

User manual for

# Bring E-Doc – Invoicematch Version 20.16.02

(Revised 29.07.2016 by Emma Systems)

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# Introduction

Invoice Match module, hereinafter called IM, is a tool assisting the business to connect accounted invoices from abroad, with a specific customs declaration.

From 01.01.2017 it will be required that the company itself calculates import VAT on the basis of the declared customs value. IM will thus be used to provide a link between the accounted value and the declared customs value. If declarant assists with VAT calculation and transfer declaration details to E-Doc with a xml file, you will then get the base amount for import tax and VAT amount per tax level, relating to the accounted invoice. These VAT details will now have to be reported to Altinn through your accounting system by using the new tax statement. In the new tax statement, it will be mandatory with the use of SAF-T codes. Ther same EDIFACT file must also include the deductible amount. For more information on this, see: <a href="http://www.skatteetaten.no/no/Om-skatteetaten/Om-oss/Prosjekter/omsetningsoppgave-formerverdiavgift-endres-fra-2017/">http://www.skatteetaten.no/no/Om-skatteetaten/Om-oss/Prosjekter/omsetningsoppgave-formerverdiavgift-endres-fra-2017/</a>

By associating accounted invoice number with the unique customs number, you can keep track of your purchases that have not been customs declared, uncovering customs declarations with divergent core values compared to accounted value. The company will also attach declaration details to accounts with voucher number and supporting documents in the accounting system.

The company uses an Excel template for extraction of invoice details from its supplier and / or accounts receivable. This excel file is uploaded and read into the E-Doc IM. You will then start a process where IM tries to automatically connect invoice numbers against current customs declaration based on the given invoice details. IM can match thorugh exact match, indirect hits (contains) or manual match by the user. Manual match must be done when proformas are used.

IM tries to find the accounted invoice numbers in the customs archive, where the invoice numbers has been used in a customs declaration.

In cases where the declaration is made on the basis of a proforma, customs invoice or similar, the system will not be able to automatically match accounted invoices against declared proforma. IM will be a tool that users can use to look up and find the corresponding customs declaration and manually connect that to the accounted invoice details.

Discrepancies between accounted value or currency code, compared with declared value or currency code, can easily be flagged by registering a remark on the invoice line in IM, or in one of the 6 free fields on the declaration in E-Doc (Own ref.1-6).

If deviations are found after VAT has been reported in Altinn, you need to correct the previously reported VAT basis and amounts on Altinn, using change notification. The company must also ensure that missing or incorrect declaration is corrected by electronic recalculation. Most customs agents will have the tools to do so effectively. The corrective customs declaration is voucher for the change report to Altinn. If you discover undecleared invoices, you need to contact the customs agent immediately and get the goods cleared as soon as possible. The goods must remain untouched until clearance has taken place.

IM has the option of withdrawing reports to excel, so that one can easily see the connection between a single invoice and related customs declaration. The report will also show differences in the amount, currency code, undecleared status or remarks entered by the user.

# Specification – Excel report needed from the accounting system

The company is responsible for adapting extracts from the accounting system in the below-mentioned structure. Alternatively, you can enter values in our template before uploading to E-Doc IM.

 A
 B
 C
 D
 E
 F
 G
 H
 I
 J
 K
 L

 1
 SHIPP\_INVOICE
 SHIPP\_NR
 SHIPP\_NAME
 VOUCHER\_NR
 INVOICE\_DATE
 VALUE\_NOK
 COUNTRY
 CONTRACT
 INCOTERMS
 PO\_DOC
 VALUE\_CURRENCY
 CURRENCY

Number OF fields and location of the required values, A-L is mandatory. The following fields are required (A, C, E, K, L), and must be presented before uploading to IM. The other fields are optional and can be left blank if header fields are completed.

Column names may be changeed but location is mandatory.

Range rng1 = ws.Cells.get\_Range("A2", "A" + rowsint); //invoice number Range rng2 = ws.Cells.get\_Range("C2", "C" + rowsint); //Actor(seller/buyer) Range rng3 = ws.Cells.get\_Range("E2", "E" + rowsint); //Date (date of invoice) Range rng5 = ws.Cells.get\_Range("K2", "K" + rowsint); //Value in currency Range rng6 = ws.Cells.get\_Range("L2", "L" + rowsint); //Currency code

Column A - mandatory. Must contain accounted invoice number

Column B - optional. May contain vendor or customer number

**Column C** - mandatory. Must include company name on seller from accounts payable and used for import to Norway and alternatively buyer from accounts receivable when exports from Norway.

