

# E-Invoice Web

Help Guide V 3.0



# Table of Contents

<b>A.</b>	<b>Sales invoice distribution .....</b>	<b>4</b>
<b>1.</b>	<b>Invoice Profile.....</b>	<b>4</b>
1.1	Create Profile .....	5
1.2	Edit Profile.....	8
1.3	Delete Profile .....	8
<b>2.</b>	<b>Invoice Receiver Information .....</b>	<b>9</b>
2.1	Public receivers .....	9
2.2	My receivers.....	10
2.3	Create new receivers .....	11
<b>3.</b>	<b>Invoice Creation .....</b>	<b>15</b>
3.1	Create Single invoice.....	15
3.2	Upload invoice batch .....	23
3.3	Sent Invoices .....	26
3.4	Failed Items.....	35
3.5	Draft Invoices .....	37
3.6	Search.....	38
<b>B.</b>	<b>Purchase invoice collection.....</b>	<b>40</b>
<b>4.</b>	<b>Purchase invoice.....</b>	<b>40</b>
4.1	New Invoices .....	40
4.2	Downloads .....	44
4.3	Search.....	47
<b>5.</b>	<b>Roles and Access .....</b>	<b>48</b>
<b>C.</b>	<b>EU Norm specific requirements .....</b>	<b>49</b>
1.	Party information.....	49
2.	Invoice level contents .....	49
3.	Invoice line level contents.....	50



## 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.

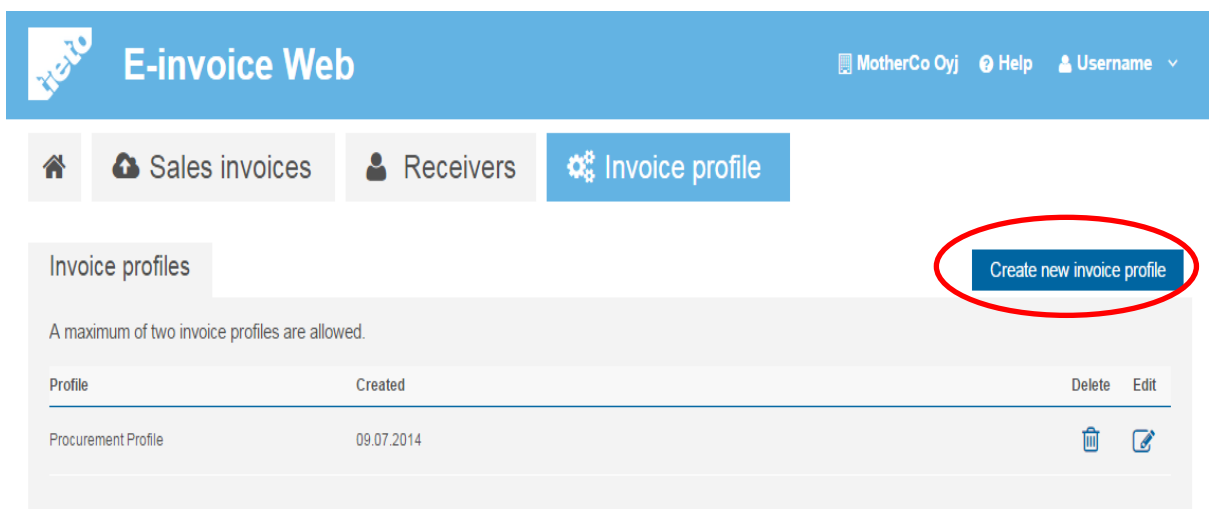
For EU Norm compliance:

- 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.



The screenshot shows the 'E-invoice Web' interface. The top navigation bar includes the Tieto logo, 'E-invoice Web', and user information: 'MotherCo Oyj', 'Help', and 'Username'. Below the navigation bar are tabs for 'Sales invoices', 'Receivers', and 'Invoice profile'. The 'Invoice profile' tab is active. In the 'Invoice profiles' section, there is a table with columns 'Profile' and 'Created'. A 'Create new invoice profile' button is highlighted with a red circle. Below the table, there is a row for 'Procurement Profile' with a creation date of '09.07.2014' and 'Delete' and 'Edit' icons.

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.

You can enter several credit accounts in 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

**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

Kharadi

City: Pune

Country sub division: IT

Country: INDIA

**VAT registering information**

Must register VAT:  Yes  No VAT ID: \* 9999000

Tax registration ID: 88888888

**My Settings**

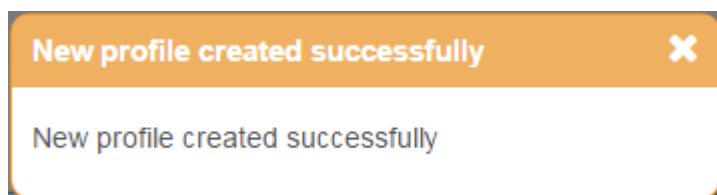
Contact person: Test1 Test2 E-mail: ntb.user@test.com

Phone number: 9876543210 Company Website: www.test.com

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

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

A popup will appear to confirm "New profile created".

