eye-share Portal

End user manual

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1. What is eye-share Portal?

A smart solution for improved interaction between buyers and suppliers.

The eye-share Portal is designed to elevate the experience for both our customers and their suppliers. Understanding the pivotal role suppliers play in the operational success of our customers, the start page of the eye-share Portal introduces a versatile suite of features aimed at optimizing the entire spectrum of transactional activities, including receiving POs, confirming orders, and ensuring error-free invoice submissions.
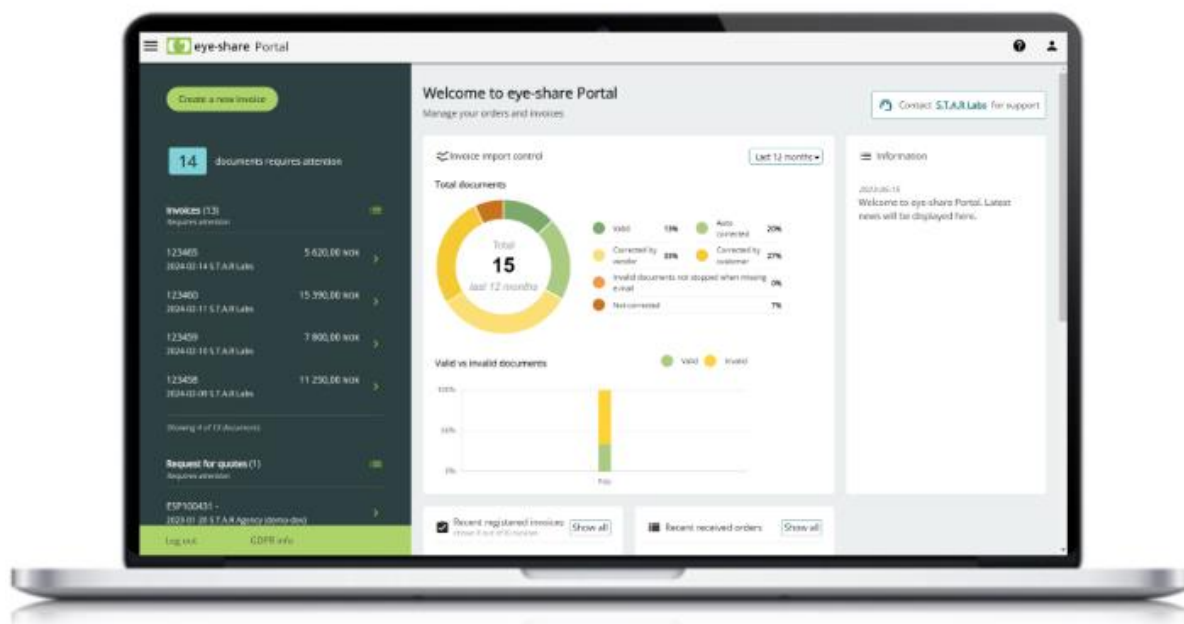
How it works
eye-share Portal is a solution for companies seeking to bridge the gap in B2B electronic communication. The cloud-based Portal connects the buyer's business systems with the supplier's business systems, enabling both parties to use the data to automate processes and systems in their own organizations.

Eye-share Portal has 5 modules
- eye-share Portal | Invoice Entry
- eye-share Portal | Import Control
- eye-share Portal | External Invoice Access
- eye-share Portal | Request for Quote
- eye-share Portal | eOrder Handling

In the portal we do have all functionality needed for authorization, navigation, search, logs, and transition handling to receive electronic information and deliver information further to eye-share Workflow and other workflow systems.

The Portal is primarily designed for the use of suppliers. Note that supplier may have access to several modules with the same user account.

The following subsections give short overview of modules in the eye-share Portal.

eye-share Portal | Invoice Entry

When it comes to standalone invoicing, the Invoice Entry module within eye-share Portal is an open platform, allowing suppliers to easily send invoices to any registered recipient customer within the Portal. Invoice Entry module has interface for manual uploading of invoices by suppliers, enabling customers to receive these as eInvoices through eye-share Workflow and other integrated systems.

The user registration process is straightforward and self-service, eliminating the need for confirmation by an administrator user or customer. Users registering for sending invoices will have access to send new invoices to the customers registered in the eye-share Portal.

Note: The link and request to use the eye-share Portal for sending invoices will be provided by your customer. We recommend customers share the URL with their account filter to ensure that their suppliers automatically gain a filtered view of the accessible customer list in the application. Example link: https://supplierportal.eyeshare.no/customeraccount.

More details about the Invoice Entry module can be found in section 4 of this user manual.

eye-share Portal | Import Control

The Import Control module serves as the gateway for ensuring the integrity and compliance of all invoices submitted through the eye-share Portal. It effectively manages invoices that are interpreted via eye-share Capture as well as those submitted as electronic files directly through the access point. This critical checkpoint performs a thorough examination of each invoice to verify that it meets predefined criteria, including the inclusion of all necessary information, adherence to the specified formatting, and completeness of all required fields.

In instances where an invoice does not fulfill these established requirements, an automated notification is sent to the supplier, detailing the discrepancies and providing a direct link to the eye-share Portal. This enables the supplier to easily access the platform and make the necessary corrections to the invoice. The process is designed to be intuitive and supplier-friendly, ensuring that addressing and rectifying any issues can be done efficiently and effectively.

Once the supplier has made the required adjustments and the invoice is deemed compliant with the set standards, it is then forwarded to the approval systems, such as eye-share Workflow or other systems. This ensures that only complete and compliant

invoices are considered for approval, thereby enhancing the efficiency of the invoice management process.

For further information on the Import Control module, please refer to section 5 of this user manual.

eye-share Portal | External Invoice Access

This module grants tailored access to invoices located within eye-share Workflow to designated external parties, such as subcontractors. Configuration for this access is managed within eye-share Workflow itself, and once set up, authorized users can utilize the eye-share Portal to view the invoices they've been given permission to see. This feature is particularly useful in scenarios involving subcontractors under an "open book" policy, where transparency is key, and all involved parties are expected to have visibility over the invoices pertaining to a project they are part of.

