



1 Navegación en Flowis

Yanfeng Portal - Flowis

Sign in to start your session

Username/Email

Password

Sign in

Forgot your password?

Puedes acceder a **Flowis** a través de la URL que **puedes ver en la pantalla.**

Utiliza tus credenciales para **iniciar sesión.**

Si has olvidado tus credenciales, **haz clic en el enlace "¿Has olvidado la contraseña?".**

Yanfeng Portal - Flowis

Quick search

Dashboard

Welcome to Supplier Portal developed by SoftPoint

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Submit invoice Remittance advices Invoices Purchase orders Open goods receipts

Learn more Learn more Learn more Learn more Learn more

Yanfeng Visit Yanfeng's supplier portal resource center!

Invoices overview (created from 1.1.2023)

Purchase orders overview (created from 1.1.2023)

9 chart total

2023-03

Una vez conectado, **en la parte izquierda de la pantalla inicial**, podrás ver la sección "pestañas".

En estas pestañas puedes, por ejemplo, **enviar tu factura**, o encontrar otro tipo de información sobre **facturas ya presentadas, avisos de remesa, puntos de venta**, etc.

También puedes informar de **cualquier problema técnico** que te surja.

Purchase orders - Yanfeng Portal x Dashboard - Yanfeng Portal - F x +

https://portal.yanfeng.flowis.com

Yanfeng Portal - Flowis

Quick search

Dashboards

- Contacts
- General
- Invoice process flow

ACTION LINKS

- Submit new invoice
- Pending invoice validation

DATA LINKS

- Invoices
- Remittance advices
- Purchase orders
- Open goods receipts
- Account details

REPORTED ISSUES

- Reported Issues

Dashboard

STAGING ? SP

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Invoices overview (created from 1.1.2023)

9 chart total

Purchase orders overview (created from 1.1.2023)

Month	Count
2023-03	7
2023-04	1

En el centro de la pantalla, se visualiza la sección **Panel**. Aquí encontrarás información sobre **el desarrollador de Flowis**, con enlaces a Flowis y **accesos directos a las pestañas más utilizadas**.

Además, hay un **acceso directo a las listas de contactos**.

Dashboard - Yanfeng Portal - F X +

https://portal.yanfeng.flowis.com/dashboards/181/preview

Yanfeng Portal - Flowis

Quick search

Dashboards

Contacts

General

Invoice process flow

ACTION LINKS

Submit new invoice

Pending invoice validation

DATA LINKS

Invoices

Remittance advices

Purchase orders

Open goods receipts

Account details

REPORTED ISSUES

Reported Issues

Dashboard

STAGING

INVOICES - Whom to contact in case of issue?

Mailbox	Country (country of Purchase order)
PTP-query-CA@yanfeng.com	Canada
PTP-query-CZ@yanfeng.com	Czech Republic
PTP-query-DE-GERMANY@yanfeng.com	Germany
PTP-QUERY-HU@yanfeng.com	Hungary
PTP-query-IT@yanfeng.com	Italy
PTP-query-LUX@yanfeng.com	Luxembourg
PTP-Query-MX@yanfeng.com	Mexico
PTP-QUERY-SERBIA@yanfeng.com	Republic of Serbia
PTP-query-SK@yanfeng.com	Slovakia
PTP-query-ES@yanfeng.com	Spain
PTP-query-SAF@yanfeng.com	South Africa
PTP-query-UK@yanfeng.com	United Kingdom
PTP-query-US@yanfeng.com	United States of America

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Technical support r

**La lista de contactos mencionada*







purchase orders - Yanfeng Por x Dashboard - Yanfeng Portal - F x +
https://portal.yanfeng.flowis.com


Dashboard

STAGING ?

