Ready for the QR-bill?

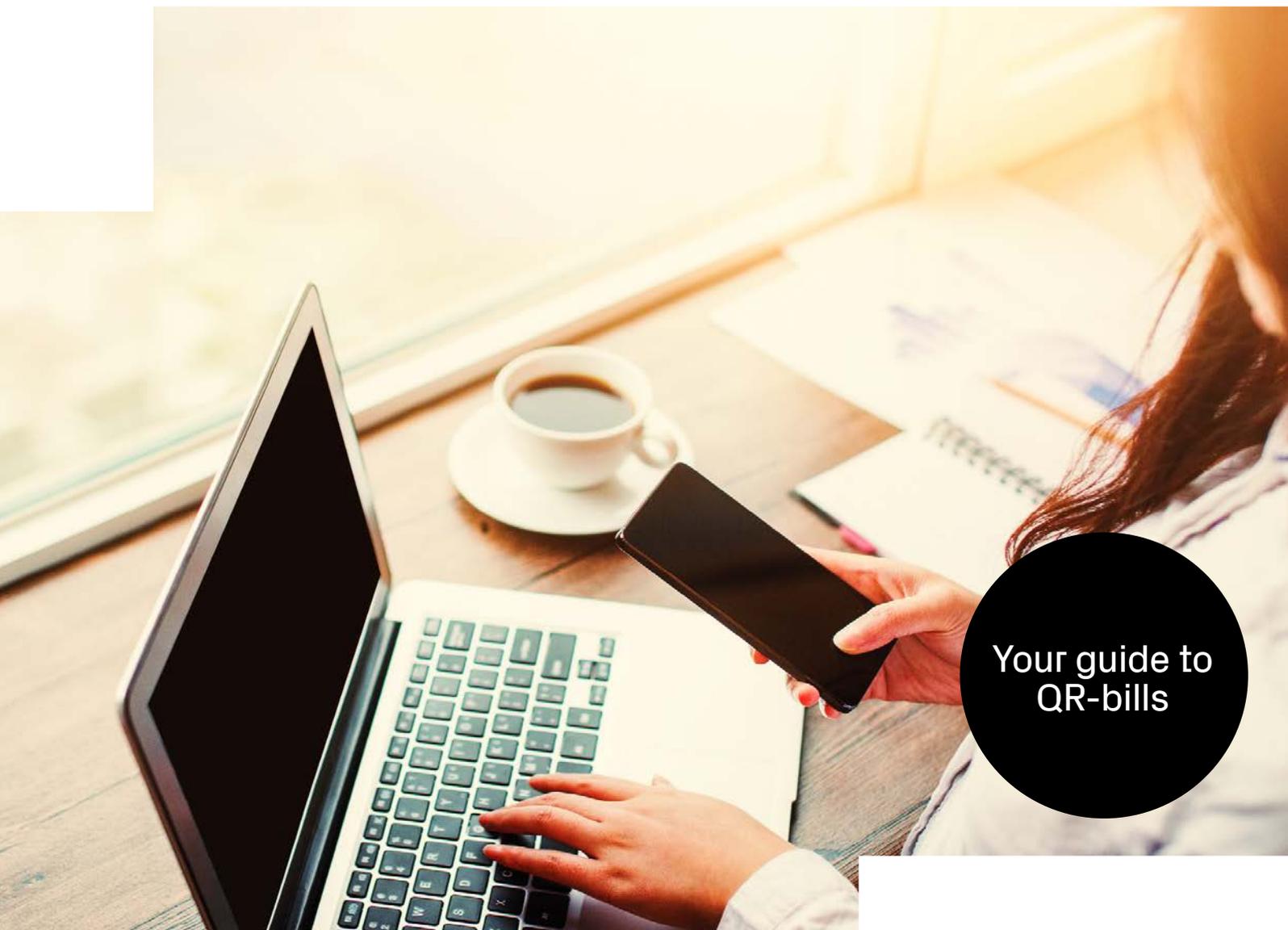**CREDIT SUISSE**

Your guide to QR-bills

The QR-bill
for companies

The new QR-bill was introduced on June 30, 2020, and in the long term will permanently replace all current Swiss payment slips (orange ISR / red payment slip). Our guide will explain the key points and next steps for you as entrepreneur.

