DIGIT

e-Invoicing
User's Manual

DIGIT Supplier Portal

Version 1.10

Date:	28/06/2011
Author:	Denis Janssen (Stratiqo)
Revised by:	Yvan Van Wynsberghe
	Didier Thunus
Approved by:	---
Document Version:	1.10
Published File Name	um_supplier_portal_e-invoicing.pdf
Source File:	um_supplier_portal_e-invoicing.doc
Public:	Yes
Reference Number:	---

a. Document history

Version	Date	Comment	Updated/New Sections
1.10	28/06/2011	Adding section for invoice creation + Various updates	§ 5.4 and subsections All sections
1.00	27/04/2011	Initial version	All

b. Table of Contents

c. List of figures

d. List of related documents

[1] "e-Invoicing Connection Kit", available within a .zip file (*e-invoicing_connection_kit.zip*) on the Supplier Portal pages on EUROPA (http://ec.europa.eu/dgs/informatics/supplier_portal/documentation/documentation_en.htm).

[2] "DIGIT Supplier Portal Overview", available on the Supplier Portal pages on EUROPA (http://ec.europa.eu/dgs/informatics/supplier_portal/documentation/documentation_en.htm)

[3] "e-PRIOR Interface Control Document (e-Invoicing and e-Ordering project)", available on CIRCA at the following address: http://circa.europa.eu/Members/irc/di/einvord/library?l=/interface_document/icd_v3200&vm=detailed&sb=Title

1. INTRODUCTION

1.1. Purpose of this document

This manual describes the **e-Invoicing module** available on the **DIGIT Supplier Portal** at the following address:

https://webgate.ec.europa.eu/supplier_portal

The **e-Invoicing module** and its host application, the **DIGIT Supplier Portal**, are part of the **e-Procurement solutions** currently being developed at DIGIT under the ISA (*Interoperability Solutions for European Public Administrations*) programme.

For a general introduction on e-Procurement and the **DIGIT Supplier Portal**, please refer to chapters 1 to 3 of the document "DIGIT Supplier Portal Overview" ([2] in section "*d. List of related documents*" above).

1.2. Scope of the document

This document will be limited to a basic description of the Graphical User Interface of the e-Invoicing module. The workflow and business behind this module is that of the e-PRIOR web-services: users who want further details should refer to the documentation of the e-PRIOR web services, which is available in CIRCA (see [3] in section *d. List of related documents* above).

1.3. About the name of the application

The full name of the application described in this document is **DIGIT Supplier Portal e-Invoicing**. Across this document, it is also referred simply as the **e-Invoicing module** or the **e-Invoicing module of the DIGIT Supplier Portal**.

1.4. Version of e-Invoicing covered by this document

This manual describes **version 1.0.0** of the **e-Invoicing** module, put in production in June 2011.

1.5. What's new in this document

Section 5.4 "Creating an invoice" has been added to the initial release of the manual.

1.6. Where to find this document?

This document (*um_supplier_portal_e-invoicing.pdf*) is available for download on the DIGIT Supplier Portal pages on the Europa website (http://ec.europa.eu/dgs/informatics/supplier_portal/documentation/documentation_en.htm).

1.7. Market procedures supported by e-Invoicing

The e-Invoicing module does not have limitations in terms of market procedure. The module can potentially display invoices related to any market procedure, and the documents can be viewed by any supplier authorised to use the e-PRIOR platform and the e-Invoicing module in particular.

Customers will decide which of their Suppliers should use the e-Invoicing application.

2. E-INVOICING PRESENTATION

2.1. The DIGIT e-Invoicing system

Supplier Portal e-Invoicing is essentially a mailbox allowing Suppliers to view all invoices, credit notes and related documents sent and received to and from the European Commission. It is therefore the supplier part of the DIGIT e-Invoicing system that can be represented as follows:

Figure 1 – The DIGIT e-Invoicing system
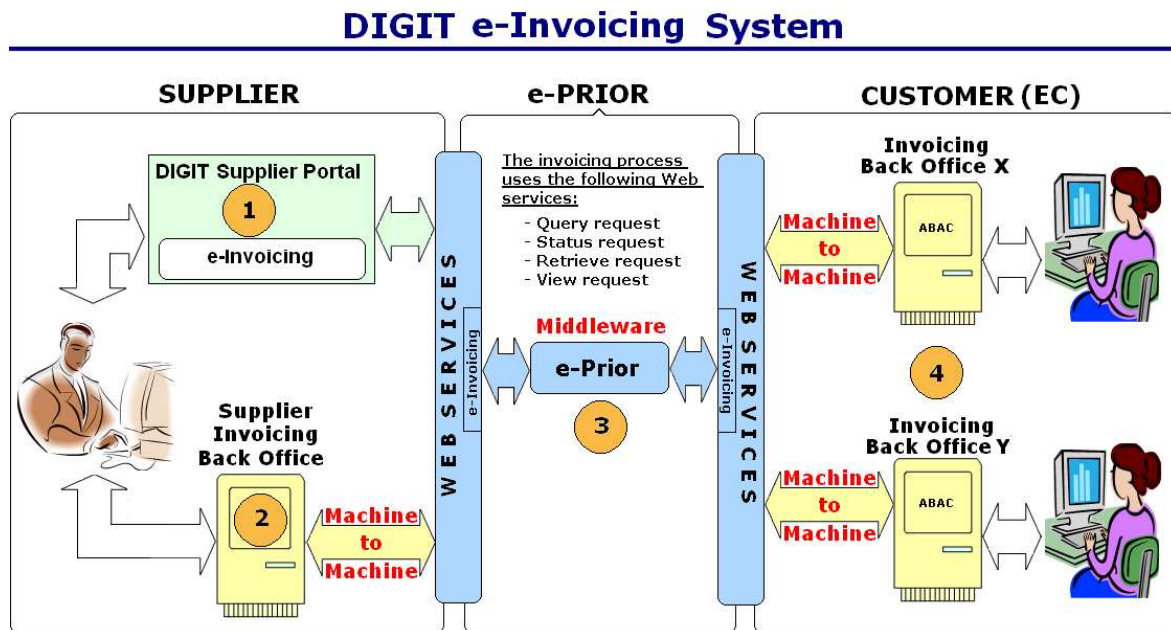
As shown in the figure above, the e-Invoicing system is composed of the following parts:

1. The **e-Invoicing module of the DIGIT Supplier Portal**, which allows the suppliers / contractors supported by the system to list, view and (when authorised) send all the invoices and credit notes (and related documents) exchanged electronically with the European Commission.

    The e-Invoicing module offers, in a Graphical User Interface, the same functionality for invoicing documents as the following e-PRIOR web services (No 3 in Figure 1):

    ●   Query request

    ●   Status request

    ●   Retrieve request

    ●   Send invoice

    ●   View

    This User Manual provides a description of this module.

Note:	Suppliers have to use one method only (Supplier Portal or e-PRIOR web services) for sending their invoices, credit notes and related documents to the Commission.

1. The **Supplier's back office**. When connected with the Commission through e-PRIOR, web services enable all machine-to-machine operations needed to implement the full electronic invoicing cycle.
   Details on this component are NOT provided in the User Manual.

2. The **e-PRIOR platform**, which offers a series of web services and a communication channel enabling machine-to-machine exchange of e-procurement messages and documents between Suppliers and the European Commission.
   Details on this component are NOT provided in the User Manual.

3. The **back-office system(s) of the Customer (European Commission)**, used by officials to handle invoices and credit notes received from EC Suppliers.
   Details on this component are NOT provided in the User Manual.

2.2. Supplier Portal e-Invoicing

The **e-Invoicing module** offers to Suppliers, within a graphical user interface (GUI), a view on the invoices, credit notes and related documents exchanged between them and the European Commission. This GUI is complementary to the existing e-PRIOR web services. In other words, the purpose of the e-Invoicing module is just to provide a user-friendly view on top of machine-to-machine services available otherwise as e-PRIOR web services.

