INSTRUCTIONS FOR PREPARATION OF FILES FOR MASS PAYMENTS (WITHOUT BUDGET PAYMENTS)

If your accounting program supports creating of mass payment files, you will need some information regarding the format of such files so that they can be successfully accepted by our system for servicing mass payments. Presented below is the format for mass payments to non-budgetary organizations. Please review the following instructions and the assigned positions for the individual fields:

```
   (1)              (2)              (3)                       (4)
--------------------------------------------------------------------------------
XXXXXXXXXXXXX 123456789.00 Name Middle name Last name         Reason
--------------------------------------------------------------------------------
        initial    end
        position   position
(1) -        1       22   - Account of the recipient (IBAN)
(2) -       24       36   - Payment amount (right aligned, with decimal point separator,
                            without leading zeros)
(3) -       38       72   - Name of the recipient
(4) -       74      108   - Reason for payment
```
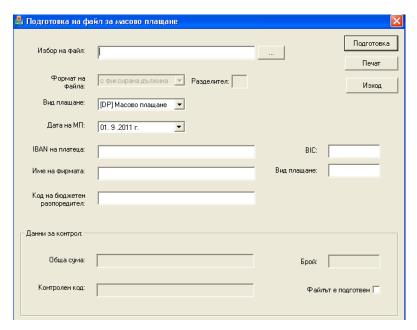
Notes:

The data in each line should start from initial position. Every record (line) corresponds to one payment.

The name of the mass payment file should begin with the Latin letter **O** followed by the date (on which the mass payment will be performed) in the format **DDMMYY**, then the Latin letter **P** and the extension **DPN**, where **N** is the sequence number of the mass payment for the day (the count starts from 0). For example, the first payment for the date 26.05.2006 will look as follows: `o260506p.dp0`.

How to prepare your file in the above described format:

1. Start and unzip the file masspay.zip from our web page. It extracts in a folder named MassPay, to a location of your choice on your computer. The archive contains the files masspay.exe and omp.ini.
2. Save the file created by your accounting program in the MassPay folder.
3. Start the masspay.exe program by double-clicking the file. The following screen will appear:

Follow the steps:

1) Select the input file in the MassPay folder (the one that you have created with your accounting program).
2) Select type of payment ([DP] Mass payment ([DP]Масово плащане)).

3) Enter the date on which you will post the mass payment file. The date selected by default is the current date.
4) Enter your IBAN and your name as a payer (if those are not already entered, or if you wish to change them).
5) Press the "Generate" (Подготовка) button.

IMPORTANT: If the file was generated successfully, a tick ☑ will appear in the "File generated" (Файла е подготвен) field. Otherwise, a list of error messages will display on the screen which you have to correct before re-selecting the "Generate"(Подготовка) button.

Example: (after processing the input file)

```
OMPDP;26052006;BGXXXXXXXXXXXXXXXXXXXXXET; ;ДЕМО ЕООД;530.00;3;5CDAD84C;
BG XXXXXXXXXXXXXXXX03FET    300.00 Анжелика Георгиева Димитро Salary for April 2006
BG XXXXXXXXXXXXXXXX03FZY    130.00 Антония Славова Генадиева  Salary for April 2006
BGXXXXXXXXXXXXXXXX03FEZ     100.00 Асен Владимиров Петков     Salary for April 2006
```

6) Press the "Print"(Печат) button to print out the control sheet. You will need the data from it when filling in the mass payment form.
7) A message will appear: „Save company data in the INI file?".
8) Press the "Yes" button to save.
9) The prepared mass payment file is located in the MassPay folder.
10) In order to execute the mass payment you should submit the completed mass payment form, the printed control sheet, and the mass payment file saved on an electronic medium, at an office of the Bank.
11) If the payment is executed over the Internet, you will need to open the online mass payment form and complete all the data required for the transaction.