Additional insights into this module are available in section 6 of this user manual.

Eye-share Portal | Request for Quote

Request for Quote module streamlines the process of sending out tender requests or purchase inquiries to one or multiple suppliers. Utilizing this module ensures that responses from suppliers are centralized within the eye-share Portal, allowing for an easy selection process to determine the most suitable vendor. Upon selection, the details are directly updated in the eye-share Workflow | Purchase module.

You can find expanded details on the Request for Quote module within section 7 of this user manual.

Eye-share Portal | eOrder Handling

eOrder Handling module is specifically designed to facilitate customers in directly sending orders to their suppliers, including those with whom they have established framework agreements, via the customer's own purchasing system. The orders are sent using Peppol BIS infrastructure through the Tietoevry access point. Tietoevry's role is to verify if the supplier is equipped to receive eOrders; if not, the order is redirected to the eye-share Portal | eOrder Handling. Here, suppliers who are unable to process eOrders electronically are notified and can manually manage the order within the eye-share Portal — confirming delivery or partial delivery and sending order confirmations. This process ensures that correspondence and order details are efficiently communicated back to the customer's purchasing system in a digital format, requiring no additional action from the customer. This module thus facilitates a seamless exchange of electronic documents, catering specifically to suppliers who need to manually process their orders. This solution operates independently of other eye-share modules, focusing solely on manual order processing for those unable to utilize electronic order handling capabilities.

With help of eOrder Handling suppliers can efficiently receive electronic Order messages and respond electronically through the Portal and the PEPPOL infrastructure. Suppliers can even send invoices directly from an accepted order in the same format.

Currently eye-share Portal | eOrder Hanling is integrated with the Peppol Infrastructure for:

- Receiving Order, Order Change and Order Cancellation messages.
- Returning Order response for the received Order or Order Change
- Optional returning Invoices based upon the content in an Order
- Optional return advanced shipping notification/despatch advice is planned to be implemented.

Section 8 of this user manual contains more comprehensive details regarding eOrder Handling module.

2. B2B alternative to eye-share Portal

2.1.   How does Peppol BIS work?

Instead of using eye-share Portal for Order communication, it is possible to activate a direct integration between the customer and the supplier using the Peppol BIS network.

Peppol BIS (Business Interoperability Specifications) operates as follows:

- Peppol facilitates the exchange of standardized electronic documents among trading partners through the Peppol network, using a 4-corner model. These electronic documents encompass various types, such as e-Orders, e-Advance Shipping Notes, eInvoices, eCatalogues, Message Level Responses, and more.

- Peppol Access Points serve as the gateway for users to connect to the Peppol network and conduct electronic document exchanges according to Peppol's specifications. Both buyers and suppliers have the freedom to select their preferred single Access Point provider, which allows them to connect to all other participants already active on the Peppol network. This principle adheres to the idea of "connect once, connect to all," streamlining the process of electronic document exchange and ensuring interoperability among participants.
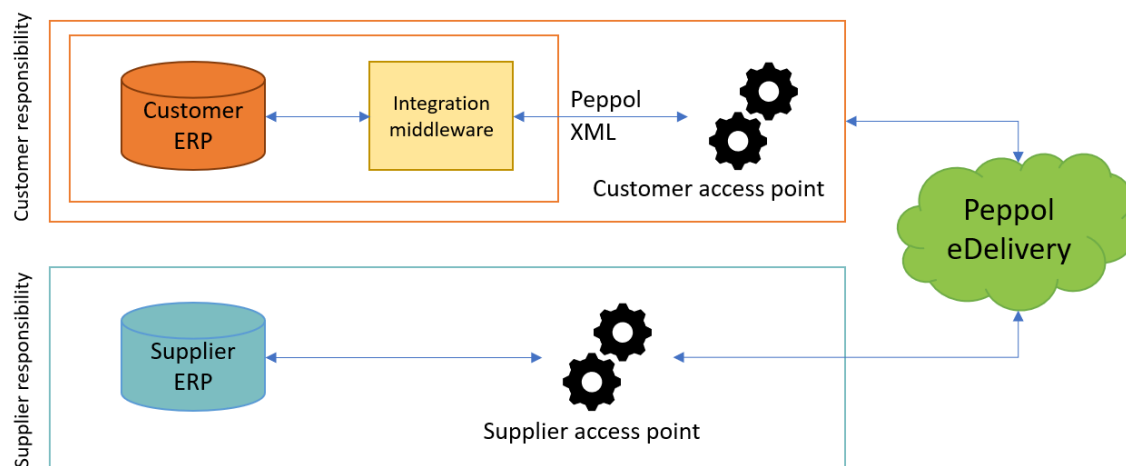
2.2.   How to activate B2B integration

Suppliers that receive their purchase orders in eye-share portal and want to move from portal collection to B2B (direct integration) must contact their customer directly.

3. General information about eye-share Portal
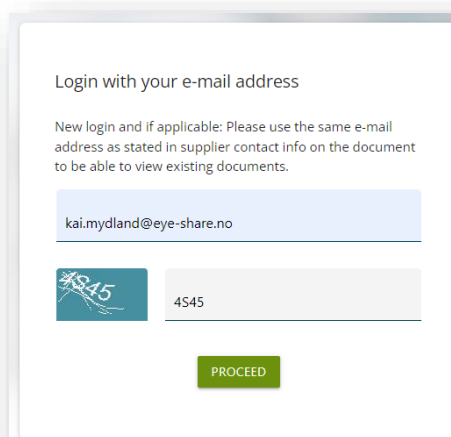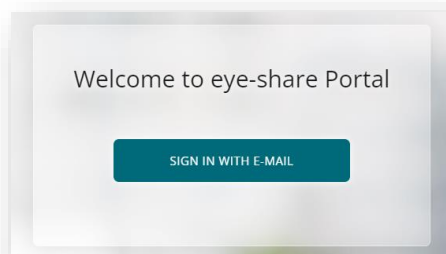
3.1. *User creation and login*

The eye-share Portal is by design an open platform and offers two distinct types of login functionalities, designed to cater to the varying needs and roles of its users.

