**Annex - E**

**Rules & Regulations**

# Acceptgiro Form System Test

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acceptgiro

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# 1 General

This annex describes the way in which an Acceptgiro system test is carried out. The test is intended for businesses and institutions wishing to enter into an Acceptgiro Contract or for Service Bureaus wishing to apply for an S Certificate, which will involve printing information in the code line on an Acceptgiro Form.

This concerns applications for type B[1] and C Contracts for issuers of Acceptgiro Forms (Payees) and the S Certificate for Service Bureaus. The system test covering Acceptgiro Forms, printer and software must have been completed before application is made for the Contract or Certificate. The test may also be required of businesses already in possession of such a Contract or Certificate if they propose to change printer and/or software. This annex is restricted to the procedure and guidelines for the system test. For technical details regarding the printing of variable details on Acceptgiro Forms, reference is made to Annex G 'Specifications and standards for the production and processing of Acceptgiro Forms'.

The test will be performed by test institutes appointed by Acceptgiro B.V. This is currently Unisys Payment Services & Solutions (UPSS), referred to below as 'Acceptgiro Test Institute'. The test is designed to check if an Acceptgiro Form issuer or Acceptgiro Service Bureau is capable of preparing Acceptgiro Forms that can be processed without problems by the banking institutions.

For the test, Acceptgiro Forms are needed. These can be ordered from a Printer with a D or Dmin Certificate. Applicant Payees and applicant Service Bureaus requiring Acceptgiro Forms can order a maximum of 5,000 forms, stating that they are required for a system test.

More information on the various embodiments of the Acceptgiro Form can be found in Annex F 'Acceptgiro Embodiments'.

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[1] **Since 1 November 2010 it is not allowed to enter into a typ B-contract.**

## 2 System test procedure

### 2.1 General procedure

The test procedure is described below:

- The 'System Test Application Form' ('Aanvraag systeemtest' of which a copy of which can be found at the end of this annex) should be completed and submitted together with the test set to an Acceptgiro Test Institute for assessment. The test set must be produced and dispatched in accordance with the specifications contained in Section 3.

- The submitted test set will be examined to assess whether:
    o the OCR-B font used is correct;
    o the printing quality in the code line is correct;
    o the completion and the positioning of the fields on the document are correct (including check digits);
    o the details have been correctly entered on the body of the form;
    o the relationship between the details on the body of the form and in the code line is correct;
    o the further processing/finishing of the form is correct.
- The submitter will be notified in writing of the result of the test within seven working days of receipt of the test set. If the test set satisfies the above requirements, the Payee or the Service Bureau will receive an approval report.
  N.B. If the test is failed, the Payee or the Service Bureau will be notified accordingly by the Acceptgiro Test Institute.

- If a Payee is making an application for a type B or type C Acceptgiro Contract, the Payee may submit the report (or a copy) to the Credit Bank. This report must be obtained before an Acceptgiro Contract can be signed. A Service Bureau that is not yet in possession of an S Certificate must enter into a Service Bureau Agreement with Acceptgiro B.V. on receipt of a successful test report. This will result in the Service Bureau number (the S number that has to be printed on the body of the Acceptgiro Form) being allocated permanently. The Acceptgiro Test Institute will notify Acceptgiro B.V. that the system test relating to the Service Bureau has been successfully completed. When the service Bureau Agreement has been signed, Acceptgiro B.V. will publish the details of the Service Bureau as holder of an S Certificate on its website.

- Parties already in the possession of a type B or type C Contract or an S Certificate but which have changed their printer or software may continue printing variable details on Acceptgiro Forms and issuing such forms on the basis of the approval report (which will be sent directly to them).

### 2.2 Accelerated procedure for existing Contract holders

If a Payee is already in possession of a type B or type C Acceptgiro Contract but wishes to issue Acceptgiro Forms using a different account number, it is possible to follow an accelerated procedure on the express condition that the same printer or printers and software as for the existing Contract are used. The accelerated procedure differs in the following respects from the general procedure:

- Instead of a whole test set, it is sufficient to submit five new Acceptgiro Forms with details printed on them in accordance with the system test requirements;
- On the System Test Application Form, the Payee adds the account number to which the existing Contract relates in addition to the new account number. A copy of the approval letter must be submitted with the application.

On receipt of the approval letter, the Payee will be able to follow the procedure with the Credit Bank for entering into a new Acceptgiro Contract using the new account number.

### 3        System test requirements

### 3.1        Test set

Production of the test set must take place in a genuine production environment, i.e. using the printer or printers, software and file data which will be used for producing Acceptgiro Forms when the Contract has been approved.

**Receipt of test set**

The size of the test set, in the case of Payees, varies according to the volume of Acceptgiro Forms they issue:

- with a volume of more than 20,000 Acceptgiro Forms per annum issued by any one Payee, and for Service Bureaus: 250 test documents;
- with a volume of less than 20,000 Acceptgiro Forms per annum issued by any one Payee: 100 test documents;
- If the accelerated procedure is applicable, five test documents will suffice.

**Composition of test set**

Payment references, debit account numbers of 7 digits or fewer and amounts appearing in the code line must have check digits. Debit account numbers of 9 of 10 digits must pass the standard '11 test'. In order to be able to test the operation of your software and the quality of the file data properly, it is important that at least 25 different specimen preprinted forms are submitted, using a different amount, payment reference, and bank debit account number for each specimen.

NB   1   The test set should use a minimum of 12 different bank account numbers of 9 or 10 digits and 12 different bank account numbers of 7 digits or fewer s and should have 1 Acceptgiro Form not containing the payer's bank account number.

2   Payees already having a detailed customer account file available complete with debit account numbers may simply use this file to print variable details on 100 or 250 Acceptgiro Forms, as required.

