



OZEDI Direct For SuperStream User Guide

OZEDI Holdings Pty Ltd

ABN 47 167 142 672

Level 2, 1 Queens Road
Melbourne VIC 3004

Tel + 61 1300 737 614

Register with OZEDI Direct

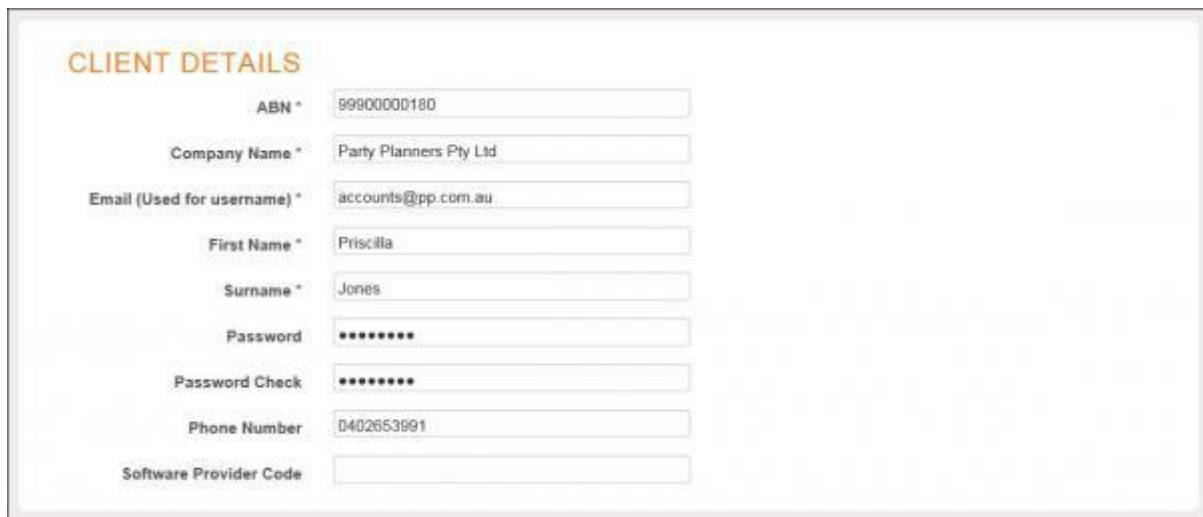
If you have read all the information about OZEDI Direct services on our website www.ozedi.com.au then you can register by clicking on the Register hyperlink in the OZEDI Direct page. Alternatively, you can access the portal using www.ozedidirect.com.au/portal

The screens below will display the components of registration, which are:

1. Client details
2. OZEDI services
3. Billing details (only if using Contributions upload services)
4. Additional ABNs (only if using Contributions upload services)
5. Confirmation

Client Details

The asterisk * implies a mandatory field. When you log into OZEDI Direct, you will use the User Name and Password entered on this screen here – make sure you take note of your details entered. The email address will be used if you want to change passwords, so make sure it is an actual address. Also, if possible, use an address that is not personal – in case someone else takes over this task.



CLIENT DETAILS

ABN * 99800000180

Company Name * Party Planners Pty Ltd

Email (Used for username) * accounts@pp.com.au

First Name * Priscilla

Surname * Jones

Password *****

Password Check *****

Phone Number 0402653991

Software Provider Code

OZEDI Services

The Software Developer code will be given to you by the organisation who supplies you with support services. If you don't have one, leave this field blank. If you don't use a computerised payroll system, enter "nothing" in the payroll product name field. You can tick the multiple ABNs box if you have several companies in your group using this client registration.



OZEDI SERVICES

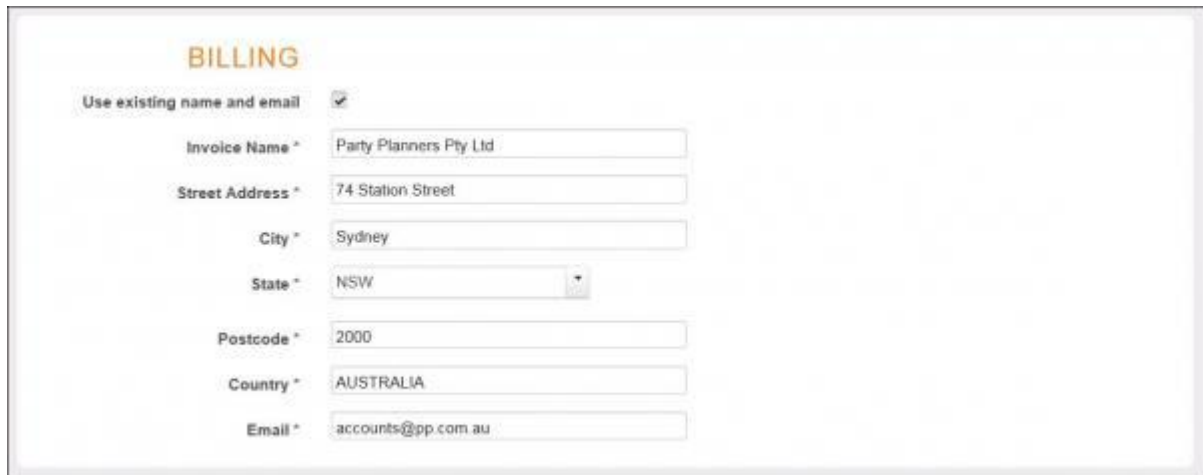
Send Contributions ☒

Payroll Product Name * xyz payroll

Multiple ABNs Required ☐

Billing Details

The billing details are currently used for specific client requirements.



BILLING

Use existing name and email ☒

Invoice Name * Party Planners Pty Ltd

Street Address * 74 Station Street

City * Sydney

State * NSW

Postcode * 2000

Country * AUSTRALIA

Email * accounts@pp.com.au

Additional ABNs

If you have multiple companies using the same payroll system and these will be exporting contributions for upload to OZEDI, then you can record their ABNs on this screen. Facilities are provided to add new ABNs, and to edit or delete existing ABNs.

NB A file with an unknown Sender ABN will be rejected in the file upload.