In brief:

The existing orange and red payment slips are being replaced by the QR-bill.	The embedded QR code includes all of the data needed for payment.	There will be a transitional period for the old billing formats.

What you need to know

The QR-bill is being rolled out as the next generation of Swiss payment solutions. For the time being, the red and orange payment slips can still be used instead of the QR-bill. The date on which the Swiss financial center will stop accepting the old formats has yet to be determined. The migration to the QR-bill, which will make payment transactions digital and thus much more convenient for all parties, offers numerous benefits.

Benefits
- Biller
  - Simplified billing
  - QR-bill printed using standard paper
  - Better overview of outstanding receivables
  - More substantial information on credits

- Bill recipient
  - Payment via all methods of instruction
  - Simple payments by scanning the QR codes
  - Data entry work eliminated or reduced
  - All payment information is already embedded in the code

What do you need to do?

Payers without payment or accounting software will be able to pay the QR-bills using online and mobile banking. Credit Suisse will enable them to scan and enter QR-bills in online and mobile banking for this purpose. Payers with their own accounts payable and receivable processes must set up their software solution to process QR-bills. Billing recipients need to migrate their software systems accordingly in order to fulfill the requirements for processing QR-bills (entry, validation, and creation of payment files).

The QR-bill is designed for billers to create and print payment slips in just a few steps by themselves. Don't have accounting or payment software programs? Credit Suisse will provide a web-based solution to generate Swiss QR codes. Billers will no longer need to obtain pre-printed, pre-personalized payment slips from the banks. Thus, pre-printed QR payment sections and blank forms will be discontinued following the switch to QR-bills.

! Contact your software manufacturer to start migrating your payment and billing processes in good time.

The payment section of the QR-bill can be used in three ways

- Embedded in a hard copy of a QR-bill

- Attached as a hard copy to a bill

- Embedded in a QR-bill for email invoices (such as in PDF format)

Three QR-bill versions

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The QR-bill allows you to suit the needs of billers and payers alike, while meeting all legal and regulatory requirements at the same time. The Swiss QR code, which displays a Swiss cross in the center, can be read electronically with a compatible device to extract all payment-related data. These details are also printed on the payment section and can be read in plain text. There are three options to choose from.

1. QR-bill with QR-IBAN and QR reference
This version includes the advantages of the current ISR method. It is suitable for clients who use their professional IT systems / accounting software to bill in CHF and EUR, and want the option of seeing outstanding and incoming payments at any time. Information about incoming payments is sent electronically, so payments can be compared automatically with your accounts receivable. The incoming payments can be posted as global or individual credits. The structure of the QR reference is the same as the usual ISR reference, and any existing reference numbers can still be used if needed. The QR-IBAN is the identifier for the process. The QR-IBAN is distinguished by a special QR-IID (institution identification number). For instructions on migrating to the QR reference process, please see "How do I generate a QR-bill?"

Receipt	Payment part	Account / Payable to

Receipt

Account / Payable to
CH44 3199 9123 0008 8901 2
Robert Schneider AG
Rue du Lac 1268
2501 Biel

Reference
21 00000 00003 13947 14300 09017

Payable by
Pia-Maria Rutschmann-Schnyder
Grosse Marktgasse 28
9400 Rorschach

Currency **Amount**
CHF   1 949.75

Payment part

Currency **Amount**
CHF   1 949.75

Acceptance point

Name AV1: UV;UltraPay005;12345
Name AV2: XY;XYService;54321

Account / Payable to
CH44 3199 9123 0008 8901 2
Robert Schneider AG
Rue du Lac 1268
2501 Biel

Reference
21 00000 00003 13947 14300 09017

Additional information
Order of 15 June 2020
//S1/01/20170309/11/10201409/20/14000000/22/36
958/30/CH106017086/40/1020/41/301

Payable by
Pia-Maria Rutschmann-Schnyder
Grosse Marktgasse 28
9400 Rorschach

2. QR-bill without a reference

This version includes the advantages of the current red payment slips. It is suitable for clients with a low billing volume who are looking for a convenient receivables management process.

