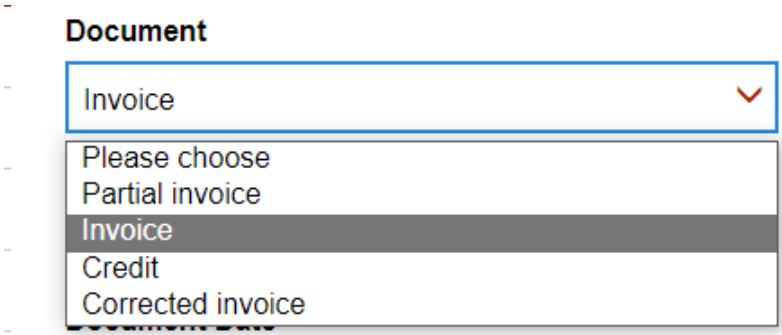
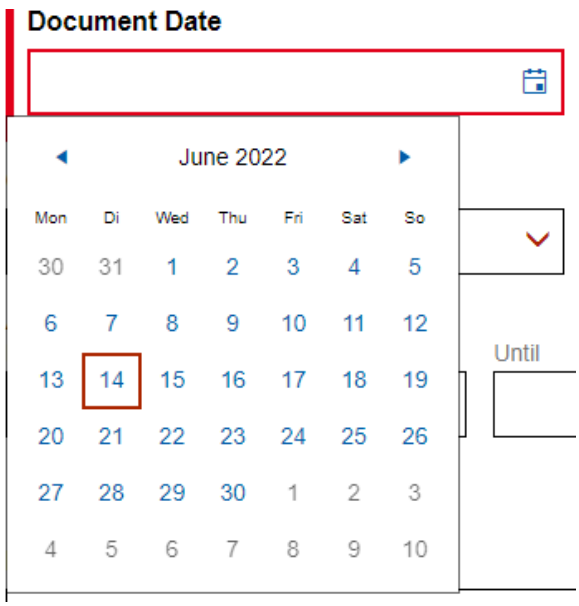
1 Select the „Document data“ tab.

1.1 Select your desired document type.

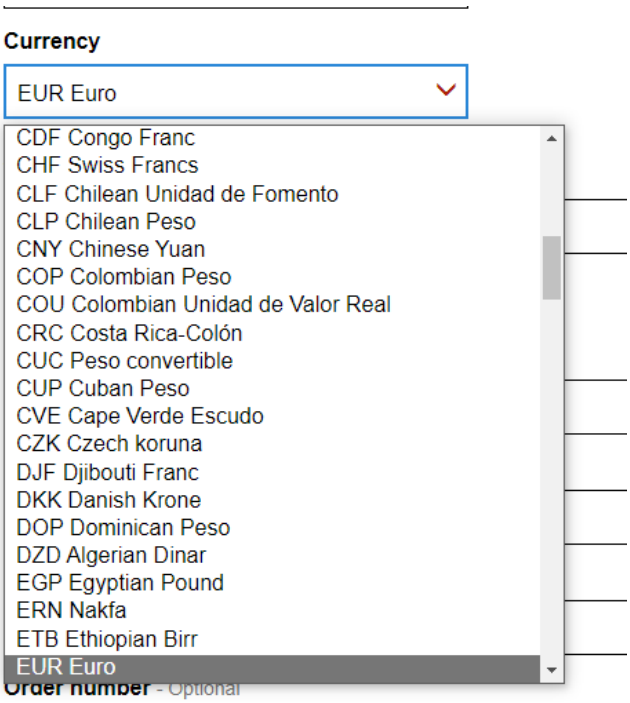


1.2 Enter the document / voucher number.

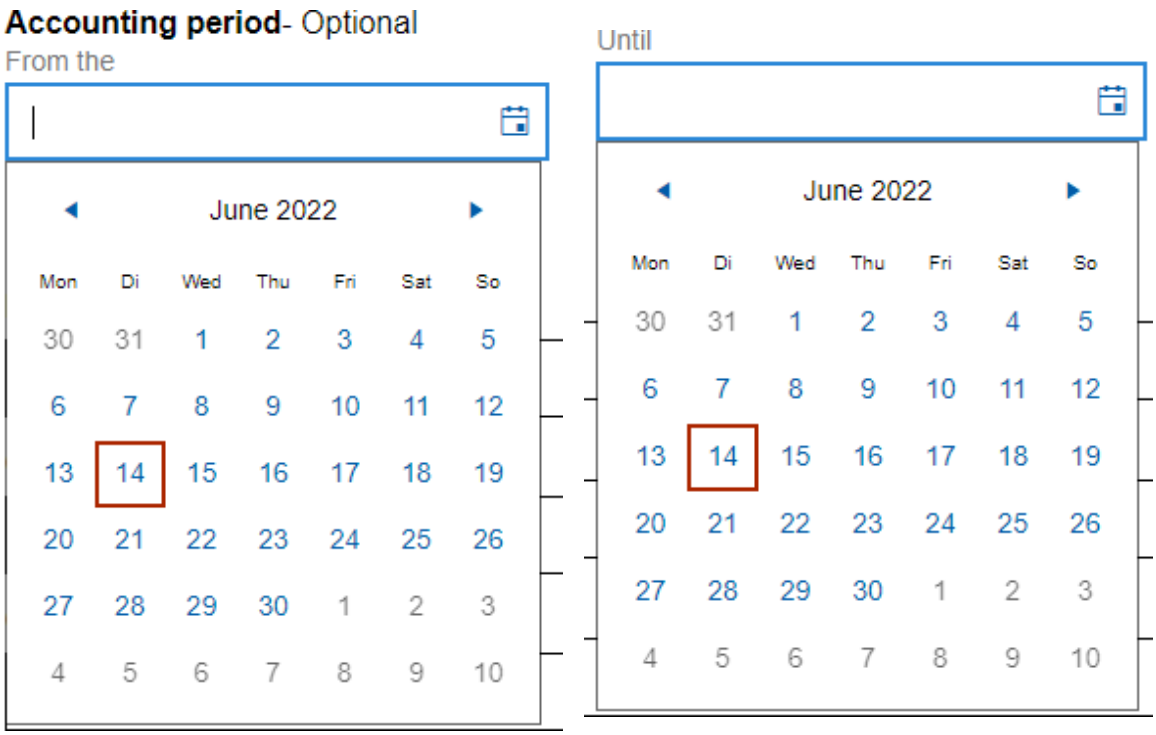
1.3 Specify the voucher date.
Please use the icon on the right side of the box for this purpose.