Column D - optional. We recommend that this field is used for voucher number.

Column E - mandatory. Must contain the invoice date with Norwegian format (DD.MM.YYYY)

Column F - optional. May contain invoice value converted to NOK based on corporate exchange rates.

**Column G** optional. May contain country code for supplier / customer. Official country codes must be used (ex. DE, SE, NL).

Column H - optional. Can be used for contract number or project number.

Column I - optional. Can be used to provide Incotermskoder / delivery terms (eg. EXW, DAP, DDP).

Column J - optional. Can be used to present purchase order number or order number.

**Column K** - mandatory. Must contain the denomination in billed currency. The value can only be entered as a negative, only when it is a credit note. Remember that the value to be compared with the invoice amount, are presented as a positive amount on the clearence.

Column L - mandatory. Must contain the invoiced currency code (eg NOK, EUR, USD)

# **Preparations and testing**

We recommend that you have used the main module in Bring E-Doc at least one calendar month, before you start using IM.

Companies should before ordering and startup of IM go through declaration details per supplier / customer, to acquaint yourself with the invoice details and references used in the actual customs declarations.

In some cases the importer should request that the supplier make sure that the customs agent have correct and desired documentation so that this can be used for clearence and thus giving better and more specific data in the archive.

In some cases the importer must contact their forwarder and give instructions regarding what information should be used and how this should be rendered in the customs declaration. Use of the proper invoice number, an indication of PO or order number and especially the input of each unique invoice number in full. Shortening the invoice number or invoice numbers in series with a dash, will hinder automatic matching, due to the fact that incomplete invoice numbers have been registered.

In E-Doc's main module, you can easily take out a report (Overview Commercial Invoice), which shows the individual invoice details that have been declared, sorted pr. supplier. See main module user manual regarding report execution.

As soon as the company has the first Excel report test ready from their accounting system, send this to <u>e-</u> <u>doc@bring.com</u> for an initial inspection. Depending on the results, we then agree when to test the first upload and live test in E-Doc. The company has 2 hours of guidance included in the agreement. Normal user support is included in the subscription.

# Log in and access to the Invoice Match module (IM)

Sign in on your E-Doc account in the usual way with a username and password at: <u>https://emmaedoc.no/bring</u>

In the main module you will find access to add on modules via «Extensions» in the top screen menu.

Click "Extensions" and then select "Invoicematch"

C		🔍 Search	1 <b>*</b>	😢 Cus	stoms bill	📋 In	nquiry	📴 Decl	aration	Extensions 🔻	📥 Reports	Ş	🖲 Set i
										Accounting		nt	th (F
Par	e 1 o	of 5 (84 items		1 2	3 4 5	$\odot$				Invoicematch (	հղ		
- 49					5 4 5					Statistics tax	0		
	#	Approved	I/E	P Declara	Customs	number	Gods	nr.	Actor	Statistics declara	ant		Expen
										Archive		۴	
>		7/13/2016	I							Writedown of te	mporary import	0	

Invoice Match will then open in a new tab in your web browser. Note, you will automatically be logged out of E-Doc after 180 minutes of inactivity in the main module.

