

INSTRUCTIONS
on adapting the information systems processing financial information of
enterprises in the non-financial sector related to the euro adoption in the
Republic of Bulgaria

I. Guidelines objective

1.1. The present guidelines have been prepared in compliance with the requirements of the Law on the Introduction of the Euro in the Republic of Bulgaria and are intended to provide guidance and methodological instructions for enterprises upon adapting their information systems that carry out activities with currency units and process financial information.

1.2. The instructions should ensure a smooth transition to the new currency of traders' information systems and prevent possible difficulties and interruptions in their activities after the date of euro adoption in the Republic of Bulgaria.

1.3. All changes related to the adaptation of the information systems for operation with euro of enterprises in the non-financial sector should be consistent with the principle of consumer protection, the principle of information, the principle of efficiency and economy, the principle of transparency and the principle of continuity and automatic conversion of amounts from Bulgarian lev (BGN) to euro (EUR).

II. General provisions and key concepts used in the present guidelines

2.1. 'Information systems' (IS) are all systems within an enterprise that perform activities with currency units and process financial information. Information systems include inventory management systems, marketing and sales management systems, customer relationship management systems, online platforms, payment software, and more.

2.2. The adaptation of information systems to the euro is upgrading/updating, development/construction or maintenance of IS.

2.3. These guidelines cover the period up to the euro adoption date, required to make changes to an enterprise's information systems in preparation for the changeover.

2.4. 'Euro introduction date' is the date pursuant to Article 3 of the Law on the Introduction of the Euro in the Republic of Bulgaria (the date specified in the Decision of the Council of the European Union on the adoption of the euro by the Republic of Bulgaria). This is the date on which the euro becomes the official national currency and enters into circulation in the Republic of Bulgaria.

2.5. 'Official exchange rate' is the rate according to Art. 5 of the Law on the Introduction of the Euro in the Republic of Bulgaria (the irrevocably fixed exchange rate of the Bulgarian lev to the Euro, determined in a Council Regulation adopted in accordance with Art. 140, paragraph 3 of the Law on the Introduction of the Euro in the Republic of Bulgaria).

2.6. The automatic currency conversion in the information systems from Bulgarian lev to euro shall be carried out in accordance with the provisions of Art. 12 and Art. 13 of the Law on

the Introduction of the Euro in the Republic of Bulgaria. As an exception to this rule, remuneration and compensation shall be converted in accordance with Article 12 and rounded in accordance with Article 45 of the Law on the Introduction of the Euro in the Republic of Bulgaria.

III. Activities during the period of adapting information systems to the euro

3.1. Performing an analysis and identification of all information systems of the enterprise that are subject to adaptation to operate with euro.

3.2. Planning of IS adaptation, identifying the necessary actions to upgrade the existing software product, update and include new features, or purchase a new software product, as well as planning the necessary resources, responsible parties and deadlines.

3.3. Undertaking the necessary measures to adapt the IS upon taking into consideration the specific details, such as:

- In cases when data may continue to be stored in the national currency, they may only be converted if further processing is required;
- In cases where conversion of stored data is necessary, the original data should be archived in compliance with data protection principles.

3.4. Verification of all actions to adapt the information systems in the enterprise, their proper functioning and their compliance with the provisions of the Law on the Introduction of the Euro in the Republic of Bulgaria.

IV. Recommended actions for technical preparation of information systems

4.1. Checking the compatibility of current versions of information systems with the new requirements regarding the processing of data converted to euro.

4.2. Updating the software with versions that support the use of the euro, incorporating new features into the existing software, or purchasing an entirely new software product.

4.3. Testing the updated software product for correct integration of euro.

4.4. Updating and checking all databases that contain data converted to euro.

4.5. Adaptation of information systems to enable euro electronic payments.

4.6. In order to implement the principles of consumer protection, information, transparency, continuity and automatic conversion of amounts from BGN to EUR, ensuring access and the right to information for every private and legal entities within a period of one year from the date of euro adoption in the Republic of Bulgaria, regarding the monetary values in Bulgarian lev of their property rights and obligations as of the date of conversion. Persons who have carried out currency conversion under the procedure of the Law on the Introduction of the Euro in the Republic of Bulgaria shall provide the information free of charge within 7 days of the request.

4.7. Updating the form documents, contracts, accounting documents, etc., including the new currency - euro.

4.8. Establishing preparedness for displaying all prices of goods and services offered to consumers in both currencies – BGN and EUR, in accordance with Article 15 of the Law on the Introduction of the Euro in the Republic of Bulgaria (period of dual display of goods and services). The period of dual display of goods price and services in EUR and in BGN shall begin one month after the date of entry into force of the Decision on the adoption of the Euro and shall end 12 months after the date of euro adoption in the Republic of Bulgaria. In the period of dual display the prices in EUR and BGN shall be placed in close proximity, shall be written clearly, legibly, unambiguously and in an easily understandable manner, with the same font size, in a way which does not mislead the consumer. Both prices shall be accompanied by the corresponding currency, a distinctive sign or abbreviation, allowing for easy recognition. Exceptions to dual display are provided for in Art. 15, para. 3 of the Law on the Introduction of the Euro in the Republic of Bulgaria, which, however, do not exempt traders from the obligation to clearly, legibly, unambiguously and in an easily understandable manner display prices of goods and services in BGN and EUR in another appropriate manner that does not mislead consumers.

4.9. Establishing preparedness to announce the total final amount paid by the consumer, in BGN and EUR, along with the official exchange rate of the BGN to the EUR, in the issued fiscal/system receipt or in another document registering the payment. From the date of euro adoption in the Republic of Bulgaria, every person who receives payments for which there is an obligation to issue a fiscal/system receipt, shall be obliged to register and report them in EUR banknotes and coins.

4.10. Establishing preparedness to comply with the rules of the dual circulation period of BGN and EUR (lasting one month from the date of introduction of the euro as legal tender), regulated in Art. 25 of the Law on the Introduction of the Euro in the Republic of Bulgaria, including those concerning the return of balance upon payment, acceptance of coins, complaints about goods or services, upon performing cash transactions with vending machines, self-service devices and systems, including without power supply.

4.11. Monitoring of information systems in order to identify problems in the first months after the transition to the euro.

V. Communication and training activities for company employees

5.1. Informing suppliers, customers and business partners about changes in operation processes and services during the transition period to the euro adoption.

5.2. Providing clear and accurate information on how payments will be processed in the period after the euro adoption.

5.3. Organizing of training for the company employees regarding the changes made to the information systems and the changes in the way they are used.

5.4. Preparation of (where applicable) short tutorials for employees how to operate with the updated information systems.

VI. Useful Links

6.1. The website for the introduction of the Euro in the Republic of Bulgaria:
<https://evroto.bg/>

6.2. Website of the Ministry of Finance, section 'The Path of the Republic of Bulgaria to the Euro area': <https://www.minfin.bg/bg/1578>

6.3. Law on the introduction of the Euro:
<https://dv.parliament.bg/DVWeb/showMaterialDV.jsp?idMat=224950>