chip card solution and the SFTP solution at www.pbs.dk/da/produkter/datakommunikation/

Enclosure data and enclosure layout

If you have questions regarding

- Enclosure layout setup (fixed data setup)
- Data in Delivery 0620

please contact PBS, Document Service, telephone no. +45 44 89 74 86

You may also send an e-mail to printshop@pbs.dk

General information

If you need

- further general information about Merge enclosure

please contact Customer Contact Center, Payment Services. You will find contact information on our web site: www.pbs.dk

Cancellation of data

If you need

- to cancel a delivery already submitted

please contact Customer Contact Center, Payment Services, telephone no. +45 44 89 24 42.

8. Structure of delivery type 0620

The same guidelines apply to the structure of all data deliveries to and from Betalingservice. The delivery structure comprises:

- 1. Delivery start record** The record identifies recipient/sender
- Delivery type
 - Delivery identification
 - Date of delivery creation
- 2. Section start record** The record contains information about:
- Creditor's PBS no.
 - Creditor's debtor group no.
 - Customer identification
 - Data identification
 - Date of section creation
- 3. Key record** A single data record containing keys regarding the data records pertaining to the section in question.
- 4. Data records** These contain the individual data records which together with the key record constitute a grouping in the section in question. Each of these groups corresponds to an enclosure for a debtor.
- 5. End of section record** The record contains information about:
- Creditor's PBS no.
 - Creditor's debtor group no.
 - Record type designation
 - Counting fields
 - Section no.
- 6. End of delivery record** The record contains information about:
- Total counting for the sections contained in the delivery

Consequently there may be more sections in the same delivery as well as more data records within the same section depending on the amount of data.

9. Overview of record layout

There may be an arbitrary number of sections corresponding to debtor groups (from section start record to end of section record) in a delivery.

Each individual section may contain a varying number of debtors separated by a key record. The example shown contains one debtor group with two debtors:
The numbering to the left refers to the above description of the structure.

Record layout

1. Delivery start record
- 2 Section start record
 - 2 Key record 1
 - 3 Data record 1
 - 4 Data record 2
 - 4 Data record 3 etc.
 - 4 Key record 2
 - 3 Data record 1
 - 4Data record 2 etc
- 5 End of section record
6. End of delivery record

Max. number of data records per debtor

In Delivery 0620, FIX format version, the maximum number of data records is 9999 data records distributed on a varying number of debtors per section (per debtor group).

Max. number of sections

In Delivery 0620 the maximum number of sections is 999,999,999 sections (debtor groups) per delivery.

The delivery 0620 may contain more sections containing the same debtor group.

10. Character set

Character set

In the deliveries to Betalingservice it is recommended always to use the character set utilised in the operating system under which the creditor's program is to be executed.

Windows, for example, uses ISO character sets such as ISO-8859-1
If a DOS platform is used, character set 850 (Multilingual) is utilised.

Please note!

You must use the same character set in Delivery 0620 as the one you use in Delivery 0601, Payment information for Betalingservice.

Test if changing operation system

Note that replacement of the operating bookkeeping system may also result in changes in the character set. It is therefore recommended to carry out a test (text file) before implementing the change in the production of data.

Such a test can be arranged with PBS, Service Desk, telephone no. +45 44 89 73 73.

11. Receipt for data deliveries received in PBS

Receipt for data submitted

In the event of transmission via the Internet, the data supplier receives 2 receipts

- A transmission receipt confirming receipt of the data delivery in PBS.
- A validation receipt stating the number of records received and any potential error status of the data delivery.

Always check the receipt

IMPORTANT: The data supplier must check that he has received the receipts and that the delivery has been accepted as this is the data supplier's guarantee that the delivery was received by Betalingservice.

Please direct any questions regarding data delivery via the chip card solution or the SFTP solution to PBS, Service Desk, telephone no. +45 44 89 73 73.

12. Content overview Delivery 0620

Designation	Record type	Record no./section no.	Transaction code	Description
Delivery start 0620	002			
Section start	012			Data for Merge enclosure
Key records	042			Key data for Merge enclosure
Data records	052	0001-9999		Variable data for enclosures
End of section	092			Data for Merge enclosure
End of delivery 0620	992			