To sum things up, Suppliers currently have the following options for processing invoices, credit notes and related documents:

- To use e-PRIOR web services exclusively to send and receive invoices, credit notes and their related attachment files.

  > **Note**:   In this case, Suppliers are responsible for developing all the required interfaces between their back office and the existing e-PRIOR web services.

- To use the e-Invoicing module of the Supplier Portal exclusively to send and receive invoices, credit notes and their related attachment files.

  A **Create Invoice** functionality (see section 5.4) has been added to the e-Invoicing module to allow those Suppliers who do not have an e-PRIOR connection through web services (typically, experts or small enterprises) to send their invoices electronically to the Commission.

  > **Note**:   The possibility to create invoices from the DIGIT Supplier Portal is offered to those Suppliers who do not have the technical resources to develop their own connectors to the e-PRIOR web services.
  > Note that the decision to allow a Supplier to send invoices through the web portal will be taken on a case by case basis by the Customer(s).

- To use e-PRIOR web services and the e-Invoicing module as a complementary tool used exclusively to view all existing invoices and their related documents. If Suppliers do use the Supplier Portal module, the Commission will grant them read-only access to the e-Invoicing module (see *section 4.2 Sending an access rights request to the European Commission*).

  > **Note**:   Suppliers will only be able to apply for one method only (web services OR Supplier Portal) for sending their invoices, credit notes and related

documents to the Commission. Note that choice of invoicing method will be made in the final analysis by the Customer.

3. E-INVOICING CONCEPTS

This chapter introduces a number of concepts in relation to the e-Invoicing module.

3.1. Statuses of the e-Invoicing documents

The e-Invoicing module on the Supplier Portal conforms to the business process defined in e-PRIOR. Currently, the e-Invoicing module provides a way to list, view and create all existing invoices, credit notes and related documents for a given Supplier, and shows the state of all documents in the e-Invoicing process, as shown below.
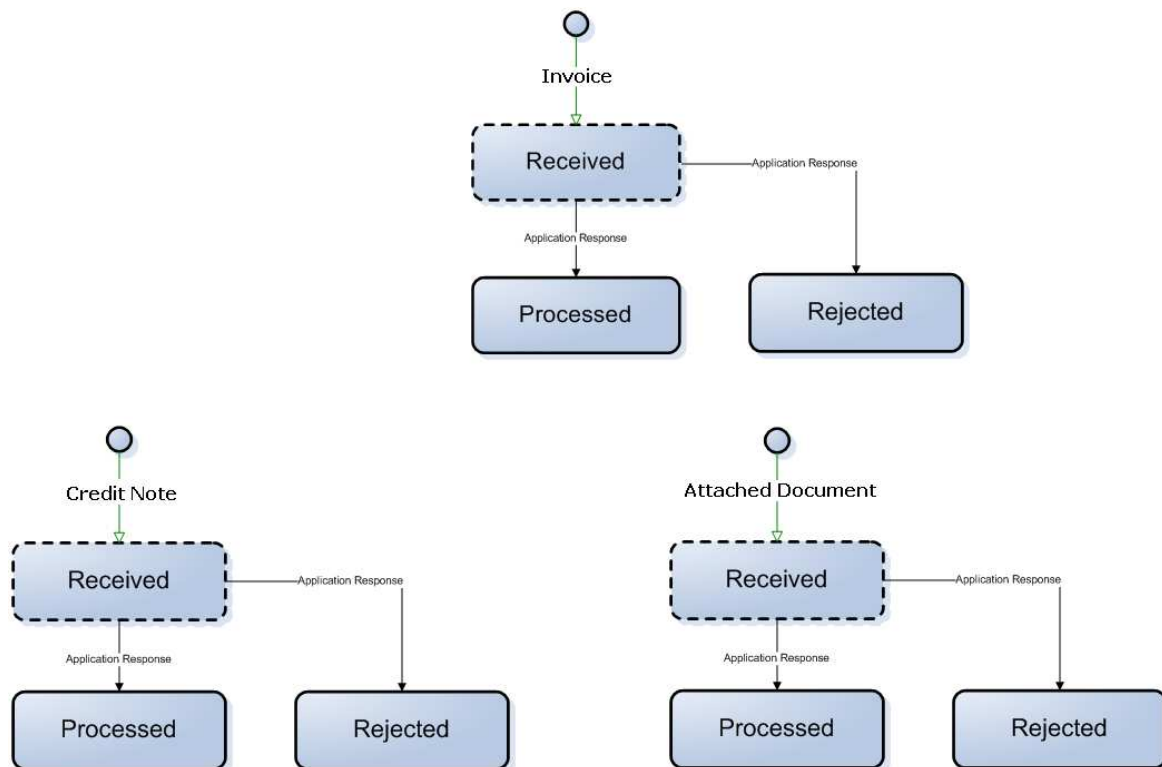
Figure 2 – Flow of the e-Invoicing document statuses (as defined for e-PRIOR services)

In principle, the current release of e-Invoicing is available to any Supplier of the European Commission and Community Agencies. The newly added invoice creation functionality allows those Suppliers who have no interface with the e-Invoicing web services of e-PRIOR (typically experts and SMEs) to send their invoices electronically to their Customers through the Supplier Portal.

> **Note**: Suppliers will only be able to apply for one method only (web services OR Supplier Portal) for <u>sending</u> their invoices, credit notes and related documents to the Commission. Note that in the final analysis the choice of Supplier invoicing method will be made by the Customer.

This manual does not explain the e-Invoicing document statuses as shown in Figure 2 above since they are already described in detail in the e-PRIOR Interface Control Document for e-Ordering and e-Invoicing (see [3] in section *d. List of related documents* above).

3.2. User roles

Here are the three user roles defined for all Supplier Portal modules, and how they are used in the e-Invoicing module:

1. **Read-only (Consultation)**. This role can read all invoicing documents (sent or received) in the e-Invoicing mailbox for a given contractor. It does not allow the user to perform any action on the documents listed in the e-Invoicing module, except the following one: a read-only role can download locally the XML version of any invoice or credit note, or any attachment stored with the related documents.

2. **SDA (Supplier Data Entry Agent)**. Not used in the current e-Invoicing release.

3. **SAS (Supplier Authorised to Sign)**. This role gives access to all the functionalities of the e-Invoicing module. An SAS user can <u>read</u>, <u>edit</u>, <u>, create,</u> <u>send</u> and archive all invoicing documents.

> **Note**:   From the three different user roles available in the DIGIT Supplier Portal, only the "**read-only**" and **SAS** roles will be used in the current release of the e-Invoicing module. The SDA role will be used in future releases to allow users to create draft invoices (without the right to send documents).

A role must be assigned to each e-Invoicing user by the European Commission on the basis of the role defined in the access request sent by the Supplier to the Commission (see *section 4.2 "Sending an access rights request to the European Commission"*).

3.3. e-Invoicing documents

The e-Invoicing module can provide easy access to the following types of documents:

- all the invoices and credit notes sent or received by the supplier, with the following details:
  - ◘ document ID (free text),
  - ◘ Supplier ID,
  - ◘ Customer ID,
  - ◘ e-PRIOR creation date,
  - ◘ e-PRIOR document status,
  - ◘ Response, and
  - ◘ HTML view of the invoice or credit note.

    > **Note**:   You can also download locally an XML version of any invoice or credit note.

- Attachments (document type: "**Related document**"), with the following details:
  - ◘ document ID (free text),
  - ◘ Supplier ID,
  - ◘ Customer ID,
  - ◘ e-PRIOR creation date,

◘   e-PRIOR document status,

◘   ID of the parent invoice.

Note:	Related documents are available as attachments in a variety of formats.

4. LOGGING IN

4.1. Prerequisite

You must have an ECAS account to be able to log into the DIGIT Supplier Portal. If it is not the case, please go to Chapter *4. Obtaining the Required Access Rights* of the document "DIGIT Supplier Portal Overview" ([2] in section *d. List of related documents* above).