ADDITIONAL ABNS

ABN	Name	Contact	Email
No records found.			

Add New ABN

Cancel

Complete Registration

1. Read the Terms and Conditions available by clicking on the hyperlink [Terms and Conditions](#)
2. Tick the box to accept Terms and Conditions
3. Click on the Register button to complete registration process

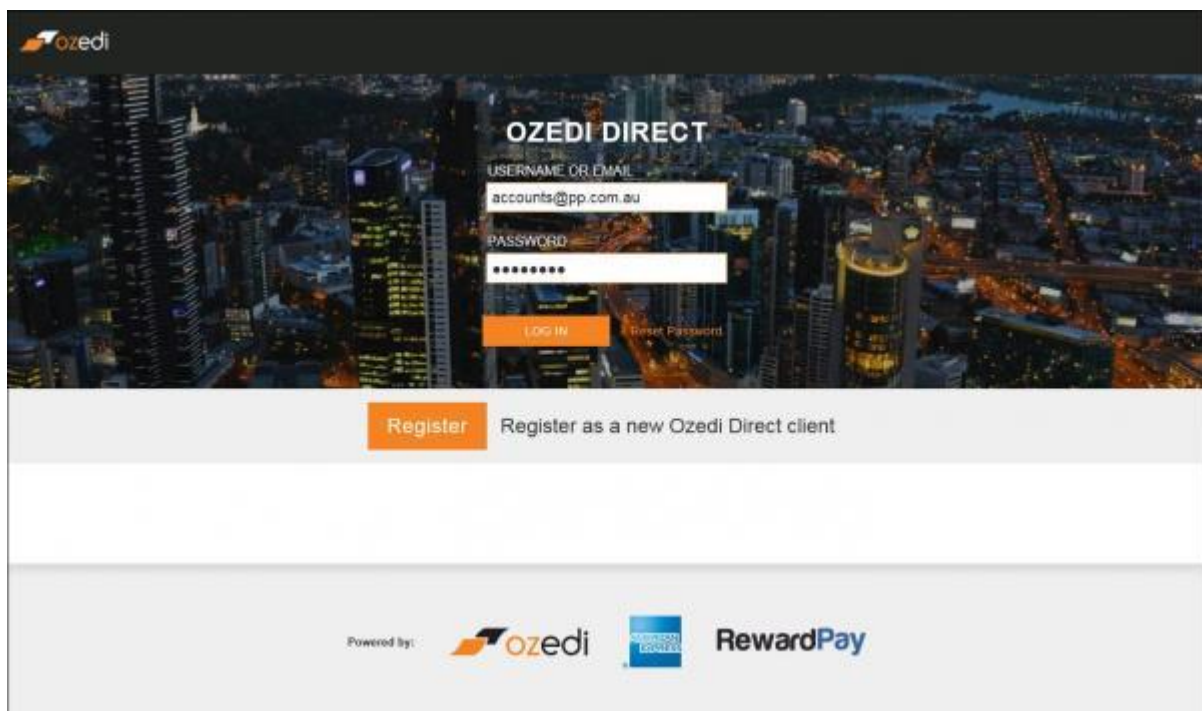


I have read and agree to the [Terms and Conditions](#) ☒

Register

Logon to OZEDI Direct Portal

Now you have a user name and password, you can log onto the OZEDI Direct portal.



The other options you have on this page are:

- Reset your password
- Register as a new client

Reset your password

Enter your user name and click submit – an email will be sent to you with instructions on how to proceed in changing your password.



A sample of the email you will receive is shown below; follow the instructions given:



You will be asked to enter your new password and verify it before it is then changed for future logins.

NB you can only use this link to change your password once. If anyone tries to access the link again, they will get an “unauthorised access” message.

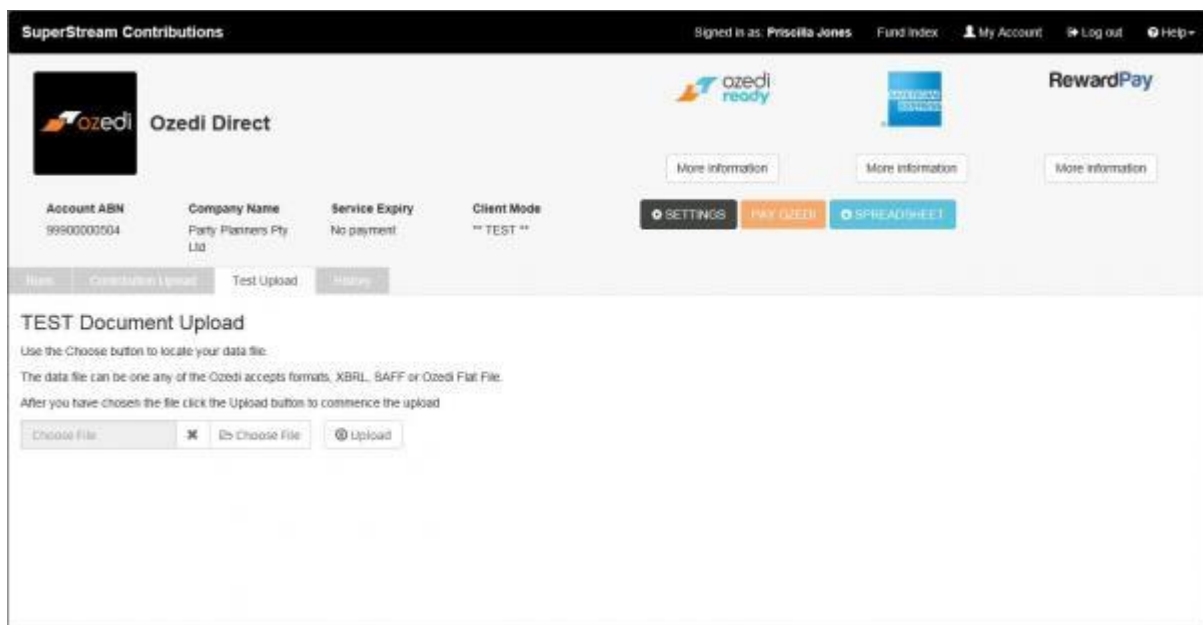
Upload test file

This step is only required if there is no current relationship between your payroll provider and OZEDI. In this instance, we need to check that we can handle your data. If your client status is LIVE when you log in, then you do not require this step and you can proceed to Step 3.