13. Delivery start

- Field 1 Systemprefix BS.
- Field 2 Record type BS002 = Delivery start.
- Field 3 The data supplier's CVR no. (Danish company registration no.) .
- Field 4 System code.
Contains a code for delivery specification and indicating which system in PBS the delivered data is sent to. For Merge enclosure the system code is BM1.
- If the delivery is sent via data transmission, it will be identical to the information stated in the net record.
- System code designation is agreed in connection with establishment of the data supplier agreement.
- Field 5 Delivery type 0620 = Merge enclosure data to Betalingservice.
- Field 6 Delivery identification.
Serial no. of data supplier's own choice. Reference for this delivery with the data supplier.
- Field 7 Enclosure layout ID.
The field is used for identification of the enclosure layout which is set up in advance in PBS.
- Please note!** The stated layout ID is used for all enclosures comprised by the delivery.
- Field 8 Format.
Indication of the format structure used in the delivery. The field must indicate 'FIX ' The characters in the field must be left aligned.
- Field 9 The field must be filled in with 000000 or the creation date of the delivery.
- Field 10 Submission month.
The month when enclosure data are submitted to Betalingservice.
- Please note!** It is possible to attach Merge enclosure data to payments 180 days ahead. Deliveries with Merge enclosure to more months, then write only the first month. The submission month must be stated in the format MMYYYY.
- Field 11 Payment type:
In this field, state which type of payment the Merge enclosure information is to be attached to. The following types of payment are available:
- | Payment type | Section in delivery type 0601 |
|---|--------------------------------------|
| 00 = All types of payments: | 0112, 0113, 0118 |
| • Automatic payments | |
| • Payment via payment slip on paper | |
| • Payment via Electronic payment slip | |
| 01 = Paper payment slips with short notice | 0117 |
| 02 = Paper payment slips | 0112, 0118 |
| 03 = Automatic payments | 0112, 0113 |
| 04 = Electronic payment slips | 0112, 0118 |
| 05 = Electronic payment slips with short notice | 0117 |
| 06 = Paper payment slips and Electronic payment slips | 0118 |
| 07 = Paper payment slips and Electronic payment slips with short notice | 0117 |
- Field 12 Blank positions in the field.

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Merge enclosure - FIXED format

Creditor data for Merge enclosure (0620)	Delivery start	Length: 128
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Field no.	Field contents	Number of characters	Type *	Location		To be filled in	Description
				From	To		
1	System identification	2	X	001	002	Yes	BS
2	Record type	3	N	003	005	Yes	002
3	Data supplier no.	8	N	006	013	Yes	Data supplier's CVR-no.
4	System code	3	X	014	016	Yes	Data supplier's system code
5	Delivery type	4	N	017	020	Yes	0620 (Merge enclosure data to Betalingservice)
6	Delivery identification	10	N	021	030	Yes	Data supplier's reference
7	Layout ID	15	X	031	045	Yes	Identification of the enclosure layout
8	Format	4	X	046	049	Yes	Format type: FIX
9	Date	6	N	050	055	Yes	000000 or the creation date of the delivery
10	Submission month	6	N	056	061	Yes	Submission month (MMYYYY)
11	Payment type	2	N	062	063	Yes	00 01 02 03 04 05 06 07
12	Filler	65	N	064	128		Space
13							
14							
15							
16							
17							
18							
19							
20							

* X = ALPHANUMERIC (left aligned followed by space)

* N = NUMERIC (right aligned preceded by zeros)

14. Section start

Field 1	System prefix BS.
Field 2	Record type 012 = Section start – Data for Merge enclosure.
Field 3	Creditor's PBS no.
Field 4	Blank positions in the field.
Field 5	Debtor group no. The creditor should, as a minimum, use one debtor group. If the creditor requires division of debtors, more debtor groups can be registered. Debtor groups may have their own specific settling of collected payments and service charges.
Field 6	Blank positions in the field.

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Merge enclosure - FIXED format

Creditor data for Merge enclosure (0620)	Section start	Length: 128
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Field no.	Field contents	Number of characters	Type *	Location		To be filled	Description
				From	To		
1	System identification	2	X	001	02	Yes	BS
2	Record type	3	N	003	005	Yes	012
3	PBS no.	8	N	006	013	Yes	Creditor's PBS no.
4	Filler	7	X	014	020		Space
5	Debtor group no.	5	N	021	025	Yes	Debtor group no.
6	Filler	103	X	026	128		Space
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

