CertiONE Level 1 - Bizmail - Carrefour e-Invoice | 1

User manual - CertiONE Bizmail Carrefour Belgium e-Invoice

Retail Supplier Community



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This user manual is intended for companies connected to the CertiONE Retail Supplier Community working with Bizmail to exchange business documents with Carrefour Belgium.

1 Creating the e-invoice

Open your Bizmail application and verify if you are in the "Inbox" folder, containing all your received orders.

To create an e-invoice you can select an order from the list and click on the "Create linked message" link (situated above the order list) or you can open an order by clicking on the envelope icon and click on the "Create reply message" on top of the message.

PS: The order will be opened in a pop-up window. So make sure that

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Provide radius Provide	is 🕘 Google	~		sagecenter	e/msg_frameset.jsp?go=mes	com/psc1_logon/secur	s://connect.certione.c	ress 🕘 htt
Messag Centre Document Manger Document Archive My Account My Trading Partners Image: Section of the statestic Control on the statestic Control o	nact Logout	н					ONE Bizmail	ert
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Image: Control of the second base in the second base in the second base in the second base is th	fied	#2005 18:44:02	45465 1	ail invoice	Bizm	AH 🖸 😭		Archive
ev messages est messages and messages and messages Previous actions Previous ac	ded	12005 12:09:16	C	all invoice	URBE Bizm	🗟 😭 🖂 CARREFO		
Finality addition Finality addition Finaddition Finaddity a	ted	/2005 10:15:12	o	ail invoice	URBE Bizm	🖂 🕼 🖂 CARREFO		
Provide actions • Los Inord, ≪, < > and ≫ to exception through the pages for all messages in the dust filler. • All the second secon								
 Use (const ≪, < >) and ≫ is nonlyade through the pages for all messages in the draft folder. Use the weak endpointing and () is only our message. Use (const ≥) or add your message.<!--</td--><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td>								
 Sort your messages by didding on the column headers. Click T to activate the filter, T to deactivate the filter. 						sible actions	Pos	

no pop-up blocker is active, which could prevent the order to be shown.

For more information about the pop-up blocker, see Annexes - Pop-up blocker

At the same time this new invoice is opened in the edit view pop-up window.

Click the browser window's 'maximize' button to display the invoice full screen (the minimum functional screen resolution is 1024x768).



The Carrefour invoice edit screen consists of 4 sections:

- The Invoice Header
- The Invoice Goods/Services Details
- The Invoice Returnable Assets
- The Invoice Totals

http://	taging cartions com .	artichl Riverall . M	raraft Inte	unat Ev	nlorer								
VIEW	SAVE AS DRAFT	SAVE & SEND	crosort me		piorer					_	2 (a) (a) (a)		
											(A)		
0 IIII	from IONNMADTIN			·					A.,	Di numbro	67052		
mon	e nom somminktin	to canner ounde							700	san munanita en	01032		
Goods	Services			- M							0		
IFF.	Article nb.	Description		Oty	Unit	Unit pr	ke VATS	VAT amount	Unit net	Amount			
1	EAN M 5410218403404	OSA bec 6X4X33cl	N. w 4	20.00	Piece	19.4128	21.0 % M	1712.21	19.4128	8153.38			
	Article Information	Discounts Cha	ges										
2	EAN M 5000213004814	GNS can 24x33d	N. ¥ 2	9.00	Piece	23.9231	21.0 %	497.36	23.9231	2368.39			
	Article Information	Discounts/Cha	geo										
3	EAN M 5410218110104	ONS bac 6x4x33d	NL ¥ 1	20.00	Piece	22.6919	21.0 %	571.84	22.6919	2723.03			
	Article Information	Discounts/Char	geo										
4	EAN M 5410218403459	MPA bac 6x4x33cl	NL ¥ 8	0.00	Piece	17.0209	21.0 %	214.46	17.0209	1021.25			
	Article Information	🛛 🖸 Discounts/Char	ges										
5	EAN M 5410218441000	OFR can 24x50cl	NL ¥ 7	2.00	Piece	22.4257	21.0 %	339.08	22.4257	1614.65			
	Article Information	n 🖾 Discounts/Char	ges										
6	EAN M 5410218560015	OFP can 24x50cl	N_ ¥ 7	2.00	Piece	27.0072	21.0 %	408.35	27.0072	1944.52			
	Article Information	Discounts/Char	ges										
7	EAN S410218404647	OFO 6x4x33d	N. ¥ 1	98.00	Piece	20.6778	21.0 %	859.78	20.6778	4094.20			
	Article Information	Discounts/Char	915										
					•								
Return	able Assets		-										
×				- [<u> </u>						_		
Totals													
					TOTAL	MOUNT LI	NES (EX VAT)			21	935.42		
					TOTAL	AT AMOUN		20.00 (A)			142.77		
					TOTAL P	ETURNABI	E ASSETS A	NOUNT			16.00		
					TOTAL I	NVOICE AN	IOUNT			24	078.19		

By default, the Invoice header and the Goods/Services Details lines are displayed, while the other sections are collapsed.

