USER GUIDE – Colruyt invoice

Table of Contents

I. Creating the invoice 3

II. Entering the invoice 5

A. Invoice Header 5

B. Goods and services details 6

1. Data in 'Goods and services': first line 7

2. Data in "Goods & Services":VAT exempt 7

3. Data in 'Goods and services': second line 'Show additional information' 8

4. Data in 'Goods and services': third line 'Show discounts & charges' 9

5. Adding/Removing additional Goods/ Services lines 10

6. Returnable assets 10

7. Discounts & charges 11

C. Invoice overview 12

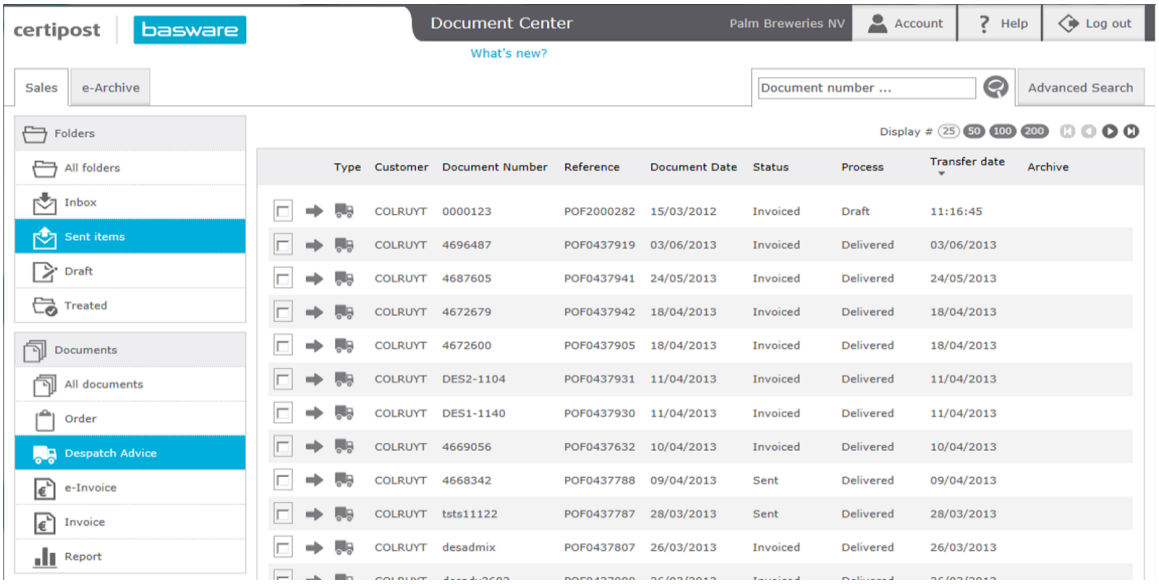
III. Credit / debit note 13

IV. Viewing the invoice 13

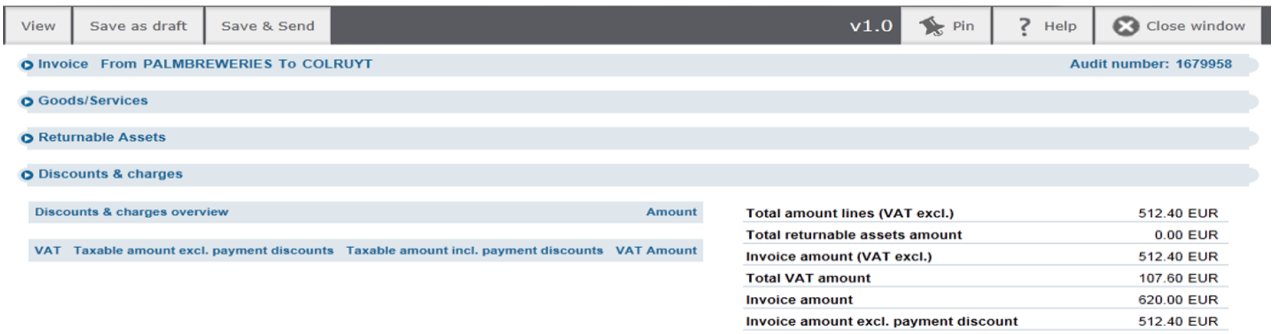
V. Sending the invoice 13

I. Creating the invoice

