



OZEDI Unified Experience Superannuation & eBusiness Dashboard User Guide

March 2024 v2.3.0

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Peppol
Access Point
CERTIFIED PROVIDER

Version Control

Version Number	Release Date	Who	Sections Affected	Changes
1.0	23/06/20	AW	All	First production version of the document
1.1	30/06/20	ML	Access	Added screen shots
1.2	8/09/20	ML	Registering	Email address for registration email.
2.0	12/10/20	ML	Client Registration	Added Sending and Receiving. Added extra fields.
2.0.2	16/10/20	ML	Manage Account	Updated screenshots of Manage Account
2.0.3	11/02/21	ML	Brands Accounts	Updated client billing options. Added sending email address for Production registration. Added Increase Account Balance section.
2.0.4	31/08/21	AM	All	Updated all screenshots in most areas.
2.0.8	1/09/21	AM CB	All	Changed document name – now eBusiness Dashboard User Guide. Changed it to version 2.0.8 to match release. Added new Reports area and all functions of the dashboard.
2.1.8	10/2/2023	ML	All	Revised screenshots to be current. Added MFA functionality. Major revision. Included the SuperStream 2 service.
2.2.0	9/5/2023	ML	All	Completion of SuperStream 2 service details currently available.
2.2.1	9/05/2023	AM	All	Rebranded document, Client Usage Report added
2.2.2	26/06/2023	AM	All	Updated
2.2.3	27/07/2023	ML, AM	eBusiness, SuperStream 2	Updated
2.2.4	17/08/2023	AM	External App Access (API) User and User Profiles/Roles	Change from API User to External App Access (API) User. New updates
2.2.5	12/09/2023	AM	eBusiness, SuperStream 2, All	eBusiness addition of country code required, Peppol Network information, change from add a new user to add a new OZEDI Dashboard User, all areas updated. Adding Superannuation to OZEDI SuperStream 2 in all of the document
2.2.6	5/10/2023	AM	Superannuation solution (SuperStream), All	Added about Instant Payment Service (Zepto) – PayTo Agreement via New Payments Platform (NPP), update to various other areas
2.2.7	7/11/2023	AM	Superannuation solution (SuperStream)	Instant Payment Service (Zepto) – PayTo Agreement via New Payments Platform (NPP) refinement of process

2.3.0	15/03/2024		Superannuation solution (SuperStream)	Instant Payment Service (Zepto) – Transfer via New Payments Platform (NPP)

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Overview

This guide is to provide detailed information regarding OZEDI's Unified Experience Dashboard – Superannuation & eBusiness.

The Dashboard is accessible to users who maintain their OZEDI Account Balance. OZEDI recognises the variety of business models required for Software Providers, their resellers, and their customers. The registration system has the flexibility to accommodate these variations. Whether the user is from the Software Provider or the Software Providers' customers depends on the business model selected by the Software Provider.

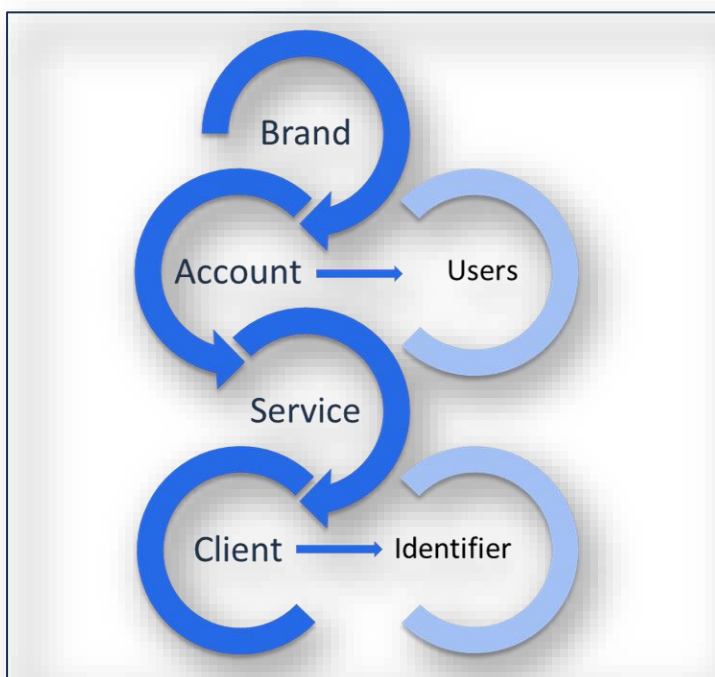
This is a complete step by step guide for a customer to be able register their own account at OZEDI. If you are a customer of a Software Provider and you are creating your own account in the OZEDI Unified Experience Dashboard - Superannuation and eBusiness, please reach out to your Software Provider – they will be able to provide you the complete implementation process including a Quick Start User Guide for the initial registration steps.

The Dashboard has the following major functions:

- Account creation
- Account Balance update and Tax Invoices
- User creation/deletion
- Client maintenance
- File upload
- Record of messages sent and received

Unified Experience Dashboard

The structure and components of the Unified Experience Dashboard is as follows:



OZEDI registers all clients depending on their relationship and their chosen business model. The components include:

- Brand. Created by OZEDI for the Software Provider
- Account. Account(s) created under the Software Provider Brand. The Account holder purchases and maintains the fund balance
 - Users. Connected to the Account. These users administer the OZEDI Unified Experience Dashboard
- Service. There is a choice of services that you are able to select from:
 - eBusiness
 - SuperStream (Superannuation)
 - Or both eBusiness and Superannuation
- Client. A company registers for Peppol eInvoicing (eBusiness), Superannuation services, or both. You are adding Your Company Details to your Account. Once created, you are able to complete transactions for that particular service:
 - Identifier. Participant ID, ABNs, NZBNs, other identifiers.

Brand

OZEDI provisions a Software Provider with a Brand in the OZEDI Registration system. This is done in Production after the necessary approvals have been received from any controlling authorities and company information provided to OZEDI. A Software Provider may have multiple Brands for different software products. Key information is held at brand level that is used by OZEDI's messaging to identify the Provider's Software, the message sender and other controls.

OZEDI gives the Software Provider a registration link to create the initial user and account under their Brand. If you are a customer of a Software Provider and you are creating your own account in the OZEDI Unified Experience Dashboard for one of the two services - or for both services - Superannuation and eBusiness please reach out to your Software Provider. Your Software Provider will be able to provide you the complete implementation process including a Quick Start User Guide for the initial registration steps.

Initial Registration Link

The initial registration link determines which brand the initial user is created under. The **Software Provider issues the registration link to their customers** as demonstration of their approval that the customer is using their software to create the message content. The registration link is only given to a Provider's customer if they are maintaining their own account balance in the OZEDI Dashboard.

If you are a customer of a Software Provider and you are creating your own account in the OZEDI Unified Experience Dashboard for one of the two services - or for both services - Superannuation and eBusiness please reach out to your Software Provider. Your Software Provider will be able to provide you the complete implementation process including a Quick Start User Guide for the initial registration steps.

Getting Started – Initial Registration

The following steps are required to get started:

1. Register the initial User using the initial registration link
2. Activate the User via the link received via email
3. Login and add an Account, selecting the Service(s) to be used with the Account
4. Add to your Account Balance
5. Add Client(s). **Note:** In the dashboard “Client” refers to the Software Provider’s Client’s business entity.
 - For Superannuation(SuperStream), each client has one ABN, which is the Sender ABN
 - For eBusiness, each client has one Peppol ID which identifies their business on the Peppol network. **It does not require you to register your trading partners i.e. your suppliers or customers.** A business is responsible for registering themselves on the Peppol network.

Create a New User - User Register Link

The **User Register Link is only required to be used once** so that you are able to create yourself as a user in the OZEDI Unified Experience Dashboard (User Name and Password variables).

This registration link is provided by OZEDI to the Software Provider. If you are a customer of a Software Provider and you are creating your own account in the OZEDI Unified Experience Dashboard for one of the two services - or for both services - Superannuation and eBusiness please reach out to your Software Provider. Your Software Provider will be able to provide you the complete implementation process including a Quick Start User Guide for the initial registration steps.

The registration link will look similar to the following and the “9999999999” will be replaced by a unique code:

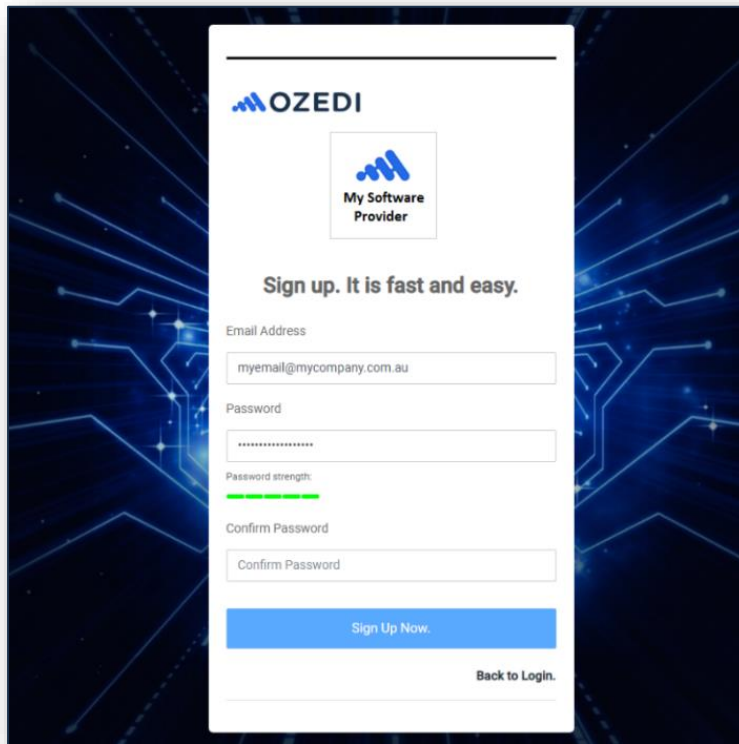
<https://dashboard-ebusiness.ozedi.com.au/registration?link=9999999999-R>

Important: This link above will not work and is for information purposes only

Ensure any pop-up blocking software is disabled, as it may interfere with the webpage loading process.

This new user will be the administrator of the Unified Experience Dashboard.

Once you have pasted your unique registration link into your browser, the screen will show as follows:



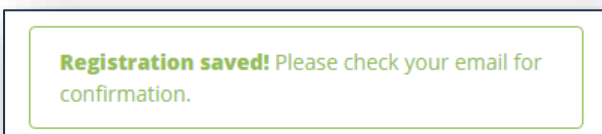
The logo shown will be the Software Provider’s logo.

Complete:

- Email Address
- Password
- Confirm Password
- Click on “Sign Up Now”

Password should be a minimum of 8 characters with complexity of at least 1 UPPERCASE, 1 lowercase, 1 number, and 1 special character. Special characters allowed are #?!@\$%^&* -

If your registration is successful, it will display:

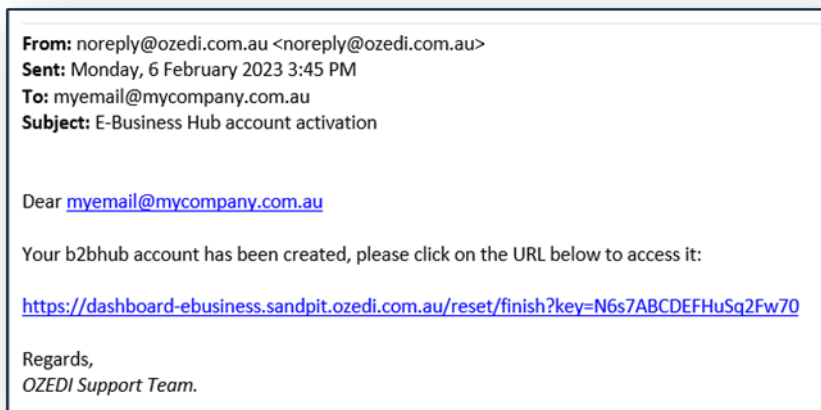


An account activation email will be sent to the email address from OZEDI to confirm your registration. You must receive this email (to prove that you own the email address) and click on the activation link to complete the User registration.

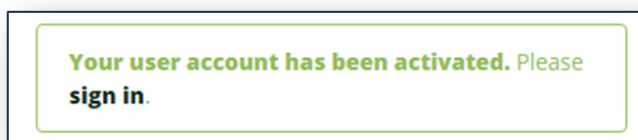
If you do not receive the account activation email within a few minutes, please check spam/junk email folders.

You have 24 hours to complete this process after which time you will need to contact support@ozedi.com.au.

The email will appear similar to the following:



Click the URL link in the email. An Activation screen will display to acknowledge that your user account is now active:



Click on the **Sign In** link to log into the Dashboard.

Please Note: The User Register Link is to be used as a once off to create yourself in the OZEDI Unified Experience Dashboard. Once registered and going forward, you are to use:

<https://dashboard-ebusiness.ozedi.com.au/login>

Please save this in your browser as a favourite. For further information, refer to “Accessing the OZEDI Unified Experience Dashboard” in this guide.

To add additional Users, refer to the section “Manage Users”. **Do not use the initial registration link again.**

Accessing OZEDI Unified Experience Dashboard

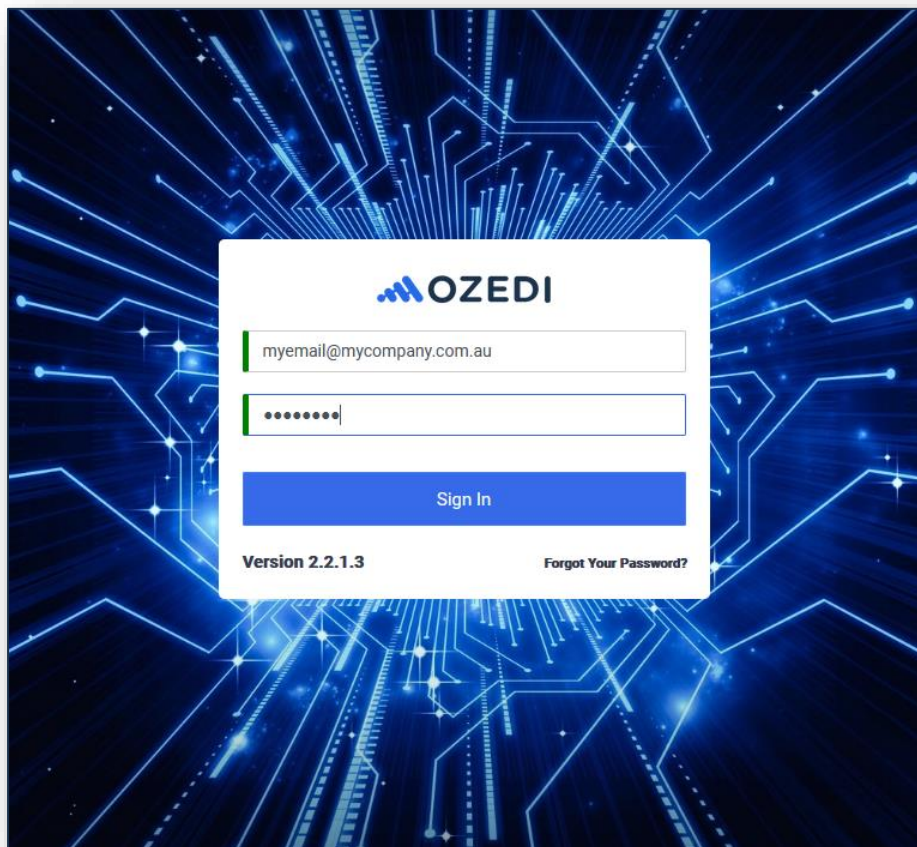
Internet Address

To access the OZEDI Unified Experience Dashboard for Superannuation and eBusiness, sign in using this URL:

<https://dashboard-ebusiness.ozedi.com.au/>

Please save this in your browser as a favourite.

Accessing this URL will bring up the screen below. Enter your User email address and password to sign in.



Lost Password

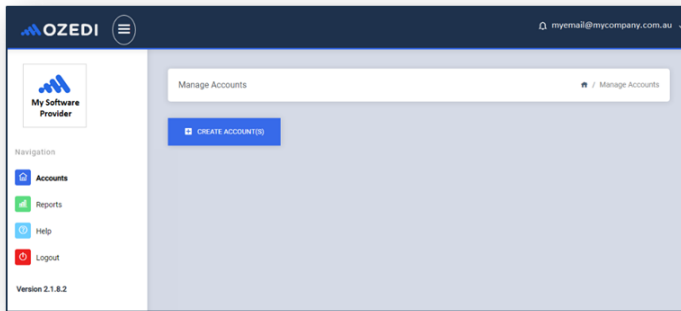
If unsure of your password, it can be changed using the “Forgot Your Password?” option. This sends a password reset link to the email specified. If you don’t receive the “Forgot Your Password?” email within a few minutes, please check spam/junk email folders.

If any further support required please email support@ozedi.com.au.

Dashboard Navigation

When signed in, the Dashboard displays several features down the left side of the screen including:

- Accounts – to create and maintain accounts and services
- Reports – Client Usage Report
- Help – displays Unified Experience Dashboard User Guide
- Logout



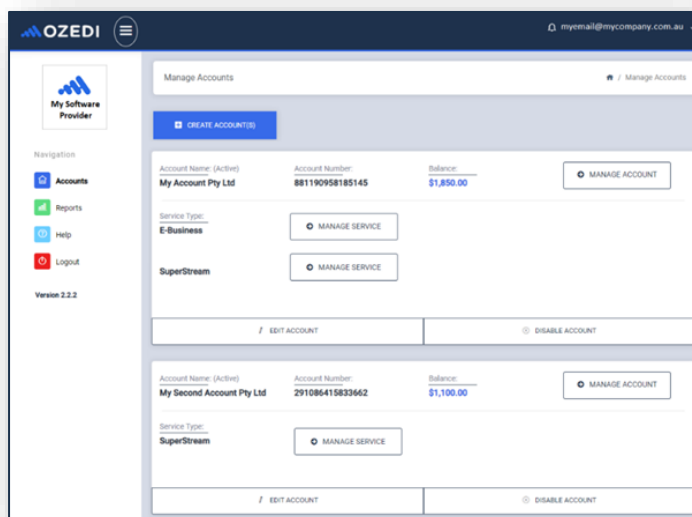
Manage Account

You have the following options:

- Select one of the accounts linked to your User and listed below
- Create a new Account – this enables you to create a 15-digit Account Number

The first time you will need to select “+ Create Account(s)” – see instructions below.