The incoming payments are posted individually to the account. IBAN can be used for this process. A QR-IBAN is not required. For instructions on switching to this process, please see "How do I generate a QR-bill?"
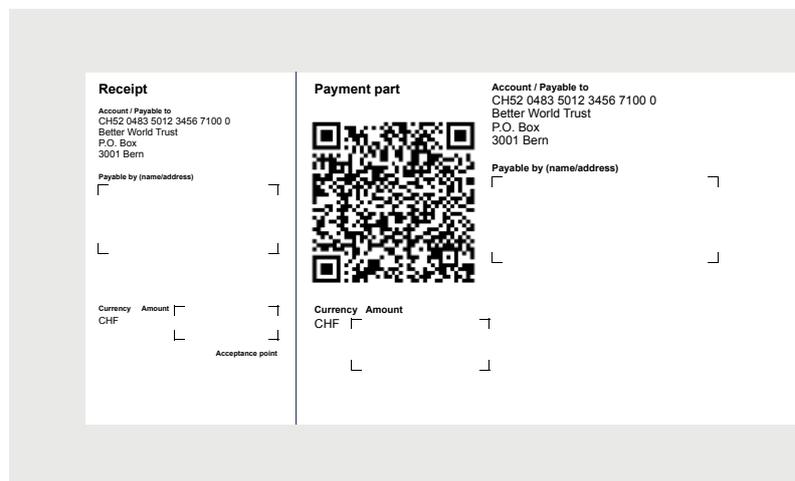
3. QR-bill with IBAN and Creditor Reference

The third version supports the Creditor Reference SCOR (Structured Creditor Reference) with the "RF 18 5390 0754 7034" format, which is particularly common in Europe. This reference is an ISO standard, is used together with the IBAN, and can also be used for SEPA transfers.
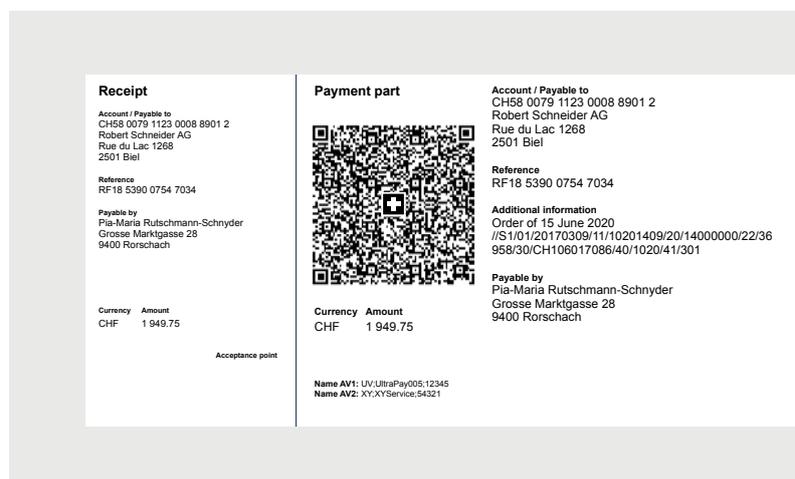
Explanations

Summary of definitions

QR-IBAN
For payments with a structured QR reference, the QR-IBAN must be used to identify the account to be credited. The payment procedure with a reference is recognized using a special identifier for the financial institution (QR-IID). The QR-IBAN cannot be used for outgoing payments.

QR-IID
The QR-IID is a variation on the institution identifier (IID) for the current bank clearing process. QR-IIDs consist exclusively of numbers between 30,000 and 31,999. IBANs identified on the basis of these QR-IIDs (QR-IBANs) are used only in the new procedure with a QR reference in the QR-bill. The QR-IID for CREDIT SUISSE (Switzerland) Ltd. is 31,000.

QR reference
The QR reference corresponds to the current ISR reference, and still allows the biller to easily compare the invoices paid. The existing ISR reference numbers are still valid. However, please note that the QR-reference can be used only in combination with the QR-IBAN.

Creditor Reference
The Structured Creditor Reference (SCOR) has the same function as a QR reference. Unlike the QR reference, it is used for international payment transactions. You must use the SCOR reference together with the IBAN.