Now that you have access to the OZEDI Direct portal, you must upload a test file to ensure we can handle your file format and that your data is complete. Once you have successfully loaded a file, you will be ready to pay and process.

Follow these steps:

1. Output a superannuation contributions file from your payroll system or use OZEDI’s Excel Spreadsheet which you can download and fill out manually (see Spreadsheet button below). The file must have the sender ABN set to one of the ABNs you have registered. NB Your filename must not include any embedded spaces; i.e. super_file_001 instead of super file 001.
2. Go to the **Test Upload** tab and:
 - a. Select **Choose File** and select your file name using the browser
 - b. Select **Upload** to start the file processing. The portal will tell you if it can process your file or not



The screenshot shows the OZEDI Direct portal interface. At the top, it says "SuperStream Contributions" and "Signed in as: Priscilla Jones". Below this, there are logos for "Ozedi Direct", "Ozedi ready", and "RewardPay". A table displays account details: Account ABN (99500000504), Company Name (Party Partners Pty Ltd), Service Expiry (No payment), and Client Mode ("TEST"). Navigation buttons include SETTINGS, PAY OZEDI, and SPREADSHEET. The "TEST Document Upload" section is active, showing instructions to use the "Choose" button to locate the data file. It lists accepted formats: XBRL, SAFF, or Ozedi Flat File. Below the instructions are buttons for "Choose File", "X", "Choose File", and "Upload".

Handling errors in test file upload

There are several errors that can occur as part of the upload; these include:

- If your file has spaces in the name, it will not be found and cannot be processed. A message will tell you if the file is being processed or not
- The file does not contain an ABN that you are registered for – this file will not be processed.

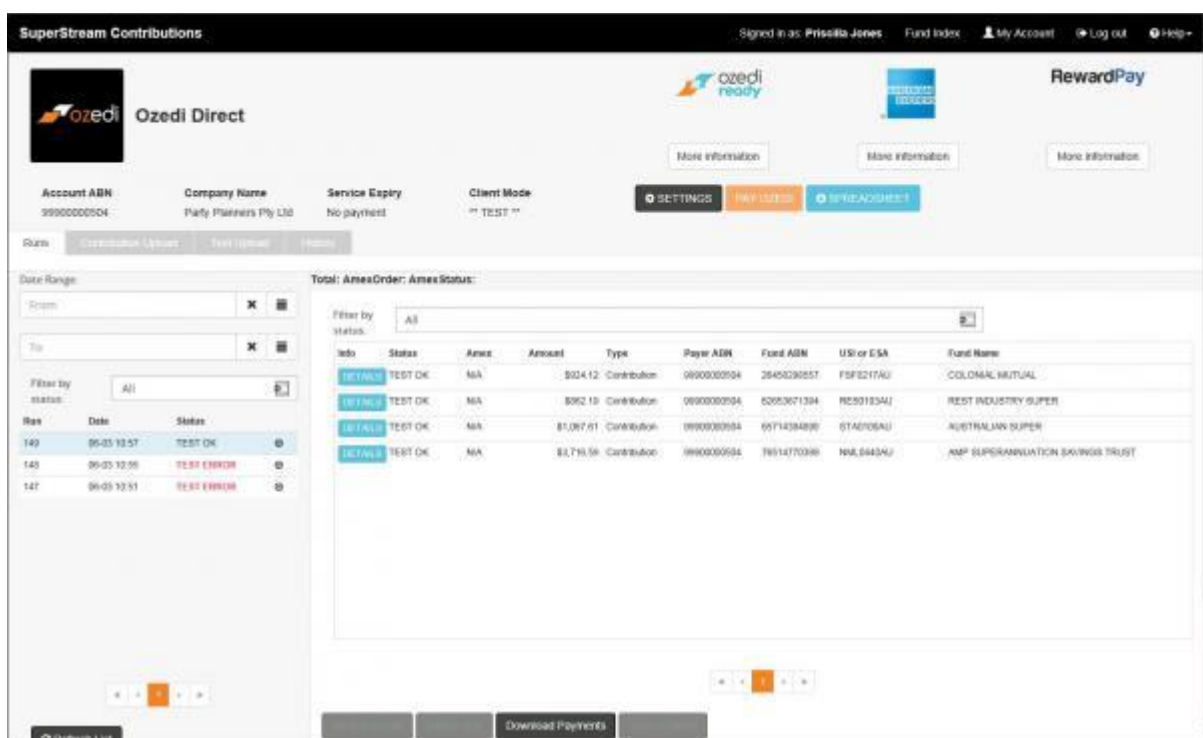
- The file is processed into payments but there are errors in the payments. In this instance, you can display the payments and check for errors.

Display Payments and Check for Errors

Click on the **Runs** tab to display the payments created by the upload of your file. Click on the **Run Number** on the left that contains your file just loaded, and the payments are displayed. If there are more than a screen full of payments in the file, then multiple screens are available using the page number display at the bottom.

The **Details** button lets you pop up the information on a payment including access to any error messages by using the Error Links and clicking on the ErrorPDF.

The **Status** column shows the status of each payment; i.e. test OK or test error. If there are any payments with errors, then the whole run has a status of TEST ERROR (see below).



The screenshot shows the 'SuperStream Contributions' interface. At the top, it says 'Signed in as: Priscilla Jones' and 'Fund Index'. Below this, there are logos for 'Ozedi Direct', 'Ozedi ready', and 'RewardPay'. A navigation bar includes 'SETTINGS', 'PAY LISTS', and 'SPREADSHEET'. The main area is divided into a left sidebar and a main content area. The sidebar has a 'Runs' tab selected, showing a list of runs with columns 'Run', 'Date', and 'Status'. The main content area shows a table of payments with columns: 'Id', 'Status', 'Ames', 'Amount', 'Type', 'Payer ABN', 'Fund ABN', 'USI or ESI', and 'Fund Name'. The table contains four rows of test data. The first row has status 'TEST OK', and the others have 'TEST ERROR'.