Microsoft Internet Exp

Clicking on the small arrow at the beginning of the section will expand / collapse the according section.

Name Car To open all sections at once click

the small tab above the Invoice

from

Car



Header section:

Buyer Name

¢≦ O Invoice

> Buyer Name

Reference involu 01234567890122 Buyer Name Street PC City Count HIII Invoice typ Credit note Reference invoice d Order number 4521622363 8.46 Order date Supplie Name VAT r Comp Street ivery date INVOICE CUITEINC **ayment discount** A discount of 10.00 % or 2193.54 BUR in case of payment within 85 days ∭atter the invoice data City Count Count None VAT nb. Carrefour BE44582591 Belpairestraat 20

Header

The Invoice Header section contains information, which identifies your trading partners and your invoice. Most data, such as partner addresses and dates, are copied from the Order message. Information about Buyer, Invoicee and Delivery Party is automatically provided by CertiONE. Should this information be missing, please contact the Certipost customer service.

In case the Supplier and Supplier's Corporate Office information is not filled, you should update your CertiONE address table. For more information about the address table, see Annexes - Address table.

Details

The Goods/Services detail lines contain the Goods/Services from the Order. On the invoice you can add additional article information and provide discounts and charges.

ds	Services	-	`					
	Article nb.	\checkmark	Descriptio	n	Qty	Unit	Unit price	VAT %
1	EAN ¥ 54102184034	0 OSA	bac 6X4X33cl	NL 🛩	420.00	Piece	19.4128	21.0 %
	Article Inform	ation 🖸	Discounts/Ch	arges				
2	EAN ¥ 50002130048	14 GNS	can 24x33d	NL M	99.00	Piece	23.9231	21.0 % 🛩
	ds 1 2	ds/Services Article nb. 1 EAN V 54102184034 Article Inform 2 EAN V 50002130048	Article nb. 1 EAN \$41021840340 \$54 2 EAN \$5000213004814 CHA	Article nb. Descriptio 1 EAN v 5410218403400 CSA boc 6X4X3311 Article Information Bissounts Ch 2 EAN v 500213004814 CAS can 28x3321	Article nb. Description 1 EAN (*) 541021840500 C/SA bac 69/403301 NL (*)	Article No. Description Oty 1 EWN (% 54102164000) CKA hat: 65443341 ML (%) 42000 2 EAN (% 500021300644) Officients: Charges 2 2 EAN (% 500021300644) Officients: Charges 000001300644	Article nb. Description Oty Unit 1 EAN (% 51027 M0290) T/SA los: 50/413101 NL (w) 42000 Prece 5 - Article Information Biscounts:Charges 2 EAN (w) 5002300444 (GK can shark) NL (w) 9300 Prece N	Sector Description Ory Usit Ubit price 1 EVA vs 54102164/2004 CAL Size 51442211 NL /w 42000 Peece Vs 1472 1 EVA vs 54102164/2004 EVA size 51442211 NL /w 42000 Peece Vs 1472 2 EVA vs 54102164/2004 EVA size 5144221 NL /w 62000 Peece Vs 1472 2 EVA vs 541021644 GE con x1202 NL /w 90.00 Peece Vs 25201

ut 🛈

Click the "i" icon on the right hand side of the Goods/Services Details header, to display all additional information for all detail lines. This expands all additional information for all the Goods/Services Detail lines; click again to collapse the information.

9 Goo	ds	/Servic	es											
÷			Article nb.		De	scription		Qty	Unit	Unit price	VAT %	VAT amount	Unit net	Amount
	1	EAN 🛰	5410218403	3404	GSA bac 6X4	X33cl	NL 🛩	420.00	Piece	19.4128	21.0 % 💌	1712.21	19.4128	8153.38
			Supplier Buyer	05020 54102	121		Disco	int/charge	Amour	t(exVAT) Per	centage V	AT %		
	2	EAN V	5000213004	1814	GNS can 24×	33cl	NL 🛩	99.00	Piece	23.9231	21.0 % 💌	497.36	23.9231	2368.39
		-	Supplier Buyer	10065 50002	161	•	Discot	int/charge	Amour	t(exVAT) Per	centage V	AT %		
	3	EAN 💊	5410218110	0104	GNS bac 6x4	<33cl	NL 🛩	120.00	Piece	22.6919	21.0 % 🛩	571.84	22,6919	2723.03
		-	Supplier Buyer	10060 54102	121	- 8	Disco	int/charge	Amour	t(exVAT) Per	rcentage V	AT %		

At this stage the "Returnable Assets" Section is empty. We provide you more details how to fill these in the next chapter.