! On the following pages, we have provided checklists and diagrams to illustrate the accounts payable and accounts receivable procedures. This will give you a quick overview of the steps you still need to take.

What will replace the old formats?

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Red payment slip (PS)

Characteristics	Old	New	
Ordering forms	Pre-printed PS ordered from Credit Suisse for CHF 0.20/each	Pre-printed forms can no longer be ordered. The QR-bill is designed to be created and sent digitally by the biller; alternatively, it can be printed on white perforated paper.	QR-bill without reference
Payment info	The payer must be listed	The payer must be listed	
Posting incoming payments	Individual credit	Individual credit	
Notifications	Possible	Possible	

BESR Easy

Characteristics	Old	New	
Ordering forms	Pre-printed forms ordered from Credit Suisse free of charge	No 1:1 "successor" product	Migration to procedures with or without a QR-reference is required.
Payment info	The number of the BESR Easy must be listed		
Posting incoming payments	Individual credit		
Notifications	Not possible		

BESR Bank

Characteristics	Old	New	
Ordering forms	Pre-printed forms ordered from Credit Suisse free of charge	No 1:1 "successor" product	Migration to procedures with or without a QR-reference is required.
Payment info	ISR number must be listed		
Posting incoming payments	Individual or global credit		
Notifications	Not possible		

BESR Expert

Characteristics	Old	New	
Ordering forms	Blanks can be ordered if needed from Credit Suisse at no charge	The QR-bill is designed to be created and sent digitally by the biller; alternatively, it can be printed on white perforated paper.	QR-bill with reference*
Payment info	ISR number must be listed	The QR reference and payer must be listed	
Posting incoming payments	Individual or global credit	Individual or global credit	
Notifications	Not possible	Possible	

* We will be happy to assist you with migration to the QR-bill with reference.
  Contact our regional specialists about this.

Checklist for invoice recipients

It has been possible for your suppliers to send you QR-bills since June 30, 2020, so you must be ready to pay them. The following checklist shows you how to prepare.

No software

If you have used a document scanner to date, you must determine whether it can interpret QR codes. If not, you must purchase a new reader. One option is the PayEye from Crealogix, available to you at a special price as a Credit Suisse client.
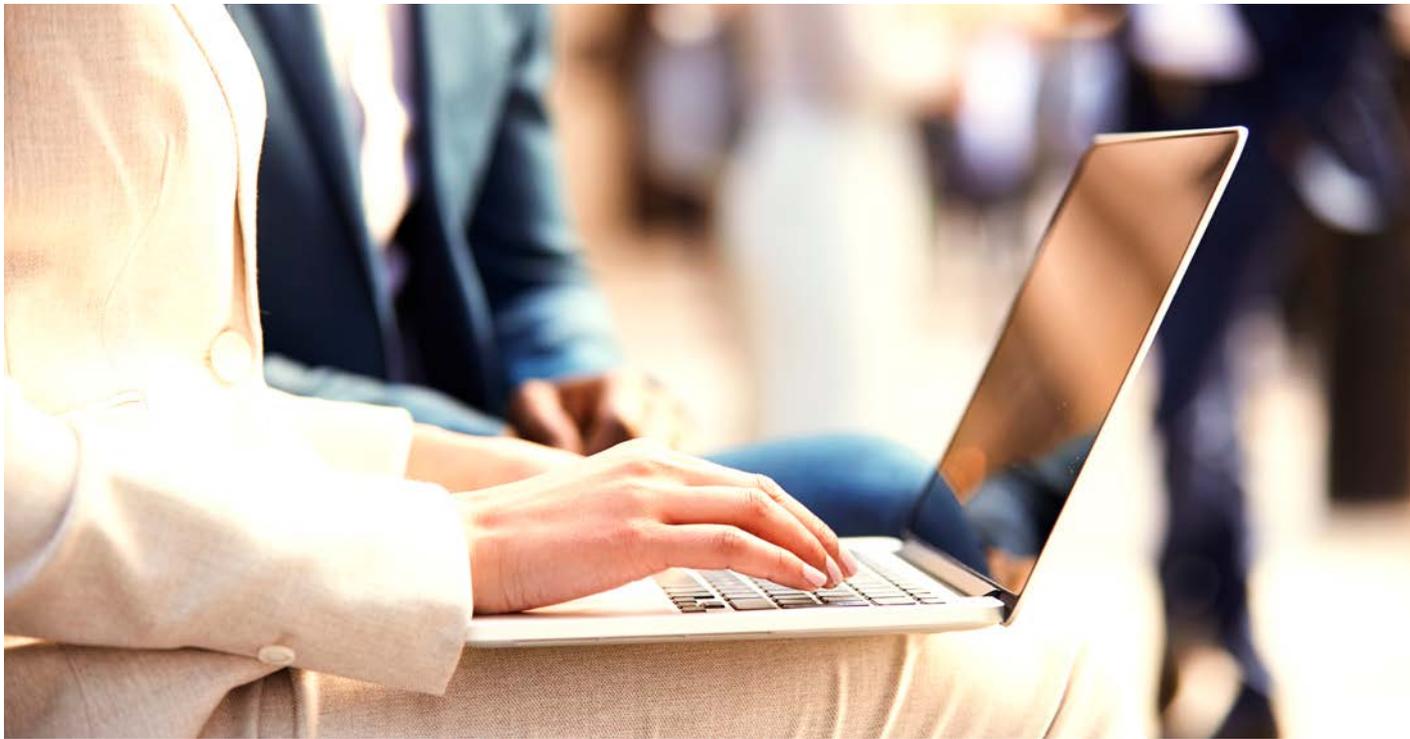
Software

