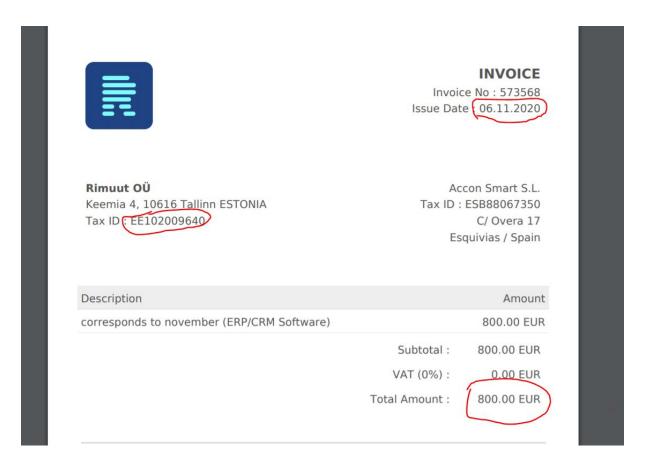
1. The first thing in any bill to look at are these 4 fields:



Total Amount: This field indicates the total amount that the company has paid for the invoice. Tax ID: This field is the Tax Identification number. It usually starts with 1 or 2 letters and have some numbers at the end, but it may vary in function of the country. It is also called, VAT, NIF or CIF

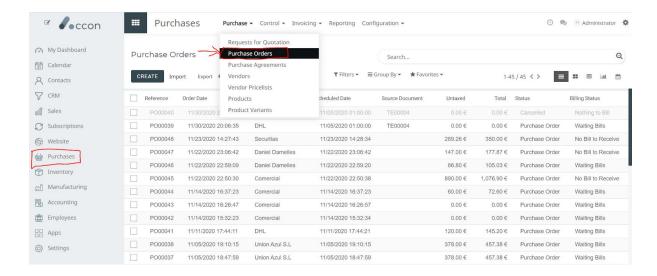
Date: Date on which the invoice was issued. It could be called "Fecha de Factura", "Invoice Date", "Fecha de emisión"

Due Date: It is the date that indicates the limit for paying the invoice. It is not always visible. It is also called "Fecha de vencimiento" or "Fecha límite". It is always the same or later than the Invoice date.

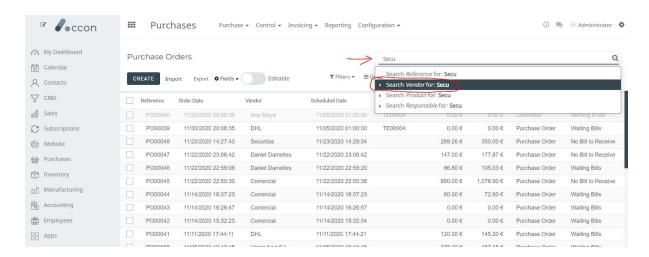
Invoice Number: It is the number of the Invoice. It could have multiple names "Número de Factura" "N Factura" "Factura" "Número"...

With this information, we have to look at the Purchase Orders list and check if there is a Purchase Order that matches with the Vendor and Price. There could be 2 possibilities:

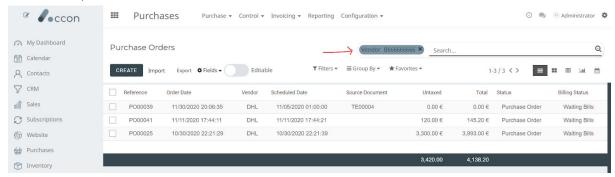
- There is already a Sale Order created, where we can create the Invoice from (this the most easy scenario, because it will be only to press a button)
- There is not any Sale Order that matches, so we have to create a new invoice manually.
- 2. Second, is to check the Purchases Orders:



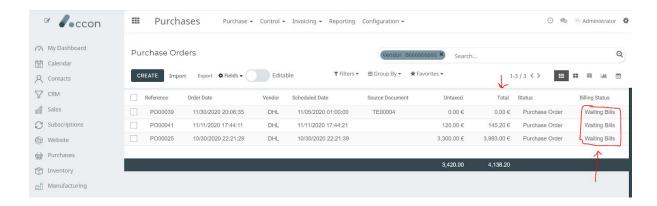
Using the filter, we will look for the Vendor (second option in the search box), and see if there is a Purchase Order with the same amount in status "Waiting Bills":



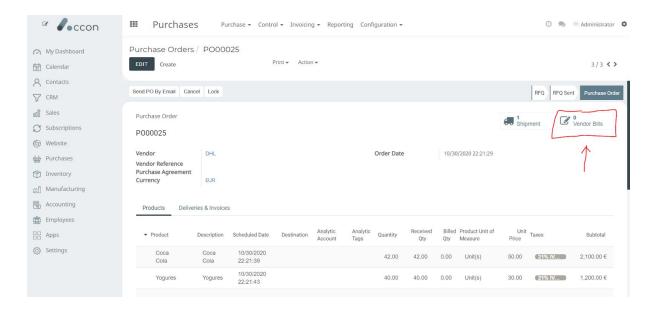
A better option than look for the name, is to look for using the VAT number, because that has to be exactly the same (where the name could have variations with space, special caracters...)



