tieto.com

E-Invoice Web

Help Guide V 3.0

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A. Sales invoice distribution

Sales invoice is a commercial document issued by a seller (Issuer/Creditor/Supplier) to a buyer (Customer/Debtor/Receiver), relating to a trade transaction and indicating the products/services, quantities, and agreed prices for products or services the seller had provided(or agreed to provide) to the buyer. Payment terms are usually mentioned on the invoice.

There are four main areas for invoice issuer to work in the application. In Invoice profile issuer defines own basic data as seller. In Receivers section invoice issuer defines basic data for the buyer (invoice receiver). Third section consists the invoice header information concerning whole invoice and fourth section is line level data for the products, services, prices etc.

Using web application it is possible to enter necessary contents for EU Norm compliant invoices. It is user responsibility to be aware if the receiver requires EU Norm compliant invoices.

EU Norm specific requirements are collected in Chapter C in this document.

The application is fully integrated with BIX services E-invoicing infrastructure. This means that application users who have subscribed as customers have full interoperability network and message conversions capability.

About party information

When Invoice shall be EU Norm compliant it is mandatory to specify used “scheme identifiers” for several Party level identifiers. Those scheme identifiers instruct if actual party identifier is from Swedish organization numbers, Finnish organization numbers, Netherland Chamber of Commerce identifiers etc.

1. 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 issuer has products as well as services to sell. You can use separate profile to create invoices for products and services.

It is mandatory to have at least one invoice profile. An issuer can have maximum two invoice profiles. Profiles avoid occasional typing errors and save your time to enter same information again and again when you create an invoice.

You can create new invoice profile, edit an existing profile and delete the profile.

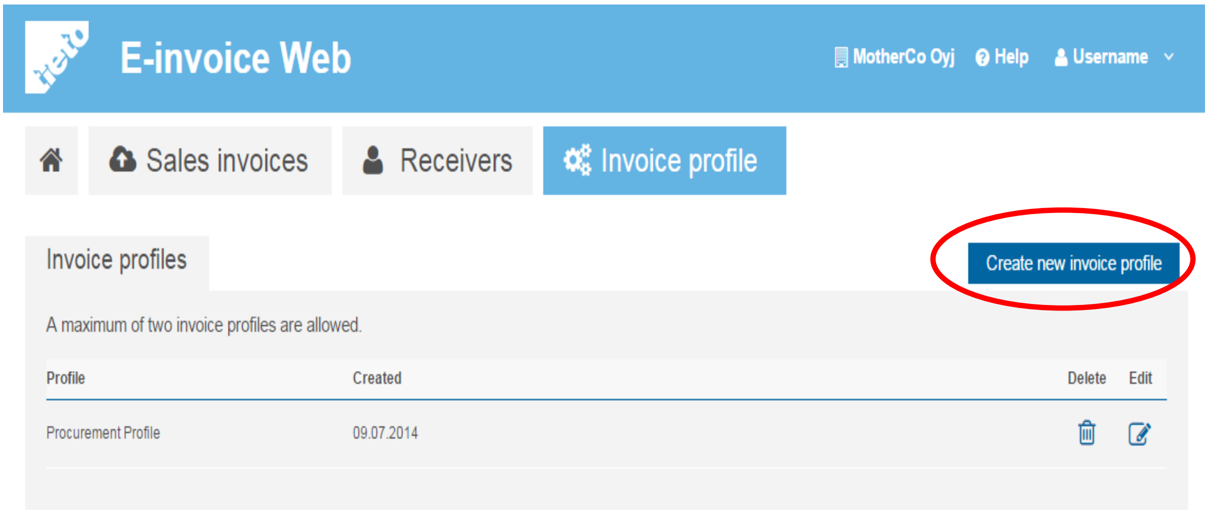
For EU Norm compliance:

- 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

1.1 Create Profile

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

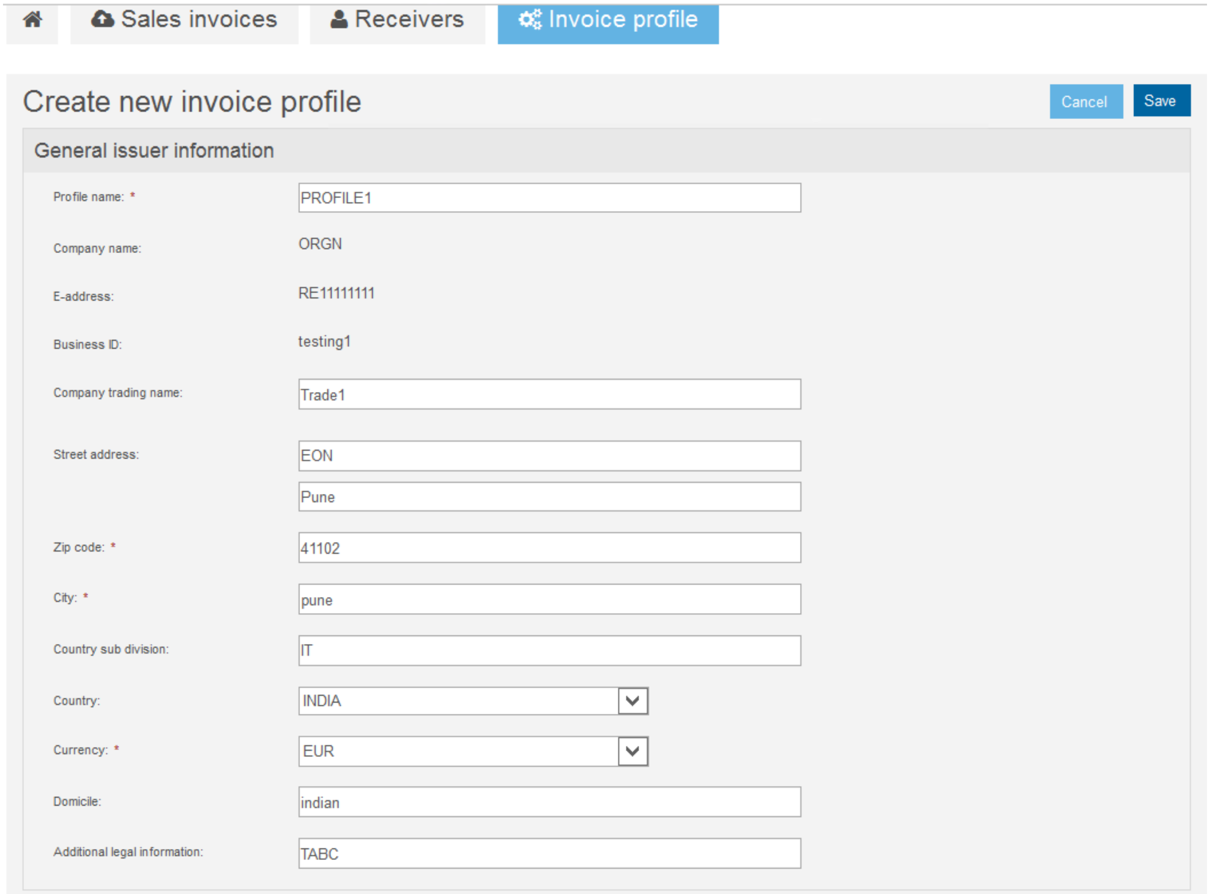
Step1: Choose “Create new invoice profile” button to open a new page.

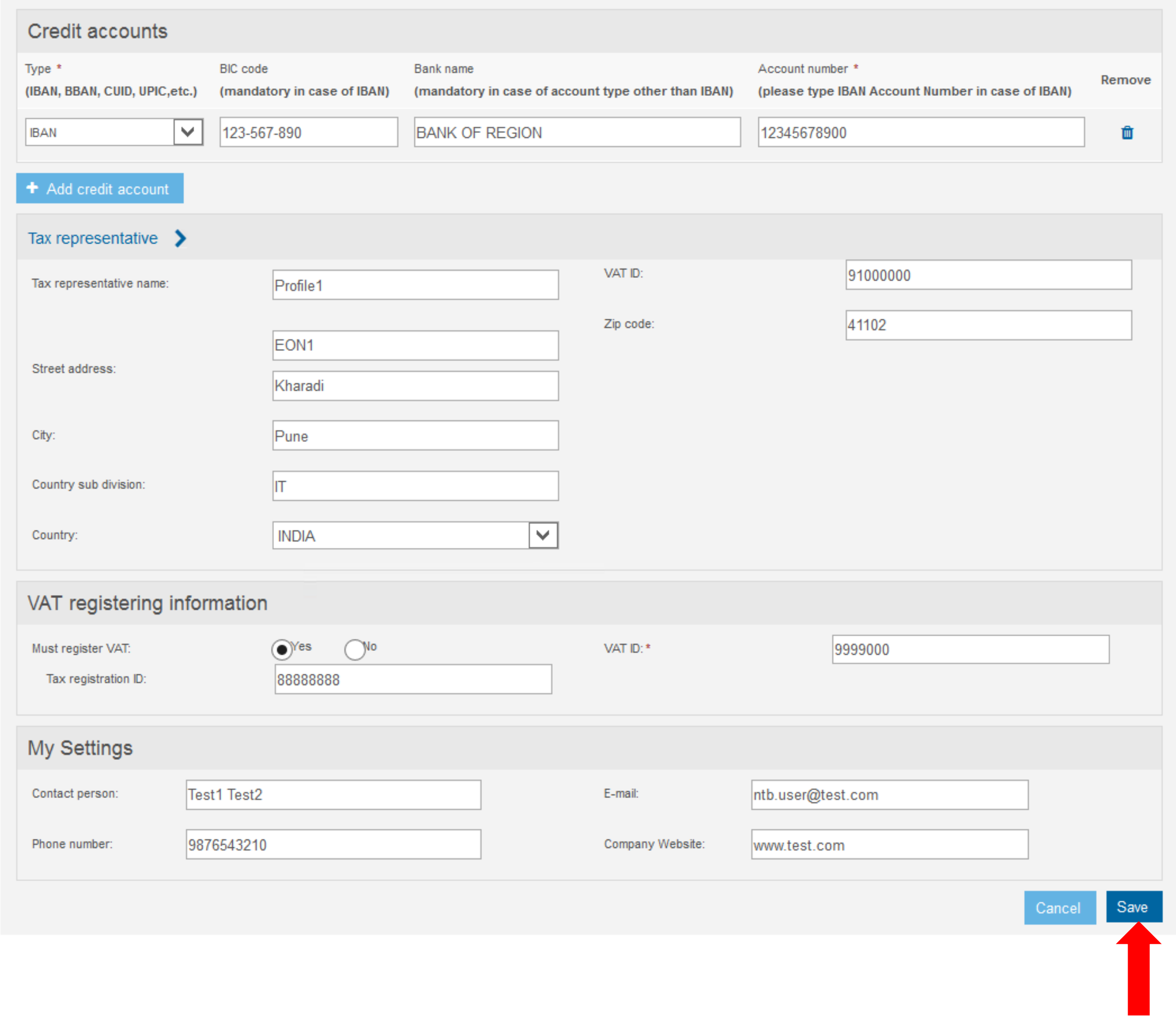


Step 2:

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.

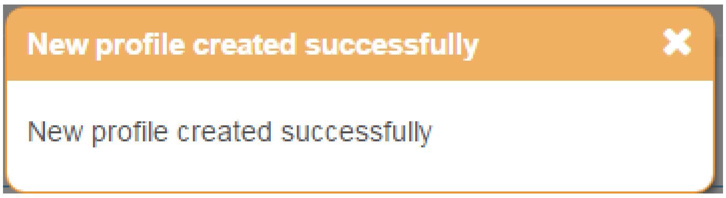
You can enter several credit accounts in profile.


Sales invoices
Receivers
Invoice profile
Create new invoice profile
Cancel
Save
General issuer information
Profile name: *
PROFILE1
Company name:
ORGN
E-address:
RE11111111
Business ID:
testing1
Company trading name:
Trade1
Street address:
EON
Pune
Zip code: *
41102
City: *
pune
Country sub division:
IT
Country:
INDIA
Currency: *
EUR
Domicile:
indian
Additional legal information:
TABC



Choose “Save” button to store your information. If you click “Cancel”, your changes are discarded.

A popup will appear to confirm “New profile created”.

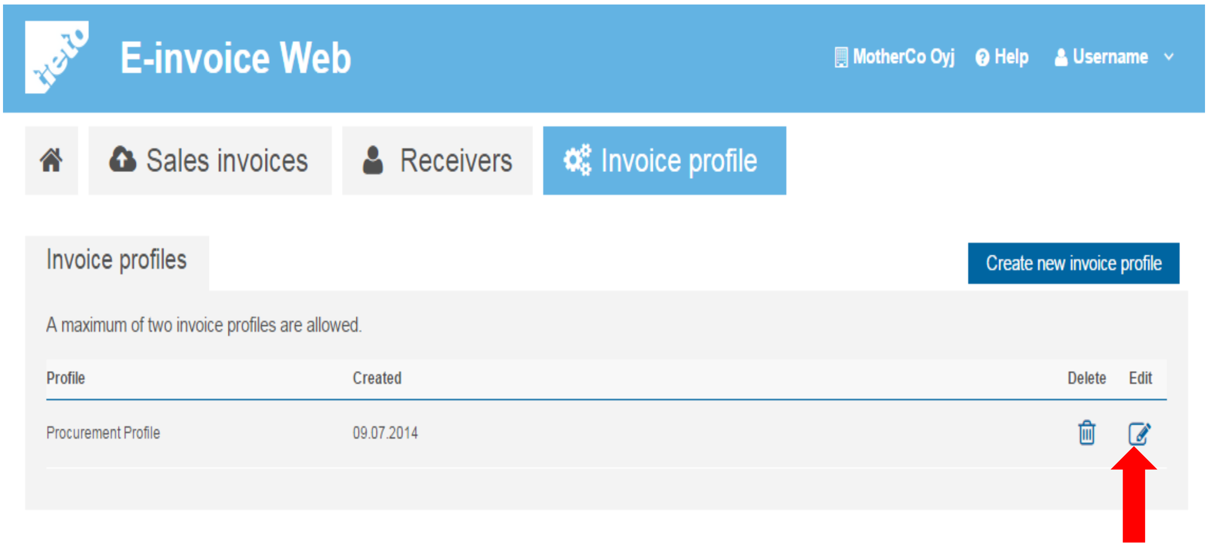


1.2 Edit Profile

Step 1:

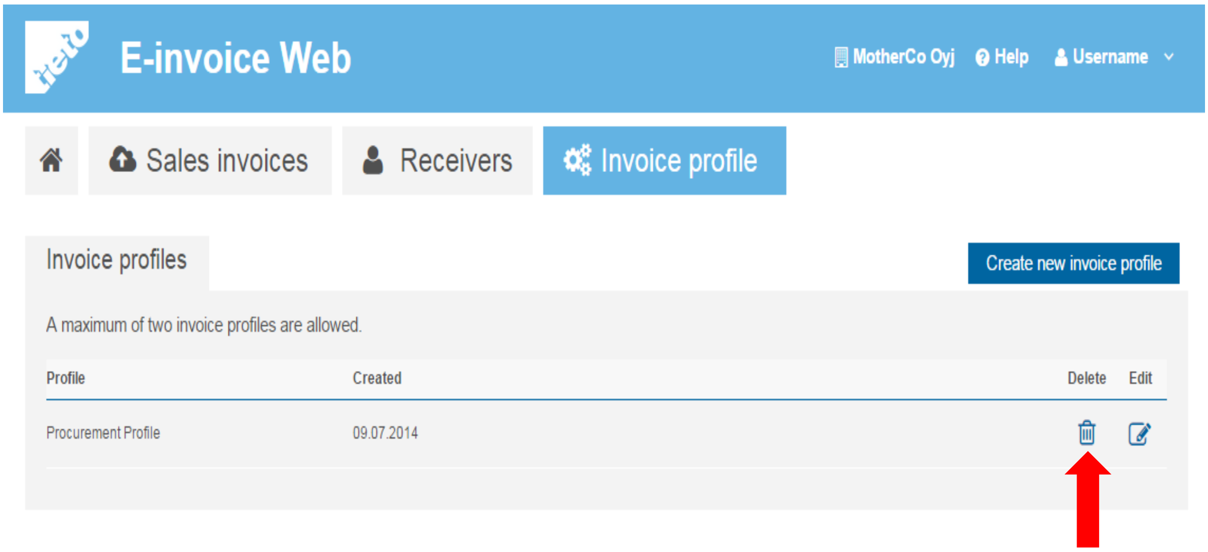
You can edit your existing invoice profile. By Choosing “Edit”, existing profile will open for you to make changes. When ready with the changes, Choose “Save” to save your altering.

If you don’t want to save your changes then choose “Cancel”, your profile will be intact.



1.3 Delete Profile

You can also delete any existing profile. Choose “Delete” to remove profile.



A popup will appear to reassure that you want to delete the profile. If you choose “Yes”, profile will be removed permanently. If you choose “Cancel”, there will be no changes in profile.

2. Invoice Receiver Information

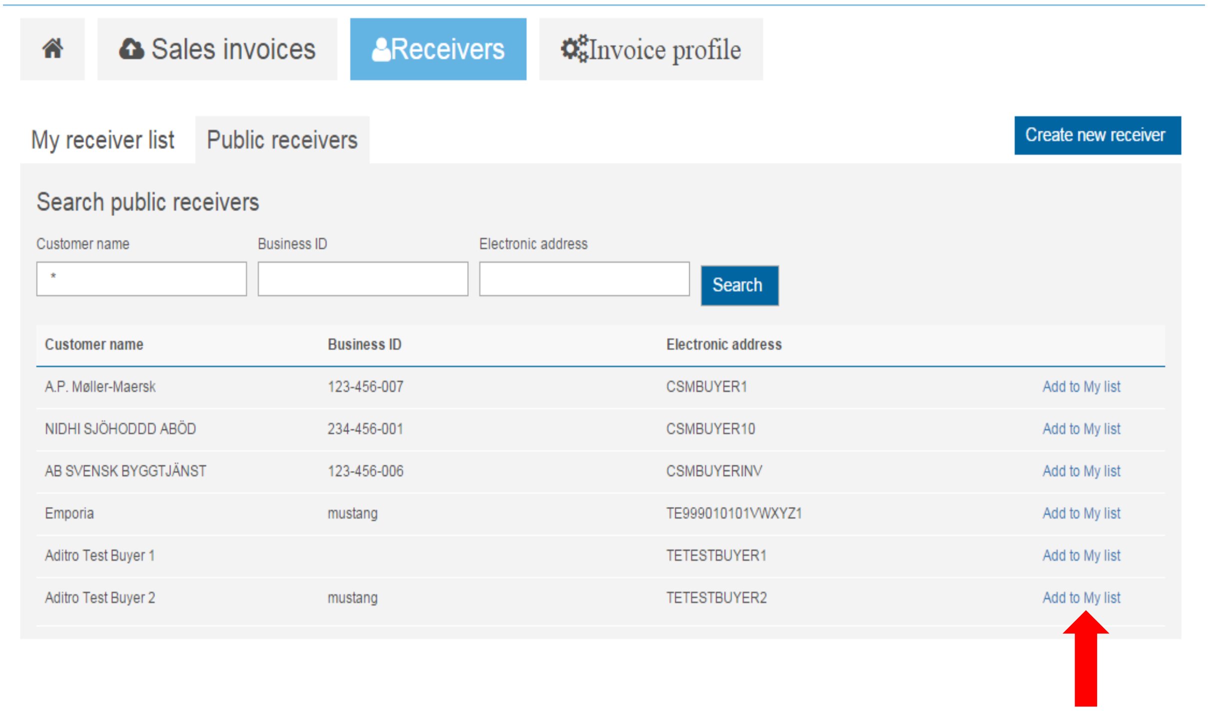
Invoice receiver information, holds necessary details about receiver, required to send invoices. You can save invoice receivers information by creating new receiver and add them to “my list” of receivers or use Public list to retrieve receiver’s information, so there are two ways to get receiver information i.e. Public receivers and My receivers list. It may be useful to copy frequently used receivers from Public list into My receivers list. Please note that you are not allowed to edit Public receiver base data even if you have copied it into “My receivers list”.