# Screen – Invoice Match

C 🔍 Search 🛫	Remove search   T Show search	🚯 Upload 🛛 🙆 Start invoicematch 🗌	🐼 Close invoicematch								Invoicelist
Page 18 of 27 (239 items	Choose time period - sorted by invoice date	pload excel file from accounting		March 201	6						Page size:
Matched Invoice no.			iount (CUR) Currency	Filename	Ŷ	Kommentar					Add or remove fields in the
			*								grid for the invoice details.
•	Number of invoices in the selection	The system tri	t match of the uploaded e: es to find and connect all u with corresponding clearer	unmatched invoices		Statistic in collin	Planut Inni				
•	Invoice - connected with clearence. Click on the symbol to present the clearence(s) in the lower half of the screen		EUR	8181-Marc. Ha							
•	clearence(s) in the lower hair of the screen		EUR	and the second		l lanas half of a	Split screen screen shows uploaded inv		from encounting		
0-	Invoice - not connected		EUR	ALL MARLINS			f of screen shows details f				
8	towards clearence		SEK	assertance in							
0			EUR	alar dan da							
🙋 🔍 Search 🛫		search Show search									Shipments in EDOC 😿
				February 20	16						
Page 1 of 32 (282 items)	Choose time period - sorted by customs date . 30 31 32 ()										Page size:
Match 🕈 Doc. 🕈	Invoice information	♥ Reference		♥ Decl. ♥ I/E ♥	Customs numb			٩	Amount (NOK)		Add or remove fields in the grid for the customs details.
	Clearence - connected to invoice.	9	9	• i			* 9		9	9	
• •	Click on the symbol to present connected invoice(s).								256760.62	256760.62	NOK
· • •										12068.00	SEK
Invoice details	Click here to see attached documents or	<b>`</b>						Docume	ents		
Match + Invoice	specific invoice details pr registered invoice line. ( needs xml from agent)	Rate		urrency		Amount		1 A	Notice		Document
	line. ( needs xmi from agent)	) + P	Ŷ			۴	٩	191 191 191 191	SAD IMPOR Handelsfakt		
			101.15 SE	EK			12068.00	128 128	Hundelstuke		27
♥ <u>Create filter</u>											
• 📀 🖻	Clearence - not									32210.64	EUR
• 🖸 🙆	connected to invoice									32443.04	EUR
· 😣 🔛	annen auf land								452204.00	452204.00	NOK

# 1.1. Adjustment – add/ remove fields

- Add or remove fields just as in the main E-Doc screen
- Addjust with and placement of the columns by click & drag
- Remember that details are shown using a split screen. Invoice details from uploaded excel (upper half) and the customs declaration details (lower half).
- Fields/columns can be added or removed for each specific part of the screen.
- Click on tools (star icon) in the top right corner of the screen when you want to customize

	Invoicelist 🔆	Shipments in EDOC🙀
Add/remove fields	Setup - fields 🔸	Add/remove fields
Save grid setup	Search	Save grid setup
🛒 Use default setup	Export	Use default setup

# 1.2 Additional fields/ columns Invoice details

Fields	X	FIELD NAME EXPLANATION
Country	-	
Customs number		Addendum/Voucher Optional field in excel Invoice ++ -
Incoterms		Incoterms - Optional field in excel Scanning date - Date for when invoice was added to E-Doc through excel
Invoice++	Ŷ	Contract no Optional field in excel Country - Optional field in excel
Manually	Ŷ	Supplier no - Optional field in excel
Match ID		Manually - Invoice marked to be manually matched Match ID - System generated nr /match id towards clearence Shipment ++ - Shows that invoice is matched with multiple
scanning date	•	declarations. Click the button to show matched decl. TM - Matchmethod. Shows how invoice was matched
Shipment++	Ŷ	E = Exact I= Indirect Blank = Manually Customs number - Shows connected custom decl. nr.
Supplier no.		
тм	-	

# **1.3** Additional fields/ columns customs declaration details

Fields (shipments in	EDOC) 💌	#	- Access to see and register remarks on decl.
	· · ·	Egenref.1	<ul> <li>Field 1 for own references/remarks on decl.</li> </ul>
Egenref.6	Ŷ	Egenref.2 Egenref.3	<ul> <li>Field 2 for own references/remarks on decl.</li> <li>Field 3 for own references/remarks on decl.</li> </ul>
Exact	٩	Egenref.4 Egenref.5	- Field 4 for own references/remarks on decl. - Field 5 for own references/remarks on decl.
Invoice++	٩	Egenref.6 Exact	<ul> <li>Field 6 for own references/remarks on decl.</li> <li>Shows if all invoices on clearence has been</li> </ul>
Match ID		Invoice++	matched exactly towards invoices from excel. - Shows that decl. is matched towards multiple invoices. Click the button to show matched
Message	Ŷ		invoices
Transport ID	Ŷ	Match ID Transport ID	- System generated nr /match id towards invoice - Transport unit id /Truck number