If you create a response message for a sent despatch advice, available via the message list in the ‘Sent’ folder or the Despatch advice Details window, a new invoice to Colruyt is created in the ‘Concepts’ folder, at the top of the message list.



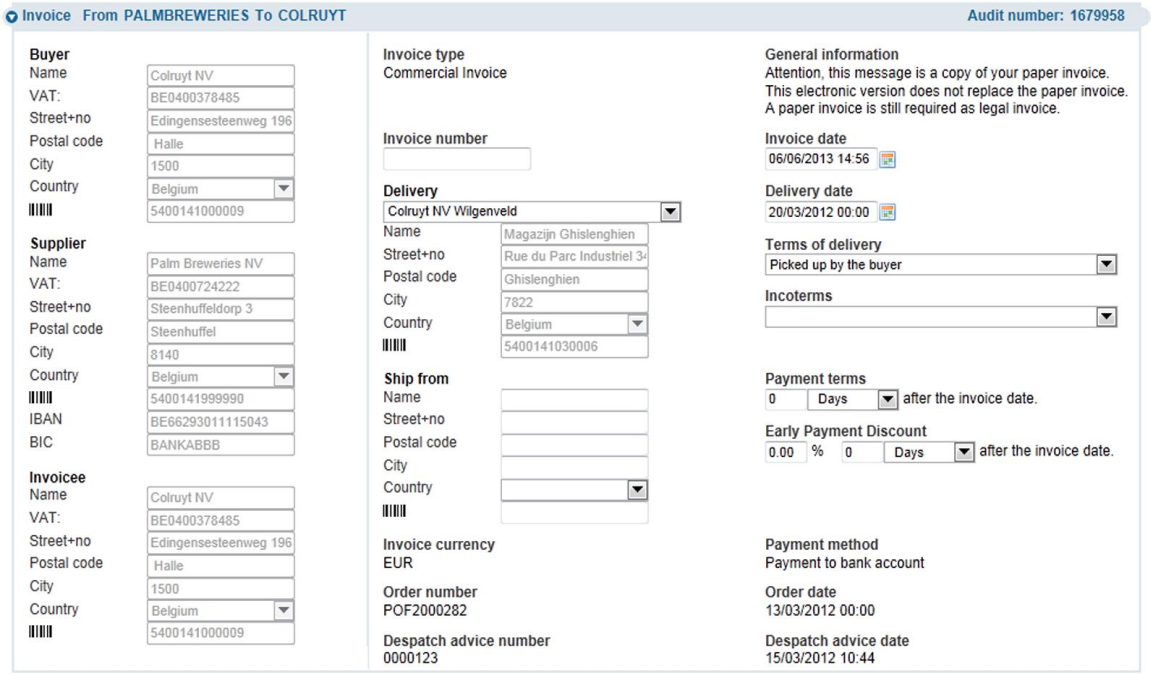
This new invoice is also opened in the ‘Edit’ pop-up window.
Click the ‘maximise’ button of the browser window to show the invoice on the full screen (the minimum functional screen resolution is 1024x768).



The screen in which the Colruyt invoice can be edited comprises five parts:
- the invoice heading;
- the details of the goods/services on the invoice;
- the returnable assets on the invoice;
- the discounts and charges on the invoice;
- the invoice totals.

