USER GUIDE

PBZCOM@NET

INTERNET BANKING FOR CORPORATES

OTHER FUNCTIONALITIES

Zagreb, September 2014

PRIVREDNA BANKA ZAGREB

Mislimo unaprijed s Vama.

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SAFETY WARNING

IMPORTANT NOTICE!!!

Upon finishing the work in the service, please act according to instructions set out in the image (Figure 1)

Figure 1 – safety warning for PBZCOM@NET service

ADDITIONAL FUNCTIONALITIES PROVIDED BY PBZCOM@NET

Additional functionalities:

- assignment of authorisations
- contracting of other electronic banking services
- redistribution of PBZmToken
- user settings
- messages
- contacts
- multilingual options

AUTHORISATION ASSIGNMENT

To assign authorisation, it is required to select the option **PREFERENCES -> Authorisations -> Authorisation rights**.

Figure 2 – list of authorised persons

By selecting the user and after that option New order for authorisation assignment, the screen for the assignment of authorisations will open. It is necessary to select the desired authorisations in line with authorisations granted to your company employee.

Figure 3 – assignment of authorisations for the use of the service

Employee may be given the following roles - authorisations:

- All authorisations – super user
- Roles for authorisation assignment
    - Data entry administrator
    - Signatory administrator
- Roles by business areas
    - Order entry
    - Left hand side signature
    - Right hand side signature
    - Single power signature
    - Report
    - Execution
- Selection of individual account
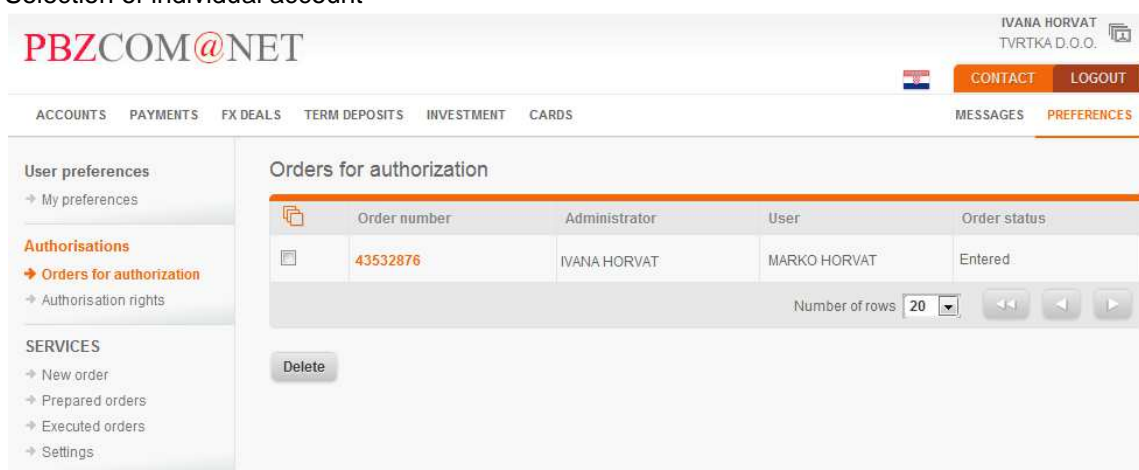
Figure 4 - orders of authorization

The option 'Save' allows you to save the order, and the option 'Check' allows you to check the accuracy of settings.

After saving the order, the order must be signed electronically and executed (**Pogreška! Izvor reference nije pronađen.**), upon which the authorisation is successfully assigned.

SERVICE CONTRACTING

Services that can be contracted via PBZCOM@NET Internet banking:

- PBZeOffice
- Signing of FX Deal Confirmations via PBZCOM@NET
- Signing of MM Deal Confirmations via PBZCOM@NET
- eInvoice

PBZeOffice

PBZeOffice is the electronic banking service by way of which User contracts the sending of electronic documents to different e-mail addresses.

Contracting criteria:

eOffice – possibility of contracting and terminating the contract

Main e-mail address – mail address that can be attached to an electronic document

Types of electronic documents

- main statement in PDF format
- main statement in XML format
- statement for kuna accounts in MN format
- statement for kuna accounts in PDF format
- statement for kuna accounts in RTF format
- statement for FX accounts in PDF format
- statement for FX accounts in XML format

e-mail addresses for a particular type of electronic document – one or several e-mail addresses separated with the ";" mark

selection of language for FX statements – Croatian or English language option

NOTE: if the eOffice service is contracted and the e-mail address is not entered for a single document, the document will be retrievable only from PBZCOM@NET application.

FX Deal Confirmations

Receiving of FX Deal Confirmations through the PBZCOM@NET channel can be contracted by choosing the option 'FX Deal Confirmations'.

MM Deal Confirmations

Receiving of MM Deal Confirmations through the PBZCOM@NET channel can be contracted by choosing the option 'MM Deal Confirmations'.

eInvoice

eInvoice forms an integral part of the eUred (eOffice) order and allows you to contract the sending of invoice to e-mail address.