Here's what to do:

- Determine whether your ERP software can process QR-bills (such as by looking at the "readiness list" from PaymentStandards.ch). If needed, contact your software partner directly for information.

- Check whether your document scanner (reader) can interpret QR codes. All data will now be read using the Swiss QR code.

- Verify the correct entry of QR-bills and/or payment data in pain.001 (payment order) on the validation portal of the financial center.

- Check whether your ERP software sends your payment orders correctly to the payment channels of your bank (such as EBICS, electronic banking, mobile banking). If you have questions, contact our specialists.
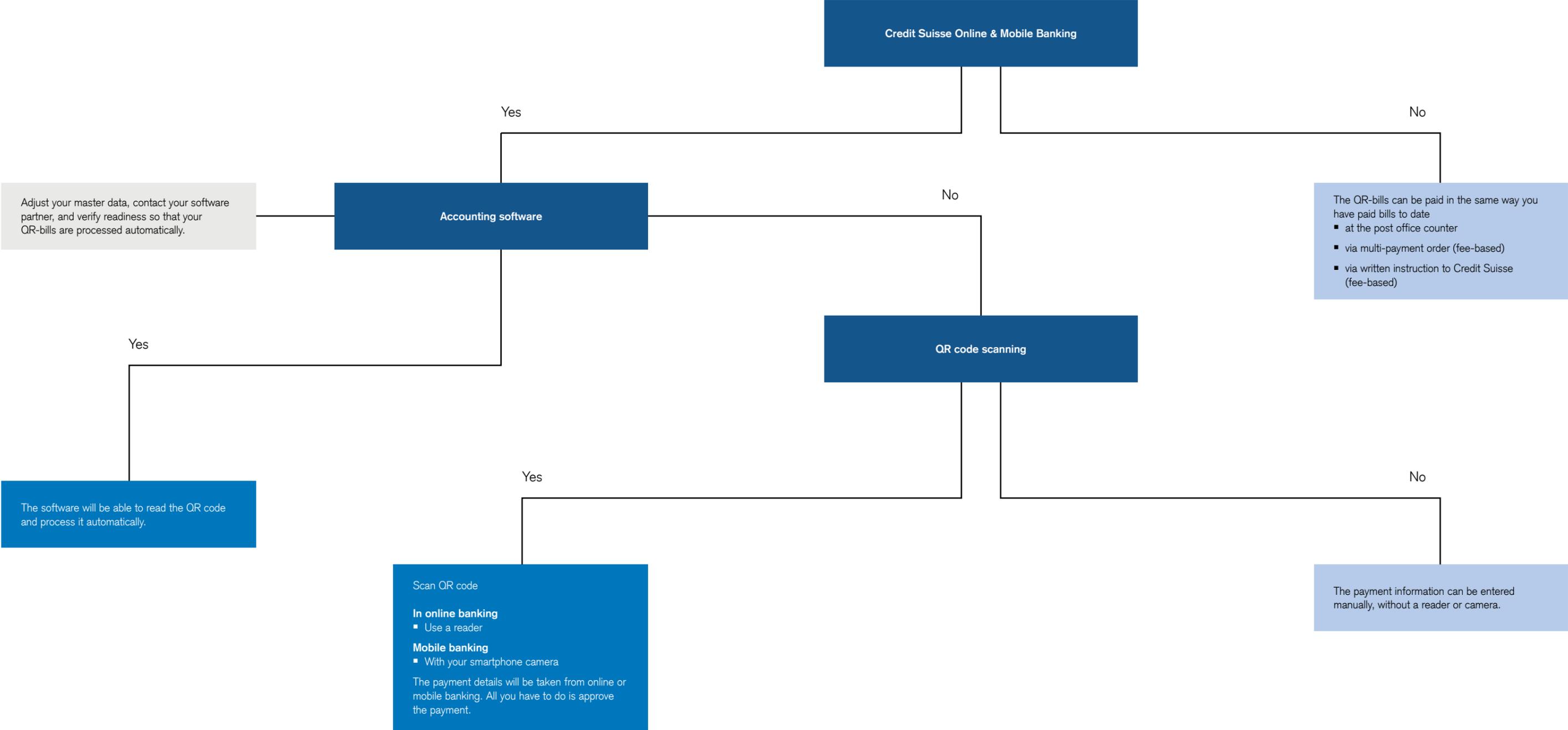
Software

