eInvoicing Viewer Integration with PEPPOL

Quick User Guide

DIGIT

ISA² Programme

Directorate-General for Informatics

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eInvoicing Viewer
Integration with PEPPOL – Quick User Guide

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The ISA² programme supports the development of digital solutions that enable public administrations, businesses and citizens in Europe to benefit from interoperable cross-border and cross-sector public services.

ISA² is running from **1 January 2016** until **31 December 2020**. The programme was adopted in November 2015 by the European Parliament and the Council of European Union.

Solutions developed by ISA² **and under its predecessor ISA** are generally available for **free** and can be found here.

Under the ISA² programme, the following **actions are supported:** ISA² action overview page.

EXECUTIVE SUMMARY

Short Abstract *(150 words)*	Underlying document provides a description of eInvoicing Viewer's functionalities. The eInvoicing Viewer is a solution that allows users to view electronic invoices received via the PEPPOL network. The new viewing capability is the result of integration of an e-PRIOR component that connects to the PEPPOL network (allowing the reception of eInvoicing business documents compliant with the UBL 2.1 syntax released previously) and reuse of e-PRIOR generic viewer capability of the eTrustEx platform (developed and maintained by DIGIT D3 unit of the European Commission).
Objectives *(150 words)*	*This document is meant to provide instructions on the use of the functionalities of the of eInvoicing Viewer's GUI.*
Method *(300 words)*	Every GUI window is described by : 1. A high level definition 2. A detailed list + breakdown of the window elements 3. A step-by-step guide to the functionalities.
Conclusions *(150 words)*	Directive 2014/55/EU has enforced that any public administration in Europe shall accept electronic invoices respecting the European Norm by November 2019. In order to help administrations meet this goal and following requests of some countries, Open e-Prior has built a release that incorporates a viewer of UBL2.1 invoices in addition to the gateway to the PEPPOL network as a first step to alignment to the e-Invoicing European Norm .

AUDIENCE

This document describes the eInvoicing Viewer's functionalities new for v2.2.0

This document is intended for the following audiences:

AUDIENCE	TARGETED IN THIS DOCUMENT
POLICY OFFICERS	✓
IT PROVIDERS	✓
SERVICE PROVIDERS	✗
IT ARCHITECTS	✓
COMM EXPERTS	✗
LEGAL OFFICERS	✗

CONTENTS

1 eInvoicing Viewer

1.1 Objective

A solution has been put in place to allow viewing eInvoices, Credit Notes and Attached Documents received through the PEPPOL network and based on an Open Source software module (eTrustEx Web). This will allow Contracting Authorities to have a basic/low cost solution to be prepared for the alignment to the Directive 2014/55/EU eInvoicing Directive.

1.2 Based on existing TrustEx Web components

In addition to a component to connect e-PRIOR to the PEPPOL network (allowing the reception of eInvoicing business documents compliant with the UBL 2.1 syntax released previously), e-Prior reuses a generic viewer capability (eTrustEx WEB component) of the eTrustex platform, developed and maintained by DIGIT D3 unit of the European Commission, to provide a new capability allowing users to view electronic invoices received via the PEPPOL network.

A Prezi presentation of the PEPPOL eDelivery integration in the eInvoicing Viewer can be viewed at PEPPOL eDelivery: how it works.
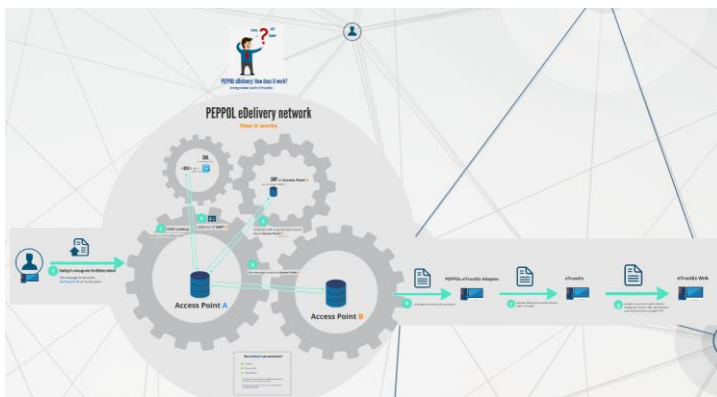
⚠️ **IMPORTANT :**

The parent e-TrustEx Web solution, which eInvoicing Viewer draws upon, offers functionalities that are much wider in range and that are already operational at a platform offered to the EU Institutions as a service and to the Member States as an open source software tool.