If you have registered an Account, it will be displayed as one of the Accounts you have access to as shown below. A User may have access to multiple Accounts – these will be listed for selection.



Note: An Account can have **multiple services**; for example, Superannuation and eBusiness.

Create a New Account

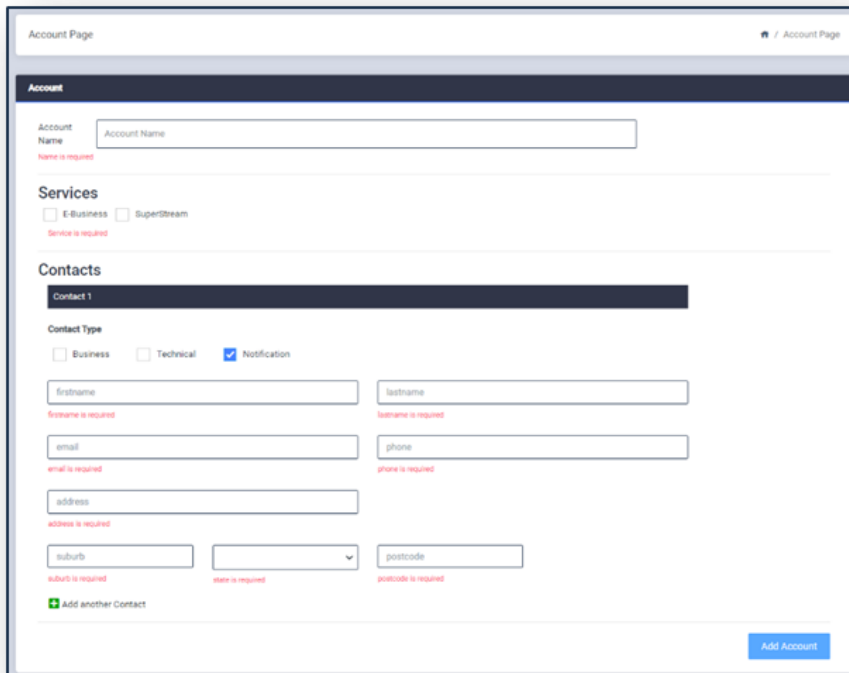
Select “+ Create Account(s)” and it opens a new “Account” screen. The below screen is required to be completed to register a new Account. The following items have additional actions:

- Services – Tick the check box for the Service you are subscribing for. Only subscribe to services for which your Software Provider is enabled to use OZEDI’s messaging services. You are able to choose from:
 - Superannuation service
 - eBusiness service
 - Both Superannuation and eBusiness

Important: Software Providers’ Customer - you will only be able to select the service advised and approved by your Software Provider. Software Providers - you will only be able to select the service(s) that you have enabled with OZEDI.

- Contact types - Tick Notification to receive low or no balance alerts by email. The contact types Business and Technical are informational and should be set appropriately. You are able to add more than one contact here by selecting “+ Add Another Contact”.

Ensure that at least one of the Contacts added here has “Notifications” ticked to receive low or no balance alerts by email.



The screenshot shows the 'Account Page' form. At the top, there's a breadcrumb 'Account Page' and a home icon. Below is a dark header 'Account'. The form has several sections:

- Account Name:** A text input field with a red error message 'Name is required' below it.
- Services:** Two checkboxes: 'E-Business' and 'SuperStream'. A red error message 'Service is required' is shown below.
- Contacts:** A section titled 'Contact 1' with a dark header.
 - Contact Type:** Three checkboxes: 'Business', 'Technical', and 'Notification' (which is checked).
 - Personal Information:** Text input fields for 'firstname' (with error 'firstname is required'), 'lastname' (with error 'lastname is required'), 'email' (with error 'email is required'), and 'phone' (with error 'phone is required').
 - Address:** A text input field for 'address' (with error 'address is required').
 - Location:** Text input fields for 'suburb' (with error 'suburb is required'), a dropdown menu for 'state' (with error 'state is required'), and a text input field for 'postcode' (with error 'postcode is required').
- Buttons:** A green '+ Add another Contact' button and a blue 'Add Account' button at the bottom right.

Enter your account details and hit the “Add Account” button. You are now registered with an Account and a User and ready to access the system through the usual sign in link.

This 15-digit Account Number will be required for the software used i.e. for the gateway configuration.

Account Contact

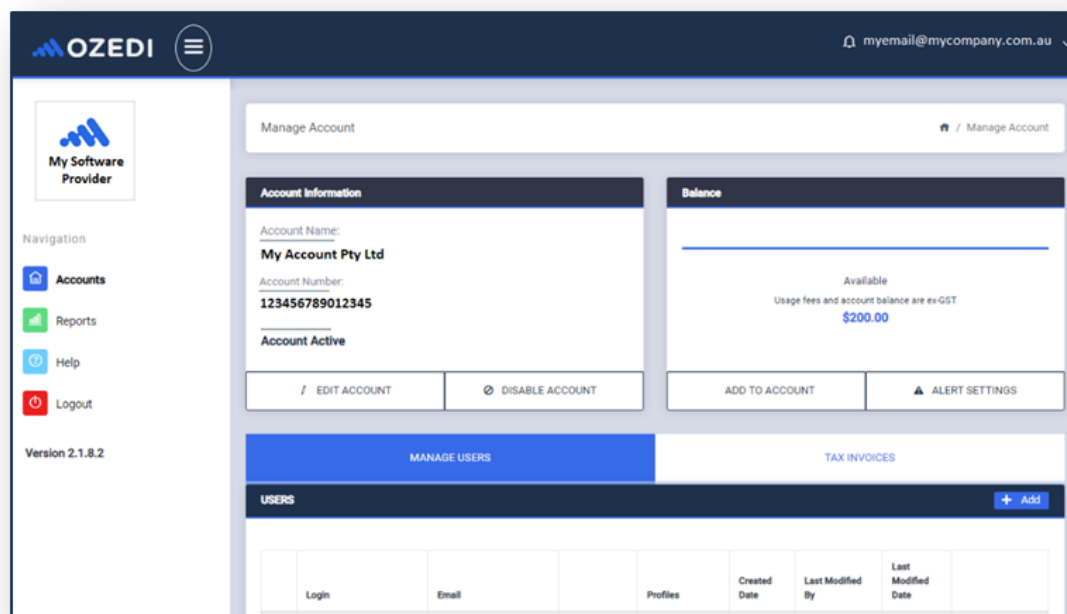
Account level Contacts are the administrator(s) of the Unified Experience Dashboard, so each account requires at least one contact. An account contact has responsibility for purchasing funds for use by the Client registered under the Account i.e. the company that is registering for the service).

When a new Account is created (see above) the initial contact is added. If you need to add additional Contacts an existing Account, on the home screen, click on “Edit Account” and then “+ Add Another Contact”. Ensure that at least one of the Contacts added here has “Notifications” ticked to receive low or no balance alerts via email.

Manage Account

Under “Manage Account” the dashboard provides the following facilities for each Account created:

- Edit Account – edit account details and account contacts
- Disable Account – when you disable account, you disable all Client/s that are attached to the Account
- Add to Account - top up balance
- Alert Settings - maintain low or no balance alerts
- Manage Users – add and delete (deactivate) Users on the Account
- Tax Invoices – for the account purchases from OZEDI



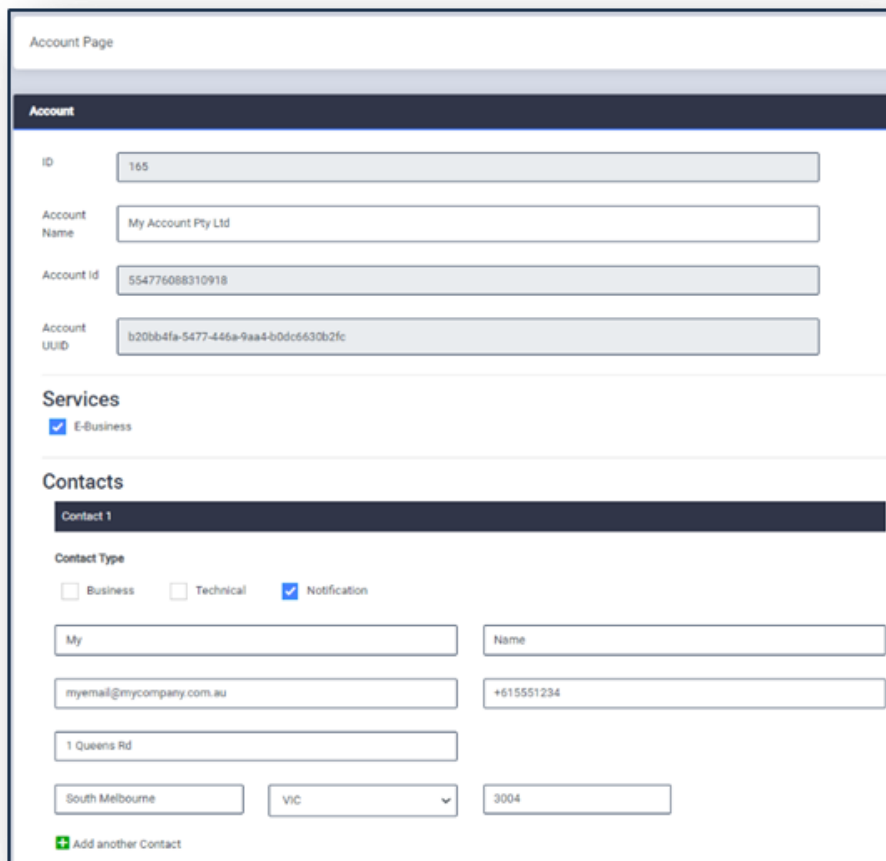
Edit Account

Edit Account allows the Account Name to be edited and Account Contacts to be maintained.

Additional Account Contacts can be added by clicking on “+ Add Another Contact”. Existing Account Contacts can be edited or deleted. An Account must have at least one Contact (see screenshot below).

If the Contact check box for Notification is checked, low or no balance alerts will be emailed to the contact.

Note: The Contact types Business and Technical are informational at this point in time.



The screenshot displays the 'Account Page' interface. It is divided into three main sections: 'Account', 'Services', and 'Contacts'.
1. **Account Section:** Contains four input fields for account details: ID (165), Account Name (My Account Pty Ltd), Account Id (554776088310918), and Account UUID (b20bb4fa-5477-466a-9aa4-b0dc6630b2fc).
2. **Services Section:** Features a single checked checkbox for 'E-Business'.
3. **Contacts Section:** Titled 'Contact 1', it includes a 'Contact Type' section with three options: 'Business' (unchecked), 'Technical' (unchecked), and 'Notification' (checked). Below this are several input fields for contact details: Name (My), Email (myemail@mycompany.com.au), Phone (+615551234), Address (1 Queens Rd), City (South Melbourne), State (VIC), and Postcode (3004). A green '+ Add another Contact' button is located at the bottom left of this section.

Disable Account

On the dashboard home page, you are able to press “Disable Account”. Disabling an Account stops further access to the account. If an account is mistakenly disabled, contact OZEDI Support support@ozedi.com.au.

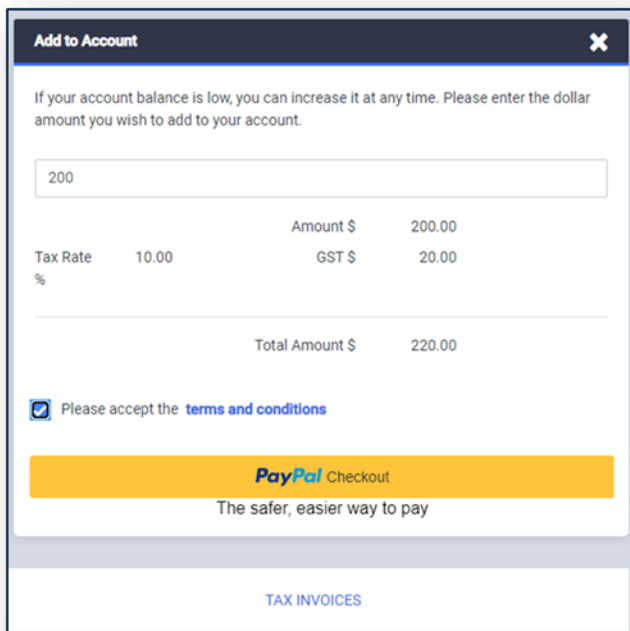
Adding Funds to Your Account

Adding Funds to your Account is required to cover OZEDI fees which can include the following:

- Network Access Fee per Active Client ID, per month
- Usage Fees, per transaction and depending on the service selected
- Payment Processing fees, if Instant Payment Transfer (Zepto) payment option is selected for your service

Add to Account – Top Up Account Balance

Go to Manage Account > Add to Account. The Account Balance can be increased at any time by clicking on “Add to Account”. Enter the amount you wish to increase your account balance by. After reading the Terms and Conditions, tick to accept these, and you are able to use PayPal via PayPal Account, or via Guest Checkout and a credit card.



Add to Account

If your account balance is low, you can increase it at any time. Please enter the dollar amount you wish to add to your account.

200

Amount \$	200.00
Tax Rate %	10.00
GST \$	20.00

Total Amount \$ 220.00

Please accept the [terms and conditions](#)

PayPal Checkout
The safer, easier way to pay

[TAX INVOICES](#)

Important: After clicking on PayPal Checkout, the option to pay using a Credit Card without creating a PayPal account is provided at this time.

Please refer to sections “Top Up Your Account via Your PayPal Account” or “Top Up Your Account via Credit Card and PayPal Guest Checkout” if you require further instructions. For further information regarding PayPal, refer to section “PayPal Troubleshooting”.

Important: If your value goes down to \$0.00, this may affect your sending and receiving of transactions. Creating an alert ensures that you top up your balance before you go down to \$0.00 value. See next topic “Alert Settings” for further information.

Top Up Your Account via Your PayPal Account

Go to Account > Manage Account and then “Add to Account”.

Add the value that you wish to purchase.

Please accept the terms and conditions. If you wish to see the terms and conditions, click on “terms and conditions” hyperlink.

When you click the tick box to “Please accept the terms and conditions”, the PayPal Checkout button now shows. Click on the “PayPal Checkout” button to proceed to purchase your top up balance.

Please note: If your PayPal pop up does not show, please reach out to your internal IT department for assistance. It could be your pop up blocker is enabled and therefore is preventing the PayPal window from popping up - blocking it from your view. You are also able to refer to section “PayPal Troubleshooting” in this document for further information.

You will need to login to your PayPal Account to complete the purchase.

Once your process is successful, your PayPal receipt will be sent to the email address that you have in your PayPal account.

You are also able to get a Tax Invoice from the OZEDI Unified Experience Dashboard. Please navigate to Account > Manage Service. Click on the tab “Tax Invoices” and you will find your Tax Invoice for that transaction (and all of your top up purchase tax invoices) in this tab.

Please note: If you do not see the recent tax invoice in the first instance, please refresh your URL and click back into that tab.

Top Up Your Account via Credit Card and PayPal Guest Checkout

Top up your Account via Credit Card and PayPal Guest Checkout can be a little bit trickier.

Go to Account > Manage Account and then “Add to Account”.

Add the value that you wish to purchase.

Please accept the terms and conditions. If you wish to see the terms and conditions , click on “terms and conditions” hyperlink.

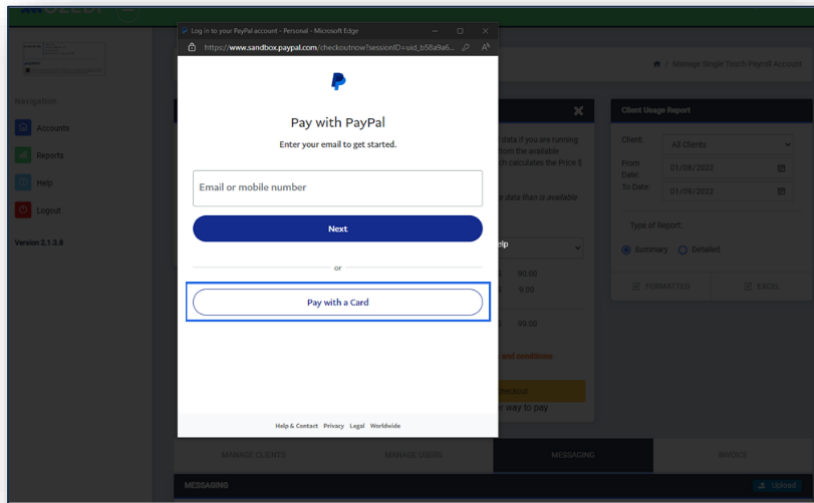
When you click the tick box to “Please accept the terms and conditions”, the PayPal Checkout button now shows. Click on the “PayPal Checkout” button to proceed to purchase your top up balance.

PayPal App Instructions for PayPal Guest Checkout

1. The PayPal app should pop up for you to complete.

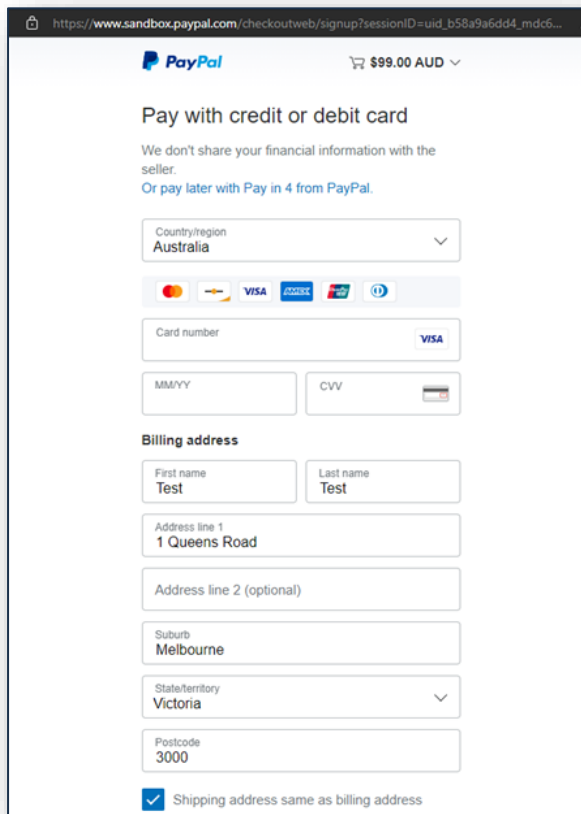
Please note: If your PayPal pop up does not show, please reach out to your internal IT department for assistance. It could be your pop up blocker is enabled and therefore is preventing the PayPal window from popping up - blocking it from your view. You are also able to refer to section “PayPal Troubleshooting” in this document for further information.