2.1 Public receivers

It is list of public receivers registered with Tieto operator .This list refers to Tieto CRM database where many receivers are registered.

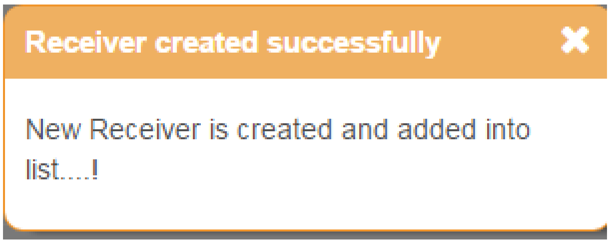
Step 1:

You can search receivers into public list and then add those receivers to your own list.



Step 2:

To add receivers in your own “My receivers” list, choose “Add to My list” option. You will get a popup message as shown below and receiver will be added to “My receivers” list.

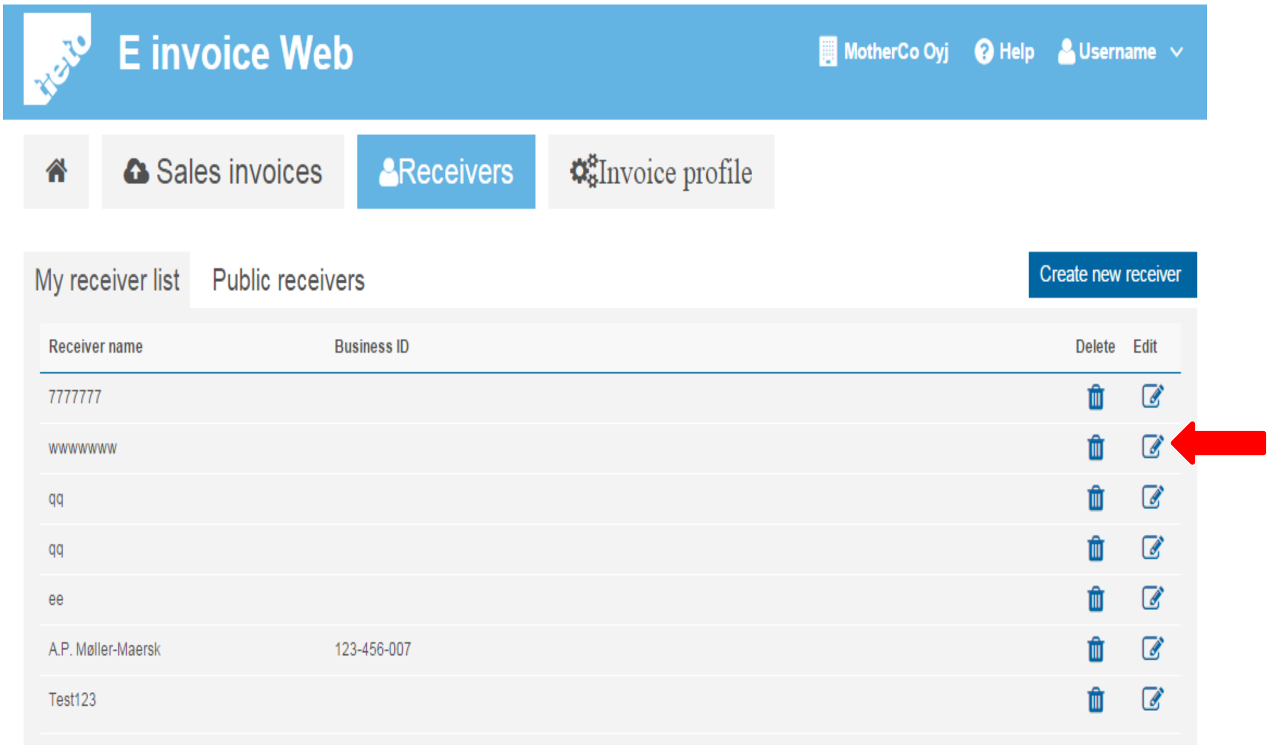


2.2 My receivers

User can create his/her own list by choosing receivers either from public receivers list or directly add new receiver by "Create new receiver".
You can edit and delete receiver information in "My receiver" list. You can edit only those receivers, which you have added through "Create new receivers". Receivers retrieved from Public receiver list cannot be edited.

Step 1:

To edit receiver information, you need to choose "Edit" button and it will open receiver information page where you can edit receiver information and save the changes.



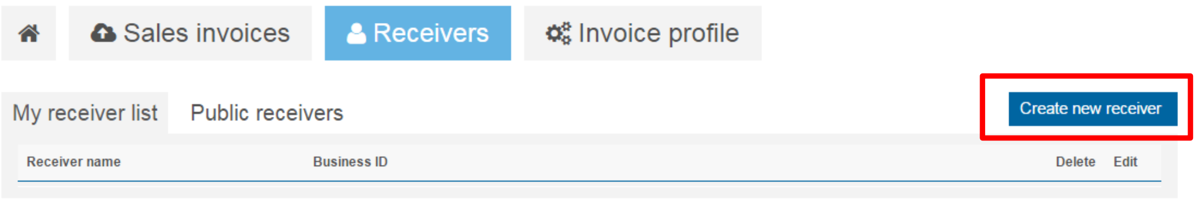
Step 2:

To delete receiver information, you need to choose "Delete" button and it will open a popup to reassure that you want to delete receiver information. If you select "Yes", it will delete receiver information from “My receivers List”. If you choose “Cancel”, it will not delete receiver information.

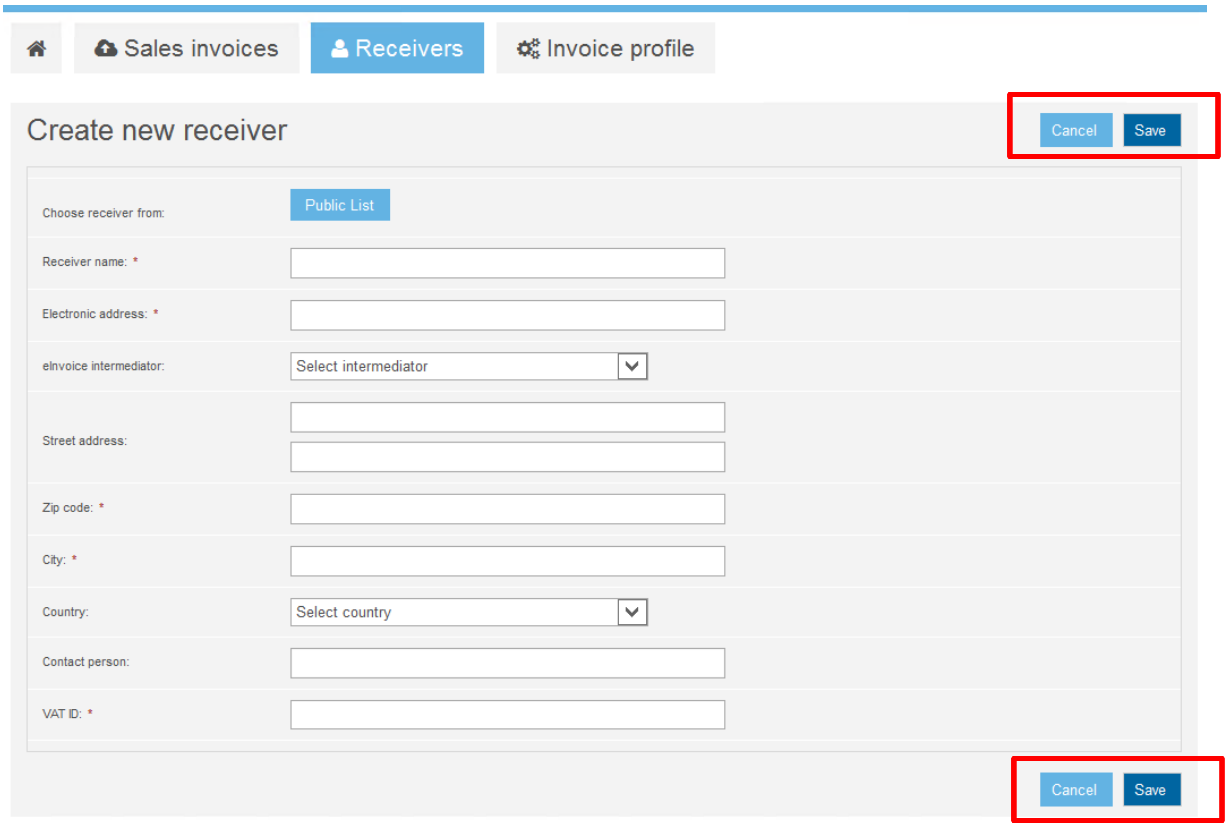
2.3 Create new receivers

Step 1:

You can create new receivers by selecting “Create new receiver” option under the “Receivers” tab.

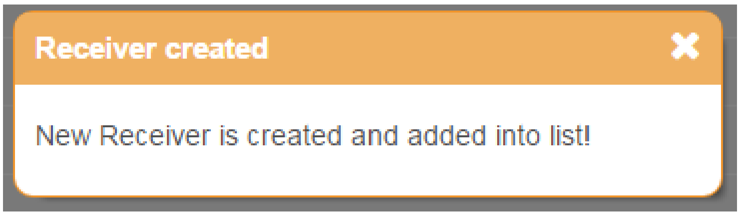


Choose “Create new receiver” button, it will open a new page “Create new receiver” for you to enter mandatory details about receivers.



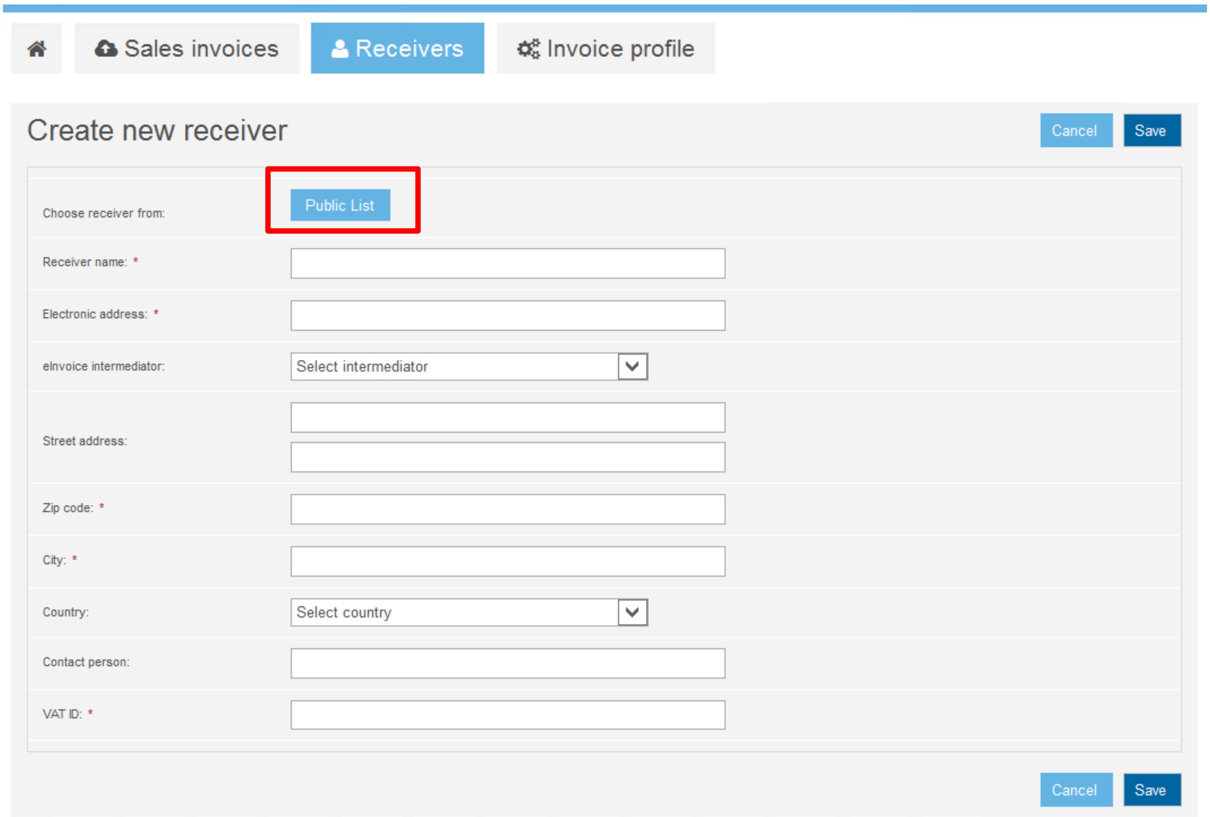
It is most important that you give correct information into receiver electronic address, scheme-id and intermediator because your invoices will be delivered to receiver based on that information.

After entering details, you can save these details. It will give you a confirmation message that “New receiver is created and added into list”.



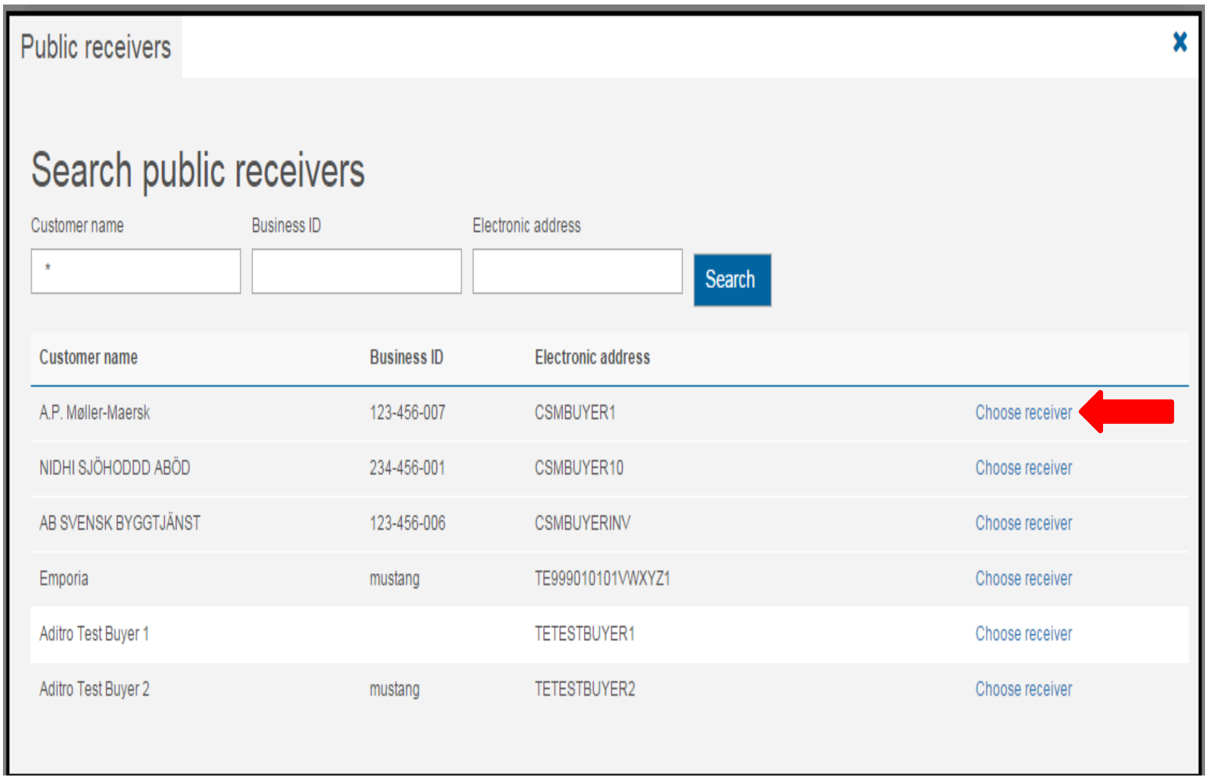
Step 2:

Issuer can create own list of receivers, known as “My receivers list”.
To create “My receiver list”, other way is that issuer can select receivers from public receiver list.

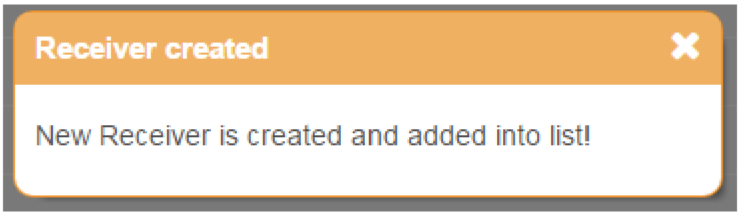


Step 3:

On “Public receiver” list, search the receiver and select “Choose receiver” to add the receiver to "My receiver list".



After choosing the receiver, you can save the details. It will give you a confirmation message that “New receiver is created and added into list”.



For EU Norm compliance it is required that:

- buyer (=receiver) two-character country code is given; system derives country code from Country entry.
- EU located buyer organization VAT identifier is given with two-character country code prefix
- Either buyer VAT identifier or Tax representative data shall be given
- When your invoice will have VAT category as “O= Services out of scope of tax” then VAT identifiers shall net be present in the invoice

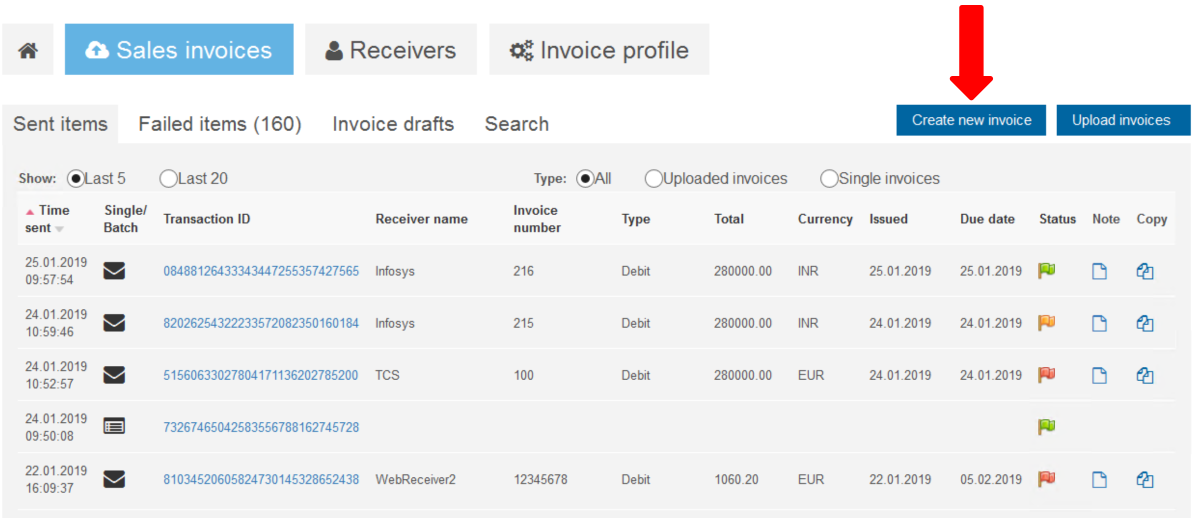
3. Invoice Creation

To send invoices to receivers, issuer can either create invoice or upload invoice.