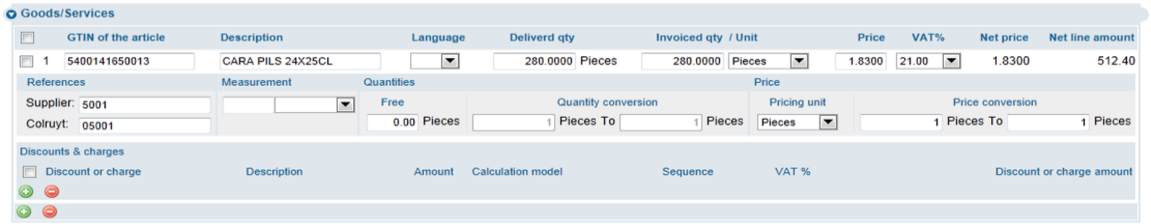
By default, all lines are shown. They can also be closed if you prefer.
By clicking the header you can open it to show the content. If you click again, it closes.

Example of open invoice heading :



The heading data (such as addresses and data) is copied from the despatch advice. If the data was not available in the despatch advice, you will have to enter it here before sending the invoice.
The Goods/Services lines also contain the Goods/Services as in the despatch advice.

On the invoice you can add extra optional (and sometimes obligatory) information,
such as references, measuring units, quantities, delivery date, taxes, discounts and charges.
To show the extra details of a Goods/Services Details line, click the “Show additional information” and/or “Discount/Charges” link under the line with the details.



Remark concerning error messages

I case a field was filled in incorrectly, the system will generate an error message or warning. This behaviour will happen when trying to send the invoice. Once all fields are correct the invoice can be saved or sent.

II. Entering the invoice

To save or send your invoice, you must enter all required invoice data on the level of the Invoice Header and the Goods/Services Details. If the required information is not entered, a message is displayed requesting you to enter the required information. The invoice cannot be saved or sent.

This invoice does not replace the invoice on paper, as long as the following message is displayed: 'Attention, this message is a copy of your paper invoice. This additional version doesn't replace the paper invoice. A paper invoice is still required as legal invoice.' You must still send the paper invoice which corresponds with this electronic invoice.

A. Invoice Header

First enter the invoice header. Most fields are obligatory.

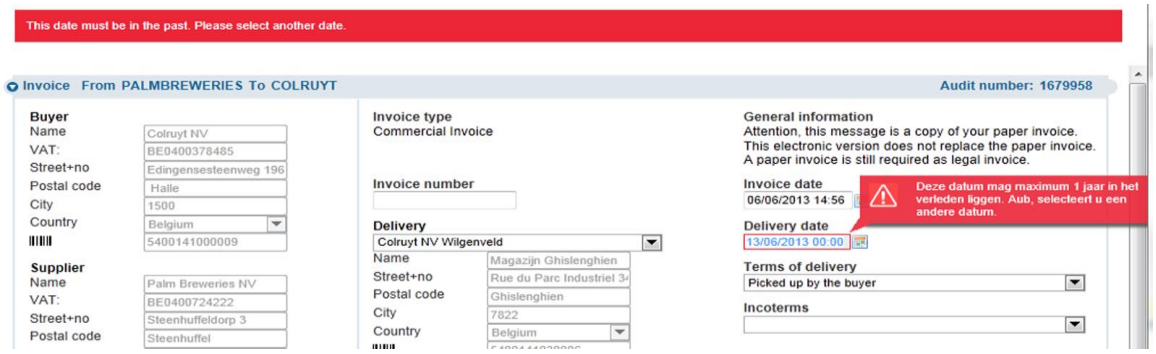
1	Enter all fields for every party (Buyer, Supplier, Delivery party, Invoicee) where necessary. Enter the name of the party. Enter a valid EAN code. Enter a street and number. Enter a postal code. Enter a city. Choose a country (by default: Belgium). For Supplier and Invoicee you must also enter a valid VAT number.
2	Enter your invoice number This number must correspond with the number of your paper invoice. Enter an invoice date (by default the date on which the active document is created) using the calendar component. The number and the date of the order number and of the despatch advice are copied from the Despatch Advice.
3	Enter your delivery date and time. Enter the terms of delivery. Enter the incoterms
4	Enter the payment terms. Enter the payment discount (if applicable). **Remark**: De payment conditions are negotiated with Colruyt. If you deviate from these, Colruyt will only apply conditions referring to the contract.