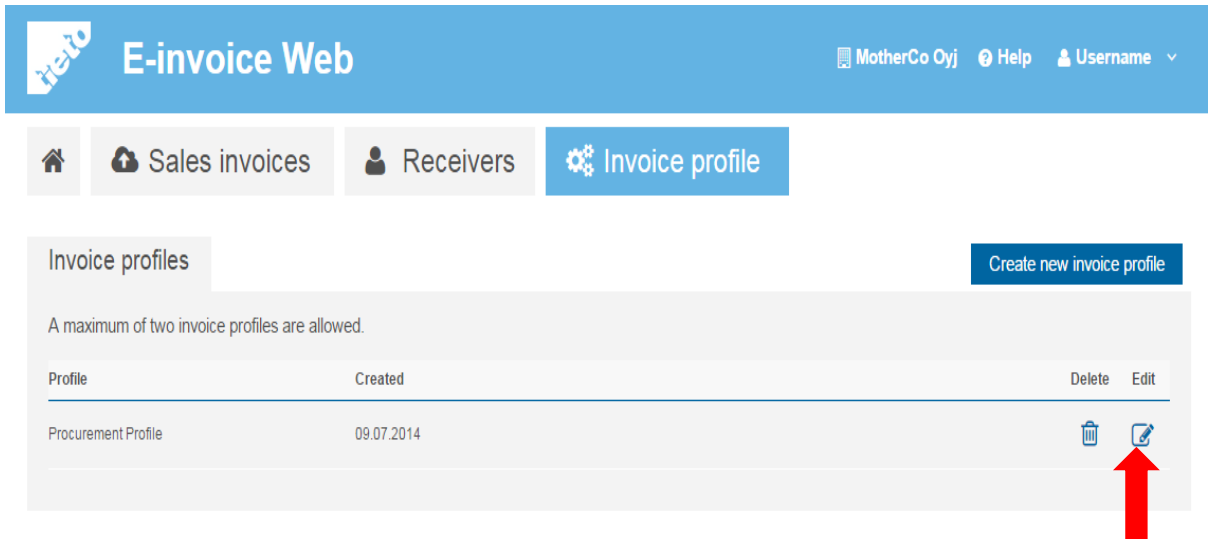


## 1.2 Edit Profile

### 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.



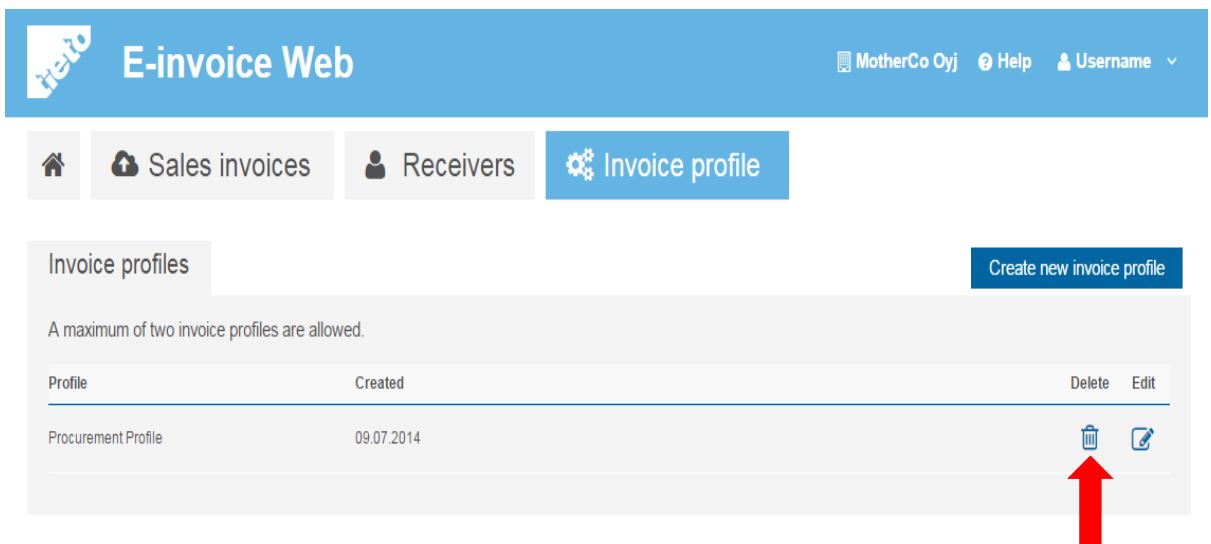
The screenshot shows the 'E-invoice Web' interface. The top navigation bar includes the Tieto logo, 'E-invoice Web', and user information: 'MotherCo Oyj', 'Help', and 'Username'. Below the navigation bar are tabs for 'Sales invoices', 'Receivers', and 'Invoice profile'. The 'Invoice profile' tab is active. The main content area is titled 'Invoice profiles' and includes a 'Create new invoice profile' button. A message states: 'A maximum of two invoice profiles are allowed.' Below this is a table with the following data:

Profile	Created	Delete	Edit
Procurement Profile	09.07.2014		

A red arrow points to the pencil icon in the 'Edit' column for the 'Procurement Profile' row.

## 1.3 Delete Profile

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



The screenshot shows the 'E-invoice Web' interface, identical to the previous one. The 'Invoice profile' tab is active. The table in the 'Invoice profiles' section is the same, but a red arrow now points to the trash can icon in the 'Delete' column for the 'Procurement Profile' row.

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

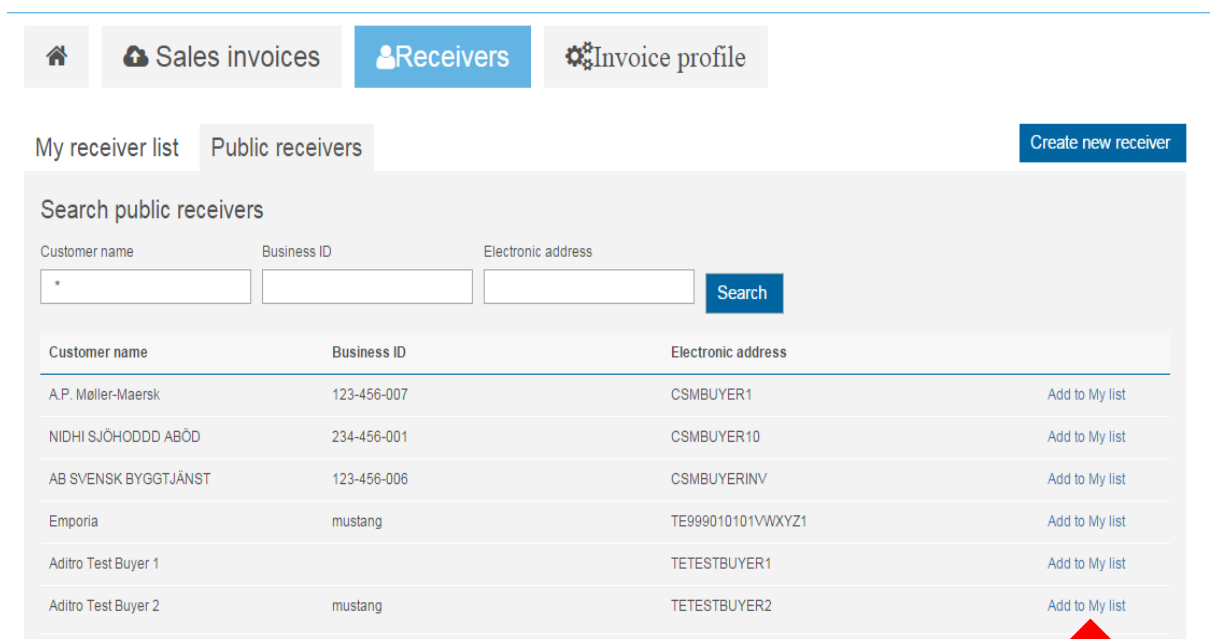
Invoice receiver information, holds necessary details about receiver, required to send invoices. You can save invoice receivers information by creating new receiver and add them to “my list” of receivers or use Public list to retrieve receiver’s information, so there are two ways to get receiver information 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.



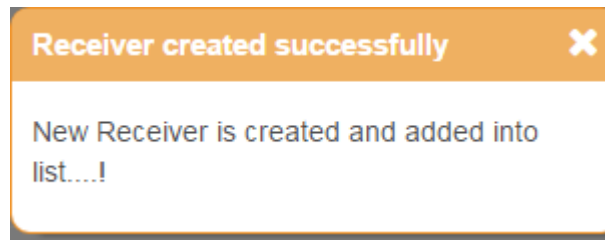
The screenshot shows the Tieto CRM interface. At the top, there is a navigation bar with icons for Home, Sales invoices, Receivers (selected), and Invoice profile. Below the navigation bar, there are two tabs: 'My receiver list' and 'Public receivers'. A 'Create new receiver' button is located in the top right corner. The main content area is titled 'Search public receivers' and contains three input fields: 'Customer name' (with an asterisk), 'Business ID', and 'Electronic address', followed by a 'Search' button. Below the search fields is a table with the following data:

Customer name	Business ID	Electronic address	
A.P. Møller-Maersk	123-456-007	CSMBUYER1	<a href="#">Add to My list</a>
NIDHI SJÖHODDD ABÖD	234-456-001	CSMBUYER10	<a href="#">Add to My list</a>
AB SVENSK BYGGTJÄNST	123-456-006	CSMBUYERINV	<a href="#">Add to My list</a>
Emporia	mustang	TE999010101VWXYZ1	<a href="#">Add to My list</a>
Aditro Test Buyer 1		TETESTBUYER1	<a href="#">Add to My list</a>
Aditro Test Buyer 2	mustang	TETESTBUYER2	<a href="#">Add to My list</a>

A red arrow points to the 'Add to My list' button for the 'Aditro Test Buyer 2' entry.

#### 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.

E invoice Web

MotherCo Oyj Help Username

Home Sales invoices Receivers Invoice profile

My receiver list Public receivers Create new receiver

Receiver name	Business ID	Delete	Edit
7777777			
wwwwwww			
qq			
qq			
ee			
A.P. Møller-Maersk	123-456-007		
Test123			

### Step 2:

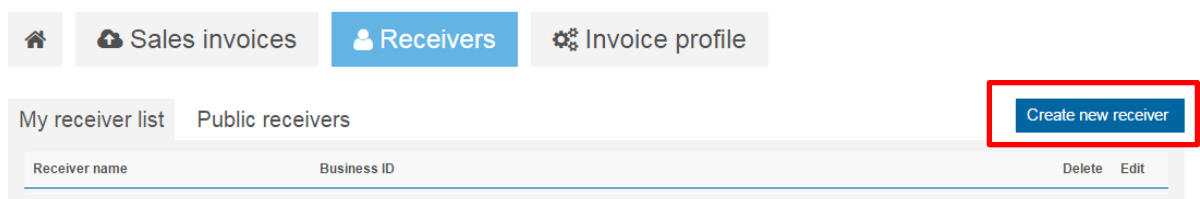
To delete receiver information, you need to choose “Delete” button and it will open a popup to reassure that you want to delete receiver information. If you select “Yes”, it

will delete receiver information from “My receivers List”. If you choose “Cancel”, it will not delete receiver information.

