### DA018 – Information on Payment of Single Claim - Benefits in Kind (PAY)

**Purpose of the SED:**

The SED DA018 is used to send information about the payment of individual claims.

* DA018 is just information that payment will be done. An actual transfer of the money is done outside the system;
* Information about payment on DA018 should be sent for all claims from DA010 which were not withdrawn by the case owner on DA012 (Credit note) or contested by the Counterparty on DA016;
* DA018 can be sent several times, each time for a new batch of the individual claims which will be paid.

Acronyms used in DA018:

* CLA – claim for reimbursement
* PAY – information about payment

Reimbursement SEDs includes 2 parts: global and individual.

Global part of DA018 includes following mandatory fields:

* **Reference numbers:**
	+ “Global CLA Reference Creditor Liaison Body” – a reference number of the claim specified in the DA010, which should be copied without any change;
	+ “Global PAY Reference Debtor Liaison Body” – a reference number of the payment for claim which allows to identify the payment in any future communication. It is a unique number for given payment and is repeated subsequently at the individual level of SED.
* **Total number of individual payments** – which summarizes the number of individual payments and should be equal to the number of repeated (⭮) individual parts;
* **Information about the payment** – a choice between two options:
	+ “total payment amount to be paid” which has to be provided if the amount calculated based on the claim amount, accepted contestation amount, credit notes amounts and the down payment amounts is the amount which still need to be paid to the Creditor Liaison Body;
	+ ‘total payment amount to be refunded’ which has to be provided if the amount calculated based on the claim amount, accepted contestations amount, credit notes amounts and the down payment amounts is the amount which has to be returned to the Debtor Liaison Body (i.e. down payment exceeded the final amount which has to be paid);
* **Total amount of Credit notes** – the sum of the amounts of the all credit notes issued within the current claim;
* **Total amount of contestations** – the sum of the amounts of the all contestations issued within the current claim;
* **Total amount of benefits –** the sum of the amounts of all individual benefits from the claim (DA010);
* **Total amount of down payment** – the amount of the accepted down payments;
* **Date of submission** – with a date on which DA018 is submitted by the Debtor Liaison Body (Counterparty).

There is also an optional section dedicated to the overpayments, which includes following items:

* **Total amount of Overpayment** – a sum of all overpayments specified in the “Overpayment reference” section;
* **Overpayment references –** a block of data for the information about the overpayments identified within the AW\_BUC\_23 process, which is repeatable and require giving following data:
	+ **Reference number** to the overpayment process were the overpayment were established;
	+ **Amount** of the overpayment which were established.

The individual part of DA018, which can be repeated (⭮), allows to provide information about payment for each individual claim and includes following mandatory fields:

* **ID Creditor / Debtor Institution** – copied from DA010 – with identification data (Institution ID, institution name) either of the institution of the place of residence / stay which provided benefits and requested reimbursement (Creditor) or the competent institution which issued entitlement document and is responsible for covering the cost of the benefits (Debtor);
* **References** – a set of references which allows to identify the PAY on global and individual level and connect it with the previous SEDs, including:
	+ “Global CLA Reference Creditor Liaison Body” – a reference number of the claim specified in the DA010, which allows to link individual PAY with the original claim (DA010) and should be copied without a change;
	+ “Global PAY Reference Debtor Liaison Body” – a reference number of the PAY specified in the global part of DA018 which allows to link individual payment with the global part of DA018 and should be copied without a change;
	+ “Individual CLA number Creditor Liaison Body” – a reference number of the individual claim specified in the individual part of DA010 which allows to link the individual PAY (DA018) with individual claim (DA010) and should be copied without a change;
	+ “COC reference Debtor Liaison Body’ – a repeatable section for identification of the contestations, with following data required:
		- “Global COC reference Debtor Liaison Body” – a reference number of the COC specified in the global part of DA016 which allows to link individual PAY with the COC (DA016) and should be copied without a change
		- “Individual COC number Debtor Liaison Body” – a reference number of the individual COC which allows to link the individual PAY (DA018) with individual COC (DA016) and should be copied without a change
	+ “Individual PAY Number Debtor Liaison Body” – a reference number of the individual PAY which allows to identify the payment in any future communication. It is a unique number for given individual payment.
* **Person receiving benefits** – copied from DA010 – an information about the person who received the benefits in kind;
* **Total individual amount of payment** – the amount of the payment of the individual claim;
* **Total individual amount of the benefits** – the amount of the original claim amount specified in DA010 (summarized in the global part in **Total amount of benefits**);
* **Total individual amount of the credit notes** – the amount of individual credit note issued in the current claim (summarized in the global part in **Total amount of Credit notes**);
* **Total individual amount of contestation** – the amount of the individual contestations issued in the current claim (summarized in the global part in **Total amount of contestations)**.

There is also an optional section dedicated to the information about the credit note, which is repeatable and allows to provide reference to the credit notes issued within the claim and includes following items:

* **“Original global CLA reference Creditor Liaison Body” –** a reference number of the CLA in which credit note was issued;
* **“Global CRN reference Creditor Liaison Body”** – a reference number of the CRN;
* **“Individual CRN number Creditor Liaison Body”** – a reference number of the individual CRN.

It is not possible to add attachments to DA018.

For general remarks applicable to all the AWOD SEDs click [here](AWOD_SEDs_General_Remarks.docx).

[In order to see the content and explanatory notes of SED DA018 please click here.](Forms/DA018_en.htm)