5	Enter the payment method. Colruyt consider by default the bank transfer as payment method.
(6)	In case of a credit note (see lower) please specify the number and the date **returned document,** if applicable. The date and the invoice number are filled in by the system.

After completing these steps try saving the invoice by clicking the 'Save as draft' button at the top.

If you have not entered a compulsory field, an error message appears at the top indicating which field is compulsory/wrong. Moreover, (the) required field is indicated in colour (yellow). Make sure the header is open, so that you can see the fields.

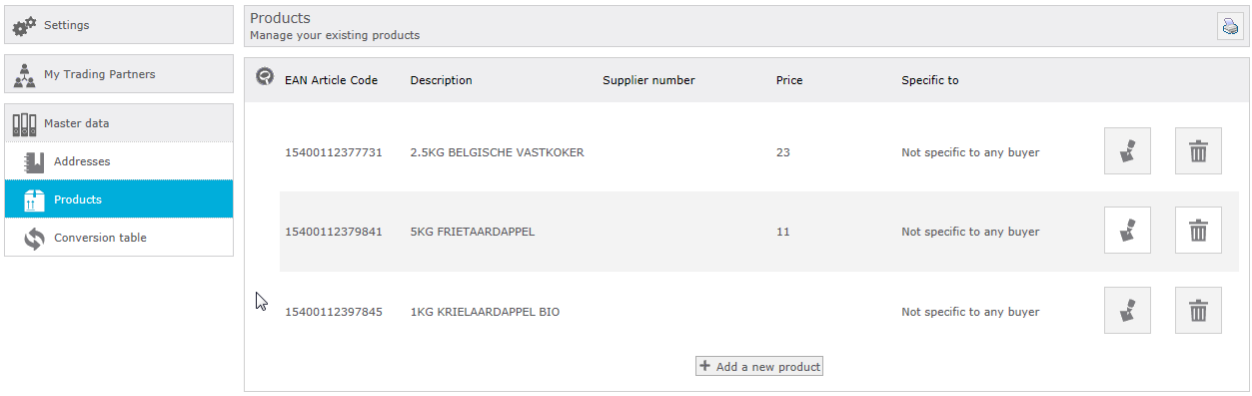
Example of error message:



After entering all the fields of the invoice header , you can close and hide it.

B. Goods and services details

For standard invoices, most data regarding Goods/Services have already been entered based on the data available in the Despatch Advice (which is based on the Order), except the price information. If a specific product in an Order is known via your CertiONE product catalogue (My profile > Product file), this catalogue price will be used, and not the price notified via the Order notification.



To avoid repetitive work on each invoice, it is possible to predefine VAT and and priceinformation on article level in the product table.

1. Data in 'Goods and services': first line

Enter the fields under Goods/Services you want to send in your invoice.
There must be at least one detail line and you must enter at least one article number for every detail line.

1	Enter an (EAN) article number [obligatory]. Remark: if you enter an article number that is not a valid EAN number, a message will appear when your save (or send) the invoice to indicate that an incorrect value was entered. This field needs to be entered correctly before you can save (or send) the invoice.
2	Enter an article description and select the language of the description [optional] in the list box.
3	Enter the delivered quantity and the invoiced quantity. Select another unit.
4	Enter a unit price.
5	Select a VAT percentage. In case of VAT exemption, select an exemption reason by clicking the magnifying glass and making a choice. If you are a non-Belgian supplier, you need to apply the VAT exemption for every product.