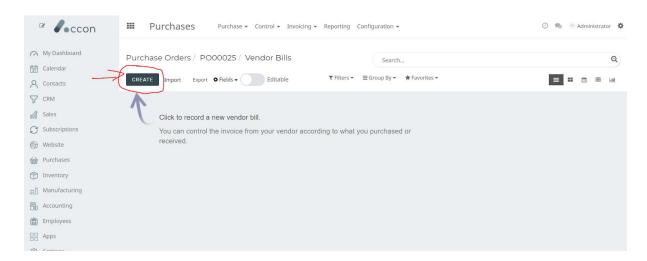
And we can see that there is some Sale Order in the status Waiting Bills and we check if the Total column value matches with our invoice:



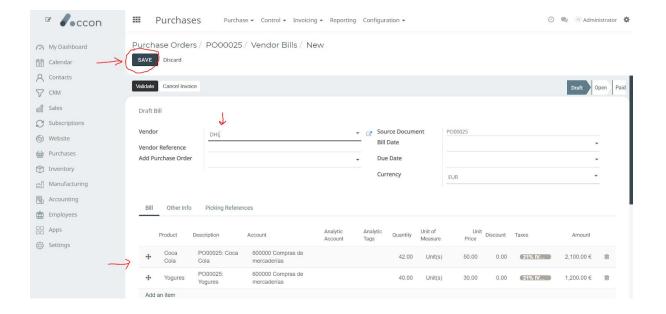
If so, we click it and right after, we will press here:



And it will open this window, where we will press this:

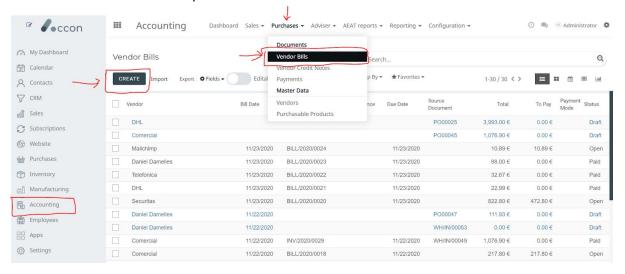


And as you can see, the invoice will automatically bring the information from the Sale Order, so we just press "Save" and the invoice is already created.

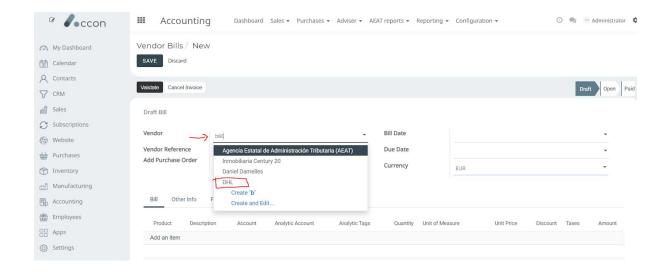


Lastly, we add the vendor reference, date and attach the invoice PDF.

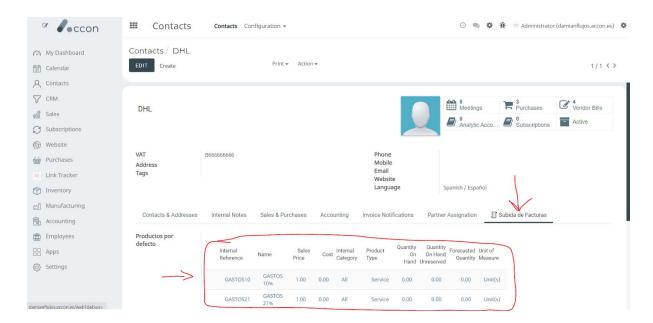
3. If we did not find any Sale Order, we need to create the Invoice from 0. For that we will access here and press Create:



4. The next is to select the Vendor. For that, we will write the VAT number and it will appear:



5. The next step is to add the invoice lines. For that, I recommend to have the contacts list opened in a new tab, so we can search for the Vendor info. Once we enter in the Vendor Info window, we will enter the "Subida de Facturas" tab.



Inside this tab, we will see a table with different products. We will look for the corresponding product for adding to the invoice.

In the previous example, we can see that it is a little bit particular, where the VAT is added as a subtotal, not in the line (this is not common, but possible). That means that there is only one line, whose product has a VAT of 0%.