# Uploading and reading of excel with invoice details

- Prepare excel from accounts and save this in an accessible folder on the PC or server.
- Use your customized excel output in the accounting system or paste the required details in the template provided by Bring E-Doc.
- Control the excel file content and structure <u>before</u> you upload it in E-Doc.
  - Check that the required fields are filled out, that they have the correct placement and content in line with the specifications.
  - Filter and delete any unwanted invoice lines, such as invoices from Norwegian suppliers or invoices for services that should not undergo customs clearance.
- Click «Upload» in the menu

oad invoicelists				2
Invoicelists Help - invoicematch scanni	ng			
Path: Fakturamatch		X S	Filter by:	
🔻 🗀 Fakturamatch		Name	Date modified	Size
innleste		Fakturamatch-mal.xlsx	7/26/2016 11:28:54 AM	11.62 KB
4. Start scanning of the uploaded and marked excel file		1. Find and cho from p Drop file(s) he	bose excel	pload chosen excel file se Upload
uploaded and marked excel		from p	bose excel	excel file

- If uploading the wrong excel file or one with errors, this can be deleted as follows, assuming that the scanning is not performed. Is scanning completed, contact support for assistance regarding deletion.

o Mar	k the uploaded fil	e - click "delete'	on the keyboa	rd and confirm	the deletion
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nvoicelists Help - invoicemate	h scanning			
Path: Fakturamatch		) × S	Filter by:	
🔻 🗀 Fakturamatch		Name	Date modified	Size
innleste		Fakturamatch-mal.xlsx	7/26/2016 11:28:54 AM	11.62 K
				N
	emmaedo	c.no sier:		×

# - Start invoice matching after upload and scann of excel

- When excel file is uploaded and scanned, the invoice list will show uploaded invoice details.
  - o Click "Refresh" in the menu to refresh the screen
  - Note, select the correct time interval corresponding to the uploaded invoice date.
  - o Do not start the match routine if no new data has arrived or been uploaded since the last attempt.
  - Invoices that has been tried matched without results once before, must be manually matched by the user, condiedering that all customs declarations are also in place in the archive when the initial match was tried. This indicates that the invoice number from accounts are not rendered in the same way in a customs declaration, and automatic match is not possible.
- Click "Start invoice match" in the menu

🔍 Search 🔻 🍸 Re	emove search	Show search	Start invoicematch	🐼 Close invoicemate
Start invoicematch		x		
Choose year:		2016 🗘		
Invoices ready to be matche	d:			
Invoices tried to be matched	l:			
Invoices matched:				
Exact match:				
Indirect match:				
Invoices with no match:				
Start invoice	match			

- Choose year
- Start Invoice match
  - E-Doc IM will try to match all not previously matched invoices against a customs declaration, where the invoice number is the same.
  - The status bar will show how much remains of the process, and provide updates on the results during the process.

Choose year:	2016 🗘
Invoicematch done!	
100%	
Invoices ready to be matched:	7484
Invoices tried to be matched:	7484
Invoices matched:	147
Exact match:	112
Indirect match:	35
Invoices with no match:	7337
Start invoicematch	

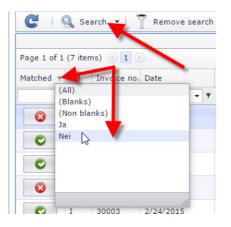
- Close match routine when status shows 100% by clicking on the X.
- Click 'Refresh' in IM main screen to refresh the selection of match results.

