

Nordea

# Service description

Corporate Access Payables



## Table of contents

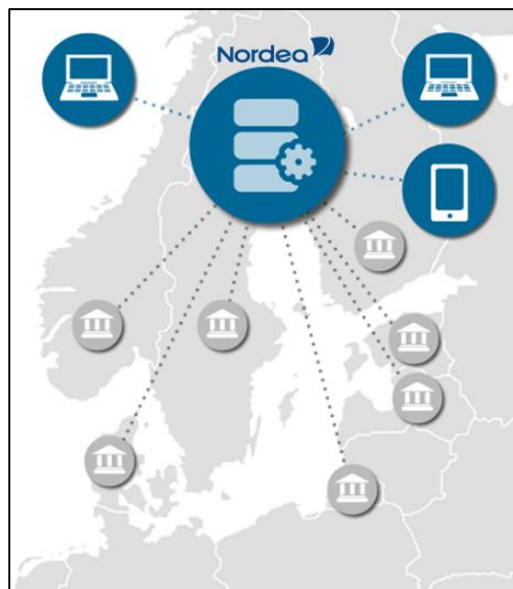
<b>1</b>	<b>INTRODUCTION</b> .....	<b>3</b>
<b>2</b>	<b>STRUCTURE OF DOCUMENTATION</b> .....	<b>4</b>
<b>3</b>	<b>AGREEMENT SET-UP</b> .....	<b>4</b>
<b>4</b>	<b>AVAILABLE MESSAGE TYPES</b> .....	<b>5</b>
<b>5</b>	<b>OFFERED PAYMENT TYPES</b> .....	<b>5</b>
5.1	CUT-OFF TIMES .....	6
<b>6</b>	<b>SIGNER ID – BASIS FOR INTEGRATION WITH CORPORATE ACCESS PAYABLES</b> .....	<b>6</b>
6.1	STANDARD SET-UP .....	6
6.2	PAYMENT FACTORY SET-UP .....	6
6.3	SERVICE PROVIDER SET-UP .....	7
<b>7</b>	<b>SERVICE OPTIONS</b> .....	<b>7</b>
7.1	PAYMENT ORDERS .....	8
7.2	OPENING HOURS.....	8
7.3	STATUS REPORT MESSAGES .....	8
7.4	ADDITIONAL OPTIONAL SERVICES .....	9
<b>8</b>	<b>OFFERED FILE COMMUNICATION CHANNELS</b> .....	<b>10</b>
8.1	USE OF A 3 <sup>RD</sup> PARTY VENDOR FOR CONNECTIVITY PURPOSES .....	10
<b>9</b>	<b>TESTING</b> .....	<b>10</b>
<b>10</b>	<b>CORPORATE ACCESS NEWSLETTER AND SELF SUBSCRIPTION TOOL</b> .....	<b>10</b>
<b>11</b>	<b>USER SUPPORT</b> .....	<b>11</b>
11.1	DENMARK .....	11
11.2	NORWAY .....	11
11.3	SWEDEN .....	11
<b>12</b>	<b>CORPORATE ACCESS APPENDIXES</b> .....	<b>11</b>
12.1	APPENDIX USER GUIDE & MESSAGE FLOW.....	11
12.2	APPENDIX DENMARK .....	11
12.3	APPENDIX NORWAY .....	11
12.4	APPENDIX SWEDEN .....	11

## 1 Introduction

This is a Service description of Nordea's Corporate Access Payables.

This document provides detailed information about both technical descriptions in order to utilize Corporate Access Payables, as well as the on-line services available via Nordea's Corporate Netbank. In addition it offers a comprehensive guide on how payments for included countries are processed and used (see each country-specific appendix).

Corporate Access Payables is Nordea's global file-based payment service which offers a global single entry point for execution of both domestic and international payment in the Nordic and Baltic countries. By connection towards local payment systems and clearing houses, it enables companies to issue payments from accounts in any applicable Nordea country. The service enables companies to automatically reconcile its supplier ledger, and to cancel previous sent payment instructions, without the need for manual interference. It also supports companies with shared service centres or other administrative structures.



Corporate Access Payables will be launched in phases and the aim is to offer payment services from all the Nordic countries. The service includes Denmark, Norway and Sweden. In coming phases Finland will be launched.

