



Checklist for service agencies with a connection to a banking integrator who integrates with SEB

Information to service agencies

(please note that this information also applies to ERP providers)

If you work with a bank integrator who is connected to SEB and offers integration with your enterprise resource planning (ERP) system, you will easily be able to send and receive your SEB customers' payments. This is a flexible third-party solution that helps you as a service agency to get a direct connection to most major banks. You and your SEB customers will easily be able to switch to payments in ISO format, regardless of whether you are a customer of SEB or not.

Follow the simple steps described below to get the solution for you and your SEB customers in place.

STEP 1: Start a collaboration with a banking integrator who is integrated with SEB.

- **You have an established collaboration** with one of **SEB's bank integrators** and can send files using their services. You can move on to step 2.
- **You plan to start a collaboration with one of SEB's connected bank integrators.** You do not need to be an SEB customer for this. Contact one of the third-party providers, bank integrators, that are connected to SEB and find a solution with them. Move to step 2 when you have established this collaboration.

[Bank integrators connected to SEB \(see bottom of page\)](#)

FACT BOX: What is a bank integrator?

With the help of an independent bank integrator, you can reach most major banks, manage payments, and create a verification chain and financial forecasts via a single interface. It gives you control and an overview of company accounts and events. Some bank integrators can also help with conversion to and from ISO20022.

STEP 2: Preparations.

- Together with your bank integrator, ensure that your company is set up correctly and activated for automatic file transfer towards them.
- Select three of your SEB customers to act as pilots. This is an important step to ensure that the flows work as intended between you and the chosen bank integrator, to detect errors that need to be changed without affecting all your SEB customers. If something does not work as intended, we refer you to the bank integrator.
- Your three pilot customers need to join the "Automatisk bokföringstjänst (Automatic accounting)" service at SEB. A checklist for your customers can be found further down in this document.

- You need to inform your customers about which bank integrator you have chosen, as they must sign a power of attorney that the selected bank integrator may send payment files to selected accounts and receive balance reports from these accounts.
- SEB customers must activate the connection to your chosen bank integrator when they connect to "Automatisk bokföringstjänst (Automatic Accounting)" for the connection to you as a service agency to be correct.
- This connection also means that your customers will transit over to payments in the ISO 20022 file format.

[Read more and connect to "Automatisk bokföring \(Automated accounting\)" \(Swedish\)](#)

STEP 3: Activate the service.

- When your customers have completed the connections to the bank integrator via "Automatisk bokföringstjänst (Automatic accounting)", SEB will automatically activate it within three banking days. If you want the service to start later, you can ask customers to fill in the desired date (possible to choose a date 3 months ahead in time). Remember to ensure that the service is also activated by the bank integrator.
- All supplier payments at Bankgirot must be made for your customers before they are activated for "Automatisk bokföringstjänst (Automatic accounting)" at SEB. Delete or advance if your customers have upcoming payments or credit notes. If you do not do this, you will need to book the payments manually afterwards.
- If the bank integrator offers the option of choosing where the payment file is to be signed, you need to decide whether it should be done in SEB's internet bank or in the ERP system. Our recommendation is that your customers sign the file themselves. If you make the choice that signing should take place in SEB's internet bank and you as a service agency should sign for your customers, then you need to have access to the account. The customer's administrator can give you authorisation through a power of attorney.
- If the bank integrator offers an option for OCR control, then you need to work with them to decide how you want it to work.

STEP 4: Check and test.

- Once your three pilot customers have activated the service in "Automatisk bokföringstjänst (Automatic Accounting) towards your bank integrator, the bank integrator will receive a message from SEB that the customer is onboarded. After that, it is important that your bank integrator activates the service on their side and confirm to the customers and to you that their connection is ready. Only after this, your customer can start to send payments.
- Ask your customers to check the integration and verify that the service works by sending some small payments to/from their accounts and bankgiro numbers.
- We recommend that you have a close dialogue with your bank integrator and customers during the process.

STEP 5: Refer remaining SEB customers to join.

- When the steps above have been completed and no problems have arisen, you can start directing the remaining SEB customers to connect via "Automatisk bokföringstjänst (Automatic accounting)" in SEB's internet bank.

If you need help with your connection, please contact your chosen bank integrator or your customers. If your customers need help, please refer them to our corporate customer service at seb.se.



Checklist for SEB customers who collaborate with a service agency that has a connection to SEB via a bank integrator

For SEB customers.

The payment market is in a transitional phase, moving towards payments in ISO format. Your service agency has chosen to cooperate with one of SEB's integrated bank integrators to be able to send and receive your payments in the new ISO format.

For this connection to work, you as a customer in SEB need to activate it. Follow the steps below to activate the connection your service agency has chosen towards SEB.

1. Make sure that there are no future payments or credit notes at Bankgirot. These will not be available when you move to ISO reporting.
2. If the final signing of payment files is to take place in SEB's internet bank, you must decide whether your service agency should be authorised to sign files for you. If so, administer the power of attorney via your internet bank. Note that the service agency will then have access to all information on your account and your bankgiro number.
3. Make sure you have received information from your service agency about which bank integrator they have chosen.
4. Log on to Business Arena to join "Automatisk bokföringstjänst (Automatic accounting)". This service will automatically make the transition for your company over to the new ISO 20022 payment format.

[Read more and connect to "Automatisk bokföring \(Automated accounting\)" \(Swedish\)](#)

5. In Business Arena, select "Products and services" in the menu, and then "Automatic accounting". In the next step, you choose the bank integrator your service agency has informed you about.
6. Follow the steps in the connection process. Keep the following in mind when consulting your service agency.
 - a. Select the account number to be connected to the service.
 - b. Remember to choose which bankgiro number to link to the service. This is especially important if your company has multiple bankgiro numbers linked to the same account number.
 - c. Confirm with your service agency which type of OCR control you should choose (if it is an option).
 - d. Choose a start date for the service together with your service agency. If no start date is selected, the service will be activated by SEB within three banking days (you can choose a date 3 months ahead in time). It is important to remember that the service also needs to be activated by the bank integrator to work. Please contact your service agency to check this.
 - e. If possible, decide in dialogue with your service agency whether final signing should take place at SEB or at the bank integrator.
7. The connection is now complete.
 - a. Please note that you must wait for a confirmation from your service agency that the connection is complete before you can send files in the new ISO 20022 format.
 - b. **If using C&I Online:** If you are currently using C&I Online, please contact your SEB representative who will help you with the connection. The permissions for who can sign contracts digitally for your company need to be in place for the connection to work.

Keep in mind, if you send files via BG-link and salary files in BG format, remember to contact SEB for help closing them down. If not, billing for these services will proceed.

If you do not have the opportunity to log in to SEB's Business Arena to connect your company to "Automatisk bokföringstjänst (Automated accounting)", or if you for some other reason need help with the connection, please contact your corporate customer service at seb.se.

[Företagskundservice \(Corporate customer service\) \(seb.se\)](http://seb.se)