User Guide

New Contributions

NOVA Worksheet

VidaCaixa

Índice

What improvements can I find?

NOVA Worksheet

A **standardized file** with a **single structure** to **standardize** all **processes**

Nationality Search Tool

A search tool to complete all information related to the nationality of the insured persons.

NOVA Workspace

It will be the **new digital experience** for companies that will **allow working** in a **clearer** and **more connected environment** to **facilitate management**.

What steps should I follow?

01

NOVA EXPERIENCE

- It is possible to download both files from your policy section in Aporta+ with the uploaded status.
- Additionally from this same website you can download the template for both files. On this website you can obtain the "NOVA Worksheet" file with the appropriate format to Renew or Regularize your group, but without updated information.

02

COMPLETE THE FILE

- In the following slides we will demonstrate step by step how the file should be completed.

03

SENDING THE DOCUMENT

- The sending of the document will be carried out in the same way.

What does the file allow you to do?

REGISTRATION OF NEW INSURED PERSONS

The registration of new entries will allow you to register new insured persons and add initial contributions and type of contribution.

REGISTRATION OF NEW CONTRIBUTIONS

The registration of contributions will allow you to enter the new contributions that have been made for each insured person.

Registration of contribution entries

To add **new contributions** of the insured person you must use the file **NOVA Worksheet – Alta de Aportaciones**

In this **file** you must only **report** the **new contributions.**

You must take into account that in this file **only** records of insured persons who are **already registered** in the policy can appear.

The **Contribution Registration** file can be **completed more quickly** as it contains many **fewer fields**

How do I complete the file “Alta de Aportaciones”?

DESCARGABLES

Descarga aquí el archivo necesario para tus gestiones

Mantén tu información organizada y completa con un archivo listo para usar.

NOVA Worksheet (71kb) .xls

DOWNLOAD THE NOVA WORKSHEET FILE

From this same website you can download the file in the downloadables section.

Additionally, it can also be downloaded from the policy section in Aporta+.

	A	B	C
1	PÓLIZA	NIF	TIPO APORTACIÓN
2			
3			
4			
5			
6			
7			
8			

COMPLETE THE FILE

In the Excel file you can start adding all information related to insured persons from cell A2.

	A	B	C
1	PÓLIZA	NIF	TIPO APORTACIÓN
2	4524		
3	4524		
4	4524		
5	4524		
6	4524		
7			
8			

INDICATE THE TYPE OF MOVEMENT AND EFFECTIVE DATE

Indicate the policy number. It must be in simplified format.

That is, for a policy: 9690.88.000**XXXX**.XX --> you must indicate **XXXX**

B	C
CIF/NIF TOMADOR	NIF ASEGURADO
B48291547	66127118W
B48291547	85670853Q
B48291547	90499121D
B48291547	38906490N
B48291547	X4568237T

REPORT THE NIF OF THE POLICYHOLDER AND THAT OF THE INSURED PERSON

The **CIF/NIF** of the **policyholder** and the **NIF/NIE** of the **insured** must be **provided** in **all cases** to carry out the renewal process.

How do I complete the file “Alta de Aportaciones”?

In each record you must indicate **at least and only one amount** for each type of contribution.

D	E	F
IMPORTE APORTACIÓN TOMADOR NO IMPUTADA	IMPORTE APORTACIÓN TOMADOR POR CUENTA DEL ASEGURADO	IMPORTE APORTACIÓN TOMADOR IMPUTADA
		500
	126,56	
589,5		
435		
	256,25	

POLICYHOLDER CONTRIBUTION AMOUNT **NOT ALLOCATED**

They are **policyholder contributions** that are **not allocated** to the **insured persons**.

At the time of benefit payment, the insured person will be taxed on the full amount.

POLICYHOLDER CONTRIBUTION AMOUNT ON BEHALF OF THE **INSURED PERSON**

They are **worker contributions** made through the **policyholder** (they are mandatory) and are **allocated** to the insured persons.

At the time of benefit payment, the insured person will be taxed on the return.

ALLOCATED POLICYHOLDER CONTRIBUTION AMOUNT

They are **policyholder contributions** that are **allocated** to the insured persons.

At the time of benefit payment, the insured person will be taxed on the return.

Mandatory fields for new contributions registrations

If you want to register new contributions, these will be the following fields that you must report:

Identification Data

- Policy Number
- Policyholder CIF/NIF
- Insured person NIF

These are **mandatory** data

Economic Data (Contributions)

- Policyholder contribution not allocated
- Policyholder contribution amount on behalf of the insured person
- Allocated policyholder contribution amount

It is **mandatory** to report at least one type of contribution with its amount for each record in the file

Good practices

MANDATORY FIELDS MUST **ALWAYS** BE **COMPLETED**

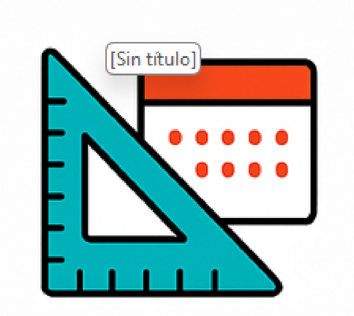
Before sending the file, N that all **mandatory fields** are **reported** and correctly **completed**.

CLEARLY **IDENTIFY** THE **POLICY** AND THE **INSURED PERSON**

Make sure that the **policy** and the insured person are **correctly identified**.

Always use the **policy number** in **simplified format** and check that the **NIF/NIE** is **correct**.

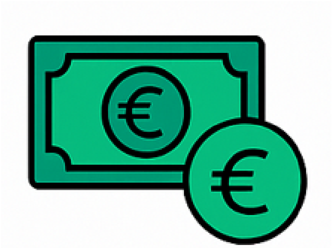
Do not include participants who have already been previously registered.



RESPECT FORMATS AND **STRUCTURE**

Enter the data following the defined terms:

- Dates in **DD/MM/AAAA**
- **Amounts** with two decimals
- **Five-digit** postal codes
- **Telephone number**: **Without prefixes** and **max. 9 characters**
- **Fixed** and **immovable headers**



CORRECT TYPE OF **CONTRIBUTION** AND **AMOUNT**

Always **select one** of the **permitted types of contribution** and verify that the amount:

- Is **equal** or **greater** than **one euro**
- Is **correctly rounded**
- **Reflects** the **actual contribution** that is to be **registered**

VidaCaixa

Good practices

ADDRESS AND **CONTACT** CORRECTLY **REPORTED**

The **adress** must be **complete** and **consistent**: Type of road, Street, number, postal code and locality must correspond to each other.

CORRECT USE OF **DROPDOWNS**

In **fields** with **dropdowns**, use only the **available values**, strictly respecting the indicated coding.

CONSISTENCY OF **PERSONAL DATA**

Check that the **personal data** of the **insured person** are **consistent** with each other and with the reported document.

FINAL REVIEW BEFORE SENDING

Before sending the file, perform a **global review** to detect **errros**, **inconsistencies** or **duplications**.

Thank you

VidaCaixa