O Retu	Irnable Assets						
E	Buyer code	Supplier code	Description	Delivery/return	Delivered/returned qty	Deposit	Total amount

Returnable assets are all types of reusable package for transport equipment such as pallets/containers/bottles.

Totals

When you expand the Totals Section, you will see more info about the monetary amounts and the applied taxes.

Charges ove	erview			
Charge	Amount			
VAT details				
VAT rate	VAT type	Taxable amount excl. payment discounts	Taxable amount incl. payment discounts	VAT subtota

2 Completing your invoice

To save or send your invoice, you need to complete all the required invoice information on Invoice Header level and Goods/Services Details level. You will get a notification message if mandatory information is missing. The missing data is highlighted. The invoice cannot be saved or sent at this stage.

2.1 Invoice Header

First, complete the Invoice Header section. Most fields are required. It may occur that some fields are not filled because this header information was missing on the original order or your address table is not yet completed.

Step	Action									
1	Complete all fields for each party (Buyer, S Supplier's Corporate Office, Invoicee): Most already filled on basis of the invoiced orde Supply a party name; Supply a VAT number; Supply a valid EAN code; Supply a street and number; Supply a postal code; Supply a place;	Sur t c er	opli of t or	er, hes add	De e f res	liv ie: s t	ver lds tab	y I aı le	part re	·Y,
	Select a country (default Belgium)									
3	Select from the drop down list if it concern Direct Delivery. Invoice type Commercial invoice Central Delivery v In the case of a Direct Delivery the fields Delivery order date are mandatory.	De De	a C eliv	ent: ery	or or	De dei	eli r n	umł	ry c oer	nr a and a
		ſ		-						
	Use the calendar component to fill in the date.	af	MON 25 2 9 16 23 30	0 TUEV 26 3 10 17 24 31	ctob WED 27 4 11 18 25 1	er 2 THU 28 5 12 19 26 2	006 FRI 29 6 13 20 27 3	SAT 30 7 14 21 28 4	SUN 1 8 15 22 29 5	
2	Enter the Invoice number.	_					_			

3	Enter an Invoice date using the	_							
	calendar component.	ŀ	voic 20/1	e dat 0/200	e 6 11:	:36:2	25		
	Default the Invoice date is set to the	< M0	ытп	octo E WED	ber 2	2006 LEDI	SAT	>	
	current document creation date,	25	26	27	28	29	30	1	33
		2	3	4	6	6	7	8	
		9	10	11	12	13	14	15	
		16	17	18	19	20	21	22	
		23	24	25	26	27	28	29	
		30	31	1	2	З	4	5	
									1
(4)	The Order number and date are copied fro	om th	le (Orde	er.				

After completing these steps, save your invoice by clicking the "Save as draft" button at the top.



A pop-up appears when Bizmail is performing the necessary calculations.



If you have missed a required field, a pop-up window will notify you of it.



The required field(s) will become highlighted to point you the missing data. Make sure you have the Invoice Header section expanded to view all the fields.

Delivery date	Delivery order date	

If your Invoice Header is complete, you may keep this section collapsed, so it's out of your way.

2.1.1 Payment Discount

A conditional payment discount can be added to your invoice allowing a reduction based on a percentage or an amount, when payment is done within a certain period, after the invoice date.

Payment disco	ount					
A discount of	0	% or 0 EUR in case of payment within	30	days	۷	after the invoice date
				days		
				weeks		
				months		
						-

Step	Action
1	Enter a percentage (for which an amount is calculated).
	Payment discount
	A discount of 0 % or 0 EUR
2	Enter a number of periods.
	payment within 30 weeks 🗸
3	Select a period from the drop down list:
	Days /Weeks/Months
(4)	Save your changes by clicking the "Save as draft" button at the top.
	VIEW SAVE AS DRAFT SAVE & SEND

Note: The payment discount should be added when you have completed your invoice, before sending it.

2.2 Goods/Services Details

For commercial invoices, most Goods/Services data is already filled with the data available from the Order. If the price of a particular product is known through your CertiONE product table, it will use this registered price, not the price passed on through the Order message.