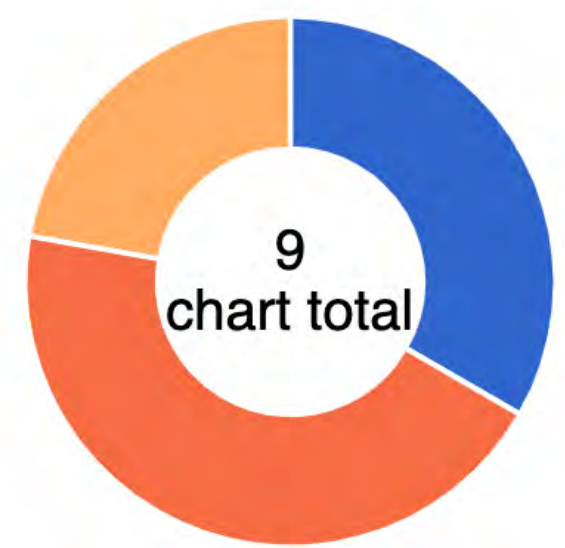
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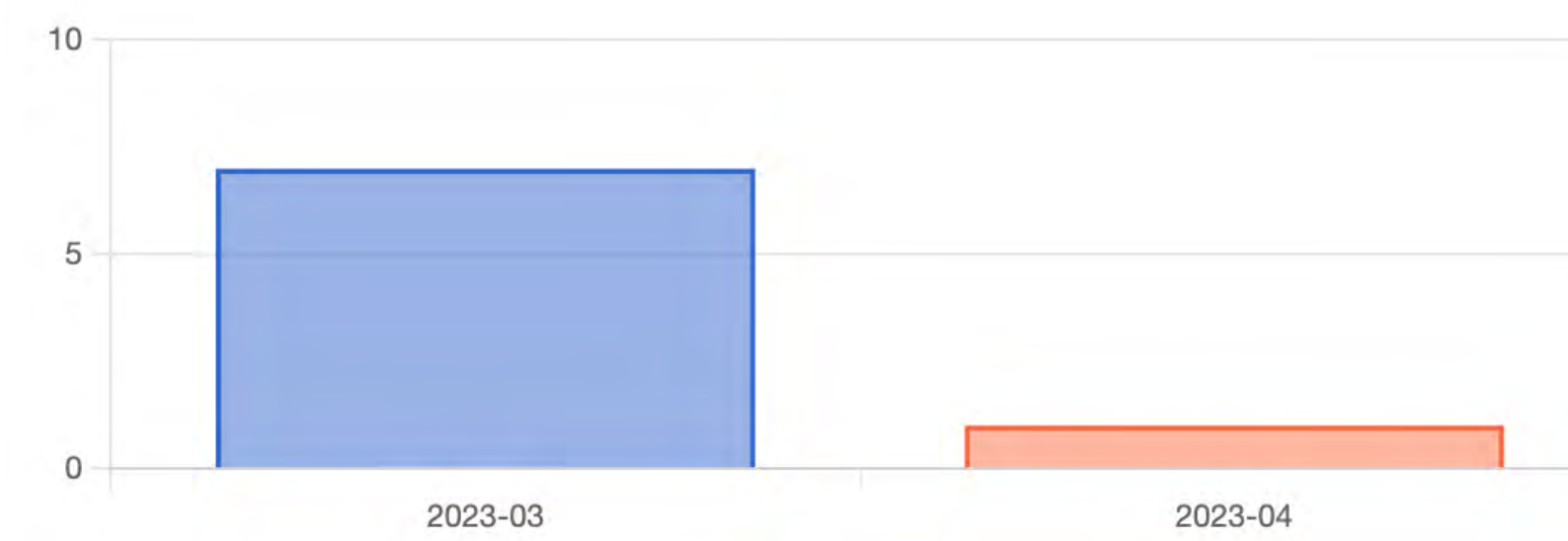
Submit invoice	Remittance advices	Invoices	Purchase orders	Open goods receipts	Contacts
 Learn more	 Learn more	 Learn more	 Learn more	 Learn more	 Learn more

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Invoices overview (created from 1.1.2023)



Purchase orders overview (created from 1.1.2023)



Month	Count
2023-03	7
2023-04	1

Debajo de cada **sección general** encontrarás los botones "**Más información**", que te guiarán por el proceso y te **mostrarán breves instrucciones** en vídeo como estas.

Dashboard - Yanfeng Portal - F X +

https://portal.yanfeng.flowis.com/dashboards/182/preview

Yanfeng Portal - Flowis

STAGING

Dashboard

Invoice process flow

Quick search

- Dashboards
- Contacts
- General
- Invoice process flow**

ACTION LINKS

- Submit new invoice
- Pending invoice validation

DATA LINKS

- Invoices
- Remittance advices
- Purchase orders
- Open goods receipts
- Account details

REPORTED ISSUES

- Reported Issues

New invoice submitted in Supplier Portal Note: It can take few minutes, till invoice will be released in **Pending invoice validation** tab.

Received The invoice is received by Yanfeng and is going to be validated and approved.

Pending booking The invoice has been successfully validated and currently is being reviewed and approved for booking in the ac

Approved and waiting for payment The invoice successfully approved and booked - ready for payment.

Paid or partially paid The invoice has been paid in **full** or **partial** amount.

Rejected The invoice has been rejected either internally (*without notification to supplier*) or back to supplier.

Closed as duplicate The invoice is closed as duplicate. The same onvoice is in the accounting system in open/booked/paid status alr

[In case of any process related question, please contact responsible query team.](#)

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En la **sección de pestañas**, puedes encontrar un panel con **instrucciones sobre el flujo del proceso de facturación**.