Here's what to do:
- Check whether your ERP software reconciles payments correctly with your accounts payable items.

- You should already begin checking the master records for your accounts payable. Make sure that the addresses are filed in a structured manner if possible (using separate fields for street, postal code, town, and country).

How do I pay a QR-bill?

Recommendations for billing recipients

Credit Suisse Online & Mobile Banking

Yes

No

Accounting software

Adjust your master data, contact your software partner, and verify readiness so that your QR-bills are processed automatically.

The QR-bills can be paid in the same way you have paid bills to date
- at the post office counter
- via multi-payment order (fee-based)
- via written instruction to Credit Suisse (fee-based)

No

Yes

QR code scanning

The software will be able to read the QR code and process it automatically.

Yes

No

Scan QR code

In online banking
- Use a reader

Mobile banking
- With your smartphone camera

The payment details will be taken from online or mobile banking. All you have to do is approve the payment.

The payment information can be entered manually, without a reader or camera.

Checklist
for billers

It has been possible for you to send QR-bills since the launch date (June 30, 2020). There is a transitional period for all formats and the final phase-out date is not yet known. The following checklist shows you the key steps for migration to the QR-bill.

No software

- If you opt for the procedure without a QR reference, you can create QR codes with the existing IBAN number. If you choose the procedure with a QR reference, you will need a QR-IBAN. Contact our specialists so we can give you your QR-IBAN and adjust the settings (reporting, booking instructions) based on your wishes.

- Decide which option for creating your own QR-bills is right for you:
  - Print QR-bills with a web-based solution (a list of compatible web-based tools, validated by SIX, can be found at https://www.paymentstandards.ch/en/home/readiness/generators.html. At a later date, you will also be able to generate QR-bills directly in online banking.)
  - Order pre-printed QR-bills. We assume that a number of providers will be marketing pre-preprinted QR-bills. Credit Suisse does not offer this service.

Software

Here's what to do:

- Check whether your current invoicing solution (ERP software) allows you to create payment portions including the Swiss QR code. See the "readiness list" on PaymentStandards.ch or contact your software partner directly to find out if your ERP solution is capable of generating QR-bills.

- If you are sending hard copies of bills to your recipients, be sure that the payment portion with tear-off receipt is perforated.

- Verify the database for the Swiss QR code on the central validation portal for the Swiss financial center.