4.2. Sending an access rights request to the European Commission

With your ECAS ID, you will be able to access the DIGIT Supplier Portal home page, but by default you will not be authorised to view data in the e-Invoicing module.

> **Note**:   All instructions and forms required to send an access request are available in the **Connection Kit for e-Invoicing on the Supplier Portal** on the following page of the DIGIT website:
> http://ec.europa.eu/dgs/informatics/supplier_portal/documentation/documentation_en.htm

As a supplier of goods or services to the European Commission and party to a Commission framework contract, you can request access to the e-Invoicing module on the DIGIT Supplier Portal by following the procedure described in the connection kit available on the following Europa page:

http://ec.europa.eu/dgs/informatics/supplier_portal/documentation/documentation_en.htm.

The following details must be provided in the provided XLS sheet for each person for whom access is requested:

- First name

- Last name

- E-mail (professional address)

- ECAS login ID

- Contractor (selectable drop-down list)

- User role (selectable drop-down list)

> **Note**:   In column M ('**Role**') of the request for access rights (XLS sheet), please select either:
> - **INV_RO** ('read-only') if the user only needs read-only access to the e-Invoicing module (i.e. the user will not be able to create, edit, save or send any document), or
> - **INV_SDA** ('Supplier Data Entry') if the user needs to create, accept, reject, save or send documents in the e-Invoicing module.

4.3. Log into Supplier Portal e-Invoicing

1. In your browser, select your Supplier Portal favourite link or type the following address: https://webgate.ec.europa.eu/supplier_portal.

> **Note**: The **e-Invoicing** module on the Supplier Portal has been tested on Microsoft Internet Explorer (IE) version 6.x.
> DIGIT recommends using **IE version 6.x or above**. Support to users of previous IE releases, Firefox or other web browsers is not foreseen at this stage.

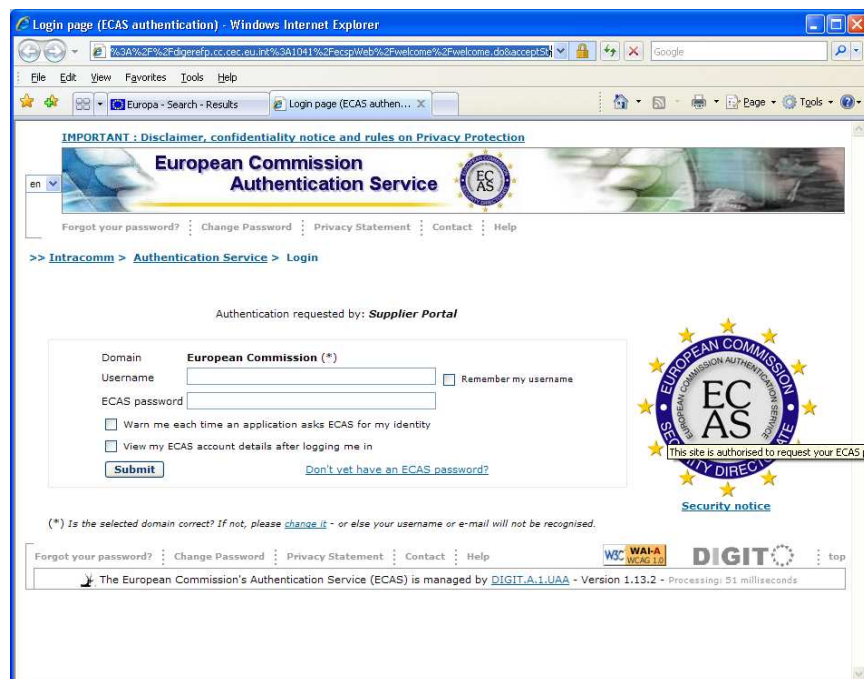The following window displays:

Figure 3 – Supplier Portal - ECAS Login

2. If you already have an ECAS account, fill in the **Username** and **ECAS password** fields and click **Submit**. (be sure to select the "External" domain).
If it is not the case, please go to Chapter *4. Obtaining the Required Access Rights* of the document "DIGIT Supplier Portal Overview" ([2] in section *d. List of related documents* above).

3. After ECAS successfully authenticates you, the Supplier Portal welcome screen displays.
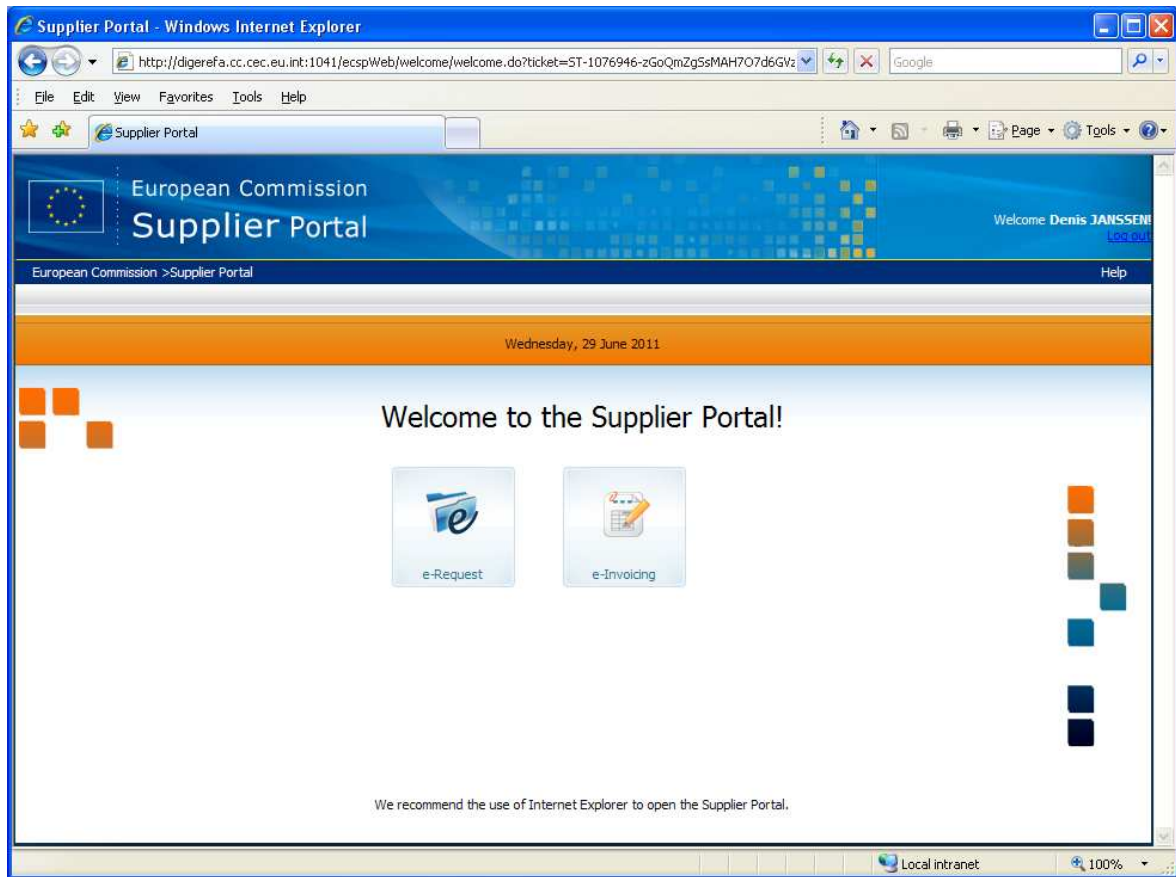
Figure 4 – Supplier Portal welcome screen

4. In the Supplier Portal welcome screen, click the e-Invoicing icon to launch the corresponding module.

4.3.1. Problems to log in to the e-Invoicing module

If you cannot log in to the e-Invoicing module, first check the following:

1. Make sure that you have been officially designated by your hierarchy to act as supplier representative in the e-Invoicing module, and that an access rights request has been sent to the European Commission.