Yanfeng Portal - F X +
al.yanfeng.flowis.com

Dashboard

STAGING ? [Bell Icon] [SP] [Power Icon]

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Learn more Learn more Learn more Learn more Learn more

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Invoices overview (created from 1.1.2023)

Purchase orders overview (created from 1.1.2023)

The screenshot shows the Yanfeng Supplier Portal dashboard. At the top, there's a navigation bar with a 'Dashboard' title, a 'STAGING' indicator, a help icon, a notification bell, and a user profile icon with 'SP' initials and a power button. Below this is a large banner with the SoftPoint logo and a welcome message. A central navigation bar contains five main categories: 'Submit Invoice', 'Remittance advices', 'Invoices', 'Purchase orders', and 'Open goods rec'. Each category has a corresponding icon and a 'Learn more' link. A user profile dropdown menu is open, listing options like 'My profile', 'My delegations', 'My e-mails', 'My Downloads', 'My Locations', 'Edit password', 'Labels', and 'Sign Out'. At the bottom, there are two data visualization charts: 'Invoices overview' showing a donut chart with '9 chart total' and 'Purchase orders overview' showing a bar chart with data for 2023-03 and 2023-04.

Para visualizar y modificar **tu información personal, o la configuración**, haz clic en **tus iniciales en la esquina superior derecha** y luego selecciona **"Mi perfil"**.

Supplier Portal Tester (supplier.portal.testers@mycompany.de) [supplier.portal.testers]

Current time 2023-04-05 10:15

Time zone select option
Default is: Europe/Bratislava

Date format select option
Default is: YYYY-MM-DD (e.g. 2016-11-25)

Time format select option
Default is: 24-hour (e.g. 18:53)

Amount format select option
Default is: EU - 2 decimals (e.g. 12 345,67)

Default dashboard select option

After action redirect to Action list or Personal action list ×

Language (Locale) select option
Default is: System Default

Save



Choose file Allowed formats are .jpeg, .jpg
File size mustn't exceed 10MB.

Details

Username supplier.portal.testers

**Pantalla de edición de mi perfil*

Invoices - Yanfeng Portal - Flowis

https://portal.yanfeng.flowis.com/c/supplier_portal_invoces?table_layout_id=1019

Invoices

STAGING

Invoice status: select option

Invoice number: [input]

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

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

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

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

Currency: select option

Entity: select option

Packing slip: [input]

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

Search [input] Clear Clear and refresh

Entity	Supplier	Invoice status	Invoice status description	Invoice number	Invoice date
<input type="checkbox"/>	123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :	DE12340100120123012000	2023-
<input type="checkbox"/>	123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :		
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti 123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book: JPMEXAMPLE		2023-
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti 123456 - My Company Ltd. Co. KG	Rejected	The Invoice has been rejected internally. Ple. 234567		2022-
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti 123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book: 345678		2022-
<input type="checkbox"/>	123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :		
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti 123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice is pending review in supplier por 123456		2022-
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti 123456 - My Company Ltd. Co. KG	Rejected	The Invoice has been rejected to supplier. PI 987654		2022-
<input type="checkbox"/>	123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in supplier por		

Al hacer clic en una de las pestañas, se visualizará la lista completa de tus transacciones y sus estados.

Aquí puedes ver el estado de las transacciones y otra información útil.

Invoices

Invoice status:

Invoice number:

Invoice date: Invoice date from Invoice date to

Net amount: Net amount from Net amount to

Tax amount: Tax amount from Tax amount to

Total amount: Total amount from Total amount to

Currency:

Entity:

Packing slip:

Shipment date: Shipment date from Shipment date to

selected ▼ Default view ▼ Transactions XLSX (Fast) ▼ 9 items | 1 page

<input type="checkbox"/>	Entity	Supplier	Invoice status	Invoice status description	Invoice number	Invoice date	Net amount	Tax amount
<input type="checkbox"/>		123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :	DE12340100120123012000	2023-02-17	2 000,00	
<input type="checkbox"/>		123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :			0,00	
<input checked="" type="checkbox"/>	DE038 - Yanfeng International Automotive Ti	123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book JPMEXAMPLE		2023-02-17	4 000,00	
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti	123456 - My Company Ltd. Co. KG	Rejected	The Invoice has been rejected internally. Ple. 234567		2022-07-06	250,00	
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti	123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book 345678		2022-07-07	150,00	
<input type="checkbox"/>		123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :			0,00	
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti	123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice is pending review in supplier por 123456		2022-07-01	500,00	
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti	123456 - My Company Ltd. Co. KG	Rejected	The Invoice has been rejected to supplier. PI 987654		2022-07-05	700,00	
<input type="checkbox"/>		123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in supplier por			0,00	

9 items | 1 page

El filtro de la parte superior se utiliza para filtrar la lista de artículos como, por ejemplo, si solo deseas visualizar los artículos que están pendientes en el sistema.

portal.yanfeng.flowis.com/c/supplier_portal_invoces?table_layout_id=1019

Invoices

STAGING ? [bell icon] [user icon]

