



# Visma Løn & Visma Løn

## Mastercard agreements

### Guide

*January 2023*

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# Mastercard agreements

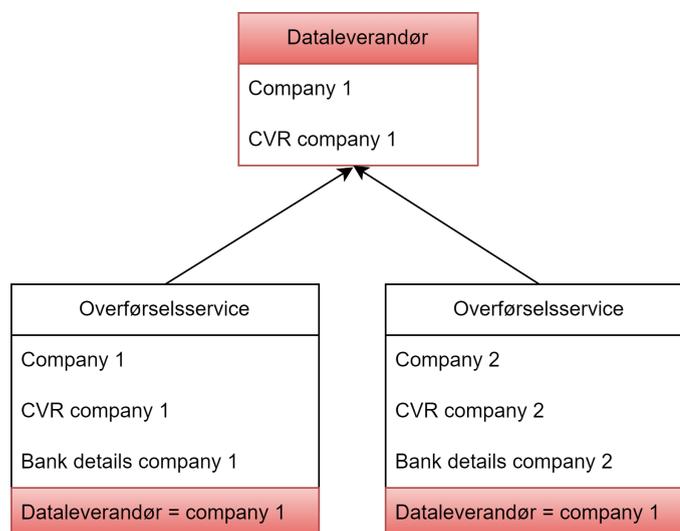
When **establishing Visma Løn** a Dataleverandør agreement and an agreement on Overførselsservice must be established with Mastercard Payment Services Denmark A/S (hereafter called Mastercard).

If the company has several CVR-numbers, an agreement on Overførselsservice must be completed per CVR-number.

A new agreement must always be created, regardless of which agreements have been created before.

This is to ensure that the structure matches Visma Løn in relation to the payment sender and CVR number.

**NOTE:** If the payroll contains several employers on the same customer relationship, and just one of these employers does not have a valid agreement on Overførselsservice, then the entire payroll will be rejected by Mastercard.



When **changing CVR number and/or change of bank account**, a new agreement on Overførselsservice must be created with Mastercard, which contains the new information. This also applies if you want to use **NemKonto**

When Mastercard acknowledges the creation of the new agreement on Overførselsservice, the CVR number and/or bank details must also be updated in Visma Løn. Contact Visma Customer Care for help

If you create a **new employer** in an existing customer relationship, a new agreement on Overførselsservice must also be created. In these cases, a new Dataleverandør agreement must NOT be created, as the existing Dataleverandør agreement is used.

After approved payroll, when Overførselsservice has completed a delivery, a transfer receipt is created, which contains information about how Overførselsservice has processed the submitted delivery.

[You find a description of the transfer receipt here >](#)

# Dataleverandør agreement

A dataleverandør agreement is the agreement you must have with Overførselsservice about the exchange of data. Only **one** dataleverandør agreement is created per customer relationship, even if there are several employers on the customer relationship

The Dataleverandør agreement must be in place **before** registering the agreement on Overførselsservice. You will receive a receipt for registration from Mastercard when this is in place.

Upon entering into the Dataleverandør Agreement, it is accepted that Mastercard can charge for billable services.

You must go through the following steps to get started with sending and receiving deliveries via the Internet:

1. Fill out and sign the DL01-form, which you will find here:
  - a. <https://dataleverandoer.mastercard.com/>
2. NOTE that you must have a digital employee signature from Nets DanID A/S to use this solution (you must order the version with a keyfile).
  - a. [NemID Employee signature is found here >](#)
3. Send the DL01-form to Mastercard via the webform [Mastercard Payment Services Betalingsformidling](#)
4. Based on the submitted information, Mastercard sends you a username and password.

## Guide to fill out the DL01-form

### Tick off in "Oprettelse"

#### Line 1

Dataleverandør CVR-nr. = Company CVR-nr. (YOUR Company CVR-no.) followed by the text "Visma Enterprise". (Example: "xxxxxxx Visma Enterprise", where "xxxxxxx" must be replaced with YOUR Company CVR-no.)

Delsystem = "OS1+OSN"

#### Line 2 - 7

Fill out with your company information.

"Kontaktperson hos Dataleverandør" is the person that Mastercard can contact in relation to data communication

**Line 8**

Reg.nr. og Kontonr. = The bank account that must be used to settle the subscription and any fees

**Line 9 - Type of Data communication**

Tick off in "Datatransport via internettet (HTTP/S)".

**Accept the terms and conditions**

Tick off to accept "Generelle vilkår for Datakommunikation med Mastercard"

**Signature**

Sign as "Dataleverandør".

It is the authorised signatories in the company who must sign the agreement

## Example of filled out DL01-agreement

### Mastercard Payment Services Denmark A/S

Arne Jacobsens Allé 13  
2300 København S  
CVR-nr. 40695869

<input checked="" type="checkbox"/>	<b>Oprettelse</b>
<input type="checkbox"/>	<b>Ændring</b>
<input type="checkbox"/>	<b>Afmelding</b>

Denne blanket benyttes til oprettelse/ændring/afmelding af dataleverandøraftale mellem dataleverandøren og Mastercard Payment Services Denmark A/S.

