



basware



User Guide

BaswareONE – Delhaize Invoice



Table of contents

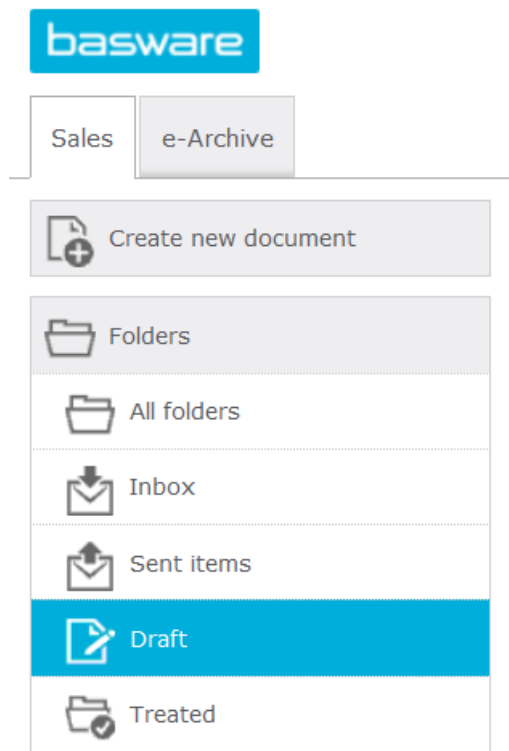
Table of contents	2
I. Creation of invoice.....	3
II. Complete your invoice.....	6
A. Invoice Header.....	6
B. Goods/Services Details	7
1. Goods/Services detail data: first line	8
2. Goods/Services detail data: second line	9
3. Discounts/Charges: Add.....	9
4. Discounts/Charges: Edit/Remove.....	11
5. Add/remove additional Goods/Services lines	12
C. Returnable Assets	13
1. Preconfigured assets:.....	14
D. Invoice Totals.....	14
1. Payment Discount.....	15
III. Credit/Debit Note.....	16
IV. Viewing the invoice.....	17
V. Sending the invoice.....	17
VI. About BaswareONE	18
VII. Contact information	18



This user manual is destined for companies connected to the CertiONE Retail Supplier Community working with Bizmail to exchange business documents with retail customers, like Delhaize.

I. Creation of invoice

As you create a reply message on a sent despatch advice, available through the 'Sent' folder messages list or through the despatch advice details window, a new invoice to Delhaize is created in the 'Draft' folder, at the top of the messages list.



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 fullscreen (the minimum functional screen resolution is 1024x768).



The Delhaize invoice edit screen consists of 4 sections:

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



- ▶ Invoice From IKDELEV To DELHAIZE
- ▶ Goods/Services
- ▶ Returnable Assets
- ▶ Totals



By default the Invoice Goods/Services Details lines are displayed, while the other sections are collapsed. Clicking each sections header will expand the section to display its content. Clicking again will collapse the section.

To open all sections at once you click the small tab above the first section's header (the Invoice Header):



The Header data (like party addresses and dates) are copied from the Despatch Advice. If the data were not available in the Despatch Advice, you will need to complete it here before you can send the invoice.

The Goods/Services Details lines also contain the Goods/Services as they were present in the Despatch Advice. On the invoice you can add additional optional (and sometimes mandatory) information, like references, measurement, quantities, delivery date, taxes, discounts and charges.

To display the additional details of a Goods/Service Details line, you click the "Show additional information" and/or the "Discount/Charges" link below the details line.

▼	Article no.	Description
	5412324002502	Article A
+	Show additional information Discounts/Charges	

To display all additional information for all detail lines, you click the 'I' icon on the right hand side of the Goods/Services Details header.

This expands all additional information for all the Goods/Services Details lines; click again to collapse the information.



Article no.	Description
5412324002502	Article A
References	

II. Complete 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. If the required information is not filled in, you will get a notice pointing you towards the required info, and the invoice cannot be saved or sent. Note: this invoice does not replace the paper invoice. You are still required to send the paper invoice, matching this electronic invoice.

A. Invoice Header

First, complete the Invoice Header section. Most fields are required.

