

USER MANUAL

eLEMENT@

INTERNET BANKING FOR COMPANIES  
AND SMALL BUSINESSES

TEMPLATES

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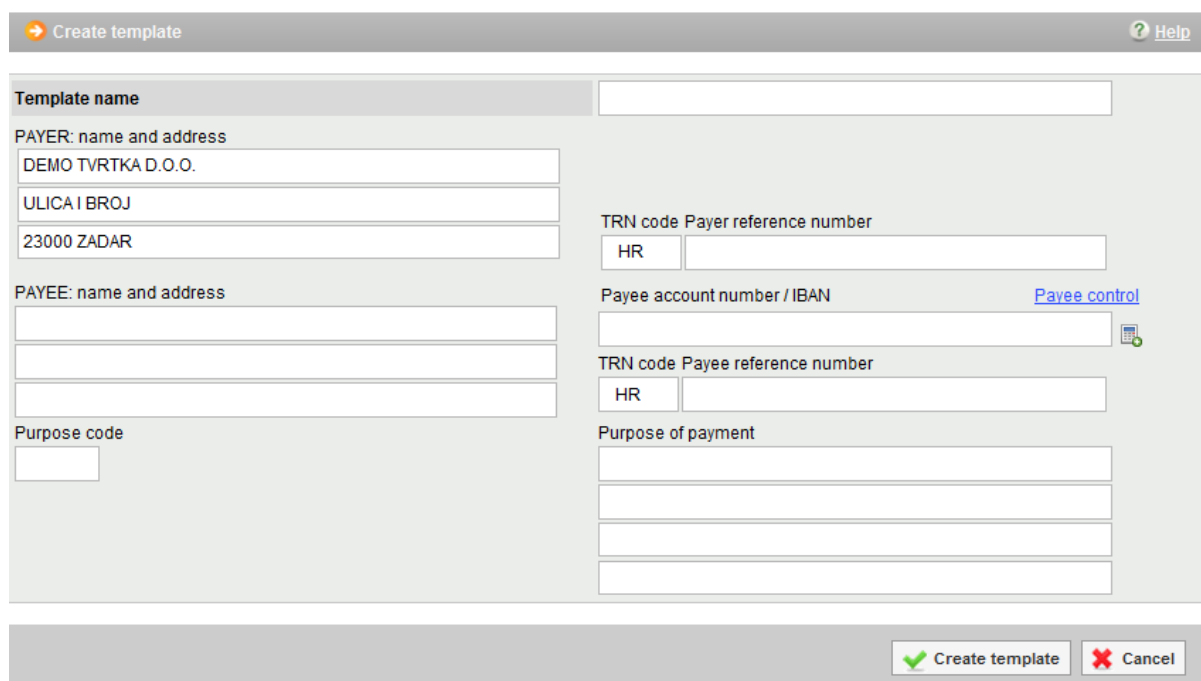
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## 1. TEMPLATES

To facilitate and significantly speed up everyday work on (HRK) order entry, we recommend that you independently create your own database of templates that will subsequently be used when entering HRK orders. Templates are entered by choosing Templates from the main menu. It is possible to enter templates for HRK as well as foreign currency orders.

### 1.1. Create template (HRK)

Selecting „Create template (HRK)“ you enter templates for orders in HRK (Picture 1).



Picture 1. Entry of kuna template

Field description:



Name of field	Description
<b>Template name</b>	The name of the template is the label arbitrarily created by the person who inserts the template. Template name does not need to be the same as the name of the recipient. This name is only for easier recognition of orders entered on the list of templates, and is not exchanged with other banks.
<b>Payer; Name and address</b>	Enter the payer's name and address – maximum 140 signs.
<b>TRN code Payer reference number</b>	In the first field is the model is entered. In the second field, you enter the debit authorization number. If there is no such number, model 99

	is entered, and this field can be left blank. In the HUB 3 form, in the model field "HR" is entered and the two-digit control model reference number. If nothing is entered in front of the model number, it will automatically be considered that HR has been entered.
<b>Payee account number / IBAN</b>	This field allows the entry of the IBAN. IBAN stands for International Bank Account Number, and it is the international standard for numbering bank accounts.
<b>TRN code Payee reference number</b>	In the first field the model of approval is entered. In the second field, the reference number is entered. If there is no such number, model 99 is entered, and this field can be left blank. In the HUB 3 form, in the model field "HR" is entered and the two-digit control model reference number. If nothing is entered in front of the model number, it will automatically be considered that HR has been entered. During entry prescribed structures of model and reference number are verified.
<b>Purpose code</b>	Enter the four-letter code of the purpose the transaction. Entering the purpose code is optional.
<b>Purpose of payment</b>	Enter a short description of the payment, four rows are provided for the entry

After you fill in the fields, use the tab *"Create template"* to enter the template in the database of templates. To enter an order from a template select *"New order from template"* in the "HRK" menu.

## 1.2. Change template (HRK)

By selecting *"Change template (HRK)"* from *"Templates"* menu, a list of all templates is shown, and it is possible to select *"Change"* next to the name of each template and enter the screen where you can modify the order template (Picture 2).