Corporate Access Payables offers many advantages:

- Possibility for operating payments from local accounts in each applicable country
- One single technical interface in terms of file format, communication and security
- XML ISO20022 (version 3) standard implementation structure as defined by CGI <sup>1</sup>
- Complying with regulatory legislations such as PSD <sup>2</sup>, SEPA Rule-book, etc.
- Supports automation of payments, cancellations and reconciliation processes
- On-line options for viewing, cancelling and/or confirming payments.
- One banking partner with only one agreement and one company support
- Better security solution by using our Secure Envelope and/or confirmation of files/transactions in Corporate Netbank
- One file format covers Denmark, Norway and Sweden. In coming phases Finland will be launched.

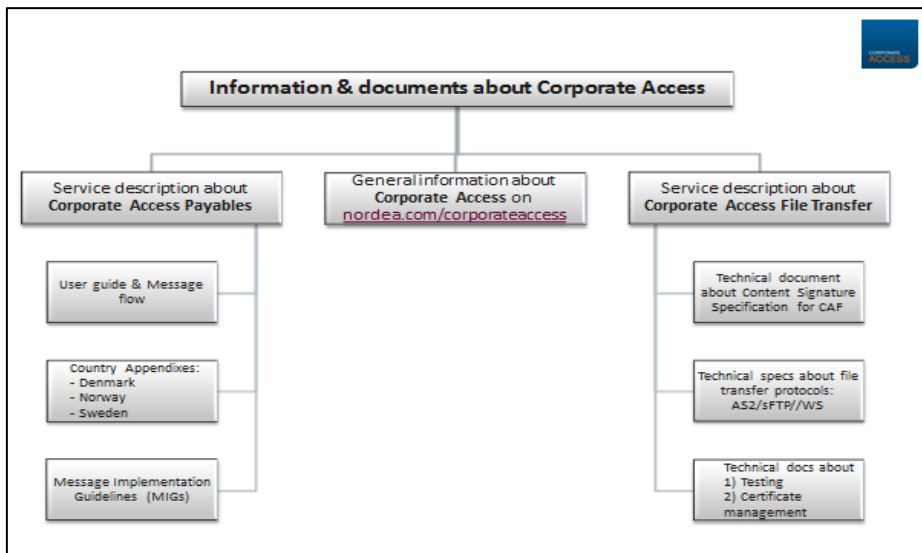
**This service description may be subject to changes.**

<sup>1</sup> Common Global Implementation

<sup>2</sup> Payment Service Directive

## 2 Structure of documentation

The documentation for Corporate Access Payables can be found at: [nordea.com/corporateaccess](http://nordea.com/corporateaccess). The structure of available documents is shown below.



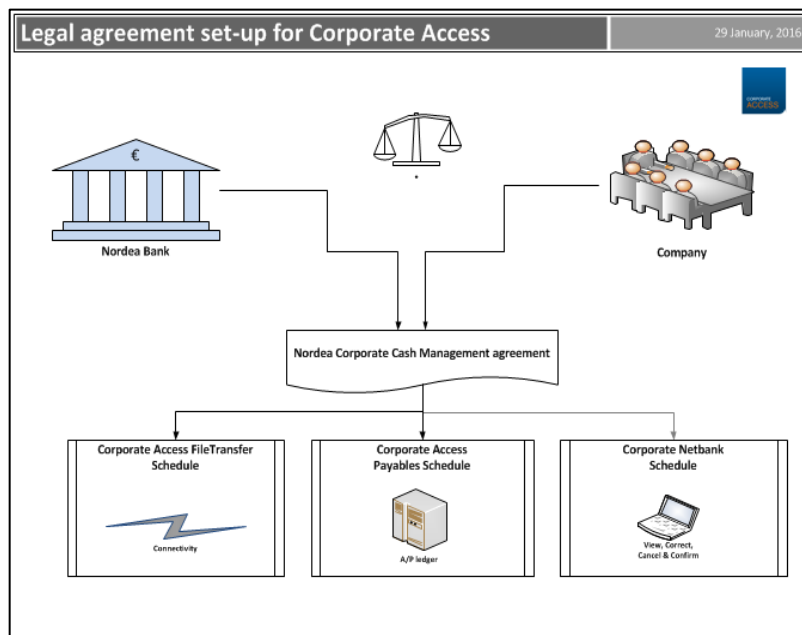
(Please enlarge figure to see full details)

## 3 Agreement set-up

The Company makes an agreement with Nordea on using the service. **Note:** One of the services must be chosen when entering into Nordea’s Corporate Cash Management agreement.