A generic guide to eTrustEx Web has been drafted by the European Commission's DIGIT D3 unit. It describes all eTrustEx Web features and can be found with the eTrustEx Web User Guides.

1.3 Functionalities

eInvoicing Viewer's scope reuses only part of the eTrustEx Web's functionalities, namely:

- ✓ *Browsing the content of document (eInvoices / Credit Notes) bundles in the INBOX*
- ✓ *Exploring the content of a selected bundle (Invoices / Credit Notes / Attachments)*
- ✓ *Downloading the content of the selected bundle (Invoices / Credit Notes / Attachments)*

Underlying document provides a description of eInvoicing Viewer's functionalities.

1.4 Business advantages

The Directive 2014/55/EU has enforced that any public administration in Europe shall accept electronic invoices respecting the European Norm by November 2019.

In order to help administrations meet this goal and following requests of some countries, Open e-Prior has built a release that incorporates a viewer of UBL2.1 invoices in addition to the gateway to the PEPPOL network as a first step to alignment to the e-Invoicing European Norm.

This release provides:

- ✓ *either   a transitional solution for administrations not yet prepared for the Directive giving them a rudimentary tool to access and view invoices received from the PEPPOL network.*
- ✓ *and/or   a back-up solution to access and view received invoices*
- ✓ *or   a solution to test the reception of PEPPOL invoices by their own solution.*

1.4.1 Why use eInvoicing viewer with ePEPPOL eDelivery Network integration?

The motives for implementing the eInvoicing Viewer integrated with the PEPPOL eDelivery Network are the clear advantages it offers:

- ✓ *It provides a basic/low cost solution addressed to any public administration in view of compliance with OpenPEPPOL implementation of Directive 2014/55/EU.*
- ✓ *It relies on a Secured transport infrastructure.*
- ✓ *It supports national and Cross-border invoices compliant with the EN 16931 received through the OpenPEPPOL network.*
- ✓ *It is an Open Source solution and based on standards.*

2 Browser Requirements

Browser	Required	Additional information
Chrome	64	
Firefox	59	Requires these 2 preferences to be enabled in about:config. − javascript.option.streams − dom.streams.enabled
Edge	17	This is the EdgeHTML version. Edge is only available in Windows 10

3 Monitoring the reception of Invoices/Credit Notes

3.1 Inbox

The Inbox window displays all Invoices, Credit Notes and Attached Documents sent by Suppliers through the PEPPOL network.

The Inbox content displayed to the user is restricted to the Contracting Authority and the business domain that he is configured for. Rules and method of configuration can be found in the guide "e-TrustEx Web – WildFly installation and configuration".

From the Inbox the user can display messages by double-clicking them (see 3.3).

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3.2 Window Elements

N°	GUI Element	Description
1	Language Selector	Use this combo box to select the preferred interface language
2	Party	This field displays the Recipient Contracting Authority.
3	Inbox	Click this folder to display a list of received Invoices/Credit Notes
4	Sent	In the eInvoicing Viewer use of this functionality is out of scope
5	Draft	In the eInvoicing Viewer use of this functionality is out of scope
6	Refresh	Click this button to refresh the list of displayed Invoices/Credit Notes
7	Subject	Use this field to search for Invoices/Credit Notes by (part of) their name.
8	Received	Click this button to sort Invoices/Credit Notes by date received.
9	Message Name	This field displays the name of Invoices/Credit Notes, the sender and the date/time received.
10	Attachment icon	This icon indicates that the Invoice/Credit Note carries one or more documents attached.
	Warning icon red	A red warning icon indicates that the attachments expired due to the retention policy (Usually, after 12 weeks attachments are no longer available to the user. This period is configurable. Read how in the guide " e-TrustEx Web – WildFly installation and configuration".).
	Warning icon yellow	A yellow warning icon indicates that the attachments are set to expire on a specific date.
11	All / Unread	Click this button to display the required list of Invoices/Credit Notes

Fig. 1.   Inbox window: fields

Fig. 2.   Attachments and Expiry warnings

3.3 How to display Bundle content

To display the content of a bundle proceed as follows:

1. In the Inbox **click** the Invoice / Credit Note Name.

   The *Received Message* window is displayed (see Fig. 3).