3.1 Create Single invoice

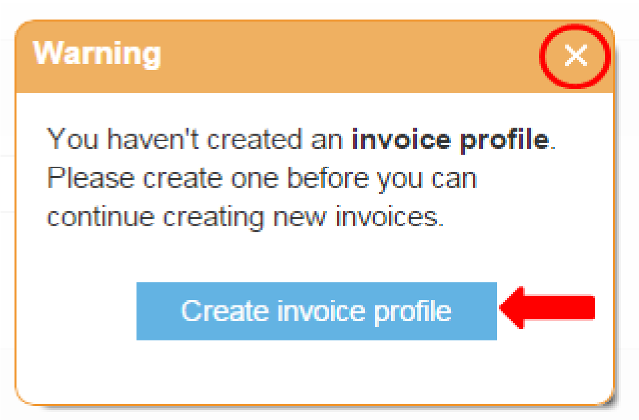
Step 1:

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



Step 2:

If you have not yet created a profile, a popup will appear with a message shown below.

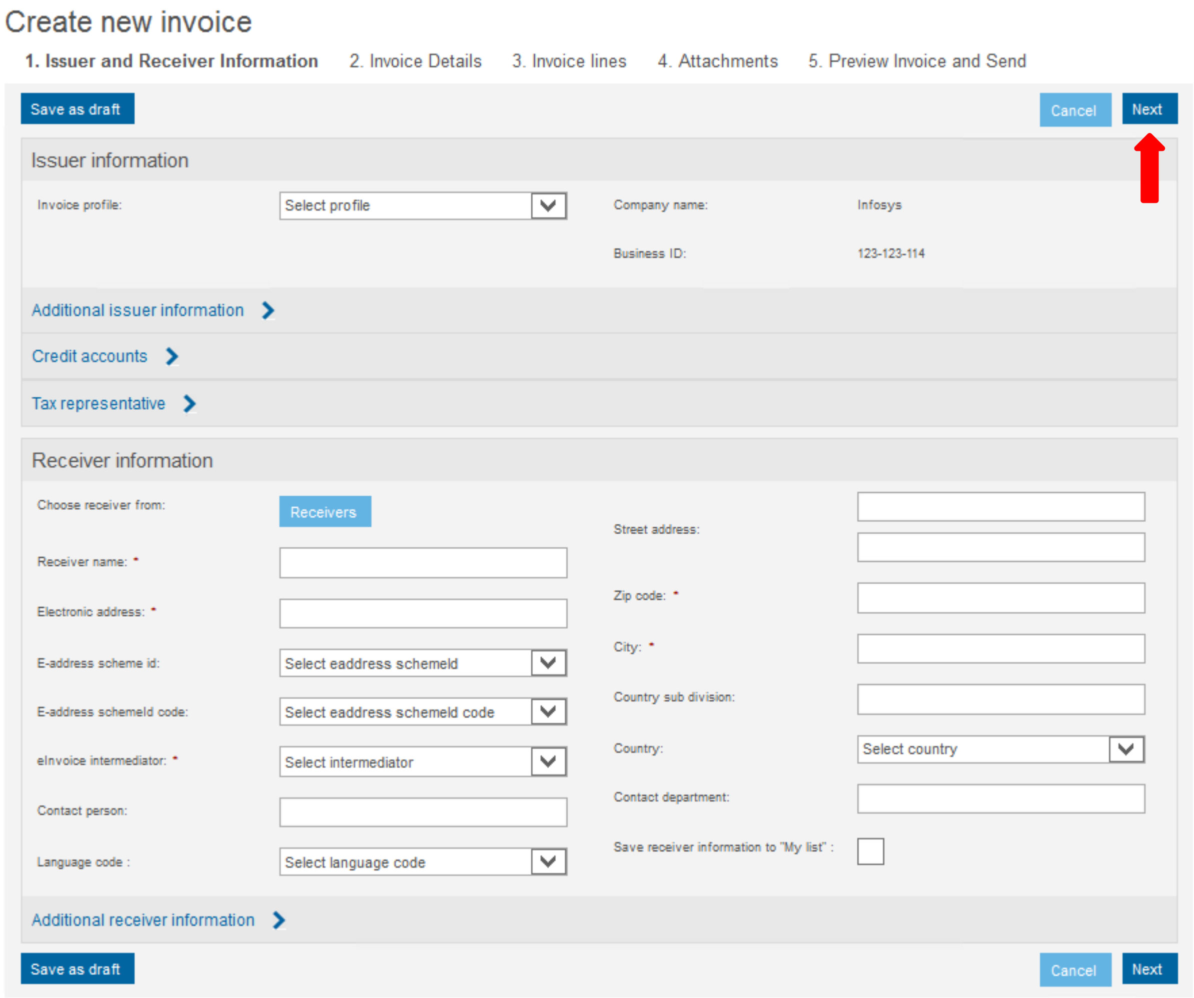


It is mandatory to create at least one invoice profile. If you don't have any profile, choose "Create invoice profile", it will take you to "Create new profile" page.

Step 3:

Choose "Create New invoice" button to open "Create new invoice" page. Creating new invoice shall require following tasks: issuer and receiver details, invoice details input, invoice lines input, optional attachments adding, preview and send.

On first task, enter details about issuer and receiver. Choose "Next" button on the top, to go on "Invoice details" tab.



Step 4

You should fill details for invoice like invoice number, invoice date, due date and currency. You can also provide some optional information about payment, delivery and reference information.

About Debit and Credit invoices:-

New EU Norm gives wide flexibility to create debit and credit invoices.

Application support only the scheme that in case of Credit invoices all the invoice rows are crediting rows. Don't enter debiting rows into Credit invoice.

It is allowed for seller to enter crediting lines into debit invoice. It is also possible that issuer have practice where debit invoice consists only debiting lines and crediting lines are not allowed.

For debit invoice "invoice total" (due payable) shall have positive value. Even when there is advance payment its' amount shall not turn debit invoice total to be negative. If one have excess amount in advance payment that shall be credited using credit invoice or user shall not enter bigger Advance payment value than is the invoice total value.

One have to keep in mind following rules:

- when debit invoice is chosen all lines without "-" sign in Quantity are debiting lines
- when debit invoice is chosen all lines with "-" sign in Quantity are crediting lines
- when credit invoice is chosen all lines are interpreted as crediting lines

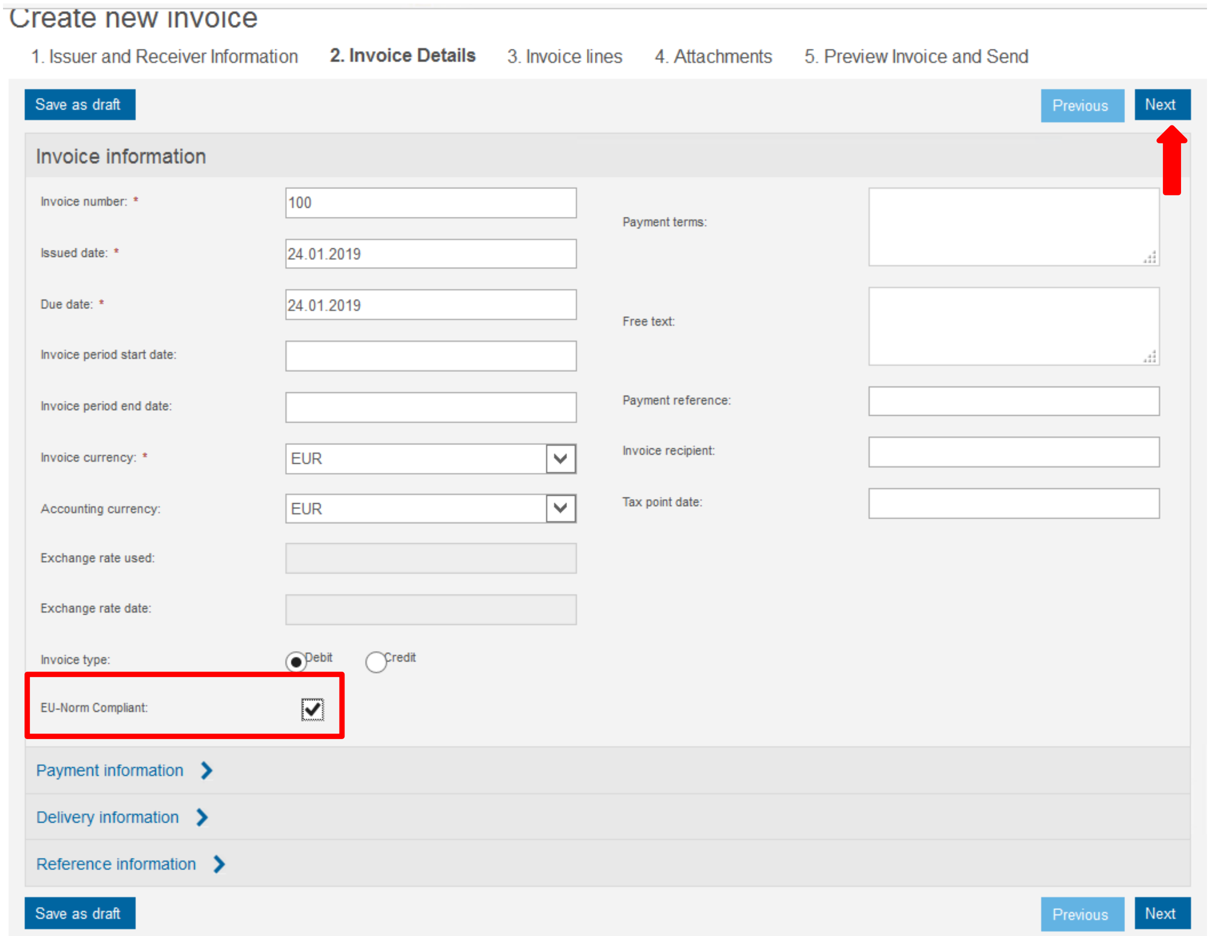
Debit and Credit invoice choice defines the interpretation of minus sign for debit invoice in the line level.

When Credit invoice type is chosen you shall give Original invoice identifier. When there is not available original to reference for crediting you shall use invoice type "Debit" and enter crediting lines (negative lines) in the invoice as needed.

About roundings

All monetary amounts are rounded in calculations into two decimals.

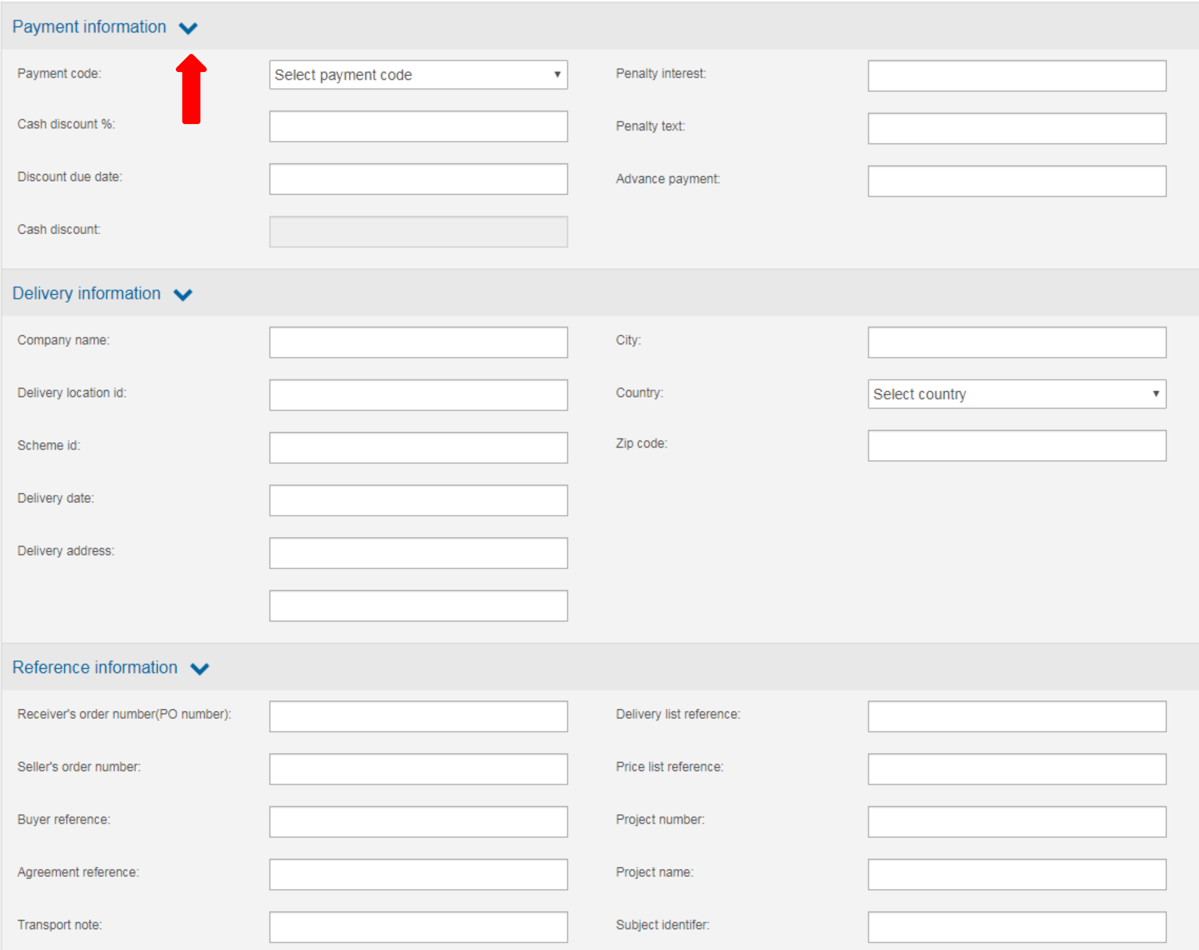
You can give specific rounding amount for invoice total in Line level form. Allowed value is between +/-9.99. This makes it possible to have invoice payable amount up/down to nearest ten, five, one if decimals need to be avoided in the country practice. Rounding impact only invoice total amount (due payable) and its' effect shall be visible when using "Recalculate" button.



In the case that you need to create EU Norm compliant invoice and tick that check box please ensure to enter necessary contents for EU Norm compliance (see chapter C).

Step 5

You can click on each link to open “Optional” information boxes. It will expand like picture below.



About payment means

For EU Norm compliant invoices only following payment means are allowed:

Code	Name
58	SEPA credit transfer
59	SEPA direct debit
57	Standing agreement
30	Credit transfer (non-SEPA)
49	Direct debit (non-SEPA)
48	Bank card

About references

For EU Norm compliant invoice you have to provide either Receiver's order number (PO number) or Buyer reference. It is also allowed to enter both.

Step 6

"Invoice lines" are used to enter Article name, Quantity, Unit, Price per unit, VAT category, VAT%, VAT details, line level discounts, sales unit quantity and EU Norm required codes.

To make invoice line negative (crediting line in debit invoice) enter Quantity with minus sign.

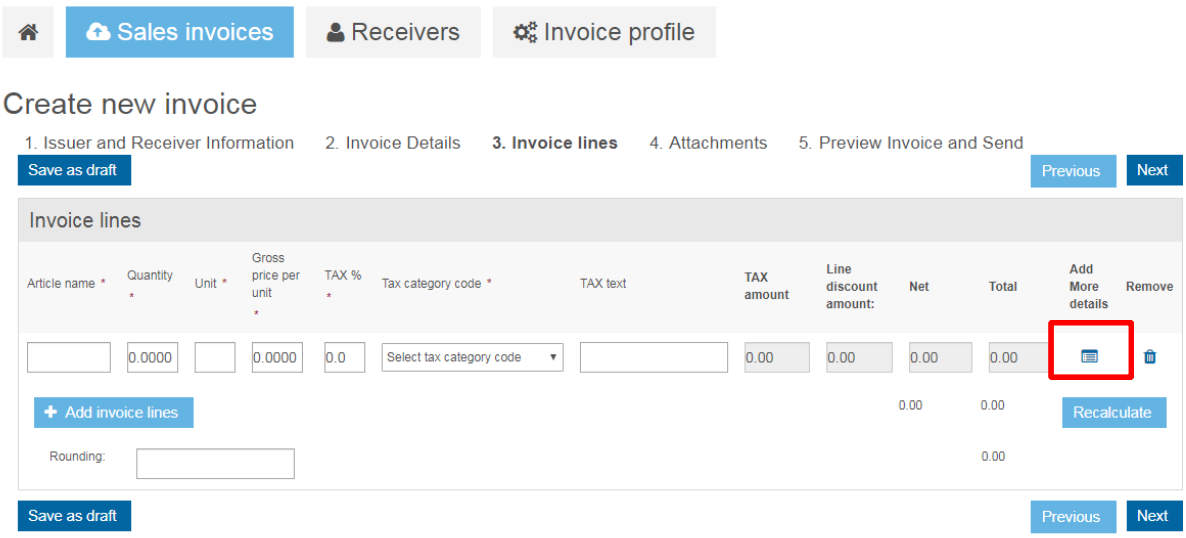
There is no option to give line level charges. All charges shall be given as own invoice lines.

Net amount, Total amount and Line Discount Amount will be calculated automatically based on entered details.

When Quantity and Price unit base quantity are given then given Gross price per Unit concerns the Price unit base quantity.

There are two methods to provide line level discounts which are exclusive. Either it is possible to give discount from unit price or as a percentage from line amount (without VAT).