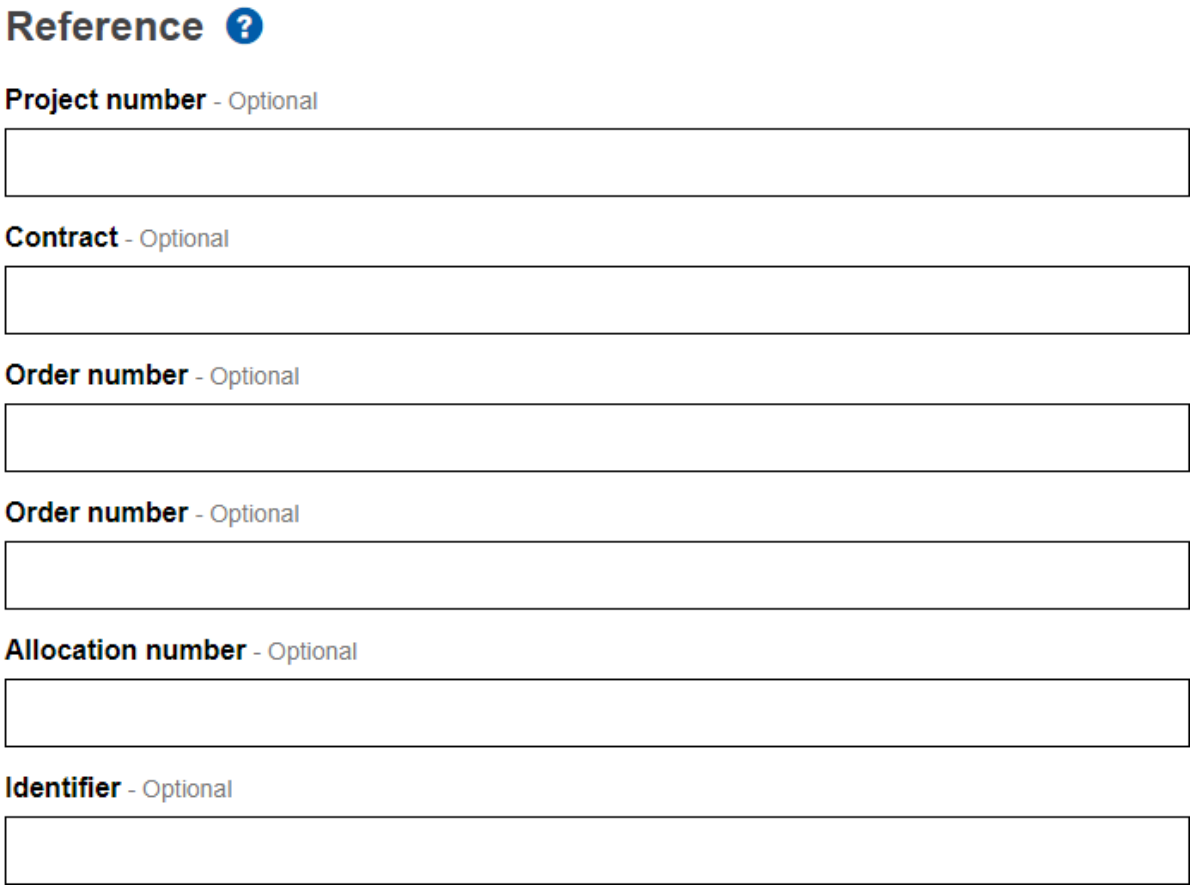
1.4 Please select your desired currency.



1.5 Specify your billing period/service period. (optional)

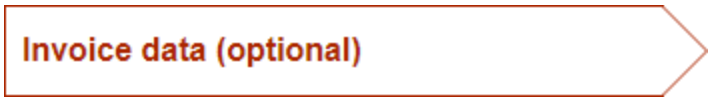


1.6 Please enter your reference data. (Optional)



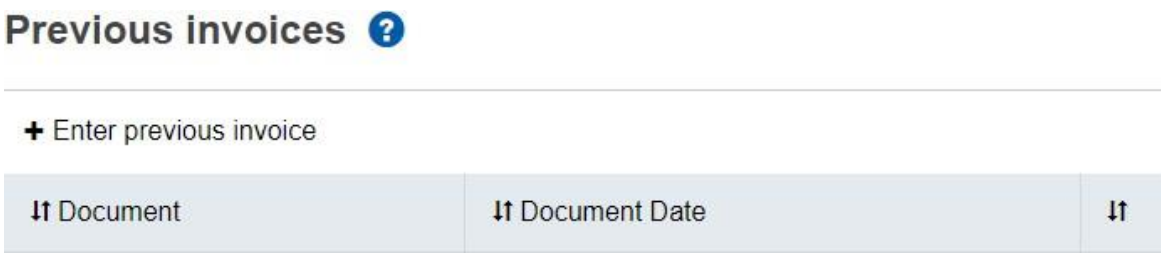
1.7 Now press the „Save & continue“ button. “.