Select “Pay with a Card”.



2. The next screen then allows you to add:

- Credit card details
- Billing address
- Contact details
- Date of Birth



3. Ensure you deselect “Save information & create your PayPal Account”.

Add your Date of Birth – as per below requirement.

Do not select “Create Account and Continue”.

The screenshot shows the PayPal checkout page. Under the heading "Save information & create your PayPal account", there are three icons: a shield for "Shop with confidence", a storefront for "Shop millions of sellers", and a percentage sign for "Save big with great deals". A toggle switch is currently turned on (checked), with the text "Untick" to its right. Below this is a "Date of birth" input field. A blue button labeled "Create Account and Continue" is highlighted with a blue circle, and the text "Do not select" is written to its right. Other visible elements include "Contact details" (mobile number +61 0407 888 888, email noname@company.com), a "Log In" link, and footer text including "© 1999-2022" and "PayPal helps protect your privacy and security".

4. Once you have completed all of the above information and you deselect “Save information & create your PayPal Account”, the button below then changes to “Continue as Guest”. You are now able to press “Continue as Guest”.

The screenshot shows the PayPal checkout page with the "Save information & create your PayPal account" toggle switch turned off (unchecked). The blue button now says "Continue as a Guest" and is highlighted with a blue circle. The "Date of birth" field is present. Other visible elements include "Contact details" (mobile number +61 0407 888 888, email noname@company.com), a "Log In" link, and footer text including "© 1999-2022" and "PayPal helps protect your privacy and security".

5. Once your process is successful, your PayPal receipt will be sent to the email address that you added above.
6. You are also able to get a Tax Invoice from the OZEDI Dashboard. Please navigate to Account > Manage Service. Click on the tab "Tax Invoices" and you will find your Tax Invoice for that transaction (and all of you top up purchase tax invoices) in this tab.

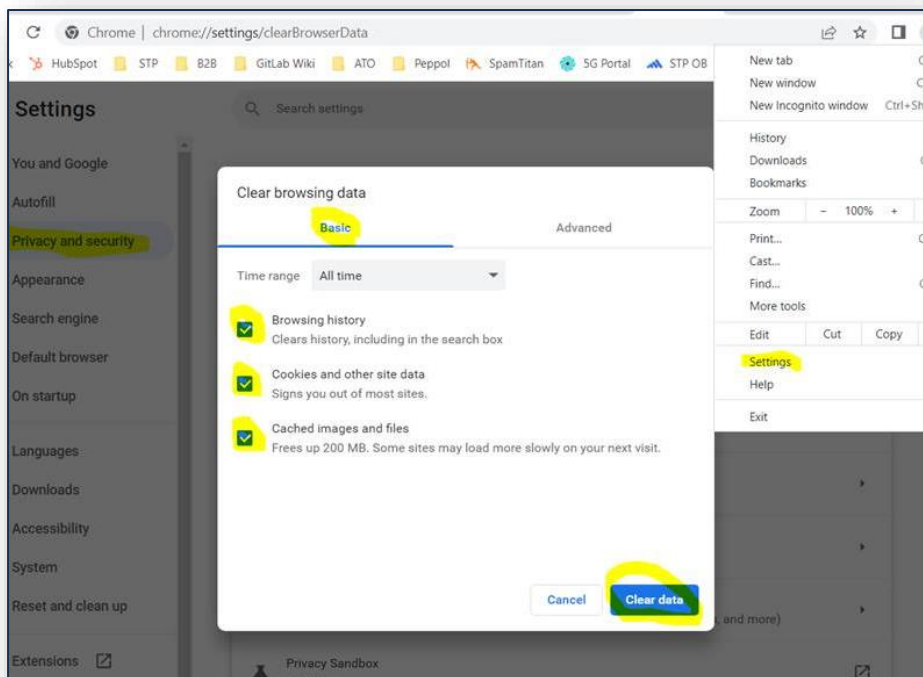
Please note: If you do not see the recent tax invoice in the first instance, please refresh your URL and click back into that tab.

PayPal Troubleshooting

Chrome and PayPal regularly update their software and sometimes these changes cause subtle differences that make them stop working. PayPal is also affected by data stored in cache and also to where it has been used in other applications and the user has told it to remember the settings. It can also be affected by company controlled policies.

The following steps are suggested to resolve these issues. Always refer to your internal IT department for further assistance.

1. Ensure that Chrome is updated to the latest version. To check this click on the three dots in the top right hand corner, then Help, then About Google Chrome.
2. Clear the Chrome browser data (or cache). These are the steps to do this:
 - Be sure that you have saved your work in all tabs of Chrome
 - Click on the 3 dots in the top right hand corner
 - Click on Settings
 - Click on Privacy and security (on the left)
 - Click on "Clear browsing data" (in the middle)
 - Select "Basic", Time range "All time", and tick "Browsing history", "Cookies and other site data" and "Cached images and files".



3. Retry using PayPal checkout in the OZEDI Dashboard to buy data.

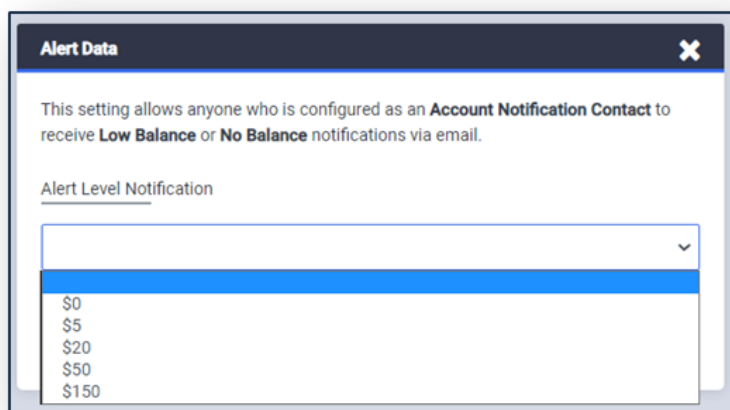
PayPal Troubleshooting- Additional Information

If your PayPal issue is not resolved, the following are some other options for you to review and take action if necessary.

1. Please reach out to your internal IT department for assistance. It could be your pop up blocker is enabled and therefore is preventing the PayPal window from popping up - blocking it from your view.
2. If you are using PayPal checkout, get PayPal to forget your device. To do this, login to PayPal and go to Security then 2-step verification, and tell it to Revoke all Devices and browsers you trust.
 - a. Please clear cache and retry.
3. Try using another browser, e.g. Firefox.
4. Could it be an anti-malware software e.g. Norton Web Security, that is not allowing PayPal to pop up?
 - a. You are in the OZEDI URL and then you click on "PayPal checkout" which diverts you to the www.paypal.com URL. This could think that it is an unsafe link that it is being diverted to.
 - b. If so, see if you are able to temporarily disable the anti-malware and then if you are able to get the PayPal link to pop up. **Important:** Please safeguard your computer so that you are not making yourself vulnerable to any security breaches. Ensure that you are following company protocol at all times. Always refer this to your internal IT department for assistance.

Alert Settings

Go to Accounts > Manage Account and select "Alert Settings". This setting allows Account Contacts with Notifications checked to receive **Low Balance** or **No Balance** notifications via email. Select the account balance level at which the low balance alert is to be sent.



Click "Save Alert Notification".

Please ensure that your Account Contact/s are ticked for "Notification". Refer to section "Edit Account" for further information on ensuring that your Contacts have "Notifications" ticked.

Tax Invoices

To view and download a Tax Invoice for Account Balance top up purchases, go to Manage Accounts and click on the Tax Invoices tab.

The Tax Invoice generates in PDF format and can be downloaded or sent via email.

Invoice No	Account Name	Account No	Amount	Tax	Total Amount	Description	Audit Created	Download Invoice
INV-445313169421573	My Account Pty Ltd	123456789012345	200.00	20.00	220.00	Purchase of DOLLARS	Apr 29, 2021, 4:43:33 PM	Download...

Please note: If you do not see the most recent tax invoice in the first instance, please refresh your URL and click back into that tab.

Manage Users

Accounts can be accessed by multiple users. Users can be added and deleted from the account. To manage users, go to “Manage Account”, and click on the “Manage Users” tab.

Login	Email	Profiles	Created Date	Last Modified By	Last Modified Date
209	myadmin@mycompany.com.au	Activated ROLE_USER ROLE_SUPERVISOR	05/04/23 12:41	anonymousUser	05/04/23 12:41
210	epi@mycompany.com.au	Activated ROLE_API	06/04/23 17:13	myadmin@mycompany.com.au	06/04/23 17:13
217	myuser@mycompany.com.au	Activated ROLE_USER	09/05/23 16:23	myadmin@mycompany.com.au	09/05/23 16:23

Add a New OZEDI Dashboard Access User

Creating a New OZEDI Dashboard Access User adds this user to the OZEDI Unified Experience Dashboard and to your account.

Select the account that you require to add a new user. Navigate to Account > Manage Account. Go to the tab “Manage Users” and “+ Add”.

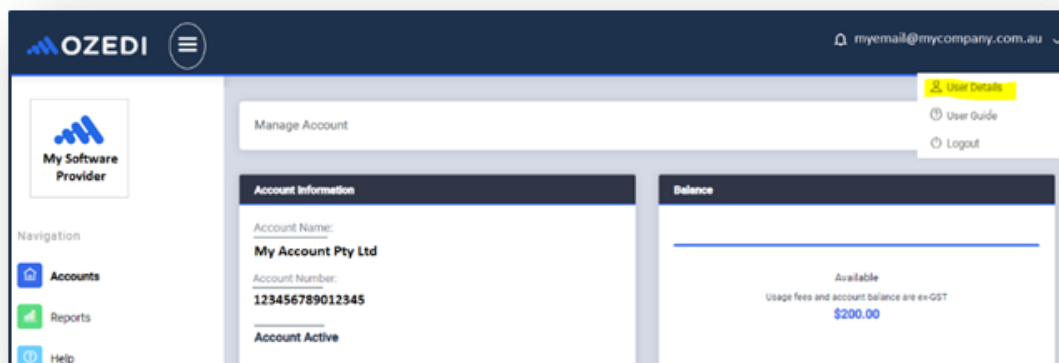
Click on “+ Add” to add additional users to the Account.

Complete the fields and then select “Add User” to add an OZEDI Dashboard Access User to the Account.

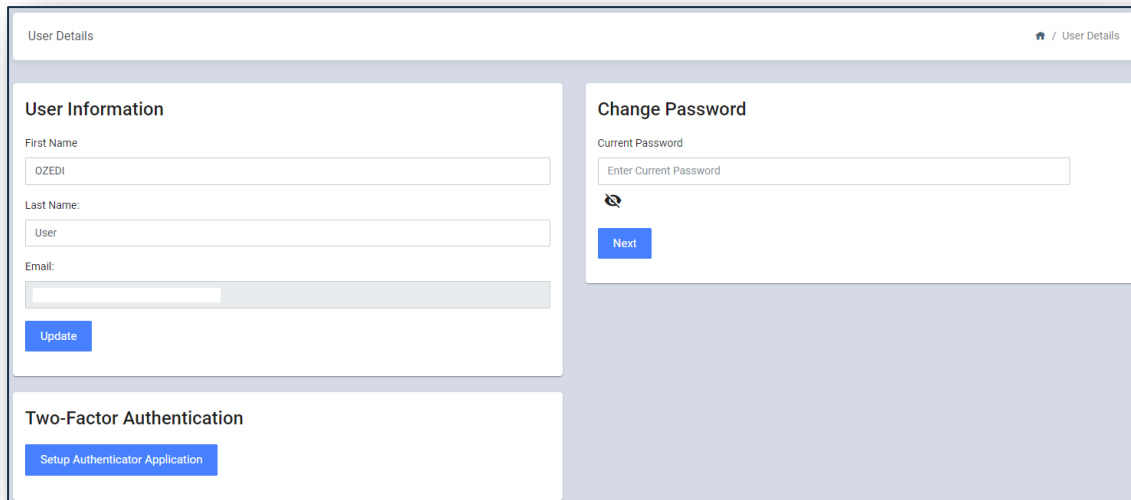
This user will be able to access the OZEDI Unified Experience Dashboard – Superannuation and eBusiness and will be created with ROLE_USER. Note that the Username created for the OZEDI Dashboard Access User is the email address that is added. New users will receive an email with a link to set their password.

Edit OZEDI Dashboard Access User Details

To edit your dashboard user details, from the drop down in the top right hand corner select “User Details”.



The User’s First Name, Last Name and Password can be changed if the password is known.



You are also able to set up Multi-Factor Authentication or Two-Factor Authentication in this area. Please refer to “Enable Multi-Factor Authentication” for further information.

Note: If a user has forgotten their password, refer to section “Lost Password” whereby the user will choose the “Forgot Your Password?” link from the Dashboard login screen.

External App Access (API) User and User Profiles/Roles

Part of the initial registration requires you to add an External App Access (API) User. This External App (API) User will be Username and Password credentials that are required to be able to connect to your software package i.e. this user is for machine to machine access between OZEDI and your software program.

To see all users with access to the Account, navigate to Accounts > Manage Account and view all users under “Manage Users” tab.

	Login	Email	Profiles	Created Date	Last Modified By	Last Modified Date	
209	myadmin@mycompany.com.au	myadmin@mycompany.com.au	Activated ROLE_USER ROLE_SUPERVISOR	05/04/23 12:41	anonymousUser	05/04/23 12:41	
210	api@mycompany.com.au	api@mycompany.com.au	Activated ROLE_API	06/04/23 17:13	myadmin@mycompany.com.au	06/04/23 17:13	Delete
217	myuser@mycompany.com.au	myuser@mycompany.com.au	Activated ROLE_USER	09/05/23 16:23	myadmin@mycompany.com.au	09/05/23 16:23	Delete

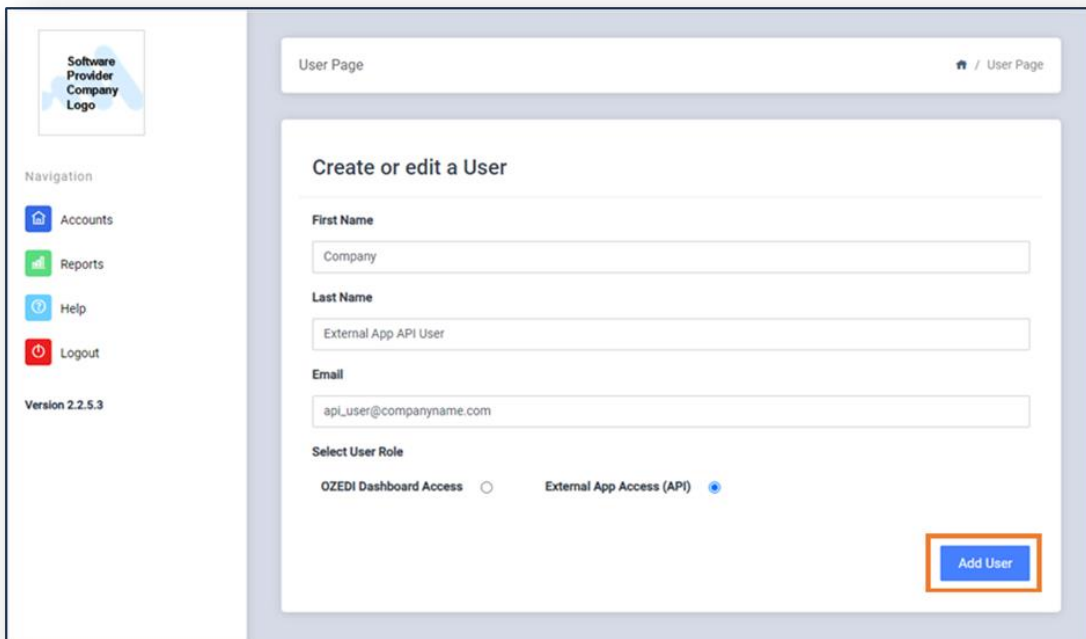
The initial registration step in the Quick Start User Guide will ask you to create an External App Access (API) User. The External App Access (API) User is shown above with the ROLE_API e.g. api@mycompany.com.au i.e. this user is for machine to machine access between OZEDI and your software program. Only a user with the Profile ROLE_API can be used to run APIs. The External App Access (API) User with the profile of ROLE_API cannot login to the Dashboard. This is aimed to assist you to adhere to strong security requirements surrounding electronic data transmission and to ensure limit to breaches of security.

Important: If you are a customer of a Software Provider and you are creating your own account in the OZEDI Unified Experience Dashboard for one of the two services - or for both services - Superannuation and eBusiness please reach out to your Software Provider. Your Software Provider will be able to provide you the complete implementation process including a Quick Start User Guide for the initial registration steps. Part of the initial registration requires you to add an External App Access (API) User. This External App (API) User will be Username and Password credentials and required to be able to connect to your software package i.e. this user is for machine to machine access between OZEDI and your software program. There are deployment options available to Software Providers, so instructions are needed to be provided by them to you as the Customer.

Add a New External App Access (API) User

Creating a new user adds this user to the OZEDI Unified Experience Dashboard and to your account (see screenshot on previous page).

Select the account that you require to add a new user. Navigate to Account > Manage Account. Go to the tab “Manage Users” and “+ Add”.