Id	Status	Ames	Amount	Type	Payer ABN	Fund ABN	USI or ESI	Fund Name
1375619	TEST OK	NA	\$334.12	Contribution	0900000054	2645029055T	PSF1217AU	COLONIAL MUTUAL
1375619	TEST OK	NA	\$362.10	Contribution	0900000054	62653671334	RS20123AU	REST INDUSTRY SUPER
1375619	TEST OK	NA	\$1,067.01	Contribution	0900000054	6571438489	STAD006AU	AUSTRALIAN SUPER
1375619	TEST OK	NA	\$1,719.58	Contribution	0900000054	7814770396	NNL0443AU	NAMP SUPERANNUATION SAVINGS TRUST

Test file status set to successful

Once your test file has been loaded successfully in test mode **with no errors**, your status will change from TEST to LIVE. This will allow you to make a payment and upload contributions files for sending through the SuperStream network.

If you cannot load a test file without errors, and the errors are not caused by your data which you can correct, then please show your software provider the errors you are getting and ask them to make adjustments to the output file accordingly.

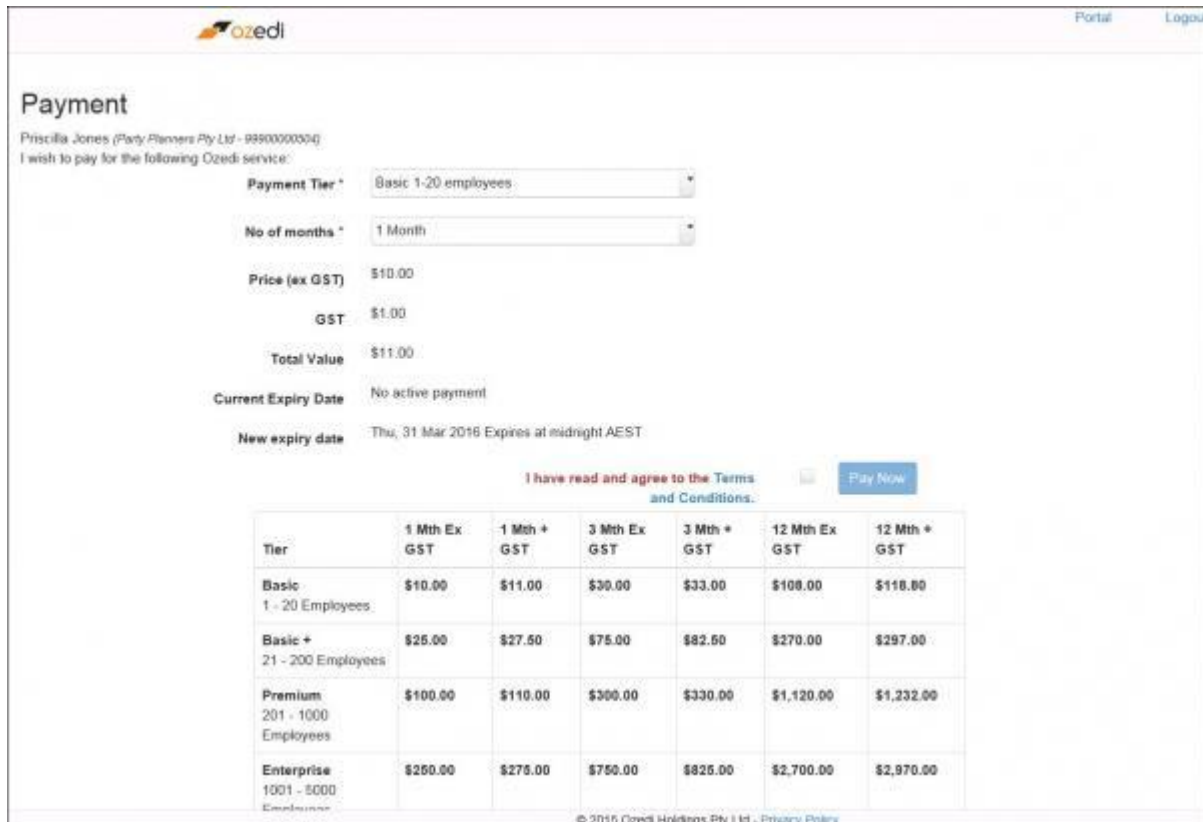
Make a payment

If your software provider has an arrangement with OZEDI, then you may not be required to make a payment. You can tell if this is the case by the Service Expiry Date. If this is set into the future, then you do

not need to make a payment – proceed to Step 4. Otherwise your account status will show as ****Live**** payment due.

When you have successfully loaded a test file, you will be able to make a payment to OZEDI for our services. This will set your service expiry date and allow you to send contribution remittances through SuperStream.

Click on the **Pay OZEDI** button and the payment options screen below will display.



Tier	1 Mth Ex GST	1 Mth + GST	3 Mth Ex GST	3 Mth + GST	12 Mth Ex GST	12 Mth + GST
Basic 1 - 20 Employees	\$10.00	\$11.00	\$30.00	\$33.00	\$108.00	\$118.80
Basic + 21 - 200 Employees	\$25.00	\$27.50	\$75.00	\$82.50	\$270.00	\$297.00
Premium 201 - 1000 Employees	\$100.00	\$110.00	\$300.00	\$330.00	\$1,120.00	\$1,232.00
Enterprise 1001 - 5000 Employees	\$260.00	\$275.00	\$750.00	\$825.00	\$2,700.00	\$2,970.00

Select the following from the two drop down boxes:

- **Payment Tier** – select from the table according to the total number of employees you have over all the companies being registered by you under this client account
- **Number of months** – options include 1, 3 or 12 months. There is a 10% discount for 12 months. NB payment is for the month in which you make it; i.e. regardless of the day within the month, then period is to the end of that month. If you pay at the end of the month you will only get a few days of coverage.

