

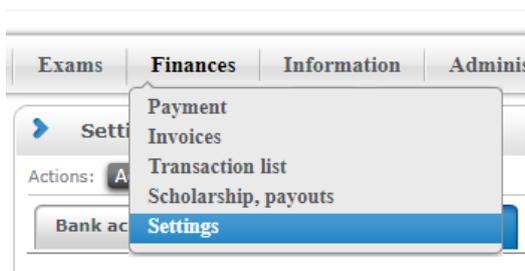
## FINANCES IN NEPTUN – INVOICE REQUESTS TO ORGANIZATION’S NAME

According to BME’s [REGULATIONS ON STUDENT FEES AND BENEFITS](#), every student's tuition fee is charged in Hungarian Forints (HUF) (using the semester’s official exchange rate -link). The liabilities (tuition, accommodation, library, exam or course retake fees, etc) are charged to the students by BME in the NEPTUN system and students may check and pay the inflicted items by their deadlines. After the fulfilment of any liability a downloadable invoice is available to all students. It is bilingual (Hungarian/English) and provided in HUF.

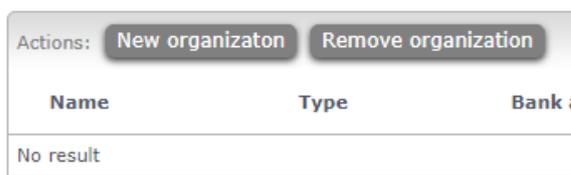
Please note, that tuition and accommodation fees cannot be paid by bank card, BME accepts fulfilment through the NEPTUN joint account system or through pre-paid invoices (available only for students, whose tuition is paid by an organization).

### Adding an Organization to the Student’s NEPTUN profile

If the student’s tuition fee is paid by an organization or company, it needs to be registered to the student’s own profile. The option is available at the NEPTUN/Finances/Settings menu, under the „Organizations” tab. To add a new line, please select the „New organization” button.



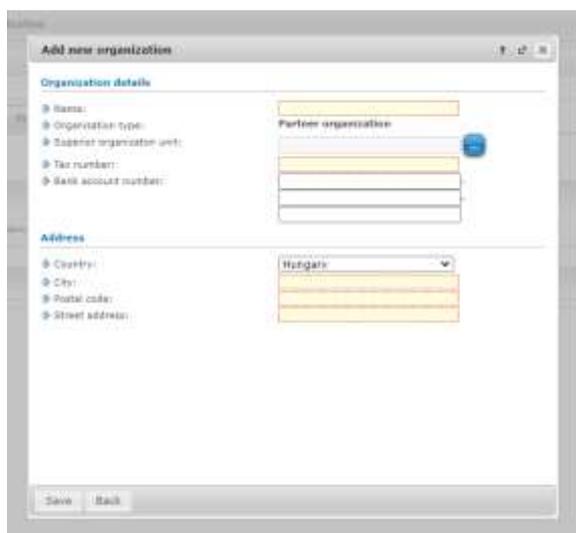
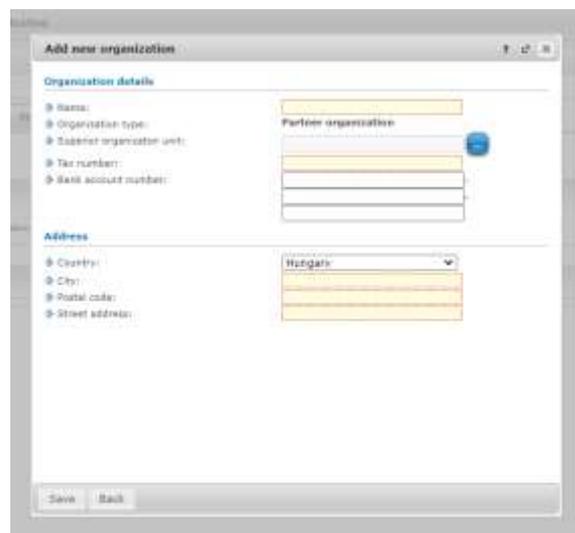
### Registered organizations