- Use the grid sheet to confirm that the payment portion of your QR-bill with receipt looks correct (see "Style Guide for QR-bills," available at PaymentStandards.ch).

- If you are still using the ISR type 3 record for electronic notification about incoming payments, after the migration to QR-bills, you will automatically receive camt.054 messages. If you do not use the ISR type 3 record, please contact our specialists to receive camt.054 messages (or camt.052/camt.053 messages if preferred).

Software

Here's what to do:
- Check whether your ERP software reconciles your billing and incoming payments correctly with your accounts receivable items. Note the three following versions:
  - QR-bill with QR-IBAN and QR-reference
  - QR-bill with IBAN and Creditor Reference
  - QR-bill with IBAN but without reference

At a minimum, you should test the version(s) you plan to use in future.
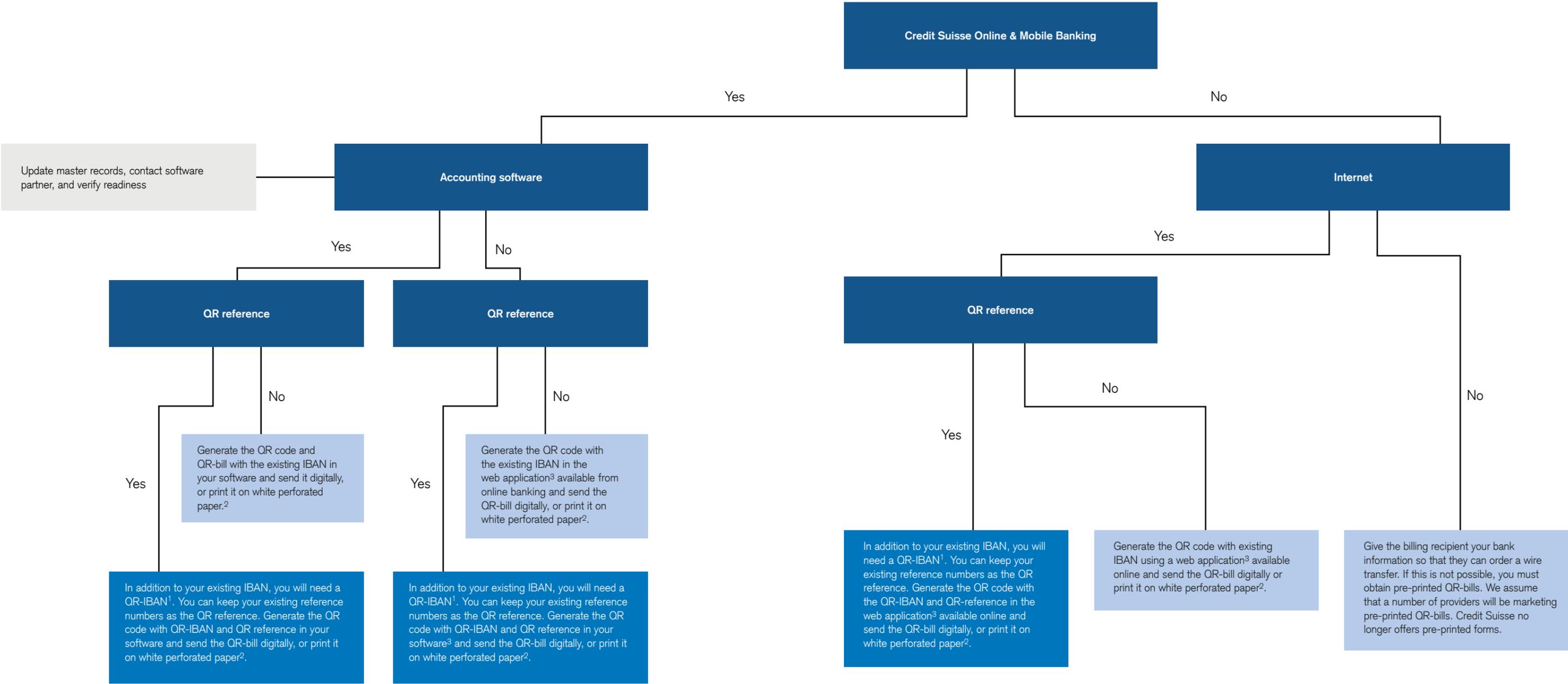
- Use the field "Billing information" (according to the syntax definition from Swico at swico.ch or your industry association, if it has defined a syntax) so that the other party (the payer) can process its accounts payable automatically.