The agreement states the applied Corporate Access Payables agreement ID, debit accounts and file mediators in case a 3rd party vendor is used. Based on the agreement and the integration option chosen the Company can upload payment orders, cancellation requests and download status, response of cancellation and debit advice reports.

Basic structure of Corporate Access agreements and available Schedules are shown in the enclosed figure.



(Please enlarge figure to see full details)

As part of the Corporate Access Payables Schedule the Company defines and agrees with Nordea on the use of different parameters:

- ✓ Signer ID (for possible usage, see chapter 6)
- ✓ Sender ID (for possible usage, see chapter 8)
- ✓ Pre-confirmed/authorised files/transactions (i.e. automatically processed by Nordea)
- ✓ Manual confirmation, through Corporate Netbank, by appointed users from the Company.
- ✓ Payment types (groups) to be used and accepted by Nordea (see chapter 5)
- ✓ Connected accounts
- ✓ Message types to be part of the service (see chapter 4)

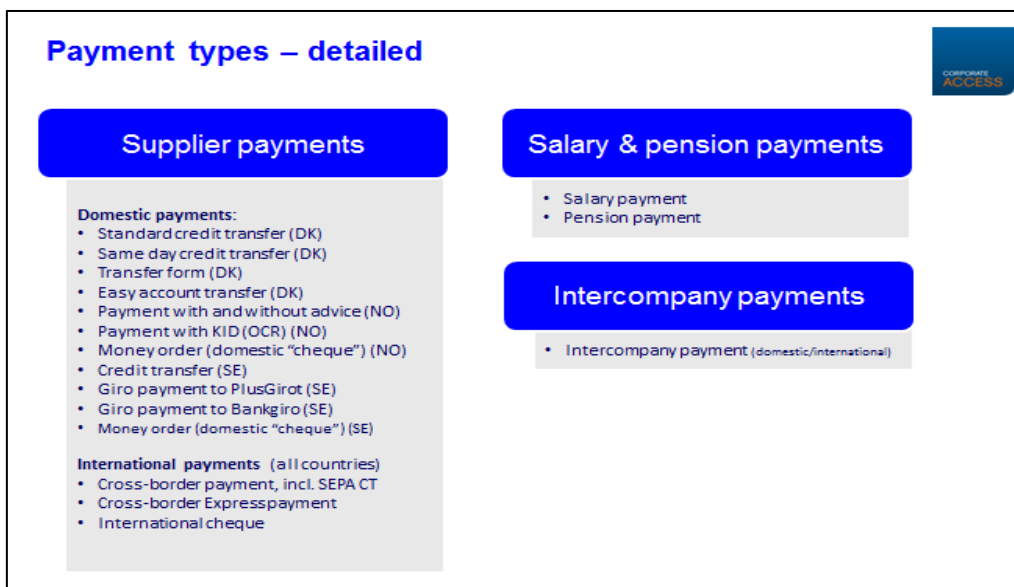
## 4 Available Message types

Nordea offers the following file-based messages

1. The Message used in payment orders is “**Customer Credit Transfer Initiation**”
  - a. The technical name is “**pain.001.001.03**” (version 3)
2. Nordea returns a status report Message called “**Payment Status Report**”
  - a. The technical name is “**pain.002.001.03**” (version 3)
3. For the debit advice reporting Nordea uses the Message “**Bank to Customer Debit/Credit Notification**”
  - a. The technical name is “**camt.054.001.02**” (version 2)
4. For usage of cancellation on file Nordea uses the Message “**Customer Payment Cancellation Request**”
  - a. The technical name is “**camt.055.001.01**” (version 1)
5. As response to the cancellation request Nordea uses the Message “**Resolution Of Investigation**”
  - a. The technical name is “**camt.029.001.03**” (version 3)

## 5 Offered payment types

With Corporate Access Payables it’s possible to take full advantage of the latest development, both on a domestic and cross-border scale. Corporate Access Payables offers a wide range of domestic and international payment services which are well adapted for integration with the Company’s supplier ledger and ERP system.