Step	Action
1	Complete all fields for each party (Buyer, Supplier, Delivery party, Invoicee): Supply a party name; Supply a valid EAN code; Supply a street and number; Supply a postal code; Supply a place; Select a country (default Belgium) For Supplier and Invoicee you are also required to enter a valid VAT number.
2	Enter your invoice number. This should match your paper invoice number. Supply an Invoice date, which by default is the current document creation date, using the calendar component. The Order number and date, and the Despatch Advice number and date are copied from the Despatch Advice.
3	Supply a Return Document number and date, in case you have returnable goods or assets [optional].
4	Enter a Delivery date.
5	Change your invoice currency if not Euro. Select a preferred payment currency if not Euro. All European currencies are supplied, as well as US dollar.

6	In case of a Credit note (see later), additionally provide a Reference Invoice number and date, and a Return Document number and date [required].
7	In case of Debit note (see later), additionally provide a Reference Invoice number and date.

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

If you have missed a required field, a pop-up window will tell you which field is required.

General information:

Following fields are incorrect or left blank. Please change and try again.

- * Invoice number
- * Order number
- * The invoice number of the credit note and the reference to the original invoice should differ.
- * Buyer: missing address data: name
- * Buyer: missing address data
- * Buyer: missing address data: street+no
- * Buyer: missing address data: postal code
- * Buyer: missing address data: place
- * Supplier: missing address data: name
- * Supplier: missing address data
- * Supplier: missing address data: street+no
- * Supplier: missing address data: postal code
- * Supplier: missing address data: place
- * Supplier: missing VAT number
- * Delivery Party: missing address data: name
- * Delivery Party: missing address data
- * Delivery Party: missing address data: street+no
- * Delivery Party: missing address data: postal code
- * Delivery Party: missing address data: place
- * Invoice party: missing address data: name
- * Invoice party: missing address data

OK

Additionally, an indication next to the required field(s) points you to the missing data. Make sure you have the Invoice Header section expanded to view the fields.

If the Invoice Header is complete, you can keep this section collapsed, out of your way.

B. Goods/Services Details

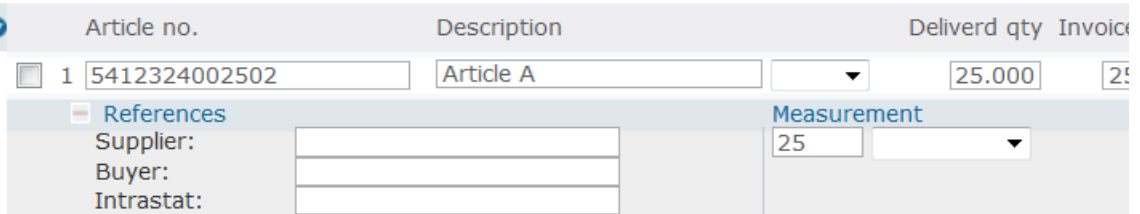
For standard invoices, most Goods/Services data is pre-filled with the data available in the Despatch Advice (which was passed on from the Order), except pricing information. If a particular product in an Order is known through your BaswareONE product catalogue (My Account > Product table) it will use



this registered price, not the price passed on through the Order message.

1. Goods/Services detail data: first line

Complete the Goods/Services fields that you want to send in your invoice. You are required to have at least one detail line and enter at least an article number for each detail line.

Step	Action
1	<p>Enter an (EAN) article number [required].</p> <p>Note: if you enter an article number which is not a valid 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).</p>
2	Enter an article description and select the language of the description [optional] from the drop down list.
3	Enter quantity delivered and quantity invoiced. Select a unit.
4	Enter a unit price.
5	<p>Select a VAT percentage.</p> <p>If exempt, select an exempt reason from the pop-up window by clicking the 'more' icon next to the field.</p> <p>Select an exempt reason from the list; the complete description is then displayed below the list. Click 'OK' to apply the exempt reason, 'Clear' to remove the exempt reason from the detail line, or 'Cancel' to close the pop-up and return to the invoice.</p> <p>If you are a non-Belgian supplier you should apply VAT exemption for each product.</p> 
6	Save your invoice by clicking the 'Save as draft' button at the top.

