



User Manual

Paynet Online-Archive

Usage For SIX Paynet customers only
Version, Date 1.3, 19.05.2016

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Amendment control

Version	Date	Amendment description
1.0	01.06.2009	First edition
1.1	13.10.2010	Layout adaptation
1.2	15.03.2016	Layout adaptation
1.3	19.05.2016	Layout adaptation

1. General

1.1 Introduction

According to current legislation, electronically transferred invoices must also be stored electronically in a VAT-conformant format. For this purpose, SIX Paynet offers "Paynet Online-Archive", a service extension for billers and customers in the Paynet network.

The electronic documents are transferred directly to the Paynet Online-Archive (long-term archive) after processing of the electronic bill data and communication to the recipient once the agreed-upon presentation period has expired. The use of the Paynet Online-Archive is governed by the General Business Conditions (GBC) for the Paynet Online-Archive of SIX Paynet.

1.2 Overview

SIX Paynet processes and transfers electronic bill data on behalf of the biller. This bill data is digitally signed by the biller service provider and is stored in the Paynet processing system. The signed data constitutes the original document of the biller. Upon conclusion of the agreed-upon presentation period, SIX Paynet transfers the electronic documents from the Paynet processing system to the Paynet Online-Archive (long-term archive).

The business case data transferred to the Online-Archive are recorded in an import protocol and are subsequently entered into the overall index of the participant. The user then has direct access to the data in the Paynet Online-Archive via a secure Internet connection.

The Paynet Online-Archive makes the following basic functionality available to the Paynet participant:

- Overview of all stored documents with import protocol.
- Search functions for the selection of individual business cases.
- Presentation of the business case report and the associated documents.
- Online signature checking of the digitally signed documents.
- Data storage/Backup

The data stored in the Paynet Online-Archive (documents, messages, business case reports and import protocols) are stored at the data centre of the SIX Group. The backup process of the Online-Archive automatically transfers the data to the SIX Group secondary data centre (secondary location). Once per year the data is also transferred to third location.

1.3 Scope of the service

The Paynet Online-Archive service includes the following services:

- Import of the signed documents into the Paynet Online-Archive.
- Audit-conformant storage of the electronic documents in Switzerland.
- Annual transfer to a third site.
- Encrypted online access (https/SSL) to the archived data.
- Online signature check by the user
- Certificate administration.
- Documents can be downloaded by the user.

2. Documents in the Online-Archive

2.1 Business transaction report

For every business case, Paynet creates a business transaction report. This report informs about the processing of the business case and is the starting point for the display and checking of the associated documents.

It contains the most important data of the business case, such as.

- Invoice date
- Bill number
- Billed amount (Gross, Net, VAT)
- Biller and bill recipient

Via the business transaction report, the user can view the business case documents and can carry out the signature check of the documents.

Business transaction report

[Signature check](#)

Invoice

Sending receipt Created

Sender Reference TC1915-01-0235
PayNet Reference DC-4 10158 15755 96276 54791 233

Total gross (incl. VAT)	CHF	14.00
Total net (excl. VAT)	CHF	13.01
Total VAT	CHF	0.99


Creation date 10.09.2010
Invoice date 10.09.2010
Due date 10.10.2010


Payment reference


Business partner

Sender Test Lieferant POA Hardturmstrasse 201 CH-8021 Zürich	Receiver Test Käufer POA EIXML Empfänger mit Verify Hardturmstrasse 201 CH-8021 Zürich
PayNet no. 41 01052 67728 33771 Customer no. (SRN)	PayNet no. 41 01052 67728 33674 Supplier no. (RSN)
VAT no. 471 3	
Clearing no. Bank /Postal account	

Receipt

 > [incoming message EDI](#)

 > [Receipt EDI](#) [Signature check](#)

 > [Receipt PDF](#) [Signature check](#)

Related reports

Figure 1: Business transaction report

2.2 Documents

In addition to the business transaction report, the Paynet Online-Archive also stores the associated PDF and EDI documents.

On the biller's request, SIX Paynet also archives the bill data submitted (inbound message) for a business case.

The number and types of the EDI messages or EDI documents depend on the participant's role (biller or bill recipient). The data format of the messages or documents results from the technical configuration of the bill recipient.