2. Check that you are registered in ECAS, that you have a valid username/password combination, and that your account credentials are have been defined in ECAS for the **External** domain. You can view the details of your existing ECAS account by ticking the box "**View my ECAS account details after logging me in**" in the ECAS login screen.

3. In ECAS, make sure to select the domain "External" when logging in.

5. E-INVOICING GRAPHICAL USER INTERFACE

This chapter introduces the graphical user interface of the e-Invoicing module.

5.1. Generic Supplier Portal banner and footer

All screens of the e-Invoicing module share the same banner and footer.

5.1.1. Supplier Portal banner

The Supplier Portal banner is described in chapter 6 of the document "*DIGIT Supplier Portal Overview*" ([2] in section "*d. List of related documents*" above).

5.1.2. Supplier Portal footer

The bottom of the e-Invoicing screens displays the following information:

- Current Brussels date and time
- The version number of the current e-Invoicing module release.

5.2. e-Invoicing mailbox

After logging in, the default e-Invoicing page is the **Sent view** of the mailbox:

Figure 5 – e-Invoicing mailbox (Sent view)

5.2.1. e-Invoicing Mailbox tabs and corresponding views

Number 1 in Figure 5 above displays the **Inbox** and **Sent** tabs that give access to 2 different mailbox views:

1.   The **Inbox** view

2.   The **Sent** view

5.2.1.1. Inbox view

The **Inbox** view shows all the documents (for the e-Invoicing process) received through e-PRIOR from the Commission back office(s).

In the **Inbox** view, documents can be of the following type:

●   Related document

5.2.1.2. Sent view

The **Sent** view shows all the documents (for the e-Invoicing process) sent through e-PRIOR from the Supplier's back office(s), or from the e-Invoicing module of the DIGIT Supplier Portal.

In the **Sent** view, documents can be of the following types:

●   Commercial Invoice

●   Credit note related to goods or services

●   Related document

5.2.2. Document Date selection area

Number 2 in Figure 5 above shows the area of the screen allowing users to select a specific time period and view only those documents whose creation date falls within the selected start and end dates.

When you open the e-Invoicing mailbox, this area is collapsed (only the header bar is visible) by default.

Figure 6 – Collapsed Date selection area

> **Note**:   Whenever you enter the mailbox (in both the **Inbox** and the **Sent** views), the application selects automatically all the documents created in the last 30 days which have not been archived.

If you want to display documents covering another time period, click on the down arrow at the left to display the date fields as shown below.
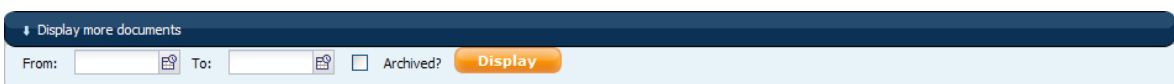
Figure 7 – Date selection area details

> **Note**:   Clicking on the **Display** button without entering any date in the **From** and
> **To** fields automatically sets the active time period to 1 year (i.e. the
> maximum allowed by the application).

Enter the dates of your choice in the **From** and **To** fields (or click on the calendar icons next to the fields to select the dates in a pop-up calendar).
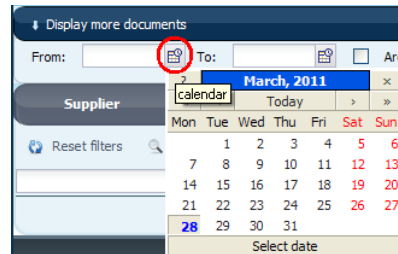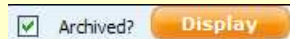

Figure 8 – Pop-up calendar

When the start and/or end dates are entered, click the **Display** button to refresh the list of displayed documents according to your date selection.

> **Note 1**:   By default, archived documents are not shown. If you want to display
> archived documents, check the **Archived?** box at the left of the **Display**
> button.
>
>

> **Note 2**:   The e-Invoicing mailbox can display documents up to maximum 1 year old.
> If you enter a date older than one year in the **From** or **To** fields, the
> application displays an error message.

5.2.3. Filter area

In both mailbox views, a filter area (number 3 in Figure 5 above) allows you to search for specific data and restrict the number of displayed documents.

By default, no filter is active in the mailbox: all the documents whose creation date falls within the selected time period (see *section 5.2.2*) are displayed.

Figure 9 – Filter area

All columns are filterable:

- Text columns accept any alphanumeric search string. The filter you type is automatically enclosed between wildcard characters ("*") and is case insensitive.

- For date columns, the full date (in the format DD/MM/YYYY) can be manually entered or selected in the available calendar pop-up.

- To filter on the **Document Type**, **Status**, **Response** and **Parent Type** columns, you must select an option in the corresponding drop-down lists.

When you have defined your filtering criteria, click **Filter** at the top left of the filter area. The list of displayed documents is refreshed.
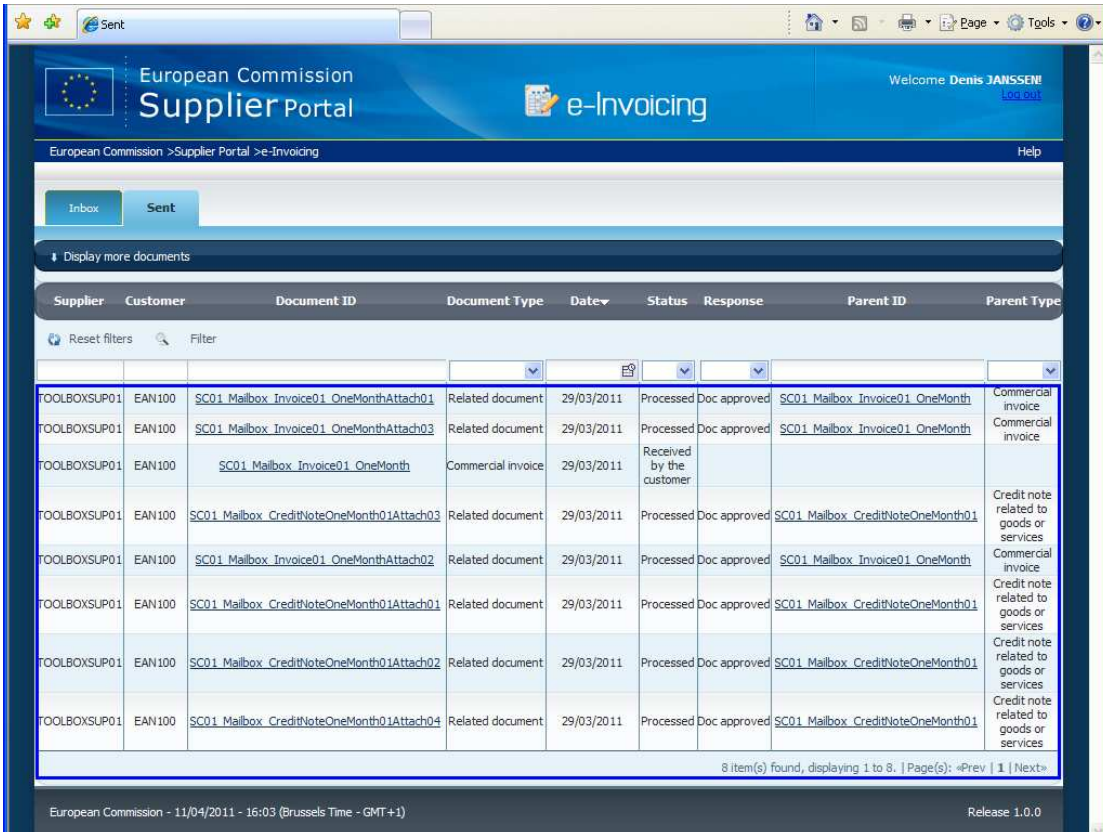
> **Note**: To activate the currently defined filter, you can also simply press **Enter**: the result is the same as when you click the **Filter** button.

The **Reset filters** option at the top left of the filter area blanks all active filters in the active screen and refreshes the list of displayed documents.