2. Goods/Services detail data: second line

Step	Action
1	<p>Click on the 'Show additional information' link to expand the additional details section for each Goods/Services line.</p> <ul style="list-style-type: none"> • Add additional reference numbers; • Enter a supplier item number; • Enter a buyer item number; • Enter an intrastate number. <p>If you are a non-Belgian supplier you are required to enter an intrastate reference number.</p>
2	<p>Add a measurement value and select a unit of measurement from the drop down list [optional]. If you are a non-Belgian supplier you are required to enter an Intrastate reference.</p>
3	<p>Provide a 'free' quantity value, if any. [optional]</p> <p>Supply a Consumer Unit per Trading Unit value and select a unit from the drop down list. [optional]</p>
4	<p>Provide a Delivery date using the calendar component. [optional]</p>
5	<p>Click on the 'Discounts/Charges' link to expand the discount/charges section for the Goods/Services line.</p> <p>Apply a number of discounts and/or charges. (see next)</p>

3. Discounts/Charges: Add

You can add discounts, charges and additional taxes to a Goods/Services article using the Discounts/Charges pop-up window. The pop-up shows the article and the article unit price it applies to.

Article no.	Description
1 5412324002502	Article A
+ Show additional information Discounts/Charges	

Taxes supported are:

- Bebat
- Copyright
- Ecotax
- Excise
- Recupel
- Veterinary Inspection

Additionally, you can add 'Total Other Charges' and 'Total Other Discounts', in a standard normal mode or in a sequential, cascade mode.

Cascade example:



Take a unit price of 10 euro. Apply a 1.50 euro cascade discount, the first step of calculation. The base amount for subsequent cascade discount/charges becomes 8.50 euro. A second step of calculation with a 10% discount results in a base amount of 7.65 euro = $8.50 - 10\% (0.85)$

Note: you should only add Discount/Charges if you have completed the rest of your line details, especially the unit price. If you change the price after you have added Discount/Charges, you should check the Discount Charges again, especially the cascade Discount/Charges with a percentage leading value, as you may need to remove and re-enter the values of the cascade.



Step	Action
1	Expand the Discounts/Charges section for the Goods/Services line you wish to edit. Click on the '+' icon. A pop-up window opens.
2	Select a Discount/Charge (tax) from the drop down list.
3	Enter an amount which applies to a single article unit.
4	Select a VAT percentage from the list. By default this is the same as applied to the article.
Total Other Charges / Total Other Discounts	
1	Expand the Discounts/Charges section for the Goods/Services line you wish to edit. Click on the 'Add' icon. A pop-up window opens.
2	Select 'Total Other Discount/Charge' from the drop down list.
3	Select 'Normal' or 'Cascade' mode. In cascade mode a sequence for the Discount/Charge (other than 0) is displayed.
4	Enter an amount which applies to a single article unit (which calculates the percentage value), or enter a percentage which applies to a single article unit (which calculates the amount value). One of these two values is considered leading, indicated by the image next to the value's field. Note: In case of cascade mode, the base amount for calculating the discount/charge is the amount left after the previous cascade discount/charge sequence was applied, as indicated by the 'Unit price' displayed at the top of the pop-up. This unit price displays the original unit base amount (left), and the current cascade base amount (right).

	<div> <div>Discount/charge per article</div> <div> <div>Article no. 5412324002502</div> <div>Unit price 15.0000 / 15.0000</div> </div> <div> <div>Discount/charge: Total other discounts</div> <div> <input type="radio"/> Normal <input checked="" type="radio"/> Cascade* </div> <div>Sequence 1</div> <div> <div>Amount (ex VAT): 0.00</div> <div>Percentage* 0.00 %</div> <div>VAT %: 6.0</div> </div> <div> <div>OK</div> <div>Cancel</div> </div> <div>*optional</div> </div> </div>
5	<p>Select a VAT percentage from the list.</p> <p>By default this is the same as applied to the article.</p>
(6)	Save your changes by clicking the 'Save as draft' button at the top.

4. Discounts/Charges: Edit/Remove

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

Article no.	Description
1 5412324002502	Article A
+ Show additional information Discounts/Charges Discounts/Charges +	
Bebat:	5.0000, E
Ecotax:	1.0000, E

Click the edit icon  to open the Discount/Charges pop-up window in edit mode and change its values. Click the remove button  to remove a Discount/Charge.