Pos.	Beschreibung	Fakturierte Menge	Nettopreis exkl. MWST	Preis-einheit	Nettobetrag ohne Steuer	MWST %	MWST Betrag	Gesamt-summe
Nuovino AG Archiv Test Biller Archivstrasse 2005 8304 Wallisellen MWST-Nr.: 998877								
Nuovino GmbH POA Test-Customer Hardturmstrasse 201 8021 Zürich								
RECHNUNG 200904150001					Datum: 15.04.2009			
Lieferschein-Nr. : 123456 vom 15.04.2009 Rechnungs-Nr. : 200904150001 vom 15.04.2009 Lieferdatum : 15.04.2009								
010	Unsere Artikel-Nr.: B50.9220 rot Bezeichnung: Barbera Barrigue 5 % Händlerrabatt 3 % Händlerrabatt Bestell-Nr.: A-57489 - 10	88 Stück	22.80	Stück	2006.40 CHF	7.6	144.86	1906.08 CHF
Total MWST 7.6%		von	2050.94 CHF	144.86 CHF				144.86 CHF
Total MWST (MWST-Nr. 998877)								144.86 CHF
Zu bezahlender Betrag							2050.94 CHF	
Zahlungsbedingungen: 30 Kalendertag(e)								
2 % Skonto bei Bezahlung innert 10 Kalendertag(e/en) nach Rechnungsstellung								

Figure 2: Documents

2.3 Import log

For every import of a participant's business case data, an import log is created. The log contains a compilation of the participant's imported business case data and can be viewed by the user online.

SIX Paynet uses the import log to document the import of business case data from the Paynet processing system to the Paynet Online-Archive. This provides transparency about which data has been transferred into the Online-Archive at which time, even retrospectively.

Import protocol PayNet Online-Archive

Participant	Test Lieferant POA ()
PayNet number	41 01052 67728 33771
Billing period	01.07.2010 - 30.09.2010
Description	Import Protokoll 001
Created on	30.09.2010 14:08:24 GMT

Signature check

Summary

Number of business transactions	24
Number of documents	95
Overall results	OK

The following business transactions have been transferred into the PayNet Online-Archive:


















No.	Reference ... Document	Date	Hash (calculated) Hash (deciphered)	Sign. Check
1	 DC-410125726221346320617401	10.09.2010	veOL4mIKK3syVzLYic8iyoZqLUo= veOL4mIKK3syVzLYic8iyoZqLUo=	OK
	 Incoming message EDI			
	 Receipt PDF		2f0C3B8Bu0CQrIMctV6rbePEUr4= 2f0C3B8Bu0CQrIMctV6rbePEUr4=	OK
2	 DC-410158157559827654791249	10.09.2010	Px472thvUd9qukUlksDcJljarSw= Px472thvUd9qukUlksDcJljarSw=	OK
	 Incoming message EDI			
	 Receipt EDI		AuQqLnDeSMb1xwXmVinVDAjzuWI= AuQqLnDeSMb1xwXmVinVDAjzuWI=	OK
	 Receipt PDF		IAwYgj94B1uU7TR6mg7Tu1F/L5w= IAwYgj94B1uU7TR6mg7Tu1F/L5w=	OK
3	 DC-410171274775064073452616	10.09.2010	09yvYngLMvTfOcfAjxnucRyui+A= 09yvYngLMvTfOcfAjxnucRyui+A=	OK
	 Incoming message EDI			
	 Receipt EDI		MYbS9fNCXKvw8NMDpTomJnXRqDA= MYbS9fNCXKvw8NMDpTomJnXRqDA=	OK
	 Receipt PDF		OXZ+u59P2OeRAje00e3gzQlztko= OXZ+u59P2OeRAje00e3gzQlztko=	OK
4	 DC-410183981880751782109512	10.09.2010	cEJCyUpe3jPK9fUoene7EDer61c= cEJCyUpe3jPK9fUoene7EDer61c=	OK
	 Incoming message EDI			
	 Receipt EDI		hmyqBgs5Zz5/RECHyVX1cpSzl6w= hmyqBgs5Zz5/RECHyVX1cpSzl6w=	OK
	 Receipt PDF		Cx1LSgHgds6ZYT6mYcqblRHu3S8= Cx1LSgHgds6ZYT6mYcqblRHu3S8=	OK
5	 DC-410136039334189135940895	10.09.2010	GCCyRqkd7EmlcWNIZCLU9iO0Xk4= GCCyRqkd7EmlcWNIZCLU9iO0Xk4=	OK
	 Incoming message EDI			

