# Instructions for paying the Bulk E-Invoice from Business E-Banking

In order to make payments of fiscalized invoices through the Bulk E-Invoice menu, follow the steps below.

Step 1

After logging in with your credentials in the Internet Branch (Business E-Banking) as business, in the main menu click on the Menu **Bulk E-Invoice**. After clicking on this menu, 2 submenus will appear:

1. Upload batch file to pay
2. Paid E-Invoices
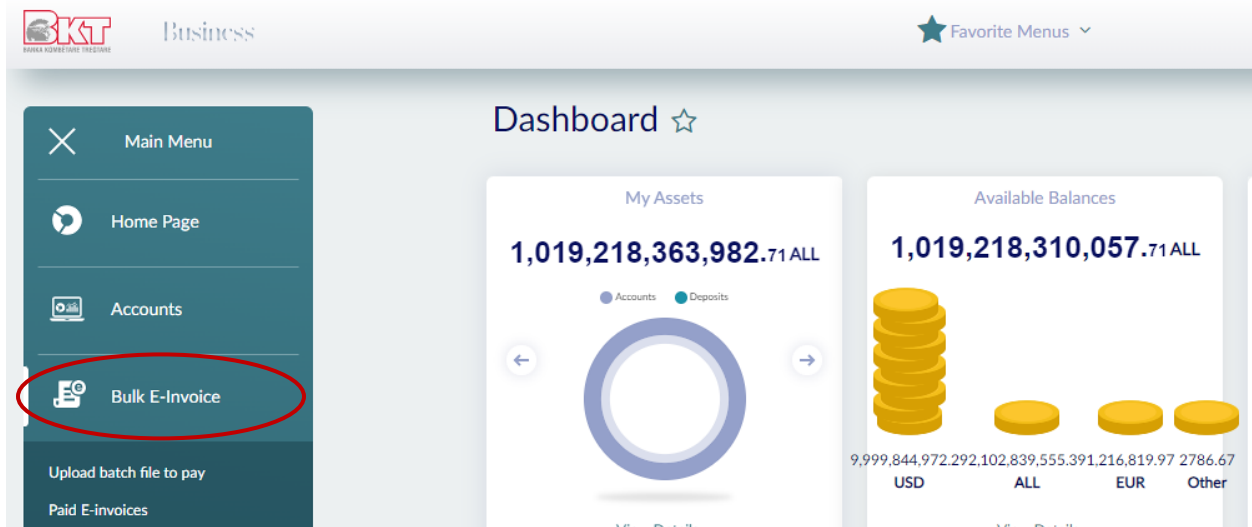
Step 2

If you want to upload the Excel document for the payment of e-invoices in bulk for the same beneficiary in the same currency click on the submenu: **Upload batch file to pay**, and the following screen will appear:
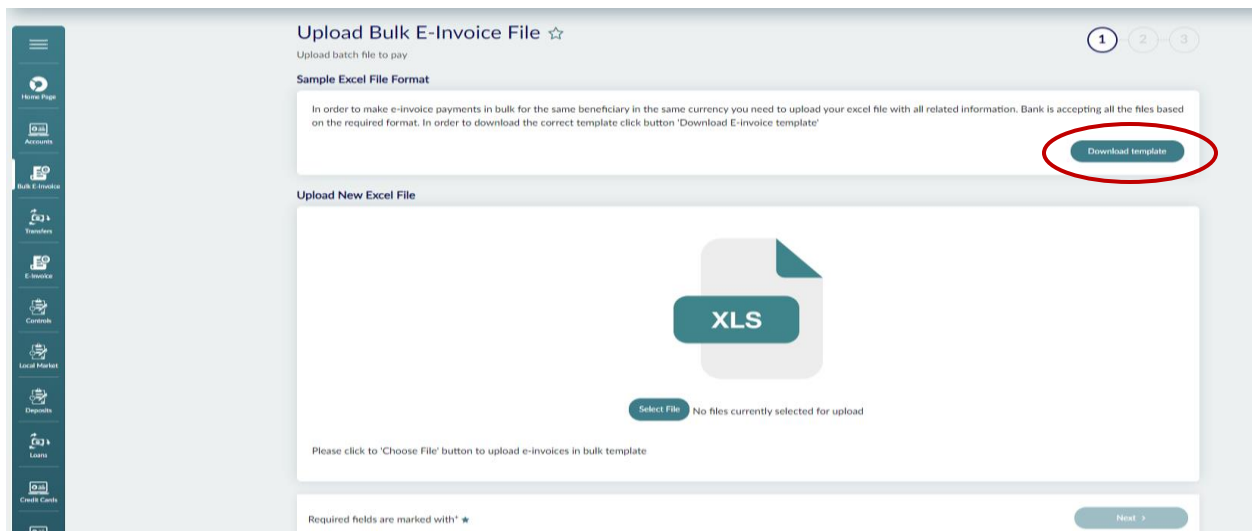
Step 3

Click on the **Download Template** button, in order to download the required Excel format with all related information needed to perform Bulk E-invoices payment.

