

Guide for pre-registration



To achieve the best possible security and efficiency in cash handling, we offer pre-registration of electronic deposit slips. When you have signed in to the web portal, go to Deposits – choose Deposit Slip from the pop up menu. This should provide the following image:

Min profil Ordre **Innskudd** Maskiner Administrasjon Transport Rapporter

Bilag

Kunde: 20006948 Navn: Loomis Test Avdeling: 021519 Senter: Loomis Oslo

1 D 2 3 0 6 1 7

2 Fyll inn posesnummer

Kontoens navn/adresse (ikke stempel)
Loomis Test

Strekkode
20006948

3

Spesifikasjon	Antal	Beløp
Sedler à kr 1000,-		
Sedler à kr 500,-		
Sedler à kr 200,-		
Sedler à kr 100,-		
Sedler à kr 50,-		
Myntsum (maks. kr 50,-)		Øre

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6 Sjekker/ Res. løsning (NOK)

5 Sum NOK

7 Oppgi sum i utenlandsk valuta

SEK	DKK	GBP	CHF
EURO	USD	ANNET	ANNET

8 AVD.NR. ANS.NR. SIGN.

K.K. Tekst 0 2 1 5 1 9

Konto-Nummer 8 1 0 1 1 1 0 1 1 7 8

9 Hentes hos kunde

Lagre Forhåndsvis

Fill out the deposit slip in the following way:

1. Date
2. Bag number – 12 digits. Transfer from the deposit bag without hyphens, spaces or other characters.
3. Number of bills
4. Total amount of coins
5. The bags total sum is calculated automatically
6. Any checks and backup solutions
7. Any foreign currency. Do not add to the «Sum NOK» field.
8. «Avd. nr.», «Ans. Nr.» and «Sign.» Are non-compulsory fields
9. Press save

When you use electronic deposit slips you should not place a deposit slip in the bag. Deposit the bag separately when the deposit slip is pre-registered.

Pack deposit bags in the following way:

- Sort the bills in ascending order.
- Remove any paper clips, rubber bands or folded bills
- Any creases or folds on bills should be smoothed out

Never deposit backup solutions marked «signature based» or «account charged».

Rip off the plastic slip at the bottom of the bag and store it. This slip contains the bag number, which is necessary for any later inquiries regarding the bag.