**Bemærk:** Dataleverandøren skal bruge medarbejdersignatur under etablering og drift af denne løsning.

1	Dataveleverandør-nr. 12345678 Visa Enterprise	Delsystem OS1+OSN	CVR-nr. 12345678
2	Dataveleverandørens navn Company name		
3	Adresse 1 Company address1		
4	Adresse 2 Company address2		
5	Postnr. 1234	By City name	
6	Telefonnr. 98765432	e-mail Example@company.com	
7	Kontaktperson hos Dataveleverandør Contact person at the company		
8	Reg. nr. 1234	Kontonr. 1234567890	

### Dataskommunikationsform (sæt kryds)

9	<input checked="" type="checkbox"/>	Dataskommunikation via internettet (HTTP/S)	Jeg ønsker at sende og modtage mine filer i ZIP-format (Er kun aktuelt for HTTP/S)
	<input type="checkbox"/>	Dataskommunikation via internettet (SFTP)	

Ved afkrydsning af dette felt bekræftes:

- at de "Generelle regler for dataskommunikation med Mastercard Payment Services Denmark A/S" er accepteret.
- at Dataveleverandøren overholder gældende persondatalovgivning, herunder EU Databeskyttelsesforordningen (GDPR) og Databeskyttelsesloven for behandling af personoplysninger relateret til denne aftale om dataskommunikation og integration.
- at Dataveleverandøren har indgået databehandleraftaler med alle kreditorer/betalingsafsendere, som Dataveleverandøren behandler personoplysninger på vegne af i relation til Mastercard Payment Services' produkter.

Dato: dd.mm.y yyy	Dataveleverandørens underskrift (tegningsberettiget):
	Underskrivers fulde navn (BLOKBOGSTAVER): Name of signer at the company

# Overførselsservice agreement

Overførselsservice is used for the transfer of salary, ATP, A-tax, pension and the other payments in connection with an approved payroll.

An agreement on Overførselsservice (OS) must be created for each employer. It must be filled in with the following information:

- Dataleverandør: The primary CVR-number for the customer.
- Data ender: The CVR-number of the individual employer.

If the company has multiple CVR-numbers, an agreement on Overførselsservice must be filled out per CVR-number.

It is **IMPORTANT** that it is **not** the Visma CVR-number, that is registered as Dataleverandør on the Overførselsservice.

[Prices for the use of Overførselsservice can be found here >](#)

## Guide for creating Overførselsservice

[Registration for Overførselsservice must be done via this link >](#)

### **OVERFØRSELSSERVICE**

Her kan du ansøge om Overførselsservice og underskrive med din NemID medarbejdersignatur. Læs mere om Overførselsservice nedenfor.



#### **Enter contact information**

NOTE: If the company has multiple CVR-numbers, an agreement on Overførselsservice must be filled out per CVR-number.

## Enter information on bank account

### KONTO TIL OVERFØRSLER

#### KONTOOPLYSNINGER

Indtast reg. nr.

Indtast konto nr.

#### KONTOHAVER

Er virksomheden indehaver af kontoen?

Ja  Nej



Tick off in "Ja" if the company own the bank account

If you tick off in "Nej" you must fill in the CVR number that owns the bank account.

NOTE: The information on the bank account must be the same as registered on the employer in Visma Løn.

### Choose Dataleverandør - JA the CVR-number itself is Dataleverandør

Choose "Ja", if the CVR-number itself is Dataleverandør

If you are registering a new Employer for the customer relation, you must choose "Nej" (if Nej, see next page).

#### VÆLG DATALEVERANDØR

Dataleverandøren sørger for, at der overføres data til Nets, som varetager udbetalingerne.

Er virksomheden selv dataleverandør?

Ja  Nej



### Choose Dataleverandør - NEJ another CVR-number is Dataleverandør

If the company has multiple CVR-numbers, only one CVR-number can be Dataleverandør. For the CVR-number that is not Dataleverandør choose “**Nej**” and enter the CVR-number that is Dataleverandør.

This also applies if you are adding a new employer to the customer relationship.

Do **not** pick a Dataleverandør from the list and do **not** enter the Visma CVR-number as Dataleverandør.

**VÆLG DATALEVERANDØR**

Dataleverandøren sørger for, at der overføres data til Nets, som varetager udbetalingerne. 

Er virksomheden/CVR eller SE-nummeret selv dataleverandør?  
Bemærk hvis ja, skal der udfyldes blanket DLO1, denne service er gebyr belagt iht. prislisten

Ja  Nej

Vælg fra liste:

-- Vælg dataleverandør -- 

eller

Indtast CVR-nr. på dataleverandør

### Add NemKonto

#### TILFØJ NEMKONTO

Ved at tilføje NemKonto ydelsen til din Overførselsservice aftale, kan du som betalingsafsender gennemføre udbetalingerne til modtagers NemKonto. Ydelsen er betinget af, at din dataleverandør understøtter dette. 

Tilføj NemKonto til Overførselsservice

Tick off “Tilføj NemKonto til Overførselsservice”, no matter if you want to transfer the net payments to the employees via NemKonto or via bank account..

NOTE: If the data sender is a SE-number it is not possible to use NemKonto.

NOTE! OBS: Nemkonto via Mastercard (Overførselsservice) can, as it is today, only send transactions to Danish bank accounts, including Greenland and the Faroe islands.

**Confirm application**

Validate the registered information.

It is particularly important to validate the CVR number for the Dataleverandør as well as the bank details.

**Specify authorised signatory**

Enter name and email address for the person authorised to sign on behalf of the company.

Then press "Send" and finish