- The first method allows anyone with a link to the eye-share Portal to register an invoice within the Invoice Entry module; this action automatically generates a user profile for the newcomer. Please note that the visibility of customer accounts may differ depending on the specific URL the user accesses.

- The second method of login caters to users who have either received a direct link to the document in the eye-share Portal (for example a new invoice stopped by Import Control or a new eOrder message from a customer) or have been invited by other users from the same supplier. In such cases eye-share Portal automatically creates a user beforehand and a supplier account if it doesn't already exist. For these users, it's crucial to log in using the email address linked to their profile to access eOrder messages or invoices sent by eye-share Portal Import Control.

Despite these distinctions, the login process itself remains consistent across both scenarios. However, the level of access differs significantly: In the first scenario, each user is granted access solely to the content they have personally created, ensuring no visibility into data or documents associated with other users. Conversely, in the second scenario, users gain immediate access to documents specifically intended for them right after logging in, including those sent by customers or shared by colleagues within the same supplier organization. This structured approach to user access safeguards the privacy and integrity of the information within the eye-share Portal.

Note: In some cases, suppliers may provide a shared email address to the customer for receiving orders (e.g., orders@supplier.com) or when sending invoices (e.g., invoice@supplier.com). In such instances, the end user will need to log in to the application using this shared email address and the activation code sent to it to manage received orders and invoices. With this administration account, users can add new users to the supplier account within the eye-share Portal, allowing them to access orders using their personal email accounts. See section 3.7 "User setup".

To get started, users will need to sign in using their email address.

Welcome to eye-share Portal

SIGN IN WITH E-MAIL

Login with your e-mail address

New login and if applicable: Please use the same e-mail address as stated in supplier contact info on the document to be able to view existing documents.

kai.mydland@eye-share.no

4S45

PROCEED

Verify e-mail address to proceed login

You will receive a verfication link in your e-mail inbox (kai.mydland@eye-share.no) shortly.

You may close this window/tab..

To proceed with the login process, users are required to utilize the verification link sent to their email address, confirming ownership of the email address.

Verification link for eye-share Portal

You have requested a verification link for login into eye-share Portal.

(The link is only valid for 60 minutes after login with email was started, and will be invalidated after the link has been used.)

Use this link to sign in:

https://supplierportal-equinor.eyeshare.no/Account/VerifyFromCode?code=c8d8d46447f32bfe
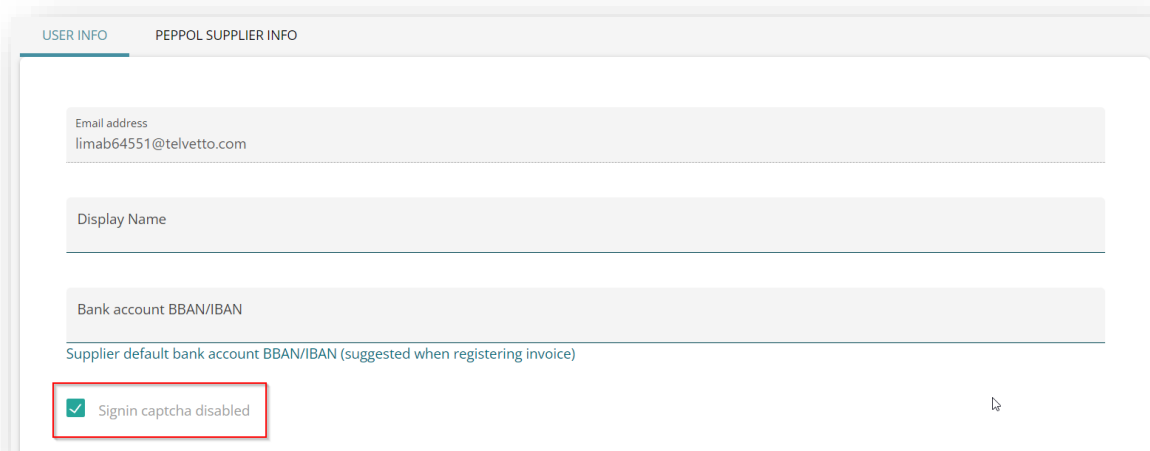
Best Regards

eye-share Portal is a service delivered by Eye-share AS
https://www.eye-share.no

After a successful login, users can access their profile by clicking on the icon in the top

right corner. In the profile settings, they have the option to disable CAPTCHA for future logins.
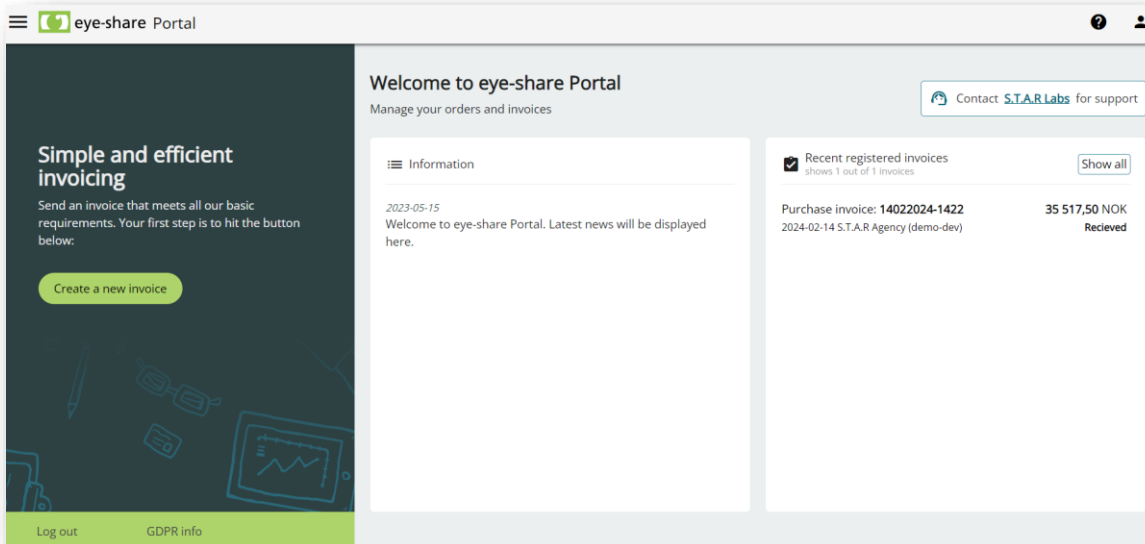
3.2.   *Start page and menu*

