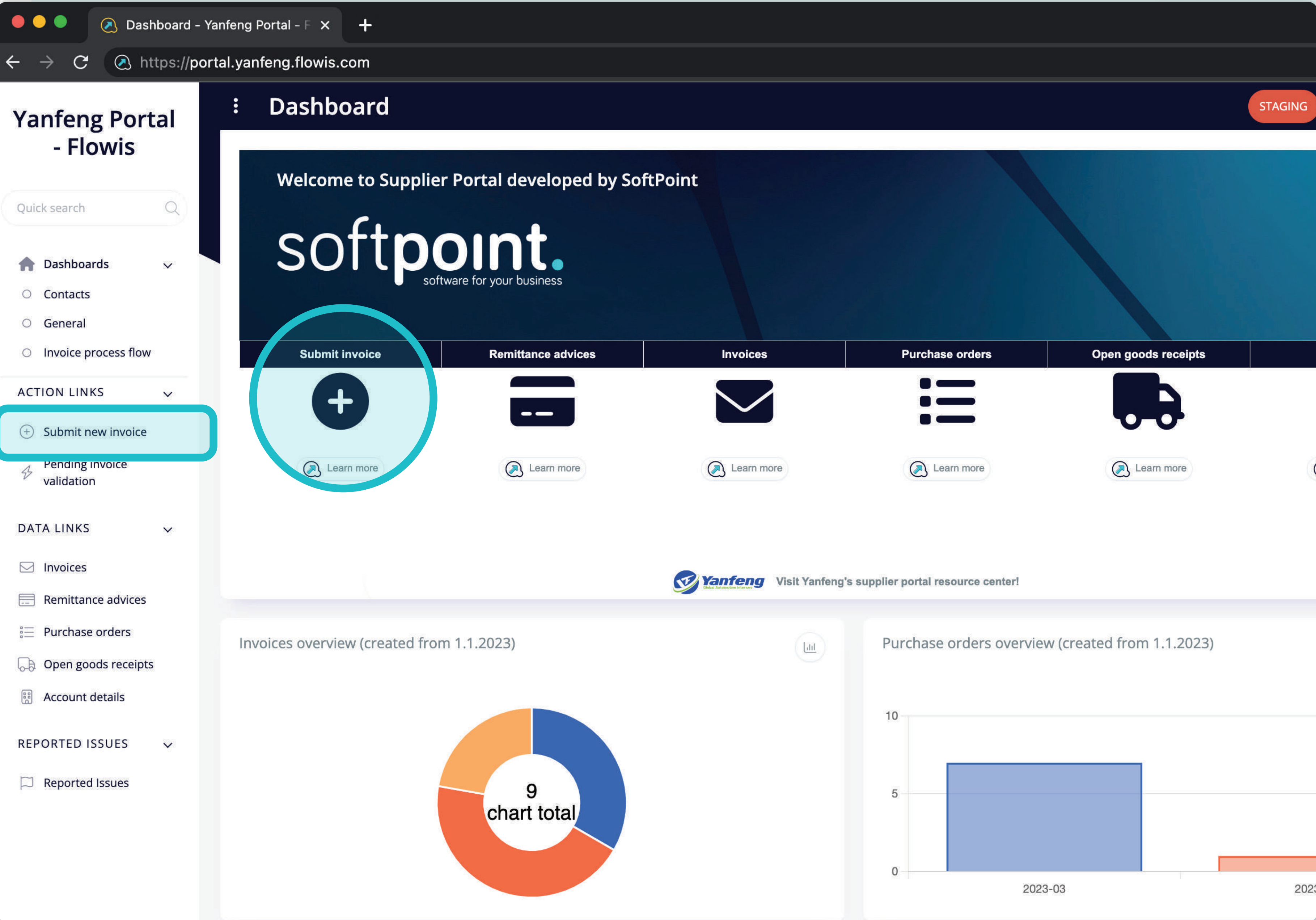




9 How to submit and validate an invoice



Users can submit a new invoice by **clicking on the “Submit invoice”** tab on the left side of the screen or using the **shortcut button on the dashboard.**

Submit new invoice - Yanfeng

https://portal.yanfeng.flowis.com/c/supplier_portal_submit_new_invoice/new?draft=0&transaction%5Btransaction_type_id%5D=45

Submit new invoice

STAGING

Submit your invoice

Invoice/transaction file *

Note: It will take few minutes till Invoice will be released for validation in **Pending invoice validation** tab.