- You should start reviewing the master records for your accounts payable. Make sure that the addresses are filed in a structured manner if possible (using separate fields, such as for street, postal code, town, and country).

How do I create a QR-bill?

Recommendations for billing recipients

Credit Suisse Online & Mobile Banking

— Yes →

Accounting software

— No →

Internet

Update master records, contact software partner, and verify readiness

Accounting software — Yes

QR reference

- Yes → In addition to your existing IBAN, you will need a QR-IBAN[1]. You can keep your existing reference numbers as the QR reference. Generate the QR code with QR-IBAN and QR reference in your software and send the QR-bill digitally, or print it on white perforated paper[2].
- No → Generate the QR code and QR-bill with the existing IBAN in your software and send it digitally, or print it on white perforated paper[2].

Accounting software — No

QR reference

- Yes → In addition to your existing IBAN, you will need a QR-IBAN[1]. You can keep your existing reference numbers as the QR reference. Generate the QR code with QR-IBAN and QR reference in your software[3] and send the QR-bill digitally, or print it on white perforated paper[2].
- No → Generate the QR code with the existing IBAN in the web application[3] available from online banking and send the QR-bill digitally, or print it on white perforated paper[2].

Internet — Yes

QR reference

- Yes → In addition to your existing IBAN, you will need a QR-IBAN[1]. You can keep your existing reference numbers as the QR reference. Generate the QR code with the QR-IBAN and QR-reference in the web application[3] available online and send the QR-bill digitally, or print it on white perforated paper[2].
- No → Generate the QR code with existing IBAN using a web application[3] available online and send the QR-bill digitally or print it on white perforated paper[2].

Internet — No

Give the billing recipient your bank information so that they can order a wire transfer. If this is not possible, you must obtain pre-printed QR-bills. We assume that a number of providers will be marketing pre-printed QR-bills. Credit Suisse no longer offers pre-printed forms.

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1 Our specialists will provide you with your QR-IBAN. Contact us so we can configure the grouping criteria (reporting, booking instructions) based on your wishes.

2 Perforated paper is available at print shops. For a list of participating print shops, see www.paymentstandards.ch/en/home/readiness/printers.html.

3 A list of compatible web-based tools validated by SIX can be found at https://www.paymentstandards.ch/en/home/readiness/generators.html
It will also be possible to generate QR-bills directly in online banking at a later date.

The next steps

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For billing recipients
- Migrate the accounts payable and payment software.

- Review master records for accounts payable and update to include IBAN and QR-IBAN if needed.

- Check readers and scanning platforms; make sure that your hardware and software can read and process QR codes.

For billers
- Migrate your accounts receivable and check whether your software can receive and process the new messages (camt).

- Notify billing recipients that you are using a QR-IBAN
(Attachment to bills can be found at credit-suisse.com/qrbill).

Important during the transition phase:
As the QR-bill uses the basic structure of the ISR reference, any incorrect use during the parallel operational phase could result in payment rejections and erroneous credits. Care should therefore be taken to ensure that payments with ISR (participant number and ISR reference) and payments with the QR-bill (QR IBAN and QR reference) are processed separately from one another. For example, existing accounts payable master records should not be overwritten with data from the QR-bill and vice versa.

Schedule a consultation now

Do you have questions about migrating from the current formats to the new QR-bill?
We will be happy to provide you with advice and support, and look forward to hearing from you.

Online
See credit-suisse.com/qrbill for additional information on the new QR-bill.

By phone
You can reach us Monday through Friday as follows:
Private clients:
8:00 to 18:00, phone
+41 (0)848 880 840*
Corporate clients:
8:00 to 17:00, phone
+41 (0)800 80 87 50*

In person
Make an appointment at one of our branches.
For the office locator, please go to:
credit-suisse.com/locations.

* Please note that telephone conversations may be recorded. By making a call, you acknowledge your agreement with this business practice.

CREDIT SUISSE

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