2 Please select the „Invoice data“ tab. (Optional)



2.1 Add a remark to your invoice. (Optional)

2.2 Add a preceding invoice. (Optional)

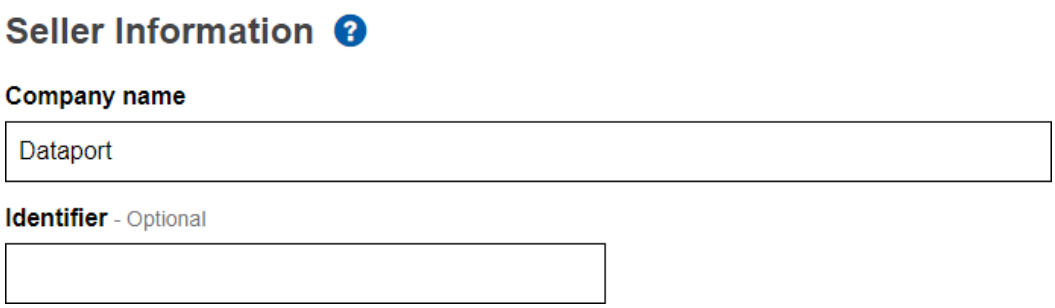


2.3 Attach documents supporting / justifying the invoice. (Optional)

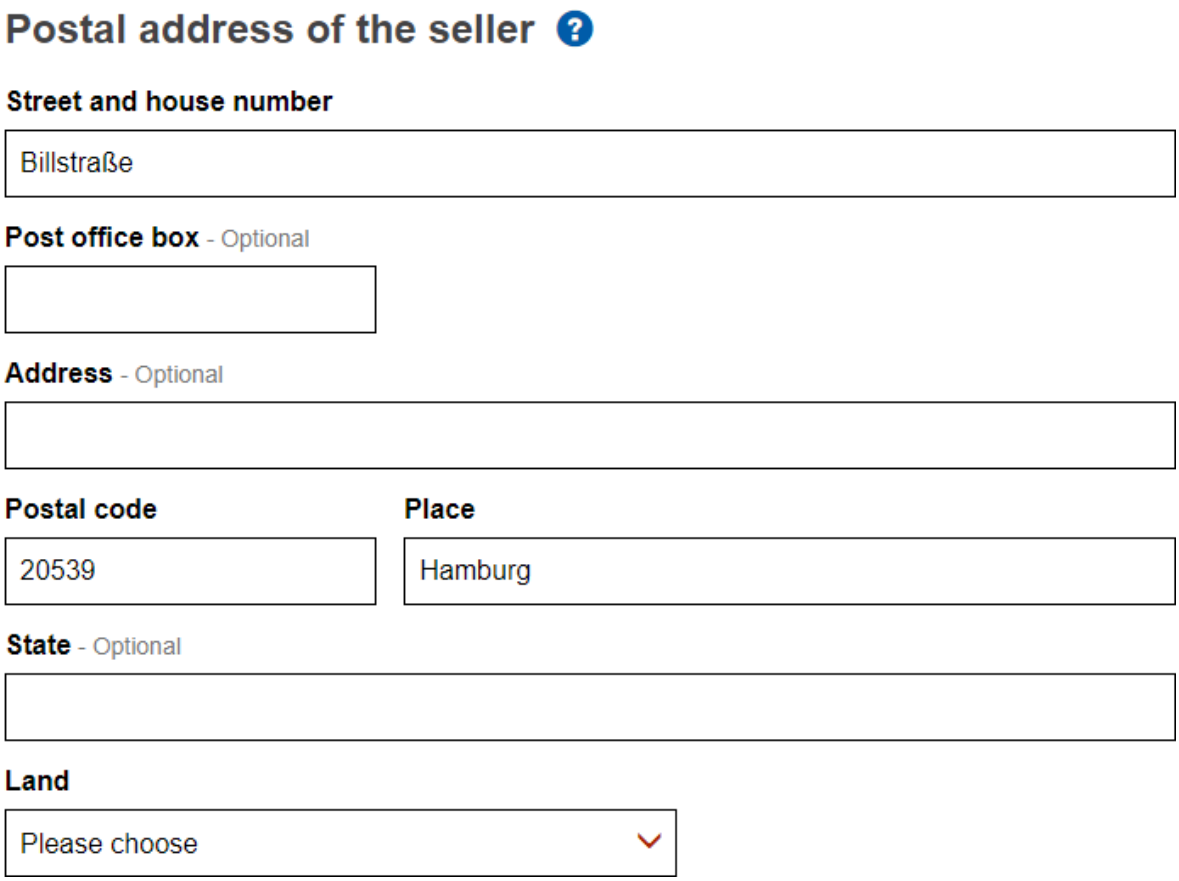
2.4 Now press the „Save & continue“ button.

3 Select the „Seller“ tab.

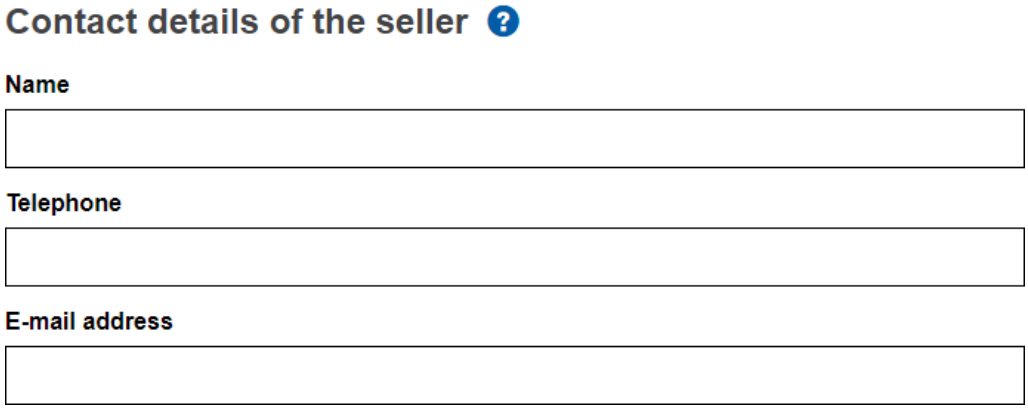
3.1 Please provide seller information such as „Company name“ (mandatory) and “Identifier” (optional).