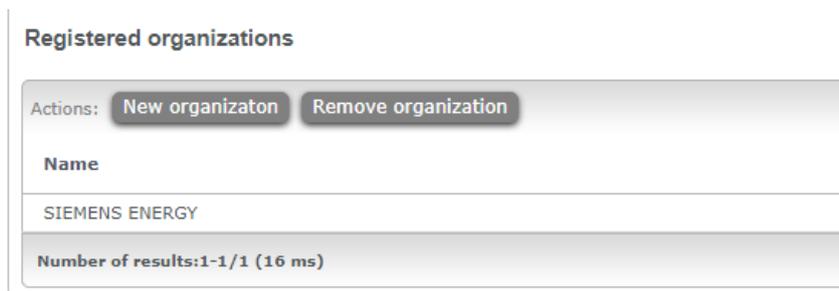
At first, please use the search option in the pop-up window (magnifier icon), to make sure that BME’s list does not contain the given organization already.



If the given organization needs to be registered, please click on the „Add new organization” button, then fill out the lines in the pop-up window with the required data.

By saving the data, the organization becomes registered to the student's own NEPTUN profile. If there is a problem with setting up the organization, please do not hesitate to contact us at [neptun@bme.hu](mailto:neptun@bme.hu).



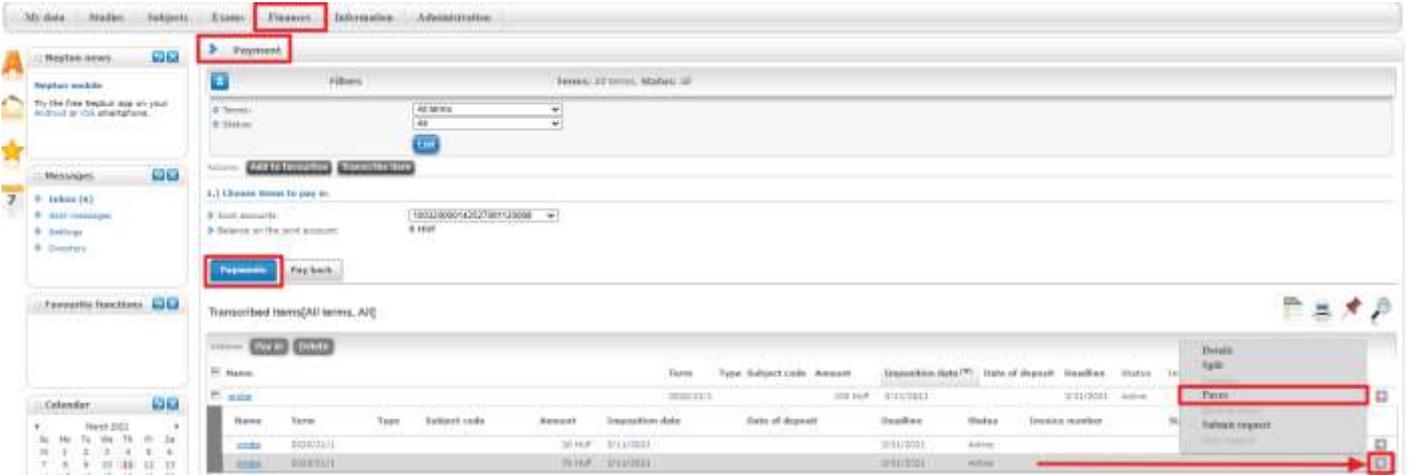
### Setting up the Payer's identity

The tuition fee liability is inflicted alongside a notification message in NEPTUN by BME.

The current, active (unpaid) liabilities can be seen in NEPTUN at the Finances/Payment menu. Please set the Terms to "All terms" and Status to "Active" then click the "List" button.

The first step is changing the Payer's identity. The default setup in NEPTUN is the student, not the registered organization. This process needs to be repeated with every (organization paid) liability in every semester. The system does not save them.