-		(			-	_		All (2016)			~
age 1 (7 i	terris, UT		n the selection		/	goods might	not ha	voice number has not bee ve arrived the country, or t	he clearence is	not yet approve	
atched < TM	Invoice no	. Date	Addendum	Be		ie goods mig	ht be d	s or delivered to E-Doc by sustoms cleared, but without stoms archive to check if	out the correct in	voice number.	
8	60006	2/22/2015	900007	PO79134		Sort/ filter b	ased of agent,	in Shipper, time period, cu transporter or shipper to cannot find the clearence	urrency, amount check what has	and so on.	u j
<b>©</b> I	50005	2/23/2015	900006	P086462	79843			cannot find the clearence	IN E-DOC.		akturar
<b>©</b> I	40004	2/23/2015		natched becau d the complet			GB	Leverandør4Shipper	-4 41	.97 GBP	Fakturar
8	30004	2/24/2015		vill need to ma			GB	Leverandør3Shipper	r3 68	.00 GBP	Fakturar
<b>©</b> I	30003	2/24/2015	900003	P0654654	87531	DAP	GB	Leverandør3Shipper	r3 72	.00 GBP	Fakturar
<b>©</b> I	20002	2/14/2015	900002	PO654321	64464	DAP	GB	Leverandør2Shipper	r3 72	.00 GBP	Fakturar
<b>©</b> I	10001	1/24/2015	900001	PO123456	18998	DAP	GB	Leverandør1Shipper	1 67	.00 GBP	Fakturar
									1,420	1.97	
C   Q	Search 🔻	🔍 Advanced i	invoicesearch	Remov	ve search	Show se	earch				
								All (2016)			
	·										
age 1 of 1 (4 i	tems) 🕥 🔟	0									
age 1 of 1 (4 i Match 🔻		oc. 9 #	Invoice+	Invoice info	ormation 🕈 F	eference	Ŷ	Actor 👻	Amount (NOK)	Amount (CUR	) Curren
Match 👻			Invoice+	Invoice info	ormation 🕈 F	eference	9 9	Actor Ÿ	Amount (NOK)	Amount (CUR	
Match 👻				Invoice info	Ŷ	eference 0123456	Ŷ Ŷ	Actor 🕈			
Match 👻	Exact 9 De	oc. 9 #		$\mathbf{N}$	<b>₹</b>			· · · ·	<u>۹</u>	9	
Match 🖗	Exact 9 De	oc. 9 #		10001	₹ F	0123456		Leverandor1/Shipper1	773.00	67.00	GBP

# Working with Invoice match after the initial automatic match has been done

- Select the desired time interval in the invoice section.

- Sort invoices by «Matched» column by setting NEI (as in not matched)
  - You will then see the invoice details that has not been matched with a corresponding customs clearence
  - o Undecleared (duty unpaid) goods invoices are your risk number 1
  - $\circ$  ~ Use search and filters in the customs section and look for potential matches.
  - $\circ$   $\;$  If you find the correct declaration, then manually match this to the invoice.
  - If you find no potential match in the customs archive and the goods have been received, then contact the customs agent and supplier to check what has happened. If you have received the goods, but without clearence, then you need to get the goods customs cleared as soon as possible.
  - Create a comment on the invoice line in E-Doc (right click on the invoice details).



CQ	Search	• 1	Remove searc
Page 1 of 1 (	2 items)	( <b>1</b> )	
Matched 🕈 1	TM Inv	voice no. I	Date
Nei			- F
8	60	006 2	2/22/2015
8	30	004 :	2/24/2015
✓  ¶ [Statu]	s] Equals	'Nei'	

- Exact match and completely matched
  - o The symbol in the column "Exact" shows whether a declaration is 100% matched against all invoices
  - Requires that the declaration details have been transferred from the customs agent with a xml file and that all invoices have been registered individually and correct.
  - Especially useful for keeping track of declarations with a high number of invoices.
    - See which invoices still lacking match on some of the registered invoices

Example 100% complete and exactly matched declaration:

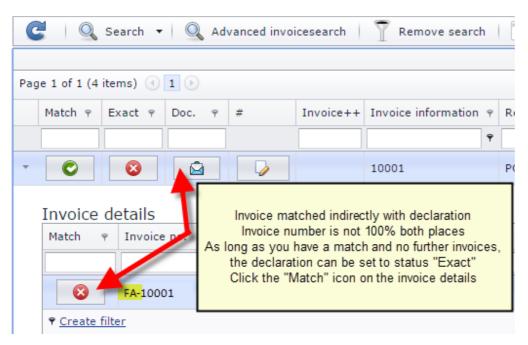
C Q Search	n 🔻 🔍 Ad	lvanced invo	icesearch	T Remove se
Page 1 of 1 (4 items)	( <b>1</b> )			
Match 🔋 Exact	10	#	Invoice++	Invoice informa
				10001

Example where matched declaration is not 100% exact. Match is complete in this case, but the match is made towards declaration without xml, or by indirect or manual match.