Invoices may be sent:

- In PDF format to e-mail in Croatian
- In PDF format to e-mail in English
- By mail to client's address in Croatian
- By mail to client's address in English
- By mail to an alternative address in Croatian
- By mail to an alternative address in English

e-mail addresses – one or more e-mail addresses separated with the symbol ";" for the sending of PDF invoices to e-mail in Croatian and English.

As regards the sending of „PDF invoices to e-mail in Croatian" and „PDF invoices to e-mail in English", in addition to contracting the manner of sending, you can also change mail addresses. It is not possible to change the address when sending invoices by mail to client's address or the alternative address via PBZCOM@NET.

PBZMTOKEN REDISTRIBUTION

PBZmToken, the authorisation device you contracted at the Bank, may be redistributed when you are logged in the PBZCOM@NET with the Smart card or USB stick, in cases when:

- You enter the incorrect activation code three times successively
- You locked the PBZmToken with successive entry of incorrect PIN
- You change the cellular phone

NOTE: if you changed the phone number, it is not possible to make the redistribution of PBZmToken in this way.

Before activating the option *Redistribution,* you need to delete the PBZmToken application on your cellular phone.

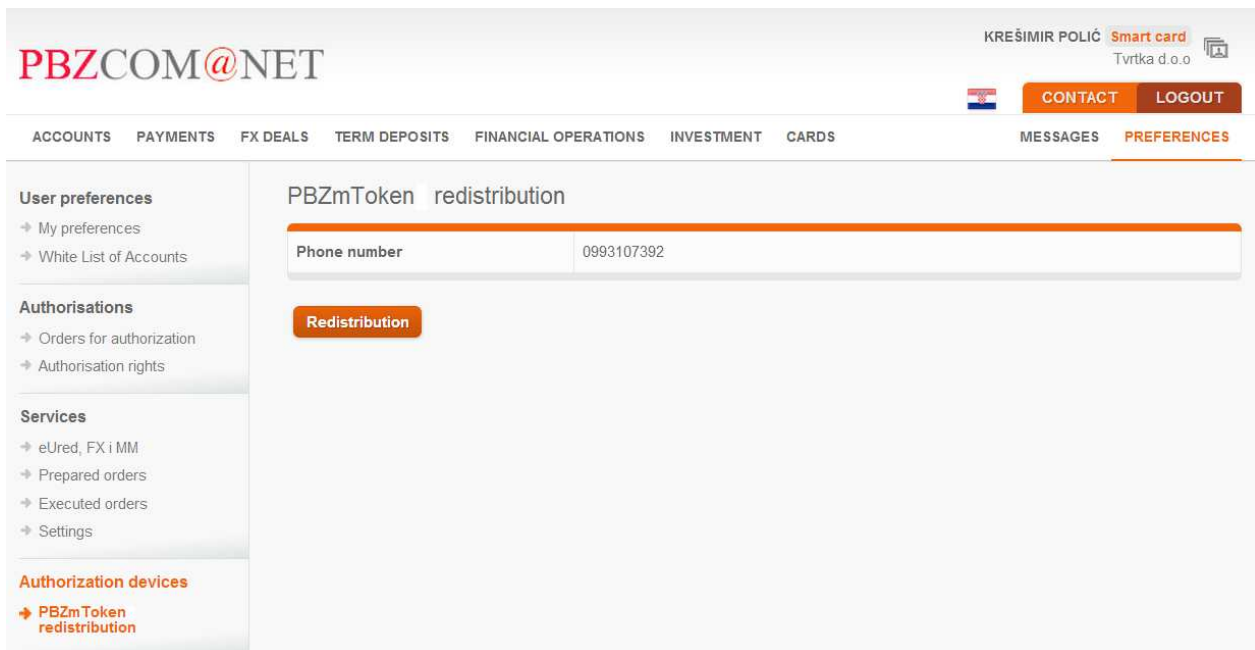By selecting the option *Redistribution,* the Identification code and the Activation code are created. Identification code is delivered by text message to your cell phone, and Activation code is displayed on the screen in PBZCOM@NET service.

USER SETTINGS

The selection of the option "Settings" allows you to set up your settings for the work in the PBZCOM@NET application.

Available settings:

number of items – number of items in table displays (20,50 or 100), provided that 20 is the default value.

phone number – contact phone number at which our services can get in touch with you. Phone number is mandatory if you wish to send orders for National payments in foreign currency and International payments in kuna and foreign currency, and orders for the purchase and sale of foreign currency.

e-mail – electronic mail address at which our services can contact you

primary account – account to be displayed as default

account name – name describing the intended use of the account. For this setting you need to have a super user or administrator authorisation.

MESSAGES

Using the message system, the Bank provides you with all relevant information. Mark the read messages as "read". By selecting the option "Message Archive", you have access to all messages sent to you up to date.

CONTACTS

By selecting the option "Contacts", you can access the contact data for persons to whom you can refer, and the general contact data.

MULTILINGUAL OPTION

The selection of flag on top of the screen allows you to choose the Croatian or English version of the application. Likewise, the desired language can be selected when logging in the application.