The information you need to fill in the Excel is the following:

1. NIVF – NIVF number shown on the E-Invoice.
2. The total amount of the Invoice.
3. Amount to be paid per invoice - the amount you want to pay.
   (⚠ **Note:** It is not allowed the payment of invoices for which the amount to be paid is greater than the total invoice amount, as well as the payment of invoices with a value of 0 ALL.)
4. Currency – The currency of the invoice must be in *ALL/EUR/USD* format.
   (⚠ **Note:** The payment of invoices in different currencies is not allowed.)
5. Invoice date
6. Seller's IBAN - Fill in the seller's IBAN. Please, note that if the Seller is a client of BKT, you can also fill in the account number.
7. Name of the Seller's Bank
8. Seller's Swift
9. Name of the Seller
10. NIPT of the Seller

After you have downloaded and filled in the Excel document with the relevant data of the invoices, click on the **Select File** button to upload the completed Excel document. After the file has uploaded click on the **Next** button.

Step 4

If you want to update the amount to be paid or want to delete a record, click on the box on the left of the record "☐", to select the desired record.

If you want to delete the record, click on the button **Delete Record**.

After clicking on Delete Record, a window will appear asking you to confirm the action. After you have confirmed the action, the record will be deleted and will no longer appear in the list of the invoices:

If you want to modify the amount to be paid per invoice, click on the field that contains the value, enter the desired amount and then click on the **Update Record** button.

The amount of the record will be modified successfully:

Click **Next** to proceed with the payment or **Back** to return to the Upload Bulk E-Invoice File menu.

Step 5

On the following screen, select from the **List of My Accounts**, the account from which you want to make payments, and in the description enter the payment details.

In the **Chargers** section, define how the charges will be paid during this transfer in case there is any.

Click **Next** to proceed with the payment or **Back** to return.

Step 6

After clicking Next, a window with E-Invoice payment details will appear. To complete the payment, click on **Proceed** ✔ button or **Cancel** button to cancel the payment.

Click on the "☐" box if you want to receive the invoice to your email address.