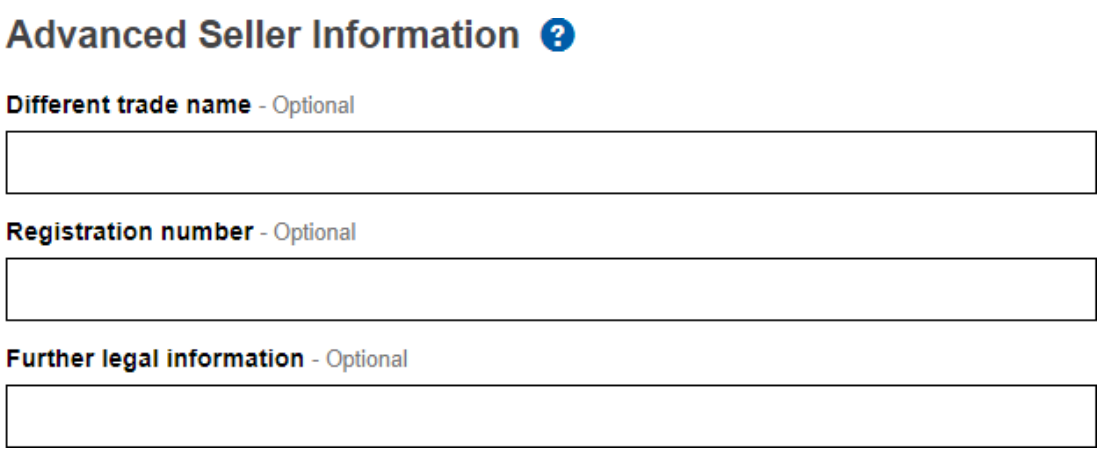
3.2 Now enter the postal address of the seller. At least street name, house number, postal code, city and country must be given.



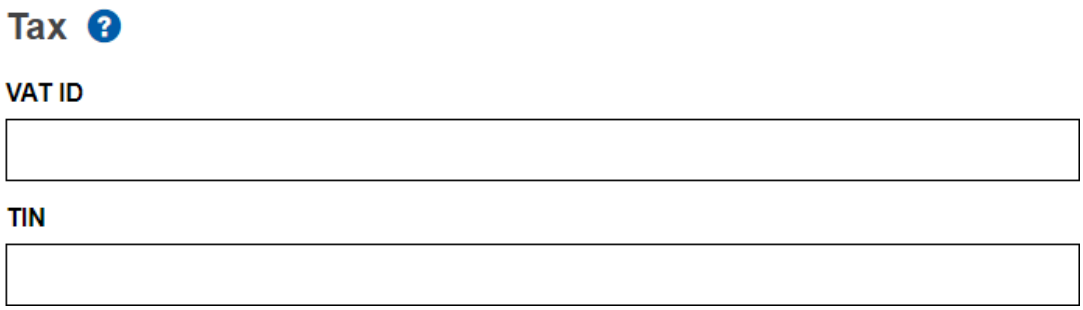
3.3 Now enter the contact details of the seller.



3.4 If desired, you can now enter additional information about the seller. (Optional)



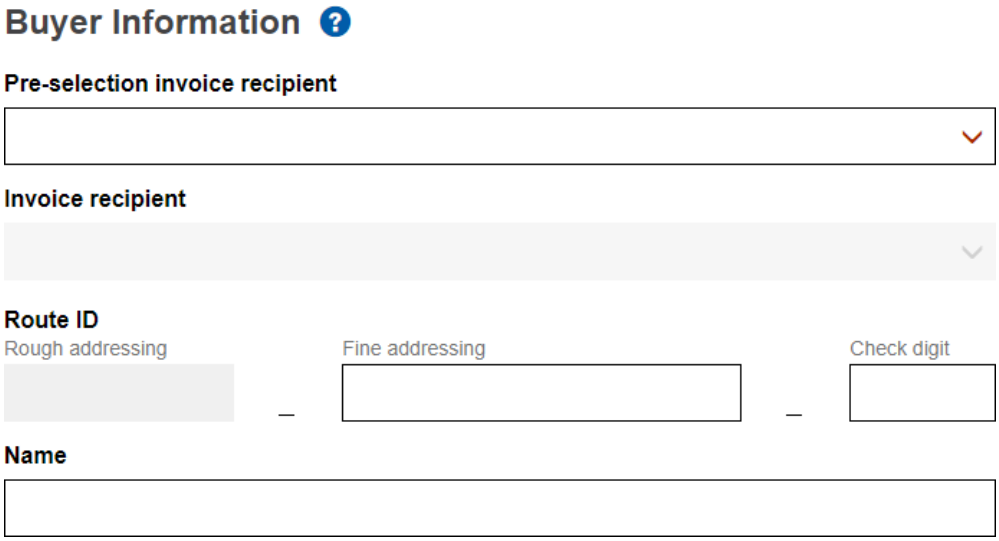
3.5 Please provide the buyer's tax information.



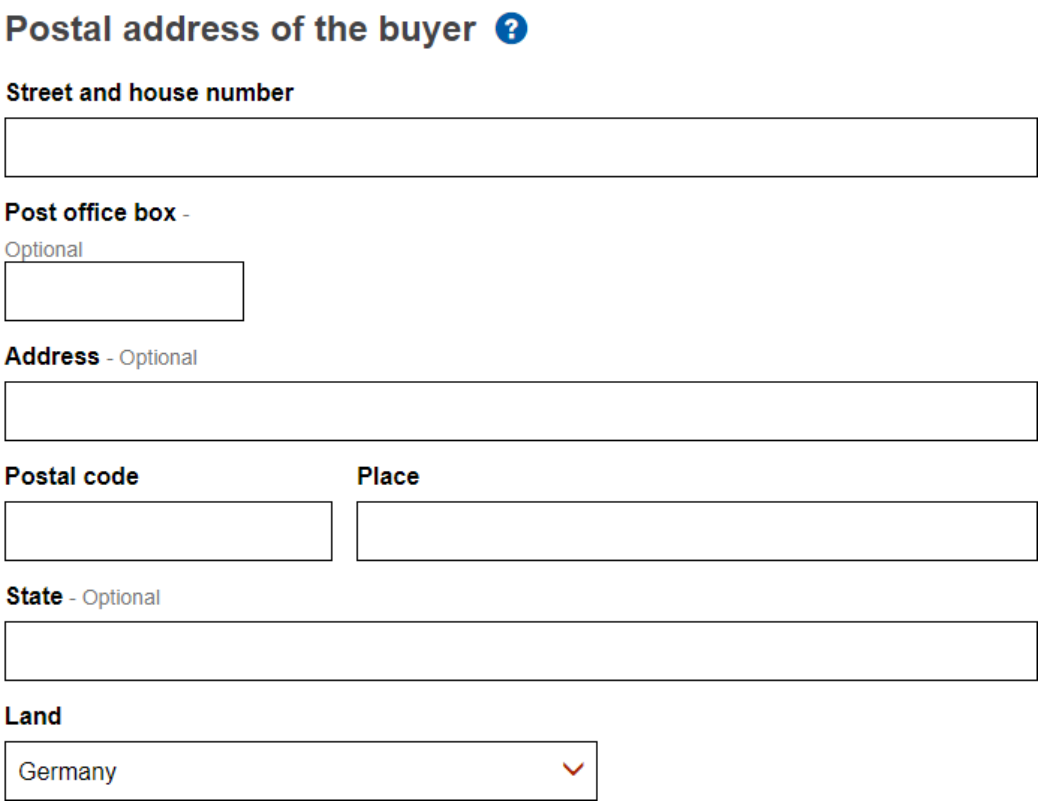
3.6 Now press the „Save & continue“ button.