To edit a Discount/Charge:

Step	Action
1	Click the edit icon next to the Discount/Charge you wish to edit. The Discount/Charges pop-up window opens up in edit mode.
2	Edit the Discount/Charges amount and/or the VAT percentage.

3	Click the 'OK' button to apply your changes, or the 'Cancel' button to close the pop-up window.
4	Save your changes by clicking the 'Save as draft' button at the top.
Total Other Charges / Total Other Discounts	
1	Click the edit icon next to the Discount/Charge you wish to edit. In cascade mode, you can only edit the last Discount/Charge in the sequence. The Discount/Charges pop-up window opens up in edit mode.
2	Edit the Discount/Charges amount or percentage, and/or the VAT percentage.
3	Click the 'OK' button to apply your changes, or the 'Cancel' button to close the pop-up window.
(4)	Save your changes by clicking the 'Save as draft' button at the top.

To remove a Discount/Charge:

Step	Action
1	Click the remove icon next to the Discount/Charge you wish to remove. The Discount/Charges is removed from the list.
(2)	Save your changes by clicking the 'Save as draft' button at the top.
Total Other Charges / Total Other Discounts	
1	Click the remove icon next to the Discount/Charge you wish to remove. In cascade mode, you can only remove the last Discount/Charge in the sequence, after which the next Discount/Charge sequence in line gets the edit and remove buttons.
(2)	Save your changes by clicking the 'Save as draft' button at the top.

5. Add/remove additional Goods/Services lines

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

Step	Action
1	At the bottom of the Goods/Services section, enter the number of Goods/Services lines you wish to add to the invoice. Click the "Add line" button. Note: as you add lines, any changes made to the invoice are saved at the same time.
2	Complete the Goods/Services details as described previously.
(3)	Save your changes by clicking the 'Save as draft' button at the top.



Note: you can add up to 99 lines at a time, but the more lines you add, the longer it takes to download/calculate/complete all the lines on the invoice (performance varies depending on your internet connection and pc capabilities).

Goods/Services lines added this way, can also be removed again before sending the invoice.

Step	Action
1	The additional Goods/Services lines have a checkbox on the left. Select the lines you wish to remove.
2	Click the 'Remove selected lines' button at the bottom of the Goods/Services section, next to the 'Add line' button. Note: as you remove lines, any changes made to the invoice are saved at the same time.

C. 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 Returnable Assets header to expand and display the section. A number of assets are preconfigured and are suggested as you start typing an assets' EAN code.

Click the 'I' button on the right side of the Returnable Assets header to expand all details of the assets, e.g. the supplier code and buyer code for each asset.

Step	Action
1	Enter the number of Returnable Assets lines you wish to add to the invoice. Click the "Add line" button. Note: as you add lines, any changes made to the invoice are saved at the same time.
2	Enter an assets EAN code. As you start typing, a list of preconfigured assets appears (if your entry is part of the list, ex. assets starting with 54 or 87). Click the asset you are looking for and the description and price are filled out automatically. If the asset you want to add is not part of the list, just continue to complete the EAN code. Note: if you enter an assets number which is not a valid 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 assets number before saving (or sending).
3	Add (or edit) the asset's description, select the language of the description from the drop down list.
4	Click the '+' icon next to the description language drop down, to expand an asset's reference section and add an additional supplier and/or buyer reference code.

5	Make it a delivered or returned asset by selecting the appropriate value from the drop down list. 'Delivered' results in a positive amount, 'Returned' results in a negative amount, deducted from your invoice.
6	Supply a quantity for the assets delivered or returned.
7	Add (or edit) the deposit amount, which should always be positive. (The sign of the amount is handled by the 'Delivered'/'Returned' selection)
8	Select the checkbox if you want apply the charge/allowance, or deselect if you don't want to have the charge/allowance applied to your invoice. Either way the asset is present on the invoice with the correct value, even though unselected it has no influence on the overall total of the invoice.
(9)	Save your changes by clicking the 'Save as draft' button at the top.