(Please enlarge figure to see full details)

For further information including technical details, please see the Appendix “*User guide & Message flow*” and/or “*Message Implementation Guidelines*”. For detailed information about offered payment types per country, please also see each Country Appendix.

## 5.1 Cut-off times

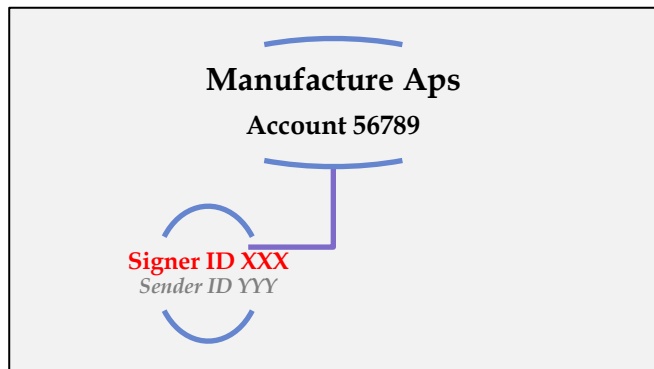
Information about applied cut-off times and available currencies are provided within each Country Appendix.

## 6 Signer ID – basis for integration with Corporate Access Payables

Nordea’s Signer ID which is created under the Corporate Access File Transfer Schedule, together with Sender ID for the connectivity part, offers a wide range of possibilities for how to set-up your Group Treasury integration and/or single Company, incl. if a 3<sup>rd</sup> party vendor is part of the Company’s daily payment process flow, either partly or fully.

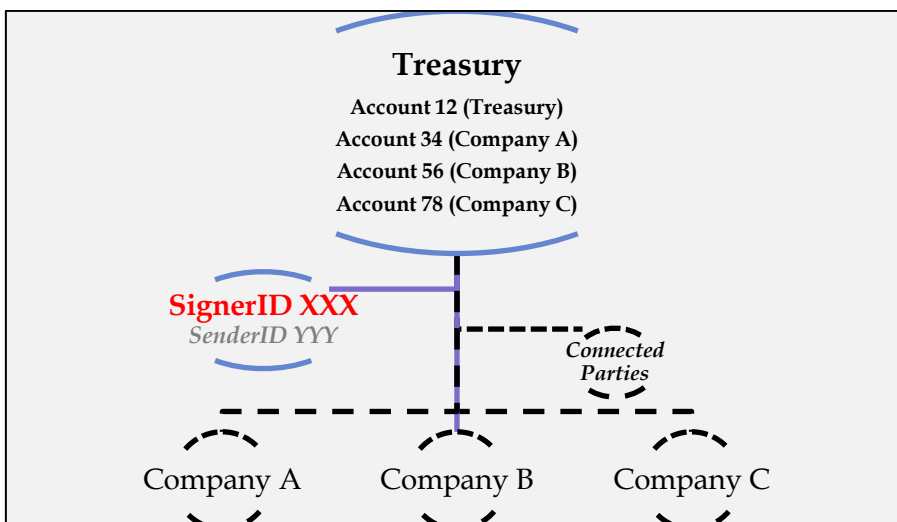
### 6.1 Standard set-up

In a standard set-up the Company enters an agreement with Nordea including both Corporate Access File Transfer Schedule as well as the Corporate Access Payables Schedule and utilize its own Signer ID as received by Nordea for transmitting payment orders, cancellation requests and/or for receiving sent files from Nordea, as agreed with the Company.