Fore more information about the product table, see Annexes - Product Table

2.2.1 Goods/Services detail data: First line

Check and complete the Goods/Services fields that you want to send in your invoice. An invoice must have at least one detail line and each detail line should have an article number.

Step	Action
1	The article number is mandatory is copied from the order. If desired,
	you can change the EAN code of the article number.
	Note: if you supply an article number with an invalid EAN number, you
	will be prompted upon saving (or sending) the invoice to confirm that
	this is indeed intentional or you can cancel and edit the particular
	article number before saving (or sending). You can also enter an SA
	article number instead.



	In case of exempt of VAT (0%), you have 2 options to add the exempt reason :
	1) When you know what each exempt code stands for, you can select in the drop down menu tool the according code
	2) If you don't know the meaning of each code, click the exempt code component icon next to the drop down list and select an exempt reason from the list; the complete description is then displayed. Click "OK" to apply the exempt reason, or "Cancel" to close the pop-up and return to the invoice. Image: Complete description is then displayed in the invoice. Image: Complete description is then displayed in the invoice. Image: Complete description is the pop-up and return to the invoice. Image: Complete description is been blogic been blogic been blogic been blogic been blogic been blogic
	Note: if you are a non Belgian supplier you should apply VAT exemption for each product.
(6)	Save your invoice by clicking the "Save as draft" button at the top.
	VIEW SAVE AS DRAFT SAVE & SEND

2.2.2 Goods/Services detail data: Article Information

Step	Action
1	Click on the "Article Information" link to expand the additional details section for each Goods/Services line. EAN 3390509963133 Article Information Enter a Supplier and Buyer code and a product article number. These article numbers are optional. Supplier Buyer Buyer 3390509963133

2.2.3 Goods/Services detail data: Discounts/Charges

You can add discounts, charges and additional taxes to a Goods/Services line using the Discounts/charge lines. Multiple discounts and/or charges can be accorded to one article (line)

The following discounts/charges are defined.

- Total Other Discounts
- Bebat
- Copyright
- Ecotax
- Excise
- Recupel

percentage.

The line shows the taxes supported, the amount or percentage and the VAT

•	Discount/charge	Amount (ex VAT)	Percentage	VAT %
	€	0.00		0.0 %

Step	Action
1	Expand the Discounts/Charges section for the Goods/Services line you wish to edit by clicking the icon. EAN 3390509963133 PRODUCT 123 Article Information Discounts/Charges
2	Click on the 🛃 icon to add a discount/charge.
3	Select a Discount/charge from the drop down list.
4	Enter an amount or percentage for each Discount/charge item.
5	Select a VAT percentage. By default this is the same as applied to the article. Oty Unit Unit price VAT % VAT amount NL ▼ 70.00 Piece ▼ 27.8400 0.0 % 0 Discount/charge Amount (ex VAT) Percentage VAT % Bebat ♥ € 3.00 0.0 %
(6)	Save your changes by clicking the "Save as draft" button at the top.
	VIEW SAVE AS DRAFT SAVE & SEND
1	

As you add Discount/Charges you can also edit them and remove them.

You can edit directly the discount/charge by modifying the values of the line text fields.

То	edit	а	Discount/	Charge:
----	------	---	-----------	---------

Step	Action			
1	Expand Discount/charge lines by clicking the 📑 icon.			
2	Edit the Discount/Charges type, amount and/or the VAT percentage. Discount/charge Amount (ex VAT) Percentage VAT %			
	Ecotax ✓ € ✓ 3.00 0.0 %			
(3)	Save your changes by clicking the "Save as draft" button at the top.			
	VIEW SAVE AS DRAFT SAVE & SEND			

To remove a Discount/Charge:

Step	Action
1	Click the 🗖 icon next to the Discount/Charge you wish to remove. The Discount/Charges is removed from the list.
	Discount/charge Amount (ex VAT) Percentage VAT %
	Ecotax
(2)	Save your changes by clicking the "Save as draft" button at the top.
	VIEW SAVE AS DRAFT SAVE & SEND

2.2.4 Add/remove additional Goods/Services lines

Initially the invoice contains all Goods/Services lines as present in the order it was generated from. Additionally you can add extra Goods/Services lines to your invoice, but only if you have first completed your Invoice Header section.

Step	Action
1	Click the 重 icon at the top of the Good/Services section to add a new line element.



Note: You can add several lines at a time, but the more lines you add, the longer it takes to download/calculate/complete all the lines on the invoice. Goods/Services lines added this way can also be removed again before sending the invoice.