Template - change		Payer account: HR1824070001100000002	
Short name for template	Payee account / IBAN	Payee	Change
TEMPLATE 1	HRXX2407000XXXXXXXXX	DEMO PRIMATELJ D.O.O.	 Change
TEMPLATE 2	HRXX2407000XXXXXXXXX	DEMO PRIMATELJ D.O.O.	 Change

Picture 2. Modification of template

Entry of modifications is confirmed with the tab *"Change"*.

### 1.3. Delete template (HRK)



Selection of the filed *"Delete template (HRK)"* displays a list of templates, and offers the option *"Delete"* on the screen and shows details of orders marked for deletion (Picture 3). Deletion of template is confirmed by pressing *"Delete"*.



Template - delete		Payer account: HR1824070001100000002	
Short name for template	Payee account / IBAN	Payee	Delete
TEMPLATE 1	HRXX2407000XXXXXXXXXX	DEMO PRIMATELJ D.O.O.	 <a href="#">Brisanje</a>
TEMPLATE 2	HRXX2407000XXXXXXXXXX	DEMO PRIMATELJ D.O.O.	 <a href="#">Brisanje</a>

Picture 3. Screenshot of template deletion

### 1.4. Create template (FX)

By selecting the *"Create template (FX)"* you enter templates for foreign currency orders. In order to save as a template you need to fill in the following fields (Picture 4):

Create template for international remittance		Help	
Payer (50 a):		Name of the bank	70/1
1 Phone: <input type="text"/>	Ref: DEMO TVRTKA D.O.O. ULICA I BROJ, 23000 ZADAR MB: 00000000 OIB: 000000000000	2 OTP BANKA D.D. Domovinskog rata 3 Zadar	Reg. No.: 3141721 Taxpayer ID No.: 52508873833
3 Order No. (20)	00010311111220148451		
4 Payment amount (32A)	Currency code	--Select--	
5 Foreign bank costs (71a):	Costs	OUR - Debiting the payer 	
6 Payee bank (57a)	Swift adresa	<input type="text"/> <a href="#">Verify ...</a>	
	Name	<input type="text"/>	
	Address	<input type="text"/>	
	Town	<input type="text"/>	
	Country code	<input type="text"/> <a href="#">Country list</a>	
7 Payee (59a)	Name	<input type="text"/>	
	Address	<input type="text"/>	
	Town	<input type="text"/>	
	Account/IBAN	<input type="text"/>	
	Country code	<input type="text"/> <a href="#">Country list</a>	
	Payee code	Legal entity 	
8 Payment information (70)	<input type="text"/>		
9 Comment	<input type="text"/>		
10 Template name :	<input type="text"/>		



 [Verify order](#)
 [Cancel](#)

**Picture 4.** Entry of foreign currency template

Field no.	Field	Description
01	Principal (50a):	Name, address and registration number  In this field information is automatically entered information about the company-principal from the OTP Bank system. We recommend to enter a phone number for contact.
02	Name of bank	Name and registration number of the bank which will execute the order transfer abroad – filled in automatically
03	Order number (20):	Number under which the order has been filed in the register of paying instruments of the bank
04	Amount due (32A):	Enter the currency of the order
05	Expenses of foreign bank (71A):	Foreign bank expenses, in accordance with the agreement between the principal and the user, shall be entered as follows: 1 - OUR – charged to the principal, 2 – SHA – shared expenses
06	Bank of user (57a):	Name and address of foreign bank of the user to which payment shall be made, and the country code of the beneficiary bank. By entering the SWIFT of the bank, other fields are automatically filled in.
07	User (59a):	Name and address of the recipient of the payment, IBAN or other account number of recipient, user code and the code of the country. The field "Country code" is entered in the way that you click on the menu "List of countries" right next to the input field "Country codes ", and find the desired country on the list.
08	Payment data (70):	Payment data listed in the document on the basis of which the payment is executed, and which should be stated in the payment order (for example number and date of invoice, contract, etc.).
09	Note:	Filled in if necessary. Arbitrary entry.
10	Name of template:	Template name is a label of the order that is arbitrarily created by the person that enters the template. Template name does not need to be same as the name of the recipient. This document is only for easier recognition of orders entered on the list of templates and is not exchanged with other banks.

## 1.5. Change template (FX)

By selecting *"Change template (FX)"* from *"Templates"* menu, a list of all templates is shown, and it is possible to select *"Change template"* next to the name of each template and enter the screen where you can modify the order template (Picture 5).

Change template for international remittance			<< Back
Template name	Payee	Currency	Change template
TEMPLATE 2	DEMO PRIMATELJ D.O.O.	EUR	 Change template
TEMPLATE 1	DEMO PRIMATELJ D.O.O.	EUR	 Change template

Picture 5. List of foreign currency templates for modification

Entry of modification is confirmed by pressing the tab *"Change template"*.

## 1.6 Delete template (FX)

Selection of the field *"Delete template (FX)"* displays a list of templates (Picture 6), and offers the option *"Delete template"* on the screen and shows details of orders marked for deletion. Deletion of template is confirmed by pressing *"Delete template"*.

Delete template for international remittance			<< Back
Template name	Payee	Currency	Delete template
TEMPLATE 1	DEMO PRIMATELJ D.O.O.	EUR	 Delete template
TEMPLATE 2	DEMO PRIMATELJ D.O.O.	EUR	 Delete template

Picture 6. List of foreign currency templates for deletion