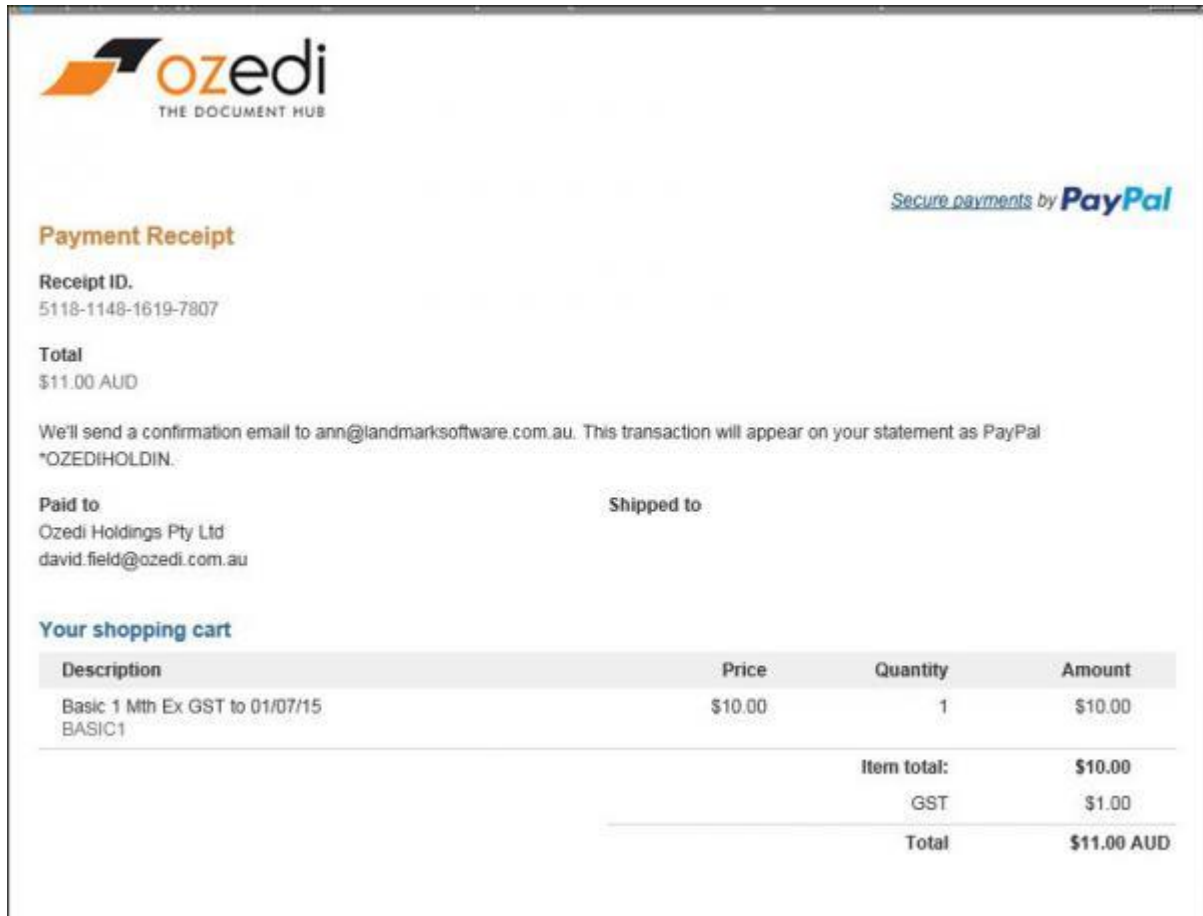
NB If you pay superannuation quarterly, you only need to buy one month's service 4 times a year.

Once you have selected the tier and period, the payment amount plus GST is displayed. If you wish to proceed, check the [Terms and Conditions](#) box and click on Pay Now. This will take you to PayPal to make the payment.

Paying by PayPal

PayPal will allow you to make payments via credit cards and, if you have a PayPal account, you can select to pay via EFT. PayPal will email you a receipt with the details of the services you have purchased for your records.

Once you have successfully paid, click on the “return to OZEDI” link to return to the OZEDI Direct portal - your new expiry date will display. You can now upload contributions details to send through SuperStream.



The screenshot shows a payment receipt from OZEDI, titled "Payment Receipt". It includes a receipt ID, total amount, payment confirmation details, and a shopping cart summary.

Payment Receipt

Secure payments by **PayPal**

Receipt ID.
5118-1148-1619-7807

Total
\$11.00 AUD

We'll send a confirmation email to ann@landmarksoftware.com.au. This transaction will appear on your statement as PayPal *OZEDIHOLDIN.

Paid to
Ozedi Holdings Pty Ltd
david.field@ozedi.com.au

Shipped to

Your shopping cart

Description	Price	Quantity	Amount
Basic 1 Mth Ex GST to 01/07/15 BASIC1	\$10.00	1	\$10.00
Item total:			\$10.00
GST			\$1.00
Total			\$11.00 AUD

Check Your Settings

There are a number of settings which you should ensure are correct for the way you want to use OZEDI Direct **BEFORE YOU START PROCESSING CONTRIBUTIONS**. These include the following features displayed when you click on the **Settings** button:

Settings

Contributions Processing

On hold before manually sending

Send e-mail for responses

No

Remove processed data after

12

months

Pay Superannuation by Amex

No

Amex Customer No

Amex Processing

Automatically send to Amex when upload

SAVE

CLOSE

Contributions Processing

This controls what happens when you upload a contributions file to the portal; the choices are:

On hold before manually sending (default setting)

This option lets you check the Payments List before deciding to continue and send the remittances. You can choose to cancel, even if they loaded successfully

Sent automatically if loaded successfully (future feature)

This option assumes that, if all the payments loaded without errors, then they can be sent through SuperStream without any further action required.

Send e-mail for responses

Options are:

Yes

An email will be sent to you whenever responses or errors are received from the SuperStream network. Sometimes, responses from funds won't appear for several days. It is useful to be informed that a response has arrived; e.g. new member number.

No

No emails will be sent. You must check the portal for any responses that arrive from funds.

Remove processed data after

The default is 12 months but you can nominate anything between one month and 12 months. Contributions successfully sent after the period nominated will be removed.