5.2.4. Document list

The list of documents (number 4 in Figure 5 above) shows the list of all documents corresponding to active display criteria (see *section 5.2.4.1*).

Clicking any **Document ID** opens the detailed view of the corresponding document, while clicking on a **Parent ID** (for all documents other than invoices or credit notes) opens the corresponding parent document.

Figure 10 – Document list

5.2.4.1. Active display criteria

The documents displayed in the document list of the mailbox views depend on:

- the active view (**Inbox** or **Sent**);

- the time period defined in the Document Date selection area (see *section 5.2.2*). According to the case, the document list displays:

  - By default, documents up to 30 days prior to the current date,

  - Documents up to 1 year prior to the current date if you click the **Display** button without specifying any dates in the **From:** or **To:** fields, or

  - Documents with a creation date comprised within the period specified in the **From:** and/or **To:** fields of the Document Date selection area;

- the filter defined in the Filter area (see *section 5.2.3*). By default, no filter is set: all documents are displayed.

> **Note**:   The document list will display archived documents only if the **Archived?** checkbox is selected in the Document Date selection area.

5.2.4.2. Navigation in the document list

If there are too many documents to fit in one single screen, you can browse through the next or previous documents by using the **Prev**, **Next** or (screen) number link(s) at the bottom right of the document list. These are only enabled when needed (i.e. when there are more than 15 lines to display in the current screen).

Figure 11 – Number of matches and screen-to-screen list navigation

5.2.4.3. Document sort order

By default, documents in both views are sorted on the **Date** column in descending order.

You can change the sort order according to your needs by clicking on any of the column headers. An arrow displayed next to the column header indicates which column is active as

sort criteria. An ascending arrow indicates an ascending sort order, a descending arrow is used for a descending sort order.

Clicking on a sorted column alternates the sort order, from descending to ascending or vice versa.

Figure 12 – Column headers with sort order indication

5.3. Document details

A document details form displays anytime you click on a document ID in the list of documents (see section 5.2.4). The document details form differs according to the type of the document displayed (invoice, credit note or related document), although documents are always structured as shown in the Figure 13 below:

1. Title bar

2. "Status" area

3. "Child documents" area (lists all documents referring to the document displayed in the 'Status' area).

4. HTML viewer of the contents of the document (not available for attachments).
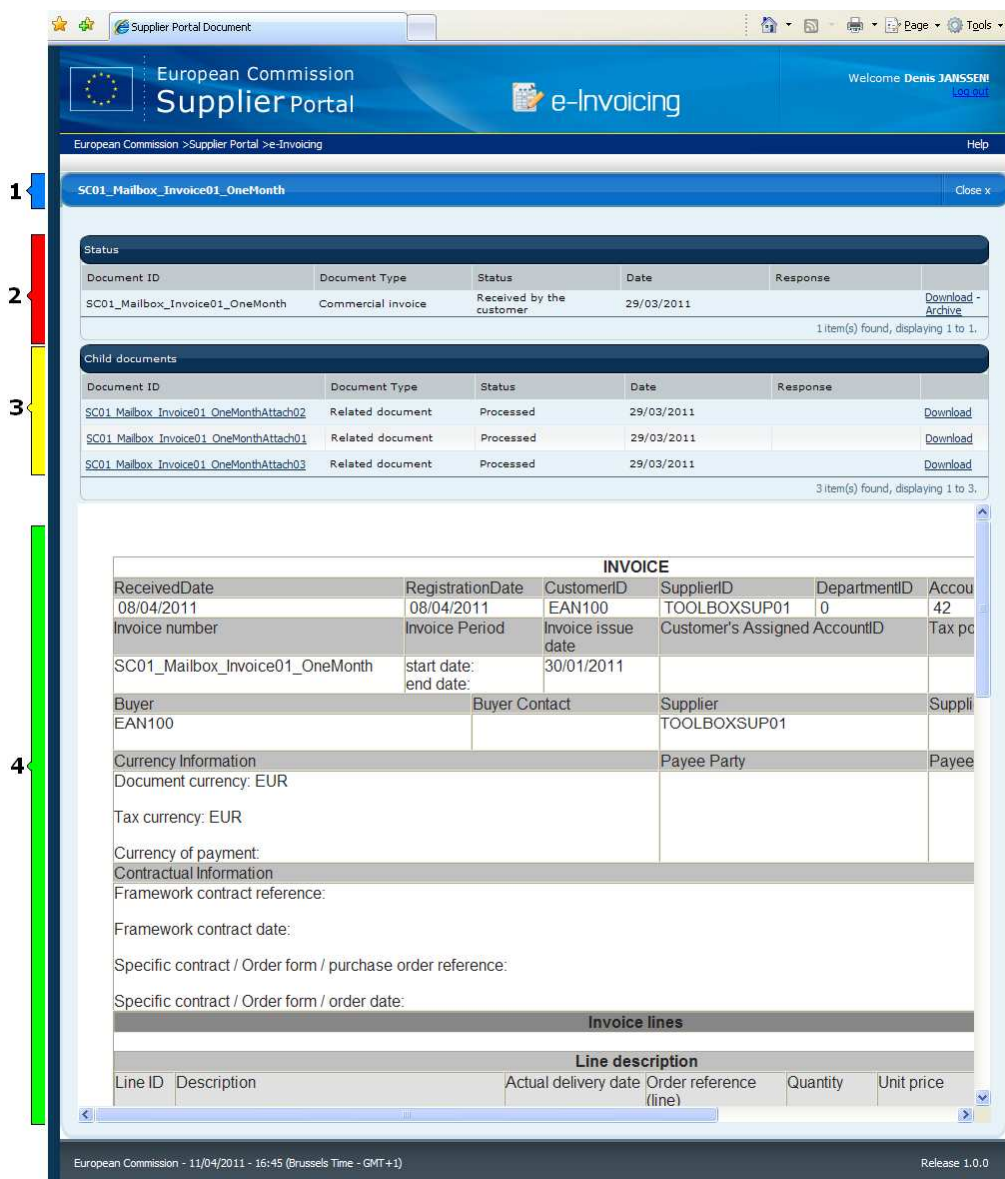
Figure 13 – Example of Invoice Document details

5.3.1. Title Bar

The title bar of a detailed document form shows the ID of the active document. It also allows you to close the document.

| SC01_Mailbox_Invoice01_OneMonth | Close x |

Figure 14 – Title bar

5.3.2. Status area & available actions

Besides providing the main identification details of a document (ID, type, status, date and response), this area also allows authorised users to perform actions on the active document.

Status

Document ID	Document Type	Status	Date	Response	
SC01_Mailbox_Invoice01_OneMonth	Commercial invoice	Received by the customer	29/03/2011		Download - Archive
					1 item(s) found, displaying 1 to 1.

Figure 15 – Status area & available actions

The links circled in blue in the Figure above will display only for users assigned to the appropriate role (see section 3.2 for details).

Download link — This link is available to all user roles. Depending on the active document, you can either:

- save an XML version of the current document locally if it is an invoice or a credit note,

- save any file attached to the active document if its type is "Related document".

Archive link — The **Archive** link will display only to users with the SAS role (more on roles in section 3.2). The **Archive** link keeps displaying after a document has been archived.

Archiving a document removes it from the default document list (Inbox or Sent tab) in the e-Invoicing module. Once archived, a document cannot be "un"-archived (i.e. its archive flag cannot be removed through the e-Invoicing module).

5.3.3. Child documents area

This area only contains data when the active document is an invoice or a credit note, and when other documents relating to this invoice/credit note exist in the system.

Child documents

Document ID	Document Type	Status	Date	Response	
SC01_Mailbox_Invoice01_OneMonthAttach02	Related document	Processed	29/03/2011		Download
SC01_Mailbox_Invoice01_OneMonthAttach01	Related document	Processed	29/03/2011		Download
SC01_Mailbox_Invoice01_OneMonthAttach03	Related document	Processed	29/03/2011		Download
					3 item(s) found, displaying 1 to 3.