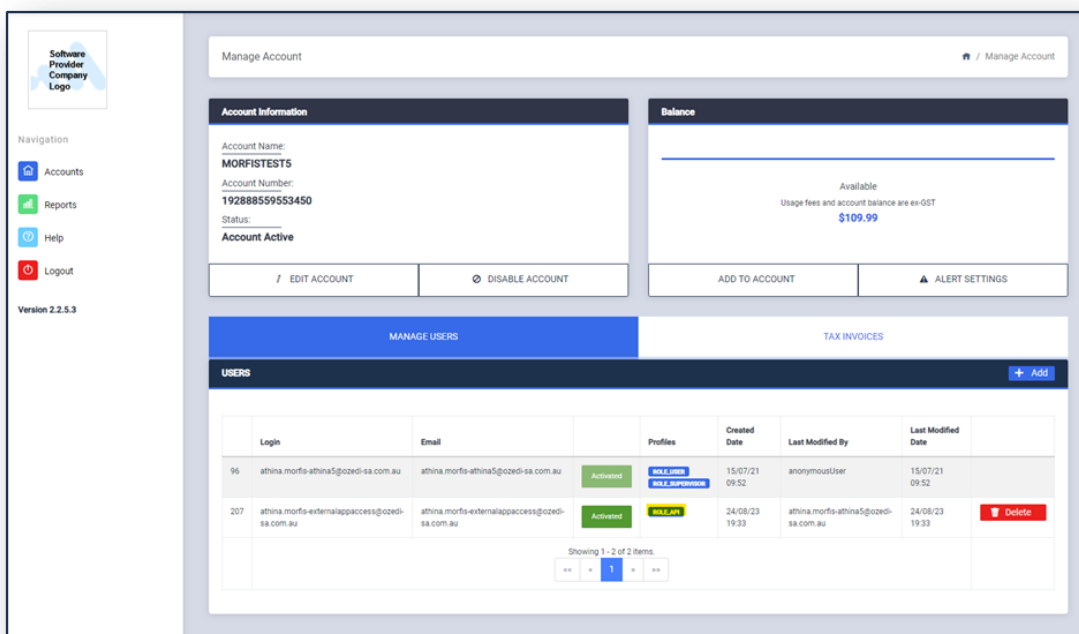


The screenshot shows the 'User Page' in the OZEDI dashboard. On the left is a navigation sidebar with 'Accounts', 'Reports', 'Help', and 'Logout' options. The main content area is titled 'Create or edit a User' and contains the following form fields:

- First Name:** A text input field containing 'Company'.
- Last Name:** A text input field containing 'External App API User'.
- Email:** A text input field containing 'api_user@companyname.com'.
- Select User Role:** Two radio button options: 'OZEDI Dashboard Access' (unselected) and 'External App Access (API)' (selected).
- Add User:** A blue button located at the bottom right of the form, highlighted with an orange border.

Important: The email address that is used to create the External App Access (API) User will need to have an active inbox connected. A new External App Access (API) User will receive an email with a link to set the password.

The External App Access (API) User will now show under Manage Users with the ROLE_API.



The External App Access (API) User with the profile ROLE_API cannot login to the Dashboard and Multi-Factor Authentication will not be applicable. This is aimed to assist you to adhere to strong security requirements surrounding electronic data transmission and to ensure limit to breaches of security.

The initial user (with supervisor role access) that created the External App Access (API) User, and the OZEDI Dashboard Access User will be able to access the dashboard when required.

The External App Access (API) User will receive an email with a link to set the password. The email will appear similar to the following:



Enable Multi-Factor Authentication

Multi-Factor Authentication is aimed to assist you to adhere to strong security requirements surrounding electronic data transmission and to ensure limit to breaches of security for your user logins onto the OZEDI Unified Experience Dashboard.

Multi-Factor Authentication (MFA) can be optionally enabled for Users that are able to access the Dashboard.

Authenticator Applications

An Authenticator Application needs to be installed and active on your mobile device. The following are examples:

- Google Authenticator
- Microsoft Authenticator
- Last Pass Authenticator
- FreeOTP Authenticator

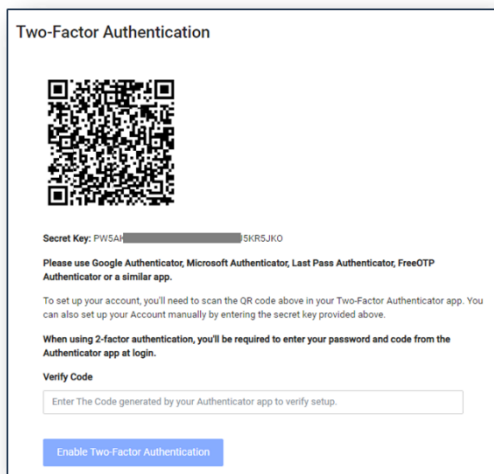
There are other applications that can be used so long as they provide “One-Time Password” setup and display options, and support the use of QR codes for linking OTP keys then they should work.

Enable Multi-Factor Authentication

To set it up, click on “User Details” in the top right hand corner drop down.

Click on “Setup Authenticator Application”.

The following screen will be displayed. Scan the QR code in your Two-Factor authenticator application or enter the Secret Key manually.



Enter the Verify Code provided from the Authentication App, then click “Enable Two Factor Authentication”.

Setup is now complete.

If Multi-Factor Authentication has been successfully set up, the next time logging into the OZEDI Unified Experience Dashboard, the user will be prompted to enter a 6 digit code. This code is obtained from the Authentication App.



The screenshot displays the OZEDI login verification interface. It features the OZEDI logo at the top center. Below the logo are three input fields. The first field contains the email address 'myemail@mycompany.com.au'. The second field contains six dots, representing a masked password. The third field is labeled 'Six-digit code' and is circled in red, indicating the required input for multi-factor authentication. At the bottom of the form is a blue button labeled 'Verify'.

Multi-Factor Authentication Support

If you require Multi-Factor Authentication assistance, please reach out to our Support team at support@ozedi.com.au for further instructions.

OZEDI Unified Experience Dashboard Services

OZEDI eBusiness Service

This documentation covers administering and maintaining your eBusiness service within the OZEDI Unified Experience Dashboard. The OZEDI eBusiness Technical Documentation covers details on all technical requirements including API implementation and is available to all Software Providers.

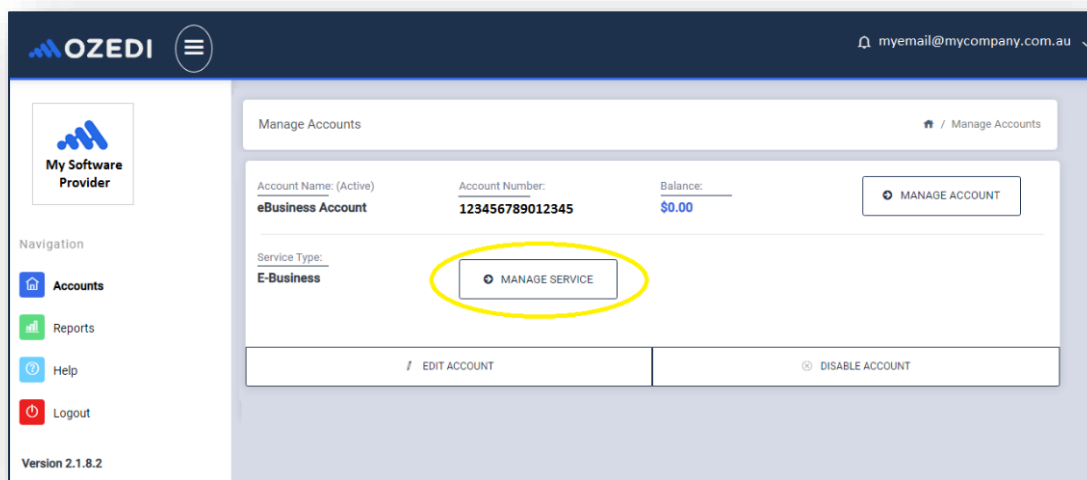
eBusiness Service Fee Structure

Adding Funds to your Account is required to cover OZEDI fees which can include the following:

- Network Access Fee per Active Client ID, per month
- Usage Fees, per successful transactions i.e. sending and receiving documents

OZEDI eBusiness – Manage Service

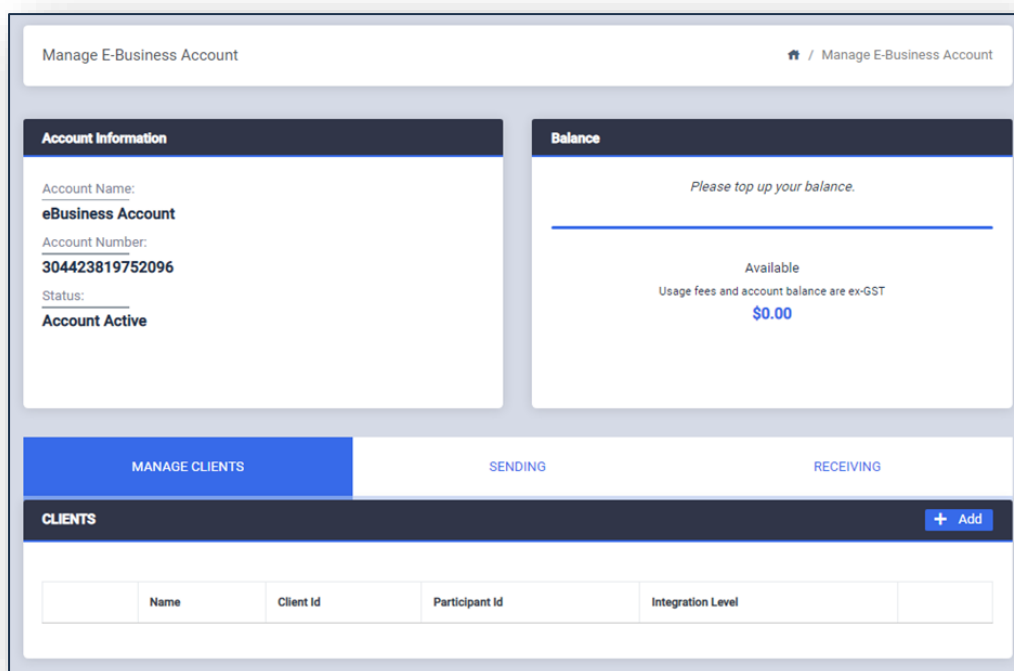
To access the functions applicable to managing the OZEDI eBusiness service, select “Manage Service” next to the “eBusiness” service type as shown below.



The eBusiness function tabs available under “Manage Service”:

- Manage Clients – **your company registration**
- Sending
- Receiving

eBusiness is shown as follows:



OZEDI eBusiness – Manage Clients (Your Company Details)

The Manage Clients tab is where a business’s details and registration on the Peppol network is added and maintained. When you register your company successfully, you are then able to send and/or receive eInvoices and other documents. The registration of a business on the Peppol network must only be performed by someone who is authorised by the business to do so.

Important: This is where you **register your company name on the Peppol network**. **Do not register your trading partners i.e. your customers or suppliers.**

Navigate to Account > Manage Service (for eBusiness) > Manage Clients tab.

Clients (or companies) send and receive invoices. A Client (or Company) is linked to an Account which pays for the service. Each Client (Company) is given a unique 10-digit Client ID which is used in the API upload and download.

The Client ID identifies the Account which allows OZEDI to check data availability prior to uploading new submissions. All usage statistics are recorded by Client (Company), ABN, and type of transaction e.g. eBusiness.

Clients (Companies) can be added, edited, deactivated, reactivated, and deleted using the Manage Clients tab on the dashboard.

Note: You can’t delete a Client (Company) once you have processed submissions against that Client ID. When you press delete, they become deactivated. You can reactivate that Client (company) by pressing the “Reactivate” button.

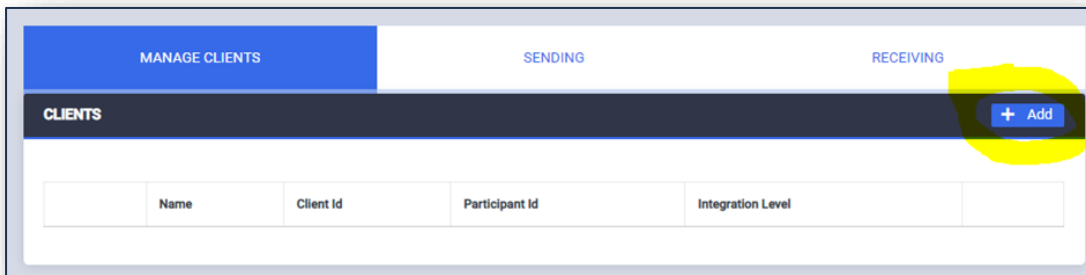
OZEDI eBusiness - Add a Client (Your Company Registration)

“Add Client” (your company registration) is where a business can register themselves on the Peppol network so that they are able to send and/or receive eInvoices and documents. It must only be performed by someone authorised to register the business on the Peppol network.

Important: This is where you **register your company name on the Peppol network**. **Do not register your trading partners i.e. your customers or suppliers.**

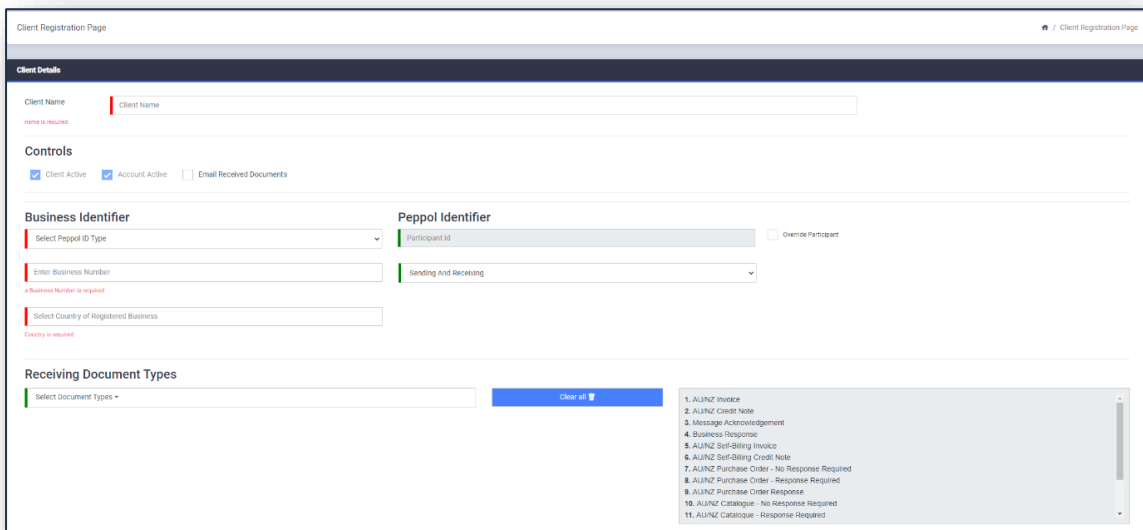
Adding your company details in the OZEDI Unified Experience under your Account enables you to create your Client ID. This also registers your company onto the Peppol Network so that you can begin the sending and receiving invoices and credit notes (and other document types). Your Client ID will be a credential required for your software solution.

At least one “Client” (your company registration) is required for every “Account”. Click on “+ Add” to start the process of adding your company details to your Account.



Client Details – Business Identification Details for Your Company

The below screenshot displays what is required to be entered to complete the Business Identification details so that you are able to register your company on the Peppol network. This will allow you to be able to successfully send and/or receive eInvoices (and other document types).



It includes the following:

- **Client Name** – your company name
Important: This is where you **register your company name on the Peppol network**. **Do not register your trading partners here i.e. your customers or suppliers**
- **Client Active** and **Account Active** are set by the system according to the account data balance and “can send” settings
- **Email Received Documents** – Ticking this option will result in all received documents being automatically emailed in .xml and .pdf formats to the client (your company) contact email address
- **Business Identifier** – each client has one Peppol ID Type, usually an ABN or NZBN
- **Enter Business Number** – enter a valid ABN or NZBN
- **Country of Registered Business** – You are required to select the Country of Registered Business
- **Peppol Identifier** – each client has one Peppol Participant Identifier (or Peppol ID), usually the number includes the ABN or NZBN
- **Integration Level** – you have the options:
 - Sending and Receiving (defaulted)
 - Sending Only
 - Receiving Only

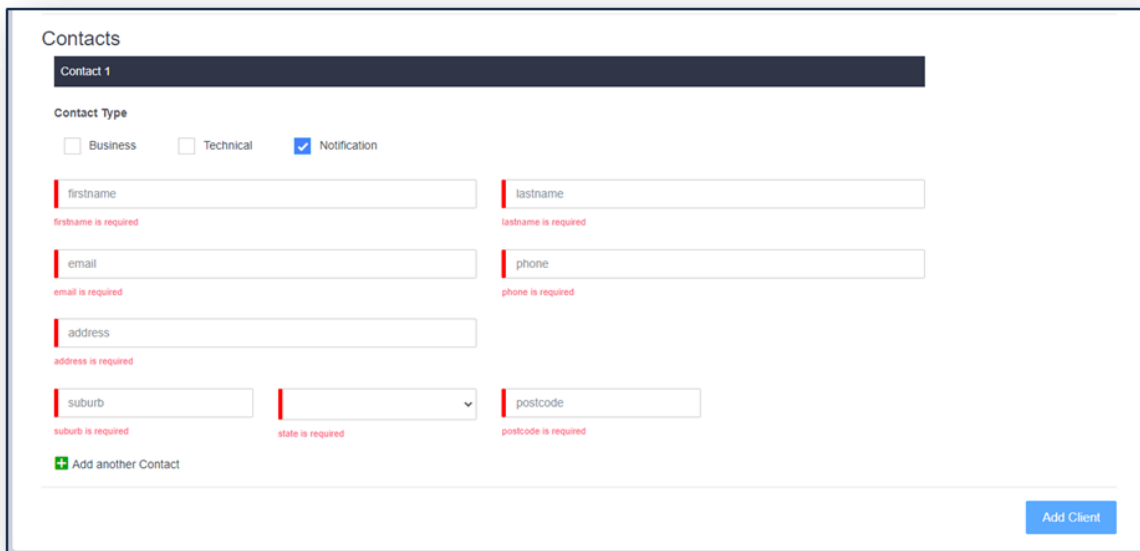
For further information on these 3 x options, please ask your Software Provider on what your acceptable integration level is. E.g. your software product may not be ready for you to be able to receive eInvoices and therefore you may be “Sending Only” in the first instance.

