

E-Invoice Web

Help Guide V 3.0



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Log in to the portal:

The portal is available here: <https://bix.tieto.com/einvoiceweb/engine>

Enter your assigned username and password here. Click on “New User” If it is your first time logging in choose “Supplier Application Web” and fill out the form.

Then select the language you prefer to use, choose between Swedish, English and Finnish.



Login to your E-Invoice Web account

Username

Password

Language

[Forgot password?](#)

After logging in, you will be redirected to this home page:

tieto E-Invoice Web Göteborg Energi Nät AB ? Help

[Sales invoices](#)

About BIX

Tieto Business Information eXchange (BIX) Services.

Tieto is a leading business integration service provider in Europe with a long history in supporting business critical processes with cloud based services. Tieto Business Information eXchange (BIX) is a service platform that facilitates automation of the entire financial value chain. The service portfolio covers various cloud services in business-to-business (B2B) messaging areas such as e-trade, e-invoicing and bank connectivity. We exchange over one million B2B transactions daily and over one million end users use the service on Internet.

For more information about Tieto Business Information eXchange Services: www.tieto.com/bix

1. Create Invoice Profile

By creating invoice profile, you save your basic information into a profile template. This basic information is re-usable and used when creating new invoices. For example, if you as a supplier sells both products and services. You can create a separate profile for your invoices, one profile for the products and another for the services. *It is mandatory to have at least one invoice profile.*

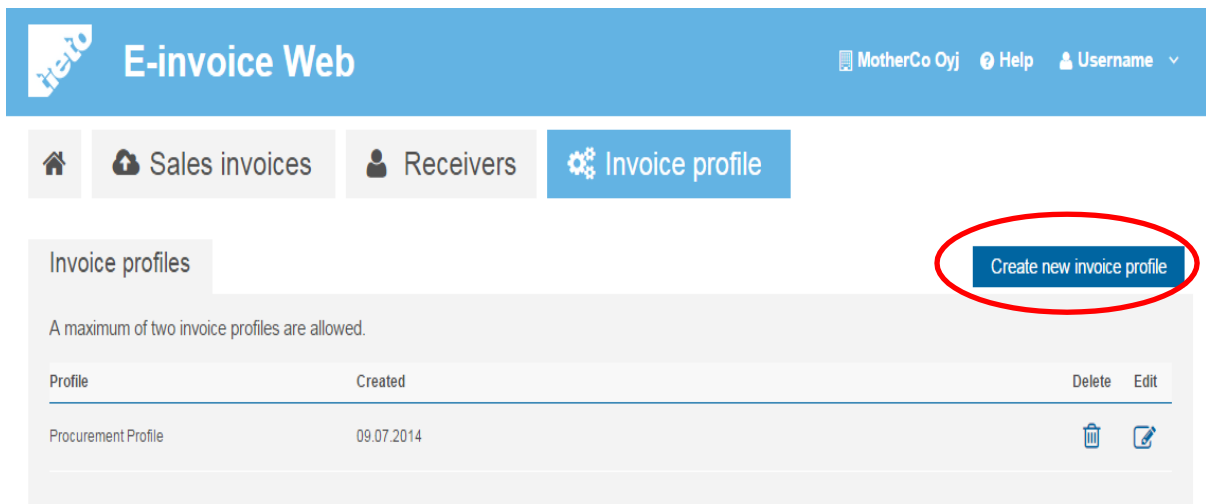
You can create a new invoice profile, edit an existing profile and delete the profile.
For EU Norm compliance:

- It is required that EU based organization use their two-character country prefix in VAT identifier.
- VAT identifier is mandatory if Tax representative data is not given.
- Seller country code is mandatory



You can create new profile by choosing “Create New invoice profile” Under Sales Invoice -> Invoice profile page.

Step 1:

Choose “Create new invoice profile” button to open a new page.



The screenshot shows the Tieto E-invoice Web interface. The top navigation bar is blue with the Tieto logo on the left and 'E-invoice Web' in the center. On the right, there are links for 'MotherCo Oyj', 'Help', and 'Username'. Below the navigation bar, there are four tabs: 'Home', 'Sales invoices', 'Receivers', and 'Invoice profile'. The 'Invoice profile' tab is active and highlighted in blue. Below the tabs, there is a section titled 'Invoice profiles' with a sub-header 'Create new invoice profile' circled in red. Below this, there is a message: 'A maximum of two invoice profiles are allowed.' Below the message is a table with columns 'Profile', 'Created', 'Delete', and 'Edit'. The table contains one row: 'Procurement Profile', '09.07.2014', and icons for 'Delete' and 'Edit'.