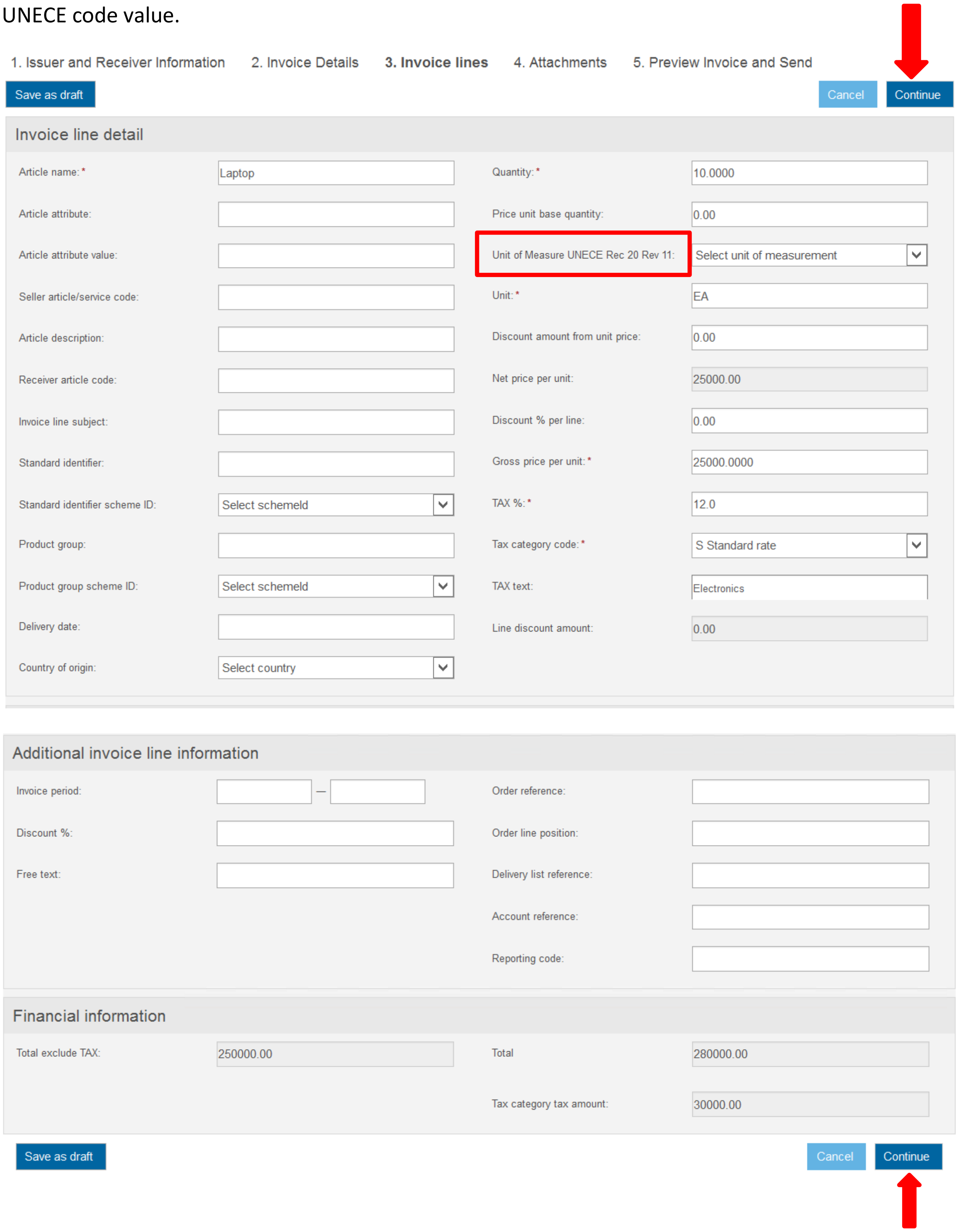
For non-EU related invoices VAT category does include also option for GST (Goods and Services tax). This option is not applicable for EU related invoices.



Step 7

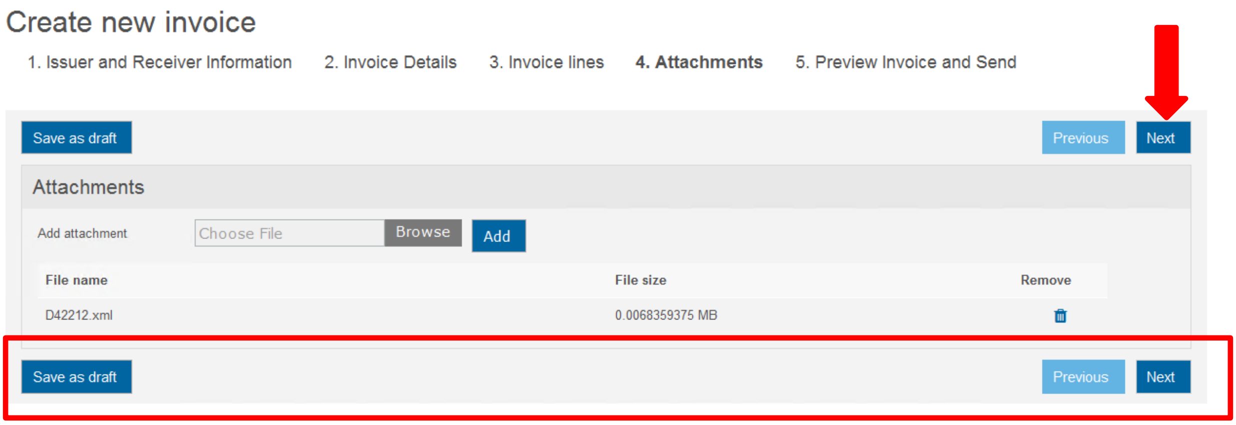
You can click on "Add More details" button to enter invoice line details.

When creating EU Norm compliant invoice you have to give Unit of measure information also as UNECE code value.



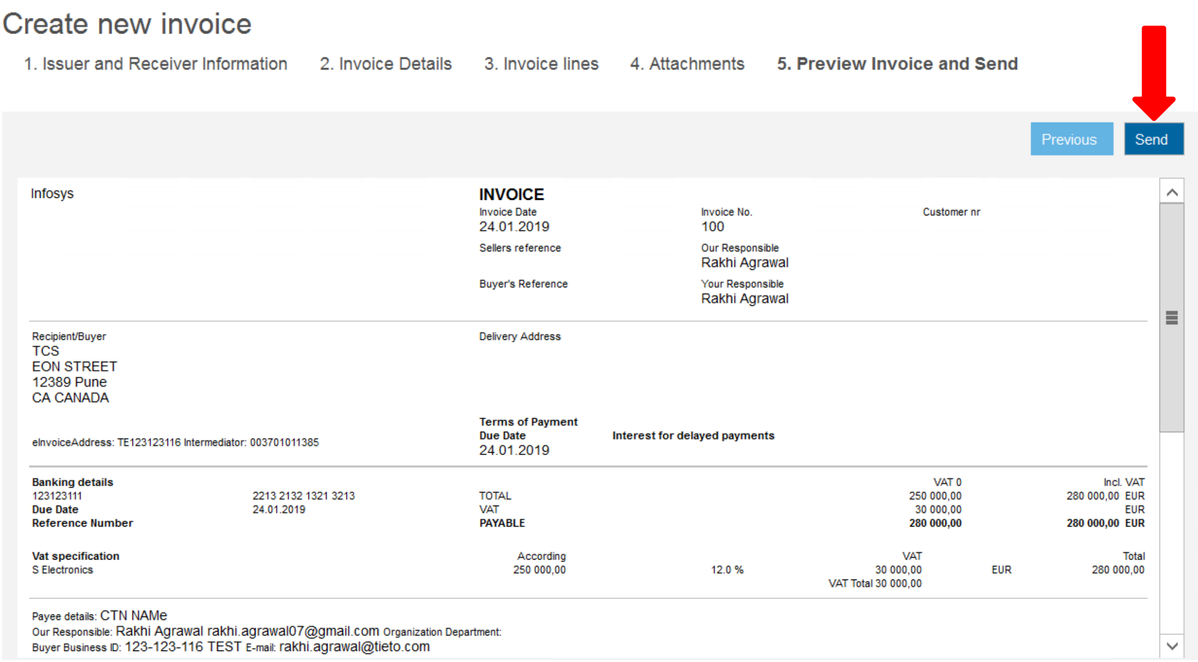
Step 8

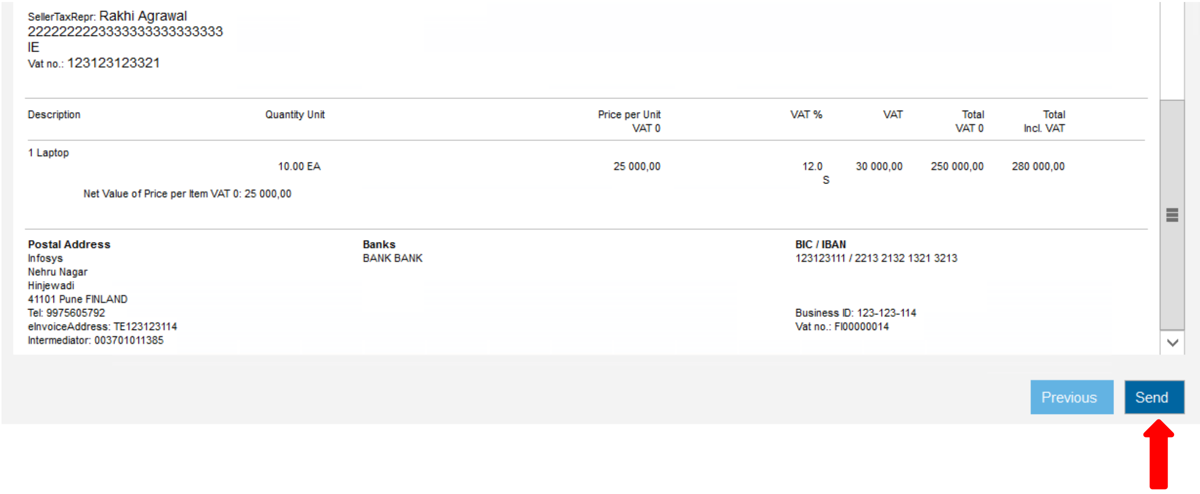
You can also add and remove attachments in invoice details. On this page, Issuer can select to save the invoice as draft and continue later. You can go to “Previous” page or move to “Next” page.



Step 9

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





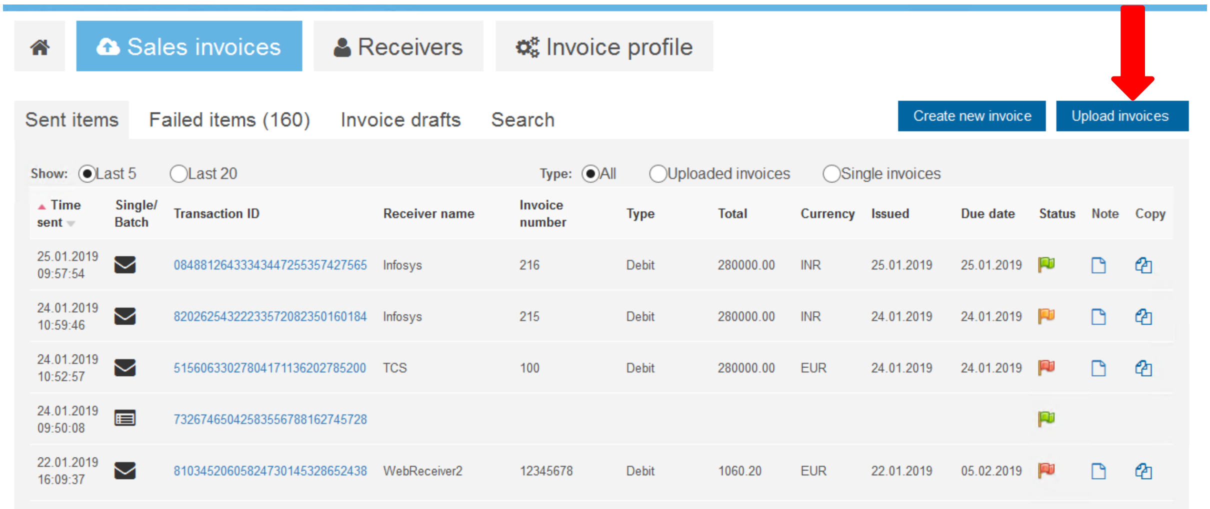
Step 10

After invoice Preview, you can choose “Send” button to send the invoice to receiver. When invoice is delivered you will get a confirmation message that “The invoice was sent successfully”. In case of errors system will notify you for the status.

3.2 Upload invoice batch

Step 1:

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

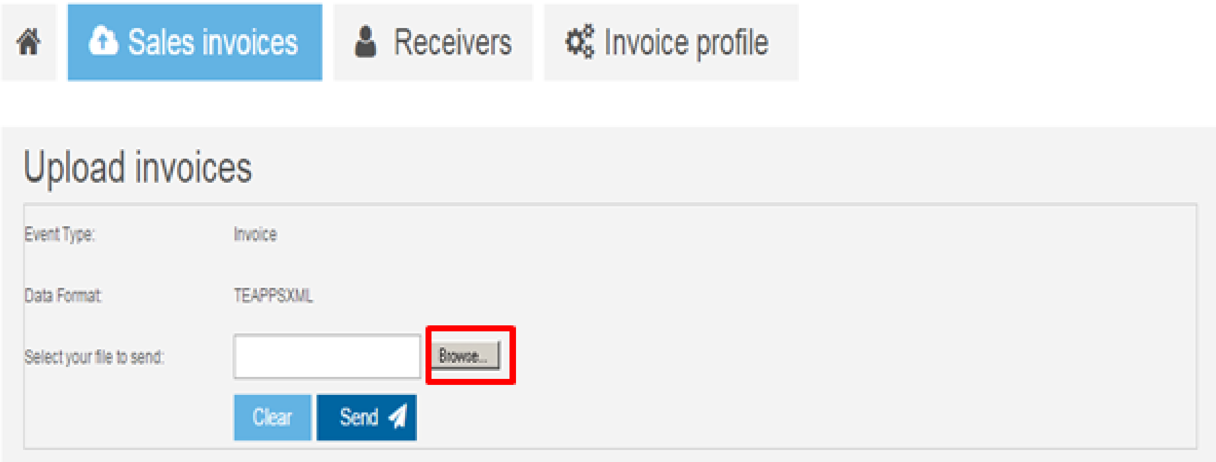


Step 2:

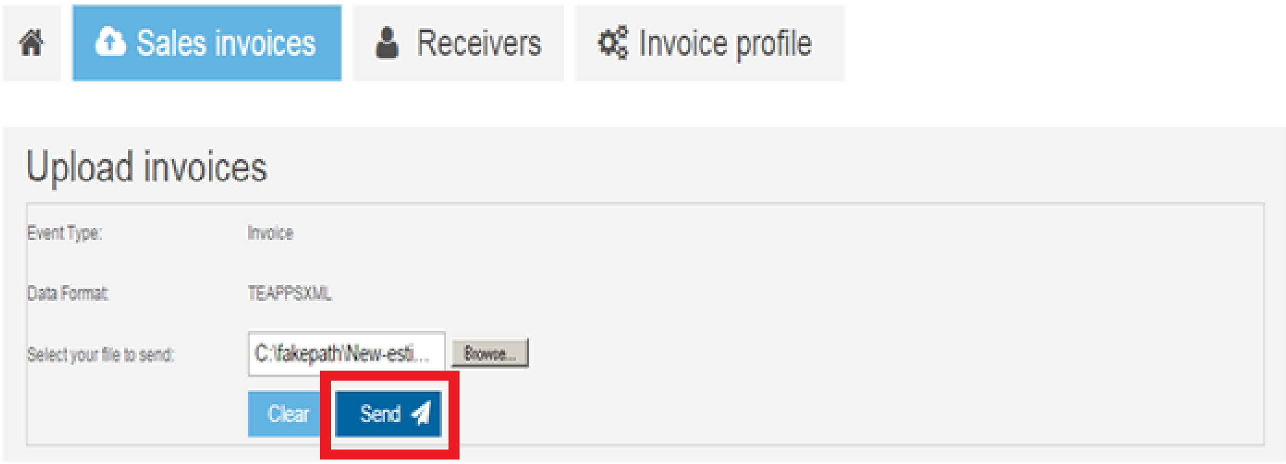
You can upload invoices in TEAPPSXML format or a .zip file that can contain also attachments

You can select a file by using “Browse” option where maximum length of the invoice batch file name is the number of characters allowed by the operating system. So a zip invoice batch file name must be in the Dxxxxxxx.zip format where xxxxxxx is a unique identifier created by the Issuer. Acceptable characters for the file name are 0-9, a-z, A-Z. Like D123P.zip

If file name will be incorrect, portal will display error and request to correct file name before uploading.

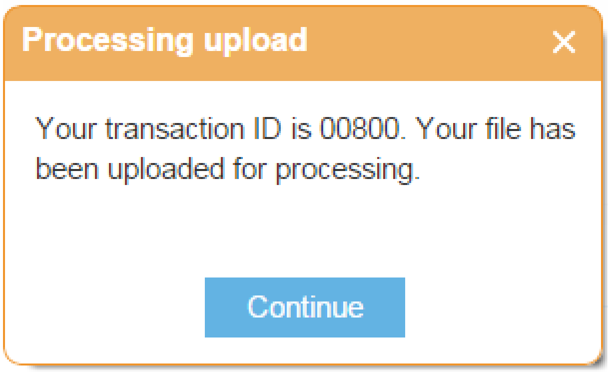


Step 3:
After selecting file, choose "Send" option, to upload invoices.



Step 4:

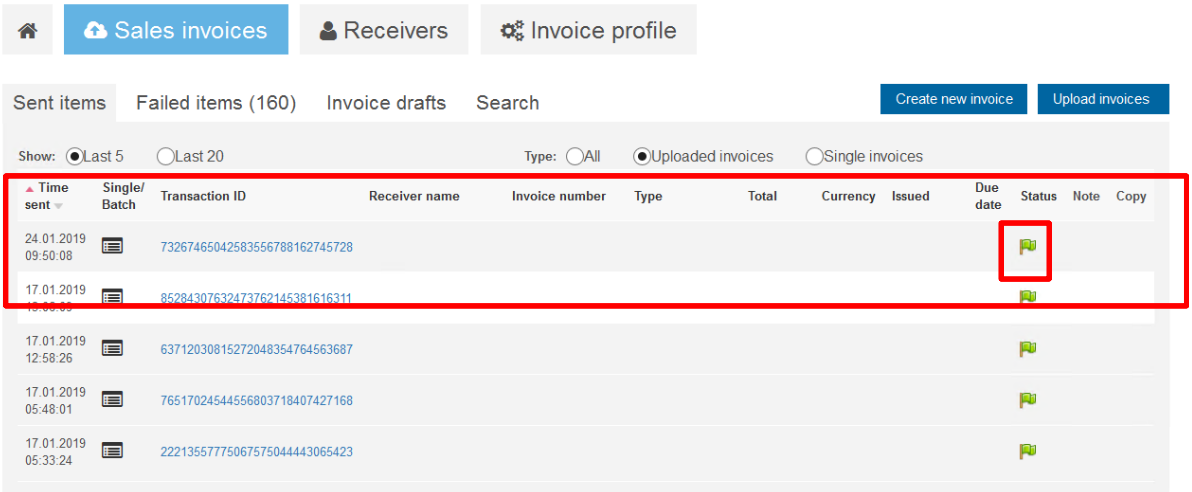
After "Send" action, portal should display a message about upload progress with a transaction ID. Click "Continue" to move on next screen i.e. "Sent items".



Step 5:

On "Sent items" page, You can see latest entry of uploaded file. A rotating circle besides the entry shows that upload is still in-progress.

As upload completes , file status will change either to "Pass" or "Fail" , depending on processing result**.**



3.3 Sent Invoices

Step 1

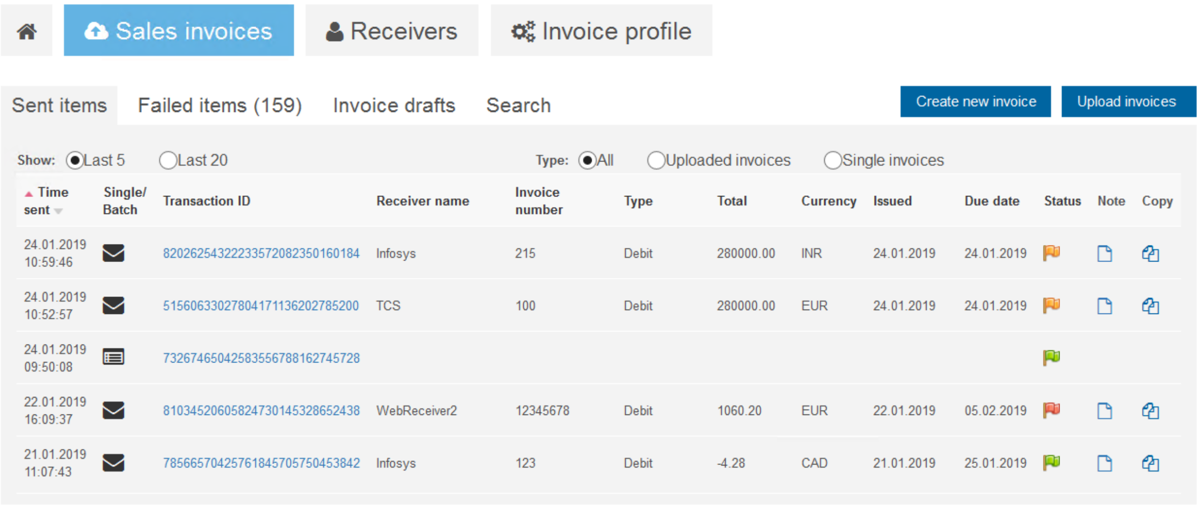
After send action, “Sent” invoices are available under tab “Sent items”.