🗒 **Note:**
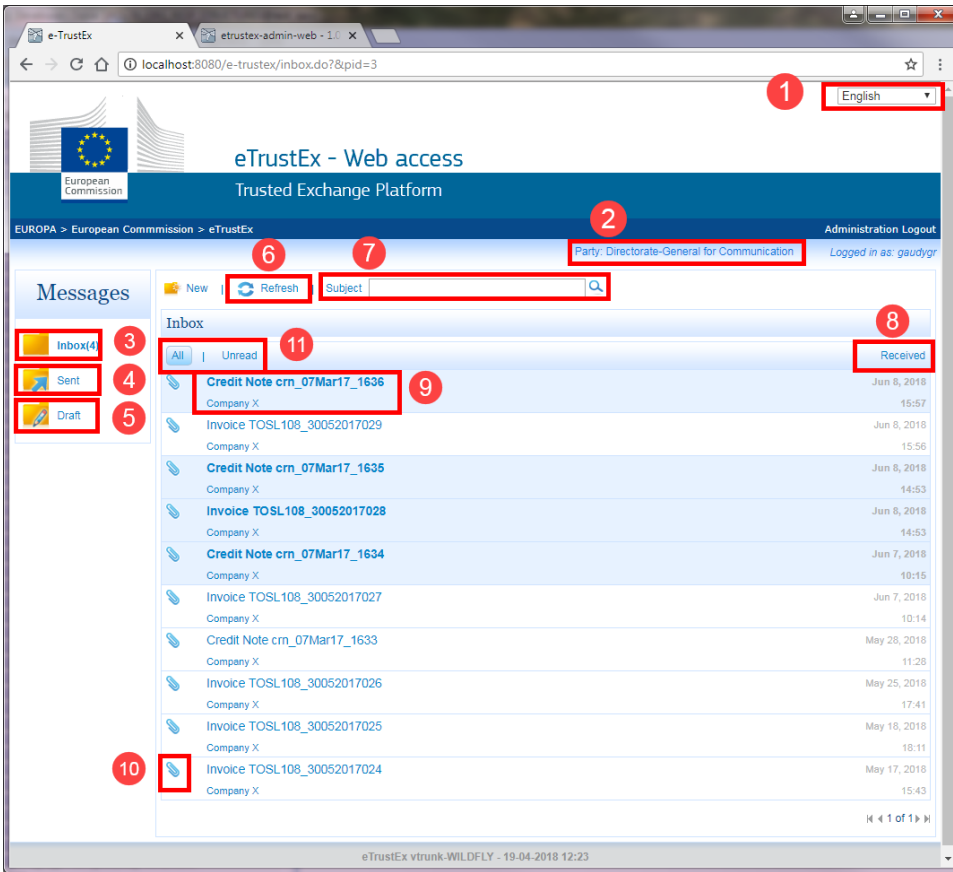From the Received Message window users can access human readable files. How to, see 4.3.

4 Exploring and downloading the content of incoming Invoice / Credit Note messages

4.1 Received Message

Messages are business documents, i.e. Invoices, Credit Notes and attached documents. They are sent in bundles and are compliant with the UBL 2.1 syntax. The Received Message window displays:

- ✓ information on individual Invoice / Credit Note messages.
- ✓ information on the files (invoices/credit notes and their related attachments) that compose the document bundle.

From the received Message window users can also download human readable versions.

⚠ **IMPORTANT:**

The invoices / credit notes are received through the PEPPOL network and are structured in UBL 2.1 syntax. From this structure the software integration developed in the provided eInvoicing Viewer solution automatically generates a PDF version, which is human readable and much more user-friendly. It is these automatically generated documents that are the documents on which users will normally focus their attention.