Step	Action			
1	Each additional Goods/Services lines can be removed by clicking on 🗖 icon on the left.			
	 Article nb. Description 			
	1 EAN V 7638900990909 PROD CARREFOUR A NL V			
	Article Information Discount/charge			
	2 EAN V 7638900990888 PROD CARREFOUR B NL V			
	📑 Article Information 📑 Discounts/Charges			
	🗄 Article Information 🛛 🗄 Discounts/Charges			
(2)	Save your changes by clicking the "Save as draft" button at the top.			
	VIEW SAVE AS DRAFT SAVE & SEND			

2.3 Returnable Assets

Each invoice contains a Returnable Assets section, which initially is empty, to hold any pallets or trays delivered or returned. Click on the small arrow at the beginning of the Returnable Assets section to expand the section. A number of assets are preconfigured and available with a pop-up window below the field. You can expand the pop-up window by clicking the section.

Step	Action
1	Add Returnable Assets lines by clicking the 🛃 icon.
	Reg. nable Assets Rever code Supplier code Description Delivery/return Delivery/return Delivery/returned (ty: Deposit Total amount
	Image: concerning of the second se
	Note: as you add lines, any changes made to the invoice are saved at the same time.
2	Enter an assets buyer code.
	Expand the additional pop up window, containing a list of the pre-configured
	Potumable Assets
	Provension Assets
	Select the asset you want to enter. Click "Ok" to add it, or "Cancel" to close the
	additional window without adding any returnable asset.
	6665: Rigid cont. EPS H 60X40X24
	6666: Rigid cont. EPS M 60X40X18
	6620: Full cont. :beer/water/soft drinks
	6601: Empty cont.:beer/water/soft drinks
	OK Cancel
	- The assets code and description are displayed in the text field of the line
	element.
	NOTE: II THE ASSET YOU WANT TO ENTER IS NOT PRESENT IN THE POPULATED LIST, TYPE THE
2	
3	Add (or east) the asset's description, select the language of the description from the drop down list.
	Description
	FR
·	

4	Supply a quantity for the assets delivered or returned.
5	Add (or edit) the deposit amount, which should always be positive. (If the invoice is a type of credit note, created as a reply to a commercial invoice the Returnable Assets should be 'Returned'. In such situations the Returnable Assets amount is subtracted from the total invoice amount. See chapter 2.5 Credit Note)
(6)	Save your changes by clicking the "Save as draft" button at the top. VIEW SAVE AS DRAFT SAVE & SEND

The following assets are available from the drop down list

Buyer code	Description
6667	Rigid cont. EPS H 60X40X24
6665	Rigid cont. EPS L 60X40X13
6666	Rigid cont. EPS M 60X40X18
6664	Rigid cont. EPS T 40X30
6620	Full cont. :beer/water/soft drinks
6601	Empty cont. :beer/water/soft drinks
6655	PALETTE CHEP 80X120
6717	PALETTE CHEP BROKEN
6657	PALETTE CHEP DISPLAY 60X40
6745	PALETTE CHEP GROUPED
6654	PALETTE CHEP INDUSTR 100X120
6727	PALETTE CHEP MINI 60X100
6656	PALETTE CHEP MINI 60X80
6707	PALETTE CHEP PLASTIC 80X120
6651	PALETTE EURO
6731	CONTAINER PLASTIC PDT AND ONIONS

2.4 Invoice Totals

The bottom section, the Invoice Totals section, contains:

- The Charges overview
- The VAT details overview
- The Invoice Totals

The Charges overview gives you the totals of all the charges (taxes) applied to all Goods/Services lines, except the Returnable Assets totals, which are displayed in the Invoice Totals. The VAT details give you an overview of all the tax rates applied and total line item amounts for each tax rate, as well as the actual total tax amount.

The taxes are calculated excl. and incl. payment discounts.

The Invoice Totals overview displays

• The Total Amount Lines (ex VAT): the sum of all Goods/Services lines and the sum of all Returnable Assets lines

- The Total VAT Amount
- The Total Returnable Assets Amount
- The Total Invoice Amount: the Total Amount Lines (In which the total amount of Returnable Assets is included) including VAT and Total

2.5 Credit Note

When an already sent invoice has to be corrected, you need to create a Credit Note. The Credit Note is created by clicking a reply message on the sent invoice. The difference is that the 'Invoice type' will be a Credit Note. If you make a Credit note for Returnable Assets, the status will be "Returned", not "Delivered" and the according amount will be subtracted from the total invoice amount. When you edit the credit note you can remove non-required lines in the correction, and update any values (quantities, amounts) for which you create that Credit Note .