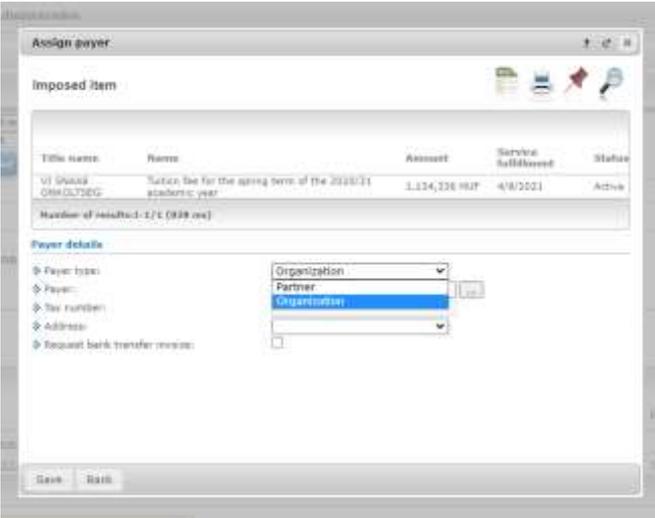
Please mark the given liability, then use the button "+" at the end of the line and choose the "Payer" option. In the pop-up window please set the „Payer type” to Organization then give the registered organization's data as the payer by clicking on the button . Do not forget to activate the "Request bank transfer invoice" option, then press SAVE.



Payment

Transcribed items[All items, All]

Name	Type	Subject code	Amount	Deposition date	Date of deposit	Deadline	Status
szk	2020/21/1		36 HUF	21/1/2021	21/1/2021	Active	
szk	2020/21/1		76 HUF	21/1/2021	21/1/2021	Active	



Assign payer

Imposed item

Title name	Name	Amount	Service followed	Status
VI Szakképzés OKM/OLTV/2020/21	Szakképzési díj for the spring term of the 2020/21 academic year	3.134.336 HUF	4/8/2021	Active

Number of results: 1/1 (928 row)

Payer details

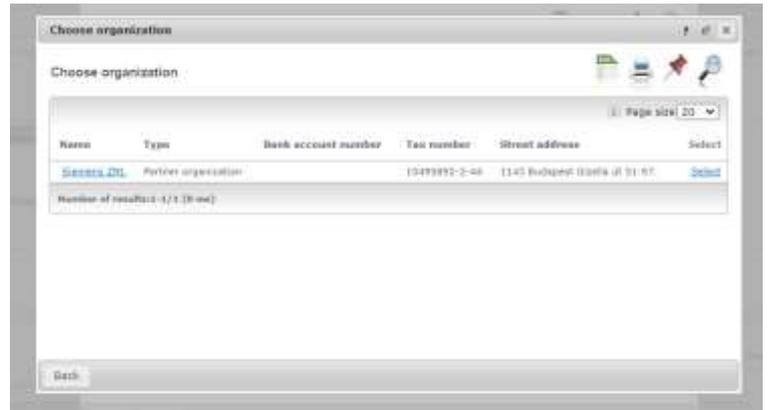
Payer type: Organization

Payer: Partner

Tax number: Organization

Address: [empty]

Request bank transfer invoice:



Choose organization

Choose organization

Name	Type	Bank account number	Tax number	Street address	Select
Siemens Zrt.	Partner organization		10495892-2-44	1143 Budapest Gizella út 51-67	Select

Number of results: 1/1 (9 row)

#### Payer details

- ❖ Payer type: Organization
- ❖ Payer: Siemens ZRt.
- ❖ Tax number: 10495892-2-44
- ❖ Address: 1143 Budapest Gizella út 51-
- ❖ Request bank transfer invoice:



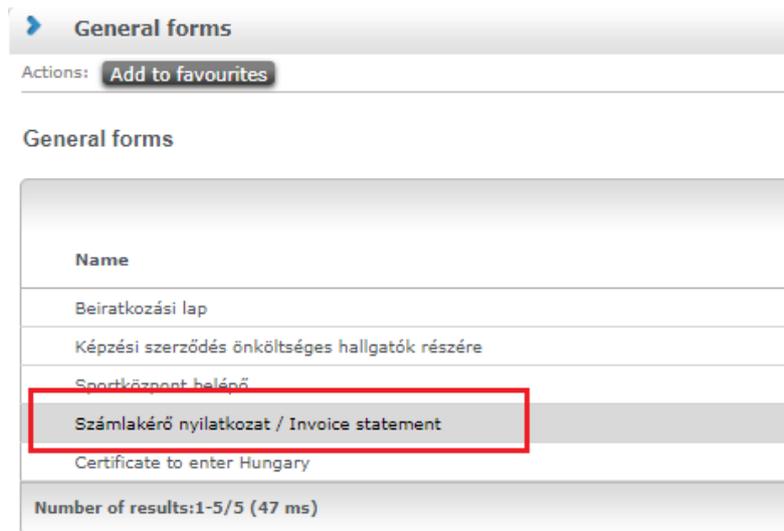
Success

Save was successful

Back

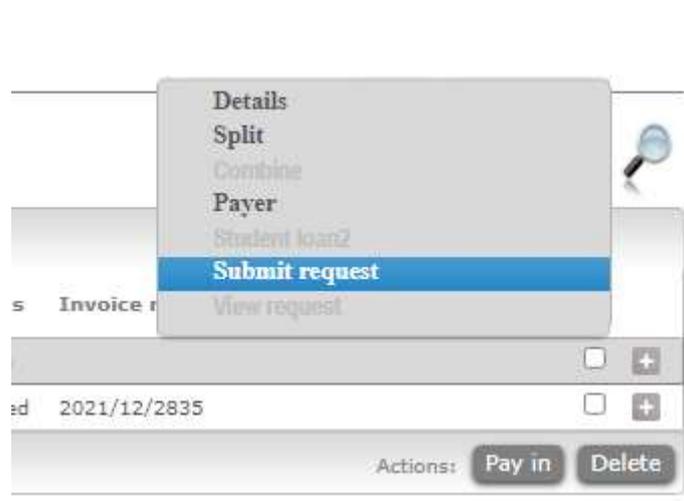
## Invoice statement

The second step is to download and print out an invoice statement datasheet („+” sign, then print it into pdf), which belongs to the liability. It is available in the NEPTUN/Information/General forms menu but only after the Payer has been set up. After it has been filled out and signed officially by the Payer Organization, a scanned copy (pdf) is a required attachment of the invoice request.



## Submitting the invoice request

BME provides pre-paid invoices through the NEPTUN request „E106 Invoice request”. It is available through the given liability, by clicking to the sign "+" again and choosing the "Submit request option".



Financial requests

Attention! The application was initiated from the Finance / Payment menu, so currently only requests to launch on the interface are displayed.

Available request forms:

Name (s)	Valid from	Valid until	Request type
011 Declaration to account obligation	1/1/2010 00:00:00	12/31/2021 23:59:59	Submit
106 Invoice request	1/1/2010 00:00:00		

Number of results: 2/2 (1/2 p.)

Request attachment:

1.  Számlakérő nyilatkozat (Declaration requesting of invoice) Attachment 2.

Previous Next Submit request Suspend filling in Assign document Back

3.

On the preview page of the request, please SCROLL DOWN and press „Submit request”.

Previous Next **Submit request** Suspend filling in Assign document Back

Success

 Request 106\_Szla\_keres/811 has been submitted.

Back

After the request has been accepted, the invoice will be available at the NEPTUN/Finances/Invoices menu. All the steps need to be repeated regarding every liability if the payer is an organization.



### Paying the invoice

All the necessary bank details will be displayed on the invoice. Please send the money to the displayed bank account number by a simple bank transfer.

The required comment/message field needs to be the invoice number, the student name and NEPTUN code in the required format. For example, 2021/12/1234, John Doe, NK-A1B2C3.

Please note that the money needs to be at least the exact amount of the tuition fee, without bank charges.

If BME receives a higher amount than the tuition fee (stated on the invoice), the overpaid amount will be refunded to the sender's bank account number.

### Contact details:

If you have any problem with fulfilling your NEPTUN liability, please do not hesitate to contact us at: [neptun@bme.hu](mailto:neptun@bme.hu).

BME Central Academic Office  
Office of International Education