2. Data in "Goods & Services":VAT exempt

Choosing E 0.0% as VAT rate equals a VAT exempt. In case you have a Belgian headquarter you can opt for the BMF100 code, using the magnifier icon. In all other scenarios you need to write down the argumentation for the VAT exempt in the appropriate comment field.

3. Data in 'Goods and services': second line 'Show additional information'

You can add additional information to an article under Goods/ Services by clicking the 'Show additional information' link.

1	Add additional references(optional) Add an article number of the supplier. Add an article number of Colruyt. These fields are prefilled in most of the cses. The data comes either from the original document(delivery note or order), either from the product table that can be found in the profile settings.
2	Enter the measurement or weights. One physical dimension is required. Either KG or volume in Litres per article. Fill in the quantity- and/or price-conversion. Click the 'Discounts/Charges' link to open Discount/Charges for the Goods/Services lines. Apply discounts and/or charges. (see lower)
3	Optionally the number of free goods has to be be mentioned. For instance this happens if you would deliver more than you'd have to invoice. The system calculates the potential difference in the delivered and invoiced quantity. The number of free goods should equal this discrepancy.
4	Filling in the quantity conversion: In the case of multiple units between the delivered and the invoiced quantity you are expected to fill in a conversion factor (numerator and denominator), so the system can make its calculation and flip it over to the invoice. Note: if you don't mention a conversion factor the system counts on a 1-1 ratio, idem to a neutral factor.
5	Fill in the price unit: If you are using a different unit as the given price, you have to specify it here. It is as well possible to use a conversion factor between units and collis in relation to the unit price.
6	Price conversion: If the unit price relates to another unit that refers to the invoiced quantity.

4. Data in 'Goods and services': third line 'Show discounts & charges'

You can add discounts, charges and additional taxes to an article under Goods/ Services by clicking 'Show discounts & charges'.

Cascade example:
Take a unit price of EUR 10. Apply a cascade discount of EUR 1.50 as the first step in the calculation.
The basic amount for the next cascade discounts/charges is EUR 8.50. A second step in the calculation with a 10% discount results in a basic amount of EUR 7.65 = 8.50 – 10%(0.85)

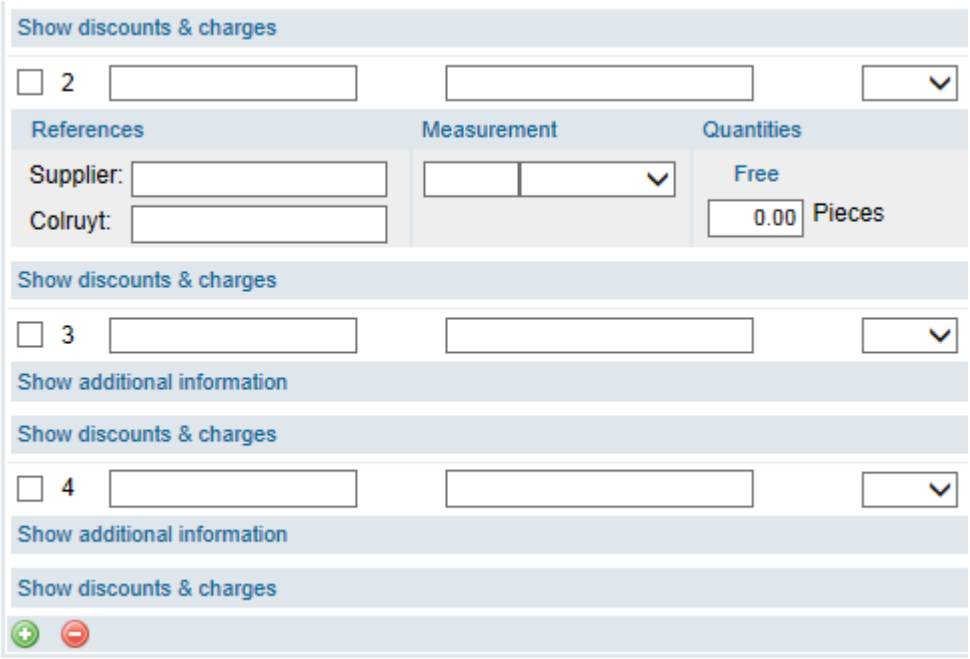
Remark: only add discounts/charges when you have entered the rest of your details, chiefly the unit price. If you change the price after adding discounts/charges, you must check the discounts/charges again, chiefly the cascade discounts/charges with a percentage. You may have to remove the values of the cascade and enter them again.