Invoice status: select option [checkbox] [checkbox]

Invoice number: [input] [checkbox] [checkbox] [menu icon]

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

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

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

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

Currency: select option [checkbox] [checkbox]

Entity: select option [checkbox] [checkbox]

Packing slip: [input] [checkbox] [checkbox] [menu icon]

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

[Search] [Clear] [Clear and refresh]

selected [Default view] [Transactions XLSX (Fast)] [Custom view]

Entity	Supplier	Invoice status	Invoice status description	Invoice number	Invoice date	Net amount
<input type="checkbox"/>	123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :	DE12340100120123012000	2023-02-17	2 000,00
<input type="checkbox"/>	123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :			0,00
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti	123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book: JPMEXAMPLE	2023-02-17	4 000,00
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti	123456 - My Company Ltd. Co. KG	Rejected	The Invoice has been rejected internally. Ple. 234567	2022-07-06	250,00
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti	123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book: 345678	2022-07-07	150,00
<input type="checkbox"/>	123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :			0,00
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti	123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice is pending review in supplier por 123456	2022-07-01	500,00
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti	123456 - My Company Ltd. Co. KG	Rejected	The Invoice has been rejected to supplier. PI 987654	2022-07-05	700,00
<input type="checkbox"/>	123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in supplier por			0,00

9 items | 1 page

La lista de los artículos contiene **varias columnas con información**, que están predefinidas en **un diseño predeterminado**.

Si deseas **cambiar el orden de las columnas o añadir o eliminar algunas**, haz clic en la flecha del **menú desplegable** y selecciona **"Vista personalizada"**.

oices

STAGING ? [bell icon] [SP icon]

Status: [dropdown] [checkbox] [checkbox]

Invoice number: [input] [checkbox] [checkbox] [menu icon]

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

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

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

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

Entity: [dropdown] [checkbox] [checkbox]

Packing slip: [input] [checkbox] [checkbox] [menu icon]

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

[Search] [Clear] [Clear and refresh]

[Customize] [Transactions XLSX (Fast)]

9 items | 1 page

Amount	Supplier	Purchase order	Entity	Invoice number
2 000,00	123456 - My Company Ltd. Co. KG			DE12340100120123012000
0,00	123456 - My Company Ltd. Co. KG			
4 000,00	123456 - My Company Ltd. Co. KG	PO56789	DE038 - Yanfeng International Automotive Technology Germany s.r	JPMEXAMPLE
250,00	123456 - My Company Ltd. Co. KG	PO234567	DE038 - Yanfeng International Automotive Technology Germany s.r	234567
150,00	123456 - My Company Ltd. Co. KG	PO345678	DE038 - Yanfeng International Automotive Technology Germany s.r	345678
0,00	123456 - My Company Ltd. Co. KG			
500,00	123456 - My Company Ltd. Co. KG	PO123456	DE038 - Yanfeng International Automotive Technology Germany s.r	123456
700,00	123456 - My Company Ltd. Co. KG	PO987654	DE038 - Yanfeng International Automotive Technology Germany s.r	987654
0,00	123456 - My Company Ltd. Co. KG			

9 items | 1 page

Para cambiar tu vista personalizada, haz clic en el botón "Personalizar".

Invoices

STAGING

Custom columns order

Check / Uncheck all

- Total amount
- Supplier
- Purchase order
- Entity
- Invoice number
- Currency
- Document Type
- Invoice date
- Invoice status
- Invoice status description
- Net amount
- Packing slip
- Payment reference
- Purchase order created?
- Ruby eval + ERB component
- Shipment date
- Tax amount
- Transaction File Form Component

Save

Close

Marca las columnas de la lista que quieres que se visualicen en el diseño.

También puedes cambiar el orden con la opción de arrastrar y soltar.

Una vez completado el diseño personalizado, pulsa el botón "Guardar" de la parte inferior de la pantalla emergente. El diseño personalizado se guardará para que puedas utilizarlo.

Invoices

Invoice status: select option

Invoice number: [input]

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

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

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

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

Currency: select option

Entity: select option

Packing slip: [input]

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

Search [input] Clear Clear and refresh

Customize Transactions XLSX (Fast) 9 items | 1 page

Total amount	Supplier	Purchase order	Entity	Invoice number
2 000,00	123456 - My Company Ltd. Co. KG			DE12340100120123012000
0,00	123456 - My Company Ltd. Co. KG			
4 000,00	123456 - My Company Ltd. Co. KG	PO56789	DE038 - Yanfeng International Automotive Technology Germany s.r JPMEEXAMPLE	
250,00	123456 - My Company Ltd. Co. KG	PO234567	DE038 - Yanfeng International Automotive Technology Germany s.r 234567	
150,00	123456 - My Company Ltd. Co. KG	PO345678	DE038 - Yanfeng International Automotive Technology Germany s.r 345678	
0,00	123456 - My Company Ltd. Co. KG			
500,00	123456 - My Company Ltd. Co. KG	PO123456	DE038 - Yanfeng International Automotive Technology Germany s.r 123456	
700,00	123456 - My Company Ltd. Co. KG	PO987654	DE038 - Yanfeng International Automotive Technology Germany s.r 987654	
0,00	123456 - My Company Ltd. Co. KG			

Si deseas descargar la lista de transacciones, haz clic en el botón "Transacción XLSX (Rápido)".