Please follow the below requirements which should be included on each invoice:

- Purchase Order (PO) Number - **always 1 PO per 1 invoice**
- Supplier invoice number
- Delivery note number, including "Ship to" location
- Invoices must be typed and legible
- Currency based on [ISO 4217 currency code list](#)
- Correct legal entity name and address
- Invoice need to meet all other legal requirements according local law

On this screen, you can **upload an invoice file**, which **needs to fulfill all the requirements** mentioned in the list.

Once you successfully uploaded the file, **press the submit button**.

Please note that it will take several minutes to see your submitted invoice in the list because it is being automatically validated in the background.

RE0001213699 - Yanfeng Portal

https://portal.yanfeng.flowis.com/transactions/RE0001213699

RE0001213699



Invoice

Invoice details

Entity	
Supplier	123456 - My Company Ltd. Co. KG
Document Type	Invoice
Invoice status	Received
Invoice status description	The Invoice is pending review in supplier portal tool.
Invoice number	
Invoice date	
Total amount	0,00
Currency	
Purchase order created?	
Purchase order (non ERP)	
Packing slip	
Shipment date	

Payment reference details

Transaction's history

10:21 2023-04-12		New from portal by Supplier Portal Tester (<i>supplier.portal.testers</i>)
10:21 2023-04-12		Supplier Portal Tester (<i>supplier.portal.testers</i>) changed details View changes

The system will redirect you to the invoice preview page, where you can see the invoice details on the left side.

The screenshot displays the Yanfeng Portal - Flowis interface. The browser address bar shows the URL <https://portal.yanfeng.flowis.com/transactions/RE0001213699>. The page title is "RE0001213699". A "STAGING" badge is visible in the top right corner. The main content area is titled "Invoice details" and contains a table with the following information:

Entity	
Supplier	123456 - My Company Ltd. Co. KG
Document Type	Invoice
Invoice status	Received
Invoice status description	The Invoice is pending review in supplier portal tool.
Invoice number	
Invoice date	
Total amount	0,00
Currency	
Purchase order created?	
Purchase order (non ERP)	
Packing slip	
Shipment date	

Below the invoice details is a section titled "Payment reference details". At the bottom of the page is a "Transaction's history" section with the following entries:

- 10:21 2023-04-12: New from portal by Supplier Portal Tester (*supplier.portal.testster*)
- 10:21 2023-04-12: Supplier Portal Tester (*supplier.portal.testster*) changed details [View changes](#)
- 10:21 2023-04-12: Pending OCR extraction from portal
- 10:22 2023-04-12: Automatically extracted OCR data from portal

The OCR data extracted is: Pages: 1 | Words: 66

After a few moments, **you can refresh your screen** and you'll see that your **invoice details will be updated** with information from background automatic validation.

In the tab section, **the badge number will appear** with the number of invoices pending your action.

In this step, you need to do the **OCR validation**.

Yanfeng Portal - Flowis

Quick search

Dashboards

Contacts

General

Invoice process flow

Action links

Submit new invoice

Pending invoice validation 1

Data links

Invoices

Remittance advices

Purchase orders

Open goods receipts

Account details

Reported Issues

Reported Issues

Pending invoice validation

Invoice status: Select an option

Invoice number: [input]

Invoice date: Invoice date from [input] to [input]

Net amount: Net amount from [input] to [input]

Tax amount: Tax amount from [input] to [input]

Total amount: Total amount from [input] to [input]

Currency: Select an option

Entity: Select an option

Packing slip: [input]

Shipment date: Shipment date from [input] to [input]

Search [input] Clear Clear and refresh

No items selected

Sequence code	Status	Transaction type	Assigned to (text)	Created at	Transaction File
<input type="checkbox"/> RE0001213699	Pending manual validation from portal	Invoice from portal	Supplier Portal - User, Supplier Portal - Supplier Admin, Admir	2023-04-12 10:21	

In the “pending invoice validation” custom tab, you can see the list of invoices waiting for your action.