1	Click the 'Show additional information' link to add additional information for every Goods/Services line. Click the plus to indicate a discount or surcharge. Click the selection box for the created discount or surcharge and then click the minus to remove a discount or surcharge. You can choose from the predefined list of surcharges and discounts. Surcharges are preceded with a T, discounts are preceded with a K.
2	If further information should be needed on a certain discount, you have to fill in the description field.
3	Enter an amount that applies to an article. This can be expressed in either an amount or a percentage. In some cases only one of both options is applicable. In case of an amount discount, this should be applied on line level to the total line amount. In case of percentage discount the system will calculate the to be discounted amount.
4	Select 'Normal' or 'Cascade' for the normal modus or the cascade modus under calculation model. In cascade modus a sequence for the discount/charge (not zero) is shown. In a casade calculation, a subtotal will be calculated whenever a second reduction is applied. (= basic). The basic amount of a next discount/surcharge contains the previous discounts or surcharges. If several discounts/surcharges are subject to the same (article)line, the order which they are applied is important. Because the order can affect the final amount you can as a user specify this sequence.
5	Select a VAT percentage from the list. By default this is the same percentage that applies to the article.

5. Adding/Removing additional Goods/ Services lines

Initially, the invoice contains all the same Goods/Services rules as in the Despatch Advice based on which the invoice was generated. You can add additional Goods/Services rules to your invoice, but only if you entered the invoice heading.

1	Click the plus button at the bottom of Goods/Services to add additional goods.
2	Enter the data regarding Goods/Services as described above.
3	Save your changes by clicking the 'Save as draft' button at the top.



The Goods/Services lines added in this way can also be removed before the invoice is sent.

1	To the left of the additional Goods/Services lines you find a check box. Select the lines you want to remove.
2	Click the minus button at the bottom of Goods/Services to remove selected goods.
3	Your confirmation is requested at the top of the screen to remove these lines.
4	Save your changes by clicking the 'Save as draft' button at the top.

6. Consolidation of lines

Each line in the delivery note is taken as a separate line on the invoice.

Because the delivery note these rules are organized per pallet (for SSCC codes), there may be a lot on the invoice lines on the same article item.
This behavior may lead to repetive work.
A solution will be in place in future to facilitate the work to make it less time consuming.
As long as the system will not run itself, it is recommended to consolidate lines manually(per DESADV and per article)
An alternative to the addition itself is the total number of delivered available on the despatch advice per item (see screenshot).

Details bestelling

GTIN	Beschrijving	Besteld aantal	Geleverd aantal
8710622905981	PANTER MIGNON 20 CIG.	7	7
8710622906063	AGIO FILTERT 50S	4	4
8710622702108	PANTER MINI CIGARS 20ST	9	9
8710622905882	MEHARI ECUADOR 20 CIG	6	6
8710622905868	AGIO MEHARI 50S .	10	10
8710622905813	AGIO JUNIOR 10ST	7	7

7. Returnable assets

Every invoice contains a “Returnable assets” field which is empty initially. Enter any delivered of returned pallets or crates in this field. Click the “Returnable assets” link to open it.

1	The returnable assets are included in the despatch advice. If you want to add or remove returnable assets, click the plus or minus button.
2	Enter the EAN code of the asset or make a selection using the magnifying glass. Enter a description. Enter the number of pieces. Indicate whether a deposit applies. Enter the supplier and purchaser number (optional).
3	Save your changes by clicking the ‘Save as draft’ button at the top.