Quick search

- 🏠 Dashboards
- Contacts
- General
- Invoice process flow

ACTION LINKS

- ➕ Submit new invoice**
- ⚡ Pending invoice validation

DATA LINKS

- ✉ Invoices
- 📄 Remittance advices
- ☰ Purchase orders
- 🚚 Open goods receipts
- 📄 Account details

REPORTED ISSUES

- 📄 Reported Issues

Dashboard

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Submit invoice



Learn more

Remittance advices



Learn more

Invoices



Learn more

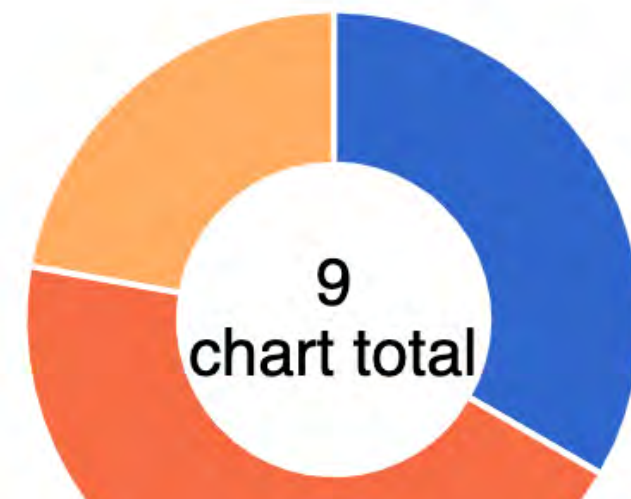
Purchase orders



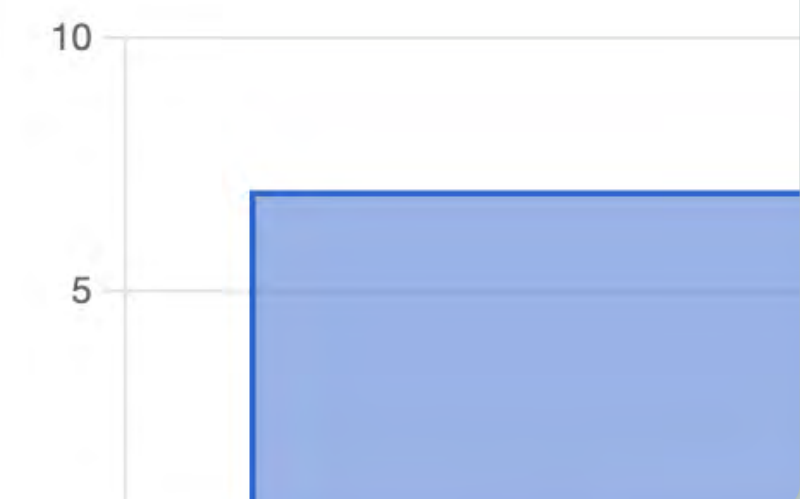
Learn more

Visit Yanfeng's supplier portal resource center!

Invoices overview (created from 1.1.2023)