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15. Key records

- Field 1 System prefix BS.
- Field 2 Record type 042 = Key records
- Field 3 Creditor's PBS no.
- Field 4 The field must only be used if agreed with PBS.
If nothing is agreed the field is filled in with blank positions.
- Field 5 Blank positions in the field.
- Field 6 Debtor group no.
The creditor should, as a minimum, use one debtor group. If a division of debtors is required, more debtor groups can be registered. Debtor groups may have their own specific settling of collected payments and service charges.
- Field 7 Debtor's customer no. with creditor.
The customer no. stated in Delivery 0620 must be identical to the customer no. stated in delivery 0601 in order for the enclosure data to be attached to the debtor's payment. The customer no. must be right aligned with preceding zeros or left aligned with subsequent space.
- Field 8 Creation date for delivery.
The field must be filled in with 000000 or the creation date of the delivery.
- Field 9 Payment due date.
Payment due date for the payment which the enclosure is to be attached to (YYYYMMDD).
- Field 10 The field must be filled in with 0000 or space.
- Field 11 EAN location no.
To be used in connection with enclosures for EAN registered debtors such as public authorities. Otherwise the field must be filled in with 000000000000.
- Field 12 Logical description of the enclosure.
The field must contain a logical description of the enclosure. The logical description is used in connection with storage in the central archive, online banking etc.
- When the debtor via his online bank, retrieves his historical enclosures, any Merge enclosure received during the period will be shown. Creditor's name and the logical description of each enclosure will be shown. Therefore the description of the enclosure must contain a significant description of the enclosure content. See examples beneath:
- "Water consumption 200X"
 - "Specification Q4 200X"
 - "General information 200X"
 - "New legal requirements 200X"
- Field 13 Blank positions in the field.

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Merge enclosure - FIXED format

Creditor data for Merge enclosure (0620)	Section start	Length: 128
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Field no.	Field contents	Number of characters	Type *	Location		To be filled in	Description
				From	To		
1	System identification	2	X	001	002	Yes	BS
2	Record type	3	N	003	005	Yes	012
3	PBS no.	8	N	006	013	Yes	Creditor's PBS no.
4	Field for sorting and editing	4	N	014	017	Yes	Field is only used if agreed with PBS
5	Filler	3	X	018	020		Space
6	Debtor group no.	5	N	021	025	Yes	Debtor group no.
7	Customer no.	15	X	026	040	Yes	Debtor's customer no. with creditor
8	Date	6	N	041	046	Yes	000000 or the creation date of the delivery
9	Payment due date	8	N	047	054	Yes	Payment due date for the payment which the enclosure is to be attached to (YYYYMMDD).
10	Filler	4	X	055	058		Space or 0000
11	EAN location no.	13	N	059	071	Yes	0000000000000 or EAN location no.
12	Material	50	X	072	121	Yes	Description of the enclosure contents
13	Filler	7	X	122	128		Space
14							
15							
16							
17							
18							
19							
20							

* X = ALPHANUMERIC (left aligned followed by space)

* N = NUMERIC (right aligned preceded by zeros)

16. Data records

- Field 1 System prefix BS.
- Field 2 Record type 052 = Data for enclosure.
- Field 3 Creditor's PBS no.
- Field 4 Blank positions in the field.
- Field 5 Debtor group no.
The creditor must use at least one debtor group. If a division of debtors is required, more debtor groups can be registered. Each debtor group may have its own specific settling of collected payments and service charges.
- Field 6 Debtor's customer no. with creditor.
The customer no. stated in delivery 0620 must be identical to the customer no. as stated in delivery 0601 in order for the enclosure data to be attached to the debtor's payment. The customer no. must be right aligned with preceding zeros or left aligned with subsequent space.
- Field 7 The field must be filled in with 000000 or the creation date of the delivery.
- Field 8 Payment due date.
Payment due date for the payment which the enclosure is to be attached to (YYYYMMDD).
- Field 9 Numbering of records for enclosure data for the individual debtor.
Numbered in succession from 0001 to 9999. After each section start numbering starts all over again. A maximum of 9999 data records can be delivered pr. section. It is possible to deliver more sections containing same PBS no.
- Field 10 Blank positions in the field.
- Field 11 Enclosure data (variable data) in fixed format.
Indicate in this field all the enclosure data in maximum variable length records.

See also enclosure 1, which contains an example of the construction of delivery 0620.

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Merge enclosure - FIXED format

Creditor data for Merge enclosure (0620)	Data records	Length: 32000
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Field no.	Field contents	Number of characters	Type *	Location		To be filled in	Description
				From	To		
1	System identification	2	X	001	002	Yes	BS
2	Record type	3	N	003	005	Yes	052
3	PBS no.	8	N	006	013	Yes	Creditor's PBS no.
4	Filler	7	X	014	020		Space
5	Debtor group no.	5	N	021	025	Yes	Debtor group no.
6	Customer no.	15	X	026	040	Yes	Debtor's customer no. with creditor
7	Date	6	N	041	046	Yes	000000 or the creation date of the delivery
8	Payment due date	8	N	047	054	Yes	Payment due date for the payment which the enclosure is to be attached to (YYYYMMDD).
9	Record no.	4	N	055	058	Yes	Numbering of record (0001 – 9999)
10	Filler	12	X	059	070		Space
11	Enclosure data	Var	X	0/1	32000	Yes	Enclosure data in fixed format
12							
13							
14							
15							
16							
17							
18							
19							
20							