You can track sent invoices based on “Time sent”, “Transaction id” , “ Invoice date” , “Invoice number” or “Due date” etc.

On this page, issuer can also check status of sent items.

Single invoices can be copied from this page, to create new invoice with similar details.

You have option to view last five sent invoices or last 20 sent invoices. You can also sort sent invoices on their type i.e. whether it's a single invoice or uploaded invoices. By default system will list all type of invoices together.



Time sent	Single/ Batch	Transaction ID	Receiver name	Invoice number	Type	Total	Currency	Issued	Due date	Status	Note	Copy
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			
21.01.2019 11:07:43		78566570425761845705750453842	Infosys	123	Debit	-4.28	CAD	21.01.2019	25.01.2019			

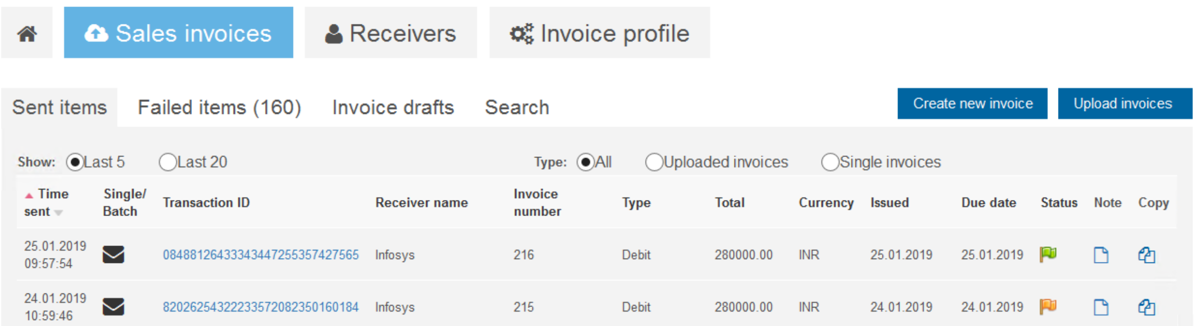
Step 2

To get details about “Single invoice”, issuer can click on it and open “Invoice details” page. This page shows invoice details, downloads (attachments), notes of invoice and invoice preview.

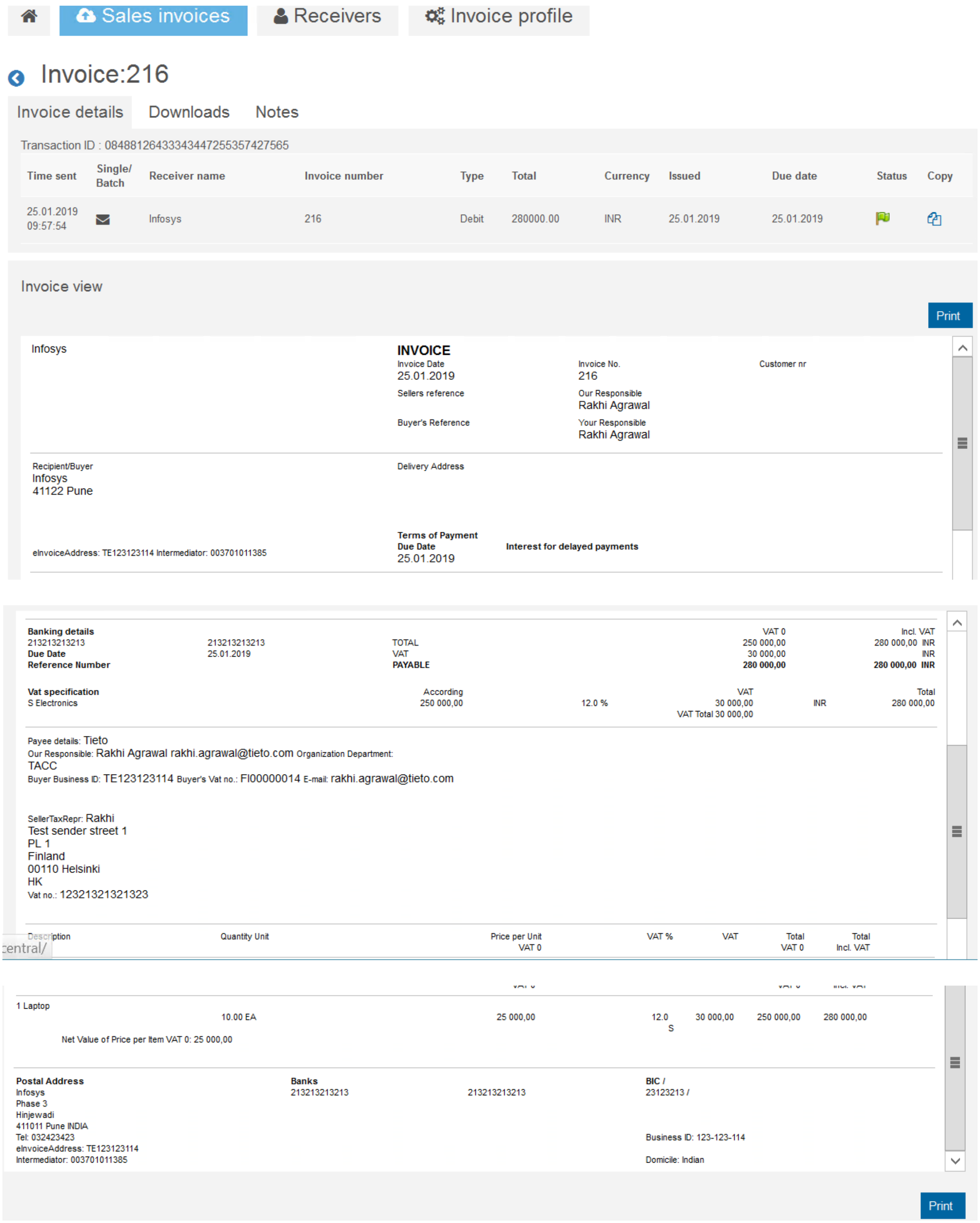
If invoice is sent successfully it shows a green right symbol in status, which means invoice, is successfully sent to receiver.

a) <u>Single Invoice Details:-</u> This tab shows time sent, transaction id, receiver name, invoice number , total amount , currency , issued date , due date and status.

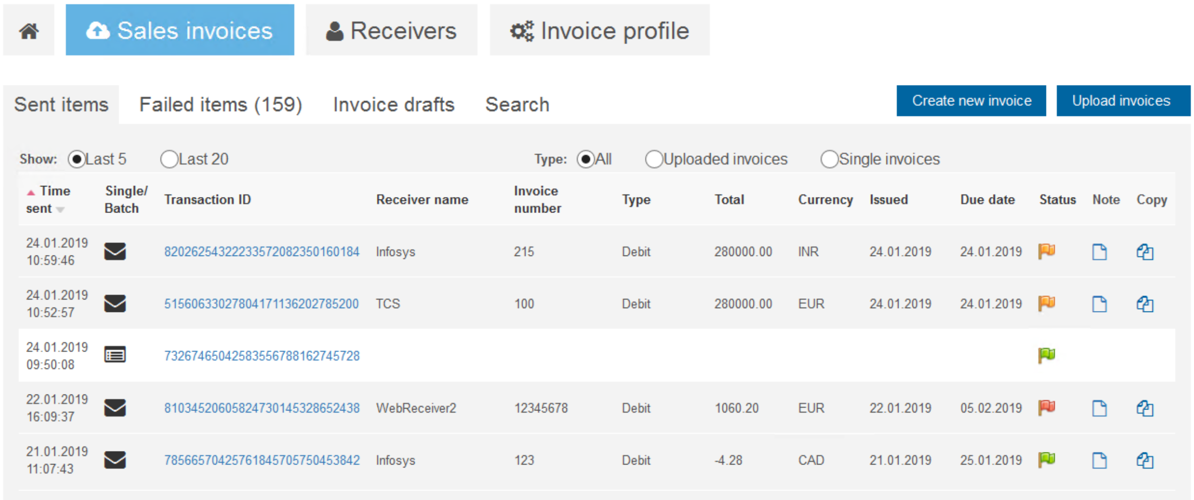
   If you want to create a similar invoice, you can choose “Copy” option. Except invoice number, all information will be copied to new invoice as invoice number will be different for each invoice. Issuer can provide a new invoice number to copied invoice and edit other information as needed.

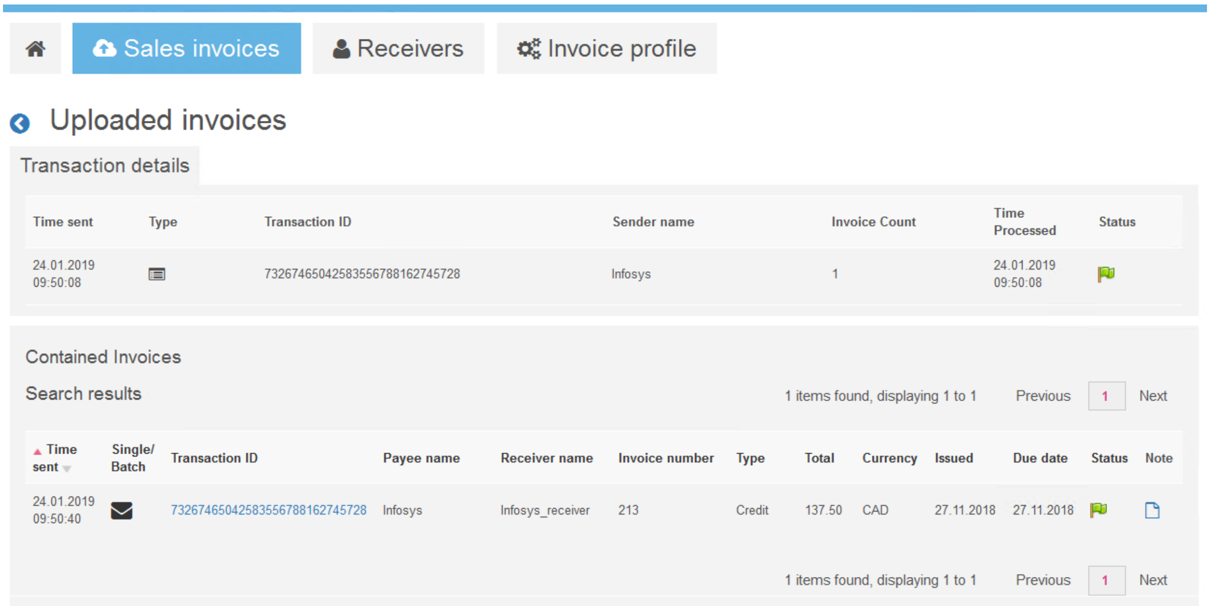


Time sent	Single/ Batch	Transaction ID	Receiver name	Invoice number	Type	Total	Currency	Issued	Due date	Status	Note	Copy
25.01.2019 09:57:54		08488126433343447255357427565	Infosys	216	Debit	280000.00	INR	25.01.2019	25.01.2019			
24.01.2019 10:59:46		82026254322233572082350160184	Infosys	215	Debit	280000.00	INR	24.01.2019	24.01.2019			


Sales invoices
Receivers
Invoice profile
Invoice:216
Invoice details
Downloads
Notes
Transaction ID : 08488126433343447255357427565
Time sent
Single/ Batch
Receiver name
Invoice number
Type
Total
Currency
Issued
Due date
Status
Copy
25.01.2019 09:57:54
Infosys
216
Debit
280000.00
INR
25.01.2019
25.01.2019
Invoice view
Print
Infosys
INVOICE
Invoice Date
25.01.2019
Invoice No.
216
Customer nr
Sellers reference
Our Responsible
Rakhi Agrawal
Buyer's Reference
Your Responsible
Rakhi Agrawal
Recipient/Buyer
Infosys
41122 Pune
Delivery Address
Terms of Payment
Due Date
25.01.2019
Interest for delayed payments
eInvoiceAddress: TE123123114 Intermediator: 003701011385
Banking details
213213213213
213213213213
Due Date
25.01.2019
Reference Number
TOTAL
VAT
PAYABLE
VAT 0
250 000,00
30 000,00
280 000,00
Incl. VAT
280 000,00 INR
INR
280 000,00 INR
Vat specification
S Electronics
According
250 000,00
12.0 %
VAT
30 000,00
VAT Total 30 000,00
INR
Total
280 000,00
Payee details: Tieto
Our Responsible: Rakhi Agrawal rakhi.agrawal@tieto.com Organization Department:
TACC
Buyer Business ID: TE123123114 Buyer's Vat no.: FI00000014 E-mail: rakhi.agrawal@tieto.com
SellerTaxRepr: Rakhi
Test sender street 1
PL 1
Finland
00110 Helsinki
HK
Vat no.: 12321321321323
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
Infosys
Phase 3
Hinjewadi
411011 Pune INDIA
Tel: 032423423
eInvoiceAddress: TE123123114
Intermediator: 003701011385
Banks
213213213213
213213213213
BIC /
23123213 /
Business ID: 123-123-114
Domicile: Indian
Print

b) **Uploaded invoices details:** **-** To get details about uploaded invoices, click on uploaded invoices on “Sent Items” page. It will open following page :-



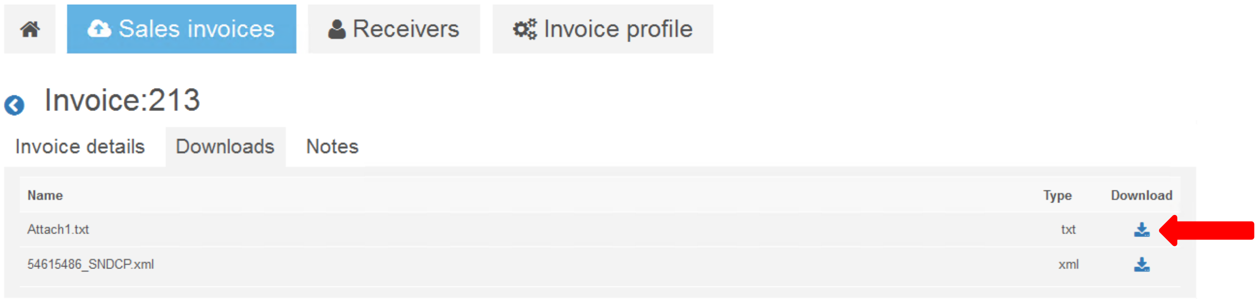


It will show “Transaction details”, which involves details about uploaded file like Time sent, type, transaction ID, Sender name, Invoice count (no. of invoice in batch file), Time Processed and Status.

Further it shows, Contained invoices with same details as for single invoices described above. You can click on single invoices and check the details.

Downloads: -

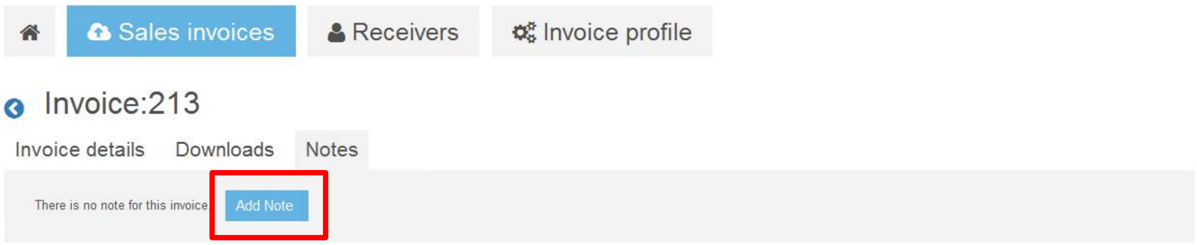
This tab shows list of attachments and their type with invoice xml-file. You (Issuer) can download these attachments.



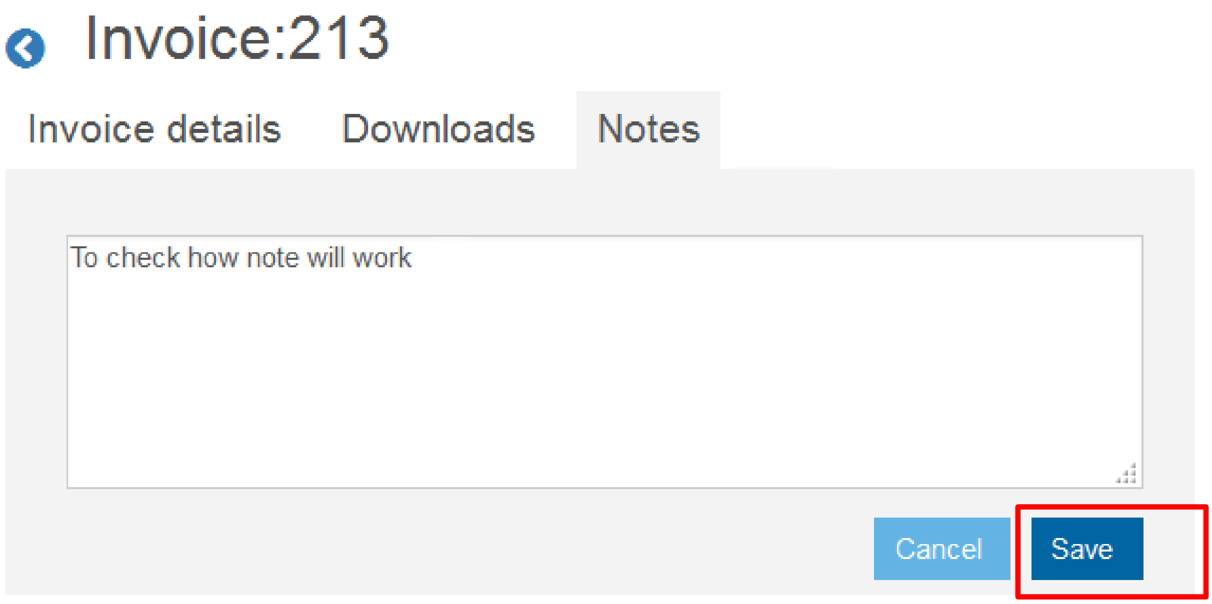
Notes:-

You can open a sent invoice and enter comments at "Notes" tab.