C 🔍 Search 🔻 🔍 Advanced invoi	icesearch	T Remov
Page 1 of 1 (4 items) 🕢 1 🕑 🥖		
Match 🕆 Exact 🕆 Doc 🕈 #	Invoice++	Invoice info
		10001

You have the option to override the status «Exact»

- Click the icon in the "Doc." Field



- Enter E for Exact / completely matched declaration
- Enter N for not exact / partial matched declaration
- Save and click refresh to update the declarations section.

Match (E=Grønn, N=Rød)		x
🖓 Match invoice		
Match: E		
	💾 Save 🙁	Cancel

## Search and use of filters

- Use of filter and search functions works as in the main module, but you have to expect extended use of clear filter to reset the screen, so that one does not exclude hits in a new or alternative search.
  - Clear the filter / remove search terms separately in the invoice section and/or customs section.
  - o Look for these buttons to cleare filter/search

Remove search

- rch 🙀 <u>Clear</u>
- Learn which search criterias that will work and give you the best results when doing your manuel matches.
- One option is to work with only one excel file at a time, filter only unmatched invoices and sort alphabetically by supplier name, or choose only one supplier at a time.

Show search criterias/ filters:

- Shows the search criteria that are active, as well as the ability to edit the search.
- Allows you to build a separate query, add or remove one or more criterias

 Show search

 Filter Builder

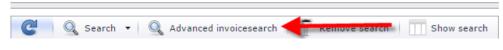
 And O

 Reference Contains 543 O

 Actor Begins with <enter a value> O

Contains([Reference], '543')

Advanced invoice search in the customs section:



- Requires xml data from customs agent to E-Doc
- Allows for the ability to perform an open search for registered invoice details.
- Add search criteria or sort by clicking the column header

Page	1 of 1 (4 items) 🖪 1 🕑							Page	size 20 🔻
Sync	Invoice no.	Amount	Current	Rate	Date 👻	Customs number	Decl. 🤋	I/E 🤊	Approved ·
		Ŷ		Ŷ					•
3	278688032	72.00	GBP	11.53	2/24/2015	010202201515TES3	TEST	I	2/25/2015
1	278687574	72.00	GBP	11.52	2/24/2015	0102022015157552	TECT		2/25/2015
-		67.00				nc" symbol to fetch th			
13	278672528	41.97	GBP	57.6	The declaratio	n will be visible in the	backgroui	nd (mai	n IIVI screen)

# Manual match.

								All (	2016)						
age 1 of 1 (3	2 items)	10												P	age size: 9
atched 🕈 1	TM I	nvoice no.	Date	Addendum	PO nr.	Contract no.	Incoterms	Country	Actor 👻	Amount (Cl	JR) Currency	Filename	4	scanning date	Kommentar
ei			- 7									(		1	-
8	6	0006	2/22/2015	900007	P079134	12355	EXW	DE	Leverandør5Shipper5	/ I find a	a declaration a			e customs details. r has registered invo	vice data
8	6	0004	2/24/2015	900004	P0654655	68452	DAP	GB	Leverandør3Shipper3		ect this is 2 i			es. FM is only capa : not 30004, which is	
CQ	Searc	:h ▼   (	🔾 Advanced invo	cesearch	Remove	search	Show search	1		When This d		in manually I then be lin	match the invited to both in	oice against the de voices, so that one	
								All (	2016)						
age 1 of 1 (	1 items)													Pa	age size: 9
Match 🕈	Exact	t 🤊 Doc	. 9 #	Invoice++	Invoice inform	mation 🥆 Ref	ference 💡	Actor	🔶 🕈 Amo	OUD-OK) A	mount (CUR)	Currenc D	ecl. $\gamma$ I/E $\gamma$	Customs number	Approved
			8		-	Ŷ	٦	Lever	andor3	Ŷ	Ŷ				
	1 -		a 🕡		30003-04				andor3/Shipper3	830.00	140.00	GBP	TEST I	010202201515TES	3 2/25/2015