You can start the validation by clicking on a specific invoice.

1213699 - Yanfeng Porte x +

https://portal.yanfeng.flowis.com/transactions/RE0001213699

RE0001213699

STAGING ? SP

OCR Validation from portal

Invoice

Invoice details

Entity	
Supplier	123456 - My Company Ltd. Co. KG
Document Type	Invoice
Invoice status	Received
Invoice status description	The Invoice is pending review in supplier portal tool.
Invoice number	
Invoice date	
Total amount	0,00
Currency	
Purchase order created?	
Purchase order (non ERP)	
Packing slip	
Shipment date	

Payment reference details

Transaction's history

- 10:21 2023-04-12 New from portal by Supplier Portal Tester (*supplier.portal.testter*)
- 10:21 2023-04-12 Supplier Portal Tester (*supplier.portal.testter*) **changed details** [View changes](#)
- 10:21 2023-04-12 Pending OCR extraction from portal
- 10:22 2023-04-12 Automatically extracted OCR data from portal

In the **right upper corner**, you can find the **“OCR validation from portal” button**, which will redirect you to the **validation screen**.

OCR Validation - N/A

Manipulate Pages

Transaction RE0001271064 OCR controls

Supplier: 123456 - My Company Ltd. Co. KG
Country: SK - Slovak Republic

Entity: SK050 - Yanfeng International Automotive Technology...
Please make sure correct Legal Entity name is stated on invoice

Document Type: Invoice

Purchase Order (PO): PO56789

Invoice date: 3000.0

Amount: 3000.0

Currency: EUR

Packing slip: 3000.00
In case you don't have specific packing slip (delivery note) number- it should be same as invoice number

Bank account/IBAN: Select an option

Validate Discard

Data entry Original data Hint Display all

MyCompany Ltd.Co.KG
Hochstrasse 123
Berlin, 10115
DE987654321

INVOICE #	DATE
JPMEXAMPLE	17.02.2023

BILL TO

Yangeng International Automotive Technology Slovakia s.r.o
Twin City C, Mlynske Nivy 14
SK2120001048

DESCRIPTION	AMOUNT
Service Fee PO: 56789 Packaging Slip: JPMEXAMPLE	3000.00

Extracted Text: '3000' | Type: clickAndMove | Coords: [[2101,2791,25,33],[2143,2791,79,36]] | Field: total_amount

In the **OCR validation**, you should fill all the **information from the invoice**, which can be done by **selecting it from the dropdown list or marking it directly on the invoice**.

**OCR validation process*

on - RE000127106 x +
portal.yanfeng.flowis.com/data_entry/6/validation/1276841

OCR Validation - N/A STAGING ?

Manipulate Pages

Transaction RE0001271064 OCR controls -

Supplier: 123456 - My Company Ltd. Co. KG
Country: SK - Slovak Republic
Entity: SK050 - Yanfeng International Automotive Technology...
△ If supplier is TAX payer in EU, invoice must contain VAT ID
△ Please make sure correct Legal Entity name is stated on invoice

Document Type: Invoice
Purchase order created?: Yes

Purchase Order (PO): [redacted]
Invoice number: JPMEXAMPLE

Invoice date: [redacted] **Value cannot be blank**

Net amount: 3000.0
Total amount: 3000.0

Currency: EUR
Packing slip: 3000.00
△ Should be visible on the invoice
△ In case you don't have specific packing slip (delivery note) number- it should be same as invoice number

Shipment date: [redacted]
Bank account/IBAN: Select an option

Validate Discard

Data entry Original data Hint Display all

MyCompany Ltd.Co.KG
Hochstrasse 123
Berlin, 10115
DE987654321

INVOICE

INVOICE	DATE
JPMEXAMPLE	17.02.2023

BILL TO

Yangeng International
Automotive Technology
Slovakia s.r.o
Twin City C, Mlynske Nivy 14
SK2120001048

DESCRIPTION	AMOUNT
Service Fee PO: 56789 Packaging Slip: JPMEXAMPLE	3000.00

Extracted Text: 'JPMEXAMPLE' | Type: click | Coords: [[1369,547,280,31]] | Field: invoice_number