4 Now please select the „Buyer“ tab.

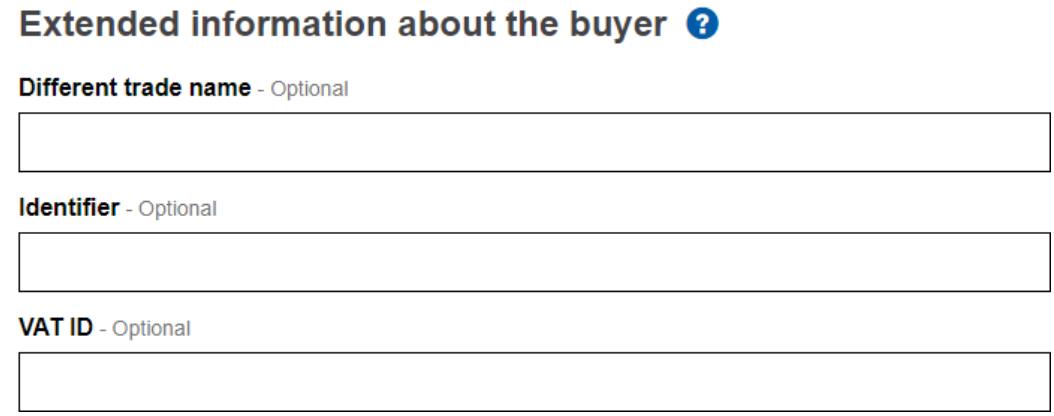
4.1 Enter the information about the buyer below. You can use the drop-down menu to select the desired buyer.



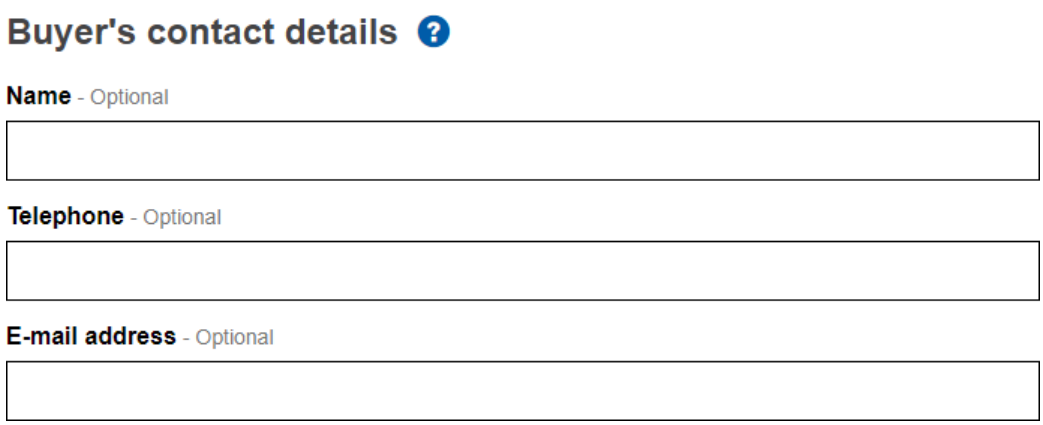
4.2 Please enter the postal address of the buyer. At least street name, house number, postal code, city and country must be given.



4.3 If desired, you can now enter additional data about the buyer. (Optional)



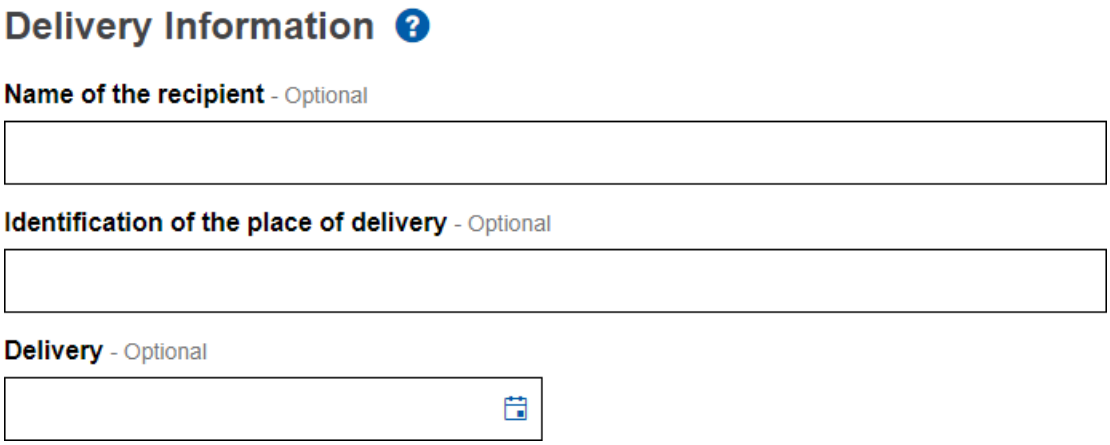
4.4 Please enter the contact details of the buyer. (Optional)