Step	Action						
1	Select the invoice from the "Sent items" folder for which you wish to create a Credit Note Inbox Draft Sent items Archive and click the "Create replied message" link.						
	A new message is created containing a duplicate of the invoice, displayed in the pop-up window. The status of the original invoice in the "Sent item" folder becomes 'Sent/Corrected'.						
2	Complete the Invoice Header section as explained (see chapter 2.1). Supply an Invoice number and Invoice date. The Reference invoice number contains already the invoice number of the original Invoice.						
3	Edit any Goods/Services lines						
4	Edit any Returnable Assets which have now the status 'Returned'.						
(5)	Save your changes by clicking the "Save as draft" button at the top.						
	VIEW SAVE AS DRAFT SAVE & SEND						

3 Viewing the invoice

You can also have a view of your Invoice, without the editable fields.

You can open the view by clicking the "Open envelope" icon in the messages list of the "Draft folder", or if you are in the Invoice edit window, you can click the "View" button at the top of the window.



Use this function when you want to print the Invoice.

4 Sending your invoice

Once you have made the necessary updates and you have saved the invoice in the "Draft" folder, the only remaining action to do is to send your Invoice.

Click the "Save & Send" button at the top of the window.

		—
VIEW	SAVE AS DRAFT	SAVE & SEND

Before Sending the invoice, you will be asked to review its content and confirm the sending of the invoice. At the bottom of the invoice you need to check the checkbox to accept and confirm that the e-invoice is correct. By clicking on the send button the e-invoice will be sent to its destination.

☐ I have read and checked this e-invoice and confirm it to be correct.
Send

The Invoice is then stored in the "Sent items" folder and the status will be changed to `Sent'.

5 Paper Summary

A paper summary is a document containing an overview of all invoice messages sent during a certain period of time. This summary document acts as a check list for Carrefour. Every invoice sent electronically should also be on this list.

Since CertiONE already receives all information from the e-invoices, the platform will create this summary document for you. CertiONE will add all information required by Carrefour in a PDF document. This document will be created once a month at the beginning of the month (on the first day). All you have to do is to download this PDF file and print it in two copies. One you have to store yourself, the other has to be sent to Carrefour Belgium at the latest by the fifth working day of the month following the period captured in the summary. The summary document has to be sent to:

Carrefour Belgium Belpairestraat 20, 2600 Berchem IPB 2043

5.1 Paper summary list

When logged-on to your message center first click the Document Archive tab,

Gertione Bizmail					
	Message Center	Document Manager	Document Archive	My Account	My Trading Partners
and select "Paper	summary li	st" from the men	u displayed o	n the left.	
🖳 Search					
All messages					
Paper summary list					
Electronic summary	list				

Trading Partner List (Single .csv file download)

A list with all generated paper summaries is displayed.

The following information is displayed in the paper summary list:

- Summary List Number
- Invoicee/Buyer
- Message date
- Date from
- Date to
- Status

Summary List Number	Invoicee / Buyer	Message date	Date from	Date to	Status
22252	CARREFOURBE	04/01/2007 16:03:50	01/01/2007	31/01/2007	Incomplete
21615	CARREFOURBE	29/11/2006 17:41:00	01/11/2006	30/11/2006	Completed

The "Summary List Number" is the number, which uniquely identifies the paper summary.

"Invoicee/Buyer" and "Message date" are respectively the buyer from the invoice and the invoice date.

"Date from" and "Date to" specify the period of the paper summary. Since paper summaries are issued each month, "Date from" should be the first day of the month and "Date to" should be the last day of the month.

Date from	Date to
01/01/2007	31/01/2007
01/11/2006	30/11/2006

A paper summary can have the following statuses: 'Incomplete', 'In Progress' or 'Completed'.

- 'Incomplete' means that the summary cannot be closed yet, because the end date for the summary has not yet been reached and it is still possible that invoices are added to the summary. For example if the current month hasn't finished yet.
- 'In Progress' means that the end date of the paper summary has been reached and the summary is being created.
- 'Completed' means that the end date of the paper summary has been reached and it is closed. There are no more invoices to add to that paper summary.

Only complete paper summaries can be viewed.

5.2 View a Paper summary.

A paper summary must reach the status 'Completed' in order to be viewed. Summaries which can be viewed and which are not yet opened/viewed are marked with the \bowtie icon.

<u>21615</u>	CARREFOURBE	29/11/2006 17:41:00	01/11/2006	30/11/20	06	Comple
	Click on the paper summ display the paper summa to view the invoice lis	ary and an new pop- ry details. Click o t in PDF format.	up window will n the "PDF View	" Tab	Details	PDF view

5.2.1 Paper summary - Details

The Paper Summary Details consist of two sections.

The Audit details provide info about the following: 'Network in', 'Network out', 'Sender', 'Receiver' and 'EDI reference' for the document.