Pay superannuation by Amex

OZEDI has an association with American Express and their aggregator RewardPay to allow you to pay your superannuation contributions via your card. This will provide you with greater cash flow and also reward points. Refer to payments by Amex below for more details. Options are:

Yes

No

Amex Customer Number

This is the customer number allocated by RewardPay when you register to pay on the website www.rewardpay.com.au It is used to identify you only – your credit card details are NOT stored at OZEDI Direct.

Amex Processing

You can choose when the super payments are sent to the Amex portal for confirmation and payment. The options are:

On hold, check, then manually send to Amex

This option lets you check the Payments List before send the payments to Amex. You can then choose to cancel if required.

Automatically send to Amex when uploaded

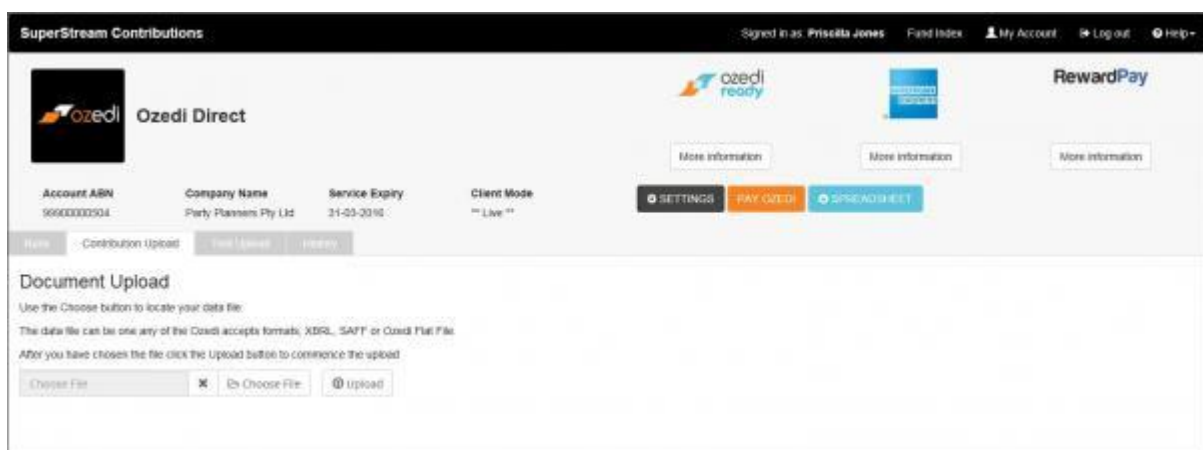
This option will send the payments to the Amex portal ready for confirmation as soon as the uploaded file is successful; i.e. when no errors are detected in the upload.

SAVE

Remember to SAVE the changes to your preferences

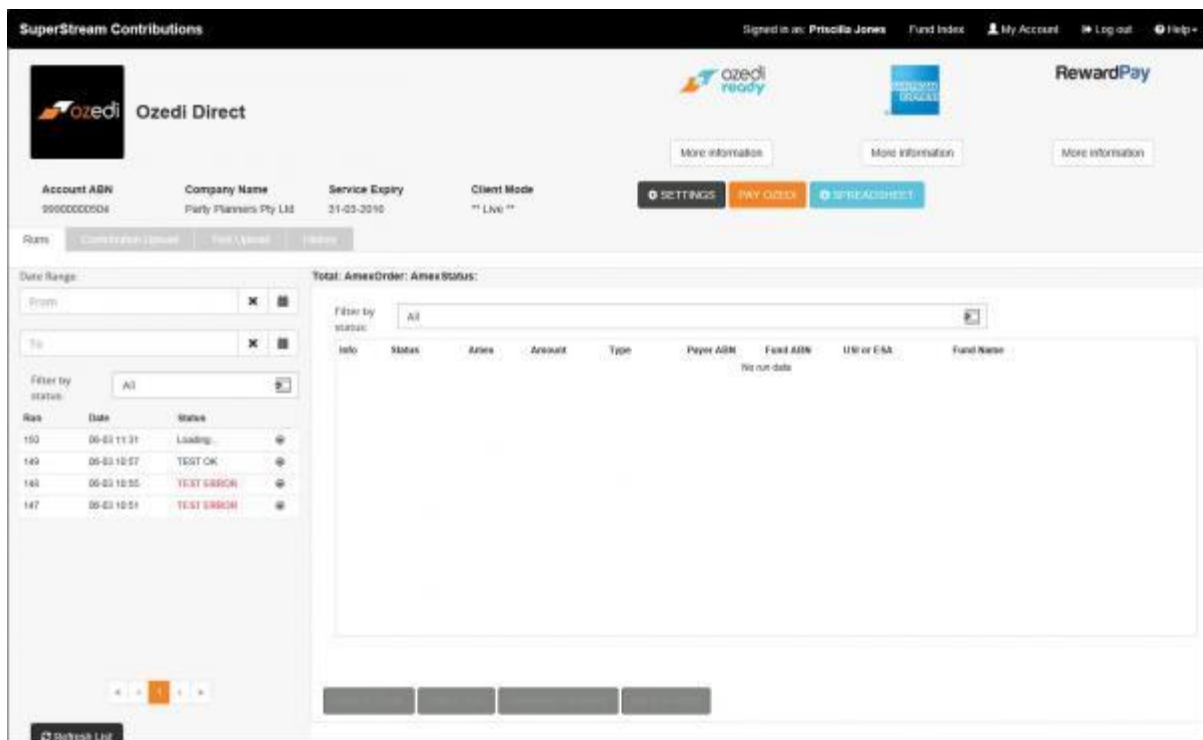
Upload a contribution file

When you have checked your settings to operate the way that suits you, you are ready to upload contributions for sending through SuperStream. Go to the **Contributions Upload** tab and the screen below displays:



There are two steps:

- **Choose File** - identify which file you wish to upload by browsing your system and picking the filename. NB the filename cannot have embedded spaces; e.g. Cont File.csv would not be acceptable – it would give an error when uploading. You could rename the file on disk to Cont-File.csv and it would be ok to load.
- **Upload** – having selected the file, click on upload and the file will be loaded and processed. You will get a message “Uploaded successfully – processing” if your file has been found. It may take a minute or two to process the file into the fund payments; go to the **Runs** tab and click on **Refresh List** button – the run status will show as “loading” until this process is complete (see below).



