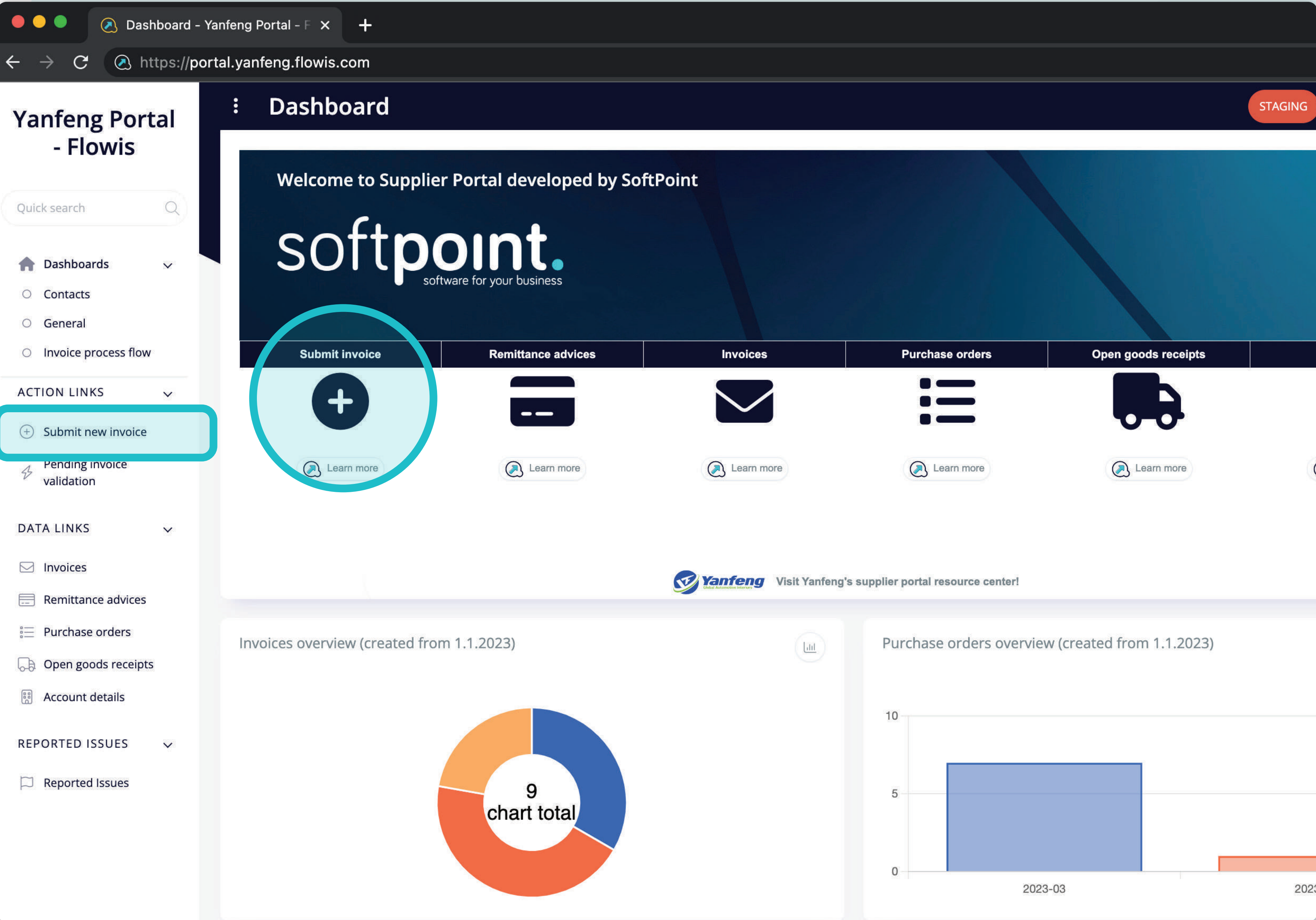




9 Come inviare e convalidare la fattura



Gli utenti possono inviare una nuova fattura facendo **clic sulla scheda "Invia fattura"** sul lato sinistro dello schermo o utilizzando il pulsante di scelta rapida sulla dashboard.