The Date information section consists of 'Creation date', 'Translation date', 'Send date' and 'Last modification date'.

5.2.2 Paper summary - PDF view

By clicking `PDF view' you can view the invoice list in PDF format. The invoice list contains the exact information from the issued invoice(s)

- Recipient and Supplier
- Period for which invoices are included in the invoice list
- Invoice list number, which is unique for each invoice list
- Currency unit
- Date of the invoice list the date of the invoice.
- Number and Type of the invoice
- Invoicing and sending dates
- Net amount of the invoice
- VAT Rate and VAT amount
- Invoice Total amounts
- Exempt reason for VAT exemption

INVOICE LIST						Pag	je 1 of 1	
Recipient:					Suppliers GLN: 5499824982305			
GLN: 5400102000086					Suppliers No. VAT: BE448826918			
VAT: BE448826918				Suppliers Name and Address:				
Carrefour Belgium N.V. Belpairestraat 20 2600 Berchem IPB 2043				EXPERT test testadres 123 9030 Merelbeke BE				
Period	Period: invoices from 01/11/2006 until 30/11/2006			Invoice List No: 1				
Curre	ncy unit: EUR			Date of In	voice List: 05	.12.2006		
No.	Invoice No. Invoice Type	Date of Invoice Date of sending	Invoice net amounts		VAT Rate	VAT amounts	Invoice total amounts	
1	7897879789 Commercial Invoice	07/09/2006 29/11/2006	4 416,00 0,00		21,00% total	927,36 927,36	5 343,36	

Audit details for record 67928

Network in Network out Sender Receiver EDI reference Date information

Creation date Translation date Sent date Last modification date

5.3 Document Archive

The Document Archive contains all invoice messages as well as an overview of the paper summaries.

By default when selecting the document archive the "Search" form is opened.

	Message Center	Document I	Manager	Document Archive	My Account	My Trading Partners	
NL EN FR	Welcome ENERGIZER						
							<pre>« <)</pre>
🕹 Search	Search in archive						
All messages	Search messages		Search p	aper summary	Search electron	ic summary	
Paper summary list	General			6			
Electronic summary list	Invoice Number						
Trading Partner List	Invoice Date			-			
Single .csv file download)	Sent date			-			
	Currency		Any	~			
	Amount (excl VAT)	Equals	*				
	Amount VAT	Equals	*				
	Amount (incl VAT)	Equals	*				
	Software version						
	Anomalies						
	Sender			6	3		
	Receiver			6	3		

Here within there are three Searches (tabs) available

- Search messages : allows you to search invoice messages
- Search paper summary: allows you to search by paper summery list number
- Search electronic summary: (no electronic summaries are available for Carrefour Belgium)

Several list can be displayed by clicking on the links in the navigation menu on the left

5.3.1 Document Archive - Search Messages

The "Search form" is opened by default when you select the document archive. You can also open the "Search form" by clicking "Search" from the navigation menu in the left.

You can search for all types of documents that are stored in the document archive. You can choose from three available options for search by selecting the corresponding tab in the Search form.



- Messages
- Paper summaries
- Electronic Summaries

Search messages:

Select the "Search messages" tab if it's not the one opened.

The search form has three sections, depending on the search criteria they contain.

0.000	a
Gen	eral

• Partners

.

Details.

Search messages	Search paper summary	Search electronic summary
General 🖌		
Audit trail		
Message Nr		
Message Ref Number		
Message date		
Payment Date	.	
Document status	Any 🔽	
Message status	Any 🗸	
Currency	Any 💌	
Partners	•	
Details		
		Search

By default only the General section is expanded. You can expand the other two sections by clicking the \square icon of the section header.

search messages		Search paper summary		Search electronic s	ummary
General					
Audit trail Message Nr					
Message Ref Numbe	r				
Message date					
Payment Date					
Document status		Any	~		
Message status		Any	*		
Currency		Any 🔽			
Partners					
Partner Type		Any	~		
Partner Name					
Partner ID					
VAT Number					
Address					
City					
Postal Code	Equals 🗸 🗸				
Country		Any 💌			
Details					
Description					
Qty	Equals 🗸 🗸				
Net line amount	Equals 🗸				
VAT Amount	Equals 🗸				
VAT Rate	Equals 🗸				

The following fields are available to your search criteria

General	Partners	Details	
Audit trail	Partner Type, Name and ID	Description	
Message Nr	VAT Number	Quantity	
Message Ref Number	Address	Net line amount	
Message and Payment Dates	City	VAT Amount	
Message and Document	Postal Code	VAT Rate	
statuses	Country		
Currency			

Search paper summary

You can open the paper summary search form by selecting the "Search Paper summary" tab.