Figure 16 – Child documents area

From this table, you can either:

- Click on any **Document ID** (if available) to display the detailed document form of that specific document, or

- Click **Download** to save the document locally in your system. Documents are downloaded in whatever document format is supported by the e-PRIOR platform.

5.3.4. HTML viewer

This viewer only displays when the active document is an invoice or a credit note. It provides a human-readable view of the current document.

INVOICE						
ReceivedDate	RegistrationDate	CustomerID	SupplierID	DepartmentID	AccountPayableID	InternalID
08/04/2011	08/04/2011	EAN100	TOOLBOXSUP01	0	42	188738
Invoice number	Invoice Period	Invoice issue date	Customer's Assigned AccountID		Tax point date	
SC01_Mailbox_Invoice01_OneMonth	start date: end date:	30/01/2011				
Buyer		Buyer Contact	Supplier		Supplier Contact	
EAN100			TOOLBOXSUP01			
Currency Information			Payee Party		Payee Party Contact	
Document currency: EUR

Tax currency: EUR

Currency of payment: | | | | | | |
| Contractual Information | | | | | | |
| Framework contract reference:

Framework contract date:

Specific contract / Order form / purchase order reference:

Specific contract / Order form / order date: | | | | | | |

Invoice lines						
Line description						
Line ID	Description		Actual delivery date	Order reference (line)	Quantity	Unit price	Amount
1	ACME BELGIUM SA*					45,00 EUR	45,00 EUR

Clauses and / or notes	Invoice totals	
	Total line amount	45,00 EUR
	Total charge amount	
	Total allowance amount	
	Tax exclusive amount	
	Total tax amount	32 EUR
	Tax inclusive amount	
	Payable rounding amount	
	Prepaid amount	
	Total amount due	**77,00 EUR**

Payment Information		
Terms of payment:	Means of payment:	
Channel of payment:	Seller's bank:	
Account number:	Payment instruction:	
Payment note:	Credit account:	
Accounting cost:	Sort code:	
Tax exchange rate source currency:	Tax exchange rate target currency:	
Tax exhange rate date:	Tax exchange rate:	
Delivery Information		
Delivery terms:	Delivery special terms:	
Delivery location:	Actual Delivery Date:	

Additional Document Information						
Tax subtotals at document level						
Tax type	Tax category	Tax rate	Tax exemption reason code	Tax exemption reason	Taxable amount	Tax amount

Additional Line Information

Figure 17 – Example of HTML (human-readable) view of an invoice

5.3.4.1. Saving the HTML data

You might like to save the invoice contents (as shown in the HTML viewer) for use in another context. In order to do this, proceed as follows:

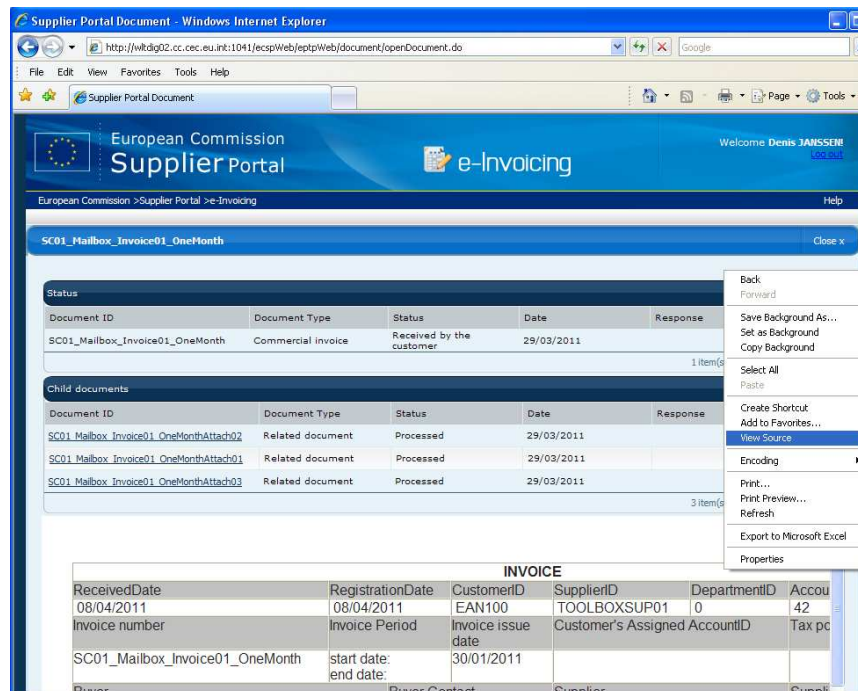1. Right-click with the cursor on the HTML area, and select View source in the pop-up menu.

Figure 18 – Right click in the HTML area

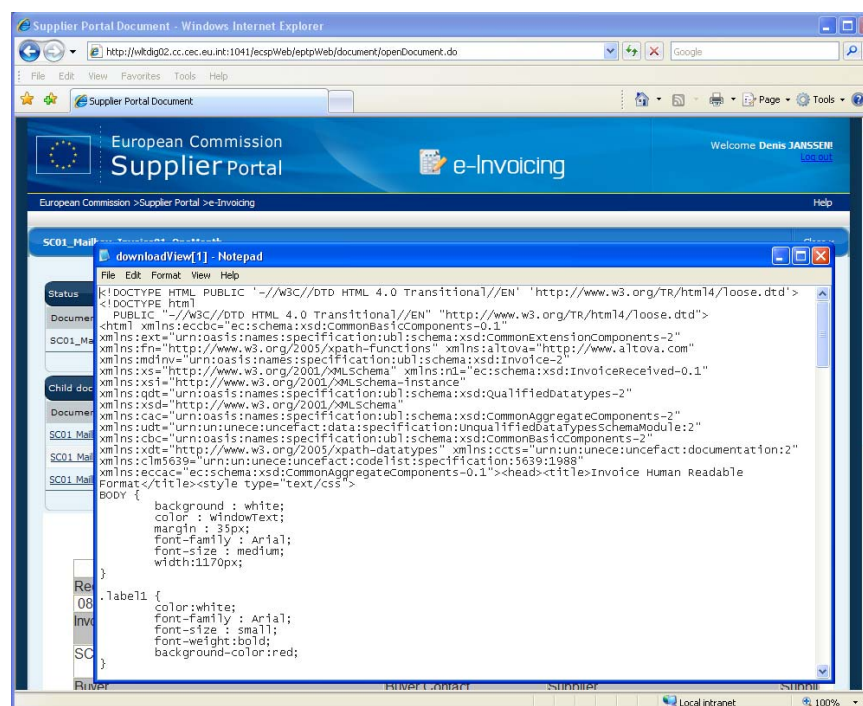The HTML data is loaded as a file in your default text editor.

Figure 19 – HTML content in the default text editor

2.   Save the file with an ".html" extension.

This HTML file can now be opened by any web browser.

5.4. Creating an invoice

The creation of an invoice using the e-Invoicing module is restricted to authorised users and is achieved by filling in an invoice creation wizard consisting of 4 different screens. The invoice creation process is reviewed in the following subsections.

5.4.1. Which users have access to the invoice creation wizard?

In the current release of the e-Invoicing module, only users who have been assigned an SAS role (see section 3.2) can create invoices in the e-Invoicing module.

Users associated with another role do not see the **Create Invoice** button at the top right of the mailbox screens.

The e-Invoicing module allows authorised users to create, edit, and send invoices to the Customer(s).