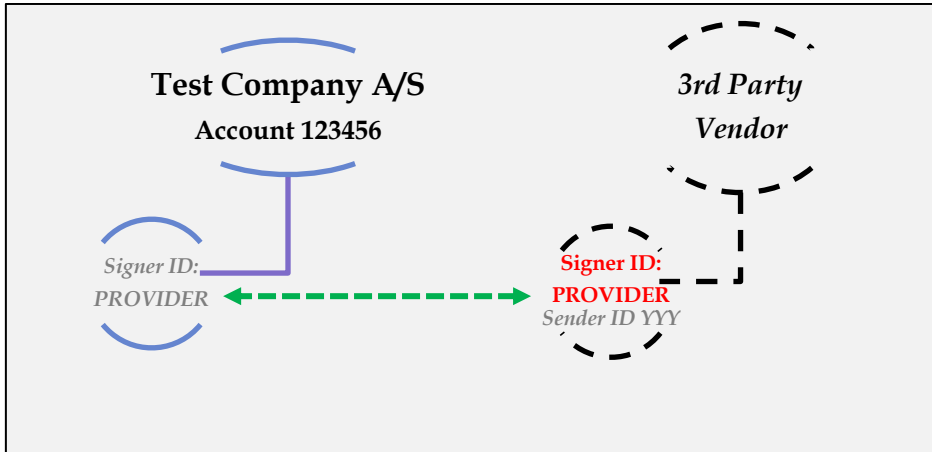
### 6.2 Payment Factory set-up

A Payment Factory or Shared Service Centre set-up may easily be achieved for Corporate Access Payables through the usage of Nordea’s Signer ID. For this set-up each participating Company will through a signed “Power of Attorney” (a.k.a. Connected Party) to the Corporate Access Payables Schedule, as held by the Payment Factor or Shared Service Centre Company, enable access to the participating Company’s account within Nordea for execution of payment orders provided by the Payment Factory or Shared Service Centre Company.



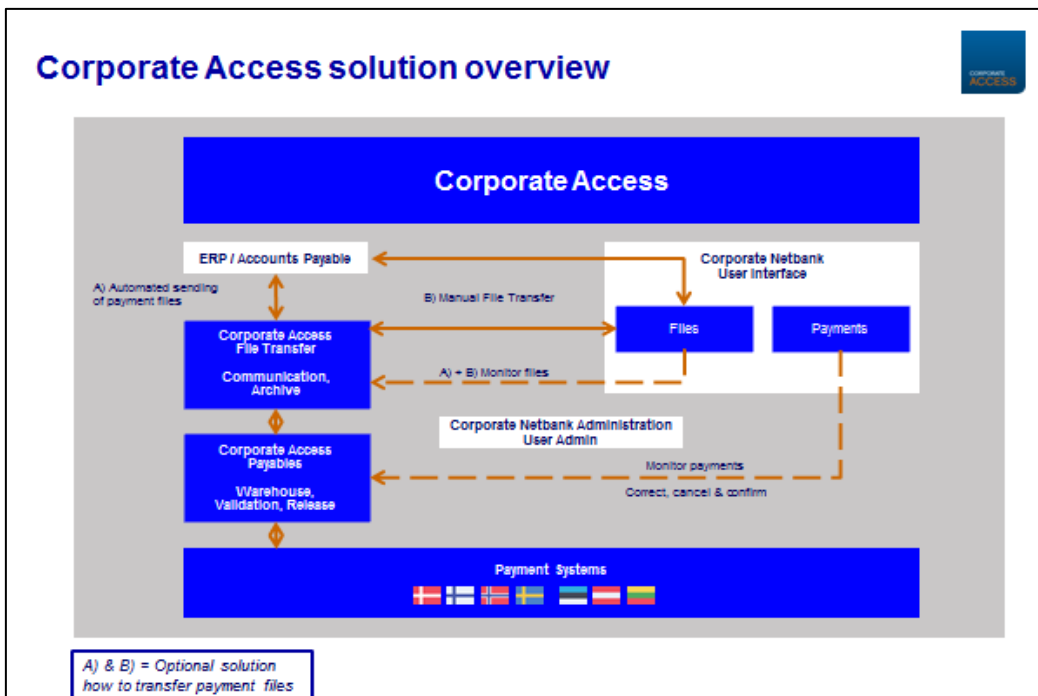
## 6.3 Service Provider set-up

Corporate Access Payables enables the Company to out-source the payment process flow via 3<sup>rd</sup> Party Vendors, book-keeping companies or any kind of Cloud Service Provider. This may be achieved either fully, or if chosen by the Company, only partly, e.g. the Company handles its supplier payment flow by themselves but are out-sourcing its salary process to an external vendor or service provider.



