

11/06/2015

PORTALS

PRODUCT SPECIFICATION: FI, SE, NO

This document presents features of the Portals Product (hereafter referred to as “Product” or “Service” as the context may require).

Product: Portals

Country/market: FI, SE, NO

OpusCapita reserves the right to change the Product’s features and this specification. The latest versions are published at www.opuscapita.com/terms

1. STRUCTURE – PORTALS

The standard Product base functionality consists of the always included features and respective standard/default settings. Within the base functionality there may be mandatory selections, which shall be agreed; the included optional features (options) shall be mutually agreed as well. A more detailed description of the specific scope of the Service is included in the Configuration Overview.

Selections and options may affect the pricing of the Product, and are stated in the Price List, applicable from time to time.

To be able to use the Product Portals, the Customer needs to have an Agreement with OpusCapita and be connected to Data Management Product.

1.1 Base Functionality

Portals are web-based electronic services provided to the Customers by various vendors depending on the market. Invoices and documents can be received electronically on portals rather than being distributed in printed form. These documents can often be stored for extended periods of time in the portals and printed by the receiver themselves.

Base functionality provided by OpusCapita includes:

- Conversion (Data Management)
- Connection and delivery of documents to the portal

Currently, OpusCapita provides a connection to NetPosti in Finland, to Kivra in Sweden and DigiPost and e-Boks in Norway.

Base functionality provided by the Portal provider:

- Electronic mailbox available to Recipients
- Receivers personal electronic archive

11/06/2015

For more information about the functionality and support provided by the portal providers, see:

Country	Portal	Information link
Finland	Netposti	www.netposti.fi
Sweden	Kivra	www.kirva.se
Norway	DigiPost	www.digipost.no
Norway	e-Boks	www.eboks.com

1.2 Conversion

The documents are converted to applicable presentation format.

1.3 Connection and delivery of documents to the portal

NetPosti (Finland)

NetPosti is an online electronic service for consumers provided by Itella Posti Corporation. It allows consumers and organizations to securely receive and archive electronic letters from companies and corporations registered for the service.

DigiPost (Norway)

DigiPost is an online electronic service for consumers provided by Posten Norge AS. It allows consumers and organizations to securely receive and archive electronic letters from companies and corporations registered for the service.

e-Boks (Norway)

e-Boks is an online electronic service. It allows consumers to securely receive and archive electronic letters from companies and corporations registered for the service. e-Boks is jointly owned by Nets Denmark A/S and Post Danmark A/S

eBoks is a service provided by e-Boks AS. In order to use e-Boks, e-Boks requires Customer to sign a separate e-Boks Agreement, a copy of which is provided by Supplier.

Opus Capita is an intermediary between Customer and e-Boks and will assist Customer in handling any potential claims it may have regarding e-Boks, but Opus Capita is not responsible for the e-Boks service

Kivra (Sweden)

Kivra is an online electronic service for consumers provided by Kivra As. It allows consumers to securely receive and archive electronic letters from companies and corporations registered for the service.

11/06/2015

2. OPTIONAL FEATURE TO NETPOSTI PORTAL (ONLY FI)

Netposti portal offers an optional feature called iSalary. A Product Agreement with OpusCapita regarding the Product Data Management, Portals and iPost Letter is a prerequisite to be able to use this feature.

2.1.1 iSalary

iSalary is a feature to Netposti portal be able to send pay-slip documents in electronic format to NetPosti. iSalary maximizes the number of the pay-slips which are distributed electronically. iSalary requires that XML-scheme associated with iPost Letter is used.

The received pay-slips look the same as the printed ones; however a hyperlink pointing at the Customer's payroll web services can be attached. The pay-slips will be stored in NetPosti, free of charge, for seven (7) years.

Registered NetPosti users will receive their pay-slips in the NetPosti inbox, not registered NetPosti users will receive their pay-slips in the passive user's archive in NetPosti service, where they will be stored for seven (7) years. When the user registers the archived pay-slips will be waiting for them.

The Customer will get a receipt with information which delivery method has been used, registered users (NetPosti only) or not-registered user's (forced NetPosti).

If the pay-slip recipients, for some reason, need to receive their pay-slips on paper, the Customer shall change the file, either by leaving out the identity code or by separately marking in the XML data the letters that should be sent physically.

When introducing iSalary, Customer needs to agree with the employer's representative, and thereafter inform the employers as well as the internal payroll.

For additional information and technical instructions read more in User Instructions available at www.opuscapita.com/terms.