

International Payment Instruction



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Amount to be paid
zu zahlender Betrag

Abbreviations

Charges to be paid by
Gebühren zu Lasten

2

0 = ordering customer / Auftraggeber
1 = beneficiary / Begünstigter
2 = shared/benefit / Gebührenteilung

Signature(s) / Unterschrift(en)
Necessary stamp(s) / Stempel

and technical terms

Date of signature(s)
Datum
(TTMMJJJJ)

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Reporting
Meldecode

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Form
Form 02

Please refer to your bank for instructions.
Ausfüllhinweise erhalten Sie bei Ihrem Finanzinstitut.

CH 0000 F137.1 11.00 150 000

IBAN★IPI
The new way to pay

Abbreviations and technical terms (relating to IBAN and IPI payment transactions)

The glossary explains the most important abbreviations, acronyms and specialist terms that appear in IBAN and IPI documentations.

Abbreviation	Meaning
2D barcode	Two-dimensional barcode. Can store much more data in a much smaller area than one-dimensional barcodes. Error correction rates are high where the code has been damaged or destroyed (100% reconstruction needed if up to 1/3 of the code is damaged).
AIM	A ssociation for I nformation and I mage M anagement
Applet	A small (Java) program that is embedded in a webpage and loaded with it into the Internet browser, where it is run.
B2B	B usiness- to-B usiness = Transaction flows between companies
B2C	B usiness- to-C onsumer = Transaction flows from a company to an individual consumer
BAN	B ank A ccount N umber (i.e. the <u>customer's</u> account number at the bank)
BBAN	B asic B ank A ccount N umber (comprising IID + BAN)
BC number	In Switzerland, the B ank C learing number identifies all financial institutions that are part of Swiss payment transaction systems. The term "Institute ID" (IID) is used here in conjunction with the IBAN (a list of BC numbers can be downloaded from www.sic.ch/).
Beneficiary	In the context of straight-through processing (STP): the invoicing party (the party sending out the IPI), i.e. the subsequent payment recipient. In IBAN and IPI documentation, the term "Beneficiary" is the one that is generally used.
BIC	B ank I dentifier C ode: 8 or 11-figure number that is used worldwide to identify banks that are part of the S.W.I.F.T. system.
Blind colour	Colour that is not recognized when forms are scanned (e.g. field descriptions and marker lines). This improves read quality, reduces the amount of memory needed and also cuts transmission times. Red and orange are the most suitable for use as blind (standard) colours.
BoD	B oard o f D irectors
C2B	C onsumer- to-B usiness = Transaction flows from an individual consumer to a company
C2C	C onsumer- to-C onsumer = Transaction flows between individual consumers
CCD	C harge C oupled D evice: A semiconductor element. CCDs transform light into an electrical charge and are used in the form of chips or line sensors in scanners, digital cameras and camcorders.

Abbreviation	Meaning
CD	Check digits (ISO 7064): An element of the IBAN and the structured version of the "Details of payment" field which allows it to be validated.
COS	Postfinance C ollective O rders S ervice (replaced by EPO)
Crossborder payments	International credit transfers
Customer	"Customer" refers to the bank customer. It can mean the Ordering Party or Payer, as well as the Beneficiary or Invoicing Party.
DD	D ebit D irect (formerly DOS): Credit transfer service offered by Postfinance, similar to the direct debit service (DD/LSV) offered by banks.
DOM	<p>Document Object Model: The DOM determines which document components are accessible for a programming language, for example.</p> <ul style="list-style-type: none"> • The programming language governs <i>how</i> access is achieved, while • the DOM determines <i>what</i> is accessible. <p>A document object model is the implicit basis of every language that allows client-side access to HTML documents through a web browser. This is what makes it possible to swap one picture for another, for example, using JavaScript.</p>
Domestic payments	Credit transfers that remain within the country's borders
DOS	Postfinance D ebit O rders S ervice (now called DD (D ebit D irect))
DTA	D aten- T räger- A ustausch (data carrier exchange): a universal service, operated by Swiss Interbank Clearing on behalf of the banks to settle payments efficiently using standardized payment records. It is based on data carriers and data transfer.
DTD	D ocument T ype D efinition. A document, invisible to the user, that is linked, for example, to an XML document. It contains rules for the use of tags in the XML document. Tags can be defined hierarchically and thus enable information to be given a sophisticated structure. They also allow a computer to access the semantic elements of a document.
EAF	E uro A ccess F r Frankfurt: German net clearing system for domestic credit transfers.
EBS	E uropean B anking S tandard
ECA	E lectronic C redit A dvice; a new Postfinance service which offers a standardized platform for information on account credit entries, except those effected via ISR. Data is prepared for each post office account and then made available on a mail server from which a variety of independent services can be called up.
ECA-I	E lectronic C redit A dvice with I mage; a Postfinance service that makes use of an imaging process to allow scanned vouchers and booking data to be sent via electronic mail instead of sending the originals by post. The main target group is major customers such as banks and insurance companies who themselves process the data that has been supplied.