Note on the Create Invoice functionality:

The tools to create an invoice through the e-Invoicing module are being developed and released in successive phases:

In phase 1 (now in production with the current release of e-Invoicing), users with SAS role can create an invoice from scratch by clicking on the **Create Invoice** button located at the right of the mailbox tabs.
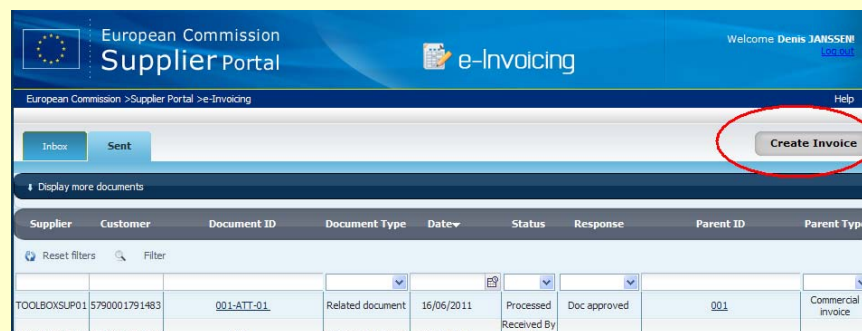
Phase 2 (not yet in production) will enable users to create an invoice based on an existing order or invoice, thereby minimizing data input at creation. Additionally, support of the SDA role will allow future SAS and SDA users to prepare and save draft versions of invoices, which will then be sent by SAS users to the Customer(s). Those draft documents will be saved and listed in a new mailbox tab page (In preparation).

5.4.2. Things to know before using the invoice creation wizard

Before reviewing the data entry screens of the invoice creation wizard, please make sure to read this section, which contains remarks that are valid for all invoice creation screens.

1. **Mandatory fields** – All fields that need to contain data in order for the invoice to be valid and sent to the Customer have a label ending with a red asterisk. Make sure all mandatory fields are filled in before clicking the **Send** button in the **Confirmation** screen (fourth screen of the invoice creation wizard).
   See point 6 below for more details on data validation.

2. **Prefilled fields** –

   At invoice level: In the current release of the e-Invoicing module, very few fields are prefilled with existing data. That will change in future releases when users will be able to create an invoice from either a previous invoice or an existing order.
   Also note that a prefilled field may or may not be editable, depending on the field.

   At invoice line level: As a rule, when creating a new invoice line and when a previous line already exists for the invoice, a number of fields are prefilled with data from the previous invoice line, if it exists. See section 5.4.6 for details.

3. **Decimal places and rounding of numeric fields** – In the current release of the e-Invoicing module, numbers are displayed and stored as follows:

   - With **2 decimals** for Quantities, VAT and Discount (and with automatic rounding of the second decimal if you type more than 2 decimals in the fields)

   - With **4 decimals** for all other numbers (and with automatic rounding of the fourth decimal if you type more than 4 decimals in the fields).

4. **Currency selection** – Only one currency can be selected per invoice. Multi-currency invoices are not authorised by the system.

5. **Navigation in the invoice creation wizard** – When you enter the invoice creation wizard, the first screen (**Select Supplier**) that displays allows you to fill in the required supplier data. As shown in the next figure, the name of the current screen displays in bold in the title bar.

1. Select Supplier | 2. Select Customer | 3. Invoice Form | 4. Confirmation

Figure 20 – Wizard Screen Title

Note that this title bar does not allow you to navigate in the wizard screens (it is not a breadcrumb): you should use instead the **Previous** and/or **Next** button at the bottom right of the screen (see next figure).

Close   Previous   Next   Send

Figure 21 – Invoice creation wizard buttons

Clicking the **Close** button in any wizard screen brings you back to the e-Invoicing mailbox screens and all the data previously entered in the unsent invoice is lost. Unless successfully sent using the **Send** button (i.e. when no validation errors are detected), incomplete or invalidated (draft) invoices are not permanently saved by the current version of the e-Invoicing module.

6. **Data validation** – All fields on the 4 wizard screens are validated by the application after you click the **Send** button in the **Confirmation** screen. If validation is not successful, the invoice is not sent, the application brings you back to the first wizard screen, and all detected problems generate error messages displayed at the bottom of the screen, as shown below:

Figure 22 – Validation problem messages

After an unsuccessful validation, all data already entered in any of the wizard screen is still available: you must navigate in the different screens using the **Next** or **Previous** buttons to locate and solve all validation issues. Remember that if you click the **Close** button prior to solving all the validation problems, the unsent invoice data will not be saved and you will need to start again the invoice from scratch.

Finally, note that the displayed error messages will remain unchanged in any of the wizard screens until you click again the **Send** button and another validation pass is executed.

7. **Date fields** – In all the invoice creation wizard screens, you can fill in the date fields as follows:
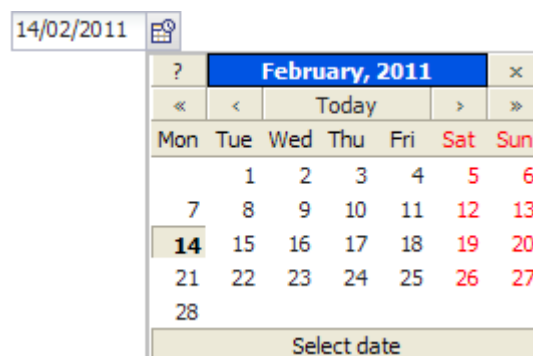

Figure 23 – Filling in a date field

- By typing the date in the field (in the format dd/mm/yyyy);

- By clicking the calendar icon and selecting the date in the pop-up calendar

- By double-clicking in the field to enter today's date

5.4.3. Step 1 – Selecting the Supplier

This first wizard screen (**Select Supplier**) allows you to enter all the required supplier data for the invoice.

5.4.3.1. Supplier Company Details

In this area, start by selecting the appropriate supplier (consortium) in the drop-down list box.

Figure 24 – Supplier Company Details (Create Invoice)

5.4.3.1.1 Comments on selected fields

Field	Mandatory?	Editable?	Comment
Select the supplier who…	✓	▼	This dropdown list box may contain one choice or several if your company belongs to several consortia.
Company name	✓	✓	Contains prefilled data.
Company ID	✓	✓	Not prefilled. Contains the EU Supplier internal ID provided by the EU.
Company GLN	✓	✖	Contains prefilled data.

5.4.3.2. Supplier Contact

In the current release of e-Invoicing, the fields in this area are not prefilled.

Figure 25 – Supplier Contact (Create Invoice)

5.4.3.3. Payment Information

This area allows you to define how you want the invoice to be paid.

Figure 26 – Payment Information (Create Invoice)

5.4.3.3.1 Comments on selected fields

Field	Mandatory?	Editable?	Comment
Payment means	✔	▾	The option selected by default in the drop-down list box is **Payment to bank account**.
IBAN	ℹ➤	ℹ➤	Mandatory selection in a drop-down list box if the selected payment means is **Payment to bank account** and if the data is available in the System. Otherwise the field is editable.
BIC/SWIFT	ℹ➤	✖	Mandatory if the selected payment means is **Payment to bank account**, and automatically prefilled depending on the selected IBAN. Editable if the data is not in the System.

5.4.4. Step 2 – Selecting the Customer

This second wizard screen (**Select Customer**) allows you to enter all the required customer data for the invoice.

5.4.4.1. Customer Accounting Details

Figure 27 – Customer Accounting Details (Create Invoice)

All the text fields of this area are mandatory and not prefilled, except the last one **Customer Identifier**, whose content depends on the option selected in the first drop-down list box.

5.4.4.1.1 Comments on selected fields

Field	Mandatory?	Editable?	Comment
Select the customer…	✔	⌄	If the Supplier is linked to only one Customer, the application does not leave the choice of the customer and the option selected by default is the only possible option. The current release displays the customer ID: it will be replaced in future releases by the Customer name.
Country	✔	⌄	The default choice (**List of possible countries**) in the drop-down list box is not a valid option: you must select a country in the list.
Customer Identifier	✔	✖	Prefilled depending on selected Customer.

5.4.4.2. Customer Accounting Contact

This area is used to enter the contact information of the Customer.

Figure 28 – Customer Accounting Contact (Create Invoice)

5.4.5. Step 3 – Filling in the Invoice Form

This third wizard screen (**Invoice Form**) allows you to enter all the details of the invoice.