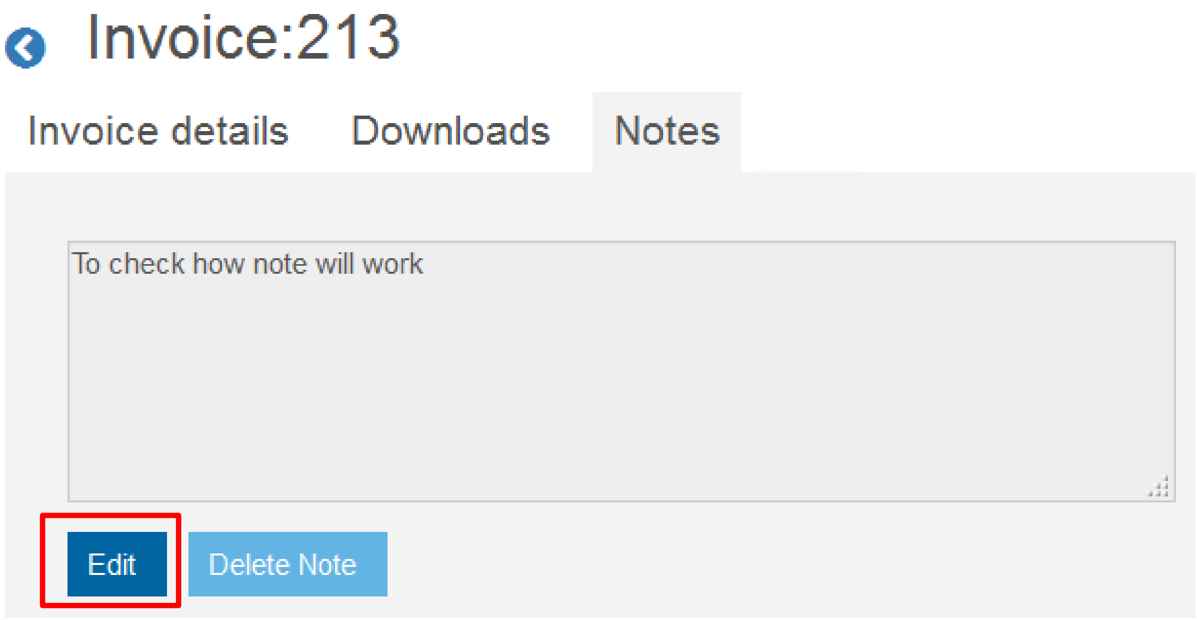
If no notes exist, then you can choose "Add Note" and enter details.



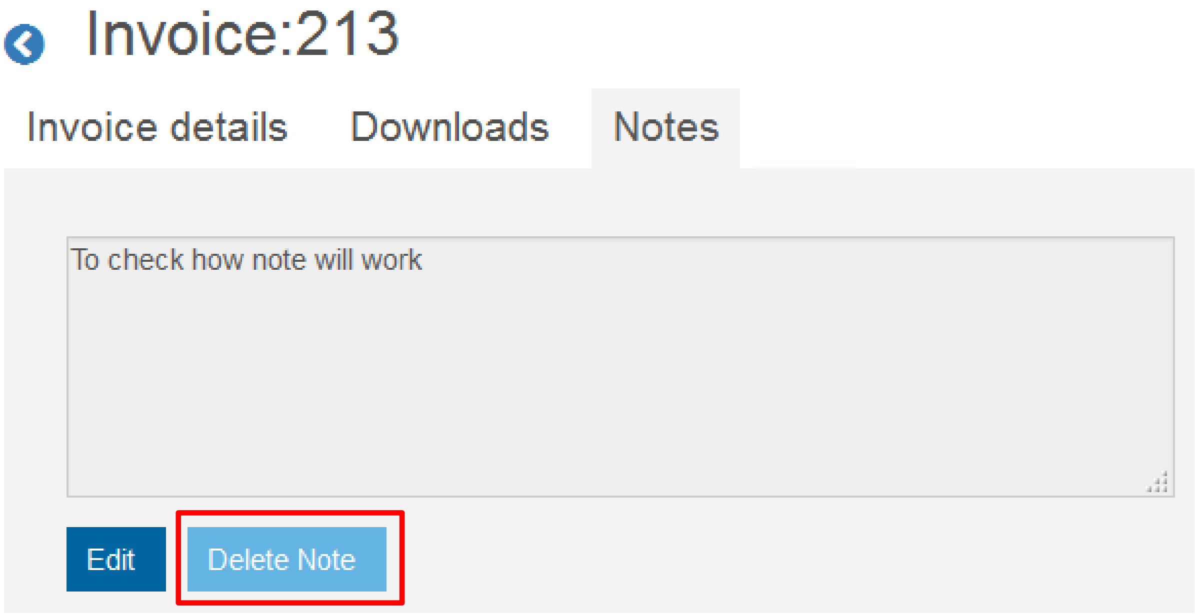
After entering details, Issuer can save the entered comments or choose "cancel" to not save changes.



After saving "Note", Issuer can either "Edit" or "Delete" note. Issuer can edit and save the changed text entered in "Notes" box.

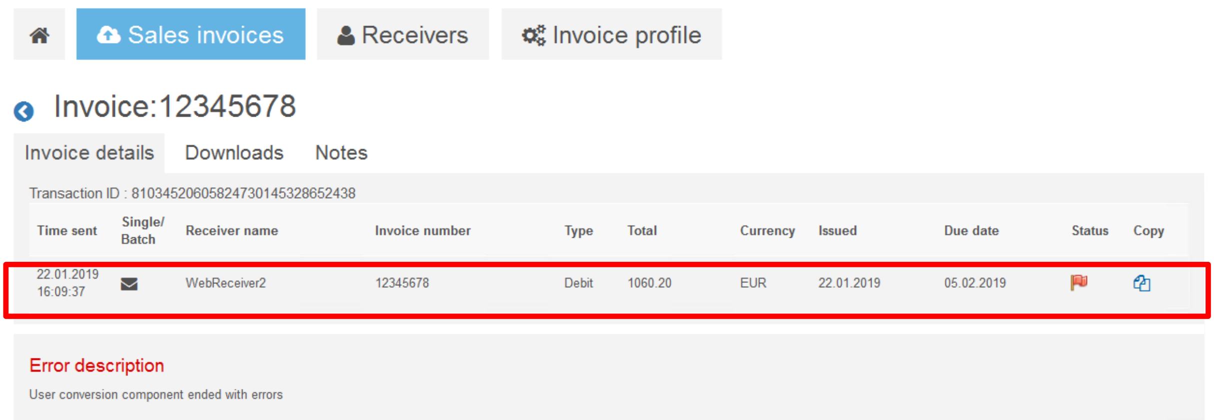


Once Editing has done, Issuer can also delete the entered note if no longer useful.



Step 3

If invoice is failed i.e. not sent correctly, it will display with red warning sign. In such cases, “Error description” will also displayed.



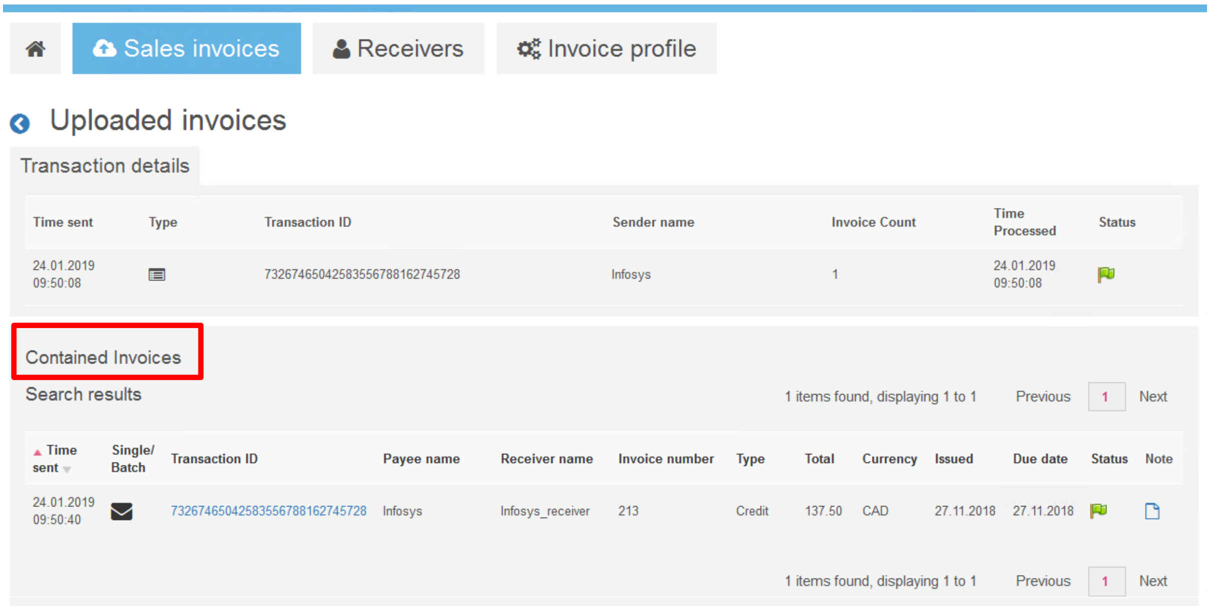
Step 4

To get details about “Uploaded invoices”, you can click on transaction number of uploaded invoices on “Sent Items” page, which will open “Uploaded invoices” page. This page shows Time sent, Transaction id, Sender name, Invoice count, Time processed and status.

If status is green right symbol, which means all invoices are successfully sent to receiver.

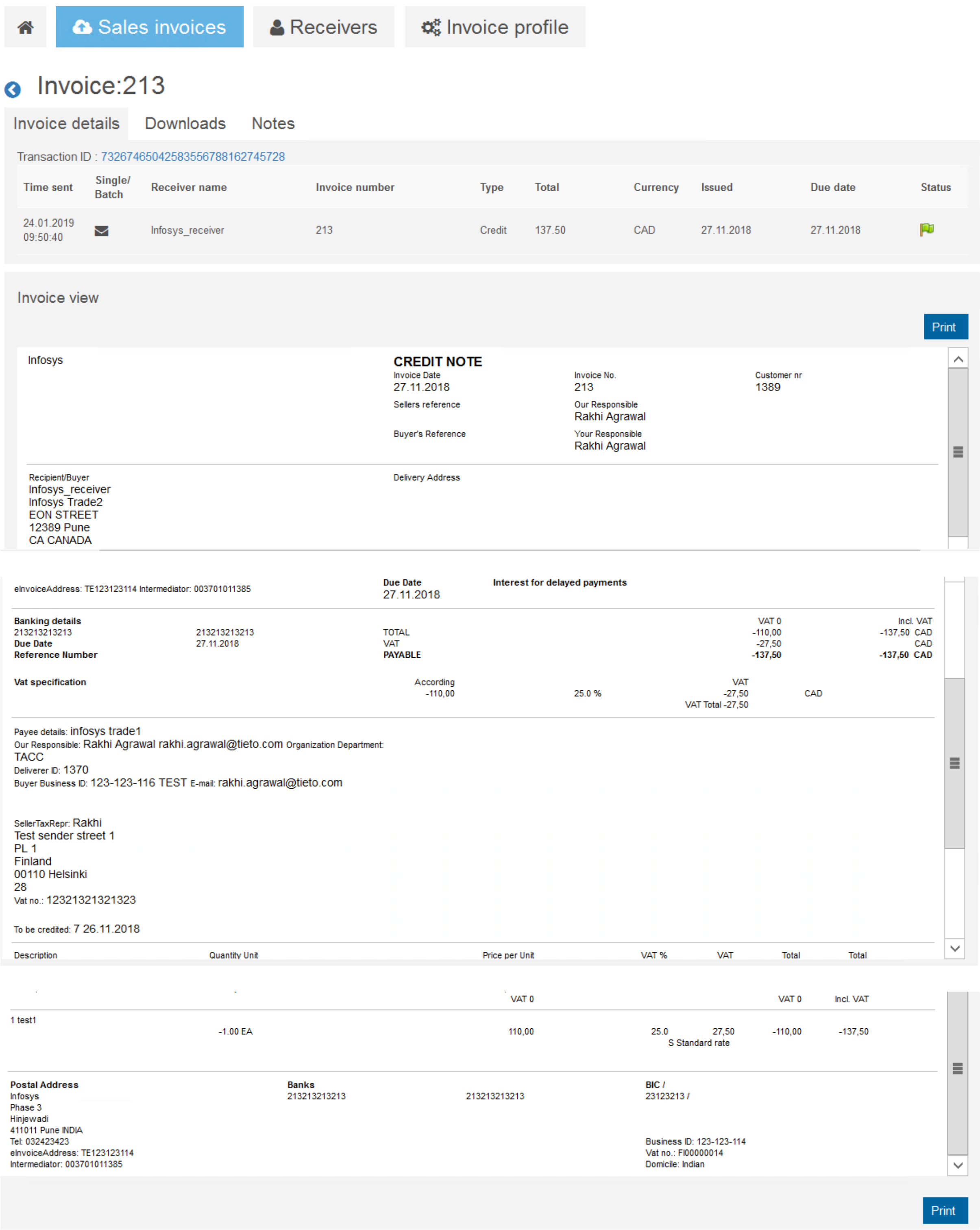
If status is red warning symbol, it means that one or more invoices are failed to send. Issuer can fix the error and re- send only failed invoices again. No need to send all invoices again.

After transaction details, all contained invoices are listed.



Step 5

To view details about contained invoices, click on that invoice line which will open new page, “Invoice details”.



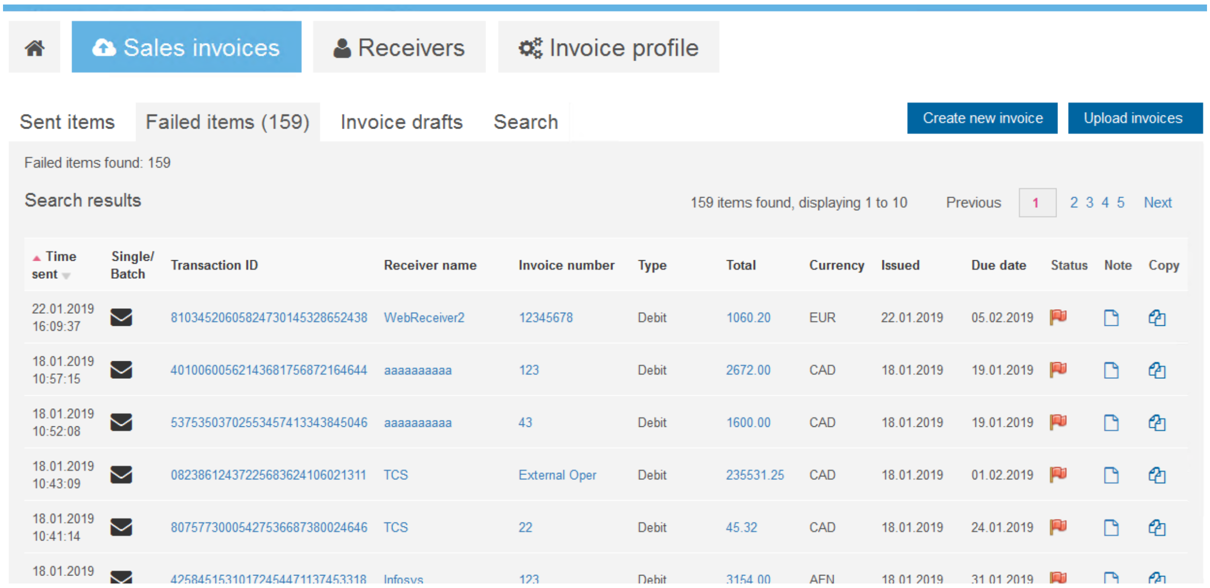
Step 6

Invoices details page will display information under 3 tabs i.e. Invoice details, downloads and notes. Apart from it, Invoice preview will be displayed.

On this page, issuer can “Copy” sent invoice and create a new invoice.

3.4 Failed Items

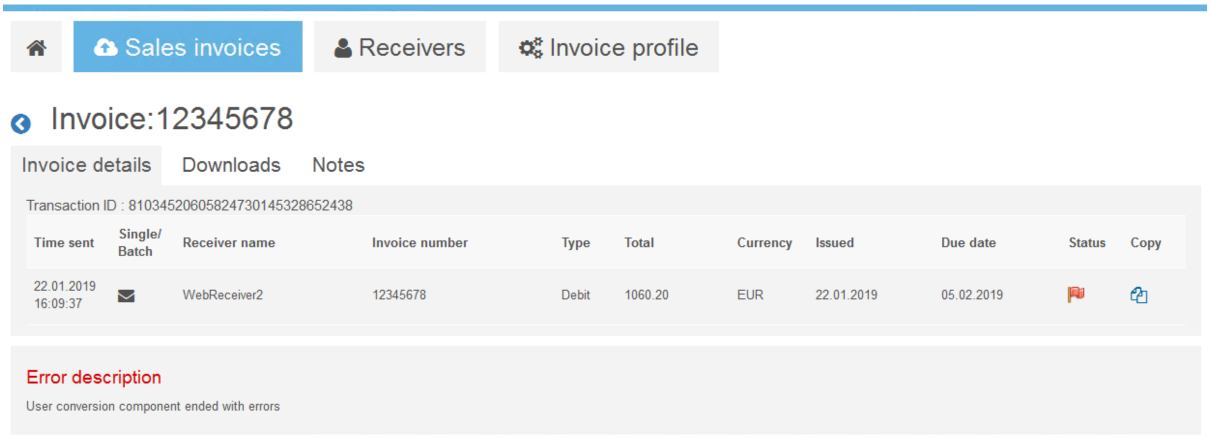
You can view all failed items including single invoices and uploaded invoices under this tab. Along all invoice details, invoice status will be shown as red warning symbol.



Step 1

You can click on single invoice to open invoice in detail.   Under “Error Description” box, reason of failure will be given. Issuer can do corrections and re-send the invoice.

Similarly for errors in “Uploaded Invoices”,   go to “Contained invoices” page and check details for erroneous invoices. Fix the errors and resend only corrected invoices again. No need to send complete batch of invoices again.

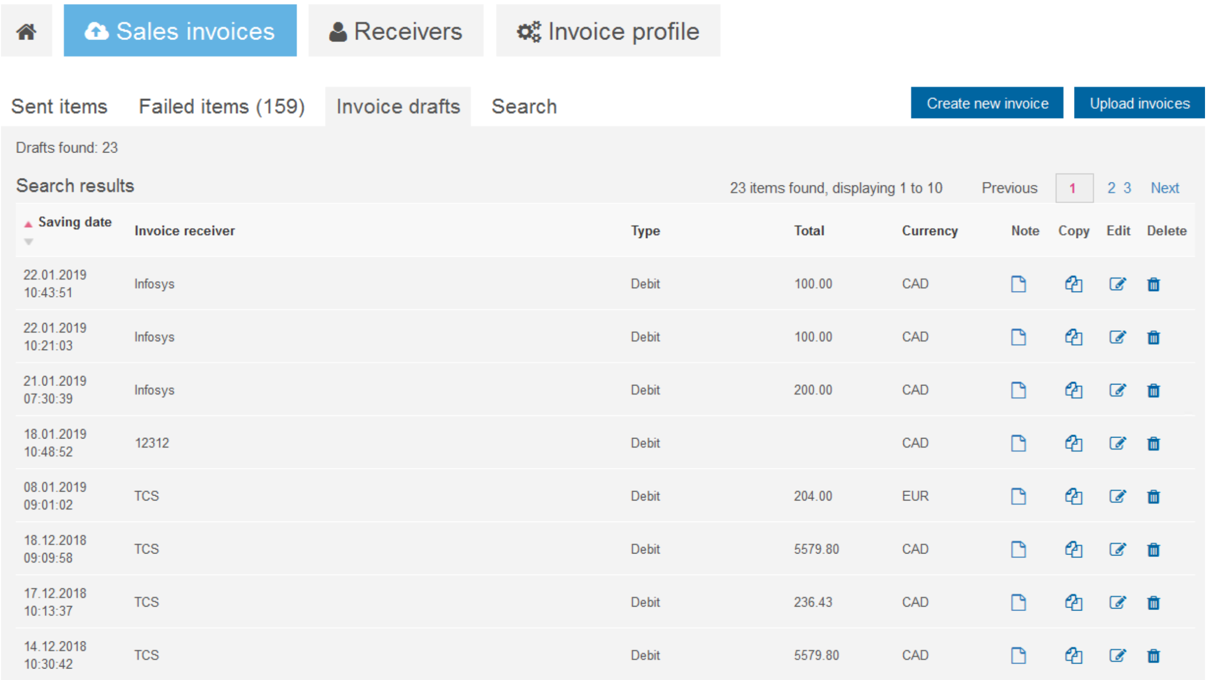


Step 2

You can copy failed invoice and create new invoice. You can make corrections in copied invoice and send it again only failed invoice.

