

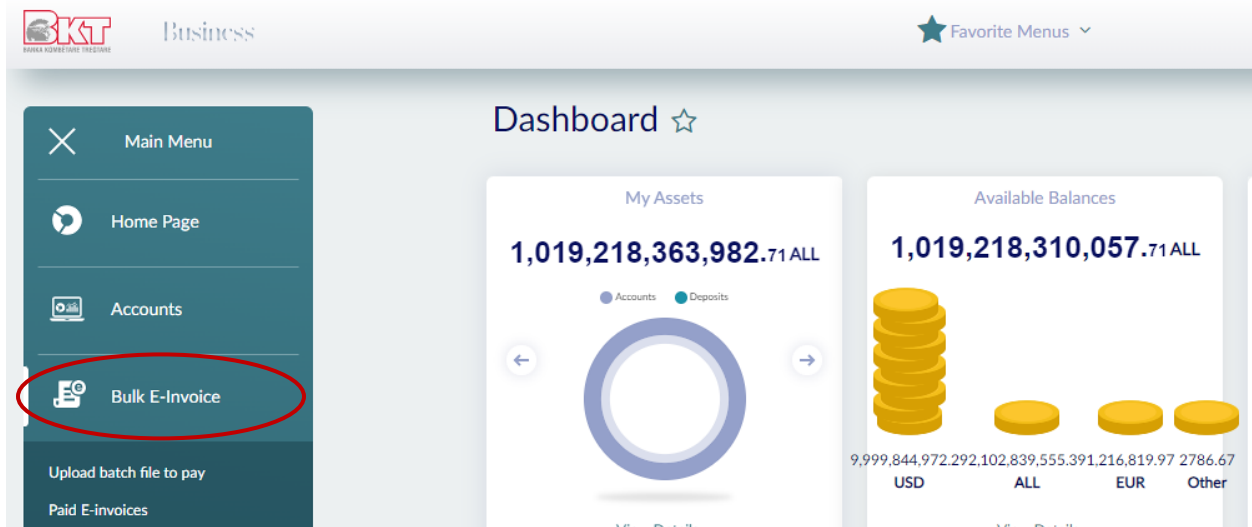
Instructions for paying the Bulk E-Invoice from Business E-Banking

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

Step 1

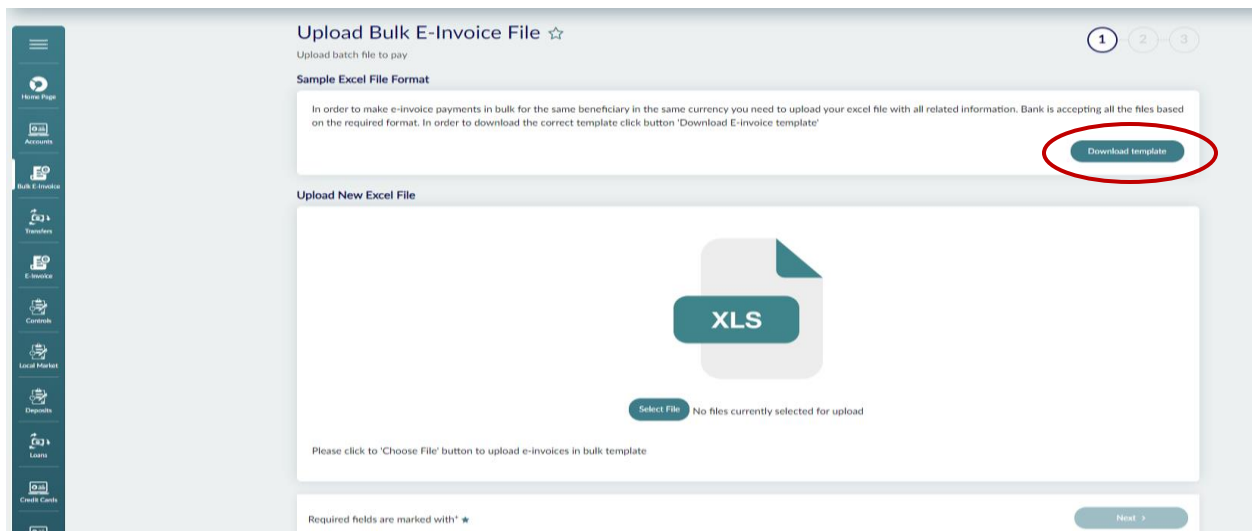
After logging in with your credentials in the Internet Branch (Business E-Banking) as business, in the main menu click on the Menu **Bulk E-Invoice**. After clicking on this menu, 2 submenus will appear:

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

Upload Bulk E-Invoice File ☆

Upload batch file to pay

1 2 3

Sample Excel File Format

In order to make e-invoice payments in bulk for the same beneficiary in the same currency you need to upload your excel file with all related information. Bank is accepting all the files based on the required format. In order to download the correct template click button 'Download E-invoice template'

Download template

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.

Upload New Excel File

XLS

Select File Bulk-Invoice_template (10).xls

Please click to 'Choose File' button to upload e-invoices in bulk template

Required fields are marked with* ☆

Next >

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.

Upload Bulk E-Invoice File ☆

Upload batch file to pay

1 2 3

File Uploaded

File Name	Bulk-Invoice_template (10).xls	Seller Name:	Ac [REDACTED]
Number of records:	2	Seller NIPT:	K2 [REDACTED]
Total E-invoice Amount	10230.0	Seller Swift	NCBAALTXXX
Amount to be paid	20.0	Seller Bank Name	BANKA KOMBETARE TREGTARE SH.A.
Seller IBAN	AL35 [REDACTED] EURA		

Select a record from below if you want to modify amount to be paid

Search

NVIF	E-Invoice Amount	Amount to be Paid	E-Invoice Date
<input checked="" type="checkbox"/> f864f1c7-[REDACTED]11c	6450.0 EUR	10.0 EUR	28.02.2023 00:00:00
<input type="checkbox"/> 07f78dc8-[REDACTED]aa7	3780.0 EUR	10.0 EUR	28.02.2023 00:00:00

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

NVIF	E-Invoice Amount	Amount to be Paid	E-Invoice Date
<input checked="" type="checkbox"/> f864f1c7-ea1a-41f9-8f7b-2d89e302d11c	6450.0 EUR	10.0 EUR	28.02.2023 00:00:00

Total E-invoice Amount EUR ▼

Delete Record Update Record

<input type="checkbox"/> 07f78dc8-9f92-40c8-a0bb-44942fef1aa7	3780.0 EUR	10.0 EUR	28.02.2023 00:00:00
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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:

Are you sure you want to remove invoice?

Proceed ✓

or cancel

NVIF	Invoice No	E-Invoice Amount	Amount to be Paid	E-Invoice Date
<input type="checkbox"/> NVIF	07f78dc8-[REDACTED]1aa7	3780.0 EUR	10.0 EUR	28.02.2023 00:00:00

Back Next

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.

NVIF	E-Invoice Amount	Amount to be Paid	E-Invoice Date
<input checked="" type="checkbox"/> f864-...d11c	6450.0 EUR	10.0 EUR	28.02.2023 00:00:00

Total E-invoice Amount: EUR

The amount of the record will be modified successfully:

NVIF	Invoice No	E-Invoice Amount	Amount to be Paid	E-Invoice Date
<input type="checkbox"/> NVIF	f864-...1c	6450.0 EUR	<u>20 EUR</u>	28.02.2023 00:00:00
<input type="checkbox"/> NVIF	07f7-...a7	3780.0 EUR	10.0 EUR	28.02.2023 00:00:00

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.

Upload Bulk E-Invoice File ☆

Upload batch file to pay

File Name	Bulk-Invoice_template (10).xls
Total Amount to be paid:	20.0 EUR
Number of records:	2
Seller IBAN:	AL35-...EURA
Seller NIPT:	K21-...
Seller Name:	Adv-...