Search criteria available are Summary list number and period, containing the message date.

Search messages	Search paper summary	Search electronic summary
Summary List Number Message date		
		Search

Search electronic summary:

No electronic summaries are available for Carrefour Belgium

How to perform a search

Step	Action
1	Select the type of search you want to perform by clicking on the corresponding tab. Expand additional sections if necessary.
2	Enter search criteria.
3	Click "Search" to perform the search or "Cancel" to discard search and reset form.

5.3.2 Document Archive - All messages

"All messages" display a list with all the messages, stored in the document archive.

5.3.3 Document Archive - Paper summary list

Please refer to 5.1 - Paper summary list.

5.3.4 Document Archive - Trading partners

Not available for Belgian e-invoices.

6 Annexes

6.1 Pop-up blocker

Check to see if pop-up windows are not being blocked. This can happen through a browser setting or a browser extension (ex. Google toolbar, Yahoo toolbar, MSN toolbar ...). By default in Internet Explorer the Pop-up Blocker is turned on.

To turn off Pop-up Blocker:

- 1. In Internet Explorer, click the Tools button, and then click Pop-up Blocker
- 2. Click Turn Off Pop-up Blocker.

You can customize Pop-up Blocker in several ways, including allowing the websites you select to launch pop-ups. To access the Pop-up Blocker settings:

- 1. In Internet Explorer, click the Tools button, and then click Pop-up Blocker
- 2. Click Pop-up Blocker Settings
- 3. From the dialog box that appears, you can configure IE to allow pop-ups from the Web sites that you specify (e.g. "connect.certione.com"). You can do this by typing in the URL of the Web site and clicking Add.

6.2 Address table

When logged on to the message center, click on the "My Account" tab

Message Center	Document Manager	Document Archive	My Account	My Trading Partners

A new screen opens with your company profile information. You can find the "Address table" in the menu at the left.



When you click on the address table a new screen opens and you can fill in your company details for each buyer separately (in this case Carrefour Belgium)

Add new address	
Buyer	Carrefour Belgie 5400102000086
Partner function	Supplier 🗸
EAN Address Code	
VAT number	
Name	
address	
Postal code	
City	
Country	
	Add

Click on the "Add" button to save your data.

6.3 Product table

When logged on to the message center, click on the "My Account" tab.

Message Center	Document Manager	Document Archive	My Account	My Trading Partners

A new screen opens with your company profile information. You can find the "Product table" in the menu at the left.

Company profile	General information
Change Password E-mail notification Contracts History	Company name Name Address Postal code
Address take	City Country VAT number
Bizconnect DA RETAILGROEP Menu Stores Products	Telephone number * Fax number E-mail * Language * *
	Bizmail view * *

When you click on the product table a new screen opens where you can fill in your products and details for each buyer separately (in this case Carrefour Belgium)

🕀 Add new product	
Buyer	Carrefour Belgie 5400102000086 🛛 🗸
EAN articlecode	
Art.Code Supplier	
Art.Code Buyer	
Price	
Currency	EUR
TAX	S 🗸 21.0% 🗸
Description	
	Add

Click on the "Add" button to save your data.

7 About CertiONE

CertiONE is an inter-company e-Communications platform that allows companies to automate the complete order-to-cash document flow, using any message format, sharing information across any application, or network protocol. CertiONE is a completely hosted (ASP) B2B solution designed for leading companies building collaborative e-Solutions.

CertiONE is a universal communication platform that allows companies to automate their complete order-to-cash information flow (stock information, purchase order, order confirmation, despatch advice, self-bill, invoice, credit notes, etc.), through a single centralized platform that is situated 'between the firewalls'.

CertiONE's solutions are designed to connect and interact with existing backend applications and capitalize on the enterprise's existing ICT infrastructure. The aim is to open up - unlock - enterprise applications; extend these flexible, automated information gateways and create solutions that support companies in every e-Business initiative.

CertiONE today allows you to exchange business documents with your customers and suppliers on the network in multiple ways, depending on your business complexity and level of integration. All methods provide swift, guaranteed and secured delivery of business documents to your trading partners. For more information about connectivity methods, please refer to the 'CertiONE accounts overview'.

More information on CertiONE can be found online on www.certione.com. Specific information about the CertiONE Retail Supplier Community can be found on www.certione.com/retail.

8 Contact information

If you require more additional information or support, Certipost contact details can be found on www.certipost.be/support or you can send an e-mail to Certipost Service Support at helpdesk@staff.certipost.be.

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