## 2.3 Create new receivers

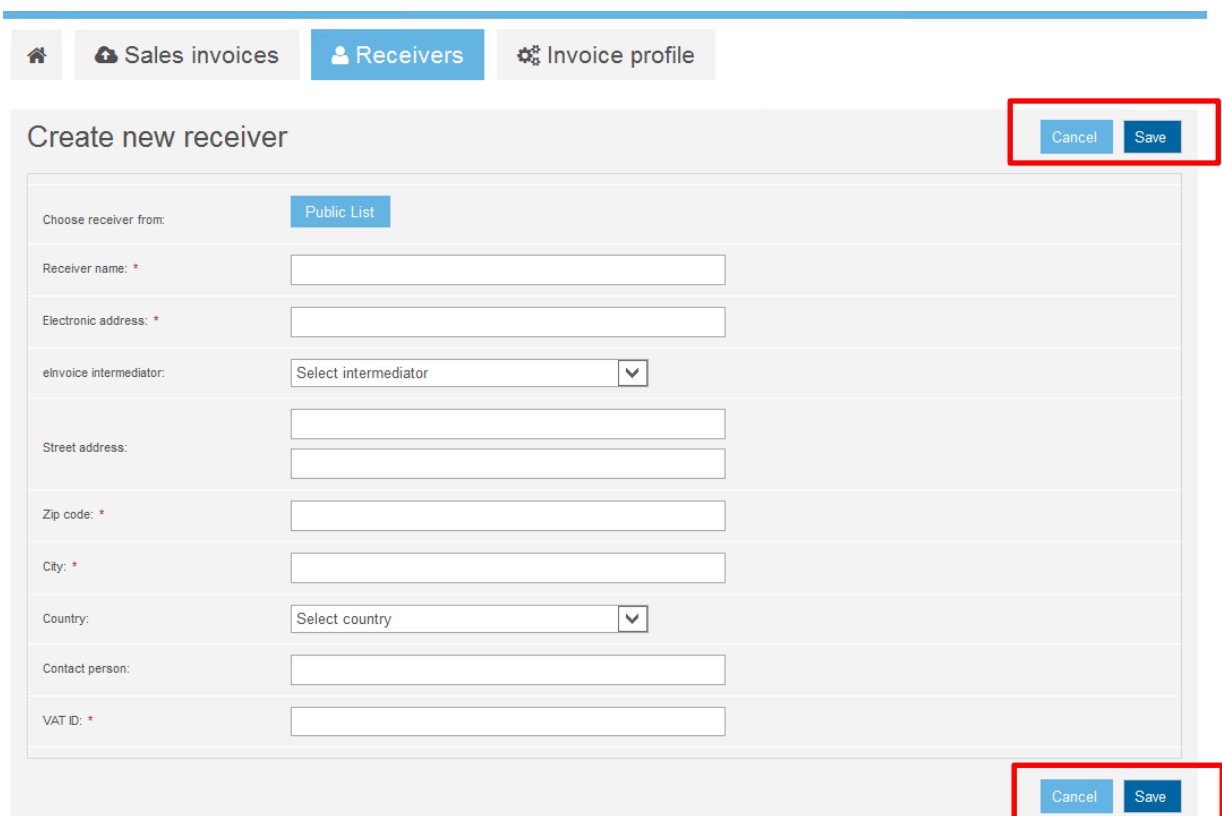
### Step 1:

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



The screenshot shows the navigation menu with 'Receivers' selected. Below the menu, there are two tabs: 'My receiver list' and 'Public receivers'. A red box highlights the 'Create new receiver' button in the top right corner. Below the tabs, there is a table header with columns for 'Receiver name', 'Business ID', 'Delete', and 'Edit'.

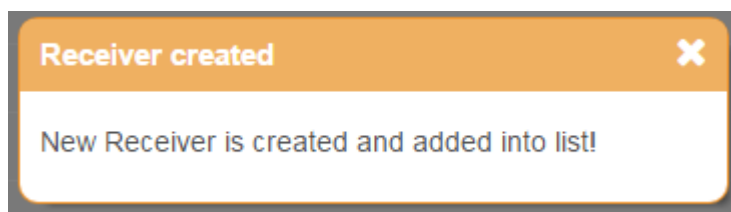
Choose “Create new receiver” button, it will open a new page “Create new receiver” for you to enter mandatory details about receivers.



The screenshot shows the 'Create new receiver' form. The 'Receivers' tab is active. The form has a title 'Create new receiver' and a 'Public List' button. The form fields are: Receiver name: \*, Electronic address: \*, Invoice intermediary: Select intermediary (dropdown), Street address: (two input fields), Zip code: \*, City: \*, Country: Select country (dropdown), Contact person: (input field), and VAT ID: \*. The 'Cancel' and 'Save' buttons are highlighted with red boxes.

It is most important that you give correct information into receiver electronic address, scheme-id and intermediary 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.

The screenshot shows the 'Create new receiver' form in the Tieto system. The form is titled 'Create new receiver' and has 'Cancel' and 'Save' buttons in the top right corner. The form is divided into several sections:

- Choose receiver from:** A dropdown menu with 'Public List' selected and highlighted by a red box.
- Receiver name: \*** A text input field.
- Electronic address: \*** A text input field.
- Invoice intermediary:** A dropdown menu with 'Select intermediary' and a downward arrow.
- Street address:** Two stacked text input fields.
- Zip code: \*** A text input field.
- City: \*** A text input field.
- Country:** A dropdown menu with 'Select country' and a downward arrow.
- Contact person:** A text input field.
- VAT ID: \*** A text input field.

At the bottom right of the form, there are 'Cancel' and 'Save' buttons.

**Step 3:**

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

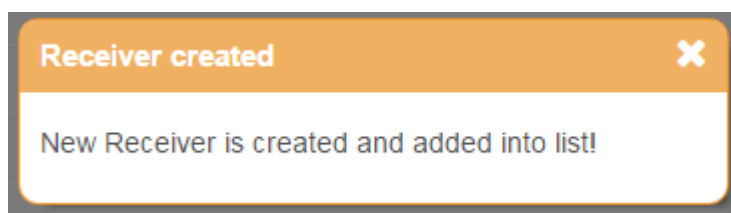
Public receivers
✕

### Search public receivers

Customer name
Business ID
Electronic address

Customer name	Business ID	Electronic address	
A.P. Møller-Maersk	123-456-007	CSMBUYER1	Choose receiver
NIDHI SJÖHODDD ABÖD	234-456-001	CSMBUYER10	Choose receiver
AB SVENSK BYGGTJÄNST	123-456-006	CSMBUYERINV	Choose receiver
Emporia	mustang	TE999010101VWXYZ1	Choose receiver
Aditro Test Buyer 1		TETESTBUYER1	Choose receiver
Aditro Test Buyer 2	mustang	TETESTBUYER2	Choose receiver

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 not 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".

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	📄		📄
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	📄		📄

##### Step 2:

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

**Warning** X

You haven't created an **invoice profile**.  
Please create one before you can continue creating new invoices.

Create invoice profile ←

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.

### Create new invoice

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

The screenshot shows a web form for creating a new invoice. At the top, there are navigation tabs: "1. Issuer and Receiver Information", "2. Invoice Details", "3. Invoice lines", "4. Attachments", and "5. Preview Invoice and Send". Below the tabs, there are two main sections: "Issuer information" and "Receiver information".

**Issuer information section:**

- Buttons: "Save as draft" (left), "Cancel" and "Next" (right). A red arrow points to the "Next" button.
- Fields: "Invoice profile:" (dropdown menu with "Select profile"), "Company name:" (text input with "Infosys"), "Business ID:" (text input with "123-123-114").
- Expandable sections: "Additional issuer information", "Credit accounts", "Tax representative" (all with right-pointing chevrons).

**Receiver information section:**

- Buttons: "Save as draft" (left), "Cancel" and "Next" (right).
- Fields: "Choose receiver from:" (dropdown menu with "Receivers"), "Receiver name:" (text input), "Electronic address:" (text input), "E-address scheme id:" (dropdown menu with "Select eaddress schemeld"), "E-address schemeld code:" (dropdown menu with "Select eaddress schemeld code"), "eInvoice intermediary:" (dropdown menu with "Select intermediary"), "Contact person:" (text input), "Language code:" (dropdown menu with "Select language code"), "Street address:" (text input), "Zip code:" (text input), "City:" (text input), "Country sub division:" (text input), "Country:" (dropdown menu with "Select country"), "Contact department:" (text input), "Save receiver information to 'My list':" (checkbox).
- Expandable section: "Additional receiver information" (with right-pointing chevron).