## 7 Service options

A wide range of different file-based Message types combined with on-line services via Nordea’s Corporate Netbank enables the Company to tailor Corporate Access Payables to support the payment processes defined by the Company’s supplier ledger. The following chapters will describe the services available in Corporate Access Payables and how different options can be combined to support the payment process flow as defined by the Company.



(Please enlarge figure to see full details)

For other options or combinations available by Corporate Access Payables, please contact your Cash Management Advisor.

## 7.1 Payment orders

A pre-requisite for usage of Corporate Access Payables is that companies are able to send payment orders in stipulated ISO XML 20022 message format as required by Nordea<sup>1</sup>. The payment order used in the service support batch processing, why payment instructions must be bundled into batches whenever debit account, debit currency and due date are the same for all included transactions. One Payment Information level must include all transactions on Credit Transfer Transaction Information level to be debited to the same account on the same date. For further information about how Corporate Access Payables processes payment order Messages, see Appendix “*User guide & Message flow*” chapter 6.2.

A company may choose to send payment orders without any manual operations via Corporate Netbank, i.e. fully integrated to the companies’ supplier ledger. When sending the payment orders the Company must include an authorised signature (envelope) derived from the certificate provided by Nordea. With such signature the payment orders are considered pre-confirmed by the Company, i.e. the transactions will be executed by Nordea without any further confirmation.

This option may be fully automated dependent on chosen connectivity (see chapter 8).

Regardless of option chosen, companies may always choose additional manual confirmation for all its payment orders sent to Nordea. For available options, processes and message flow see the Appendix “*User guide & Message flow*” chapter 6-8.

## 7.2 Opening hours

Payment orders Messages can be received by Nordea 24 hours a day regardless of whether it is an ordinary business day or weekends. Payment order Messages will be further processed both internally in Nordea and externally towards local clearinghouses dependent on local opening hours. Dependent on company’s connectivity set-up, Nordea may offer status report Messages to the Company immediately as it has been received by local country/clearinghouse or the Company may down-load it manually when suitable.

Nordea provides Service Support on all business days in markets where Nordea is present and which are included in Corporate Access Payables service offering. The opening hours are found under chapter 10.

## 7.3 Status report Messages

For each received payment order (pain.001.001.03) or cancellation request (camt.055.001.01) Message, Nordea will return a status report Message, i.e. pain.002.001.03, divided into one or more Messages dependent on the result of the reception of the payment order.

The first returned status report will confirm the reception of the Message sent by the Company. The validation at this level consists of general **compliance** checks, such as file-transfer agreement validity with the sending Company, that security has not been tampered or manipulated and that syntax of the Message is in accordance with ISO XML 20022 structure. This Message, pain.002.001.03, is mandatory and will always be provided by Nordea.

After reception of the payment order or cancellation request and when compliance check has been fulfilled without errors, Corporate Access Payables will perform all necessary content validations of included transactions in the sent Message. In case errors are found, changes of execution day for payment orders/transactions occurred, manual confirmation expected or if fully accepted by Nordea, another status report Messages (pain.002.001.03) may be created and sent to the Company, see information under additional optional services in chapter 7.4.

---

<sup>1</sup> Please see document *Message Implementation Guidelines* (MIG)



**Note:** Companies must make sure to check any received status report to ensure proper execution of sent payment orders. Also note that in some cases Nordea cannot provide information about rejection reasons via Corporate Netbank, e.g. when agreement or debit account is not correct or valid, why these rejections will only be returned in the status report to the sender.

On execution day a single transaction maybe rejected by Nordea or local ACH, due to several reasons, such as beneficiary account closed or blocked, insufficient funds on the Company’s debit account, etc. In those cases an additional status report will be provided, if chosen by the Company, and will also be displayed in Corporate Netbank.

The status report Message transmissions will be displayed via Corporate Netbank and can be downloaded manually if so required. For more options, process and message flow, see the Appendix “User guide & Message flow” chapter 6-8.

## 7.4 Additional optional services

A Company may choose to add more services either in the Corporate Access Payables service itself or via Nordea’s Corporate Netbank <sup>1</sup>, which may support the Company’s specific need for further actions or surveillance of the payment processes.

