

## 3.1. How to send an invoice

Before to send the invoice, check these steps:

- ✓ Create account
- ✓ Configure account
- ✓ Add you bank details

Purchase Order: 45000000000000000000

Done

Create Order Confirmation
Create Ship Notice
Create Invoice
1

- Standard Invoice
- Line-Item Credit Memo
- Line-Item Debit Memo

Order Detail Order History



From:  
**Proximus SA / NV**  
 Bd Roi / Koning Albert II Ln, 27  
 1030 Brussel / Bruxelles  
 Belgium  
 Phone: +32 (2) 2054000

To:  
 45000000000000000000  
 Boulevard du  
 Roi Albert II  
 1030  
 Bruxelles  
 Belgium  
 Phone: +32 (2) 2054000  
 Website: [www.proximus.be](http://www.proximus.be)

**Purchase Order**  
 (New)  
 45000000000000000000  
 Amount: 5.00 EUR  
 Version: 1

Invoice Header

Summary

Purchase Order: 45000000000000000000

Invoice #:\* = your own invoice number 3

Invoice Date:\* 15 Sep 2020 = maximum D-10 4

Subtotal: 5.00 EUR  
 Total Tax: 0.00 EUR  
 Amount Due: 5.00 EUR

Service Description:

Remit To:

# I. Line item configured (Standard PO)

Line Items 8 Line Items, 5 Included, 0 Previously Fully Invoiced

**Insert Line Item Options**

Tax Category: 0% VAT / export tax rate  Shipping Documents  Special Handling  Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Test for Laurence. 73's!		1	EA	5,864.00 EUR	5,864.00 EUR
2	<input type="checkbox"/>	MATERIAL	Not Available	Test for Laurence. 73's!		0	EA	2,565.00 EUR	0 EUR

**Annotations:**

- included**: Points to the 'Include' checkbox for line item 1.
- Not included**: Points to the 'Include' checkbox for line item 2.
- 5**: Points to the 'Include' checkbox for line item 1.
- 6**: Points to the 'Quantity' field for line item 1.
- The quantity could be changed to get the right amount**: Points to the 'Quantity' field for line item 1.
- 7**: Points to the 'Update' button.
- Update if the quantity was changed.**: Points to the 'Update' button.

**Buttons:** Update, Save, Exit, Next

Insert Line Item Options

Tax Category: 0% VAT / export tax rate **8**  Shipping Documents  Special Handling  Discount

**9**

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL				1			5.00 EUR

Tax

Category: \* 0% VAT / export tax rate ← **Automatically filled** Taxable Amount: 5.00 EUR

Location:

Description: **Mandatory if it's not completd automatically** Rate(%): **to complete manually if you select other tax or VAT**

Regime:  Tax Amount: 0.00 EUR

Exempt Detail: (no value) v **Select "Exempt" if the rate is 0**

Date Of Pre-Payment:  Date Of Supply: \* 16 Sep 2020

Law Reference:   Triangular Transaction

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## II. Line item not configured (Blanket PO)

**Blanket PO Items**

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input checked="" type="checkbox"/> 5	1	Undisclosed	PU	Undisclosed	Not Available	ter vervanging van po 4502938678	Undisclosed

Create **6** Edit Delete

Goods **7** Service

Update Save Exit Next

**Blanket PO Item**

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
1	Undisclosed	PU	Undisclosed	Not Available		All operational activities linked to rev	Undisclosed

▼ Invoice Item \* Indicates required field

Quantity:  Unit:

Unit Price:  **5** Part #:

Subtotal: 0.00 EUR Auxiliary Part ID:

Customer Part #:

**Line Item Actions** **6**

- Add
- Tax
- Discount
- Comment
- Attachment

**Tax** 6

Category:\* VAT

Location:

Description: mandatory if the rate is 0

Regime:

Date Of Pre-Payment:

Law Reference:

**Automatically filled**

Taxable Amount: [EUR]

Tax Rate Type:

Rate(%): indicate the rate without the "%"

Tax Amount:

Exempt Detail: (no value) Select "Exempt" if the rate is 0

Date Of Supply:\*

Triangular Transaction

7 Create Cancel

Remove

Update Save Exit 8 Next

Previous Save 9 Submit Exit