Upon logging into the eye-share Portal, users will encounter a display of information across the left panel and tiles. The availability of this information will depend on the user's access level and the specific configuration of the customer's setup. Notable features include:

- **Documents require attention:** Orders, requests for quote (RFQ) that currently demand immediate attention will be prominently highlighted on the left panel as well as invoices that requires correction.

- **Recent received orders:** A tile providing an overview of recent orders, enabling users to quickly access their order history.

- **Recent registered invoices:** A tile with an overview of recently registered invoices.

- **Information:** This tile serves as a hub for messages and updates from the customer.

- **Invoice import control:** Statistics over documents sent by supplier. It is accessible to suppliers who send invoices to customers with the Import Control feature enabled.

Selecting any of the invoices, orders or RFQs displayed on the left panel or within these tiles will seamlessly navigate the user to the specific document, facilitating efficient management and action.

Please take note that if a user accesses a customer-specific URL with filtering, and that particular customer does not utilize the Invoice Entry module, the login screen will only display the information tile.
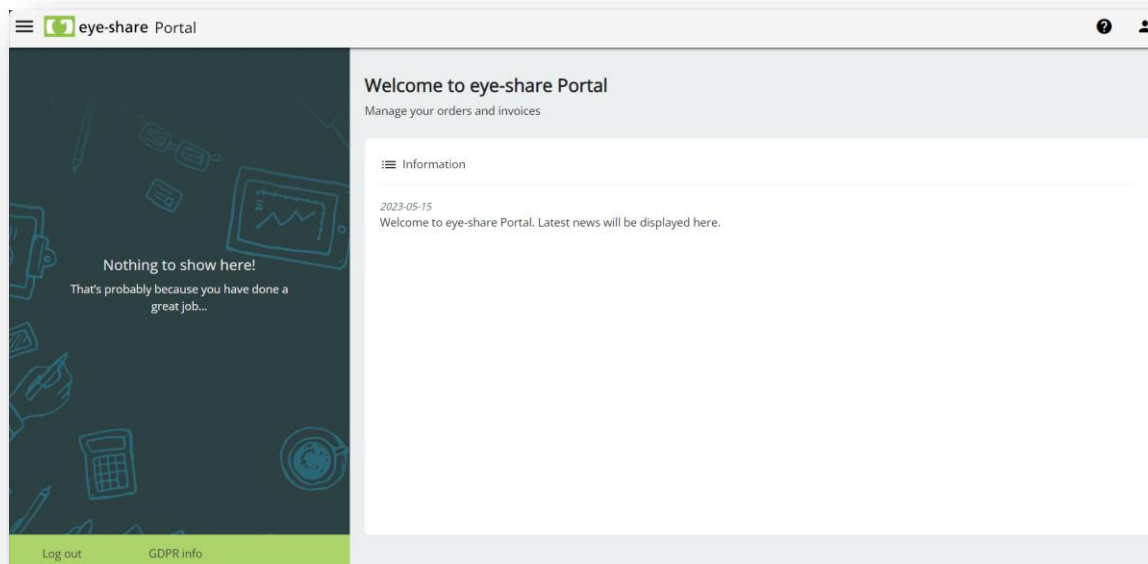
By utilizing the menu located in the top left corner, users can access various important features and sections within the eye-share Portal:
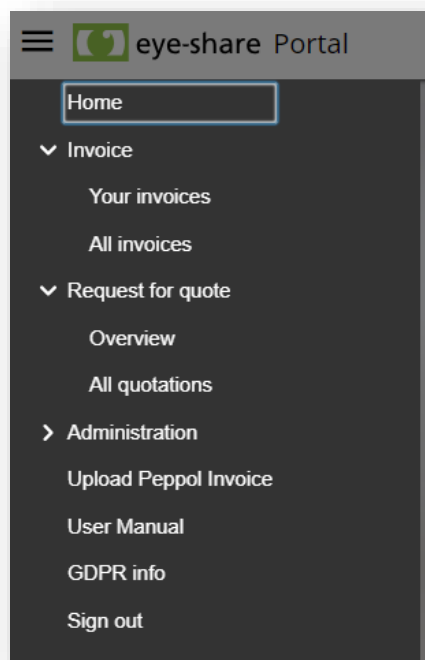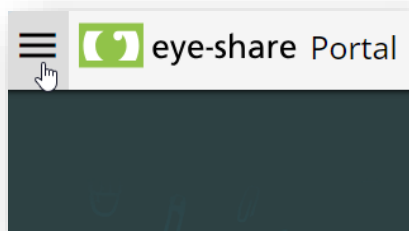
- **Order overview:** Navigate to the Order overview section for a comprehensive view of your orders.
- **Create new invoice:** Use this option to register a new invoice manually by uploading a pdf. **Note:** Customers can select to disable this feature.

- **Your invoices:** This section enables you to access invoices that you have personally created, as well as those that list your contact details and the ones sent to you for correction directly from customers.

- **All invoices:** Review all invoices from your supplier processed in the system, including those created by other users.

- **Archive:** Invoices older than 1 year are moved to Archive. For more details, refer to section 4.3 in this manual.