Profile	Created	Delete	Edit
Procurement Profile	09.07.2014		

Step 2:

Each profile needs a profile name. Some of your information like company name, Business ID, street address, zip code, city, country, VAT and contact information will be pre-populated. This information is copied from on-boarding process data. You can partially change this information in profile as needed.

Register account details and contact information:

Credit accounts

Type *	BIC code	Bank name	Account number *	Remove
(IBAN, BBAN, CUID, UPIC, etc.)	(mandatory in case of IBAN)	(mandatory in case of account type other than IBAN)	(please type IBAN Account Number in case of IBAN)	
IBAN	123-567-890	BANK OF REGION	12345678900	

[+ Add credit account](#)

Tax representative

Tax representative name:	Profile1	VAT ID:	91000000
Street address:	EON1	Zip code:	41102
City:	Pune		
Country sub division:	IT		
Country:	INDIA		

VAT registering information

Must register VAT:	<input checked="" type="radio"/> Yes <input type="radio"/> No	VAT ID: *	9999000
Tax registration ID:	88888888		

My Settings

Contact person:	Test1 Test2	E-mail:	ntb.user@test.com
Phone number:	9876543210	Company Website:	www.test.com

[Cancel](#) [Save](#)

1.1 Create a new recipient

For E-address enter the organization number of the buyer

For e-address scheme Id code, select '0007 Organization number' in the selection list

Create new invoice profile

Cancel Save

General issuer information

Profile name: *	<input type="text"/>
Company name:	Göteborg Energi Nät AB
E-address:	5563792729
Business ID:	5565724696
Company trading name:	<input type="text"/>
Street address:	<input type="text" value="Box 53"/> <input type="text"/>
Zip code: *	<input type="text" value="40120"/>
City: *	<input type="text" value="GÖTEBORG"/>
Country sub division:	<input type="text"/>
Country:	<input type="text" value="Select country"/>
Currency: *	<input type="text" value="EUR"/>
Domicile:	<input type="text" value="SE"/>
Contact department:	<input type="text"/>
Additional legal information:	<input type="text"/>

1.2 Create Single

invoice

Step 1:

When you click on the link for customer invoices, you will see an overview of your most recently sent invoices, where you can create a completely new invoice or copy one that has already been sent and use it as a basis.

You can create single invoices by choosing “Create New Invoice”.

Time sent	Single/Batch	Transaction ID	Receiver name	Invoice number	Type	Total	Currency	Issued	Due date	Status	Note	Copy
25.01.2019 09:57:54	✉	0848812643334447255357427565	Infosys	216	Debit	280000.00	INR	25.01.2019	25.01.2019	📄		📄
24.01.2019 10:59:46	✉	82026254322233572082350160184	Infosys	215	Debit	280000.00	INR	24.01.2019	24.01.2019	📄		📄
24.01.2019 10:52:57	✉	51560633027804171136202785200	TCS	100	Debit	280000.00	EUR	24.01.2019	24.01.2019	📄		📄
24.01.2019 09:50:08	📄	73267465042583556788162745728								📄		
22.01.2019 16:09:37	✉	81034520605824730145328652438	WebReceiver2	12345678	Debit	1060.20	EUR	22.01.2019	05.02.2019	📄		📄

Copy an invoice that has already been sent:

If you have already sent an invoice, you have the option to copy it and use it as a basis, in which case many fields will already be pre-filled.

Copy and create a credit invoice:

If you want to create a credit on an already sent invoice, you can simply copy it as above and then change the invoice type. You can also create a completely new invoice and select Credit as the invoice type as well.

1. Issuer and Receiver Information 2. Invoice Details 3. Invoice lines 4. Attachments 5. Preview Invoice and Send

[Save as draft](#) [Previous](#) [Next](#)

Invoice information

Invoice number: *	<input type="text"/>	Payment terms:	<input type="text"/>
Issued date: *	<input type="text" value="16.12.2024"/>	Free text:	<input type="text"/>
Due date: *	<input type="text"/>	Payment reference:	<input type="text"/>
Invoice period start date:	<input type="text"/>	Invoice recipient:	<input type="text"/>
Invoice period end date:	<input type="text"/>	Tax point date:	<input type="text"/>
Invoice currency: *	<input type="text" value="EUR"/>		
Accounting currency:	<input type="text" value="EUR"/>		
Exchange rate used:	<input type="text"/>		
Exchange rate date:	<input type="text"/>		
Invoice type:	<input checked="" type="radio"/> Debit <input type="radio"/> Credit		
EU-Norm Compliant:	<input type="checkbox"/>		

Step 2:

Start by selecting the invoice profile previously created:

Create new invoice

1. Issuer and Receiver Information 2. Invoice Details 3. Invoice lines 4. Attachments 5. Preview Invoice and Send

Save as draft Cancel Next

Issuer information

Invoice profile: Company name: Infosys
Business ID: 123-123-114

Additional issuer information >

Credit accounts >

Tax representative >

Receiver information

Choose receiver from: **Receivers**

Receiver name:

Electronic address:

E-address scheme id:

E-address schemeld code:

eInvoice intermediary:

Contact person:

Language code:

Street address:

Zip code:

City:

Country sub division:

Country:

Contact department:

Save receiver information to "My list":

Additional receiver information >

Save as draft Cancel Next

Select the recipient:

Click on 'Recipients', in the next screen you can select 'My recipient list' if you have already registered a recipient, otherwise select 'Public recipients' and search for Göteborg Energi AB to then select the recipient.