Some of these options are available in Corporate Netbank, which is fully integrated with Corporate Access Payables and provide companies with all relevant information about transaction statuses, such as rejected/accepted, changed, cancelled and executed transactions provided in the payment order or cancellation request Message. These options may be combined with both Host-to-Host connectivity <sup>2</sup> or by using Corporate Netbank File Transfer.

The following services are possible to add to Corporate Access Payables:

Optional services	Corporate Access Payables	
	Description of option	Additional information
<b>File-based:</b> <ul style="list-style-type: none"> <li>▪ Status report Message. Content validation – <b>only</b> rejected transactions</li> </ul>	Message: <i>pain.002.001.03</i> <sup>3</sup> Rejected status reporting.	Nordea will provide information about all rejected transactions.
<b>File-based:</b> <ul style="list-style-type: none"> <li>▪ Status report Message. Content validation – <b>both</b> accepted, changed, action required and rejected transactions</li> </ul>	Message: <i>pain.002.001.03</i> <sup>3</sup> Accepted, changed, awaiting confirmation & rejected status reporting.	Nordea will provide information about both accepted, changed, manual confirmation required and rejected transactions. <b>Note:</b> When manual confirmation performed Nordea will provide status report with acceptance of all single transactions.
<b>File-based:</b> <ul style="list-style-type: none"> <li>▪ Debit advice reporting</li> </ul>	Message: <i>camt.054.001.02</i> <sup>3</sup> Information provided by Nordea about executed transactions	Will include both domestic and cross-border/cross-currency transactions
<b>File-based:</b> <ul style="list-style-type: none"> <li>▪ Cancellation request &amp; response of cancellation reporting</li> </ul>	Message: <i>camt.055.001.01</i> & <i>camt.029.001.03</i> <sup>3</sup> Ordering cancellation and its result provided by Nordea	Will include possibility to request cancellation on transactions and/or batches of previous sent payment orders, and information about status of such request.
<b>Corporate Netbank:</b> <ul style="list-style-type: none"> <li>▪ View</li> </ul>	View single transactions or batches	Includes to view, export or print information about statuses of transactions. <b>Note;</b> Some rejection reasons will only be reported through the file-based Message
<b>Corporate Netbank:</b> <ul style="list-style-type: none"> <li>▪ Manual confirmation <sup>1</sup></li> </ul>	Confirm all transactions within a sent batch	Company may choose to apply manual confirmation process for all sent transactions and/or batches within a payment order
<b>Corporate Netbank:</b> <ul style="list-style-type: none"> <li>▪ Manual cancellation <sup>1</sup></li> </ul>	Cancel single transactions or batches not yet executed	<b>Note:</b> This option requires confirmation rights by authorised user(s)

For process and message flow, see the Appendix “User guide & Message flow” chapter 6-8.

<sup>1</sup> The Company may in Corporate Netbank authorise user(s) for specified services and/or different actions

<sup>2</sup> For further information about available communication methods offered by Nordea see [nordea.com/corporateaccess](http://nordea.com/corporateaccess)

<sup>3</sup> For information about message types, please see Message Implementation Guidelines

## 8 Offered file communication channels

Corporate Access Payables may be utilized through a wide range of different communication channels/protocols, either via host-to-host connectivity, including SWIFTNet FileAct and Webservices, or by use of Corporate Netbank File Transfer service for manual up-load or down-load, which can also be utilized as a “back-up” connectivity.

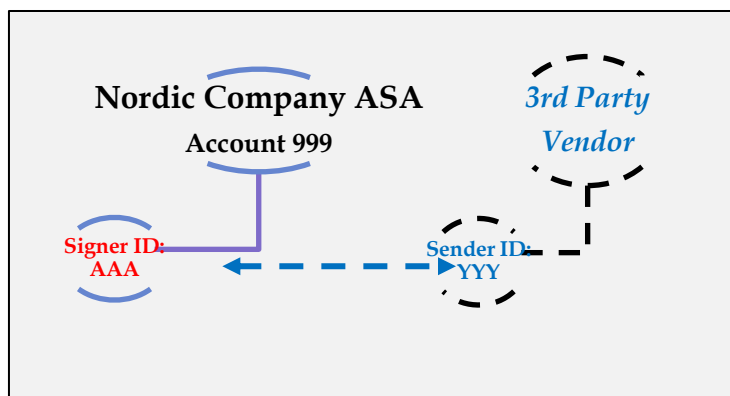
For further explanation of distribution options and adoption of certificates within Corporate Access File Transfer, please see “*Service description Corporate Access File Transfer*” at: [nordea.com/corporateaccess](http://nordea.com/corporateaccess)