**OCR validation process*

Manipulate Pages

Transaction RE0001271064 OCR controls ▾

Supplier: 123456 - My Company Ltd. Co. KG
Country: SK - Slovak Republic
Entity: SK050 - Yanfeng International Automotive Technology...
Document Type: Invoice
Purchase Order (PO): PO56789
Invoice date: 2023-02-17
Total amount: 3000.0
Packing slip: 3000.00

Country: SK - Slovak Republic
Entity: SK050 - Yanfeng International Automotive Technology...
Purchase order created?: Yes
Invoice number: JPMEXAMPLE
Net amount: 3000.0
Tax amount: 0.0
Currency: EUR
Shipment date:
Bank account/IBAN: Select an option

Validation Messages:
⚠ If supplier is TAX payer in EU, invoice must contain VAT ID
⚠ Please make sure correct Legal Entity name is stated on invoice
⚠ Please check, seems to be older than 30 days
⚠ Should be visible on the invoice
⚠ In case you don't have specific packing slip (delivery note) number- it should be same as invoice number

Buttons: Validate Discard

Data entry Original data Hint Display all

MyCompany Ltd.Co.KG
Hochstrasse 123
Berlin, 10115
DE987654321

INVOICE #
JPMEXAMPLE

BILL TO

Yangeng International Automotive Technology Slovakia s.r.o
Twin City C, Mlynske Nivy 14
SK2120001048

DESCRIPTION
Service Fee PO: 56789 Packaging Slip: JPMEXAMPLE

Extracted Text: '3000' | Type: clickAndMove | Coords: [[2101,2791,25,33],[2143,2791,79,36]] | Field: net_amount

Transaction RE0001271064

OCR controls

Supplier: 123456 - My Company Ltd. Co. KG
Country: SK - Slovak Republic
Entity: SK050 - Yanfeng International Automotive Technology...
Document Type: Invoice
Purchase Order (PO): PO56789
Invoice date: 2023-02-17
Total amount: 3000.0
Packing slip: 3000.00

Country: SK - Slovak Republic
Entity: SK050 - Yanfeng International Automotive Technology...
Purchase order created?: Yes
Invoice number: JPMEXAMPLE
Net amount: 3000.0
Tax amount: 0.0
Currency: EUR
Shipment date:
Bank account/IBAN: Select an option

If supplier is TAX payer in EU, invoice must contain VAT ID

Please make sure correct Legal Entity name is stated on invoice

Please check, seems to be older than 30 days

Should be visible on the invoice

In case you don't have specific packing slip (delivery note) number- it should be same as invoice number

Validate Discard

Data entry Original data Hint Display all

MyCompany Ltd.Co.KG

Hochstrasse 123
Berlin, 10115
DE987654321

INVOICE #
JPMEXAMPLE

BILL TO

Yangeng International
Automotive Technology
Slovakia s.r.o
Twin City C, Mlynske Nivy 14
SK2120001048

DESCRIPTION

Service Fee
PO: 56789
Packaging Slip: JPMEXAMPLE

Once you fill in **all the mandatory information** you can **press the validate button.**



At SoftPoint we also address **other key finance processes** such as:



General ledger

- **Fixed assets:** fixed assets register, multiple books (e.g. GAAP, statutory, tax, etc.), different depreciation methods, and handling of acquisitions, disposals, and transfers.
- **Intercompany:** submission of exchange requests, routing, and approval, simultaneous posting to various ERP systems, reconciliation of intercompany balances, and payment approval.
- **Account reconciliations:** reconciliation cover sheets and balance explanations, auto-reconciliations, routing and approval, and integration with accounting software.
- **Lease accounting:** IFRS 16 requirements, lease obligations, and calculation of BS / PL balances.
- **Manual journals:** routing & approval, and automated recurring journals.
- **GL reporting**



Accounts receivable

- **Cash application:** matching customer payments with open items, automated breakdown of payments with remittances, and routing of discrepancies to relevant business owners.
- **Billing:** processing of billing requests and automated billing.
- **Business teams:** the resolution of discrepancies, submission of billing requests, and cash-flow forecasting.
- **AR reporting.**

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If you want to know more about **Flowis**
and our solutions, **visit our website**
or **contact us via email**.



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