#### 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.

### 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**

#### Invoice information

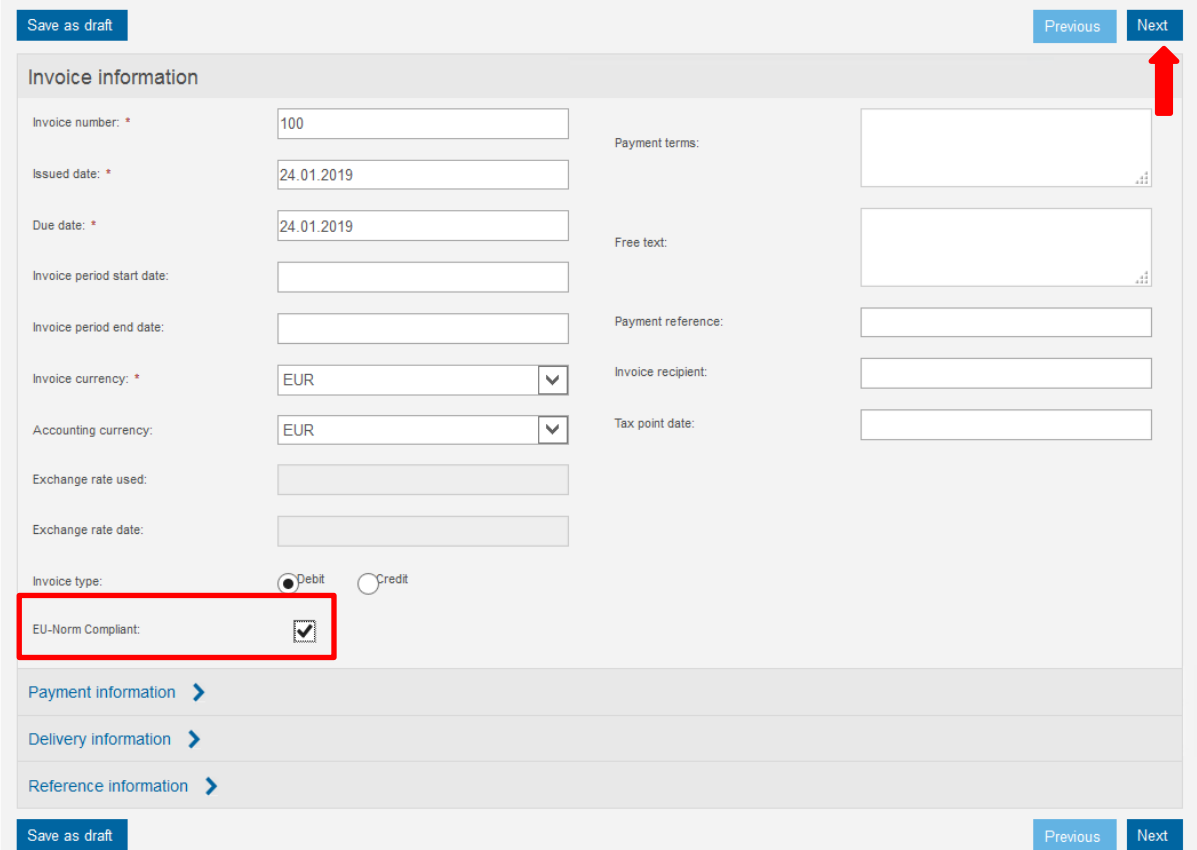
Invoice number: *	<input type="text" value="100"/>	Payment terms:	<input type="text"/>
Issued date: *	<input type="text" value="24.01.2019"/>	Free text:	<input type="text"/>
Due date: *	<input type="text" value="24.01.2019"/>	Payment reference:	<input type="text"/>
Invoice period start date:	<input type="text"/>	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 checked="" type="checkbox"/>		

Payment information >

Delivery information >

Reference information >

Save as draft Previous **Next**



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.

**Payment information** ▼

Payment code:	<input type="text" value="Select payment code"/>	Penalty interest:	<input type="text"/>
Cash discount %:	<input type="text"/>	Penalty text:	<input type="text"/>
Discount due date:	<input type="text"/>	Advance payment:	<input type="text"/>
Cash discount:	<input type="text"/>		

**Delivery information** ▼

Company name:	<input type="text"/>	City:	<input type="text"/>
Delivery location id:	<input type="text"/>	Country:	<input type="text" value="Select country"/>
Scheme id:	<input type="text"/>	Zip code:	<input type="text"/>
Delivery date:	<input type="text"/>		
Delivery address:	<input type="text"/>		
	<input type="text"/>		

**Reference information** ▼

Receiver's order number(PO number):	<input type="text"/>	Delivery list reference:	<input type="text"/>
Seller's order number:	<input type="text"/>	Price list reference:	<input type="text"/>
Buyer reference:	<input type="text"/>	Project number:	<input type="text"/>
Agreement reference:	<input type="text"/>	Project name:	<input type="text"/>
Transport note:	<input type="text"/>	Subject identifier:	<input type="text"/>

**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.

🏠
Sales invoices
👤 Receivers
⚙️ Invoice profile

### 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"/>	0.0000	<input type="text"/>	0.0000	0.0	Select tax category code ▾	<input type="text"/>	0.00	0.00	0.00	0.00		
<div style="display: flex; align-items: center;"> <span style="background-color: #0070c0; color: white; padding: 2px 5px; margin-right: 5px;">+ Add invoice lines</span> </div>									0.00	0.00	<span style="background-color: #0070c0; color: white; padding: 2px 5px;">Recalculate</span>	
Rounding: <input type="text"/>										0.00		

Save as draft Previous Next

## 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.

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

Save as draft

Cancel

Continue



Invoice line detail

Article name: *	Laptop	Quantity: *	10.0000
Article attribute:		Price unit base quantity:	0.00
Article attribute value:		Unit of Measure UNECE Rec 20 Rev 11:	Select unit of measurement
Seller article/service code:		Unit: *	EA
Article description:		Discount amount from unit price:	0.00
Receiver article code:		Net price per unit:	25000.00
Invoice line subject:		Discount % per line:	0.00
Standard identifier:		Gross price per unit: *	25000.0000
Standard identifier scheme ID:	Select schemeld	TAX %: *	12.0
Product group:		Tax category code: *	S Standard rate
Product group scheme ID:	Select schemeld	TAX text:	Electronics
Delivery date:		Line discount amount:	0.00
Country of origin:	Select country		

Additional invoice line information

Invoice period:		Order reference:	
Discount %:		Order line position:	
Free text:		Delivery list reference:	
		Account reference:	
		Reporting code:	

Financial information

Total exclude TAX:	250000.00	Total	280000.00
		Tax category tax amount:	30000.00

Save as draft

Cancel

Continue



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.



### Create new invoice

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

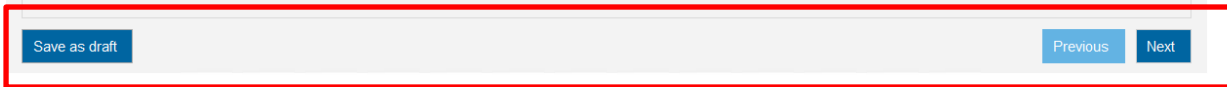

Save as draft Previous Next

**Attachments**

Add attachment

File name	File size	Remove
D42212.xml	0.0068359375 MB	

Save as draft Previous Next



### 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.

### 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 Date: 24.01.2019 Invoice No.: 100 Customer nr: [blank]  
Sellers reference: [blank] Our Responsible: Rakhi Agrawal  
Buyer's Reference: [blank] Your Responsible: Rakhi Agrawal

Recipient/Buyer: TCS, EON STREET, 12389 Pune, CA CANADA Delivery Address: [blank]


eInvoiceAddress: TE123123116 Intermediator: 003701011385

Terms of Payment: [blank] Due Date: 24.01.2019 Interest for delayed payments: [blank]

Banking details	2213 2132 1321 3213	TOTAL	VAT 0	Incl. VAT
123123111	24.01.2019	VAT	250 000,00	280 000,00 EUR
Due Date		PAYABLE	30 000,00	EUR
Reference Number			280 000,00	280 000,00 EUR

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

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  
 222222222233333333333333333333  
 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**  
 Infosys  
 Nehru Nagar  
 Hinjewadi  
 41101 Pune FINLAND  
 Tel: 9975605792  
 eInvoiceAddress: TE123123114  
 Intermediator: 003701011385