SuperStream Contributions Signed in as: Priscilla Jones Fund Index My Account Log out Help

Ozedi Direct **Account ABN** 99000000000 **Company Name** Parly Planners Pty Ltd **Service Expiry** 31-03-2010 **Client Mode** "Live"

More information More information More information

SETTINGS PAY OZEDI SPREADSHEET

Runs Contribution (closed) Fund (closed) History

Date Range: From To Filter by status: All

Run	Date	Status
150	06-03-11 31	Loading
149	06-03-10 57	TEST OK
148	06-03-10 55	TEST ERROR
147	06-03-10 51	TEST ERROR

Total: AmexOrder: AmexStatus: Filter by status: All

Info	Status	Amex	Amount	Type	Payee ABN	Fund ABN	UFI or FSA	Fund Name
No run data								

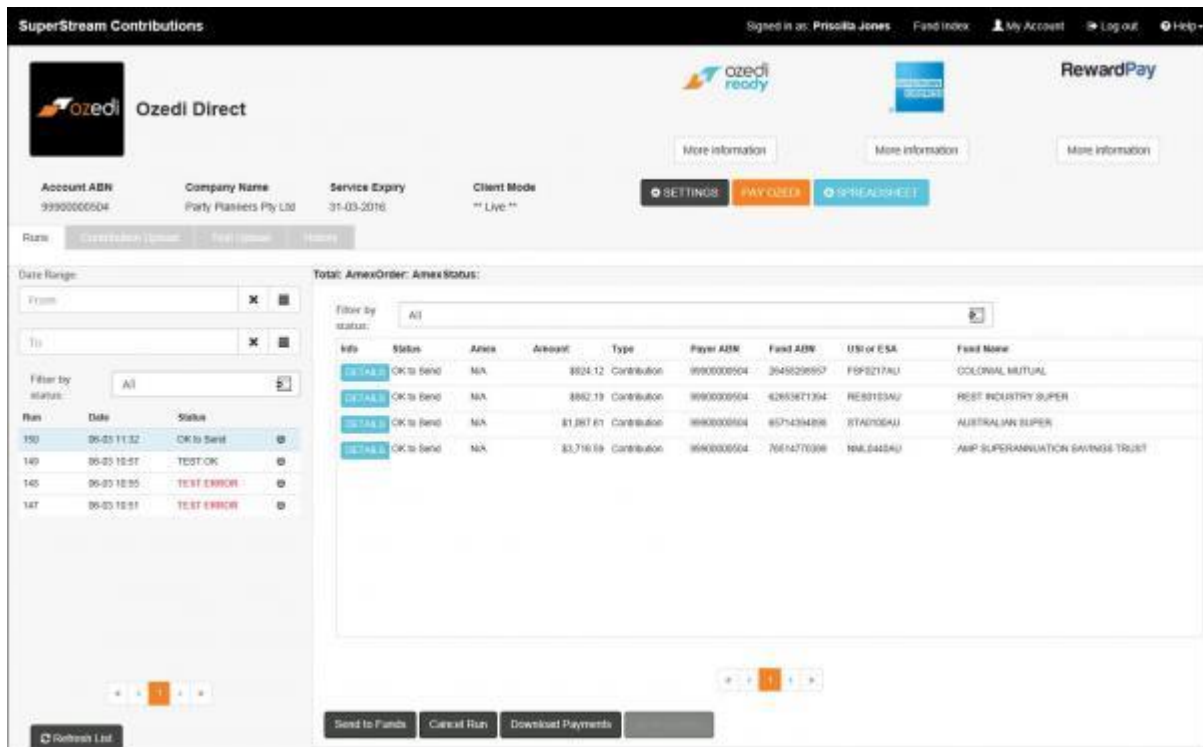
Refresh List

Checking your contributions for errors

Having successfully loaded your contributions file, you now need to check to see if you have any errors.

NB if there are any errors in any payment, none of the payments can be processed. You will need to cancel and re-load after the errors have been corrected.

Select the **Runs** tab to display the payment runs. Use the **Refresh List** button at the bottom. Click on the run you want to display – the payments by fund will display. You can use the page handler on the bottom left of the screen to display more than one screen of payments. You can also select to display runs for a date range you select and by status.



SuperStream Contributions

Signed in as: **Priscilla Jones** | Fund Index | My Account | Log out | Help

Ozedi Direct

Account ABN: 99900000504 | Company Name: Party Planners Pty Ltd | Service Expiry: 31-03-2016 | Client Mode: "Live"

Buttons: SETTINGS, PAY OZEDI, SPREADSHEET

Tabs: Contributions Upload | Fund Upload | History

Date Range: From: [] To: []

Filter by status: All

Total: AmexOrder: AmexStatus:

Info	Status	Amex	Amount	Type	Payer ABN	Fund ABN	USI or ESA	Fund Name
DETAILS	OK to Send	N/A	\$924.12	Contribution	99900000504	2645529890	FSP9217AU	COLONIAL MUTUAL
DETAILS	OK to Send	N/A	\$862.19	Contribution	99900000504	42653671304	RE80103AU	RE80103AU
DETAILS	OK to Send	N/A	\$1,387.61	Contribution	99900000504	8574394898	STA2106AU	AUSTRALIAN SUPER
DETAILS	OK to Send	N/A	\$3,716.59	Contribution	99900000504	70614770308	NNL6448AU	NNL6448AU

Buttons: Send to Funds, Cancel Run, Download Payments

Buttons: Refresh List

The payments displayed on the right hand side of the screen have pagination to handle many payments in a run. The payment details can be sorted into ascending and descending sequence on each column.