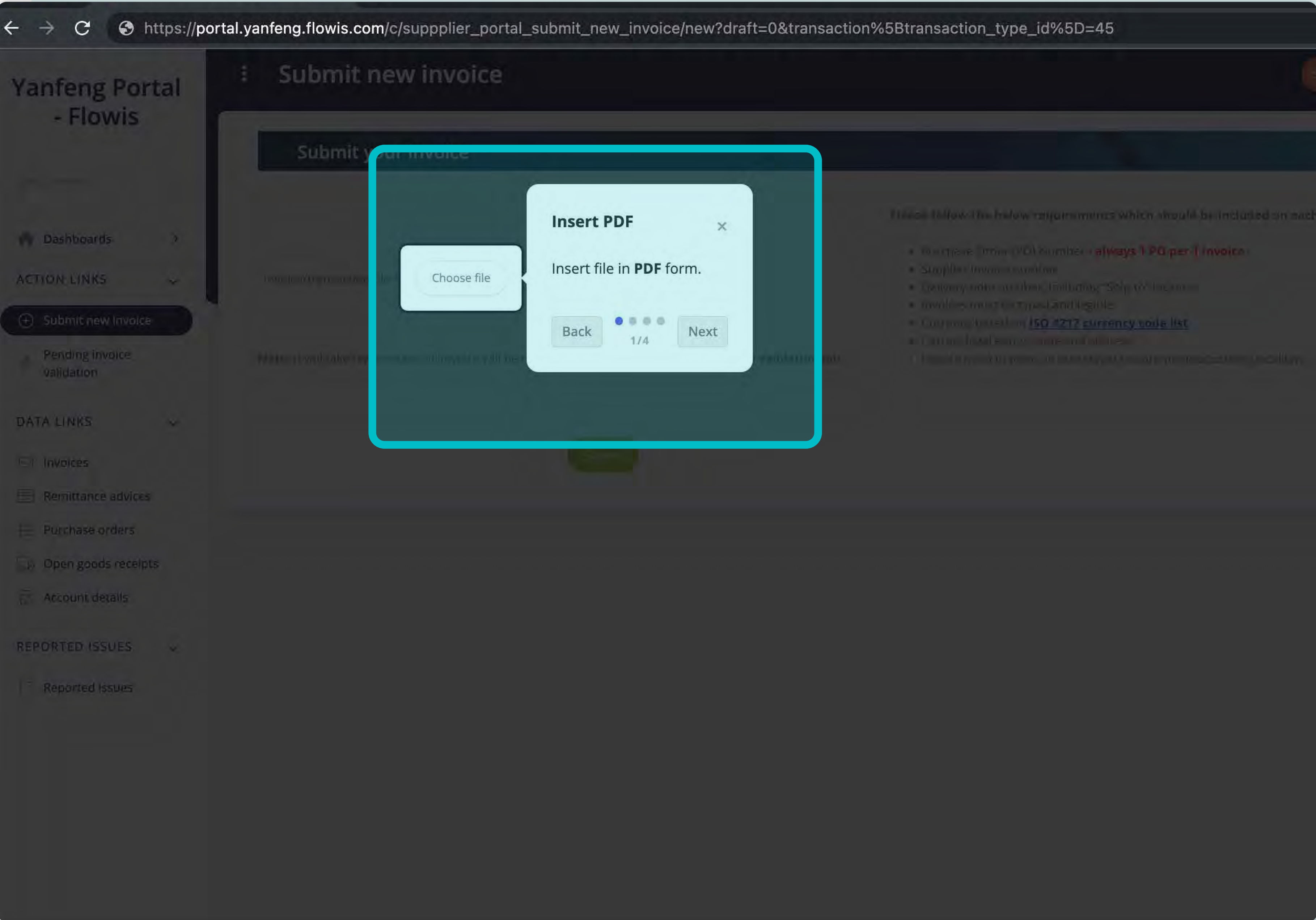


Purchase orders overview (created

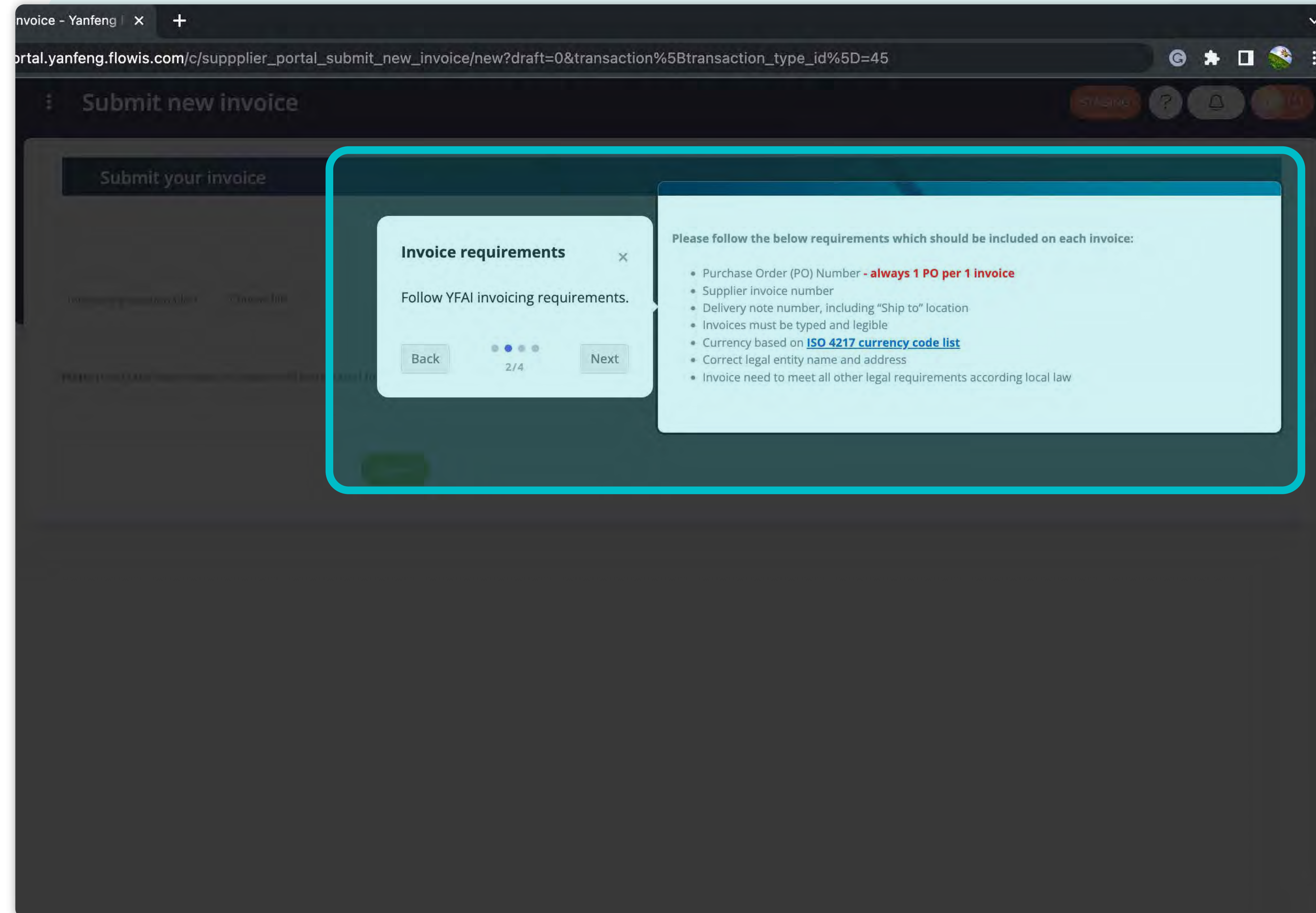


Si es la **primera vez que utilizas Flowis**, hemos preparado unos **recorridos rápidos** para que el trabajo con la herramienta sea más **fácil**.

Profundizaremos **en las áreas específicas** con información útil.



**Recorrido rápido por la presentación de una factura. 1/4*



**Recorrido rápido por la presentación de una factura. 2/4*

Submit new invoice