**Banks**  
 BANK BANK

**BIC / IBAN**  
 123123111 / 2213 2132 1321 3213

**Business ID: 123-123-114**  
 Vat no.: FI00000014

[Previous](#)
[Send](#)



### 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”.

[Home](#)
[Sales invoices](#)
[Receivers](#)
[Invoice profile](#)

[Sent items](#)
[Failed items \(160\)](#)
[Invoice drafts](#)
[Search](#)
[Create new invoice](#)
[Upload invoices](#)

Show:  Last 5  Last 20
 Type:  All  Uploaded invoices  Single invoices

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	🟡	📄	🔗
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	🔴	📄	🔗

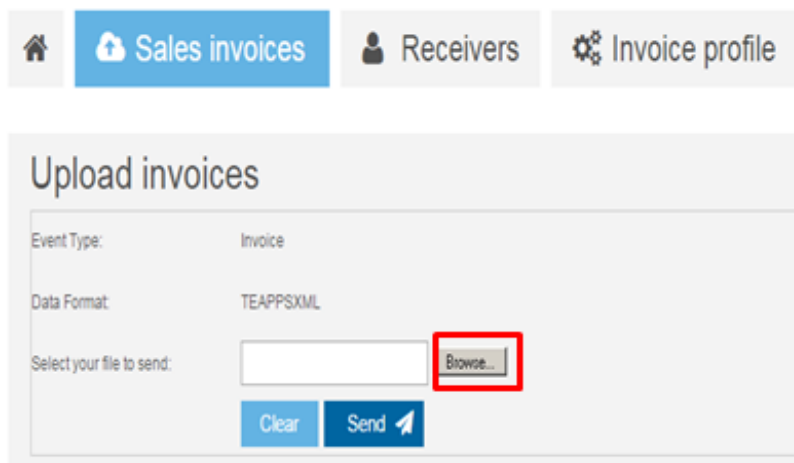


**Step 2:**

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.



The screenshot shows a navigation bar with three items: a home icon, 'Sales invoices' (highlighted in blue), 'Receivers', and 'Invoice profile'. Below the navigation bar is a form titled 'Upload invoices'. The form contains the following fields and buttons:

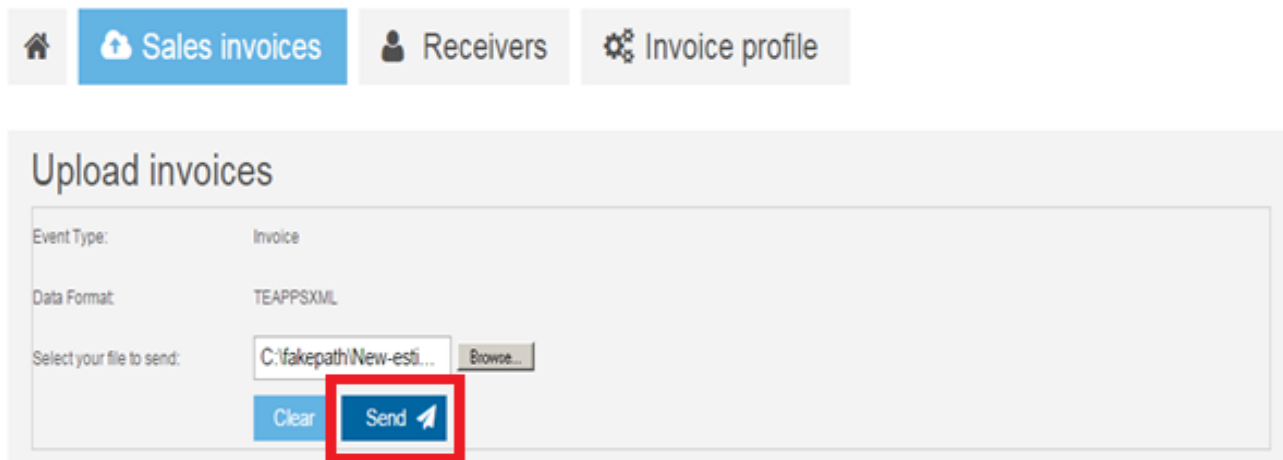
- Event Type: Invoice
- Data Format: TEAPPSXML
- Select your file to send: [Text input field] [Browse... button]
- Clear button
- Send button with an arrow icon

The 'Browse...' button is highlighted with a red rectangular box.



**Step 3:**

After selecting file, choose “Send” option, to upload invoices.

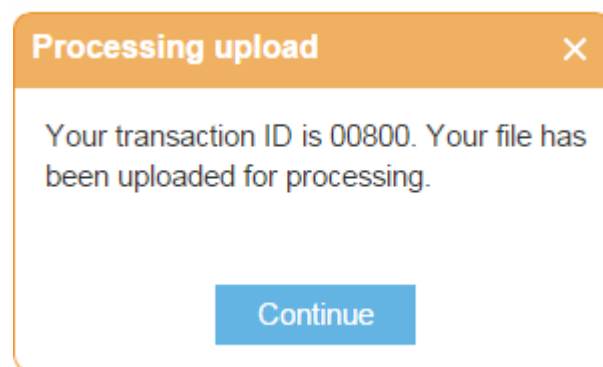


The screenshot shows the 'Upload invoices' interface. At the top, there are navigation tabs: 'Sales invoices' (active), 'Receivers', and 'Invoice profile'. Below the tabs, the 'Upload invoices' section contains the following fields and buttons:

- Event Type: Invoice
- Data Format: TEAPPSXML
- Select your file to send: C:\fakepath\New-esti... (with a 'Browse...' button next to it)
- Buttons: 'Clear' and 'Send' (highlighted with a red box)

**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.

[Sales invoices](#)
[Receivers](#)
[Invoice profile](#)

[Sent items](#)
[Failed items \(160\)](#)
[Invoice drafts](#)
[Search](#)
[Create new invoice](#)
[Upload invoices](#)

Show:  Last 5  Last 20
 Type:  All  Uploaded invoices  Single invoices

Time sent	Single/ Batch	Transaction ID	Receiver name	Invoice number	Type	Total	Currency	Issued	Due date	Status	Note	Copy
24.01.2019 09:50:08		73267465042583566788162745728										
17.01.2019 18:00:00		85284307632473762145381616311										
17.01.2019 12:58:26		63712030815272048354764563687										
17.01.2019 05:48:01		76517024544556803718407427168										
17.01.2019 05:33:24		222135577750675750444430665423										

### 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.

Home
Sales invoices
Receivers
Invoice profile

Sent items
Failed items (159)
Invoice drafts
Search
Create new invoice
Upload invoices

Show:  Last 5  Last 20
 Type:  All  Uploaded invoices  Single invoices

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) Single Invoice Details:- 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.

Home
Sales invoices
Receivers
Invoice profile

Sent items
Failed items (160)
Invoice drafts
Search
Create new invoice
Upload invoices

Show:  Last 5  Last 20
 Type:  All  Uploaded invoices  Single invoices

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			



🔍 Invoice:216

Invoice details Downloads Notes

Transaction ID : 084881264333447255357427565

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

<b>Infosys</b>		<b>INVOICE</b>		Invoice No.	Customer nr
		Invoice Date	25.01.2019	216	
		Sellers reference		Our Responsible	Rakhi Agrawal
		Buyer's Reference		Your Responsible	Rakhi Agrawal
Recipient/Buyer		Delivery Address			
Infosys					
41122 Pune					
eInvoiceAddress: TE123123114 Intermediator: 003701011385		Terms of Payment		Interest for delayed payments	
		Due Date		25.01.2019	

<b>Banking details</b>		213213213213	TOTAL	VAT 0	Incl. VAT
Due Date	25.01.2019	VAT	250 000,00	30 000,00	280 000,00 INR
Reference Number		PAYABLE	280 000,00		280 000,00 INR
<b>Vat specification</b>		According		VAT	Total
S Electronics		250 000,00	12.0 %	30 000,00	280 000,00
				VAT Total	30 000,00
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 %	VAT	Total	Total
		VAT 0			VAT 0	Incl. VAT