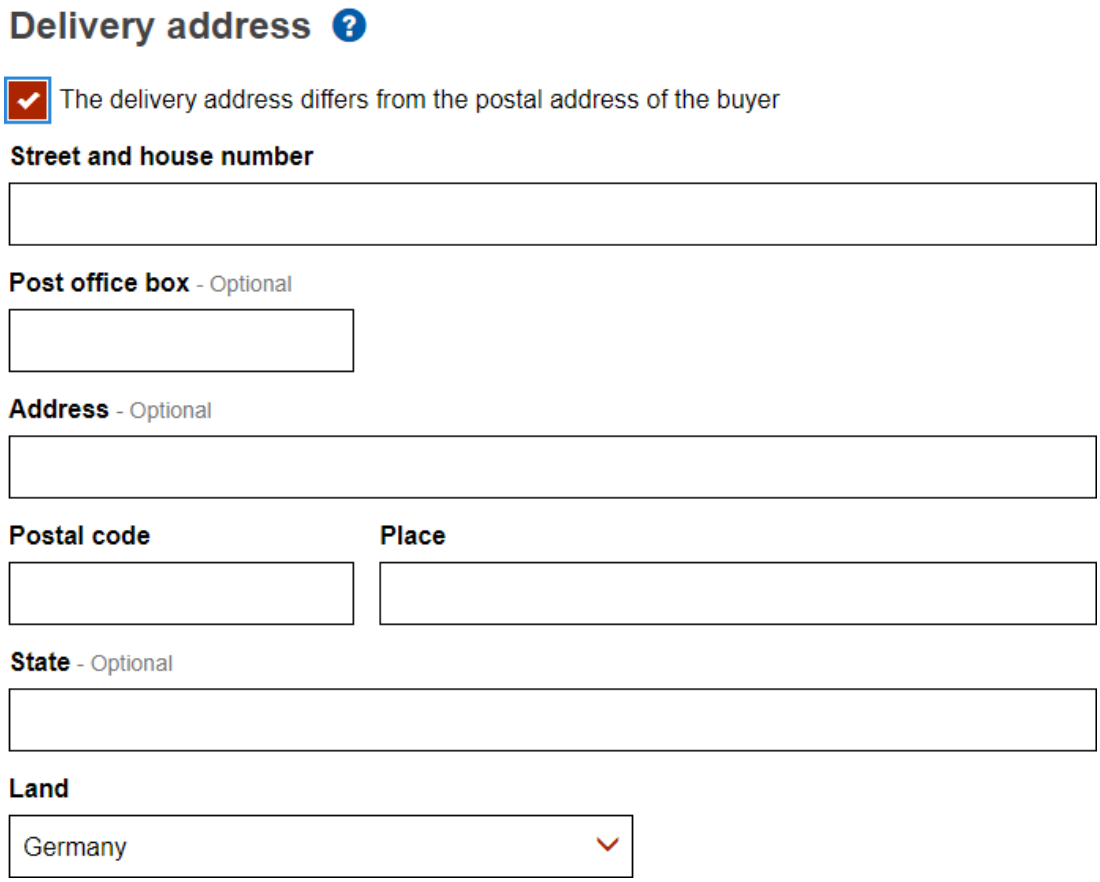
4.5 Please press the „Save & continue“ button.

5 Now select the „Delivery“ tab. (Optional)

5.1 Please enter the desired information regarding delivery. (Optional)



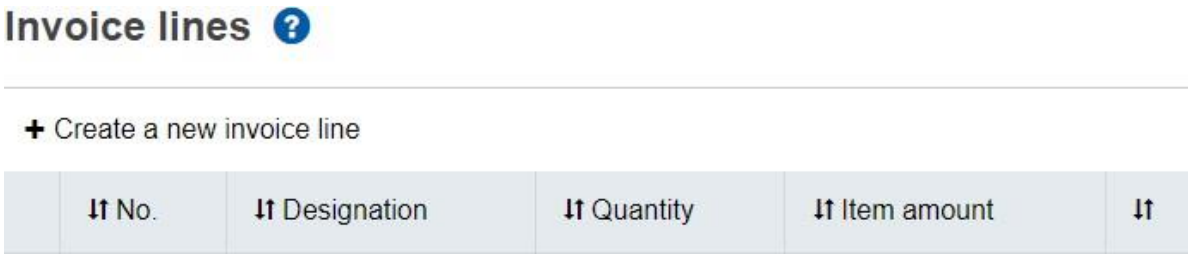
5.2 If the delivery address differs from the buyer’s address, please tick the box below and provide at least the mandatory information. (Optional)



5.3 Please press the „Save & continue“ button.

6 Please select the „Invoice lines“ tab.

6.1 Please add at least one invoice line. To do this, click on “+ Create new invoice line”.



6.1.1 You will now see the creation mask for an invoice line. Fill in at least the following mandatory fields:

6.1.2 You can now enter additional item details and then check your position contribution.

Other item details

Description - Optional

Article - Optional

Buyer's item ID - Optional

Order item number - Optional

Account assignment note - Optional

Discounts at document line level- Optional

+ Add another discount

Discount	Reason	

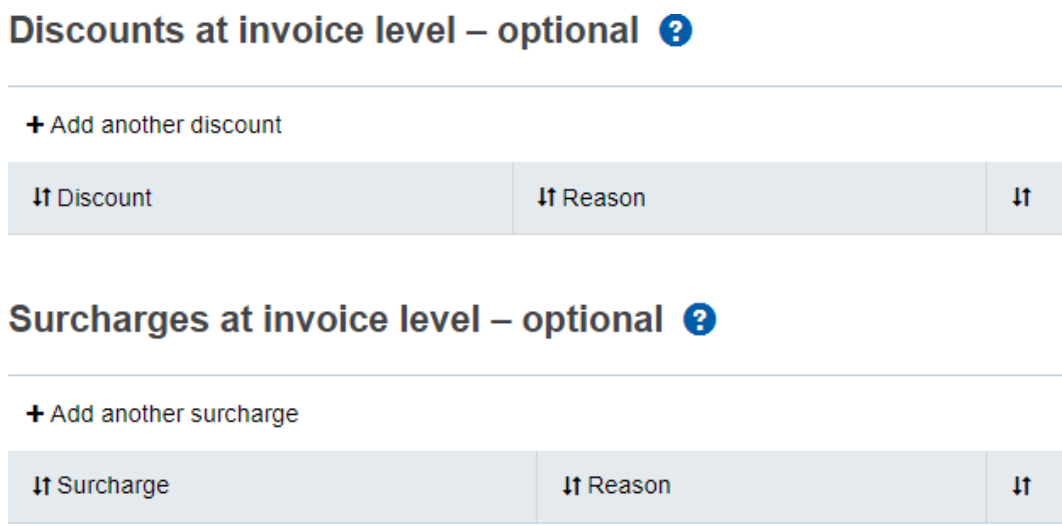
Surcharges at document line level- Optional

