Creating Online Invoices

Tradex users can create online invoices if they have the required privileges. The steps to create online invoices include creating the header information, adding the line information and adding attachments if there are any. You can add attachments only if the receiver has enabled the settings to receive them.

Based on the business rules set up, you may have to enter the PO number while creating an online invoice. If you want to use discounts or charges, check with your partners whether this information need to be entered at the line level or not.

Note: If you are using a currency other than GBP, then ensure that both partners have set up the foreign currency in their systems. Also, tax labels can be configured on a country by country basis to display a term other than VAT, such as GST, to be displayed on the invoice headers and the line fields.

To create an online invoice, perform the following steps:

- 1. Click Send > Create online invoice from the Document Exchange tab.
- 2. Select the check box next to the customer that you want to invoice from the list displayed and click **Next** at the top right of the page.

Create online invoice - Create							Next		
Select the customer that you want to invoice									
Filter									c
Select	Customer 🗘	A/c ≑	Contact \$	Address 1 🗘	Address 2 🗘	Email 🗘		Phone 🗘	
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Page 1 of	5:					M 4	1 2 3	4 5	• • • • • • • • • • • • • • • • • • •

The Create online invoice - Invoice Creation page is displayed.

Create online invoice - Invoice Creation			Cancel	Print draft
From:				
To:*	~	Trading relationship:*		v
Invoice number:*		PO number:		
Sender's tax registration number:*		Payment terms (days):		
Invoice date:* 19 Nov 2019	**	Delivery address:		
Delivery date:	 ₩			
Delivery note number:				
Contract number:				
Contact name:		Post code:		
Contact telephone:		Country: United Kingdom		~
Is this a hire invoice?		Currency code:	\square	
Is this a CIS invoice?		GBP		~

3. Enter the required information as described in the following table:

Note: Depending on your configuration, the PO number might be validated or used to populate the legal entity. For more information, see <u>Creating a Receiver Rule</u>.

Field name	Description		
То	The trading partner to whom you are sending the invoice.		
Trading relationship	Select a value from the drop-down list. This is the primary value that is used by the sender to identify the receiver		
Invoice number	The invoice reference number.		
PO number	The PO number that relates to this invoice.		
Sender's tax registration number	The sender's VAT number.		
Payment terms (Days)	The period allowed to pay off an amount that is due.		
Invoice date	The date of the invoice. Change the date if it is not equal to the current date.		
Delivery address	The address to which the goods and services are to be delivered.		
Delivery date	The date of delivering the invoice.		
Delivery note number	The reference number from the delivery note.		
Contract number	The reference number for the contract.		
Contact name	The contact name for your business.		
Post code	The customer's post code.		
Contact telephone	The contact phone number for your business.		
Country	Select the country of operations from the drop-down list.		
Is this a hire invoice?	Select this check box to get additional line items in or options in your invoice.		
Is this a CIS invoice?	Select this check box to mark it as a CIS invoices. CIS invoices have an additional option when adding a line to distinguish between labour and materials.		
Notes	A brief explanation on the invoice if required.		
Currency code	The currency code for the selected country.		
Delivery address	The customer's delivery address.		
Add discounts or charges	Select this check box to enter header-level or line-level discounts or charges.		
Save as a template	Select this check box if you want to use this online invoice form for creating invoices in the future.		

Note: You must fill in all the mandatory fields, which are marked with an asterisk sign (*).

4. Click Add Line to add more lines in the pop-up window displayed and to include the following information:

Online invoice: line de	etail	
Product ID:		^
Product ID type:		
Supplier	~	
Description:*		
Additional details		
PO number:	PO line reference:	
Contract number:	Delivery note number:	
Delivery date:		
Amounts		
Quantity:*	Net line amount:	
Unit of measure:*	VAT amount:	~
	Cance	Save

- **Product ID**: The product or service identification reference.
- Product ID type: This indicates whose identification reference was used for the product ID.
- **PO number** and the **PO line reference:** These are additional details. You generally do not need to add the **PO number** or the **Delivery note number**. This is because the information will be taken from the header unless your partner requires this information, or the information is different from that in the header. Most partners only accept one PO number per invoice and may reject the invoice if the PO number is different from the header.
- Amounts: Fill in mandatory fields such as Unit of measure, Net unit price, VAT or GST. Select the applicable rate from the VAT or GST drop-down list. You must click the Calculate button to calculate the total amounts. Ensure that you do not use commas to separate amounts. To edit the values, click the Adjust button.

Online invoice: line detail		
Contract number:	Delivery note number:	•
Delivery date:		
Amounts		
Quantity:*	Net line amount:	
Unit of measure:*	VAT amount:	
Net unit price:*	Total amount:	
VAT:* 20.00% - Standard ~	Calculate Adjust	
Notes		
Additional notes:		
All fields marked in asterisk (*) are manda	tory and must be filled in.	-
		Cancel Save

Note: When viewing a CIS invoice in Tradex in the HTML or in the PDF format, lines identify whether they are labour, or materials and the labour and materials totals are displayed.

Online invoice: line detail		
InvLine:	InvLine2:*	
Amounts		
Quantity:*	Net line amount:	
100000		
Unit of measure:*	VAT amount:	
Net unit price:*	Total amount:	
10.5		
VAT:*	Calculate Adjust	
20% - Standard ~		
5% - Reduced		
17.5% - Temporary 20% - Standard		
0% - Zero Rated		
0% - Exempt		
20% - DRC 20%		
All fields marked in asterisk (*) are mandate	ory and must be filled in.	
		-
	C-	incel Save
	Ca	ancer Save

• When a CIS invoice is saved, the tax summary information is displayed, as in the following figure:

Tax summary						
This supply is subject to the Reverse Charge. The customer is to pay VAT to HMRC						
VAT code	VAT rate	Net amount	VAT amount			
DRC5	5.0	50.00	0.00			
	4					
I have confirmed the auto-calculated totals are correct*						

- Notes: Additional notes about the invoice.
- 5. Click Add Attachment, and then click Choose File if you want to add an attachment to the invoice.

Online Invoice: Add Attachment		
Add attachment:* Path / Filename NB: The maximum file upload size is 30M	Choose File	
	Cancel	Save

6. Click Save to create an online invoice.

A new online invoice is created with the details specified.

7. Click **Submit** after you have verified all the details.