1 Laptop	10.00 EA	25 000,00	12.0 %	30 000,00	250 000,00	280 000,00
Net Value of Price per Item VAT 0: 25 000,00						

<b>Postal Address</b>	<b>Banks</b>	BIC /
Infosys	213213213213	23123213 /
Phase 3		
Hinjewadi		
411011 Pune INDIA		
Tel: 032423423		Business ID: 123-123-114
eInvoiceAddress: TE123123114		Domicile: Indian
Intermediator: 003701011385		

Print



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

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	📄		📄

**Transaction details**

Time sent	Type	Transaction ID	Sender name	Invoice Count	Time Processed	Status
24.01.2019 09:50:08	📄	73267465042583556788162745728	Infosys	1	24.01.2019 09:50:08	📄

**Contained Invoices**

Search results 1 items found, displaying 1 to 1 Previous 1 Next

Time sent	Single/Batch	Transaction ID	Payee name	Receiver name	Invoice number	Type	Total	Currency	Issued	Due date	Status	Note
24.01.2019 09:50:40	✉	73267465042583556788162745728	Infosys	Infosys_receiver	213	Credit	137.50	CAD	27.11.2018	27.11.2018	📄	📄

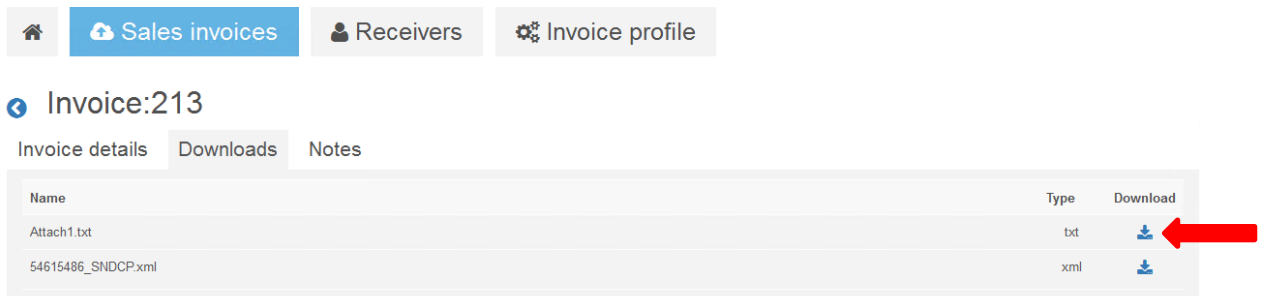
1 items found, displaying 1 to 1 Previous 1 Next

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.



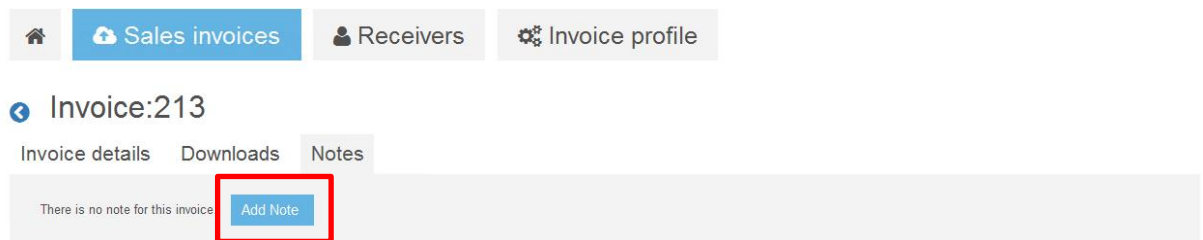
The screenshot shows the 'Downloads' tab for 'Invoice:213'. At the top, there are navigation buttons: 'Sales invoices' (active), 'Receivers', and 'Invoice profile'. Below the navigation, the 'Downloads' tab is selected, showing a table of attachments. A red arrow points to the download icon for the 'Attach1.txt' file.

Name	Type	Download
Attach1.txt	txt	
54615486_SNDOP.xml	xml	

**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.



The screenshot shows the 'Notes' tab for 'Invoice:213'. At the top, there are navigation buttons: 'Sales invoices' (active), 'Receivers', and 'Invoice profile'. Below the navigation, the 'Notes' tab is selected, showing a message: 'There is no note for this invoice'. A red box highlights the 'Add Note' button.

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

## ← Invoice:213

Invoice details Downloads Notes

To check how note will work

Cancel Save

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

## ← Invoice:213

Invoice details Downloads Notes

To check how note will work

Edit Delete Note

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

## ← Invoice:213

Invoice details Downloads **Notes**

To check how note will work

[Edit](#) [Delete Note](#)

### 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.

Home **Sales invoices** Receivers Invoice profile

## ← Invoice:12345678

Invoice details Downloads Notes

Transaction ID : 81034520605824730145328652438

Time sent	Single/ Batch	Receiver name	Invoice number	Type	Total	Currency	Issued	Due date	Status	Copy
22.01.2019 16:09:37	✉	WebReceiver2	12345678	Debit	1060.20	EUR	22.01.2019	05.02.2019	⚠	📄

**Error description**  
User conversion component ended with errors



### 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.

🏠
Sales invoices
👤 Receivers
⚙️ Invoice profile

#### 🔍 Uploaded invoices

Transaction details

Time sent	Type	Transaction ID	Sender name	Invoice Count	Time Processed	Status
24.01.2019 09:50:08	✉️	73267465042583556788162745728	Infosys	1	24.01.2019 09:50:08	🟢

Contained Invoices

Search results 1 items found, displaying 1 to 1 Previous 1 Next

▲ Time sent ▼	Single/ Batch	Transaction ID	Payee name	Receiver name	Invoice number	Type	Total	Currency	Issued	Due date	Status	Note
24.01.2019 09:50:40	✉️	<a href="#">73267465042583556788162745728</a>	Infosys	Infosys_receiver	213	Credit	137.50	CAD	27.11.2018	27.11.2018	🟢	📄

1 items found, displaying 1 to 1 Previous 1 Next

### Step 5

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

Sales invoices
 Receivers
 Invoice profile

#### ← Invoice:213

Invoice details
Downloads
Notes

Transaction ID : 73267465042583556788162745728

Time sent	Single/ Batch	Receiver name	Invoice number	Type	Total	Currency	Issued	Due date	Status
24.01.2019 09:50:40		Infosys_receiver	213	Credit	137.50	CAD	27.11.2018	27.11.2018	

#### Invoice view

**Infosys**

**CREDIT NOTE**

Invoice Date: 27.11.2018  
 Sellers reference:  
 Buyer's Reference:

Invoice No.: 213  
 Our Responsible: Rakhi Agrawal  
 Your Responsible: Rakhi Agrawal

Customer nr: 1389

Delivery Address:

Recipient/Buyer: Infosys\_receiver, Infosys Trade2, EON STREET, 12389 Pune, CA CANADA

elInvoiceAddress: TE123123114 Intermediator: 003701011385

Due Date: 27.11.2018

Interest for delayed payments

Banking details	213213213213	TOTAL	VAT 0	Incl. VAT
213213213213	27.11.2018	VAT	-110,00	-137,50 CAD
Due Date	Reference Number	PAYABLE	-27,50	CAD
			-137,50	-137,50 CAD

Vat specification

According	25.0 %	VAT	CAD
-110,00		-27,50	
		VAT Total -27,50	

Payee details: infosys trade1  
 Our Responsible: Rakhi Agrawal rakhi.agrawal@tieto.com Organization Department: TACC  
 Deliverer ID: 1370  
 Buyer Business ID: 123-123-116 TEST E-mail: rakhi.agrawal@tieto.com

Seller/TaxRepr: Rakhi  
 Test sender street 1  
 PL 1  
 Finland  
 00110 Helsinki  
 28  
 Vat no.: 12321321321323

To be credited: 7.26.11.2018

Description	Quantity	Unit	Price per Unit	VAT %	VAT	Total	Total
1 test1	-1.00	EA	110,00	25.0 S Standard rate	27,50	-110,00	-137,50

Postal Address: Infosys, Phase 3, Hinjewadi, 411011 Pune INDIA  
 Tel: 032423423  
 elInvoiceAddress: TE123123114  
 Intermediator: 003701011385

Banks: 213213213213  
 213213213213

BIC / 23123213 /  
 Business ID: 123-123-114  
 Vat no.: FI0000014  
 Domicile: Indian