Also, refer to the section in this user guide “OZEDI eBusiness - Peppol Network” to explain further regarding the Peppol Network. If needed, reach out to OZEDI.

- **Override Participant** – Peppol Identifier defaults or can be manually entered if “Override Participant” ID is checked
- **Receiving Document Types** – Ticked by default to receive all document types, but can be unticked to deselect what is not required

Client Contacts - Your Company Contact Details

The below screenshot displays what is required to be entered to complete your company contact details so that you are able to register your company on the Peppol network. This will allow you to be able to successfully send and/or receive invoices (and other document types).



- **Client Contacts (Your Company Contact Details)** – multiple company contact details can be recorded. When the Contact record has been added, an email is sent notifying them of their Client ID.
- **Contact Type – Important:** must have **Notification** ticked if you want to receive responses
- **Complete Contact 1 Details**
- Add Another Contact (if required)

Select “Add Client”.

Once a Client (your company) has been successfully added, the unique 10-digit Client ID is generated by the system and displayed against the Client (your company) record and an email is sent to the address of one of the contacts notifying them of their Client ID.

Edit Client Details - Your Company Details

Client details (your company details) can be edited to add/amend additional information if required.

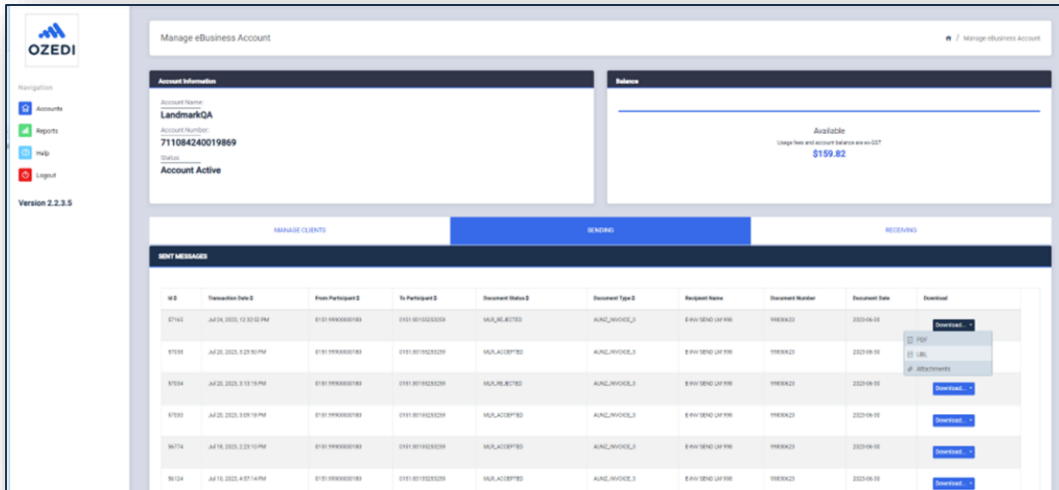
Delete Clients - Your Company Details

Clients (your company) can be deleted if there have not been any messages sent for the Client ID. You can't delete registration once you have processed submissions against that Client ID, when you press delete, they become deactivated. You can reactivate the registration by pressing the “Reactivate” button.

OZEDI eBusiness – Sending

To view and download a Sent Messages you can find these in Manage Accounts > Manage Service and the Sending tab.

Sent Messages can be downloaded and include any attachments that were in the message.



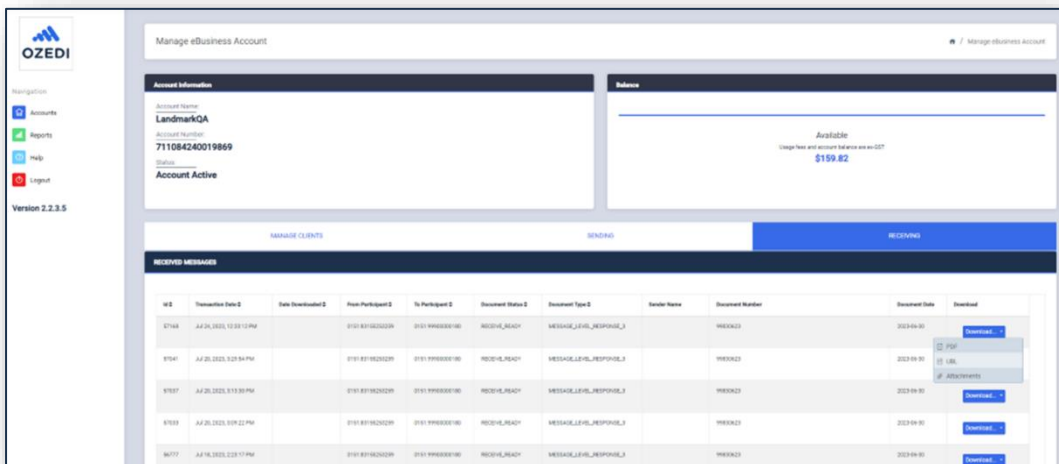
You are able to download:

- PDF – PDF generated from uploaded UBL
- UBL – uploaded UBL
- Attachments – Attachments included in uploaded UBL

OZEDI eBusiness – Receiving

To view and download a Received Messages you can find these in Manage Accounts > Manage Service and the Receiving tab.

Received Messages can be downloaded and include any attachments that were in the message.



You are able to download:

- PDF – PDF generated from uploaded UBL
- UBL – uploaded UBL
- Attachments – Attachments included in uploaded UBL

OZEDI eBusiness - Peppol Network

Introduction

In 2019 Australia and New Zealand announced the adoption of the Peppol framework for eInvoicing and commitment to a joint A-NZ standard.

The Peppol framework has been in operation in Europe since 2012, when the project to develop it was finalised. It is currently used in 40 countries. Although it is commonly referred to as eInvoicing, it is more than invoicing and encompasses a range of business documents including the full procurement suite.

What is eInvoicing?

eInvoicing (or electronic invoicing) is a way to digitally exchange invoices through software that is connected to the Peppol network¹.

It can be implemented in any accounting, Enterprise Resource Planning (ERP) or Business Management System (BMS) to enable true business to business transacting.

The regulatory authority in Australia is the Australian Tax Office (ATO), and in New Zealand is the Ministry of Business Innovation and Employment (MBIE).

There is the current misconception that sending invoices via emailed PDF document is eInvoicing. This is not true eInvoicing because the invoice is an image rather than specifically defined data elements. This method is open to errors and security breaches from email interception and modification of the attached PDF.

Importantly, eInvoicing involves true machine to machine data exchange.

Receiving Party Registration on the Peppol Network

You are able to access one of three Peppol Directories to see if your Trading Partners (or your Customers and Suppliers) are registered on the Peppol Network. It is important to note that you are only able to search for Companies that have registered for “Receiving Only” or for “Sending and Receiving” on the Peppol Network.

“Sending Only” Companies may be registered with their Access Point provider and are able to successfully send via the Peppol Network, however, these Companies will not be able to be found when searched on the Peppol Directory.

OZEDI as an Access Point, is able to register Companies with the following integration levels:

- Sending Only
- Receiving Only
- Sending and Receiving

¹ Australian Government, Commonwealth Government, Business <https://business.gov.au/finance/payments-and-invoicing/e-invoicing>

Receiving Only and Sending and Receiving

Searching for one of your customers or suppliers on the Peppol Network, will **only show the registration of companies registered for “Receiving” and “Sending and Receiving”** i.e. it will only show companies that are registered for receiving, and not all of these receiving companies registered will also be registered for sending.

Sending Only

“Sending Only” Companies may be registered with their Access Point provider and are able to successfully send via the Peppol Network, however, these Companies **will not be able to be found when searched on the Peppol Directory** i.e. OZEDI as an Access Point provider is able to register companies for “Sending Only” and they are able to successfully send documents such as eInvoices.

Peppol Network Directories – Live and Test URLs

There are the following Peppol Directories for your reference: Peppol Directory – LIVE, Peppol Directory – TEST, and via a SML/SMP URL by Philip Helger.

The below URLs can also be used to check for your Trading Partners i.e. each client and/or supplier one by one to see if they are registered for receiving on the Peppol network i.e. it is not ideal if you wish to search for a large volume.

Peppol Directory – LIVE

<https://directory.peppol.eu/public>

Search for a company on the Peppol Network in the Live environment. You are able to search via ABN, company name, or Peppol ID.

Peppol Directory – TEST

<https://test-directory.peppol.eu/public>

Search for a company if they are registered in the Peppol TEST environment. You are able to search via ABN, company name, or Peppol ID.

Peppol Participant - SML/SMP URL by Philip Helger

https://peppol.helger.com/public/locale-en_US/menuitem-tools-participant

You are able to search via Peppol ID. You can view the results of a registration if they are registered in production (live), or only registered in the testing environment, etc. This provides a more technical view of results.

How to Find Out if Your Suppliers are Registered for eInvoicing

It is not required for a business which only sends eInvoices (or any other document type such as credit notes) to be registered on the Peppol Network. Therefore it is more difficult to really know if one of your suppliers is currently sending eInvoices via the Peppol Network i.e. you may see some of your Suppliers on the Peppol Network if they are registered for “Sending and Receiving”, but not if they are registered as “Sending Only”.

When you are ready to receive invoices, the best way to advise your Suppliers to send you invoices is:

- For you to reach out to your Suppliers directly, such as via a marketing EDM and request for them to send you invoices; and
- To provide these Suppliers your Peppol ID in this communication

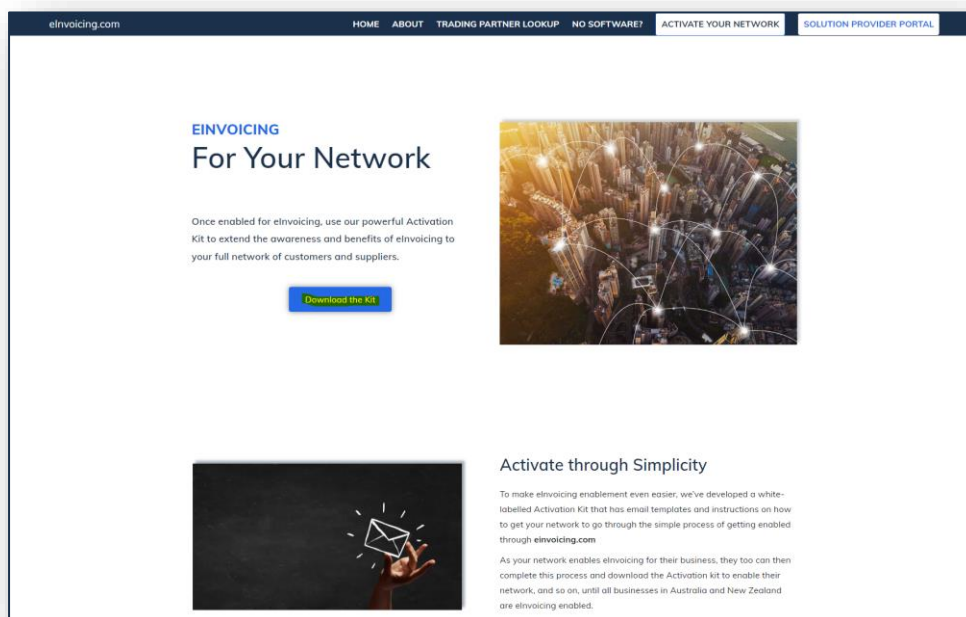
The Activation Kit

The Activation Kit is a white-labelled tool that provides you email templates and instructions on how to get your network to go through the simple process of getting Peppol invoicing registered and ready.

If you require assistance with the communication out to your Suppliers, you can access **the free marketing tool** – The Activation Kit - on <https://www.einvoicing.com/>.

You can find the Activation Kit by selecting “Activate Your Network”. You can then select “Download the Kit”:

<https://www.einvoicing.com/activation-kit>.



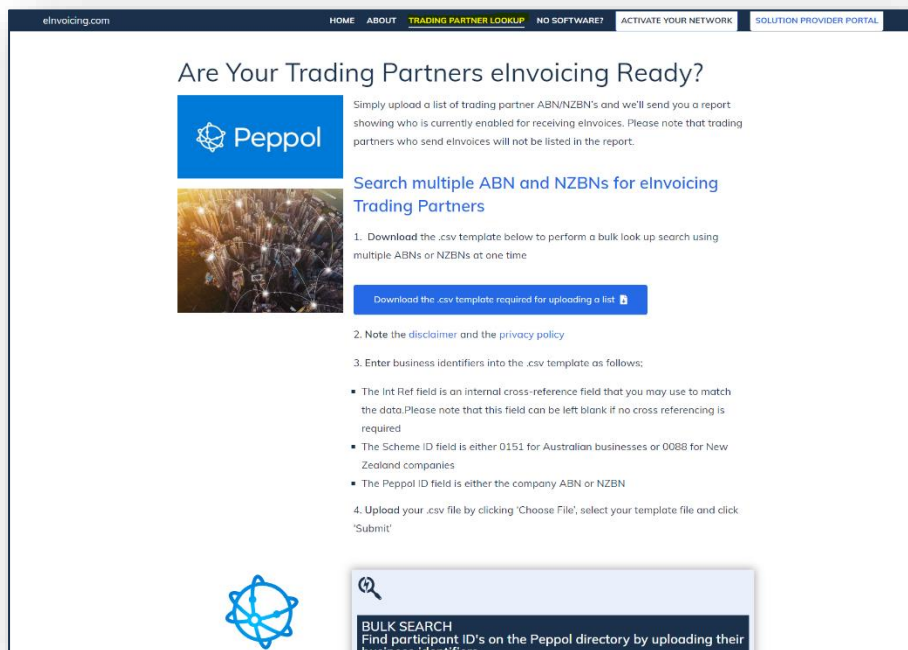
Trading Partner Lookup Tool

The various Peppol Network Directories can be used to see if your Trading Partners are registered on the Peppol Network. It is important to note that you are only able to search for Companies that have registered for “Receiving Only” or for “Sending and Receiving”. For further information please refer to section “Receiving Only and Sending and Receiving”.

Please see sections “Peppol Network Directories – Live and Test URLs” for further information on the Peppol Directories.

If you use one of the directories listed above, you can check each Trading Partner one by one to see if they are registered for receiving on the Peppol Network. However, going through these one by one is not ideal if there is a large list of Trading Partners (your Customers and Suppliers) that you wish to check.

The Trading Partner Lookup Tool is a bulk lookup tool for any ABN and NZBN. It will enable you to search in bulk for Companies registered for “Receiving”, and “Sending and Receiving” on the Peppol Network. This free tool can be found at <https://www.invoicing.com>.



Navigate to “Trading Partner Lookup” and follow the instructions on how to search for multiple ABN and NZBNs:

1. Download the .csv template
2. Enter the Business Identifiers in this .csv template
3. Upload a list of trading partner ABN/NZBN’s you have populated in this .csv file, and it will send you a report showing who is currently enabled for receiving invoices.

Please note: Trading Partners who are not registered to receive invoices (Sending Only) will not be listed in the report.

This free tool can also be found on OZEDI website <https://ozedi.com.au/> under Services > Invoicing > Trading Partner Lookup.

OZEDI Superannuation Service

Introduction

This documentation covers Superannuation processing via the Dashboard. The OZEDI Superannuation Technical Documentation covers details on all technical requirements including API implementation.

We have recently launched a new, innovative dashboard solution that will allow employers to make instant payments to superannuation funds at an incredibly reasonable cost.

This is a long-awaited development for the superannuation industry and will eliminate the current process of potentially billions of dollars of superannuation funds sitting in clearing house accounts for days.

The cashflow benefits alone are obvious. A business can now pay its employees' superannuation up to and including the due date with the payments being transferred immediately to the super funds.*

* Assumes all super funds accept payments via the New Payments Platform (NPP)

Superannuation Service Fee Structure

Adding Funds to your Account is required to cover OZEDI fees which can include the following:

- Network Access Fee per Active Client ID, per month
- Usage Fees, per employee within a contribution run once "Send Remittances" is completed
- Fund Payment Processing fees, per payment to super fund
- Employer Payment Processing fee, per PayTo Agreement account debit

OZEDI's Financial Obligations for Our Instant Payment Offerings

For OZEDI's Australian Financial Services Licence (AFSL) and a copy Financial Services Guide (FSG) please see <https://ozedi.com.au/>.

If you have any further questions, please reach out to us.

OZEDI Superannuation Service - Benefits

Security

Superannuation data contains highly sensitive and personal information and this requires strict levels of security. Our new solution does not allow access to the employee details on the dashboard. In addition, all employee data is deleted:

- As soon as the remittance details are sent through the Gateway network successfully; or
- If the upload is cancelled prior to sending; or
- If the upload file has errors detected in initial load

The best security is not to hold the data any longer than required to perform the service. Our new dashboard solution ensures personal data is not held any longer than necessary.

Other security benefits:

- You do not need to add employee details on our dashboard. Employee data (and all data) is to be maintained in your software (the source of truth)
- When a SAFF file is uploaded, you are not able to view any employee data on the dashboard
- Remittances and payments – all data and money values are grouped into super funds and SMSFs, not employee values
- SMSF details are masked
- No employee data is shown in any reports that are run from dashboard

Complete Error Checking

The file uploaded to the dashboard will also have complete error checking, reporting and feedback from funds. The following will occur:

- Insertion of fund banking details from the Fund Validation Service (FVS) if not provided
- Creation of the Payment Reference Number (PRN) if not provided
- Creation of the Conversation ID if not provided
- Handling of electronic responses from funds

Additional Benefits

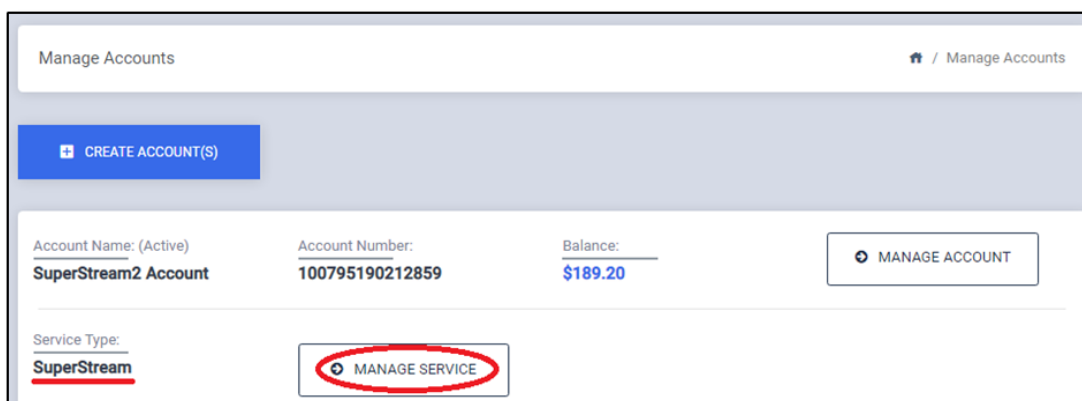
Below are some other benefits in using OZEDI’s Superannuation Service:

- Provide a superannuation solution with instant payments
- Instant payments that provide real-time responses that monies were received by super funds when being paid via New Payments Platform (NPP)
- Wanting monies sent to super funds clearing as soon as possible. OZEDI do not wish to hold onto these funds – we want the process to be as instantaneous as possible
- For you to be ready for PayDay Super

Further information on Instant Payments, please review the “Instant Payments” sections below.