The buttons at the bottom of the screen will be enabled according to the run status and your settings; they include:

Refresh List	This option will refresh the list on the left as well as the payments displayed. The run status will show “loading” if the processing of your contributions file has not completed. It will then show as “OK to Send” or “ERRORS”.
Send to Funds	This will send all the remittances in the run to the funds. NB this button will be disabled if there are ANY errors in any of the fund payments.
Cancel Run	If the run has no errors but you want to re-process the file for any reason, you can cancel the run to prevent it from being accidentally sent.
Download Payments	This facility will create an Excel spreadsheet of the fund payment details displayed. It can be used to check against your payroll system to ensure the uploaded data matches your expectations. You can also use this list to raise payments in your accounting system as it has all the details necessary for EFT.
Send to Amex	If you are flagged to use Amex to pay your superannuation contributions, you can select to send the payments to the RewardPay portal if you have checked them and want to proceed to payment.

Contribution Details

Each payment on the right hand side has a **Details** button. This will display basic information and provide access to the actual contribution details using the **Document Links** and clicking on **Pdf**. Looking at the data in other formats is provided; i.e. XBRL, HTML and text.

NB if your payment has errors, you can display the error messages by using the **Error Links** and clicking of **ErrorPdf**.

Details	
Status	OK to Send
Amex Status	N/A
Payment Date	06-03-2016
Payment Amount	924.12
Type	Contribution
Payer ABN	99900000504
Fund ABN	26458298557
Fund USI or ESA	FSF0217AU
Fund Name	COLONIAL MUTUAL
Document links	Xbrl Html Text Pdf
Error links	
CLOSE	

Payments list

The Payments List is an Excel spreadsheet which you can download and use for checking your uploaded file; if something doesn't look right, you can use the OZEDI Direct portal to display the employee contributions included in the payment. If the payments are not correct, you can cancel the run and upload a corrected file.

You can use the Payments List to pay the superannuation funds through your banking portal. If you do, **make sure you put the Payment Reference Number shown in the Payments List in the EFT reference of your payment** as this is essential for the funds to reconcile your payment to your remittance through SuperStream. You will get funds contacting you should you omit this critical reference.

NB the Payment Reference Number is on the Payments List – this may have been allocated by OZEDI Direct as part of the upload process if your contributions file did not include it. If your file did contain the PRN, then payments will be presented for each fund/PRN combination.

Cancelling a contribution run

If you have successfully uploaded a run with no errors but you decide not to proceed, then cancel the run to ensure it is not accidentally sent to the funds.

Handling Errors

If there are **ANY ERRORS** in any of the payments, then **none of the payments may be processed**. We suggest the following process:

1. Display the errors for the payment as described above under Contribution Details and save the PDF
2. Correct the errors in your payroll system and output the file again
3. Upload the corrected file

Completing Processing

If there are **no errors** reported against **any** of the payments listed, then you may choose to do the following:

- **Send to Funds** – this sends all contribution remittances to the funds
- **Send to Amex** - this sends the contributions payment details to RewardPay for processing if you are registered as an American Express customer with RewardPay. NB the remittances will be automatically sent to the funds by OZEDI once your payment through Amex has been successfully processed.

Paying superannuation contributions by American Express

If you are an American Express customer, then you can register at www.RewardPay.com.au which will provide you with the customer number needed by OZEDI. Enter these details in the **Settings** section.

When you have uploaded a contributions file, the Send to Amex button will be enabled. If there are no errors in your payments at OZEDI, then you can send the payments to Amex via this process. To authorise the payments to be made by American Express, you must log into the RewardPay portal and confirm your approval for the payments to be processed. There is a surcharge for this service and this is clearly shown on the screen at RewardPay.

OZEDI will display the Amex payment status at the **Runs** tab; i.e. “sent to Amex”, “waiting for approval”, “completed”. Once your approval for payment has been given, and Amex has transferred the money to the funds, OZEDI will automatically process the remittances to the funds. You can process the remittances manually beforehand if you wish to; however, you should allow 3 working days from your approval to receipt at the funds in case there are banking delays.

Receiving Responses


It can take several days for the super funds to process your remittances. The funds will send responses to you via the OZEDI portal. This can include the following:

- Member numbers for new members
- Errors in the data received

OZEDI Direct will **send you an email** when responses are received if you choose this option in **Settings**. You can then log onto the portal and display the responses against the Run Number. Otherwise you will need to check the portal for any responses received.

History

The **History** tab provides access to your messages that have been sent and received. These are not grouped by run number and there are facilities to sort columns and filtering available to search for messages.



Ozedi Direct

Account ABN

99900000000

Company Name

Party Planners Pty Ltd

Service Expiry

31-03-2016

Client Mode

** Live **

SETTINGS

MY OZEDI

SENDSUBJECT


Signed in as: Priscilla Jones

Fund Index


My Account

Log out

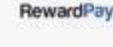
Help



More information



More information



More information

Home

Contribution Upload

Fund Upload

History

Search by:

Fund ABN

Search

Download	ID	Message Date	Fund ABN	USP or ESA	Doc. Type
Xbox Hired Text Pdf	12585	06-03-2016 10:57:50	76514773099	NAL8448AU	Contribution
Xbox Hired Text Pdf	12584	06-03-2016 10:57:48	95714364988	BTAC006AU	Contribution
Xbox Hired Text Pdf	12583	06-03-2016 10:57:44	43803071384	RS0103AU	Contribution
Xbox Hired Text Pdf	12582	06-03-2016 10:57:42	2648268557	FSF217AU	Contribution
Xbox Hired Text Pdf	12581	06-03-2016 10:55:27	76514773099	NAL8448AU	Contribution
Xbox Hired Text Pdf	12580	06-03-2016 10:55:21	95714364988	BTAC006AU	Contribution
Xbox Hired Text Pdf	12579	06-03-2016 10:55:18	43803071384	RS0103AU	Contribution
Xbox Hired Text Pdf	12578	06-03-2016 10:55:16	47907426372	AUSPOST3945F	ERROR
Test	12577	06-03-2016 10:55:16	47907426372	AUSPOST3945F	Contribution
Xbox Hired Text Pdf	12576	06-03-2016 10:55:16	2648268557	FSF217AU	Contribution

Removing data from the portal

The **Settings** button allows you to nominate how long the SuperStream data is maintained at the OZEDI portal for inquiry purposes. The minimum is one month; this is because it can take several days for the funds to process your remittances and send responses through the SuperStream network. It is important that you check any responses received to prevent further errors in the next run.

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