STAGING ?

Submit your invoice

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

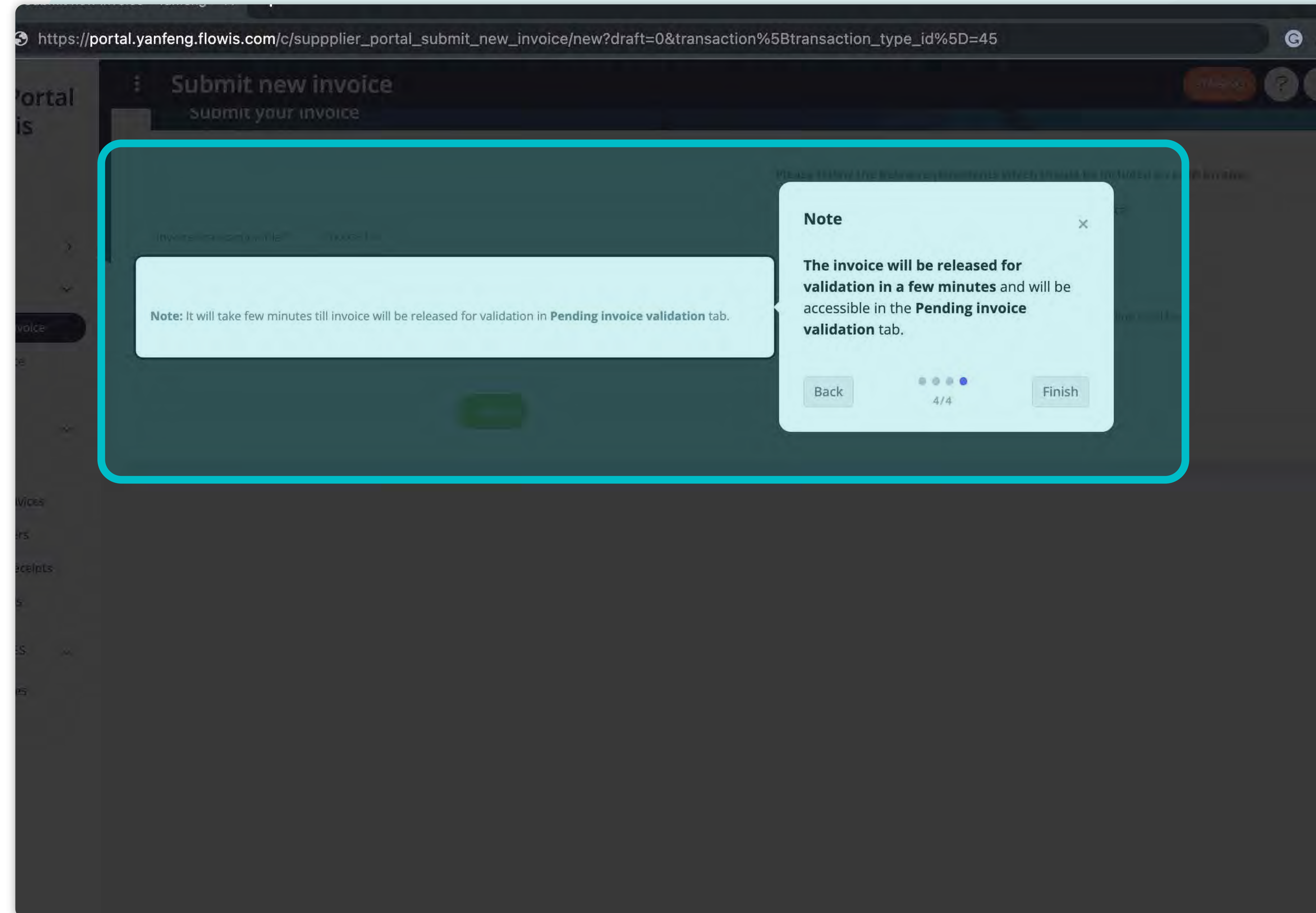
- Purchase Order (PO) number - **always 1 PO per 1 invoice**
- Supplier Invoice number
- Delivery note number (including "Ship to" location)
- Invoice must be typed and legible
- Currency to follow [ISO 4217 currency code list](#)
- Current bank account and address
- Invoice must be printed on company letterhead (local law)