## 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.

Time sent	Single/Batch	Transaction ID	Receiver name	Invoice number	Type	Total	Currency	Issued	Due date	Status	Note	Copy
22.01.2019 16:09:37	✉	81034520605824730145328652438	WebReceiver2	12345678	Debit	1060.20	EUR	22.01.2019	05.02.2019	⚠		📄
18.01.2019 10:57:15	✉	40100600562143681756872164644	aaaaaaaaa	123	Debit	2672.00	CAD	18.01.2019	19.01.2019	⚠		📄
18.01.2019 10:52:08	✉	53753503702553457413343845046	aaaaaaaaa	43	Debit	1600.00	CAD	18.01.2019	19.01.2019	⚠		📄
18.01.2019 10:43:09	✉	08238612437225683624106021311	TCS	External Oper	Debit	235531.25	CAD	18.01.2019	01.02.2019	⚠		📄
18.01.2019 10:41:14	✉	80757730005427536687380024646	TCS	22	Debit	45.32	CAD	18.01.2019	24.01.2019	⚠		📄
18.01.2019	✉	42584515310172454471137453318	Infnsus	123	Debit	3154.00	AFN	18.01.2019	31.01.2019	⚠		📄

## 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.

🏠 ☁️ Sales invoices 👤 Receivers ⚙️ Invoice profile

### 🔍 Invoice:12345678

Invoice details Downloads Notes

Transaction ID : 81034520605824730145328852438

Time sent	Single/ Batch	Receiver name	Invoice number	Type	Total	Currency	Issued	Due date	Status	Copy
22.01.2019 16:09:37	✉️	WebReceiver2	12345678	Debit	1060.20	EUR	22.01.2019	05.02.2019	🚫	📄

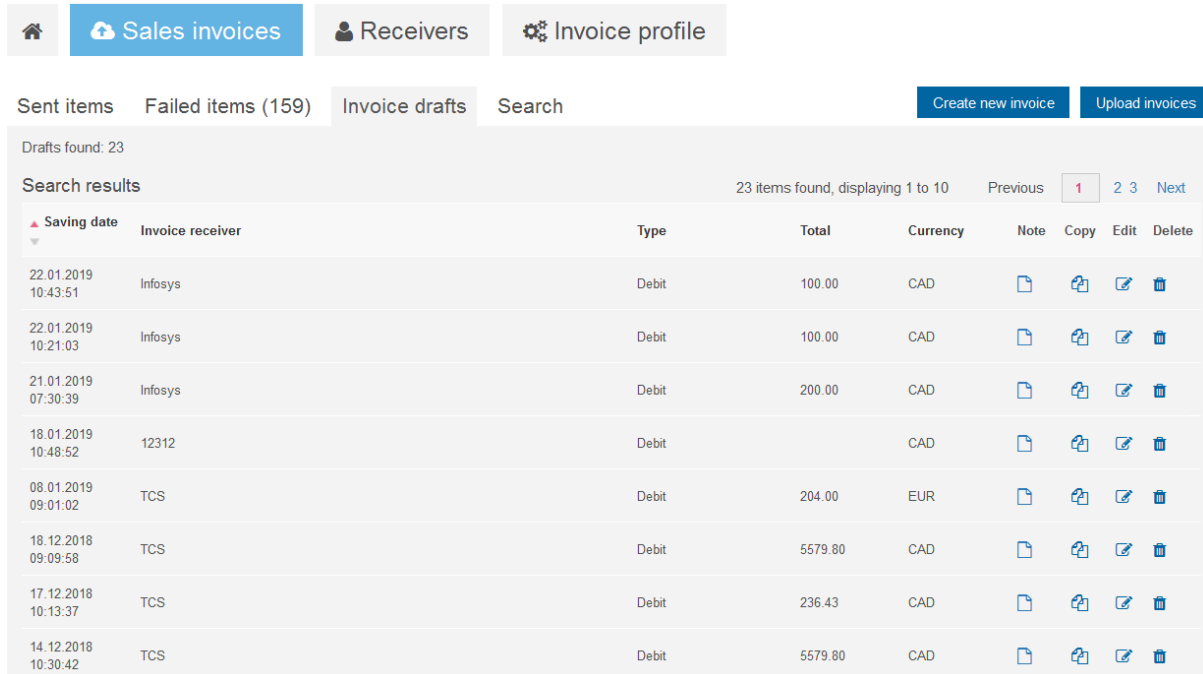
**Error description**  
User conversion component ended with errors

## 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.



Sent items Failed items (159) Invoice drafts Search Create new invoice Upload invoices

Drafts found: 23

Search results 23 items found, displaying 1 to 10 Previous 1 2 3 Next

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:-**

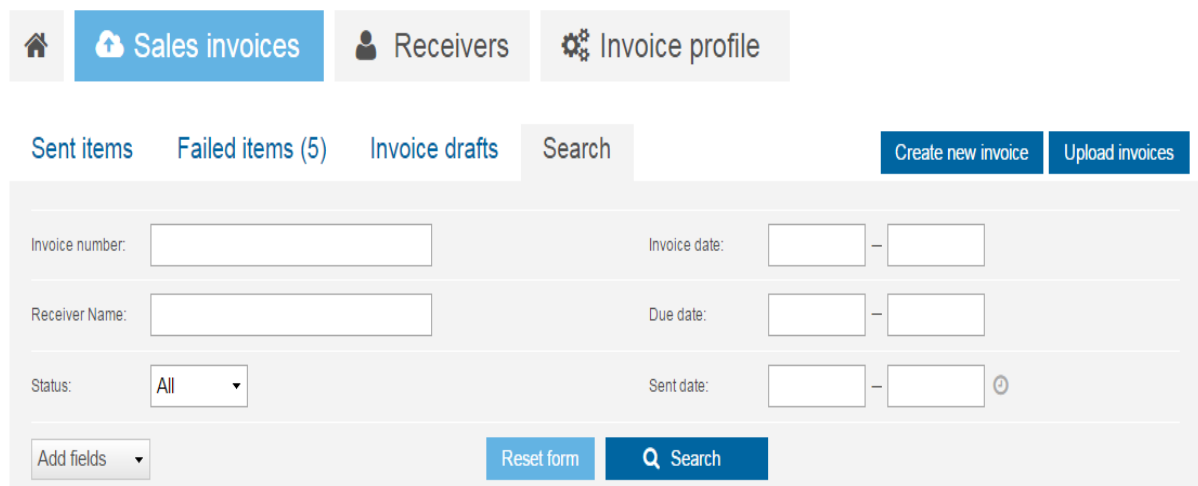
You can use “Edit” to make changes in draft invoice. Choosing “Edit” on “Invoice draft” page, open “create new invoice” page with pre-filled invoice data. You can save an invoice as a draft, until it is not “Send” to receiver. Current application release does not save accounting currency settings and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



The screenshot displays the search interface for sales invoices. At the top, there are navigation tabs: Home, Sales invoices (active), Receivers, and Invoice profile. Below these are sub-tabs: Sent items, Failed items (5), Invoice drafts, and Search (active). On the right side of the sub-tabs, there are buttons for 'Create new invoice' and 'Upload invoices'. The search form contains the following fields:

- Invoice number:
- Invoice date:  -
- Receiver Name:
- Due date:  -
- Status:
- Sent date:  -

At the bottom of the form, there is an 'Add fields' dropdown, a 'Reset form' button, and a 'Search' button with a magnifying glass icon.

## 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.

---

🏠 ☁️ Sales invoices 👤 Receivers ⚙️ Invoice profile

Sent items Failed items (159) Invoice drafts Search Create new invoice Upload invoices

Invoice number:	<input type="text"/>	Invoice date:	<input type="text"/> - <input type="text"/>
Receiver name:	<input type="text"/> <span>My List</span>	Due date:	<input type="text"/> - <input type="text"/>
Status:	<input type="text" value="All"/>	Sent date:	<input type="text"/> - <input type="text"/>
Transaction ID:	<input type="text"/>	Type:	<input type="text" value="All"/>

Reset form Search

---

## 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.

Sent items Failed items (159) Invoice drafts Search Create new invoice Upload invoices

Invoice number:  Invoice date:  -

Receiver name:  My List Due date:  -

Status: Failed Sent date:  -

Transaction ID:  Type: All

Add fields Reset form Search

Search results 310 items found, displaying 1 to 10 Previous 1 2 3 4 5 Next

Time sent	Single/ Batch	Transaction ID	Receiver name	Invoice number	Type	Total	Currency	Issued	Due date	Status	Note	Copy
		61214014242878310023143853121		TESTWEB23_9	Debit							
		45804818170714223735458883660		TESTPRINT1791B	Debit							
		45804818170714223735458883660		TESTB2BOPERB	Debit							
		45804818170714223735458883660		TESTSIGNED	Debit							
		45804818170714223735458883660		TESTLOCRCV4B	Debit							
		05348544845361687453150321784		SPrint 001	Debit							

### 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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
24.06.2015 08:53:54	24.03.2015	TEST_2	Anna Malli	MyTestCompany	YourTestCompany Ltd.Financial Department	282.60	EUR	01.05.2015	<input type="checkbox"/>

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.

