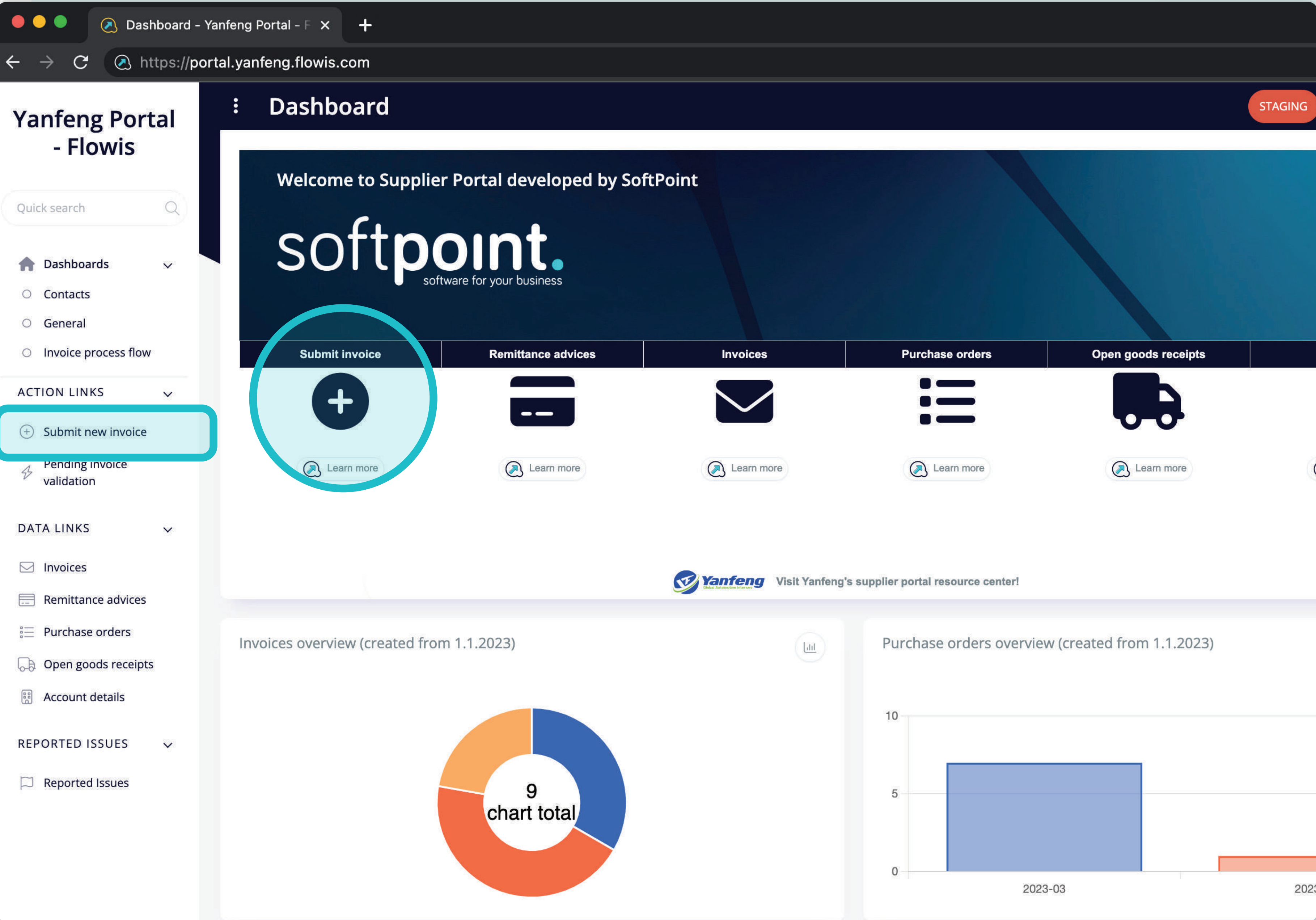




9 **Cómo presentar y validar una factura**



Los usuarios pueden enviar una nueva factura haciendo clic en la pestaña "Enviar factura" de la parte izquierda de la pantalla o utilizando el botón de acceso directo del panel.

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

En esta pantalla, puedes cargar **un archivo de factura**, que debe **cumplir todos los requisitos** mencionados en la lista.

Una vez se ha cargado el archivo correctamente, **pulsa el botón "Enviar"**.

Ten en cuenta que la factura tardará varios minutos en aparecer en la lista, ya que se valida automáticamente en segundo plano.

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

El sistema te redirigirá a la página de vista previa de la factura, donde podrás ver la imagen de tu factura en el lado derecho y los detalles de la factura en el lado izquierdo.

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 the following 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

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

Pasados unos instantes, puedes actualizar la pantalla y verás que los datos de tu factura se actualizan con la información de la validación automática en segundo plano.

En la pestaña aparecerá el número de notificación con el número de facturas pendientes de tu acción.

En este paso, debes realizar la validación 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
RE0001213699	Pending manual validation from portal	Invoice from portal	Supplier Portal - User, Supplier Portal - Supplier Admin, Admir	2023-04-12 10:21	

En la pestaña personalizada "Validación de facturas pendientes", puedes visualizar la lista de facturas que esperan una acción tuya.

Puedes iniciar la validación haciendo clic en una factura concreta.

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

En la esquina superior derecha, el botón "Validación OCR desde el portal" redirige a la pantalla de validación.

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

En la **validación OCR**, debes **rellenar toda la información de la factura** seleccionándola de la lista desplegable o **marcándola directamente**.

**Proceso de validación de 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
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

**Proceso de validación de 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 vez completada toda la información obligatoria, pulsa el botón de validación.



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 NIIF 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**

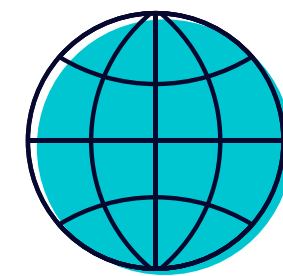


Módulo de cuentas por cobrar

- **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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