Abbreviation	Meaning
ECA-C	Electronic Credit Advice – Complete ; a Postfinance service that enables fully captured voucher and booking data to be sent via electronic mail (instead of via the present Giro-Direct system).
ECBS	European Committee for Banking Standards : a European-level body that is responsible for standardization issues in connection with credit transfers.
EDIFACT	Electronic Data Interchange For Administration, Commerce and Transport . A comprehensive standard that covers the encoding and transmission of a variety of business documents. EDIFACT, or UN/EDIFACT, is supported by the United Nations. The USA uses EDI. The standard covers a variety of different aspects, although the technical infrastructure and intervention in data processing are costly.
Electronic Banking	A payment transaction service, offered by individual banks to their customers, that allows payments to be settled electronically using an Internet-based platform.
ELS	Euro Link Settlement : German gross clearing system which is linked to TARGET.
EPO	Electronic Payment Order (formerly COS): Postfinance credit transfer system that is similar to DTA
euroSIC	euro Swiss Interbank Clearing : RTGS for Swiss financial institutions working in euros
FI	Financial institution (i.e. a bank)
Form code	The form code on the IPI gives information on the production method used, i.e. a preprinted blank from an external printing company, or a form prepared inhouse by the invoicing party using a laser printer. It also states whether the "Details of payment" field on the form is structured or unstructured.
FC	Foreign currency
Giro-Direct	Method for supplying Postfinance's EPO credit records to the banks.
IBAN	International Bank Account Number : The information embodied by the IBAN uniquely identifies a particular bank account and bank. The IBAN is essential for determining how a payment is routed through the straight-through processing (STP) system.
IID	Institute ID : An element in the IBAN that uniquely identifies individual financial institutions in each country. In Switzerland and Liechtenstein, the IID is referred to as the BC or bank clearing number, while ECBS documentation uses the term "Bank/Branch Code".
Invoicing Party	The producer and dispatcher of an IPI (referred to on the IPI as "Beneficiary").

Abbreviation	Meaning
IPI	International P ayment I nstruction: The ECBS standard for the new, Europe-wide multicurrency payment form, which facilitates electronic data exchange and straight-through processing.
IPI blank	An IPI that does not contain any customer-specific information. It is produced either by a certified printing company or by the Invoicing Party (during the billing run) using a laser printer.
ISO	International O rganization for S tandardization : Globally recognized standardization organization. The common "iso-" prefix is derived from the Greek word isos ("same" in English).
IS	Red inpayment s lip (CHF, domestic)
IS in EURO	Postfinance voucher (similar to the current CHF-IS) for the euro (EUR, domestic)
ISR	Blue inpayment s lip with reference number; will be orange from 1 October 2001 (CHF, domestic)
ISR in EURO	Postfinance voucher (similar to the current CHF-ISR) for the euro (EUR, domestic)
KIBA	K ommission I nter B ank- A ufgaben – Swiss Interbank Clearing's committee on interbank tasks. The body is now known as PAM, the Product and Marketing Committee.
Layout code	The layout code is found on an IS or ISR form that is set out according to the new geometrical rules. It corresponds to the form code on an IPI and describes the form type.
LL	Country code (as per ISO 3166): An element in the IBAN that denotes the individual country of origin.
LSV	L ast- S chrift- V erfahren (direct debit): a universal service, operated by Swiss Interbank Clearing on behalf of the banks, that enables accounts receivable to be collected efficiently using standardized payment records. It relies on data carriers and data transfer.
OC	Postfinance O perations C entre, formerly processing centre (PC)
Ordering Customer	The Payer , who instructs his bank to make one or more payments in favour of the invoicing party. The Payer is described on the IPI form itself and in the IBAN and IPI documentation as the "Ordering Party".
PAM	P roduct A nd M arketing Committee (formerly KIBA). A standing committee reporting to the Board of Directors of SIC. It is a coordination and approval body on the banking side that supports the SIC BoD in taking decisions affecting the organization and operation of the payment system applications (joint undertakings). The PAM proposes principles for product and market strategies to the SIC BoD, supports SIC AG in drafting strategies for joint undertakings and maintains and guarantees communications with the banks.