1. Preconfigured assets:

Pallets EAN	Description
5420005400011	Industriële chepPallet 100*120
5420005400035	Euro chepPallet 80*120
5420005400080	Mini chepPallet 80*60
870000010041	Euro Pallet 80*120
EPS Trays	
8714548111006	T
8714548114007	L
8714548113000	M
8714548112003	H
8714548116001	PLOOIBAK T
8714548119002	PLOOIBAK L
8714548110009	PLOOIBAK M
8714548118005	PLOOIBAK H

D. Invoice Totals

Bottom most section is the Invoice Totals section, containing:

- the Payment Discount;
- the Charges overview;
- the Tax Details overview;



- the Invoice Totals.

You only need to complete the payment discount, the other elements are automatically updated as you complete the invoice.

The Charges overview gives you the totals of all the charges (taxes) applied to all Goods/Services lines.

The Tax details give you an overview of all the tax rates applied and total amounts for each tax rate, excluding payment discount and including payment discount, as well as the actual total tax amount.

The Invoice Totals overview displays

- The Total Amount Lines (ex VAT): the sum of all Goods/Services lines;
- The Total Amount incl Assets (Ex VAT): the sum of all Goods/Services lines and the total for the assets;
- The Total VAT Amount, calculated including the payment discount;
- The Total Invoice Amount: the total amount incl. assets and VAT.

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 before a certain period, selectable in days, weeks or months, after the invoice date.

Totals

Payment discount: Discount of 0.0 % or

0 EUR in case of payment within 0 days

Note: the payment discount should be added when you completed your invoice, before sending it. If you made changed to your invoice when you had already supplied a discount, you should check the discount again (select/deselect the discount field).

Step	Action
1	Enter a percentage (for which an amount is then calculated) or an amount (for which a percentage is calculated).
2	Enter a number of periods.
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.

Note: The payment discount is taken into account for the calculation of the VAT charges. The Total Invoice Amount does not include the payment discount.

III. Credit/Debit Note

Credit and Debit Notes are different kinds of documents, based on invoices (not dispatch advices). The only difference is that you need to select the type of invoice, it being a Credit or Debit note (depending on how you support incorrect quantities/amounts or returned goods). You then edit the credit/debit note by removing any lines not required in the correction, and update any values (quantities, amounts) for which you created the Credit/Debit note in the first place.

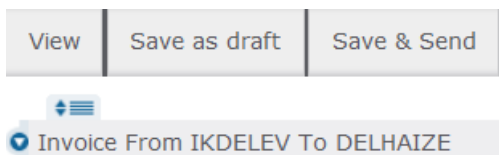
Step	Action
1	Select the invoice from the 'Sent items' folder for which you wish to create a Credit/Debit note. A message is created containing a duplicate of the invoice, displayed in the pop-up window. The status of the original invoice becomes 'Send/Corrected'.
2	Complete the Invoice Header section as explained earlier. In case of a Credit note, provide a Reference Invoice number and date, and a Return Document number and date [required]. In case of Debit note, provide a Reference Invoice number and date [required].
3	Remove any Goods/Services lines not required on the Credit/Debit note, by selecting the checkbox left of the line, and clicking the "Remove selected lines" button at the bottom of the Goods/Services section.
4	Remove any Returnable Assets lines not required on the Credit/Debit note, by selecting the checkbox left of the line, and clicking the "Remove selected lines" button at the bottom of the Returnable Assets section.
(5)	Save your changes by clicking the 'Save as draft' button at the top.



IV. Viewing the invoice

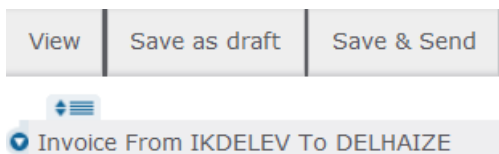
You also have a view of your Invoice, without the editable fields, which may be better if you want to print the Invoice.

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.



V. Sending the invoice

The only thing remaining to do, is to send your Invoice. Click the 'Save & Send' button at the top of the window. The Invoice is then stored in the 'Sent items' folder, and the status changes to 'Sent'.





VI. About BaswareONE

BaswareONE is the network of choice for companies exchanging business documents online with their customers and suppliers. Purchase orders, despatch advices, e-bills and e-invoices; companies from all over Europe rely on BaswareONE on a daily basis for swift and secure business transactions.

More information on BaswareONE can be found online on www.basware.be.

VII. Contact information

If you require more information or support, Basware contact details can be found on www.basware.be/support or send e-mail to ts.servicedesk.belgium@basware.com.