4.2 Window Elements

N°	GUI Element	Description
1	Received Message pane	This pane repeats the Invoice / Credit Note message data from the Message Name in the Inbox
2	Subject	This field displays the Message Name.
3	From	This field displays the Sender's Name.
4	Received on	This field displays the date/time the Invoice / Credit Note message was received.
5	Comments pane	This pane is out of scope.
6	List of Files pane	This pane displays the files related to the Invoice / Credit Note message, and selection options.
7	List of Files field	This field displays the files related to the Invoice / Credit Note message, and individual check boxes. Files in this field can be downloaded.
8	Download selected files	Click this button to collect the selected files in a Bundle and download it to the browser's default Downloads location.
9	Return to messages	Click this button to return to the Inbox.
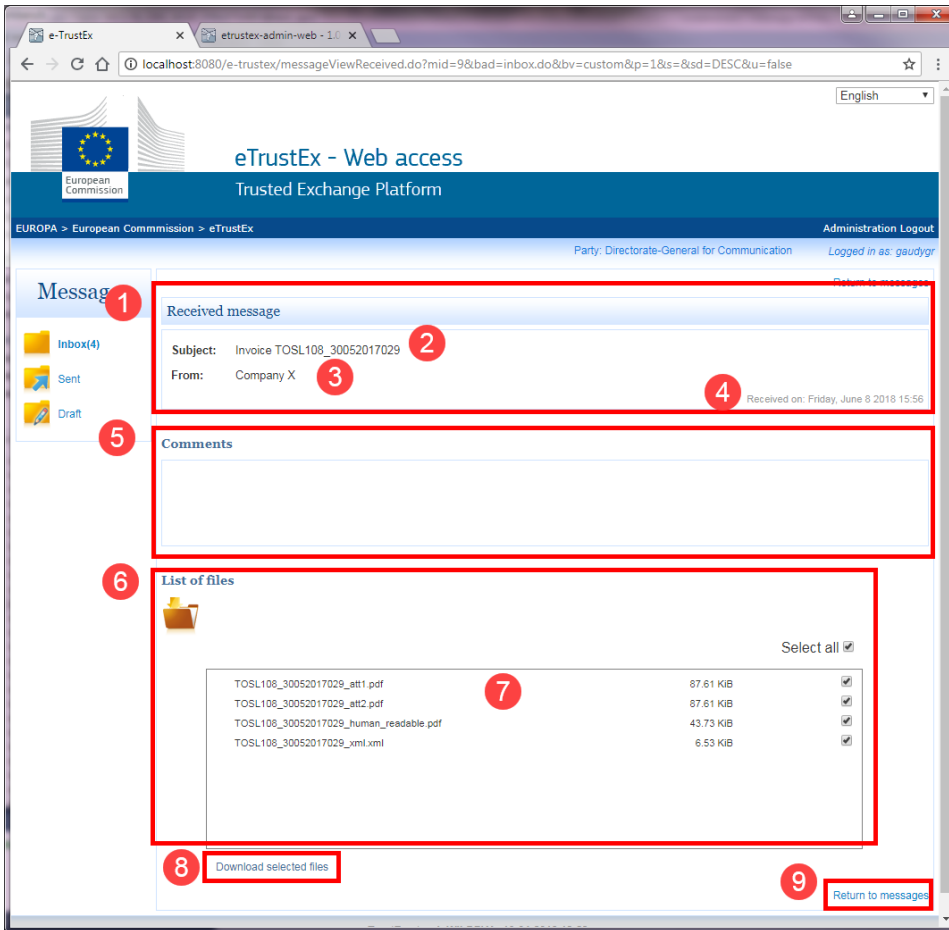
Fig. 3.   Received Message window

4.3 Downloading Invoices / Credit Notes and related Attachments

The eInvoicing Viewer offers the possibility to download files attached to the messages that it displays.

To download files attached, proceed as follows:

1. In the *Received Message* window navigate to the List of Files pane.

   The "Select all" checkbox is checked by deault.

2. In the *List of Files* pane, if necessary, **uncheck** the "Select all" checkbox, and **check** only those files you want to download.

3. Click the **Download selected files** button.

The selected file(s) is/are collected in a **Bundle**.