OZEDI Superannuation – Manage Service

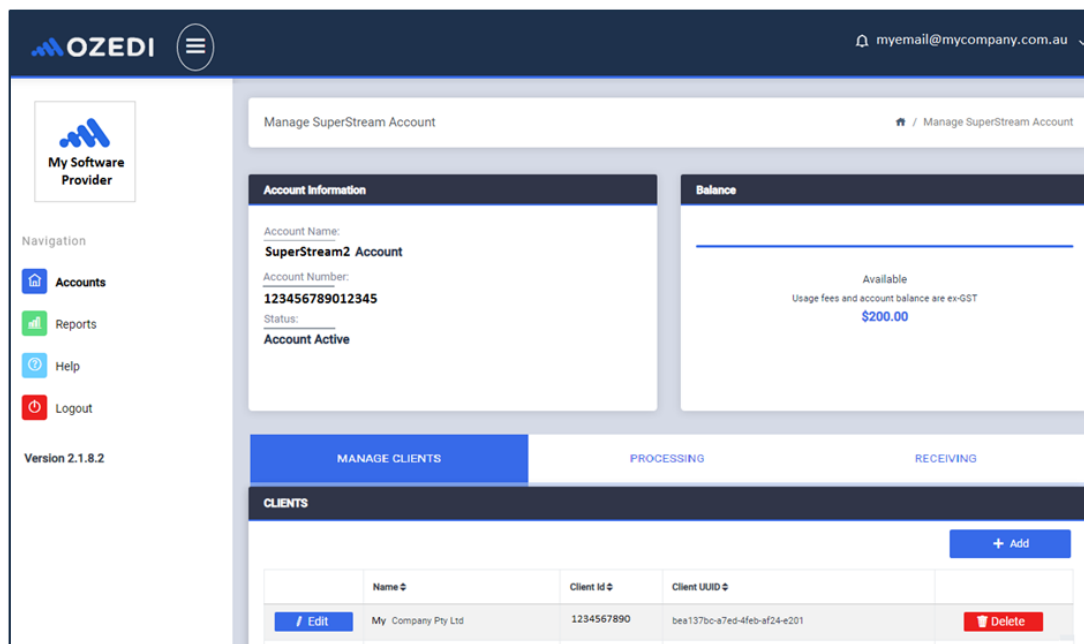
To use the dashboard functions of the Superannuation service select Accounts > Manage Service, where the Service Type is “SuperStream”.



The SuperStream (Superannuation) function tabs under “Manage Service” are:

- Manage Clients – Your company registration
- Processing
- Receiving

The following functions are available for the Superannuation Service via the Dashboard:



OZEDI Superannuation - Manage Clients (Register Your Company Details)

Clients (or Companies) for the Superannuation service can be added and edited here.

An OZEDI Superannuation client (company) has only one ABN or WPN. A valid ABN or WPN is mandatory.

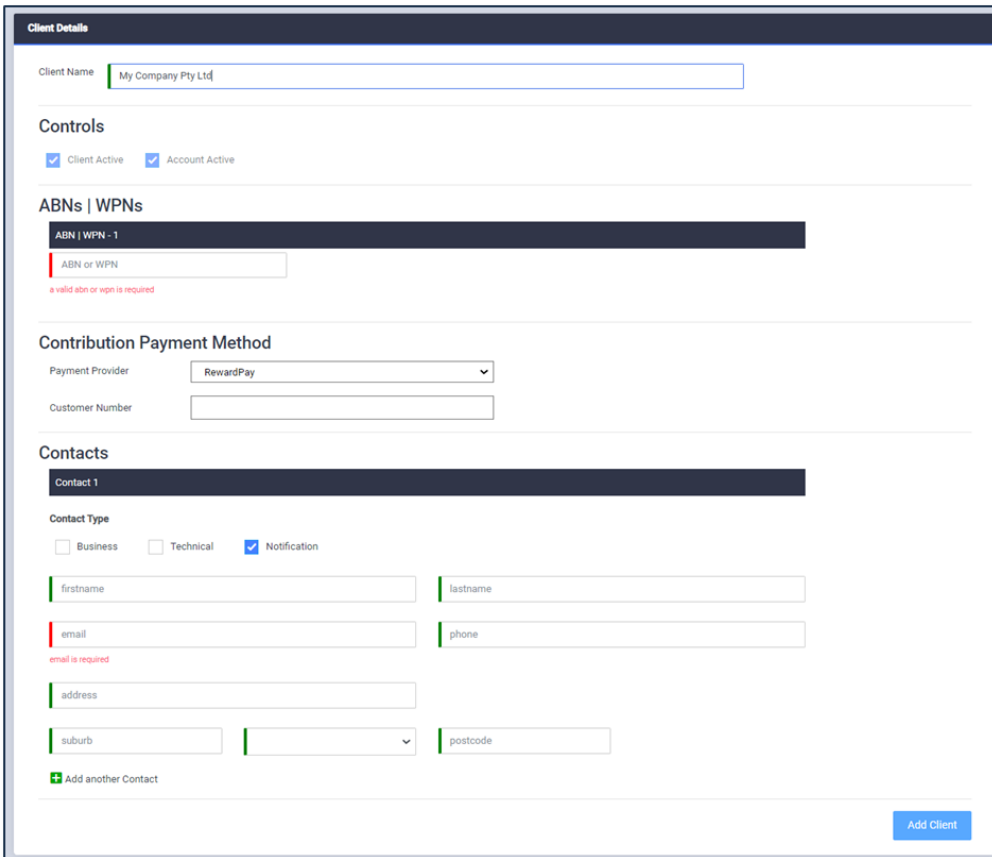
The Contribution Payment Method is chosen here. It can be Manual if payments are made by ABA file, or via manual Electronic Funds Transfer (EFT). If Superannuation payments are made via OZEDI Superannuation using a Payment Provider, select the provider to be used e.g. RewardPay, or PayTo Agreement via New Payments Platform (NPP).

The screen below displays what is required to be entered to complete client details which include the following:

- Client Name (Company Name)
- ABNs/WPNs – ABN or WPN
- Contribution Payment Method
 - Instant Payment Service (Zepto) – PayTo Agreement via New Payments Platform (NPP) – see section regarding this payment service below
 - Instant Payment Service (Zepto) – (Fast) Transfer via New Payments Platform (NPP) – see section regarding this payment service in the next section below

- RewardPay
- Manual Payments – to pay via Electronic Funds Transfer (EFT)

The screen appears as follows:



Client Contacts - Your Company Contacts

At least one contact must be specified. The Notification check box must be ticked for automated notifications to be sent to the client contact.

- **Client Contacts (Your Company Contacts)** – multiple company contact details can be recorded. When the Contact record has been added, an email is sent notifying them of their Client ID
- **Contact Type – Important:** You must have **Notification** ticked if you want to receive responses

Once a Client (your company) has been successfully added, the unique 10-digit Client ID is generated by the system and displayed against the Client (your company) record and an email is sent to the address of one of the contacts notifying them of their Client ID.

Edit Client Details - Your Company Details

Client details (your company details) can be edited to add/amend additional information if required.

Delete Clients - Your Company Details

A Client (your company details) can be deleted if there have not been any messages sent for the Client ID. You can't delete a registration once you have processed submissions against that Client ID, when you press delete, they become deactivated. You can reactivate the registration by pressing the "Reactivate" button.

OZEDI Instant Payment Services (Zepto)

New Payments Platform (NPP)

What is New Payments Platform (NPP)?

New Payments Platform is a new form of technology that allows the instant transfer of funds from one bank account to another.

- Have you noticed any instant transfer of funds from one bank to another and it was instant?
- This fast transfer from one bank account to another is the banks using New Payments Platform (NPP) technology

Compare this instant payment service to the use of the current BECS Payment technology. With BECS transfers, payments from one bank account to another may take up to 3 days for the funds to clear.

If you wish to know more about New Payments Platform (NPP), please refer to

<https://nppa.com.au/>.

Instant Payment Service (Zepto) – PayTo Agreement via New Payments Platform (NPP)

OZEDI's Instant Payments Service via Zepto is focused on the use of PayTo Agreement via New Payments Platform (NPP), and as the name advises, to be able to handle the payment of superannuation funds instantly. This also provides the benefit of providing real-time responses that the super funds received the transfer of monies.

What is a PayTo Agreement?

A PayTo Agreement is a direct debit agreement that is between OZEDI and the company that is physically going to make the superannuation payments to the super funds.

In the current technology of BECS, it is essentially the Direct Debit form that is required to be completed.

In other words, the PayTo Agreement is a direct debit authorisation between OZEDI and the company that pays employees superannuation to the super funds.

What is Instant Payment Service via (Zepto) – PayTo Agreement via New Payments Platform (NPP)?

OZEDI has partnered with Zepto for this new technology. Zepto are providing the ability for OZEDI to connect to New Payments Platform (NPP) technology and to provide payment services such as a PayTo Agreement.

OZEDI's main reasons in the use of Instant Payment Service (Zepto) – PayTo Agreement via New Payments Platform (NPP) are:

- Provide a solution with instant payments
- Instant payments that provide real-time responses that monies were received by super funds
- Wanting monies sent to super funds clearing as soon as possible. OZEDI do not wish to hold onto these funds – we want the process to be as instantaneous as possible
- For you to be ready for PayDay Super

- Security:
 - Remittances and payments – all data and money values are grouped into super funds and SMSFs, not employee values
 - SMSF details are masked

Are You Able to Complete a PayTo Agreement for Your Business?

Please reach out to your financial institution i.e. your bank and ask further questions regarding PayID, PayTo Agreements, and your Company’s bank account.

- Are they offering PayTo Agreements for your Company’s Bank Account?
As PayTo is new technology, it may not be currently available for particular bank account setups e.g. PayTo Agreement requiring two directors’ approvals of the PayTo Agreement
- All banks are at different stages of where they are at with the implementation of the PayTo technology, so it is best to check with them from the outset

Register Your Company Details to Your Account – Add a PayTo Agreement

To register and add your company i.e. to create a new Client:

- In your Account, go to Manage Service > Manage Clients
- Edit an existing client, or +Add a new Client

Complete:

- **Your Company Details.** Your Company Name, ABN/WPN, and your Contact Details
- **Payment Provider.** Select the Payment Provider “Zepto”
 - Zepto “Info” Button - Learn more about Zepto and PayTo at Zepto - <https://www.zepto.com.au/payto/>
 - Registration with Zepto and the PayTo Agreement will be initiated after Add Client or Update Client is selected
- Select the **Payment Method.** Select the Contribution Payment Method as “PayTo Agreement”

- **Registration Status.** At this time, it advises “Agreement Details Required” until you complete the details in the next pop up screen. You will see one of the following registration statuses in your “Client” at any point in time:
 - **Agreement Details Required.** PayTo Agreement details need to be specified in the next popup screen i.e. once you have pressed “Add Client” or “Update Client”, the “Payment Agreement Request” pop up screen will be shown
 - **Pending.** Once you have completed the PayTo Payment Agreement Request pop up screen, your registration of your company (or your Client) will show as “Pending”. You need to go into your banking system to authorise this new PayTo Agreement
 - **Active.** PayTo Agreement has been approved in your banking system. This approval from your bank will then flow into your client registration details in the OZEDI Dashboard. If “Active” is not seen within your Client (Manage Service > Manage Clients > Edit Client), you will not be able to successfully make payments with PayTo Agreement Payment Service
- **Contact Details.** Add your contact details.
- Once you select **Add Client** (or if you are editing a client it will have “**Update Client**”) to complete your company registration, you will be reverted to the pop up screen “Payment Agreement Request”. You will need to complete a PayTo Agreement application or the “Payment Agreement Request”.

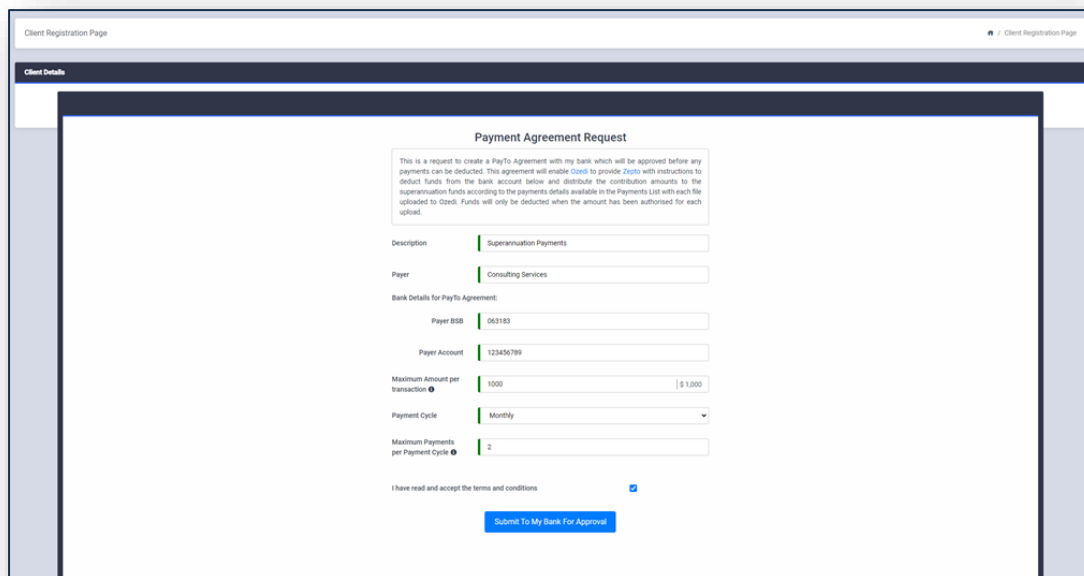
Payment Agreement Request

This is a request to create a PayTo Agreement with your OZEDI and approve this via your financial institution i.e. your bank. This PayTo Agreement will be required to be approved before any payments can be deducted.

Important: Please ensure that you reach out to your bank to ask if you have the option of having PayTo Agreements for your bank account. Some particular bank accounts may not be ready i.e. your bank may not offer you this service at this point in time.

The agreement will enable OZEDI to provide Zepto with instructions to deduct funds from the bank account and distribute the contribution amounts to the superannuation funds according to the payments details within each contribution file uploaded to OZEDI.

Important: Funds will only be deducted when the amount has been authorised for each upload. This is when “Make Payments” is selected under the “Actions” dropdown menu.



Complete the following fields:

- **Description.** Prefilled with “Superannuation Payments” in the first instance and can be changed, if required
- **Payer.** Name of Company that is authorised to enter into the PayTo Agreement with OZEDI. Enter Payer Name
- **Bank Details for PayTo Agreement:**
 - **Payer BSB.** BSB Details of the Company’s Bank Account. Enter BSB Number
 - **Payer Account.** Company’s Bank Account Name. Enter Bank Account Number
 - **Maximum Amount Per Transaction.** This is the maximum that can be withdrawn from your account to cover the super payments in an upload. If the total of the super payments in the upload exceeds this limit, no money will be withdrawn and the payments will fail. Enter a dollar value - in whole dollars
 - **Payment Cycle.** Select Payment Cycle:
 - Monthly
 - Quarterly
 - Annual
 - **Maximum Payments Per Payment Cycle.** The maximum number of times in the Payment Cycle that Superannuation Payments can be made via this agreement. Provision should be made for regular and irregular (missed, delayed, additional, etc.) Super payments. Add a value and it must be greater than zero (0)
- **Terms and Conditions.** Read and accept the terms and conditions by selecting the tick box
- **Submit to My Bank for Approval.** Once all of the above fields are completed, this button will revert from shaded to blue and can be selected.

The final step is to revert to your banking system to approve or authorise this PayTo Agreement.

Important: OZEDI will not be able to draw funds out of your bank account without your direct debit agreement authorisation i.e. the authorising of the PayTo Agreement via your banking system.

Instant Payment Service (Zepto) – (Fast) Transfer via New Payments Platform (NPP)

We have also added another payment option for processing a superannuation run. OZEDI's Instant Payments Service via Zepto - (Fast) Transfer via New Payments Platform (NPP). This is a new addition to our payment solutions. Rather than having a direct debit agreement (PayTo Agreement), it allows you to be able to transfer funds regarding your superannuation contribution run to an OZEDI Float Account. Once OZEDI receive the funds from you, this triggers the process to instantly send the funds to the superannuation companies and once that is complete to automatically send remittances.

Ideally, this transfer from your bank account to OZEDI's float account will be completed via New Payments Platform (NPP) so that the solution will be able to go through and process the payment of superannuation funds instantly. If the transfer is completed via the BECS Payment System, then you will need to allow 1-3 days before we receive the monies into our float account and your superannuation workflow process begins.

Other benefits to complete transactions via New Payments Platform (NPP) is:

- You receive receipt confirmation of funds sent from you to OZEDI
- It also provides the benefit of providing real-time responses that the super funds received the transfer of monies.

What is Instant Payment Service via (Zepto) – (Fast) Transfer via New Payments Platform (NPP)?