Figure 3: Import log

2.3.1 Content

The import log contains the following information:

- Point in time of the data transfer (system time)
- Participant reference (Paynet identification)
- Number of business cases contained in the log
- Aggregate result of the signature checks
- List of the transferred business cases with the following information (for each business case):
 - BC reference
 - Name of the business transaction report
 - List of the imported documents and message
 - Time and result of the documents' signature check
 - Results of the signature checks and hash values of the checked documents

2.4 File reference note

A "file reference note" (FN) is used to document important events and information, and to store them in the Paynet Online-Archive.

Usually, the file note is created by the Paynet participant and is archived by SIX Paynet. A file note incorporates the following elements:

- Customer reference
- Creation date
- Details about the creator and recipient of the FN
- Subject matter with brief description
- Relating reports (PDF documents)
- Reference to archived business cases (optional)

File notes can be retrieved via the research function or the import log.


File reference report

Biller Reference	Nuovino-20090401
PayNet Reference	4101 01788 33229 46199 00000 00001
Creation date	15.04.2009
Archiving date	14.05.2009

Creator	Receiver
Nuovino GmbH Chef Finanzen Peter Muster Hardturmstrasse 201 Postfach CH-8021 Zürich	Nuovino GmbH Kreditoren Hardturmstrasse 201 Postfach CH-8021 Zürich

Reference: Rechnungskürzung
Dir Rechnung wurde um 10% gekürzt

Related file references

 > Aktenzeichen Nuovino 2009-04-01 (INT).pdf

Related business transaction reports


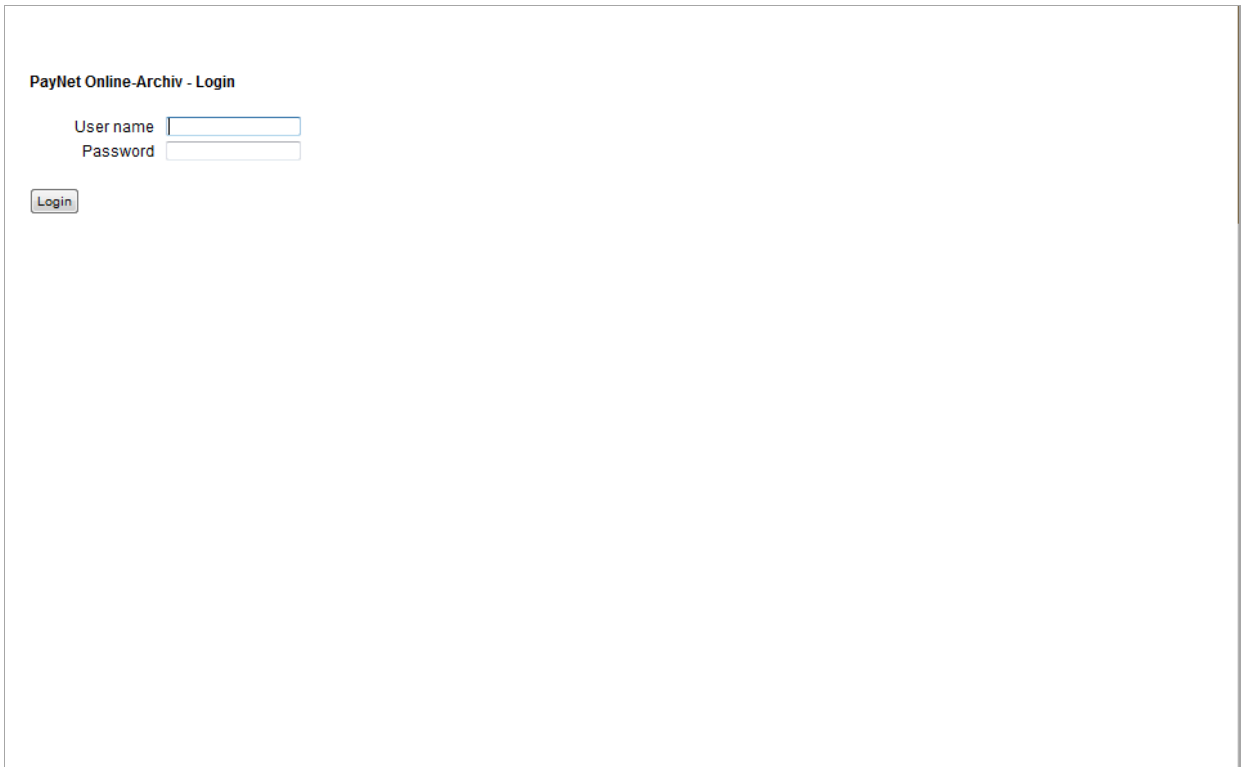
 > 41010194883512456000000000280 01.04.2009