List of My Accounts

Account No.	Description	Limit	Usable Limit
4015	ACDESC	1,216,675.28 EUR	1,216,671.67 EUR

Don't use my overdraft limit even if necessary
 Use my overdraft limit if necessary

Detail of transfer

Description: test | Max. 80 characters

Chargers

Define how the charges will be paid during this transfer in case there is any
 The charges will only apply for transfers in other banks

Myself my charges, Receiver his own charges
 All charges to me
 All charges to receiver

Required fields are marked with *

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.

Bulk E Invoice Payment Details

Bulk E Invoice Payment Summary

E Invoice Amount:	10,230.00 EUR
Credit Amount:	20.00 EUR
Debit Amount:	20.00 EUR
Exchange Rate:	1
Seller Name:	Adv
Seller NIPT:	K2

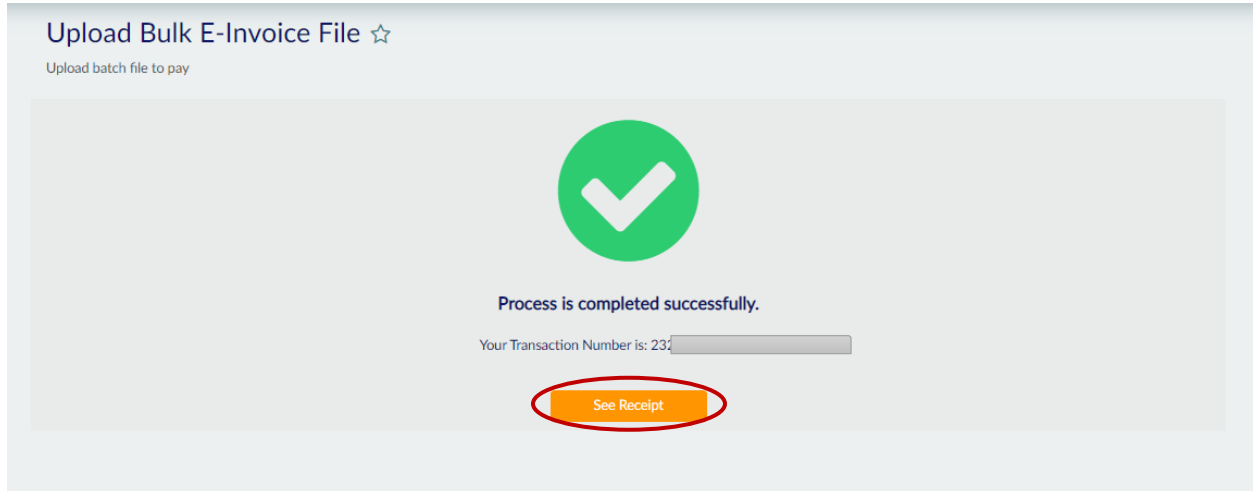
I would like to receive this invoice to my email address EMAIL 401041817

If you confirm below e-invoice payment click 'Proceed'

✓

After clicking Proceed, the message: "**Process is completed successfully**" will appear on the screen accompanied by the reference number of the completed transaction.