## INVOICE

Invoice No: 573568 Issue Date: 06.11.2020

## Rimuut OÜ

Keemia 4, 10616 Tallinn ESTONIA

Tax ID: EE102009640

Accon Smart S.L. Tax ID: ESB88067350

Esquivias / Spain

C/ Overa 17

Description		Amount
corresponds to november (ERP/CRM Software)		800.00 EUR
	Subtotal :	800.00 EUR

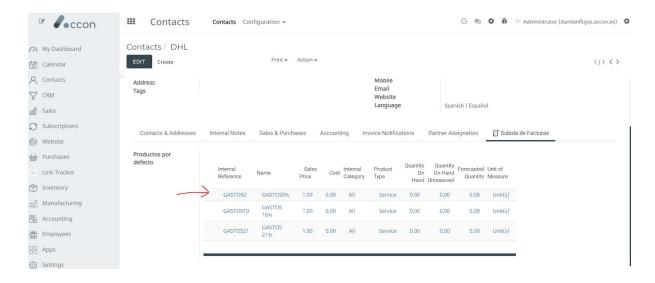
VAT (0%) : 0.00 EUR

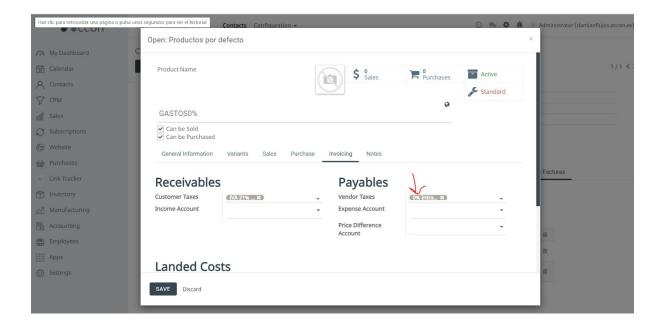
Total Amount : 800.00 EUR

Bill to : Accon Smart S.L. Total Amount : 800.00 EUR

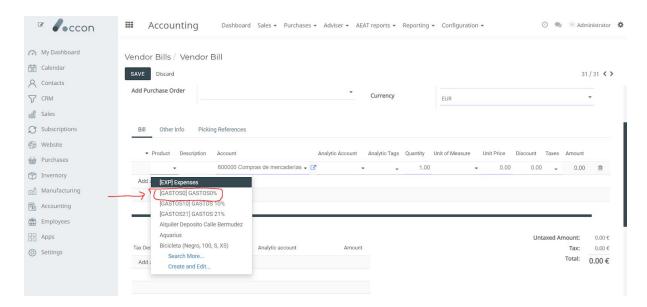
Invoice No: 573568

Then, we will need to look in that table, for the product of that provider at 0%. (Remember that it is possible that there are many product with the same % in the system, so we will only select a product that appears in this table for this vendor)

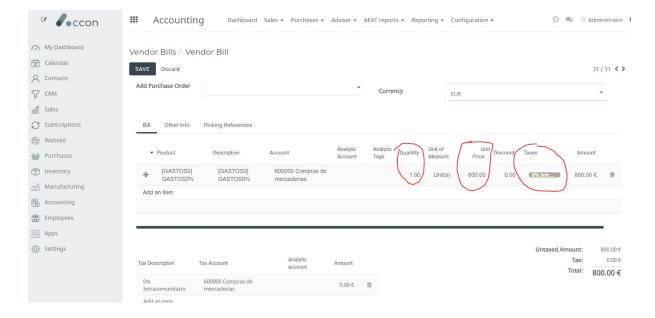




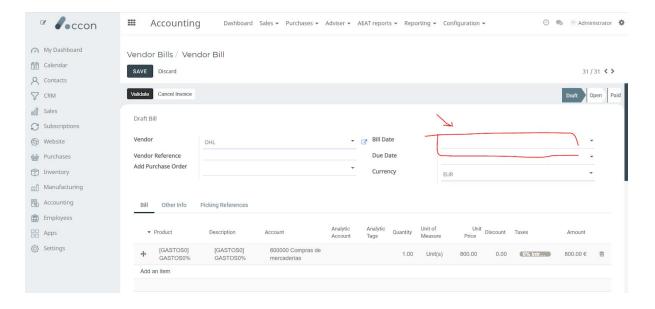
We copy the reference and add it into the invoice.



And we can see that the taxes have been added properly. We also set the same quantity and price as in the invoice.

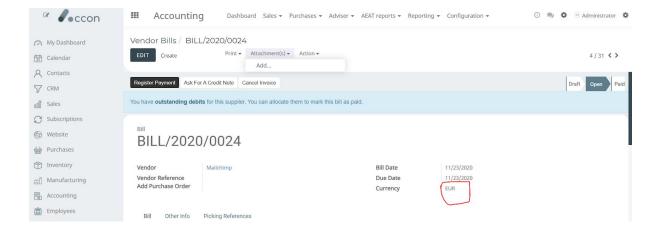


6. Once we have added all the invoice lines, we set the same Invoice date:

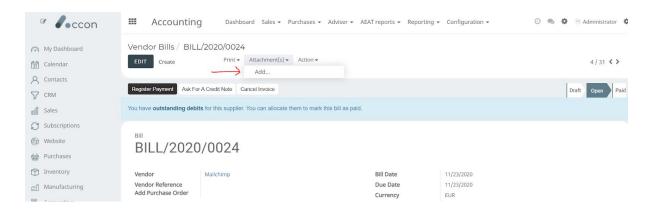


7. And after we add the Due Date if it is visible.

Note that there is a currency field, we need to select the proper currency that the invoice has been issued.



## 8. We attach the invoice into the system.



## 9. We add the Invoice Reference