The *Download progress bar* dialog box is displayed.
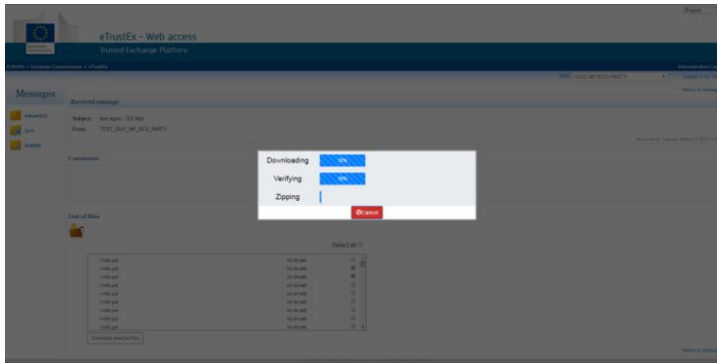
Fig. 4.   Download progress bar dialog box

NOTE

The *Download progress bar* dialog box has 3 progress bars that denote the following actions:

- o file downloading
- o file integrity verification
- o file archiving

4. The *Download progress bar* dialog box closes automatically once the Bundle has been downloaded.

The Bundle is downloaded in the **browser's default Downloads** location.
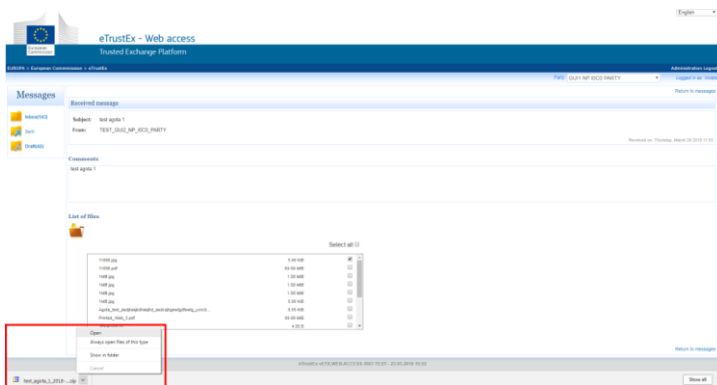
Fig. 5.   Downloaded files viewing

5. To process the files in the Bundle, click the browser's downloads bar, and select one of the following options:

Option	Actions
*To **view directly***	**1.** Select Open
*To view in the **Downloads folder***	**1.** Select Show in folder. The Downloads folder is displayed. **2.** Double-click the ZIP folder.

The ZIP file is opened displaying the downloaded attachments.
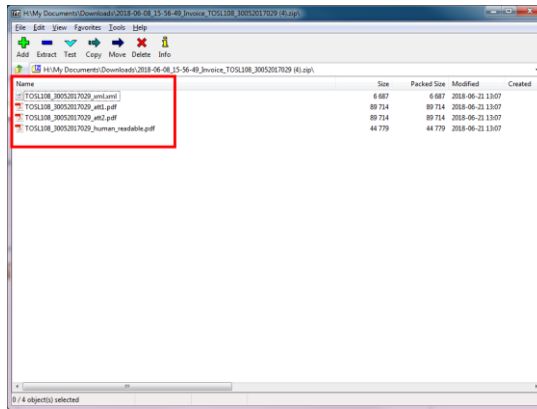
6. Double-click a file.

The file is displayed in the associated application.

⚠ **IMPORTANT:**

The invoices / credit notes are received through the PEPPOL network and are structured in UBL 2.1 syntax. From this structure the software integration developed in the provided eInvoicing Viewer solution automatically generates a PDF version, which is human readable and much more user-friendly. It is these automatically generated documents that are the documents on which users will normally focus their attention.

INVOICE

Invoice issue date	Registration date	Invoice number	Invoice period	Customer's assigned account ID	Tax point date
10/04/2013	21/06/2018	TOSL108_30052017030	Start date: 01/01/2013 End date: 01/04/2013		

Customer	Customer contact	Supplier	Supplier contact
Name: Buyercompany ltd **Address:** Anystreet, Building 1 101 Anytown DENMARK **Endpoint ID:** 5790000435975		**Name:** SubscriptionSeller. **Address:** Main street 2, Building 4 54321 Big city DENMARK **Endpoint ID:** 5790989675432 **VAT:** DK16356706 **Party Legal Entity:** DK16356706	**Email:** antonio@SubscriptionsSeller.dk

Currency information	Payee party	Payee party contact
Document currency: DKK Tax currency: Currency of payment:		

Contractual information

Framework contract reference: SUBSCR571
Framework contract date:

Additional references

ID	Document type	Issue date
Doc2	Drawing	
Doc3	Drawing	

Invoice lines

Lines description

Line ID	Description	Actual delivery date	Quantity	Unit price	Amount
1	Paper Subscription Paper Subscription fee 1st quarter		1	800,00 DKK	800,00 DKK