Once the recipient is selected, you will be taken back to creating the invoice, where the recipient's name, email address and operator are filled in. Click Next to proceed to the invoice information: here you fill in your invoice details such as invoice number, due date, invoice period, etc.

Create new invoice

- 1. Issuer and Receiver Information
- 2. Invoice Details
- 3. Invoice lines
- 4. Attachments
- 5. Preview Invoice and Send

Save as draft Previous Next

Article name *	Quantity *	Unit *	Gross price per unit *	TAX % *	Tax category code *	TAX text	TAX amount	Line discount amount:	Net	Total	Add More details	Remove
<input type="text"/>	<input type="text" value="0.0000"/>	<input type="text"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0"/>	Select tax category code	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		

+ Add invoice lines Recalculate

Rounding:

Save as draft Previous Next

Reference information:

Click on 'Reference Information > The fields below appear, enter Gothenburg Energy purchase order in the 'Recipient's order number' or reference in the field for 'Buyer's reference'.

Invoice rows:

Enter the items to which the invoice refers to, with the VAT. You can add more invoice lines by clicking on the '+ Add invoice lines' button and add additional details per line.

The Attachments tab allows you to upload any attachments to the invoice.

Create new invoice

- 1. Issuer and Receiver Information
- 2. Invoice Details
- 3. Invoice lines
- 4. Attachments
- 5. Preview Invoice and Send

Save as draft Previous Next

Attachments

Add attachment Browse Add

File name	File size	Remove
D42212.xml	0.0068359375 MB	

Save as draft Previous Next



Step 3

Last step in Invoice creation is, “Preview Invoice and Send”. You can preview the invoice like shown in the picture below. You can go back to the previous pages and make changes, if needed.

Create new invoice

1. Issuer and Receiver Information 2. Invoice Details 3. Invoice lines 4. Attachments 5. Preview Invoice and Send

Previous Send

Infosys

INVOICE		Invoice No.	Customer nr
Invoice Date	24.01.2019	100	
Sellers reference		Our Responsible	Rakhi Agrawal
Buyer's Reference		Your Responsible	Rakhi Agrawal

Recipient/Buyer TCS EON STREET 12389 Pune CA CANADA	Delivery Address
---	------------------

elnvoiceAddress: TE123123116 Intermediator: 003701011385	Terms of Payment Due Date 24.01.2019	Interest for delayed payments
--	---	--------------------------------------

Banking details	2213 2132 1321 3213	TOTAL	VAT 0	Incl. VAT
Due Date	24.01.2019	VAT	250 000,00	280 000,00 EUR
Reference Number		PAYABLE	30 000,00	EUR
			280 000,00	280 000,00 EUR

Vat specification	According	12.0 %	VAT	Total
S Electronics	250 000,00		30 000,00	280 000,00
			VAT Total 30 000,00	EUR

Payee details: CTN NAME
 Our Responsible: Rakhi Agrawal rakhi.agrawal07@gmail.com Organization Department:
 Buyer Business ID: 123-123-116 TEST E-mail: rakhi.agrawal@tieto.com

Seller TaxRepr: Rakhi Agrawal
 22222222233333333333333333333333
 IE
 Vat no.: 123123123321

Description	Quantity Unit	Price per Unit VAT 0	VAT %	VAT	Total VAT 0	Total Incl. VAT
1 Laptop	10.00 EA	25 000,00	12.0 S	30 000,00	250 000,00	280 000,00
Net Value of Price per Item VAT 0: 25 000,00						

Postal Address	Banks	BIC / IBAN
Infosys Nehru Nagar Hinjewadi 41101 Pune FINLAND Tel: 9975605792 elnvoiceAddress: TE123123114 Intermediator: 003701011385	BANK BANK	123123111 / 2213 2132 1321 3213
		Business ID: 123-123-114 Vat no.: FI0000014

Previous Send

After invoice Preview, you can choose “Send” button to send the invoice to receiver.

When the invoice is delivered, you will get a confirmation message that says, “The invoice was sent successfully”. In case of errors, the system will notify you the status.

You can send multiple invoices by choosing “Upload Invoices”.