5.4.5.1. Invoice Details

Figure 29 – Invoice Details (Create Invoice)

5.4.5.1.1 Comments on selected fields

Field	Mandatory?	Editable?	Comment
Invoice #	✔	✔	The invoice ID or number must be unique for the current supplier. The uniqueness is checked when sending the invoice.
Invoice Date	✔	✔	Prefilled by the invoice creation date. See the general remark on date fields in section 5.4.2.
Invoice Period (from-to)	✔	✔	Both fields are mandatory. the "**to**" field is prefilled by the invoice creation date. See the general remark on date fields in section 5.4.2.
Currency	✔	▼	Euro is the option selected by default in the drop-down list box. The currency selected here will be used in all currency fields of the current invoice. Remember that multi-currency invoices are not possible in the e-Invoicing module.
Payment delay	✔	✔	You can define either a **Payment Due Date** or the **Payment Terms**. When you click on one of these options, any value previously

| Field	Mandatory?	Editable?	Comment
			entered for the other option is blanked from the field.
Payment Reference			
(Bank Transfer)	✖	ℹ�	The field is editable only if you specified **Payment to bank account** in the first wizard screen. Use this field to specify the communication (structured or not) to be used by the Customer for the bank transfer.
Contract #	✔	✔	The reference of the related framework contract (or of another contract if no framework contract exists).
Attachments	✖	ℹ➤	By clicking the **Add** button, you can access the **Add attachments** dialog to add an attachment to the invoice.
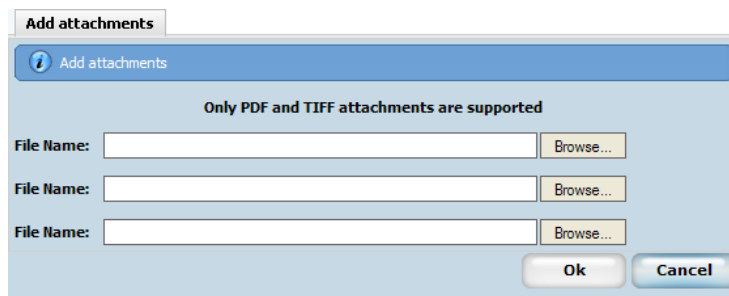
Figure 30 – Add attachment dialog

Notice that only PDF and TIF attachments are allowed.
Also note that you can add a maximum of 20 attachments per invoice, with a size limit of 5 MB per attachment.

Previously attached files can be removed by clicking the corresponding **Remove** button.
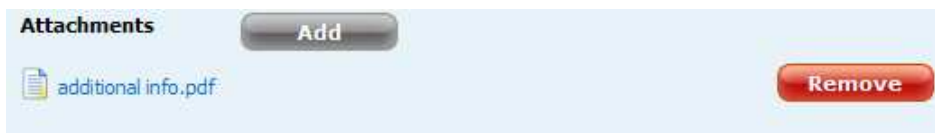

Figure 31 – Remove attachment

Invoice Totals area	ℹ➤	✖	This read-only area shows the invoice totals calculated from the existing invoice lines (see next section).

Figure 32 – Invoice Totals

5.4.6. Step 4 – Filling in an Invoice Line

The application allows you to add, remove or edit invoice lines. The application displays a summary of the existing lines in a table format.

Figure 33 – Invoice Lines summary table

From this table you can edit or delete any existing line by clicking on the appropriate link at the far right of the table. None of the information is editable directly in the summary table.

When you click the **Add Line** button to create a new line, the application adds a **Line Details** data entry area below the summary table.

5.4.6.1. Line Details

A. Input of the first detail line of the invoice

When you fill in the first line of the invoice (no invoice lines are yet displayed in the summary table), the application opens an empty **Line #01 Details** area.

Figure 34 – First Invoice Line Details (Create Invoice)

5.4.6.1.1 Comments on selected fields

In the above figure, notice the different number of decimals depending on the numeric fields: for more information, see **Decimal places and rounding of numeric fields** in section 5.4.2.

Field	Mandatory?	Editable?	Comment
Line #xx Details	🅘➤	✖	The line number displayed in the area title is automatically computed by the application. "#xx" is set to "#01" for the fist line of the invoice, and the number is automatically incremented by 1 each time you add a new line to the invoice.
Quantity Unit	✔	⌄	The Unit dropdown is populated based on the e-PRIOR code list UnitCode. The default value is "**piece**", or the value selected in the previous detail line (if it exists).

Field	Mandatory?	Editable?	Comment
Discount Reason	ⓘ→	✓	Field input is mandatory if the Discount Percent or Fixed Amount contains a value different from 0.
Discount (excl. VAT)	✖	ⓘ→	You can choose to fill in a **Discount Percentage** or a **Discount Fixed Amount**. If you fill in one field and then choose to change the discount type, the application blanks the data entered for the other discount type.
VAT Category	✓	✓	The VAT Category dropdown is populated based on the e-PRIOR code list TaxCategoryID. The available options are **Exempt from tax**, **Standard rate** or **Zero rated goods**, and the default option is **Exempt from tax**. This field is prefilled with the values selected in the previous detail line (if it exists).
VAT Rate	✓	✓	The default rate is 0.00, corresponding to the option **Exempt from tax** in the **VAT Category** field. This field is prefilled with the values selected in the previous detail line (if it exists).
VAT Exemption Reason	ⓘ→	✓	The field is mandatory only when **VAT Category** is **Exempt from tax**. This field is prefilled with the values selected in the previous detail line (if it exists).

The read-only **Totals** area is automatically computed from the data you entered at the line level.

Figure 35 – Totals at line levels

B. Input of additional invoice line(s)

When one or several invoice lines already exist (are displayed in the summary table), the **Line #xx Details** area that opens when you click the **Add line** button contains a number of fields prefilled with data from the previous invoice line number.

The following fields are prefilled from the previous line:

- **Order Reference**,

- **Order Date**,

- **Delivery Date**,

- **Unit** drop-down list box on the quantity line,

- All tax related fields

> **Note**:   Although prefilled, all the above fields remain editable in the new invoice line.

5.4.7. Step 5 – Confirming the Invoice Data Entry

When you have finished entering all the required Invoice details in the 3 first screens of the wizard, navigate to the next (and last) wizard screen (**Confirmation**) to review all entered data.

You can open a line by clicking on "view" in the Invoice Line table.

All fields in the **Confirmation** screen are read-only. If you notice data that needs to be changed or that is missing, go back to the previous wizard screens for edition.

When you are satisfied with the content of the invoice, click on the **Send** button.

Figure 36 – Invoice creation wizard (Step 4: Confirmation)

5.4.7.1. Sending the invoice to the Customer back office

The sending of an invoice is initiated by clicking the **Send** button in the **Confirmation** wizard screen.

The application first ensures with e-PRIOR that the invoice ID is unique. If it is not the case, an error message is displayed. If the invoice ID is unique, the data validation continues.

Prior to sending a document, the system performs a data validation based on e-PRIOR's business rules, and in case of errors the e-Invoicing module displays error messages (see point 6 in section 5.4.2).

There are 2 types of errors:

1. hard business rule violations, which make an invoice invalid, and

2. soft business rule violations, which make an invoice inconsistent.

The current release of the e-Invoicing module will not send an invoice whenever a hard or soft business rule violation is detected by the system.

In future releases, soft business rule violations will not be blocking as they are today: e-Invoicing will displays a message inviting to correct any soft business rule violation, but you will still be able to send the invoice to the customer if you so decide.

5.4.7.2. Result of the Successful Sending of an Invoice

When the sending of the invoice is successful, the application exists the **Confirmation** wizard screen and brings you back to the e-Invoicing mailbox screen.

5.4.7.3. Result of the Failure to Send an Invoice

When the sending of the invoice is not successful, the application exists the **Confirmation** screen and brings you back to the first wizard screen, showing you all validation error messages and allowing you to correct the data in any of the first 3 wizard screens.

▪▪▪
THE END
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