Submit new invoice - Yanfeng | X +

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

Yanfeng Portal Flowis

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

In questa schermata sarà possibile caricare **un file di fattura che dovrà soddisfare tutti i requisiti indicati nell'elenco.**

Una volta caricato il file, premere **il pulsante di invio.**

Nota: serviranno alcuni minuti prima di vedere nell'elenco la fattura inviata, perché viene convalidata automaticamente in 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.testter</i>)
10:21 2023-04-12		Supplier Portal Tester (<i>supplier.portal.testter</i>) changed details View changes

Il sistema vi reindirizzerà alla pagina di anteprima della fattura, dove sarà possibile vedere l'immagine della fattura sul lato destro e i dettagli della fattura sul lato sinistro.

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, along with a notification for "OCR Validation from portal".

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 for "Payment reference details".

The "Transaction's history" section shows a timeline of events:

- 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

At the bottom of the history, it states: "OCR data extracted. Pages: 1 | Words: 66".

On the left sidebar, the "Pending invoice validation" link is highlighted with a red box and a red badge with the number "1".

Dopo qualche istante, **si può aggiornare lo schermo** e si vedrà che **i dettagli della fattura saranno aggiornati** con le informazioni della convalida automatica di sfondo.

Nella sezione della scheda, **apparirà il numero di badge con** il numero di fatture in attesa di intervento.

In questa fase è necessario eseguire **la convalida OCR.**

Pending invoice validation - Yanfeng Portal - Flowis

https://portal.yanfeng.flowis.com/c/action-list-supplier-portal

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] [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	

Nella scheda personalizzata "Convalida fatture in sospeso" è possibile visualizzare l'elenco delle fatture in attesa di intervento.

Sarà possibile avviare la convalida facendo clic su una fattura specifica.

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

Nell'angolo **in alto a destra** si trova il pulsante **"Convalida OCR dal portale"**, che reindirizza alla **schermata di convalida**.

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

Nella convalida OCR è necessario inserire tutte le informazioni della fattura, selezionandole dall'elenco a discesa o contrassegnandole direttamente sulla fattura.

**Processo di convalida dell'OCR*

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...
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
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

**Processo di convalida dell'OCR*

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

Warnings:
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

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

Una volta compilate tutte le **informazioni obbligatorie**, sarà possibile premere il **pulsante di convalida**.



SoftPoint si occupa anche di
altri processi finanziari chiave:



Modulo di contabilità generale

- **Capitale fisso:** registro del capitale fisso, libri multipli (ad esempio GAAP, statutario, fiscale, ecc.), diversi metodi di ammortamento e gestione di acquisizioni, cessioni e trasferimenti.
- **Interaziendale:** presentazione delle richieste di scambio, instradamento e approvazione, registrazione simultanea in vari sistemi ERP, riconciliazione dei saldi interaziendali e approvazione dei pagamenti.
- **Riconciliazioni dei conti:** copertine e bilanci di riconciliazione spiegazioni, riconciliazioni automatiche, instradamento e approvazione e integrazione con il software di contabilità.
- **Contabilità del leasing:** requisiti IFRS 16, obblighi di leasing e calcolo dei saldi BS/PL.
- **Giornali manuali:** instradamento e approvazione e giornali ricorrenti automatizzati.
- **Rendicontazione contabilità generale**

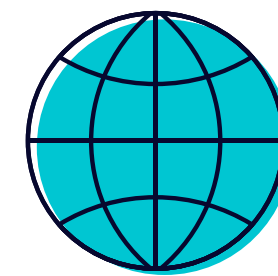


Modulo per la contabilità clienti

- **Applicazione di cassa:** abbinamento dei pagamenti dei clienti con le partite aperte, suddivisione automatica dei pagamenti con le rimesse e instradamento delle discrepanze ai responsabili aziendali.
- **Fatturazione:** elaborazione delle richieste di fatturazione e fatturazione automatica.
- **Team aziendali:** risoluzione di discrepanze, presentazione di richieste di fatturazione e previsione dei flussi di cassa.
- **Segnalazione crediti.**

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Per ulteriori informazioni su **Flowis** e sulle nostre soluzioni, **visitate il nostro sito web o contattateci via e-mail.**



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