Figure 4: File reference note

3. Operation of the Paynet Online-Archive

3.1 Access to the Paynet Online-Archive

The Paynet Online-Archive is accessible via an encrypted Internet connection (https / SSL). The personal access data (certificate or user identification and password) of an authorised user is valid for both the Paynet processing system and the Paynet Online-Archive.



PayNet Online-Archiv - Login

User name

Password

Figure 5: Login page

3.1.1 Login address

Paynet Online-Archive: <https://poa.Paynet.ch>

The user login at the login portal can be carried out using the personal certificate, or an assigned personal user identification, secured by a confidential password.

3.2 Changing user permissions

By signing the service contract for the online archiving, the participant defines the required user permissions. Requests to change existing user permissions must be submitted to the SIX Paynet in writing by the participant. The download area contains a PDF form for this purpose.

Please note that only the legal owner of the service contract has the right to request changes to the user permissions.

3.3 Changing the access password

The access password can be changed at any time by the user in the portal of the Paynet processing system (Change password). For security reasons, the new password must comply with the following requirements:

- Minimum length of password between 8 and 14 characters.
- The password must contain at least one digit, one special character (+, &, %, \$), and lower- and uppercase letters.

3.4 Storage period

The documents are stored in the Paynet Online-Archive until the participant places an order for deletion. The participant is responsible for adhering to the legally specified time periods.

3.5 Deleting data

The participant can have his data in the Paynet Online-Archive deleted. To do this, he places a respective order with SIX Paynet in writing. In this case, please inform Paynet support.

4. Important information for the user

Please observe the following information:

- Regularly consult the import log and reconcile the records with your data (e.g., accounting). The import logs are created automatically during a data transfer and inform you about the data already archived .
- The user password is confidential. Do not pass it on and change it regularly.
- After five erroneous password entries, your access to the Paynet Online-Archive is locked automatically. The lock can only be removed by the support services of SIX Paynet. In this case, please contact the Paynet support.
- You can order temporary user permissions via the Paynet support.

4.1 System availability

The Paynet system is fundamentally available 365 days a year, 24 hours a day. The guaranteed service hours, however, are limited to banking days from 7 am to 7 pm. During this time, the Paynet system is available without any restrictions. Should a malfunction occur within service hours, necessary measures will be taken immediately to return the system to proper working order as quickly as possible.

4.2 Maintenance work

The Paynet network requires certain maintenance work that causes temporary interruption of operation. Planned system interruptions are generally conducted outside of the usual service hours. However, if necessary, SIX Paynet can use a maintenance window during service hours. This maintenance window is scheduled for Fridays, 5 pm to 7 pm.

4.3 Support

Do you have technical questions, would like further information or would like to report a technical fault? We will also be happy to answer your questions regarding the services and products of SIX Paynet. Our support centre is available for all questions regarding the Paynet services and network.

Support queries are charged for on the basis of support tickets. You can open support tickets by phone or E-mail. The subsequent research is carried out off-line and ends with the result being fed back to the customer. The monthly statements for the support tickets are issued in accordance with the currently valid rates from the Paynet price list.

If the cause for the query can be traced back to an error at SIX Paynet or in the Paynet network, no fee is charged for the investigation.

For problems or questions, please contact:

Paynet Support Centre	
Telephone	058 399 95 77
E-mail	paynet-support@six-group.com
Availability	Mon-Fri 08 am – -12 noon, 01:30 pm – 05:00 pm excl. national statutory holidays

4.4 Binding force

We reserve the right to make changes to this service description.

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