8. Discounts & charges

Every invoice contains a “Discounts & charges” field which is empty initially. Add discounts and surcharges which apply to the whole invoice in this field. Click the “Discounts & charges” header to open it.

1	Make your choice from the predefined list of discounts & charges. Discounts are preceded by a K, surcharges are preceded by a T.
2	Enter a description (optional). Enter the amount or the percentage. Make your choice between ‘normal’ or ‘cascade’. In case of cascade: Enter a sequence. Enter the VAT percentage.

3	Save your changes by clicking the 'Save as draft' button at the top.

a) Pre-defined discounts & charges

K/T	Description
K	Handling discount
K	New outlet discount
K	Periodic turnover discount
K	Reduction: use of description by way of specification recommended
T	Handling
T	Periodic turnover charge
T	Cost of transport

C. Invoice overview

The bottom part is the part with the invoice overview. This contains the following fields:

- Discounts and charges overview;
- Tax Details overview;
- Invoice Totals.

All elements in this part are automatically changed while you enter the invoice.

In "Discounts & charges overview" the totals of all discounts and charges that apply to all Goods/Services lines are displayed.
In the tax details you find an overview of all applicable tax percentages and the total amounts of every tax percentage, both without payment discount and with payment discount.
The invoice totals contain the following fields:

- Total amount lines (excl. VAT): the sum of all Goods/Services lines without VAT;
- Total amount returnable assets: the sum of all returnable assets;
- Invoice amount (excl. VAT): the sum of all Goods/Services rules + the possible discounts and surcharges without VAT;
- Total VAT amount: the sum of all VAT amounts;
- Invoice amount: the sum of all Goods/Services lines + the possible discounts and surcharges + payment discount;
- Invoice amount excl. payment discount: the sum of all Goods/Services lines + the possible discounts and surcharges.

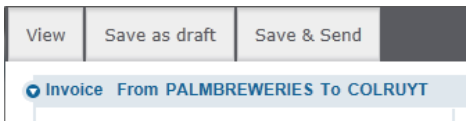
III. Credit / debit note

Credit and debit notes are other document types based on invoices (not despatch advices). The only difference is that you have to select the invoice type and indicate whether it concerns a credit note or a debit note (depending on how you handle the incorrect quantities/amounts or returned goods). You edit the credit note/debit note by removing unnecessary lines in the correction, and you change possible values (quantities, amounts) for which you created the credit note/debit note in the first place.

1	In the 'Sent' folder select the invoice for which you want to create a credit note/debit note. A message is created with a duplicate of the invoice and shown in the pop-up window. In the pop-up window click the 'Make e-invoice' button (in the top left-hand corner) to create the new message (credit note/debit note).
2	Enter the invoice header as explained above. In case of a credit note also specify the number and date of the reference invoice and the number and date of the return document [compulsory]. In case of a debit note also specify the number and date of the reference invoice [compulsory].
3	Remove any Goods/Services lines that are not required in the credit note/debit note by selecting the check box to the left of the line and click the minus button.
4	Remove any returnable assets lines that are not required in the credit note/debit note by selecting the check box to the left of the line and click the minus button.
5	Remove any Discounts & charges lines that are not required in the credit note/debit note by selecting the check box to the left of the line and click the minus button.
6	Save your changes by clicking the 'Save as draft' button at the top.

IV. Viewing the invoice

You can also view your invoice without the editable fields, which can be handy if you want to print the invoice.
You can open the view by clicking the pictogram in the form of an open envelope in the message list of the 'Concepts' folder. If you are in the window in which you want to edit the invoice, click the 'View' button at the top of the window.



V. Sending the invoice

The only thing you need to do is send your invoice.
Click the 'Save & send' button at the top of the window. The invoice is saved in the 'Sent' folder, and the status changes to 'Sent'.