← Invoice: Test\_vat\_0

Invoice details
Downloads
Notes

Transaction ID : 08261021661766450067336578522

Time sent	Type	Receiver name	Invoice number	Total	Currency	Issued	Due date
24.06.2015 14:08:10		Test E-Invoice Web Receiver Only	Test_vat_0	7424.00	EUR	24.06.2015	30.06.2015

Invoice view

## Invoice

**Test E-Invoice Web Both**  
Address1  
10003 Helsinki  
Telefon: 3424324324234  
  
E-post: [sdfordad@gmail.com](mailto:sdfordad@gmail.com)

**Test E-Invoice Web Receiver Only**  
Address1  
10001 Helsinki

**Buyer reference** Himadri Das  
**Delivery terms** --  
**Delivery date** --


**Invoice number** Test\_vat\_0  
**Invoice date** 2015-06-24

**Seller reference** dddd  
**Payment terms** --  
**Due date** 2015-06-30

**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 downloading is in progress.

 [Purchase invoices](#)

[New invoices](#) **Downloads** [Search](#)

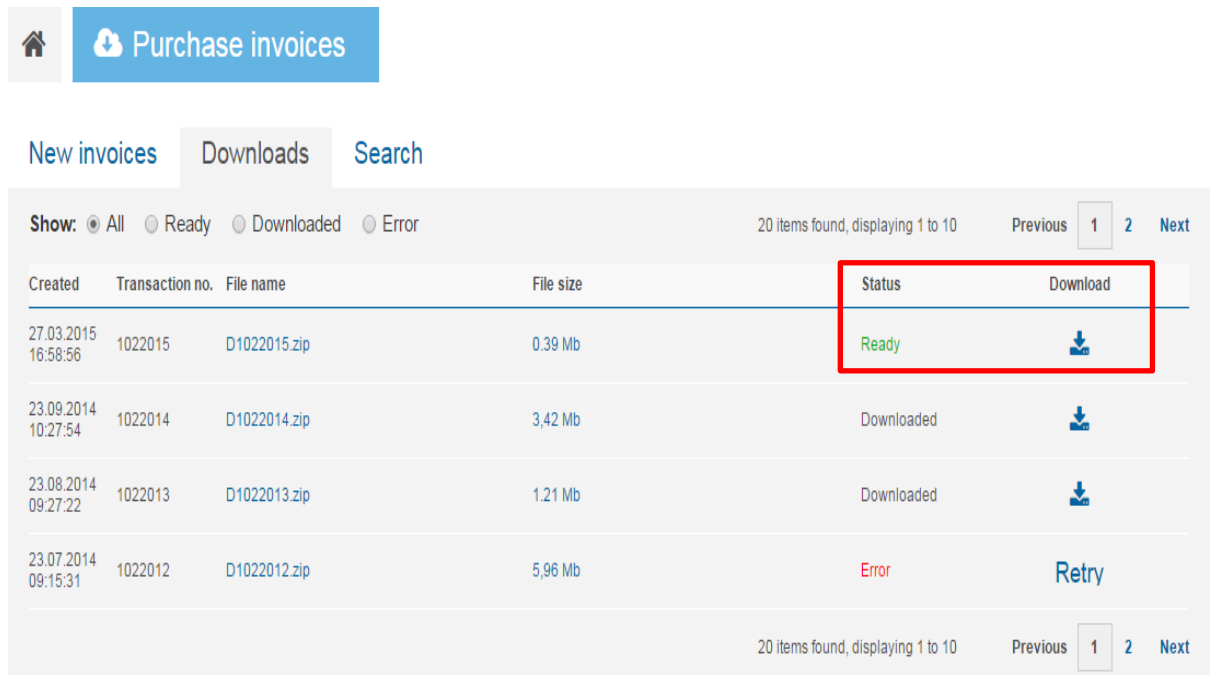
**Show:**  All  Ready  Downloaded  Error 20 items found, displaying 1 to 10 Previous   Next

Created	Transaction no.	File name	File size	Status	Download
27.03.2015 16:58:56	1022015	D1022015.zip	0.39 Mb	In progress	
23.09.2014 10:27:54	1022014	D1022014.zip	3,42 Mb	Downloaded	
23.08.2014 09:27:22	1022013	D1022013.zip	1.21 Mb	Downloaded	
23.07.2014 09:15:31	1022012	D1022012.zip	5,96 Mb	Error	Retry




20 items found, displaying 1 to 10 Previous   Next

**Step 4:**

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



The screenshot shows the 'Purchase invoices' page with a 'Downloads' tab selected. A table lists four invoices with their respective statuses: 'Ready', 'Downloaded', 'Downloaded', and 'Error'. The 'Ready' status is highlighted with a red box, and a 'Download' button is visible next to it. The 'Error' status has a 'Retry' button next to it.

Created	Transaction no.	File name	File size	Status	Download
27.03.2015 16:58:56	1022015	D1022015.zip	0.39 Mb	Ready	
23.09.2014 10:27:54	1022014	D1022014.zip	3.42 Mb	Downloaded	
23.08.2014 09:27:22	1022013	D1022013.zip	1.21 Mb	Downloaded	
23.07.2014 09:15:31	1022012	D1022012.zip	5.96 Mb	Error	Retry

**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 Department	NEW1_0_6	262.6	INR	24.03.2015	01.05.2015
24.06.2015 10:26:55		28768571712424887715550562324	YourTestCompany Ltd.Financial Department	NEW1_0_8	262.6	INR	24.03.2015	01.05.2015
24.06.2015 10:26:55		28768571712424887715550562324	YourTestCompany Ltd.Financial Department	NEW1_0_9	262.6	INR	24.03.2015	01.05.2015

**Step 3:**

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

← Invoice: Test\_vat\_0

Invoice details
Downloads
Notes

Transaction ID : 08261021661766450067336578522

Time sent	Type	Receiver name	Invoice number	Total	Currency	Issued	Due date
24.06.2015 14:08:10		Test E-Invoice Web Receiver Only	Test_vat_0	7424.00	EUR	24.06.2015	30.06.2015

Invoice view

Invoice

**Invoice number**  
Test\_vat\_0

**Invoice date**2015-06-24

**Test E-Invoice Web Both**  
Address1  
10003 Helsinki  
Telefon: 3424324324234  
  
E-post: [sdford@d@gmail.com](mailto:sdford@d@gmail.com)

Test E-Invoice Web Receiver Only  
Address1  
10001 Helsinki

**Buyer reference** Himadri Das  
**Delivery terms**  
**Delivery date** --

**Seller reference** dddd  
**Payment terms**  
**Due date** 2015-06-30



### 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.

Arrival time	Invoice date	Invoice number	Controller	Payee name	Receiver	Amount	Currency	Due date	Select
24.01.2019 10:43:09	24.01.2019	withoutID1	BAJAJ	Infosys		90.00	EUR	25.01.2019	<input type="checkbox"/>
24.01.2019 09:50:40	27.11.2018	213	Infosys	Infosys_receiver		137.50	CAD	27.11.2018	<input type="checkbox"/>
23.01.2019 13:22:31	23.01.2019	22	BAJAJ	Infosys		131.60	EUR	25.01.2019	<input type="checkbox"/>
23.01.2019 13:00:59	23.01.2019	3555	BAJAJ	Infosys		100.80	EUR	26.01.2019	<input type="checkbox"/>
23.01.2019 12:55:50	23.01.2019	22	BAJAJ	Infosys		0.00	EUR	25.01.2019	<input type="checkbox"/>
23.01.2019 12:08:40	23.01.2019	111eweq	BAJAJ	Infosys		0.00	EUR	26.01.2019	<input type="checkbox"/>

## 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"