Abbreviation	Meaning
PAP	P roject A nd I T P rocess Steering Committee (formerly Fachausschuss SIC). A standing committee reporting to the SIC BoD and mandated to ensure that the further development of payment systems services meets the banks' requirements. The PAP supports the banks and SIC AG in implementing strategies for joint projects and with the specification, development and operation of payment systems applications. It also rules on questions and problems that arise at the interfaces between the parties involved – the banks, SIC AG and the Swiss National Bank (SNB).
Payer	The customer who receives an IPI with which to pay a bill. They are referred to on the IPI as the "Ordering Customer".
PDF417	The PDF 417 code was developed in the late 1980s by the US company Symbol Technologies. It is by far the most commonly used 2D code in the world. PDF stands for "Portable Data File". Characters are encrypted into individual code words made up of 17 modules, which are in turn each made up of four bars and four spaces. The minimum number of lines is three, the maximum 90. Each line is made up of seven parts: Space, start character, left-hand line indicator, data area (between one and 30 modules), right-hand line indicator, stop character and space. The line indicators are given as a guide. The first and last code words in a line are of critical importance. Two code words serve as check digits. Up to 510 code words can be used as an additional means of correcting errors. The height and width of PDF 417 can be varied to fit different space requirements. Up to 1850 ASCII characters or 2710 numbers can be encrypted. The entire code block must be captured before decoding can take place. PDF 417 is standardized at AIM USA.
Personalization	The printing of IPI blanks with customer-specific data, such as the amount of an invoice, details of payment, etc.
PO	P ayment o rders (issued by banks)
PPO	P ostfinance p ayment o rders (equivalent to the banks' payment orders)
Provider	In an IBAN/IPI context, providers are understood to be the operators of central payment transactions services, i.e. the companies in the Telekurs Group and Postfinance, in particular.
RBA-Service	The banking computer centre within RBA Holding. As part of the IBAN and IPI projects, it has been appointed by Swiss Interbank Clearing as the central standardization body.
Reporting	A code on the IPI form that is used by the banks of several EU countries for reporting their crossborder payment transactions to the relevant central bank.
RTGS	R eal T ime G ross S ettlement: Generic description for a payment system that processes individual transactions in real time on a gross basis.

Abbreviation	Meaning
RTGS^{plus}	<p>plus = cash input and payment settlement can be defined individually by the participant:</p> <ul style="list-style-type: none"> • The inclusion of cash-saving elements improves throughput and optimises the way in which liquidity is used • Variable sender limits that can be changed at any time facilitate the targeted deployment of cash resources and promote early payment • Online information and interactive controls open up and support direct, broad-based access options for customer payment settlement • Uses the common S.W.I.F.T. standards and services • Remote access, without having to set up an account with the central bank • EAF access criteria dropped. The TARGET access that is integrated in RTGS^{plus} allows TARGET to be used for processing while making the best possible use of cash-saving elements. <p>Synergies from integrated payment settlement</p> <ul style="list-style-type: none"> • Incoming payments no longer have to be separate • Common pool of cash for all individual payments in euros • Queues are handled faster, which makes better use of liquidity <p>More efficient payment processing</p> <ul style="list-style-type: none"> • Single-transaction, real-time system throughout • Cash-saving elements can be used for longer • Information and control from a single source
SBA	Swiss B ankers A ssociation
SBVG	Statement B usiness V alidation G roup: International advisory body under the S.W.I.F.T. umbrella that deals with standards for advice notes and statements.
SBVg	Schweizerische B ankiervereinigung (S wiss B ankers A ssociation)
SECB	Swiss E uro C learing B ank GmbH, Frankfurt: A bank in Frankfurt that is operated jointly by Swiss banks and ensures access to the ELS system and RTGS ^{plus} , and thus also to TARGET.
SGML	<p>Standard Generalized Markup Language: SGML is the successor to Generalized Markup Language (GML), developed at IBM by Charles Goldfarb, Edward Mosher and Raymond Lorie. Standard Generalized Markup Language, developed in the early 1980s, has been an ISO standard (ISO 8879:1986) since 1986 and was widely used for major documentation projects.</p> <p>SGML makes it possible to create other markup languages – the best-known of which are HTML and XML. As such, SGML is – at least indirectly – one of the cornerstones of the World Wide Web.</p>
SIC	Swiss I nterbank C learing: The Swiss banks' RTGS for the real-time settlement of credit transfers in CHF . Non-Swiss participants are also permitted under certain circumstances.
SKSF	Schweizerische K ommission für S tandardisierungen im F inanzbereich (Swiss Commission for Financial Standardisation)