OZEDI has partnered with Zepto for this new technology. Zepto are providing the ability for OZEDI to connect to New Payments Platform (NPP) technology and to provide payment services.

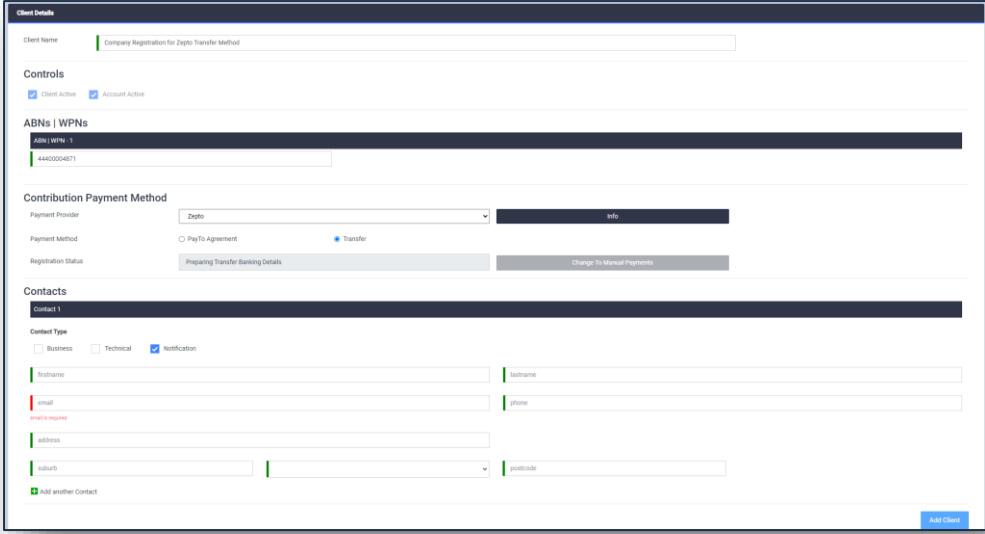
OZEDI's main reasons in the use of Instant Payment Service (Zepto) are:

- Provide a solution with instant payments
- Instant payments that provide real-time responses that monies were received by super funds
- Wanting monies sent to super funds clearing as soon as possible. OZEDI do not wish to hold onto these funds – we want the process to be as instantaneous as possible
- For you to be ready for PayDay Super
- Security:
 - Remittances and payments – all data and money values are grouped into super funds and SMSFs, not employee values
 - SMSF details are masked

Register Your Company Details to Your Account – Add the Option of Instant Payment Service (Zepto) – (Fast) Transfer via New Payments Platform (NPP)

To register and add your company i.e. to create a new Client:

- In your Account, go to Manage Service > Manage Clients
- Edit an existing client, or +Add a new Client



Complete:

- **Your Company Details.** Your Company Name, ABN/WPN, and your Contact Details
- **Payment Provider.** Select the Payment Provider “Zepto”
 - Zepto “Info” Button - Learn more about Zepto and PayTo at Zepto - <https://www.zepto.com.au/payto/>
 - Registration with Zepto and the PayTo Agreement will be initiated after Add Client or Update Client is selected
- Select the **Payment Method.** Select the Contribution Payment Method as “Transfer”
- **Registration Status.** At this time, it advises “Preparing Transfer Banking Details” until you “Add Client”. You will see one of the following registration statuses in your “Client” at any point in time:
 - **Preparing Transfer Banking Details.** OZEDI Float Account Banking Details are being prepared. Once you have pressed “Add Client”, the banking details will be populated into your client registration
 - **Pending.** Once you have completed your company registration by selecting “Add Client”, you are then able to “Edit Client”. If you go and edit the client too quickly it will show the request as “Pending”. Please give this request a few minutes to populate with the details that you require
 - **Active.** Once you have completed your company registration by selecting “Add Client”, you are then able to “Edit Client”. Your registration should now show this additional information:
 - **Registration Status of Active**
 - **Transfer Banking Details.** You will have transfer banking details that are specific to this client registration:
 - BSB Number. The BSB Number of the OZEDI Float Account
 - Account Number. The Account Number of your OZEDI Float Account
 - PayID. A PayID email address that can be used in your banking system to do a fast transfer via New Payments Platform (NPP)

- Transfer Banking Details need to show within your Client (Manage Service > Manage Clients > Edit Client), otherwise you will be unable to send funds to the OZEDI Float Account
- **Contact Details.** Add your contact details
- Once you select **Add Client** to complete your company registration, you will then need to “Edit Client” after that so that you are able to see your “Transfer Banking Details”. Please allow the process a few minutes for this details to populate prior to you selecting “Edit Client.

OZEDI’s Financial Obligations

For OZEDI’s Australian Financial Services Licence (AFSL) and a copy Financial Services Guide (FSG) please see <https://ozedi.com.au/>.

If you have any further questions, please reach out to us.

Further Information

OZEDI are proud to be partnered with Zepto to provide this new technology.

OZEDI

<https://ozedi.com.au/>

Zepto

<https://www.zepto.com.au/>

OZEDI Superannuation – Processing

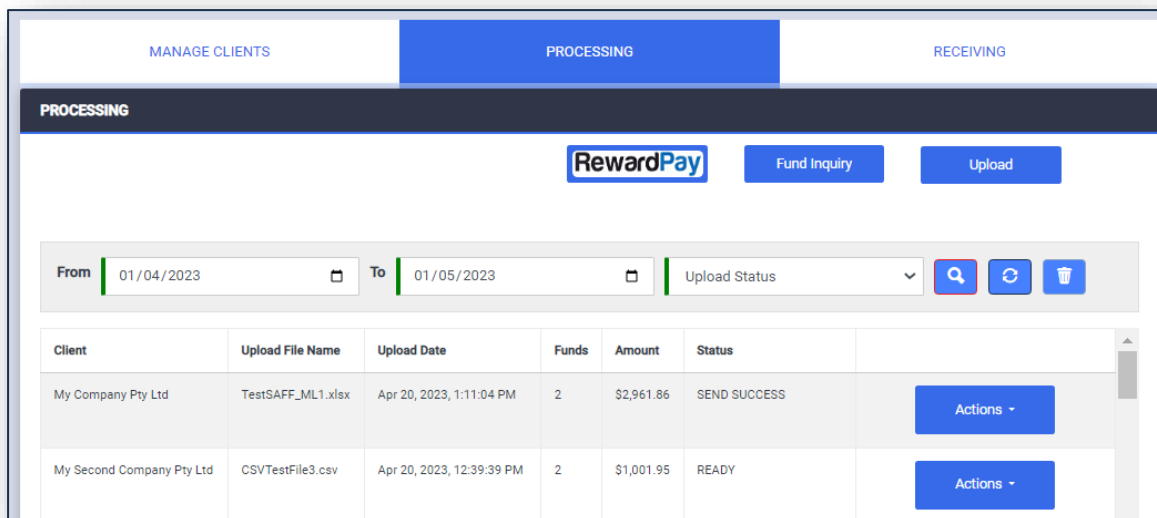
OZEDI Superannuation has three options available to Software Providers for implementation:

1. Full processing via the OZEDI Unified Experience Dashboard for the Superannuation service
2. Uploading SuperStream file via API. This appears to employers as a button within their Payroll Software or Software Program
3. Full upload and payments via API. This allows employers to perform all processing within the Payroll Software or Software Program

The data processed via API is the same data accessed via the Dashboard. This documentation covers OZEDI Superannuation processing via the Dashboard. The OZEDI Superannuation Technical Documentation covers details on all technical requirements including API implementation.

Individual employee details and the contents of the file upload cannot be seen via the Dashboard, nor retrieved via API.

This is a screenshot view of the Processing tab:

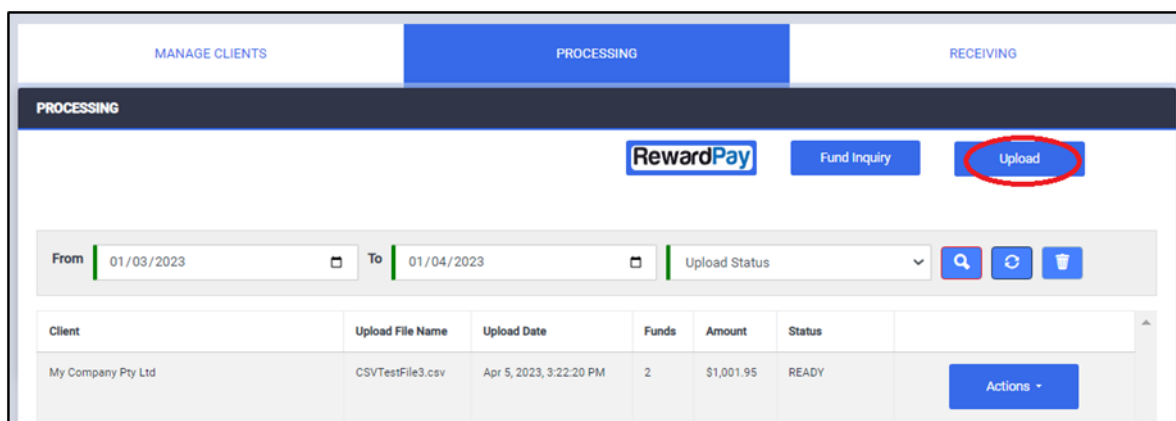


The Processing tab provides the following functionality:

- Upload – to upload a SuperStream data file
- RewardPay – reference link in OZEDI dashboard
- Fund Inquiry – reference link in OZEDI dashboard
- Dashboard with search that displays the file uploads, with an "Actions" drop down
- The Actions drop down gives the options available to be performed for each file upload.

Upload

Click the “Upload” button to upload a file containing SuperStream data.



Select a **Client**. The Client - as setup as per section OZEDI Superannuation - Manage Clients - must have the same ABN as the ABN in the uploaded file in the Sender ABN field. The Client (Company) Name will display.

Click on **Check Credentials**. When the credentials check is passed, the rest of the screen displays, as shown below:

Select the email address to **Send Authentication Code** to. The list of values presented is the list of Client Contacts. Refer to “Client Contacts - Your Company Contacts” under OZEDI Superannuation - Manage Clients section above.

Send Authentication Code - sends the authentication code to the selected email address. This provides another level of security.

This is how the authentication code email will appear:

From: noreply@ozedi.com.au <noreply@ozedi.com.au>
Sent: Thursday, 4 May 2023 12:38 PM
To: myemail@mycompany.com.au
Subject: Authentication Code

Dear myemail@mycompany.com.au,

Please enter the following Authentication Code to proceed with uploading your file:

AuthCode: 123456

Regards,
 OZEDI Support Team.

If the authentication code email is not received, please check the client contacts and ensure the email address selected is correct. Please check that email from noreply@ozedi.com.au isn't being blocked or sent to a spam/junk folder.

ABN/WPN - The ABN or WPN of the selected client is displayed. The company name from the Australian Business Register for the ABN is displayed.

Message Type - Select Contribution. Member registration message type is planned for future development.

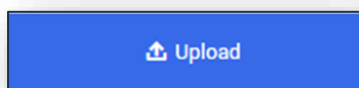
Payment Method - If the client has a Payment Provider e.g. RewardPay, PayTo Agreement via New Payments Platform (NPP) setup under Manage Clients, a drop down allowing selection of the Payment Provider or Manual Payment is given e.g. payment via Electronic Funds Transfer (EFT). If the client is setup as Manual Payment, no list of values is offered and it will show Manual Payment.

File Upload - Choose the file to be uploaded. The following formats are accepted:

- SAFF (*.csv or *.saff)
- OZEDI Flat File (*.txt or *.tsv)

Declaration - After the file is selected, read and if agreed, tick the box to confirm the declaration.

When the authentication code has been entered, the Upload button will appear at the bottom. Click this to proceed.



Upload Processing

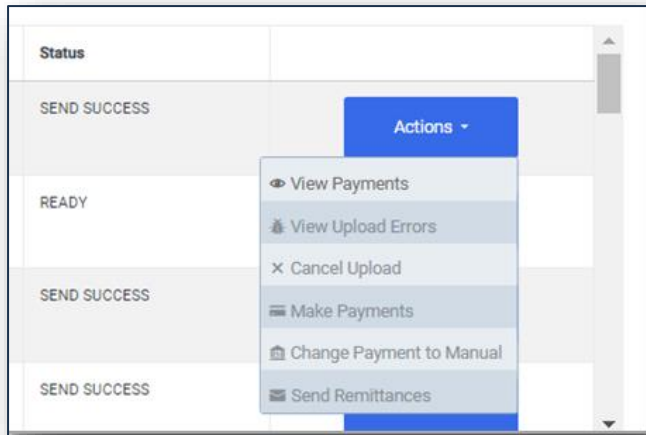
When the SuperStream file is uploaded, the following processing and validation is performed on it:

- Data Validation, including ensuring that mandatory fields are populated
- Population of Fund Banking Details if not provided using the ATO's Fund Validation Service (FVS). If provided, they are validated against the ATO's Fund Validation Service (FVS). If the Fund banking details are not correct, an error will be reported
- Population of the Payment Reference number (PRN) if not provided. If provided in the upload file, then the provided PRN is used. The PRN is used to match payments with the remittance data at the Funds
- Transformation of the uploaded data into XBRL. XBRL is the format of data required to be transmitted on the SuperStream network
- Validation of the XBRL

Actions

The Actions drop down gives the options available to be performed for each file upload.

- View Payments - to each Fund
- View Upload Errors
- Cancel Upload
- Make Payments
- Change Payment to Manual
- Send Remittances



Please note: Some actions may be greyed out, depending on the status of the upload.

View Upload Errors

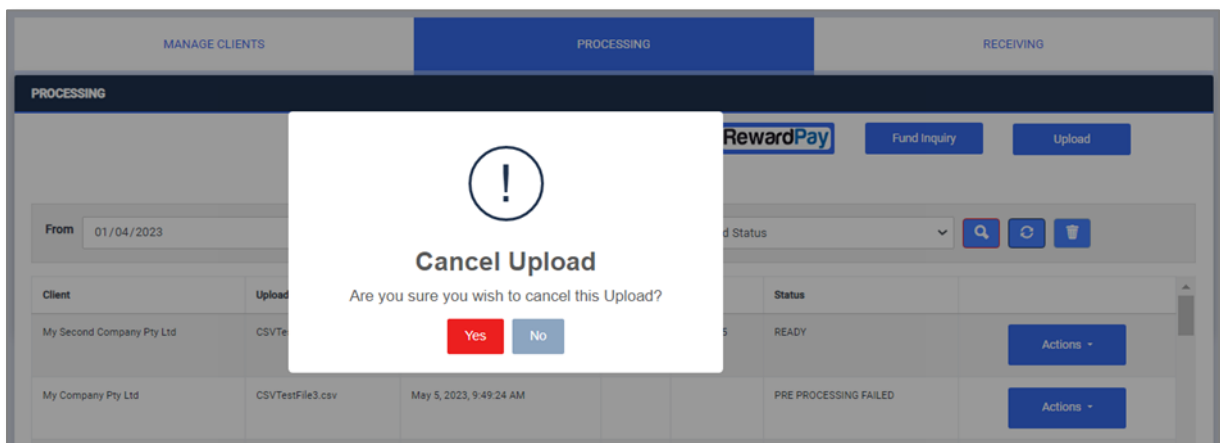
This action is available when there were errors encountered in the uploaded file. A list of errors is displayed and the option to download them as a spreadsheet is given. For example:

Payment Date	Conversation ID	Part ID	Error No	Error Code	Short Desc	Long Desc
03/03/2023	null	null	1	21090	Validation error	TSV file H1 sender ABN [99900007496] does not match user selected ABN [47167142672].

The errors need to be corrected, and the corrected data uploaded.

Cancel Upload

Uploads that have errored, or which have not had payments made, may be cancelled. The uploaded data is deleted from OZEDI’s system.



View Payments

This action displays a summary list of the payments for each Fund.

Note: It is not possible to drill down to see the payment for each employee with that Fund for the protection of personal data privacy.

The payments details, their status, and next action can be downloaded as an Excel file.

Example:

Payments Summary						
USI or ESA	Fund ABN	Fund Name	Payer ABN	Amount	Payment Status	Payment Action
AMP0195AU	78421957449	AMP	99900007496	\$656.95	None.	Manual payment is required. Remittances can be sent.
AUSPOSTSMSF	99900001152	Pappa Smurf Fund	99900007496	\$345.00	None.	Manual payment is required. Remittances can be sent.

The payments file include the banking details of the fund and the Payment Reference Number (PRN).

Make Payments

Manual Payments

If the File uploaded had a payment method of Manual Payment then the “Make Payments” Action will be greyed out. “Manual Payment” means that the payments are expected to be processed outside OZEDI’s Superannuation service.

For example, the Software Provider may provide you the option to create an ABA file and this can be used by an employer to process via their banking institution.

Or another example is that the Payments File spreadsheet is used to make the payments via the employers’ banking institution via Electronic Funds Transfer (EFT).

Payments via a Payment Provider

Initiate creating a Payment Order via RewardPay or Instant Payment Service (Zepto) – PayTo Agreement via New Payments Platform (NPP).

If there is an error in creating the Payment Order, then the status will change to PAYMENT FAILED. Some examples of this: because of an invalid RewardPay Customer Number, or an issue with the employer’s account with the Payment Provider, etc. If the payment fails, then the Action to “Switch Payment to Manual” is to be used.

Switch to Manual Payments

If an upload with a payment method via a Payment Provider is done, the Action to “Switch to Manual Payments” can be used.

Send Remittances

“Send Remittances” action sends the SuperStream data (Remittances) to the Funds. The data is sent in XBRL format to the Funds on the SuperStream network.

OZEDI Superannuation – Statuses of Uploaded File

The table below shows the various status settings for the uploaded file as it is processed.