After clicking Proceed, the message: **"Process is completed successfully"** will appear on the screen accompanied by the reference number of the completed transaction.
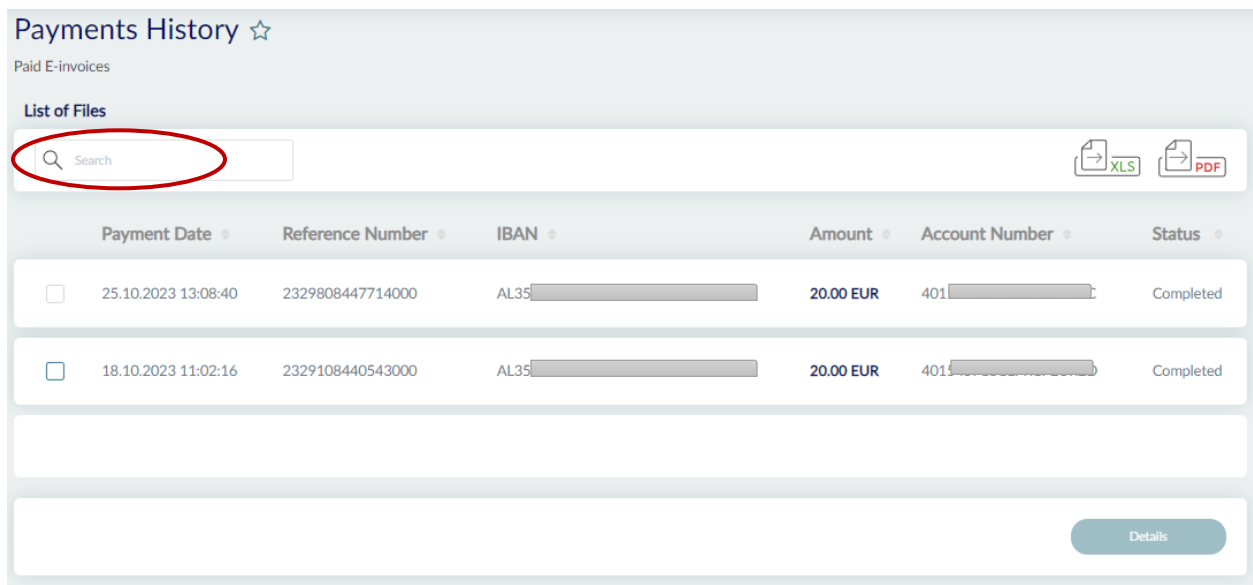
Click on **See Receipt** button, in order to generate the electronic mandate of the transaction.
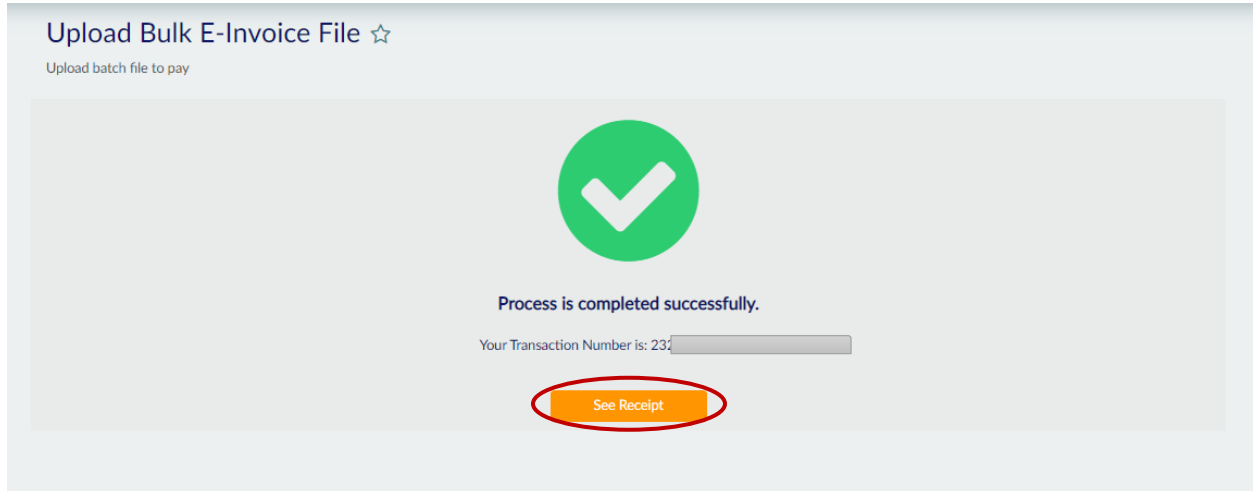
Step 7

Click on the submenu: **Paid E-Invoices**, in order to display the list of all paid E-invoices and their respective details such as: Payment Date, Reference number, IBAN of the seller, Amount, Account number, Status.

In the **Search** field, you can search for the E-invoice you want.

Step 8

Click on the "☐" box to select the E-invoice you want and then click on the **Details** button to view the details of the E-invoice.

Step 9

After clicking **Details**, the details of the selected E-invoice will be displayed on the screen.

Click on the **Show Advice** button to generate the electronic mandate of the selected E-invoice or **Back** to return to the list of all E-invoices.

Selected Approved File Records Details

Invoice NVIF	Total Invoice Amount	Amount Paid	Currency	Invoice Date
f864f1c7████████████c	6450	10	EUR	28.02.2023 00:00:00
07f78dc8-█████████	3780	10	EUR	28.02.2023 00:00:00

Back   Show Advice

Step 10

After clicking on Show Advice, the electronic mandate will be generated. You can choose to download or print the mandate if you wish. Click on the **Back** button to return to the previous page.

Payments History ☆

Paid E-invoices

1 of 1   − + Automatic Zoom

Electronic Advice

Transaction Summary

Company Name	: BANKA KOMBETARE TREGTARE	Transaction Type	: Fiscalisation
Company	: ADDRES██████████████RANE/1001	Company Number /	████████

TRANSACTION Details

Reference Number	:	2329
Sender Name	:	BANI
Beneficary Name	:	Adva
Beneficiary Bank Name	:	BANI
Transaction Account	:	4015
Total Credit Amount	:	20.00
Total Debit Amount	:	20.00
Exchange Rate	:	1.0
Description	:	test
Charges Info	:	My Se...

‹ Back