3.5 Draft Invoices

You can save invoices as a draft. In “Create new invoice” process, choose “Save as draft” option, to save invoice as a draft and continue later.



Saving date	Invoice receiver	Type	Total	Currency	Note	Copy	Edit	Delete
22.01.2019 10:43:51	Infosys	Debit	100.00	CAD				
22.01.2019 10:21:03	Infosys	Debit	100.00	CAD				
21.01.2019 07:30:39	Infosys	Debit	200.00	CAD				
18.01.2019 10:48:52	12312	Debit		CAD				
08.01.2019 09:01:02	TCS	Debit	204.00	EUR				
18.12.2018 09:09:58	TCS	Debit	5579.80	CAD				
17.12.2018 10:13:37	TCS	Debit	236.43	CAD				
14.12.2018 10:30:42	TCS	Debit	5579.80	CAD				

Step 1

“Invoice drafts” tab display saving date, Invoice receiver, Total and Currency. You can also enter “Notes” with invoice.

Step 2

Invoice drafts can be copied, edited and deleted.

Copy:-

You can copy a draft invoice and make changes to create a new invoice. When you copy, all details will copy to new invoice, except invoice number, accounting currency settings and advance payment. You need to provide a new data for those elements for copied invoice. You can make changes in copied invoices and save it or send it.

Edit:-

You can use “Edit” to make changes in draft invoice. Choosing “Edit” on “Invoice draft” page, open “create new invoice” page with pre-filled invoice data. You can save an invoice as a draft, until it is not “Send” to receiver. Current application release does not save accounting currency settings and advance payment data and you shall re-enter those.

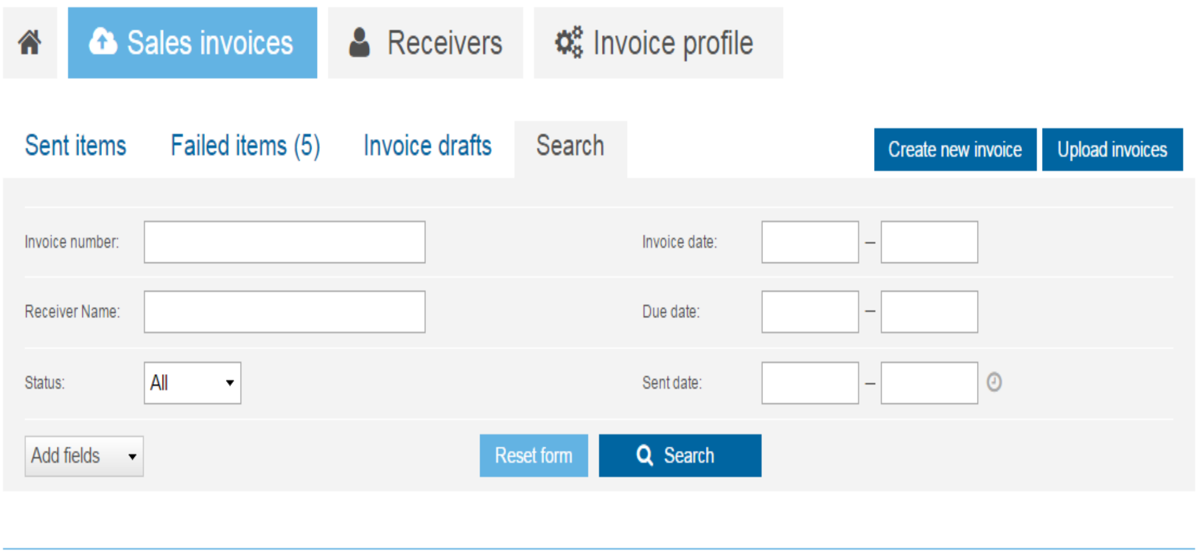
Delete:-

You can also choose to “Delete” a draft invoice. Before deleting the draft, a popup appear for confirmation. If you choose “Delete”, draft invoice will be permanently deleted from system.

3.6 Search

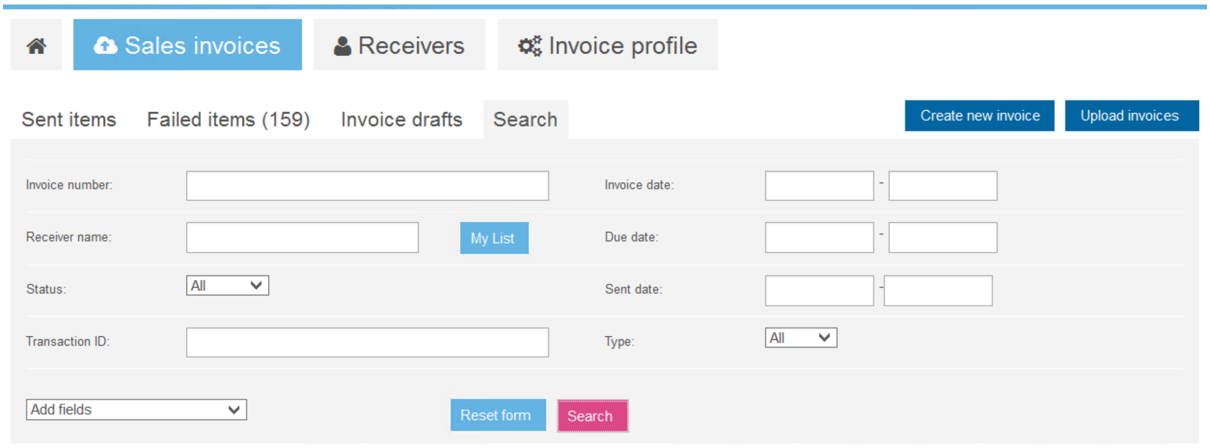
Step 1

You can search your sales invoices under last tab “Search”. Few primary search criteria fields include invoice number, receiver name, status, invoice date, due date, sent date.



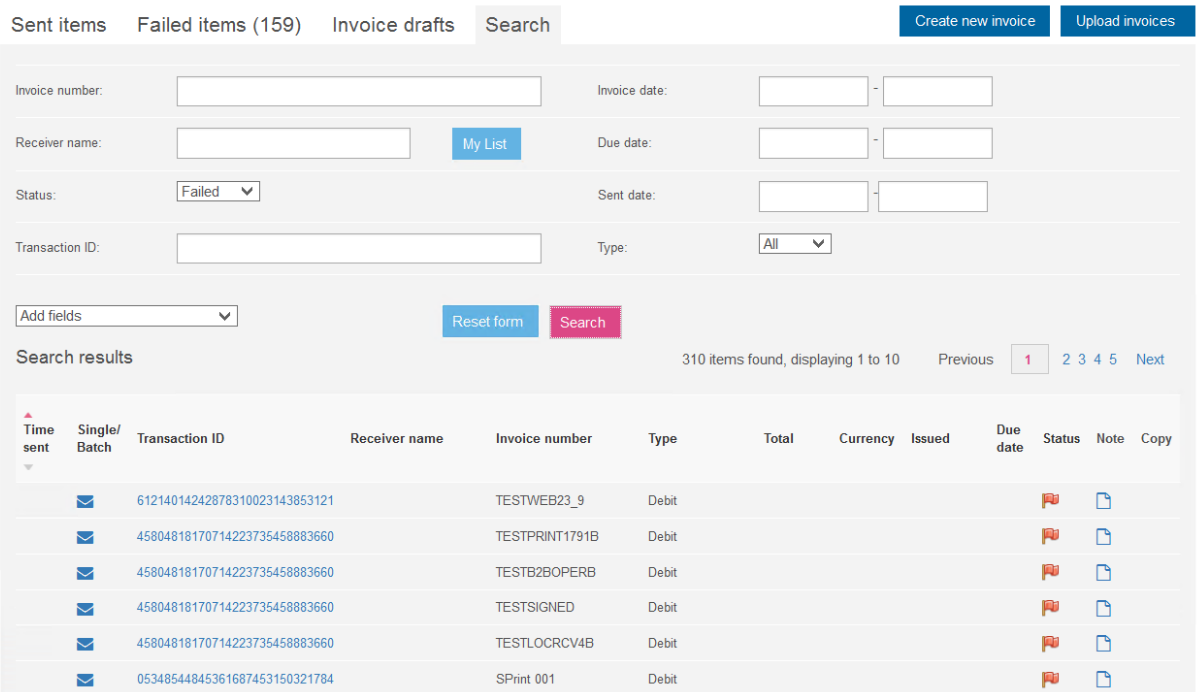
Step 2

These are six primary search fields; if you want you can add 6 more fields in this screen to refine the search. You can also remove these fields by using “Delete” button next to fields.



Step 3

Search result will display invoices which have fulfilled entered search criteria. Search result includes Time sent, Type, Transaction id, Receiver name, Invoice number, Total, Currency, Issued date, Due date and Status.



Step 4

You can view “Note” by clicking “Note” button. It will open note tab under invoice details. You can also copy searched invoice and create a new one.

B. Purchase invoice collection

4. Purchase invoice

It is a commercial document presented by a seller (Issuer) to a buyer. For easily managing “Purchase Invoices”, we have provided three features to Receivers i.e. New Invoices, Downloads and Search.

4.1 New Invoices

Under this tab, you can find all new invoices that are just arrived and not yet downloaded.

Invoices are listed here with Arrival time, Invoice date, Invoice number, Controller, Payee, Receiver, Amount, and Currency, Due date, Check box to select.

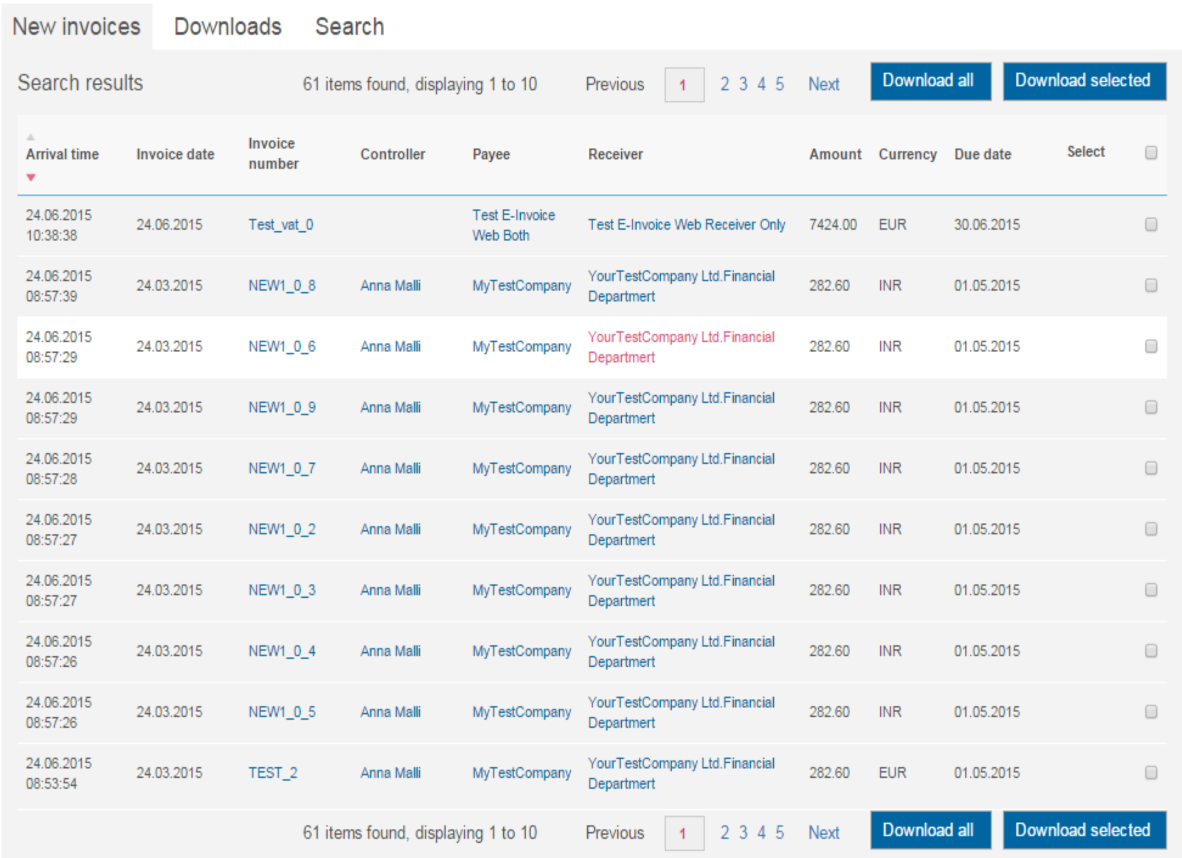
Invoices are sorted on “Arrival Time”.

You can also select “All” invoices by choosing “Select” check box on top.

Step 1

You can either select few invoices to download or select all invoices to download. Portal has provided both options i.e. “Download All” and “Download Selected”.

Selected Invoices will be downloaded in .zip file. You can see status of downloading on next tab “Downloads”.



New invoices   Downloads   Search

Search results   61 items found, displaying 1 to 10   Previous 1 2 3 4 5 Next   Download all   Download selected

Arrival time	Invoice date	Invoice number	Controller	Payee	Receiver	Amount	Currency	Due date	Select
24.06.2015 10:38:38	24.06.2015	Test_vat_0		Test E-Invoice Web Both	Test E-Invoice Web Receiver Only	7424.00	EUR	30.06.2015	
24.06.2015 08:57:39	24.03.2015	NEW1_0_8	Anna Malli	MyTestCompany	YourTestCompany Ltd.Financial Department	282.60	INR	01.05.2015	
24.06.2015 08:57:29	24.03.2015	NEW1_0_6	Anna Malli	MyTestCompany	YourTestCompany Ltd.Financial Department	282.60	INR	01.05.2015	
24.06.2015 08:57:29	24.03.2015	NEW1_0_9	Anna Malli	MyTestCompany	YourTestCompany Ltd.Financial Department	282.60	INR	01.05.2015	
24.06.2015 08:57:28	24.03.2015	NEW1_0_7	Anna Malli	MyTestCompany	YourTestCompany Ltd.Financial Department	282.60	INR	01.05.2015	
24.06.2015 08:57:27	24.03.2015	NEW1_0_2	Anna Malli	MyTestCompany	YourTestCompany Ltd.Financial Department	282.60	INR	01.05.2015	
24.06.2015 08:57:27	24.03.2015	NEW1_0_3	Anna Malli	MyTestCompany	YourTestCompany Ltd.Financial Department	282.60	INR	01.05.2015	
24.06.2015 08:57:26	24.03.2015	NEW1_0_4	Anna Malli	MyTestCompany	YourTestCompany Ltd.Financial Department	282.60	INR	01.05.2015	
24.06.2015 08:57:26	24.03.2015	NEW1_0_5	Anna Malli	MyTestCompany	YourTestCompany Ltd.Financial Department	282.60	INR	01.05.2015	
24.06.2015 08:53:54	24.03.2015	TEST_2	Anna Malli	MyTestCompany	YourTestCompany Ltd.Financial Department	282.60	EUR	01.05.2015	

61 items found, displaying 1 to 10   Previous 1 2 3 4 5 Next   Download all   Download selected

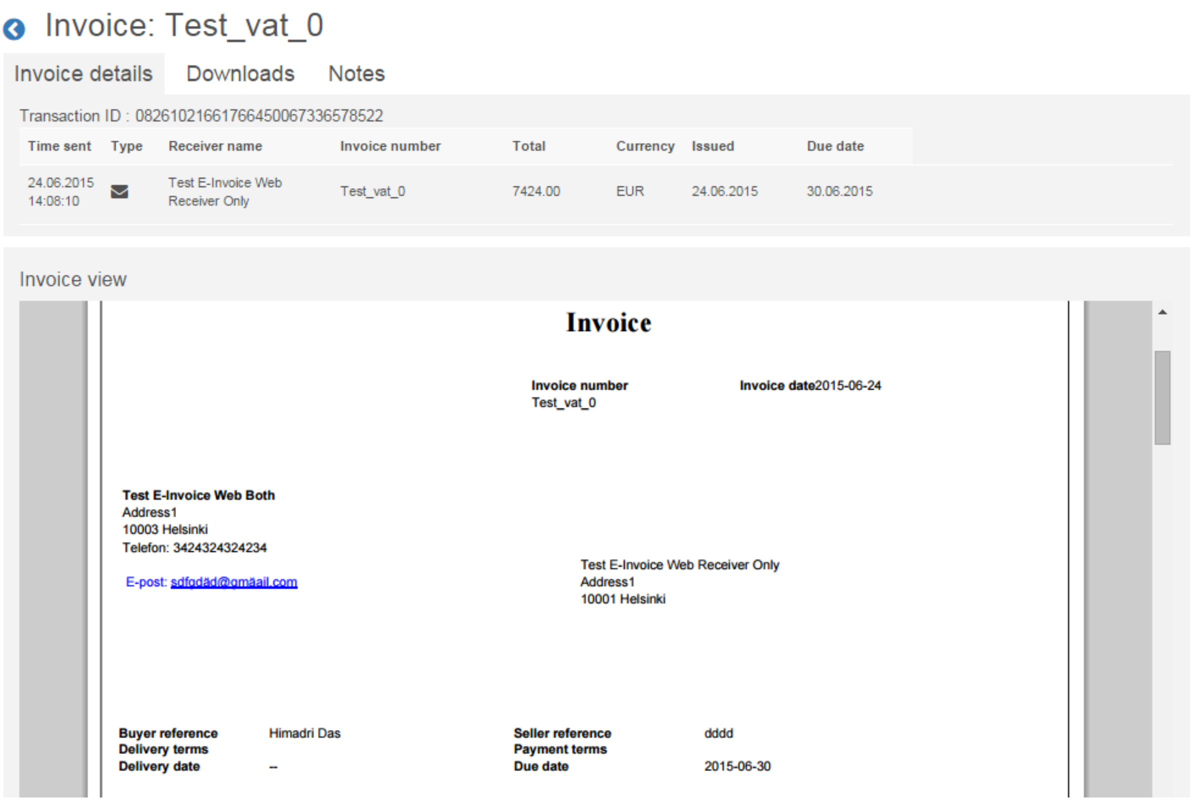
Step 2:

You can also click on transaction number and have a look on invoice. Invoice will display with 3 tabs i.e. Invoice details, downloads and Notes.

Invoice details:- It will display invoice details like transaction ID, Time Sent, Type, Receiver name, Invoice Number, Total, Currency, Issued date and due date with Invoice preview in PDF format if receiver has subscribed for IR service.

Downloads: - All attachment with invoice is listed under this section with size and download button.