#### - Manuel match

								All (2	2016)						
Page 1 of 1	(2 iten	ns) 🕙 1 🤅												F	age size: 9 🔹
latched 🕈	тм	Invoice no.	Date	Addendum	PO nr.	Contract no.	Incoterms	Country	Actor	Ŷ	Amount (Cl	JR) Currency	Filename 💡	scanning date	• Kommentar
lei			•	•						ſ	10/1			L	7
8		60006	2/22/2015	900007	P079134	12355	EXW	DE	Leverandør5Shipp	er5		ting the desi	verse or remove a manual ed invoice line and the con claration as shown here.		
8		30004	2/24/2015	900004	P0654655	68452	DAP	GB	Leverandør3Shipp	er3	Double		ier the invoice line or decla line.	ration	
								-			lt will b		alog box as shown below,	where	
🗸 🕈 [Sta	tus] Eq	uals 'Nei'										you need to	verify the match removal.		Clea
										1					
CI	Sea	arch 🕶 🗌 🄇	Advanced invo	icesearch	Remove	search 🗌	Show search								
								All (	-16)						
	(1 iten	ns) 🕙 1 🤅					/						emmaedoc.no sier:		×) •
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	γ Ex		2		30003-04	PO	\$54654/654655		andor3 andor3/Shipper3		830.00	140.00	Oppdrag: 30003-04	OK	Avbryt 2015

- See the result of a manual match
  - o Remove search criteria or clean filter (Matched «Nei»)
  - $\circ$   $\;$  Click match symbol and E-Doc will bring up the related details.

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▼ [Status] Equals 'Nei'	to remov "Matcher 30004	e search or filter. d" excludes now t 4, which have bee			I	30003	Now we see that been matched agai	both invoices have inst the declaration.	<b>4</b>	87531
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Contains([Actor], 'Lev	verandør3')			V ·	Contains	([Actor], 'Leve	randør3')			

# Remove match between invoice and clearence

- If you have matched the wrong invoice with a declaration, you can reverse and remove the match by highlighting the desired invoice line and the declaration line.
- Double click on either the invoice line or declaration line and confirm

C	🔍 Se	earch 🔻 📔	Remove searc	h   🔟 Sh	iow search	🔇 Upload	Start inv	oicem	atch 🛛 🔕 Close in	voicen	match					
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			- 1	P					When you	want	to reverse or rer		ch	۱		
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# How to register a comment on an invoice

- Right click on the invoice line
- Click Add/ edit notice
- Write your comment
- Choose wether or not to manuallys et the status OK or not
- You can also mark the invoice to be manually matched at a later stage.
  - $\circ$  Invoices marked with match manually can be sorted in the main IM screen for easy access.
- Save

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Page 1 of 1	(7 iten	ns) 🕙 1 (					Invoice no.:	60006
Matched 🕈	тм	Invoice no.	Date	Addendum	PO nr.	Contract no.	Notice:	
			- Ψ				Status OK?	
0		60006	2/22/2015	900007	P079134	12355	Match manually?	
0	1	50005	2/23/2020 Add /	edit notice	. 396462	79845	Match manually?	
C	I	40004	2/23 - R	ight click on	the invoice lin	IR III		Save
8		30004	2/24	- Click Add	/ edit notice		Status Ok - wit	hout link to shipment

- Some examples on how to register a comment

#### Goods not received - not cleared

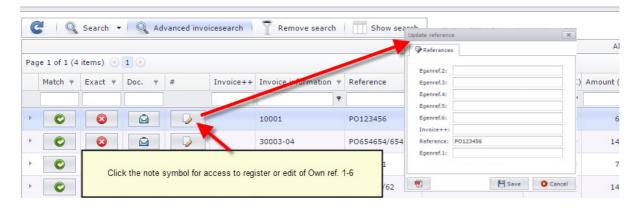
#### Uploaded a creditnote or wrong invoice