- **External access:** This feature grants external users access to specific invoices within the customer's eye-share Workflow. For more details, see section 6.

- **Request for quote:** Access RFQ documents that require your attention and response, as well as all processed RFQ documents. More details are available in section 7.

- **Supplier administration:** If applicable, manage the supplier account and user access through this option.

- **Upload XML Invoice:** Employ this function to upload XML invoices. More information is available in section 4.4 of this user manual.

- **User manual:** Access the user manual to find detailed guidance and information on using the eye-share Portal.

- **GDPR Information:** Find essential information related to General Data Protection Regulation (GDPR) compliance.

- **Sign out:** Log out of your eye-share Portal account to ensure security and privacy.

Note: The majority of users will primarily utilize the Invoice Entry module within the eye-share Portal. For more comprehensive information on this aspect, please refer to Section 4 "Invoice Entry module".

3.3.   Invoice and Order lists

This section introduces the list of tools designed to efficiently search for and access the necessary documents within the eye-share Portal, such as filtering and column customization.
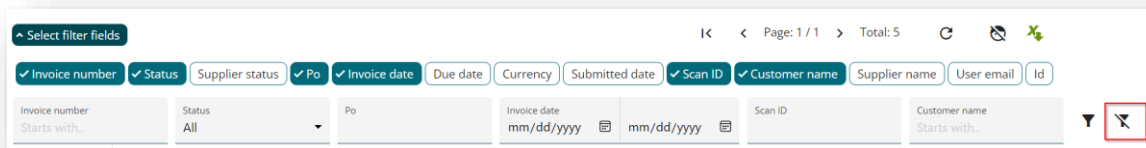
Users can click 'Select Filter Fields' and choose fields for filtering. Typing in a field and pressing 'Enter' or clicking outside applies the filter:
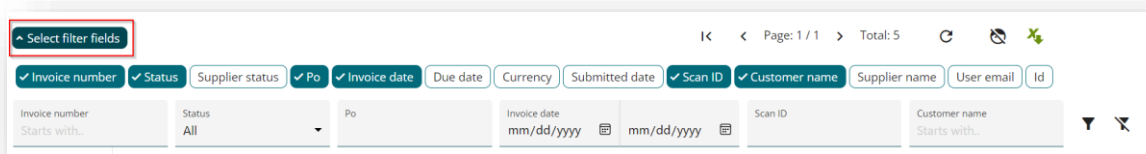
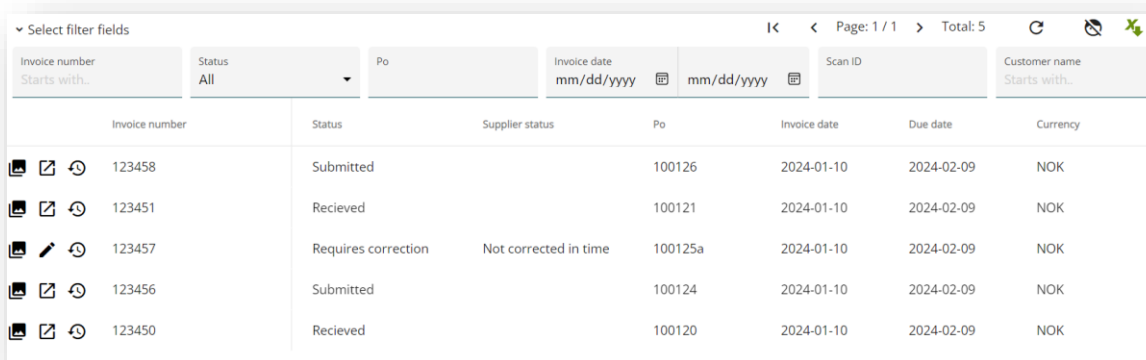Buttons 'Refresh List' or 'Apply Filter' updates the list with new documents while keeping the filters:
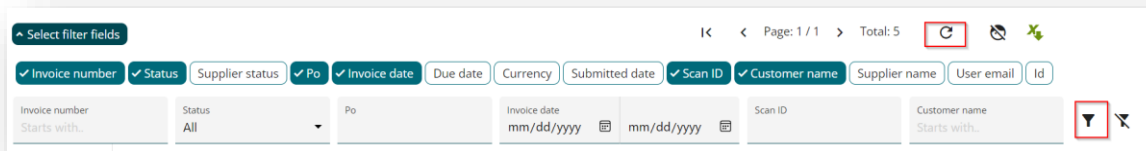
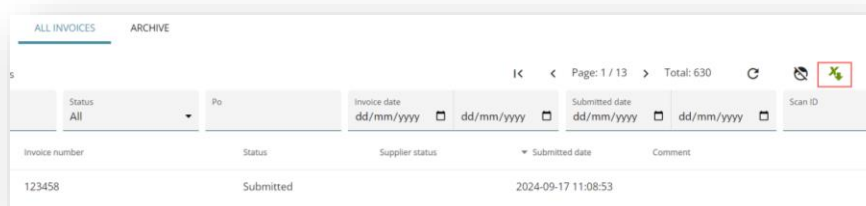The 'Clear Filter' button removes all applied filters:

In addition to filtering, users can customize column layouts, enhancing their ability to view and interact with data in a way that best suits their needs.

- Users can rearrange columns using drag-and-drop.
- Columns can be pinned for constant visibility by dragging them behind the left separator line.

Button "Excel export" allows users to export invoices and orders directly from the list view into an Excel file for further analysis and reporting.

Additional Notes:

- Pinned columns, filter and sorting settings are reset after the user navigates away from the list.

- The order of columns is retained within the user's current session.