Abbreviation	Meaning
Stacked barcodes	Stacked barcodes are made up of several lines of bars and spaces. They generally have a common start and stop character. The codes are read line by line using a CCD scanner or a laser scanner. The 2D scanner recognizes the barcode as a complete symbol.
Standardization	In the context of the IPI form , this refers to the testing of the paper forms to ensure that they satisfy binding requirements with regard to their layout, dimensions and formal content.
Standardization body	The central body and point of contact with regard to IPI standardization issues. This function is performed by RBA-Service on behalf of Swiss Interbank Clearing.
Standardization body help desk	The help desk should be contacted with regard to any questions and problems connected with the standardization of IPI forms (www.rba-service.ch).
Standardization software	Software that supports a partially automatic standardization process for IPI forms and produces certificates or lists of failings, as appropriate.
STP	Straight-Through Processing : STP refers here to the automatic processing of payment transactions from the Ordering Party right through to the Beneficiary. The acronym is also used in connection with securities trading but the process involved is different.
S.W.I.F.T. or SWIFT	<u>Trademark</u> of the Society for Worldwide Interbank Financial Telecommunication . The company name is SWIFT SCRL and its registered office is in Brussels: It provides a global communication system for exchanging standardized messages between financial institutions. It is not a clearing house.
Swiss Interbank Clearing	The new name for Telekurs SIC AG. Provider of the SIC and euroSIC systems, in addition to other payment transaction services on behalf of Swiss banks.
Tag	A tag is a visible element shown on a computer screen. One of its uses is to structure computer text.
TARGET	Trans-European Automated Real Time Gross Settlement Express Transfer System : A European payment transaction system for crossborder payments in euros. TARGET links several national RTGSs.
Technical Committee	The Technical Committee, was the old name for the body now known as PAP = Project and IT Process Steering Committee
XML	Extensible Markup Language , XML, is a simplified derivative of SGML. It offers approximately 80% of full SGML functionality but is only 20% as complex. XML is used to structure information stored electronically so that it can be read and interpreted by both people and software. Strictly, XML is not a programming language – it is actually a standard that governs how information is coded and how software can access XML documents. XML divides a document into logical structure, content and presentation.

Abbreviation	Meaning
	<p>Once written, a single XML document can be presented in different ways on different terminals – monitors, mobile phone LCD displays, mechanically spoken language, etc. – using different presentation instructions (XSL). As its name suggests, XML is extensible. Special tags may be defined in the DTD for individual industrial sectors. Applications already exist for documents that contain chemical formulae and structures, as well as for mathematical formulae. The extensibility feature means that, once written, information remains useable for a longer period. XML elements can be linked to small software modules (DOM) which process the information when it is to be displayed. This enables "intelligent" information to be broadcast over a computer network, be it an intranet or the Internet. XML is a step towards network computing and makes it possible to set up thin, cost-effective clients.</p>
XML credit record	An electronic record of credits from the FI(I) to its customers, presented in XML format.
XSL	eXtensible Style Language: XSL is used to format XML documents.

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