Statuses of Uploaded File	Stage of File	Description
PRE PROCESSING	Upload	Initial status when file upload initiated and file accepted
PRE PROCESSING FAILED	Upload	Transformation or validation errors detected on file uploaded
REJECTED	Upload	XBRL payload rejected (rare)
READY	Upload	Payload has been transformed and validated ok. Payments can now be processed
CANCELLED	Cancel Upload	User initiated cancellation of entire upload
PAYMENT IN PROGRESS	Make Payment	Currently processing a 3rd party payment order request
PAYMENT CANCELLED	Make Payment	3rd party payment system reported a cancellation for all payments by the user. Payments must be made manually
PAYMENT FAILED	Make Payment	3rd party payment system reported a failure for all payments; e.g. insufficient funds. Payments must be made manually
PAYMENT INCOMPLETE	Make Payment	Not all 3rd party payments have been successful; e.g. unknown account. Some payments must be made manually
PAYMENT SUCCESS	Make Payment	3rd party payment system reported all payments successful
SEND IN PROGRESS	Send Remittances	Send remittance process has been initiated
SEND FAILED	Send Remittances	At least one remittance message failed to send
SEND SUCCESS	Send Remittances	All messages successfully sent

OZEDI Superannuation – Payment Options

Instant Payment Service (Zepto) – PayTo Agreement via New Payments Platform (NPP)

Instant Payment Service (Zepto) – PayTo Agreement via New Payments Platform (NPP) is new payment solution that transmits funds instantaneously. For more details including how to complete your new client to have this option selected, please refer to an earlier section - [Instant Payment Service \(Zepto\) – PayTo Agreement via New Payments Platform \(NPP\)](#).

Account Fees vs PayTo Agreement

Account Fees. Adding Funds to your Account is required to cover OZEDI fees which can include the following for your account:

- Network Access Fee per Active Client ID, per month
- Usage Fees, per employee within a contribution run once “Send Remittances” is completed
- Employer Payment Processing fee, per PayTo Agreement account debit
- Fund Payment Processing fees, per payment to super fund

PayTo Agreement. Once the PayTo Agreement is completed and “Activated”, then you authorise OZEDI to take out:

- Up to the value that you nominate for a super contribution run
- The frequency that you have advised
- The Payment Cycle
- Maximum payments per cycle

Important: The Account value that you add on the OZEDI Superannuation Dashboard is **not** for your PayTo Agreement. The PayTo Agreement is a direct debit agreement that you authorise a certain value between yourselves and OZEDI and is not related to your “Account” in the dashboard.

Super Fund Contribution Run – Payment and Remittance Workflow Process with PayTo Agreements via (NPP)

1. Check if you are able to use PayTo Agreements with your bank and if it is available on your bank account:
 - a. If your bank is not ready for PayTo Agreements, then you will not be able to use this payment method
 - b. If you bank account has PayTo Agreements available, “Add Client” or “Edit Client” to get you client screen up
 - c. Payment Provider “Zepto” needs to be selected
 - d. Complete all other details of the client
 - e. When you press “Add Client” or “Update Client” this then brings up a new screen - the Instant Payment Service (Zepto) whereby you will need to complete a PayTo Agreement application
 - f. Ensure that you are selecting a value that will cover a super contribution run. You may also wish to consider to add in a buffer amount for any fluctuations that you may have e.g. your contribution run may be for \$10,000 per month, but you create a PayTo direct debit agreement for \$12,000
 - g. Once your application is completed on this screen, your PayTo Agreement will need to be authorised and finalised from within your bank account. Please reach out to your bank if you are unsure

- b. You are able to “View Payments” (under “Actions” dropdown) at any stage of “Make Payments”
4. Once “Make Payments” is complete i.e. all payments show as “Processed”, “Send Remittances” is automatically actioned for those payments
5. Once all remittances have been sent, you will see your upload file status change to “Send Success”
6. To ensure that your payments and remittances are complete for all of your SAFF file, please review “View Payments” under the “Actions” dropdown. Refer to “Payment Status” and “Payment Action” in the spreadsheet for your upload for further instructions. If you see “None – Payment Sent to Fund” then your payments are complete. Please also refer to “Remittance Status” – if you see “Send Success”, then this is complete.

For all statuses of uploaded file, please refer to [OZEDI Superannuation – Statuses of Uploaded File](#) section in this user guide.

RewardPay

The option to pay with an American Express credit card via RewardPay.

Once funds have cleared via RewardPay, you then remittances are automatically sent for that super contribution run.

Manual Payments

“Manual Payments” means that the payments are expected to be processed outside OZEDI’s Superannuation service.

For example, the Software Provider may provide you the option to create an ABA file and this can be used by an employer to process via their banking institution.

Or another example is that the Payments File spreadsheet is used to make the payments via the employers’ banking institution via Electronic Funds Transfer (EFT).

Once payments have been completed outside of the OZEDI dashboard, you can come back into the dashboard and “Send Remittances” so that you can complete your superannuation process for that upload file:

- Accounts > Manage Service > Processing tab > Actions > Send Remittances

OZEDI Superannuation - Receiving

On some occasions, Superannuation Funds send responses to report issues with submissions. This tab shows these responses.

Message Id	Processing Id	Date Sent	Client ABN	Fund ABN	USI / ESA	SMSF	Amount	Status	
538ea2d6-2143-4683-a5d3-4785b9f46aea	44fb14a4-b969-4f5f-99ba-ec21e563564b	Feb 10, 2022, 8:33:16 PM	99900007496	11159983563	11159983563001		\$213.00	SEND SUCCESS	Actions

The SuperStream model agreed by the Superannuation Funds and the ATO does not include Funds sending a response for successfully received remittances or payments. Therefore, positive acknowledgement of the successful receipt of payment by Funds is not part of the SuperStream standard.

This is unlike the ATO’s Single Touch Payroll (STP) process where a response from the ATO is always sent.

Responses Received from Superannuation Funds and ESAs

Responses can be used to know if money has been refunded however, not all Superannuation Funds use response messages via SuperStream Gateway. Super Funds often use a manual process to advise employers of issues such as reaching out over email.

At this point in time, you are able to

- Monitor responses on OZEDI Superannuation Dashboard

Further development is required for receiving Superannuation Funds responses. Receiving responses from Funds is planned to be implemented in OZEDI’s future development.

RewardPay Button

RewardPay takes you to the American Express RewardPay login. This link is provided for your convenience on the OZEDI Unified Experience Dashboard.

Fund Inquiry Button

Fund inquiry takes you to the ATO’s Super Fund Lookup search. This link is provided for your convenience on the OZEDI Unified Experience Dashboard.

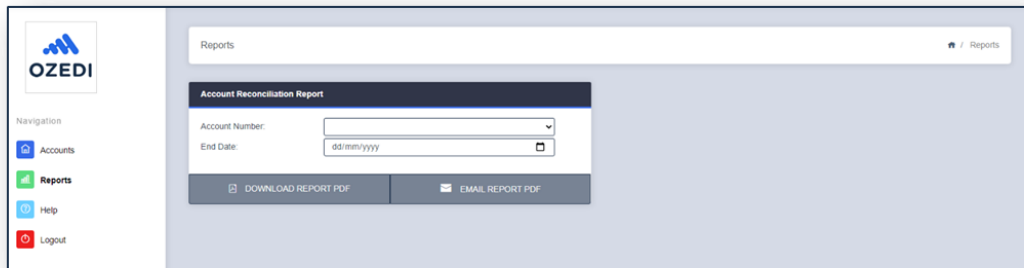
Note that the OZEDI Superannuation service is kept up to date automatically with the latest data from the ATO’s Fund Validation Service (FVS), which is used for validating the uploaded data.

Reports

On the navigation bar on the left, is the Reports tab. We have started with the Account Reconciliation Report and now have our newest report – Client Usage Report.

Account Reconciliation Report

The Account Reconciliation Report is available for Supervisor Users. You are able to run a report on a selected Account and for an End Date.



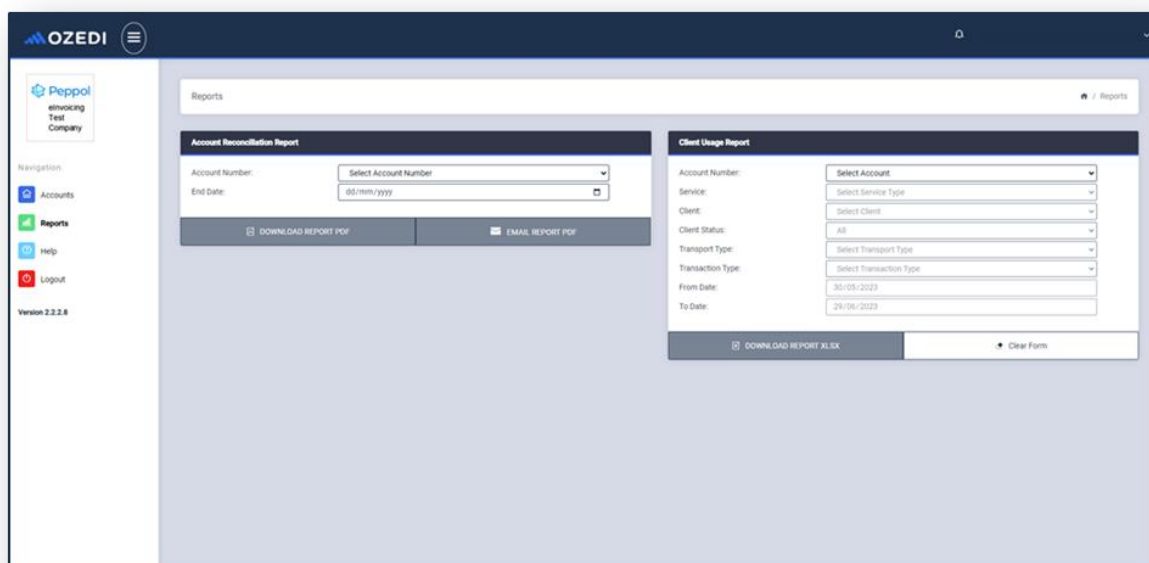
The Account Reconciliation Report generates in PDF format and can be downloaded or sent via email.

Client Usage Report

The Client Usage Report is a new addition to our reporting. It can be located under “Reports” In the Navigation Menu on the left.

It allows you to run reports in various fields and is most useful for monthly reconciliation purposes.

This report can be used for all OZEDI’s current services – eBusiness (eInvoicing) and Superannuation.



Fields available for this report:

- Account Number
- Service
- Client
- Client Status
- Transport Type
- Transaction Type
- From Date
- To Date

Once required fields are completed, select “Download Report XLSX”. This downloads the report run and can be opened in Excel for further analysis.

Help

Clicking on the Help tab on the navigation bar on the left opens up a new tab with the OZEDI Unified Experience Dashboard User Guide. Any further assistance that you need please reach out to our Support Team at support@ozedi.com.au.

Where your Username shows on the on the top right-hand side, you are able to click on this (i.e. you email address) and you will find the following:

- User Guide - OZEDI Unified Experience Dashboard User Guide; and
- Logout

Logout

Clicking on the Logout tab on the navigation bar on the left logs you out of the dashboard and your session.

Another area that you will find to be able to Logout is where your Username shows on the on the top right-hand side. You are able to click on your email address and you will be able to select Logout to log out of your session.

Testing Information

Software Provider

If you are a Software Provider and require access to the testing environment, please reach out to the Onboarding team at support@ozedi.com.au for further details.

Software Providers’ Customer

Any testing that you may require, please reach out to your Software Provider for further information and instructions.

Further Information

If any part of the OZEDI Unified Experience Dashboard User Guide is unclear or you require further information, please reach out to our Support team support@ozedi.com.au.

Appendix A: OZEDI Superannuation - Guidance on Refunds and Returns from Funds

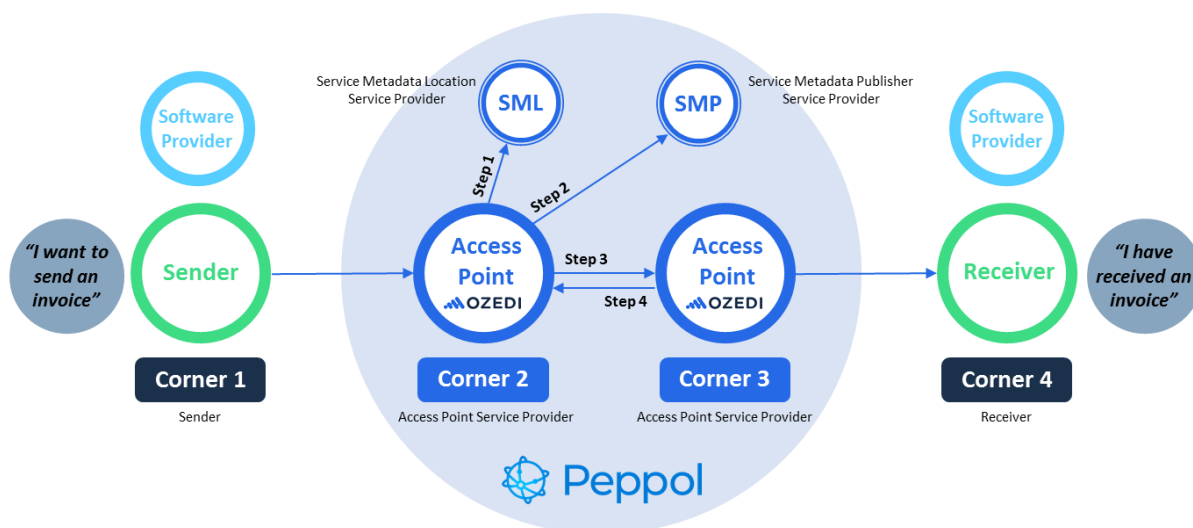
There are two types of refunds of SuperStream payments and they are handled differently:

- Refund to employer from OZEDI – this type of refund occurs because we could not successfully complete the payment process with the super fund via the PayTo Agreement via New Payments Platform (NPP). This does not apply to RewardPay. It can occur immediately (failure of communication) or it can fail after it has been processed out of our account but is rejected sometimes days later. Our actions are the same; i.e.:
 - We are notified of the failure and the return of funds in our account
 - We use this action to generate a refund from our PayTo holding account back to the employer’s account under their PayTo Agreement
 - We set the Payment Status for that specific fund payment to MANUAL and send webhook to notify of change of status to API users
 - If employer is getting OZEDI notifications (when implemented), we notify the client via email of the failure and the need to pay by other means. Otherwise if the Software Provider’s program is a full API solution, they will need to pick up the webhook (or polling for changed status) and notify their customer themselves
 - If the remittances have not been sent yet, then the sending process must be initiated manually by the employer – the automatic sending of remittances only occurs if none of the payments are set to Manual.
- Refund to employer from super fund – this type of refund occurs if the money was successfully received by the fund, but they determine that they can’t match the funds with members accounts. This usually happens because they have received the remittance details and the money which they can match but they can’t locate the member account – or another error. They will return the money to the employer directly to their bank account details held in the remittance “payer details” section. The bank details in the remittance are specifically for this type of error. OZEDI is **not** involved - we don’t know that there has been any problem – we expect the employer to correct their payroll records prior to the next upload or the same thing will happen.

Note: Responses (under the Receiving tab in the OZEDI Unified Experience Dashboard) are not used to know if money has been refunded because some Funds don’t use them. Positive acknowledgement of the successful receipt of payment by Funds is not part of the SuperStream standard.

Appendix B: OZEDI eBusiness (eInvoicing)

Data Flow in the Peppol eInvoicing 4-Corner Model



All communication within the Peppol network is managed by the Access Points and must conform to Peppol standards. The SML (Service Metadata Location) is managed by Peppol and is used by the sending Access Point to locate the SMP (Service Metadata Publisher) entry for the Receiver. The Receiver is identified by a Peppol Participant ID. The SMP (Service Metadata Publisher) is managed by an organisation, usually an Access Point, and is used to publish receiving capabilities, especially which document types the Receiver accepts.

In Figure 1 above, the Sender in Corner 1 would like to send an invoice to the Receiver in Corner 4. In order to do this, the Sender must send the data (or the invoice) via the Peppol Network (Corners 2 and 3, depicted in the blue coloured circle). The Sender and Receiver in most cases would use their respective Software Providers to assist them to be Peppol ready to send and receive.

The Peppol eInvoicing 4-Corner Model:

1. Sender (Corner1) – sends data to Sender’s Access Point (Corner 2)
2. Sender’s Access Point checks the Service Metadata Location (SML) to see if the Receiver is registered on the Peppol Network based on the Receiver’s Peppol Participant ID (Step 1, Fig. 1)
3. If the Receiver is registered on the Peppol network, the Sender’s Access Point then checks the Service Metadata Publisher (SMP) to establish the Receivers capabilities i.e. what document types they can receive e.g. invoices, credit notes, purchase orders, etc. (Step 2, Fig. 1)
4. If the Receiver is able to accept the document type, the Senders Access Point sends the data to the Receiver’s Access Point – Corner 3 (Step 3, Fig. 1)

5. The Receiver's Access Point (Corner 3), receives the document from the Sender's Access Point. The Receiver's Access Point acknowledges that the document has been received by sending a Message Level Response (MLR) or a non-repudiation message to the Sender's Access Point (Corner 2) (Step 4, Fig.1)
6. At the Receiver's Access Point (Corner 3), the document then becomes available to the Receiver (Corner 4)

Please note: In the above diagram OZEDI is shown as an Access Point in Corners 2 and 3. However, OZEDI can as Corner 2 send to another Access Point in Corner 3. It can also be said that another Access Point at Corner 2 can send to OZEDI's Access Point - to Corner 3 i.e. OZEDI can send and receive from all other Peppol registered Access Point providers.

Software Providers have the freedom to choose any Access Point. A Software Provider only needs to concern themselves with sending and receiving documents to/from their chosen Access Point. The specifications for how this is done is determined by the Access Point and will include security authentication.

When a Receiver registers to receive documents via Peppol with an Access Point, they register a Peppol Participant ID that uniquely identifies them. The Peppol ID is of the form nnnn:NNNNNNN where nnnn is a 4-digit code that denotes the Scheme ID, and NNNN is the number e.g. 0151:1234567890.

The unique identifiers that are most commonly used:

- For Australia - Australian Business Number (ABN) scheme and begins with 0151
- For New Zealand - a GSN scheme and/or a GS1 agency, and is presented with the prefix of 0088

However, it should be noted that businesses can choose other numbers for their Peppol Participant ID such as Global Location Number (GLN) - also better known as a GS1 number.

There are many document types defined within Peppol and an invoice is one document type. All document types are sent in the same way as is shown in the above diagram. The different invoice standards for different countries are also additional document types, often with the main variation being tax handling.