- All customizations can be reset by clicking the 'face' button above the list.
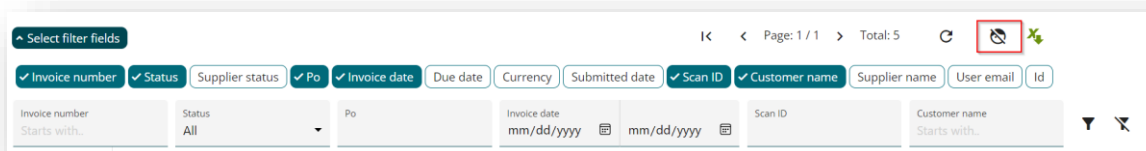
3.4.   *Invoice statuses in eye-share Portal*

This section provides a brief overview of the statuses used in Your invoices and All invoices lists in eye-share Portal, including statuses for customers using Peppol Billing output and customers using Workflow integration.
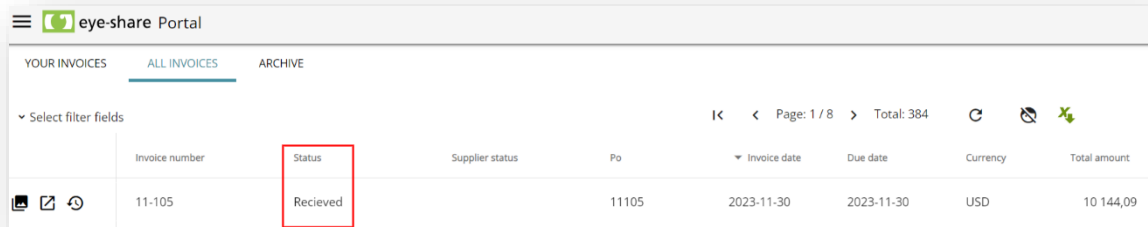
General invoice statuses:

- **New:** Invoices that failed during the user's attempt to send them, requiring user to send the invoice again.

- **Requires correction:** Invoices stopped in Import control, needing corrections before submitting.

Peppol Billing invoice statuses:

- **Submitted**: Invoice sent to access point or HTTP endpoint.

- **Received**: Invoice successfully delivered to the Peppol access point (Portal got a receipt from access point about successful delivery).

- **Rejected**: Invoice rejected by access point.

In cases where the customer utilizes eye-share Workflow for invoice processing, the status field for invoices will be regularly updated. This ensures that suppliers can actively track and monitor the status of their invoices. These updates provide real-time visibility into the progress of the invoices as they move through the invoice processing workflow, enhancing transparency and communication between suppliers and customers within the eye-share Portal.

Workflow invoice statuses:

- **Received**: Invoice successfully transferred to Workflow, can be in status Approval not started or in Error import.

- **Submitted**: Invoice sent to old workflow integration, or is in transfer queue with or without failure message (in case of failure: will stay in queue until transfer issue has been resolved).

- **Processing**: Invoice successfully transferred and has one of the following statuses in Workflow: Waiting, Approved, Disapproved, On Hold, Ready for Transfer, In Transfer.

- **Processed**: Invoice successfully transferred and has one of the following statuses in Workflow: Transferred, Booked.

- **Rejected**: Invoice successfully transferred, and got status Rejected in Workflow.

3.5.   Supplier setup

The supplier setup can be accessed and configured through the top left menu bar. This menu provides users with a convenient and centralized location to manage and customize their supplier-related settings and preferences, ensuring efficient control over supplier-specific functionalities and configurations within the portal.

Note: Supplier accounts are currently created only for Norwegian suppliers as eye-share Portal fetches information about suppliers from Brønnøysundregisteret.
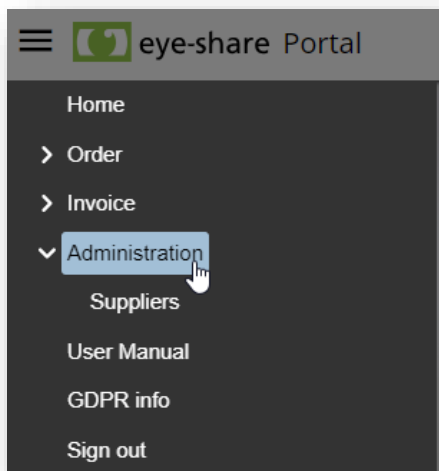
The function related to supplier configurations is exclusively available to Administrator users within the eye-share Portal. Only Administrators have the authority and permissions to make alterations to any supplier-related configurations.

In the right corner of the supplier account, there are three available options: Log, User setup and Account settings.
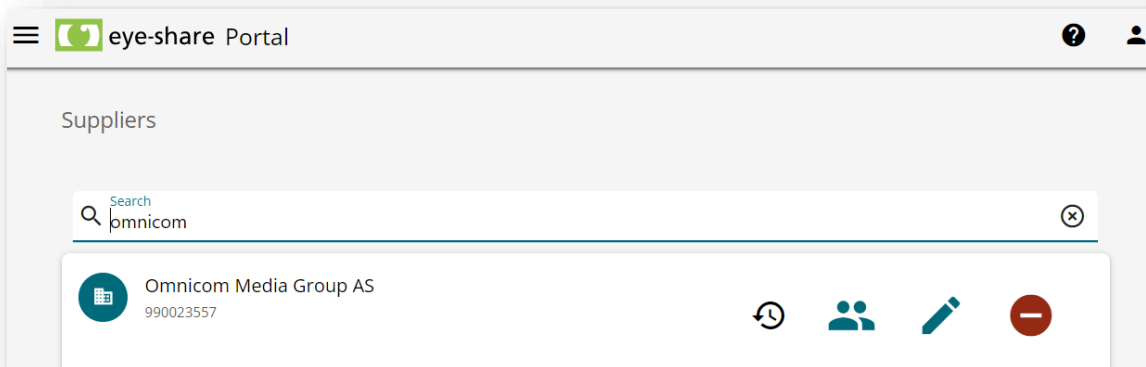
3.6. *Supplier log*

Users can access the supplier log by clicking on the clock button on the supplier profile row. Details included in the Log are accompanied by a timestamp, indicating the exact date and time when the respective action was taken, and the username of the individual who made the change:

- **Supplier creation:** The log will show when the supplier profile was initially created, providing a timestamp for the creation event.