For other options or combinations available by Corporate Access Payables, please see Appendix “*User guide & Message flow*” at [nordea.com/corporateaccess](http://nordea.com/corporateaccess)

### 8.1 Use of a 3<sup>rd</sup> Party vendor for connectivity purposes

Companies may also connect their payment order message flow via a 3<sup>rd</sup> Party vendor for solely the communication /connectivity part, i.e. the Company creates and signs the actual payment orders – but the file transmission are sent/received to/from Nordea via the 3<sup>rd</sup> Party Vendor.

In this case the Company utilizes its own Signer ID, but the 3<sup>rd</sup> Party Vendors Sender ID.



## 9 Testing

Before uploading messages to Nordea the Company must confirm from the schema (pain.001.001.03) that the message structures are correct, and test the messages.

The Company or the software supplier can test the files using Nordea’s Corporate Access Test Tool. The tool will check that the file is syntactically correct according to ISO20022 and that the signed envelope (security) is valid. In addition a wide range of business validations are performed. If any error(s) is detected the tool will provide information about the error(s) and what it consist of. The Company may also down-load from the same tool provided reports by Nordea, such as Status reports (pain.002.001.03) both compliance and content reports and debit advice reports (camt.054.001.02) or the result of a cancellation on file request (camt.029.001.03). This will enable the Company to correct the error(s) before uploading payment orders or cancellation requests in production. The Corporate Access Test Tool is available at: [nordea.com/corporateaccess](http://nordea.com/corporateaccess)

For utilizing Nordea’s test environments, please contact your Cash Management Advisor or our Service Support for more information, see under User Support, chapter 11.

## 10 Corporate Access newsletter and self subscription tool

Corporate Access Paybles offers a newsletter service via a self subscription tool which your Company will be asked to join when starting up the service, and will utilize your Company’s common e-mailbox address for this purpose. This tool will enable your Company to on a daily basis get swift information about our Corporate Access Payables service which may be of interest for you in relation to daily operations, changes of the service that may require actions from your Company and/or information about added services which may be of interest for you.

## 11 User support

### 11.1 Denmark

#### Service Support for Corporate Access

Telephone: (+45) 70 33 65 00

E-mail: [cn.support@nordea.dk](mailto:cn.support@nordea.dk)

Open on banking days from 8.00 to 17.00 CET

(Local network charge/mobile call charge or international call charge)

### 11.2 Norway

#### Service Support for Corporate Access

Telephone: (+47) 91 50 60 02 - choice 3

E-mail: [cn.support@nordea.no](mailto:cn.support@nordea.no)

Open on banking days from 8.00 to 17.00 CET

(Local network charge/mobile call charge or international call charge)

### 11.3 Sweden

#### Service Support for Corporate Access

Telephone: (+46) 771 77 69 91

E-mail: [cn.support@nordea.se](mailto:cn.support@nordea.se)

Open on banking days from 8.00 to 18.00 CET

(Local network charge/mobile calls charge or international call charge).

## 12 Corporate Access Appendixes

### 12.1 Appendix User guide & Message flow

A detailed user guide as well as information about Corporate Access Payables Message flow and Nordea's use of XML is available in a separate appendix which can be found at:

[nordea.com/corporateaccess](http://nordea.com/corporateaccess)

### 12.2 Appendix Denmark

Additional information about payment types, cut-off times, clearing settlement rules and other information related to Denmark is described in a separate appendix which can be found at:

[nordea.com/corporateaccess](http://nordea.com/corporateaccess)

### 12.3 Appendix Norway

Additional information about payment types, cut-off times, clearing settlement rules and other information related to Norway is described in a separate appendix which can be found at

[nordea.com/corporateaccess](http://nordea.com/corporateaccess)

### 12.4 Appendix Sweden

Additional information about payment types, cut-off times, clearing settlement rules and other information related to Sweden is described in a separate appendix which can be found at

[nordea.com/corporateaccess](http://nordea.com/corporateaccess)