**Forms**

The production of the test set should be based on the same Acceptgiro Form embodiment that is already in use or which is to be used. The standard variants are described in Annex F 'Acceptgiro Embodiments'. N.B. The most recent version of this annex can be downloaded from www.acceptgiro.nl.

### 3.2        Production of test set – general

The test set should be produced in conformity with the requirements and conditions contained in Annex G 'Specifications and standards for the production and processing of Acceptgiro Forms'. For the sake of clarity, the information required to be printed on the Acceptgiro Forms for the test is summarised below for each type of contract.

NB The most recent version of this annex can be downloaded from www.acceptgiro.nl.

### 3.3 Production of test set – B Contract

**Credit-specific documents**

Holders of B Contracts order what are referred to as credit-specific Acceptgiro Forms, i.e. the credit account number and the creditor's name and address details have already been printed on the body of the form and the credit account number and form code have been printed in the code line by an accredited third party.

**Printing of details on the body**

In addition to the name and address details of the Acceptgiro Form issuer already printed on the form by third parties, the following details should be printed on the payment slip in the area above the machine-readable message space for the purposes of the test:

- account number of payer (taken from the Payee's data file);
- amount;
- name and address details of the payer, including postcode;
- payment reference number;
- the word 'SYSTEEMTEST' (system test) in the message field.

**Printing of details in the code line**

The details corresponding to those on the body of the form should also be printed in the code line for the test.

NB character positions are counted from right to left.

Preprinted by a third party:

| position | preprinted |
|----------|------------|
| 4 | field separation character '>' |
| 5-6 | form code |
| 8 | field separation character '+' |
| 9-18 | account number of Acceptgiro Form issuer |

The Payee prints for the test:

| position | printed by Payee |
|----------|------------------|
| 26 | field separation character '+' |
| 27-35 | amount* |
| 37 | field separation character '<' |
| 38-47 | payer's account* |
| 49 | field separation character '+' |
| 50-65 | payment reference number |

*) All the character positions in the field should be filled as necessary with trailing (cents) and leading zeros, check digits/field length digits.

NB If a field is not completed, the field separation character must not be printed either.

### 3.4    Production of test set – C Contract and S Certificate

**Credit account numbers**

For an S Certificate, it is possible to use various bank account numbers for the credit account. For the test, a Service Bureau should supply forms with a minimum of one bank account number of 7 digits positions and one bank account number of 9 or 10 digits.

**Printing of details on the body**

The following details should be printed on the payment slip in the area above the machine-readable message space, i.e. on the body of the form, for the purposes of the test:

- account number of payer (taken from your data file);
- amount;
- name and address details of the payer, including postcode;
- name and address details of the Acceptgiro Form issuer (or possibly just name and place of domicile)
- payment reference number;
- the word 'SYSTEEMTEST' (system test) in the message field.

Service Bureaus (S Certificate) should also print the following code on the form:

- 'Sxyz' , where 'xyz' is the number (provisional or permanent) which the Service Bureau has been given by Acceptgiro B.V.

**Printing of details in the code line**

The details corresponding to those on the body of the form should also be printed in the code line for the test.

NB character positions are counted from right to left.

| position | printed by Payee/Service Bureau |
|----------|--------------------------------|
| 4 | field separation character '>' |
| 5-6 | form code |
| 8 | field separation character '+' |
| 9-18 | account number of Acceptgiro Form issuer |
| 26 | field separation character '+' |
| 27-35 | amount* |
| 37 | field separation character '<' |
| 38-47 | payer's account* |
| 49 | field separation character '+' |
| 50-65 | payment reference number |

*) All the character positions in the field should be filled as necessary with trailing (cents) and leading zeros, check digits/field length digits.

NB If a field is not completed, the field separation character must not be printed either.

**3.5     Submission**

Separate forms should be submitted for the system test, with pin feed, stub and invoice part removed from the Acceptgiro Form. One example of a complete Acceptgiro Form, with stub, should also be included in the set.

NB Before the test set is submitted, the quality of the printing and positioning of the code line should be checked using the Acceptgiro test template. This template can be ordered from Acceptgiro B.V. (see www.acceptgiro.nl).

To prevent damage, the test set together with the properly completed and signed System Test Application Form should be carefully packed for dispatch. The test set will be subjected to visual inspection on receipt before being machine-read. If this inspection reveals that the test set does not satisfy the requirements, it may actually be rejected at that stage.

## 4    Result of system test

The submitter will be notified of the test result in writing.

*Successful test result*
B and C Contracts:
The submitter will receive an approval report.
The letter of approval will state the credit account number, name and address details and details of the printer and software used. The original letter must be kept safely. It will be needed in order to enter into an Acceptgiro Contract with a Credit Bank. When a Contract has been signed, it can also be used to show that the Payee has permission to produce Acceptgiro Forms.

S Certificate:
The submitting Service Bureau will receive an approval report.
The Service Bureau will then be able to enter into a Service Bureau Agreement with Acceptgiro B.V. and will accordingly receive an S Certificate with a permanent S number.

*Unsuccessful test result*
The submitter will be notified of the faults which have been observed and given tips for rectifying them wherever possible. A new test set should then be submitted.

If a party contests the result of a system test, it may make a formal objection, giving its reasons, to the Test Institute. If there is no agreement on re-assessment, the party concerned will be able to appeal by submitting the result along with the relevant information to Acceptgiro B.V. The decision of Acceptgiro B.V. in this matter will be final.

**NB Since 1 November 2010 it is not allowed to enter into new B-contracts.**

**Acceptgiro System Test Application Form**

The form 'Acceptgiro System Test Application' is available via the Currence website (www.acceptgiro.nl).

Via the title 'Publicaties en bestellen' you will find an overview of available Acceptgiro forms concerning the printing and testing of Acceptgiro Forms.