+ Add another surcharge

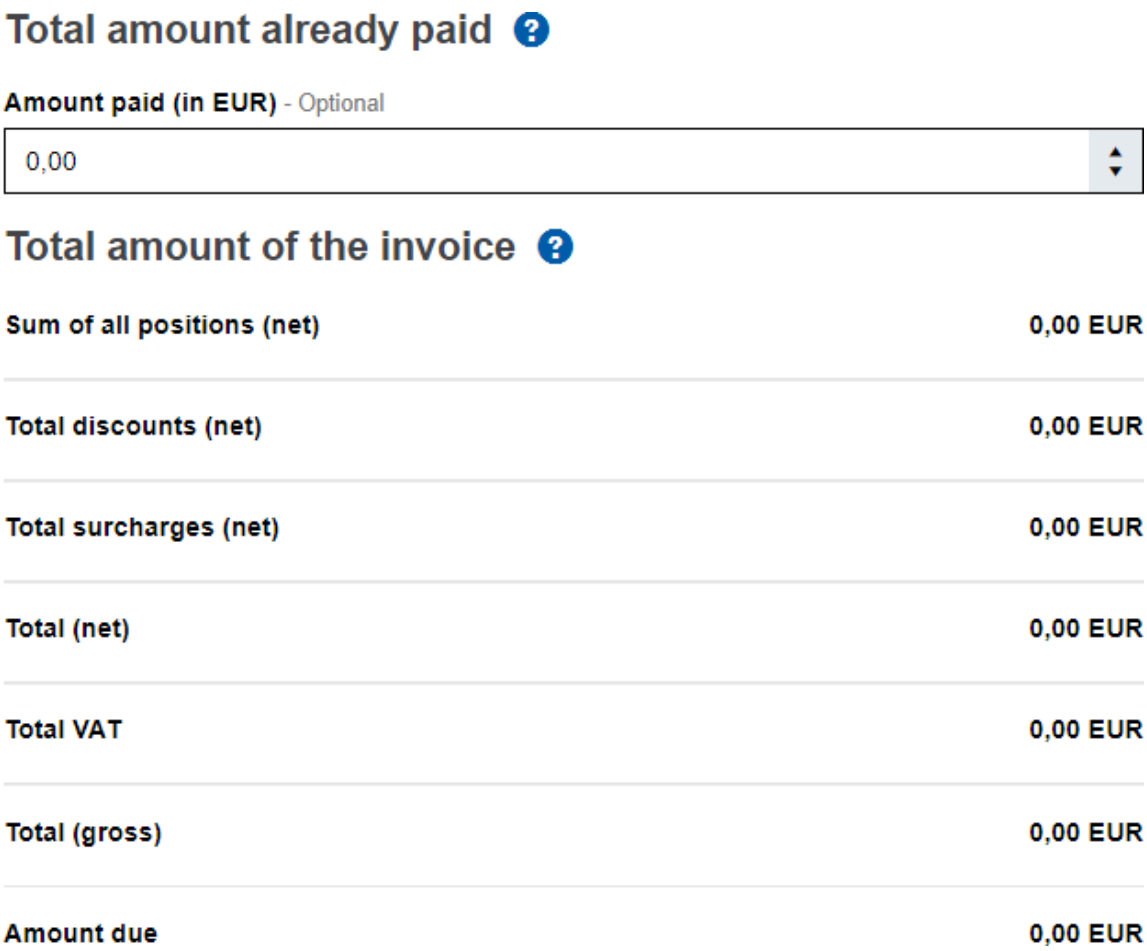
Surcharge	Reason	

Sum of discounts (net)	**0,00 EUR**
Total surcharges (net)	**0,00 EUR**
Item amount (net)	**0,00 EUR**
Item amount (gross)	**0,00 EUR**

6.2 Now, outside the invoice line mask, you have the option to add discounts or surcharges. Proceed in the same way as for the invoice lines.