Clauses and / or notes:	Invoice totals	
Contract was established through our website	Total line amount	800,00 DKK
	Total charge amount	100,00 DKK
	Total allowance amount	
	Tax exclusive amount	900,00 DKK
	Total tax amount	225,00 DKK
	Tax inclusive amount	1.125,00 DKK
	Payable rounding amount	
	Prepaid amount	
	Total amount due	**1.125,00 DKK**

Payment information

Payment due date	Means of payment	Channel of payment	Account number	Credit account	Seller's bank	Payment instruction	Payment note	Sort code
10/05/2013	Payment to bank account		DK1212341234123412					

Accounting cost:
Terms of payment:

Tax exchange rate source currency:	Tax exchange rate target currency:
Tax exchange rate date:	Tax exchange rate:

Delivery information

Delivery terms:	Delivery special terms:
Delivery location:	Actual delivery date:

Additional document information

Allowances and Charges at document level

Type	Sequence	Reason code	Reason additional text	Base amount	Multiplier factor	Amount	Tax category (type / ID / rate)
charge		Freight charge	Freight charge			100,00 DKK	VAT / Standard rate / 25%

Tax subtotals at document level

Tax type	Tax category	Tax rate	Tax exemption reason	Taxable amount	Tax amount
VAT	Standard rate	25%		900,00 DKK	225,00 DKK

Additional line information

Tax classified category at line level

Tax type	Tax category	Tax rate	Tax exemption reason
VAT	Standard rate	25%	

Fig. 6.   Human readable PDF of UBL 2.1 syntax (invoice type)

CREDIT NOTE

Credit note date	Registration date	Credit note number	Credit note period	Customer's assigned account ID	Tax point date
20/12/2008	08/06/2018	cm_07Mar17_1636	Start date:13/12/2009 End date:18/12/2009		

Customer	Customer contact	Supplier	Supplier contact
Registration name: TRASYS NV* **Name:** TRASYS NV* **Address:** ARIANELAAN 7 000 1200 BRUSSEL BELGIUM **VAT:** DK16356706 **Party legal entity:** DK16356706		**Registration name:** TRASYS NV* **Name:** TRASYS NV* **Address:** ARIANELAAN 7 000 1200 BRUSSEL BELGIUM **Endpoint ID:** 5790989675432 **VAT:** DK16356706 **Party legal entity:** DK16356706	

Currency information
Document currency: EUR
Tax currency:
Currency of payment:

Contractual information
Framework contract reference:
Framework contract date:
Specific contract / Order form / purchase order reference: 235
Specific contract / Order form / order date:

Billing references

ID	Document type	Issue date
TOSL108_30052017025	Commercial invoice	20/12/2008

Additional references

ID	Document type	Issue date
Doc3	Drawing	
Doc2	Drawing	

Credit note lines

Lines description

Line ID	Description	Quantity	Unit price	Amount
dummyLineID	ProductDummyName		3.695,00 EUR	3.690,00 EUR

Clauses and / or notes:	Credit note totals	
	Total line amount	3.690,00 EUR
	Total charge amount	
	Total allowance amount	
	Tax exclusive amount	
	Total tax amount	369,00 EUR
	Tax inclusive amount	
	Payable rounding amount	
	Prepaid amount	
	Total amount due	**369,00 EUR**

Payment information

Terms of payment:	Means of payment:
Channel of payment:	Seller's bank:
Account number:	Payment instruction:
Payment note:	Credit account:
Accounting cost:	Sort code:
Tax exchange rate source currency:	Tax exchange rate target currency:
Tax exchange rate date:	Tax exchange rate:

Additional document information

Tax subtotals at document level

Tax type	Tax category	Tax rate	Tax exemption reason	Taxable amount	Tax amount
VAT (Value Added Tax)	Standard rate	10%		3.690,00 EUR	369,00 EUR

Additional line information

Tax subtotals at line level

Line ID	Tax type	Tax category	Tax rate	Taxable amount	Tax amount
dummyLineID	VAT (Value Added Tax)	Standard rate	10%	3.690,00 EUR	369,00 EUR

Tax classified category at line level

Tax type	Tax category	Tax rate	Tax exemption reason
VAT	Standard rate	10%	

Fig. 7.   Human readable PDF of UBL 2.1 syntax (credit note type)

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