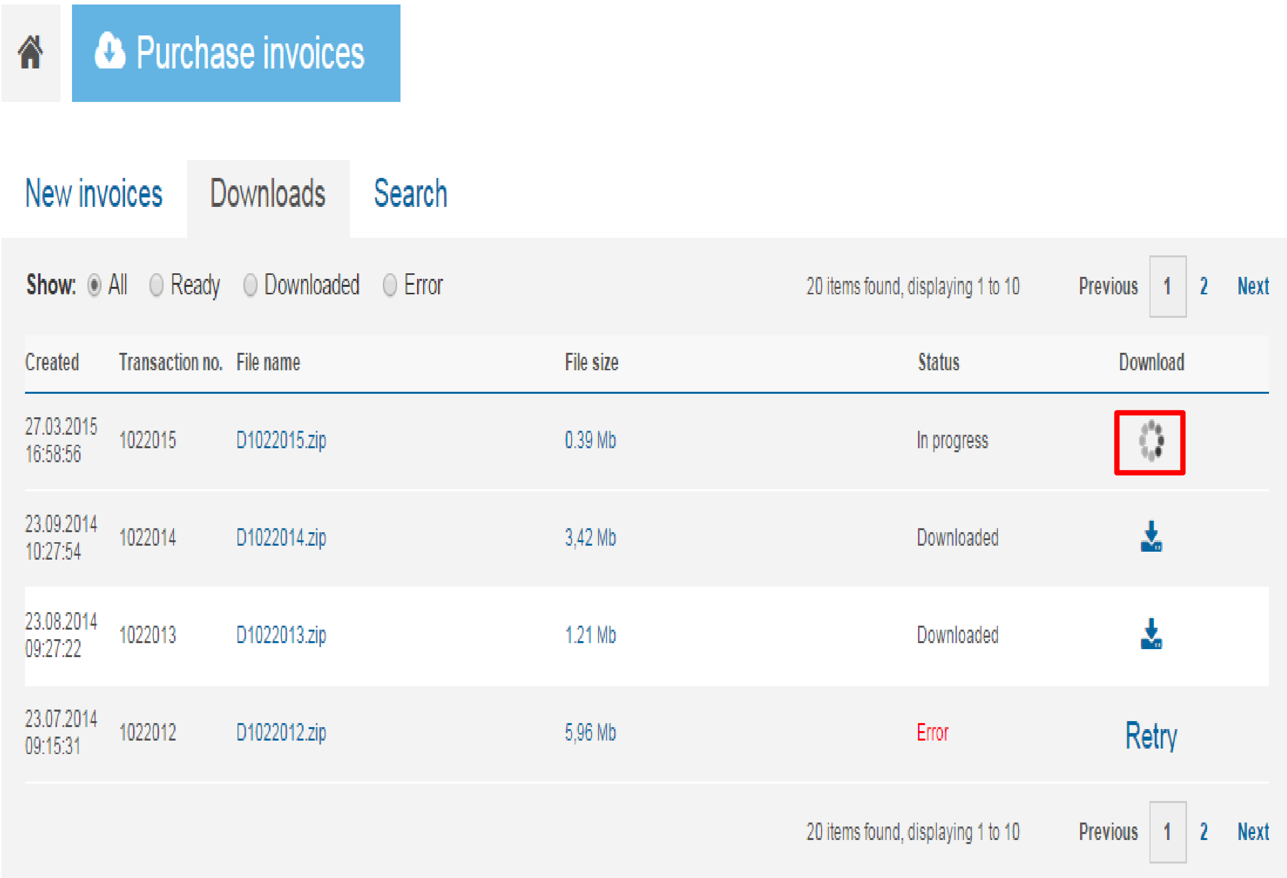
Notes: - Receiver can add, update or delete a note on received invoices.



Step 3:

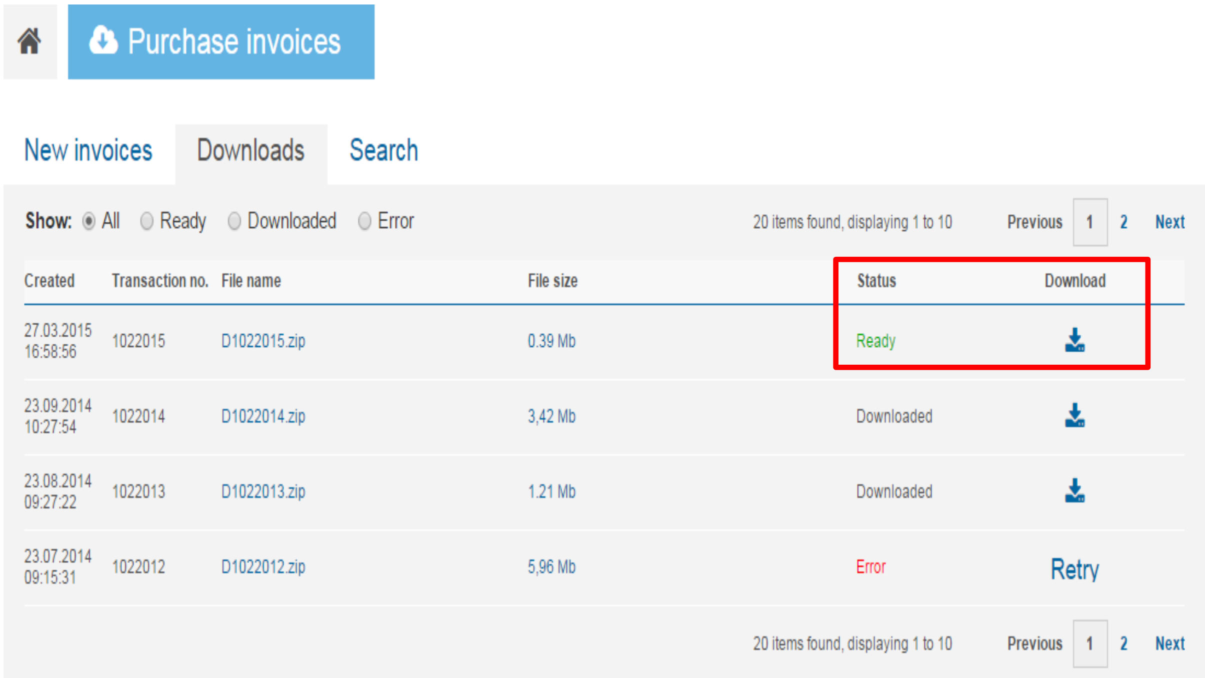
You can select invoices on “New Invoices” page and click on “Download All” or “Download Selected” button. It will move you to “Downloads” tab.

On “Downloads” tab , Transaction number will be displayed with a moving circle in status which shows downloding is in progress.



Step 4:

Once download is complete, it shows status as “Ready” and action button to start the download.



4.2 Downloads

On Downloads page, you can see invoices with three statuses i.e. ready, downloaded and error.

Step 1:

Downloaded .zip file (invoices) will be listed with following status:-

Ready: - Ready to download but not yet downloaded.

Downloaded: - Downloaded and still available to download.

Error: - Failed during download process. Retry option provided to continue downloading after error.

Step 2:

You can also click on .zip file and check invoices before you download .zip file on your system.

Downloaded invoices

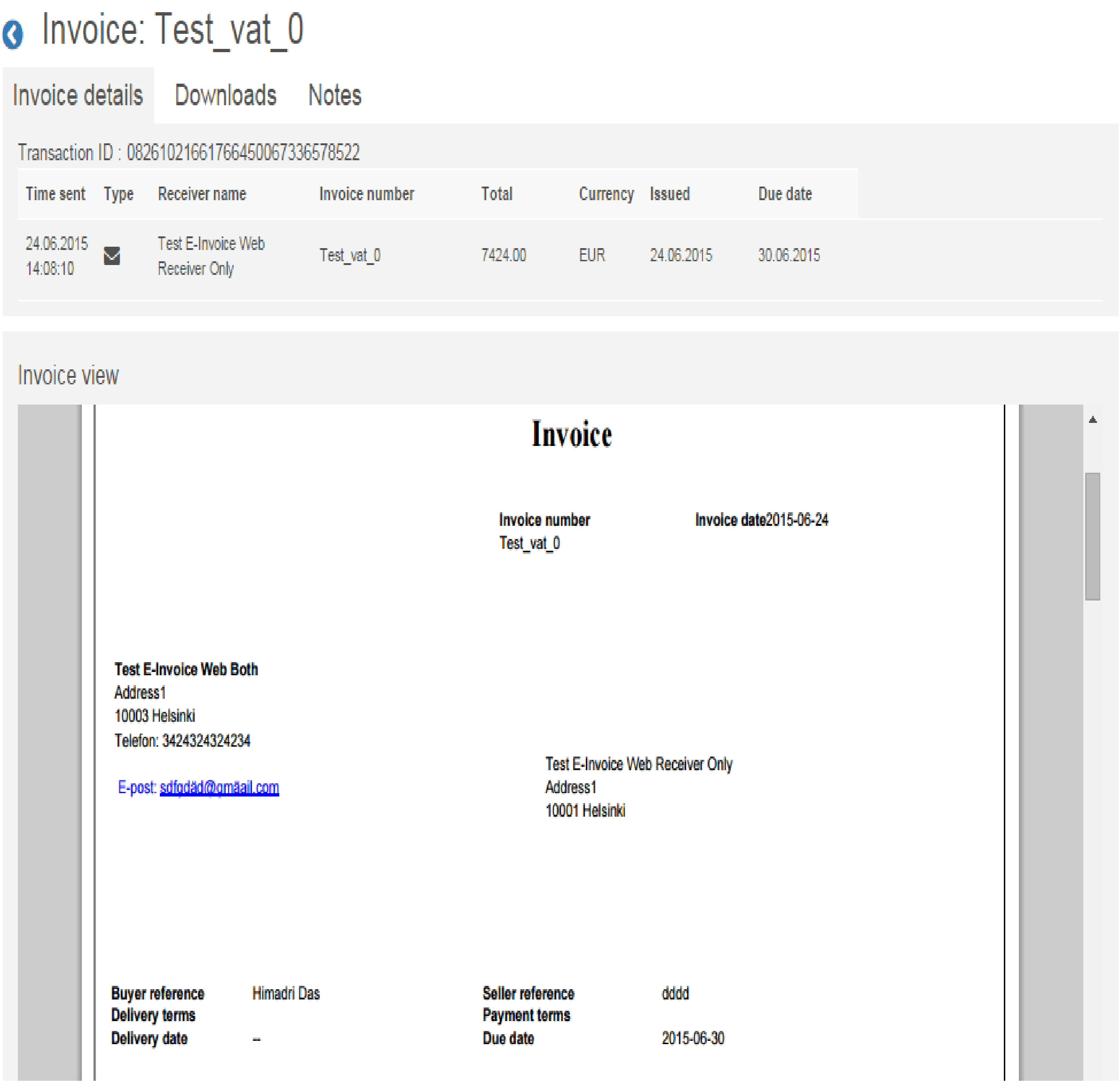
Time sent	Type	Transaction ID	Invoice Count	Time Processed
24.06.2015 16:02:19		28768571712424887715550562324	3	24.06.2015 16:02:19

Contained Invoices

Time sent	Type	Transaction ID	Receiver name	Invoice number	Total	Currency	Issued	Due date
24.06.2015 10:26:55		28768571712424887715550562324	YourTestCompany Ltd.Financial Departmert	NEW1_0_6	282.6	INR	24.03.2015	01.05.2015
24.06.2015 10:26:55		28768571712424887715550562324	YourTestCompany Ltd.Financial Departmert	NEW1_0_8	282.6	INR	24.03.2015	01.05.2015
24.06.2015 10:26:55		28768571712424887715550562324	YourTestCompany Ltd.Financial Departmert	NEW1_0_9	282.6	INR	24.03.2015	01.05.2015

Step 3:

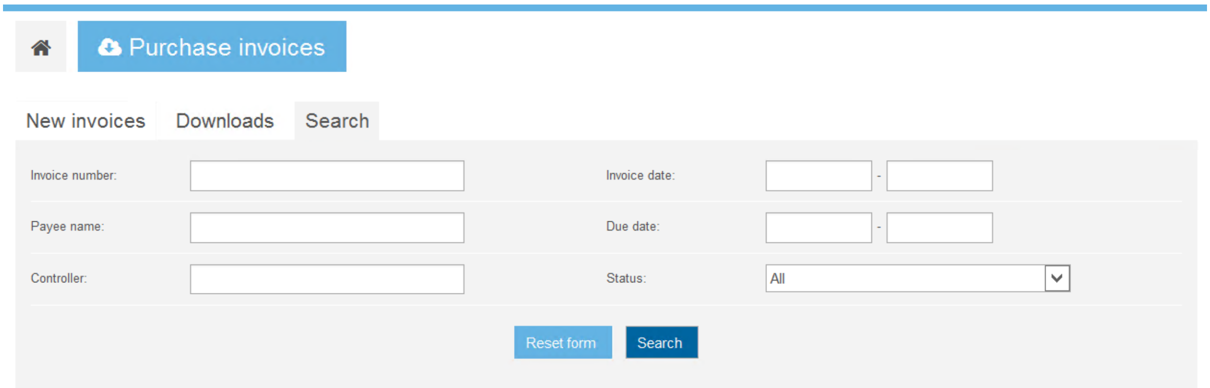
You can further click on transaction number to preview invoices. Like below:-



4.3 Search

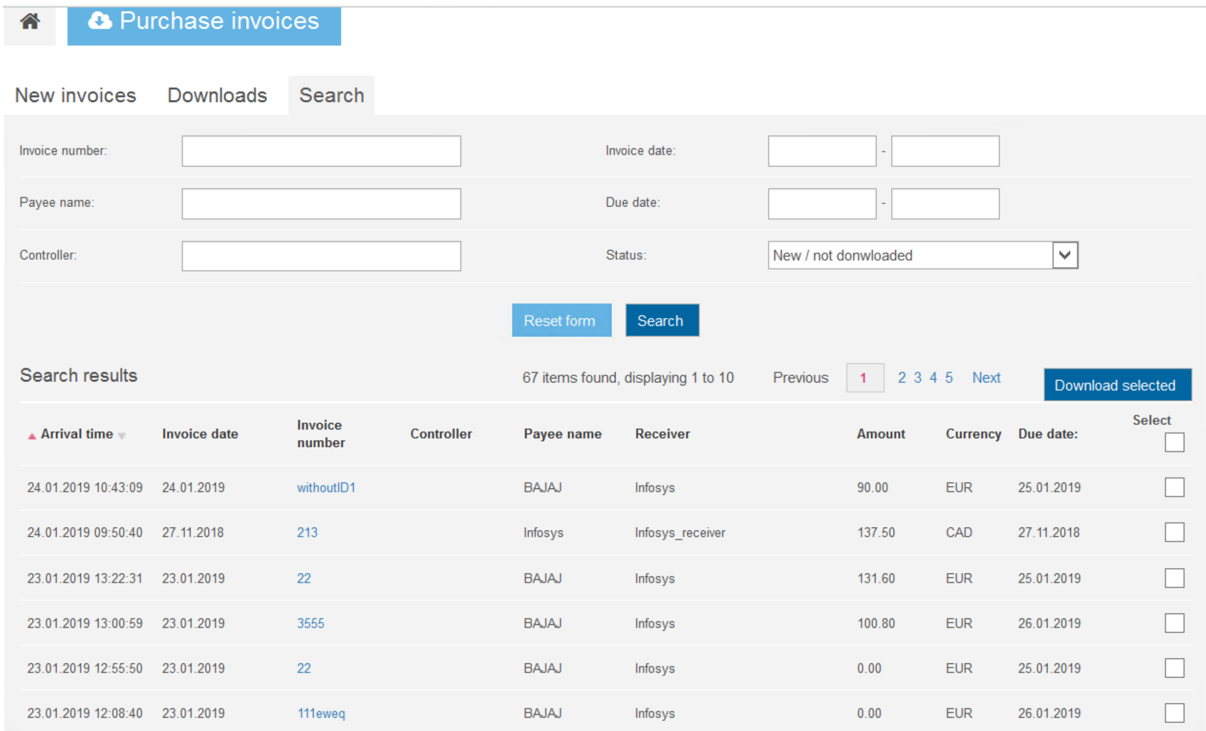
Step 1

You can search received invoices based on invoice number, invoice date, receiver, due date, payee, controller and status.



Step 2

Search result will display with option to select and download invoices from search result.



5. Roles and Access

Based on different requirement, portal provide 4 types of roles.

1. Admin user
    a. This user will be on Tieto level and will have access at each level for all customers. (i.e. on everything). He will have a selection screen to select an organization. After selection, user will be able to work with selected organization's transactions only.

2. **Group users**
    a. Group users (Accounting officer & audit personal) are defined to handle (control) transactions of many sub-organization, accounting offices, subsidiary or daughter companies which may be defined under selected organization and may be separate entity. These all sub-organizations, subsidiary etc. should have different E-address to differentiate.

    b. User will have a selection screen to select an organization. After selection, user will be able to work with selected organization's transactions only.

    c. It may be possible that customers demands to define group user again on sub-organization (or accounting offices, subsidiary or daughter companies) level , which further controls transactions of sub-divisions defined under sub-organization but again they must have separate E-address to differentiate.
    d. User can access transactions of all users defined under him.

3. **Main User:-**
    a. Main users are defined under sub-organization, accounting offices, subsidiary or daughter companies level. Their access is limited to their own defined sub-org.
    b. Main users defined under one sub-org. can access each other's transactions.
    c. Main users access will defined on subscribed access. It may be possible that one main user may have different access than other main user of same level.

4. **Browser:-**
    a. Lowest level of user with only search and read access.
    b. Browser level user will be able to see transactions of entire group where user belongs to.
    c. It may be possible to define a browser under Main user or may be defined directly under group user.

C. EU Norm specific requirements

1. Party information

Both Seller and Buyer party information shall contain:

- Party name
- Party postal address
- Party country code

Buyer and Seller e-invoice address related Scheme-id and Scheme-id codes shall be defined.

Seller Tax representative name, postal address, country code and VAT identifier shall be given if seller use tax representative.

For Reverse charge and Intra-community sales VAT categories both Seller and Buyer VAT identifiers shall be given except in case that Seller have Tax representative.

For Standard, Zero and Export Vat categories Seller (or Seller Tax representative) VAT identifier shall be given.

VAT identifiers shall be given with two-character ISO 3166-1 alpha-2 country code prefix.

For Seller and Buyer Business/Organization identifiers and e-invoicing addresses shall have scheme-ids defined.

2. Invoice level contents

Invoice shall have following data in invoice level:

- Invoice number (identifier)
- Invoice issue date
- Invoice type (debit or credit)
- Invoice currency
- Payment means shall be defined
- Payment account identifier shall be defined for credit transfer payment mean
- For credit invoice that refers to previous invoice shall have previous invoice identifier given
- When invoice due payable amount is positive either (or both) invoice due date or payment terms shall be defined; due date is set as mandatory in application
- Value added tax point date shall be defined (invoice issuing date/goods delivery date/invoice due date)
- When delivery to is defined then it shall contain delivery to country code
- if invoice line VAT category is defined as “Intra-community sales” then Delivery country shall be defined

3. Invoice line level contents

Each invoice shall have at least one invoice line.

Each invoice line shall contain:

- invoice line item name
- invoice line quantity
- invoice line quantity unit of measure from UNECE list
- invoice line item net price
- invoice line item net price and gross price can't be negative
- item standard identifier shall have scheme id defined
- item classification identifier shall have scheme id defined
- each invoice line shall have VAT category defined
- for Exempted VAT category the exemption reason shall be defined
- Use only one exemption reason in one invoice
- if invoice line VAT category code is "Not subject for VAT" then whole invoice shall be for "Not subject for VAT"