* X = ALPHANUMERIC (left aligned followed by space)

* N = NUMERIC (right aligned preceded by zeros)

17. End of section

Field 1	System prefix BS.
Field 2	Record type BS092 = End of section – Data for Merge enclosure.
Field 3	Creditor's PBS no.
Field 4	Blank positions in the field.
Field 5	Debtor group no. The creditor must use at least one debtor group. If a division of debtors is required, more debtor groups can be registered. Each debtor group may have its own specific settling of collected payment and service charges.
Field 6	Blank positions in the field.
Field 7	Total number of 052 records. States the total number of record type 052 in the section.
Field 8	Total number of 042 records. States the total number of record type 042 in the section.
Field 9	Blank positions in the field.

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Merge enclosure - FIXED format

Creditor data for Merge enclosure (0620)	End of section	Length: 128
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Field no.	Field contents	Number of characters	Type *	Location		To be filled in	Description
				From	To		
1	System identification	2	X	001	002	Yes	BS
2	Record type	3	N	003	005	Yes	052
3	PBS no.	8	N	006	013	Yes	Creditor's PBS no.
4	Filler	7	X	014	020		Space
5	Debtor group no.	5	N	021	025	Yes	Debtor group no.
6	Filler	5	X	026	030		Space
7	Number of 052 records	9	N	031	039	Yes	Number of 052 records in the section
8	Number of 042 records	9	N	040	048	Yes	Number of 042 records in the section
9	Filler	80	X	049	128		Space
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

* X = ALPHANUMERIC (left aligned followed by space)

* N = NUMERIC (right aligned preceded by zeros)

18. End of delivery

- Field 1 System prefix BS.
- Field 2 Record type BS992 = End of delivery 0620.
- Field 3 The data supplier's CVR no. (Danish company registration no.).
- Field 4 System code.
Contains a code for delivery specification and indicating which system in PBS the delivered data is sent to. If the delivery is sent via data transmission, it will be identical to the information submitted in the net record.

System code designation is agreed in connection with establishment of the data supplier agreement. Standard is BM1.
- Field 5 Delivery type 0620 = Merge enclosure data for Betalingservice.
- Field 6 Data supplier's reference.
The data supplier's reference for this delivery.
- Field 7 Total number of 052 records.
States the total number of record type 052 in the delivery.
- Field 8 Total number of 042 records.
States the total number of record type 042 in the delivery.
- Field 9 Total number of 012 records.
States the total number of record type 012 (sections) in the delivery.
- Field 10 Blank positions in this field.

Creditor data for Merge enclosure (0620)	End of delivery	Length: 128
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Field no.	Field contents	Number of characters	Type *	Location		To be filled in	Description
				From	To		
1	System identification	2	X	001	002	Yes	BS
2	Record type	3	N	003	005	Yes	992
3	Data supplier no.	8	N	006	013	Yes	Data supplier's CVR no.
4	System code	3	X	014	016	Yes	Data supplier's system code
5	Delivery type	4	N	017	020	Yes	0620 (Merge enclosure data for Betalingservice)
6	Delivery identification	10	N	021	030	Yes	Data supplier's reference for the delivery
7	Number of 052 records	9	N	031	039	Yes	Number of 052 records in the delivery
8	Number of 042 records	9	N	040	048	Yes	Number of 042 records in the delivery
9	Number of 012 records	9	X	049	057		Number of 012 records in the delivery
10	Filler	71	X	058	128		Space
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

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Merge enclosure - FIXED format

Enclosure - Example of construction of delivery 0620 – Fixed format version

BS00200808210BM106200000000001OVERSIGT	FIX 00000012200500		
BS01200112593	00001		
BS04200112593	0000101125930000195300000020060206012200000000000000	Fakturaoplysninger	
BS05200112593	00001011259300001953000000200602060001	24122006Hans Hansen	Hansens Vej 27 9999Jensby
BS05200112593	00001011259300001953000000200602060002	25122006Jens Hansen	Jensens Vej 23 8998Jensbyen
BS05200112593	00001011259300001953000000200602060003	24012007Jens Jensen	Jens gade 1 1111Hansby
BS09200112593	00001 000000003000000001		
BS99200808210BM106200000000001000000003000000001000000001			