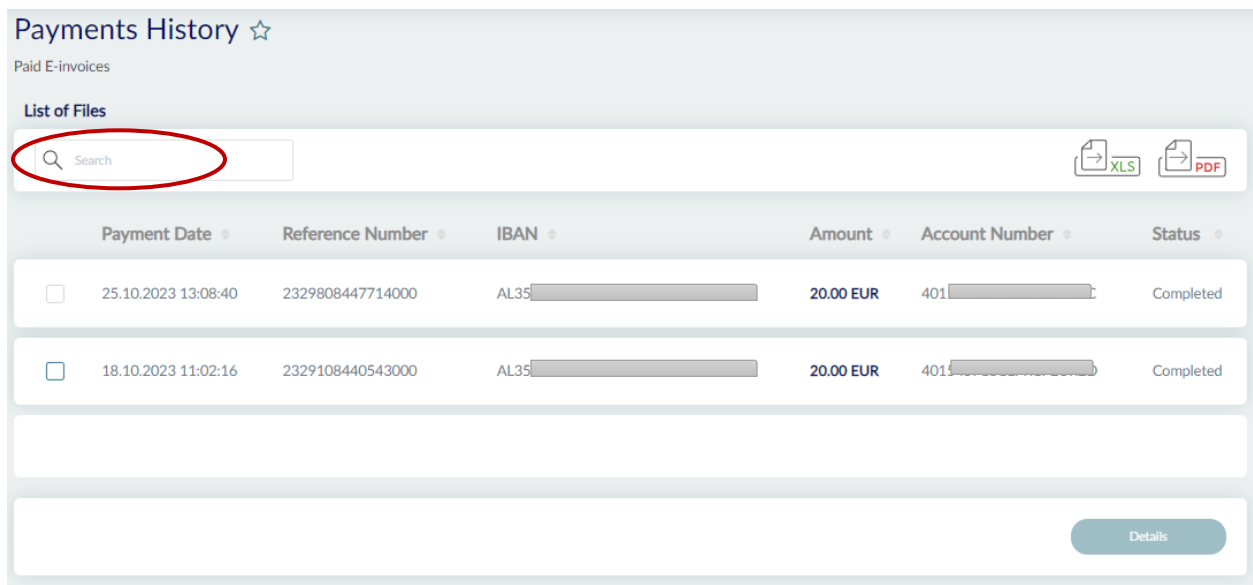
Click on **See Receipt** button, in order to generate the electronic mandate of the transaction.



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.

Payments History ☆

Paid E-invoices

List of Files

Payment Date	Reference Number	IBAN	Amount	Account Number	Status
<input checked="" type="checkbox"/> 25.10.2023 13:08:40	2329808447714000	AL352[REDACTED]	20.00 EUR	401[REDACTED]	Completed
<input type="checkbox"/> 18.10.2023 11:02:16	2329108440543000	AL352[REDACTED]	20.00 EUR	401[REDACTED]	Completed

[Details](#)

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.

Payments History ☆

Paid E-invoices

Selected Approved File Details

File ID	4028[REDACTED]
Payment Description	test
Payment Date	25.10.2023 13:08:40
Total Paid Amount	20
Reference No.	232[REDACTED]
IBAN	AL35[REDACTED]
Account No.	401[REDACTED]
Number of Records	2
Seller NIPT	K2[REDACTED]
Seller Bank Name	BANKA KOMBETARE TREGTARE SH.A.
Seller SWIFT	K21[REDACTED]

Selected Approved File Records Details

Search XLS PDF

Invoice NVIF	Total Invoice Amount	Amount Paid	Currency	Invoice Date
f864f1c7- <input type="text"/>	6450	10	EUR	28.02.2023 00:00:00
07178dc8- <input type="text"/>	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


BANKA KOMBETARE TREGTARE

Electronic Advice

Transaction Summary

Company Name	: BANKA KOMBETARE TREGTARE	Transaction Type	: Fiscalisation
Company	: ADDRESS <input type="text"/> RANE/1001	Company Number /	: <input type="text"/>

TRANSACTION Details

Reference Number	: 2329	<input type="text"/>
Sender Name	: BAN	<input type="text"/>
Beneficiary Name	: Adva	<input type="text"/>
Beneficiary Bank Name	: BAN	<input type="text"/>
Transaction Account	: 4015	<input type="text"/>
Total Credit Amount	: 20.00	<input type="text"/>
Total Debit Amount	: 20.00	<input type="text"/>
Exchange Rate	: 1.0	<input type="text"/>
Description	: test	<input type="text"/>
Charges Info	: My Summary Charges	<input type="text"/>

[< Back](#)