Submit [X]

Submit invoice PDF.

Back 3/4 Next

**Recorrido rápido por la presentación de una factura. 3/4*



**Recorrido rápido por la presentación de una factura. 4/4*

voice - yanfeng | x +

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

Submit new invoice
Submit your invoice

STAGING ? [bell icon] SP [power icon]

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

Invoice/transaction file *

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

Al pulsar Finalizar, este recorrido **no volverá a aparecer automáticamente**, pero puedes **iniciarlo manualmente**.

Abre la pestaña cuyo recorrido deseas volver a ver y pulsa el botón de ayuda (signo de interrogación) situado en la esquina superior derecha.

Submit new invoice

submit your invoice

Please follow the below requirements which should be included on e

- 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

Invoice/transaction file * Choose file

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

Submit

Help

Documentation

What is this page?

Not sure what you are looking at?
Learn more about the current page

Learn more

Start tour

Support team



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matej.stanik@yanfeng.com



David Relovsky
(YFI, Bratislava,SK)

david.relovsky@yanfeng.com

Have an issue or a question?

Contact support

Time zone Europe/Bratislava

Date format YYYY-MM-DD

Time format HH:MM

Locale en

Pulsa el botón
"Iniciar recorrido".



En SoftPoint también abordamos
otros procesos financieros clave.



Módulo del libro mayor

- **Activos fijos:** registro de activos fijos, libros múltiples (por ejemplo, PCGA, reglamentarios, fiscales, etc.), diferentes métodos de depreciación y gestión de adquisiciones, enajenaciones y transferencias.
- **Operaciones intragrupo:** presentación de solicitudes de intercambio, envío y aprobación, contabilización simultánea en varios sistemas ERP, conciliación de saldos intragrupo y aprobación de pagos.
- **Conciliaciones de cuentas:** hojas de presentación de conciliación y explicaciones del balance, autoconciliaciones, envío y aprobación, e integración con el software de contabilidad.
- **Contabilización como arrendamientos:** requisitos de la NIF 16, obligaciones por arrendamientos y cálculo del balance de situación/pérdidas y ganancias.
- **Diarios manuales:** envío y aprobación, y diarios recurrentes automatizados.
- **Informes del libro mayor**

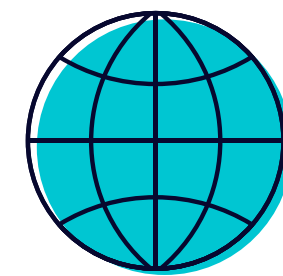


Módulo de cuentas por cobrar

- **Conciliación de pagos:** cotejo de los pagos de los clientes con las partidas abiertas, desglose automatizado de los pagos con las remesas y envío de las discrepancias a los propietarios de negocios pertinentes.
- **Facturación:** tratamiento de las solicitudes de facturación y facturación automatizada.
- **Equipos comerciales:** resolución de discrepancias, presentación de solicitudes de facturación y previsión de tesorería.
- **Informe AR.**

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Si deseas más información sobre **Flowis** y nuestras soluciones, **visita nuestro sitio web o contacta con nosotros por correo electrónico.**



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