- **User modifications:** Any additions or deletions of users associated with this supplier profile will be recorded. This includes contact emails of the users added or removed.

- **Role changes:** If there are any changes to the roles of the users (e.g., from user to administrator), these modifications will be noted in the log.

- **Profile changes:** Any edits or updates made to the supplier profile will be listed. This encompasses changes in bank account number, contact email, organization number and enabling/disabling of eye-share Portal modules available for this supplier.

The Log feature is particularly useful for tracking the history of changes and monitoring who made specific updates or modifications to the supplier profile.

3.7.   User setup

In the eye-share Portal, the user creation process is primarily automated and occurs when the customer sends the first eOrder message to a specific email address associated with the supplier, when eye-share Portal stops an invoice from the supplier in Import Control or when a new user logs in for the first time. If a user is not connected to a given supplier account, the user will not be able to access any documents for that supplier, unless their email is explicitly specified on a document. If the user has administrator access, the user will see all documents for the supplier account. A user can be connected to multiple supplier accounts.

Here are the key points related to this process:

- **Automated user creation in eOrder Handling module**: When the customer sends the first eOrder message to a supplier's email address, eye-share Portal will automatically create a new user based on the recipient's name, email, and supplier details. This new user will be linked to the supplier account.

- **Automated user creation in the Invoice Entry module:** When eye-share Portal's Import Control feature stops an invoice with contact details from the supplier for the very first time, eye-share Portal will automatically create a new user based on the contact email, and supplier details. This new user will be linked to the supplier account. The first user to connect to a supplier account is automatically assigned the Administrator role. Users who connect to the supplier account after the initial user will be assigned roles depending on the source of the invoice. They will receive either: User Role or Unverified User Role.

- **Administrator role:** This role grants privileges to manage and configure user accounts within the supplier account. There are only two roles: User and Administrator. In the eOrder Handling module all users who are automatically added and linked to a supplier account will receive the Administrator role by default.

- **Administrator privileges**: Administrators have the authority to add and delete regular users associated with the supplier account. They can perform user management tasks within their organization.

- **User confirmation**: When a new user is added, they will receive an email notification and must confirm their new user account using email verification. This ensures the security and legitimacy of user accounts.

- **User verification:** In cases when new user accounts are added with Unverified user role, the Administrator of the respective supplier account will receive an email notification about new user and instructions on how to verify the new user account. This process is designed to ensure appropriate access and security levels within the system.

- **User deletion**: Administrators have the capability to delete user accounts if needed. They can initiate the user deletion process by clicking on the trash bin icon located in the right corner of the user profile row.

- **Resend invite:** This feature allows administrators to resend invitations to users directly from the user list. This can be useful if a user has not received or responded to their initial invitation, ensuring that they have access to the supplier account and associated functionalities within the eye-share Portal.

This automated user management system simplifies the onboarding process for new users while providing Administrators with the control and flexibility to manage user accounts effectively within the supplier account.
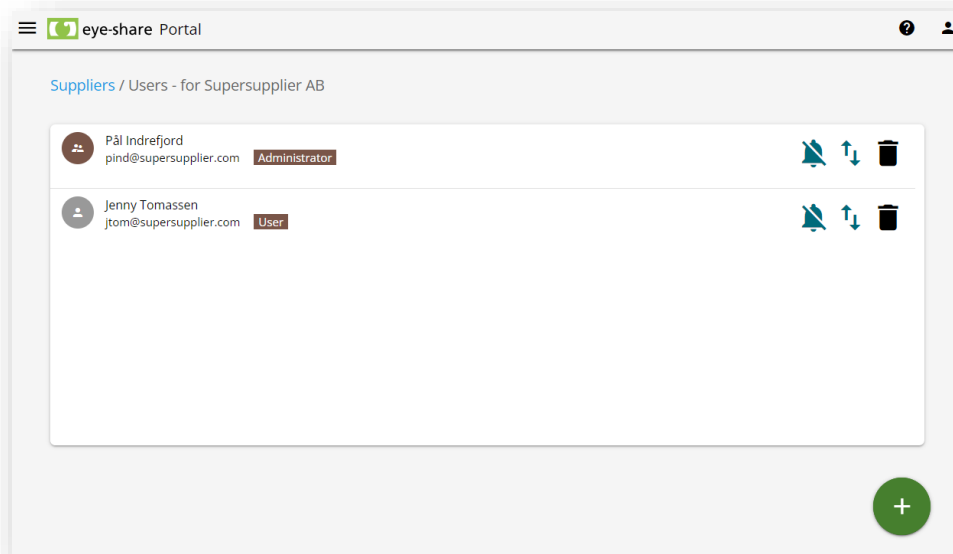
User account awaiting for the user to respond to the invitation, either automatically created by the receival of an eOrder message, an invoice stopped in Import Control, or manually invited by an Administrator user.
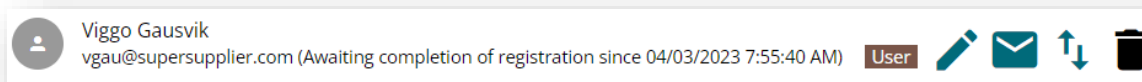
User account created automatically when an invoice was stopped in Import Control and awaiting verification by Supplier Administrator:

legaxo1455@pursip.com Needs verification

Understanding the options:

Administrator	Shows the user's current role
(edit icon)	Edit user details
(envelope icon)	Resend email invitation
(shield icon)	Verify user as employee of the supplier
(change icon)	Change role of user
(trash icon)	Remove user from supplier account

Administrators within the supplier account can add new users. To do so, they can input the new user's email address by clicking the green + button.