Goods received - no clearence

#### Add notice - invoice Add notice - in Add notice - in Invoice no.: Invoice no. Notice: Invoice no.: 60006 Goods not received yet 60006 Notice: Status OK? Notice: Clea Status OK? Status OK? $\checkmark$ Match manually Match manually V Match mar Save Save Save Status Ok - without link to shipme Status Ok - without link to ship Status Ok - with 🧲 🛛 🔍 Search 🔹 🍸 Remove search | 🎹 Show search | 🍕 Upload | 🎯 Start invoicematch | Close invoicematch All (2016) Page 1 of 1 (7 items) 🕜 1 Page size: 9 Matched TM Invoice no. Date Adde ndum PO nr Contract no. Incoterms Country Acto Amount (CUR) Currency Filena + Y Ŷ 2/22/2015 7/26/2010 8 60000 90000 Leverandor5Ship 1000.00 - inquirys sent EUR C I 2/23/2015 Leverandør4Shipper4 50005 900006 100.00 GB match-test.xlsx 7/26/2016 Invoices with comments will turn blue Easy to find: Sort or search in columns "manually" or "kommentar" C I 40004 2/23/2015 900005 41.97 GB 8 30004 2/24/2015 900004 andør3Shipper3 68.00 GBF 7/26/2016

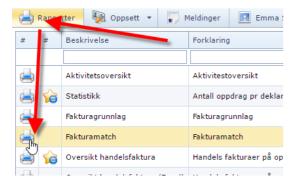
#### How to register a comment on an a declaration

- Quick and easy access to Own ref. field 1-6
- View or add references / comments on the declaration directly in IM
- Add or change references and save
- Remember that Own ref.1-6 columns also can be added for viewing on the screen, through the field selector



### **Report – Invoice Match**

- The accompanying report is found under «Reports» in the E-Doc main module.
- How to run report and export to various formats are described in the user manual for the main module
- Under «Reports» click printer icon left of Invoice Match (Fakturamatch)



#### **Report parameters**

iter Values Se	et a date interval
Enter tidsrom: Start of Range: Enter a Value: 1.2.2015 Include this value No lower value	End of Range: Enter a Value: 28.2.2015 Include this value No upper value
Enter Status: Viser alle Enter Akseptert diff (Gul varsel):	Select whether the report will show all invoices within selected time interval, or only unmatched invoices
50 - Varsler (gult for diff under 50 - eller tast inn egen grei ▼ Enter a Value: 50	Ability to set separate amounts to be marked as "red" difference. Differences +/- 49 appears in yellow, as default.
Velg format Print / PDF	Choose a report customized to A4 (pdf containing only main detail) or Excel including all scanned fields

#### Report result, before exportation to PDF or excel

		Data fr	Or for fakturaer med <b>a</b> <b>a fakturamatch</b>	gnr: oto fro 04 02 Uncleared, duty invoices in need towards	unpaid invoices, or of manual match clearence.	15	Higher amount declared than payed or you have to link one or more invoices to the declaration Difference +/- under 50 marked yellow Difference +/- 50 or more notified in red			
Fakturanr	Aktor	Dato	Belop Val Tadref	TM	Tot Bel. Val Kor	nmentar	Belop	Val Fakturalnfo	i fortollingsdata	
10001	Leverandør1Shipper1	24.02.2015	67,0 GBP 010202201		67,00 GBP		67,0	GBP 10001		
20002	Leverandør2Shipper3	24.02.2015	72,0 GBP 010202201	15TES2 I	72,00 CBD		72,0	GBP F-20002		
30003	Leverandør3Shipper3	24.02.2015	72,0 GBP 01020220	5TES3 I	72,00 GBP		140,0	GBP 30003-04		
30004	Leverandør3Shipper3	24.02.2015	68,0 GBP	·						
40004	Leverandør4Shipper4	23.02.2015	42,0 GBP 0102022015		141,97 GBR			EUR 40004;50005		
50005	Leverandør4Shipper4	23.02.2015	100,0 P 0102022015	14TES1	141,97 GBP			EUR 40004;50005		
60006	Leverandør5Shipper5	22.02.2015	1000.0 EUR		Ufort	ollet - speditør kontak	t			

tion. Totals are not co nparable due multiple exc nge rates "Diff": Different currency codes have b TM (Match Method): E = Exact I = Indirect (Blank) = Manual

Bring E-Doc is developed by Emma Systems and made available for Bring's customers.

Any questions can be sent to <u>e-doc@bring.com</u>