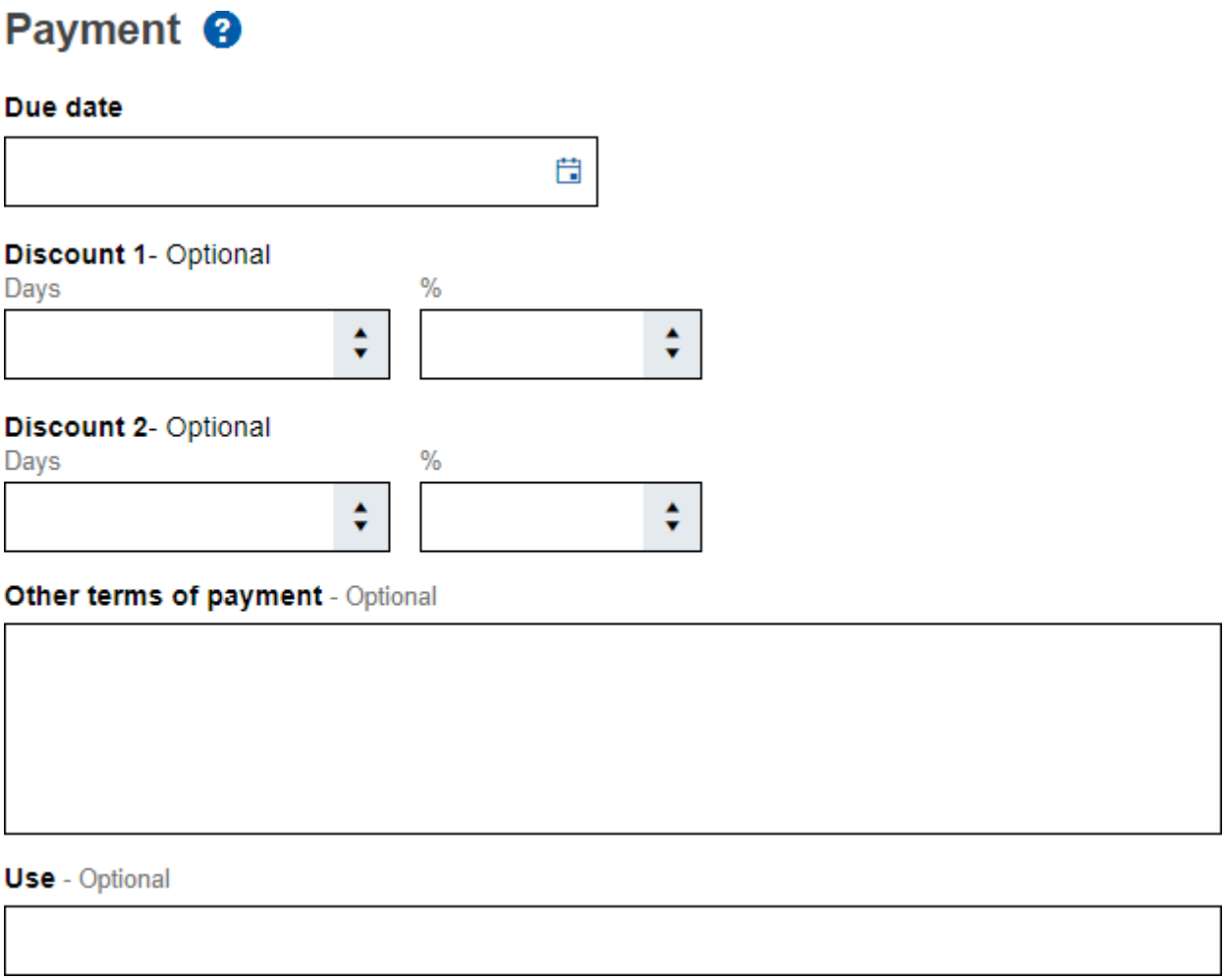
6.3 You can now specify the amount already paid (optional), and then see the total amount of the invoice.



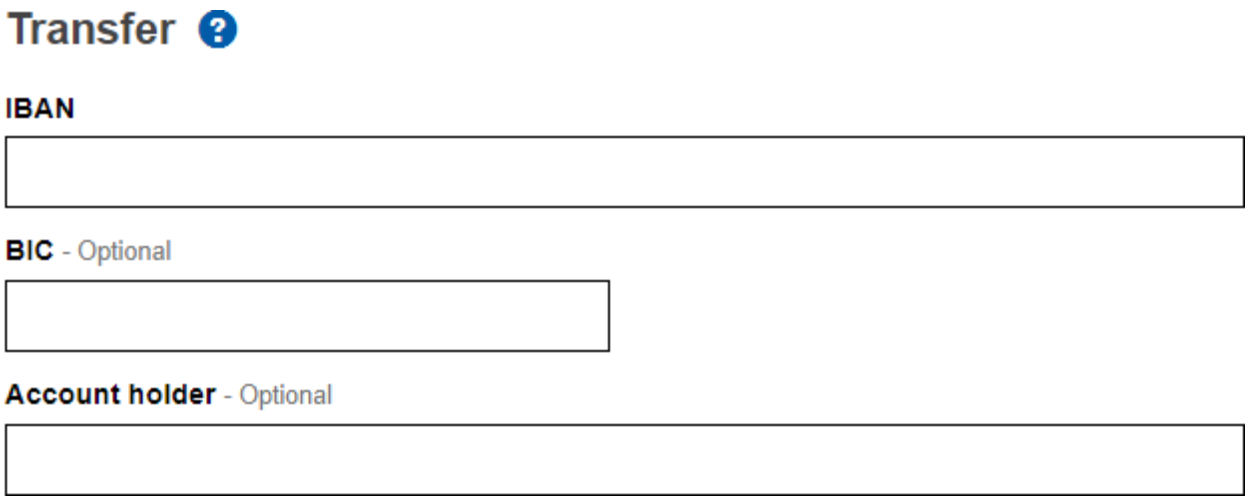
6.4 Please press the „Save & continue“ button.

7. Please select the „Payment“ tab.

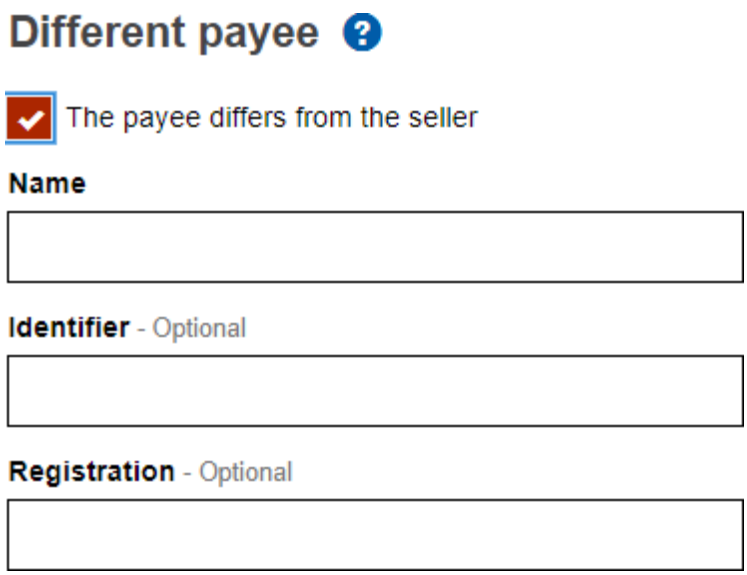
7.1 Now enter the due date. If you want to add payment terms or similar, please use the fields below.



7.2 Now enter at least the IBAN of the payee.



7.3 If the desired payee differs from the seller, select the checkbox below and enter the information of the alternative payee.



7.4 Please press the „Save & continue“ button.

8. Now select the „Check and send“ tab.

8.1 Now check all the data in this tab for correctness.

8.2 Please press the „Download“ button and tick the checkbox below.

8.3 Now press the „Send“ button.

Comment: This web page was translated with Google Translator.