Upon adding a new user, an invitation email containing a link is automatically generated and sent to the provided email address. The new user must click on this link to confirm their invitation and gain access to the eOrder messages and/or Invoices associated with the supplier account within the eye-share Portal.

eye-share Portal

Add new user

Email address

Submit   Cancel
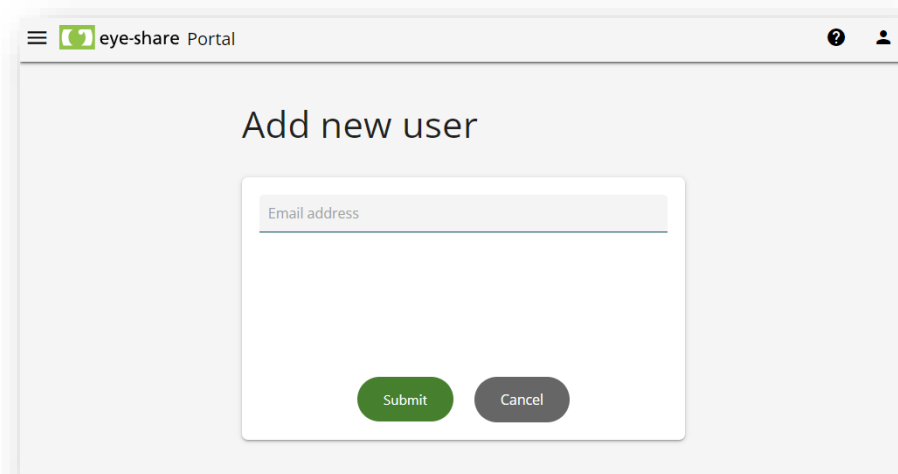
3.8.   Account settings

Users can access the supplier account settings view by clicking on the pencil button located to the right in the supplier profile row. This action allows users to enter and modify the supplier setup, enabling them to configure and customize supplier-specific settings and preferences within the eye-share Portal.
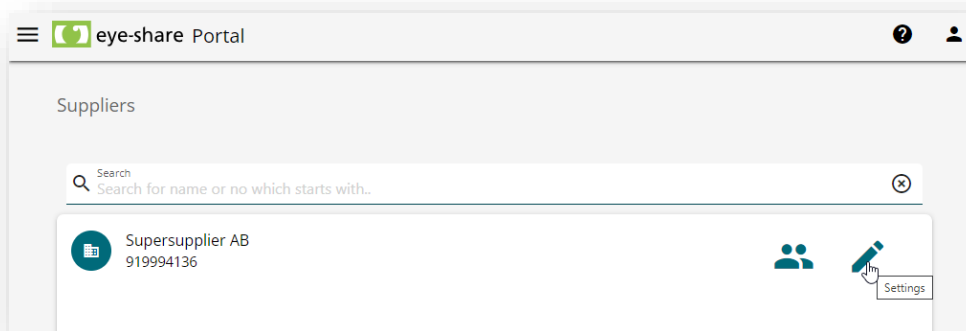
The supplier setup view consists of module selection, bank details, default TAX id and contact email. Modules available for selection include the Order module (eOrder Handling module) and Invoice module (Invoice Entry module), which are explained in detail within this manual. Additionally, there is an option labeled "Order Invoicing," which is connected to the Order module feature (eOrder Handling module).
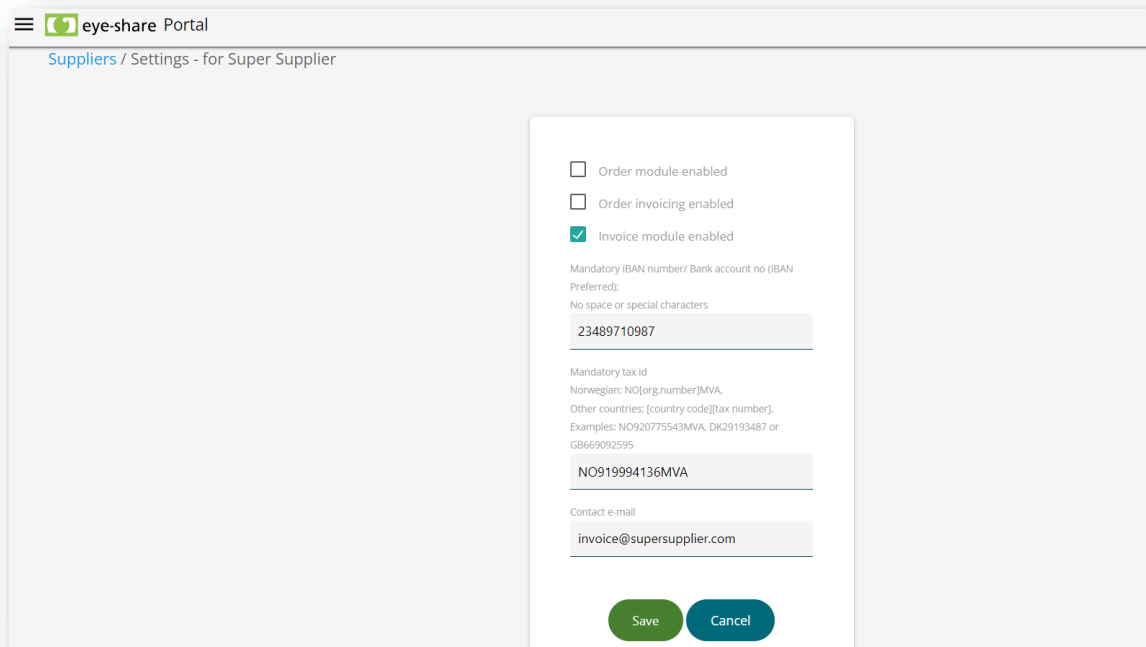
When both the Invoice module (Invoice Entry module) and Order module (eOrder Handling module) are enabled within the eye-share Portal, users gain access to multiple functionalities:

eOrder messages receival and confirmation: Users can receive and confirm eOrder messages from customers. This involves handling incoming Order transactions and providing responses as needed.

Sending Invoices: Users have the capability to send invoices to the registered customers within the Portal. This allows for electronic invoicing processes.

It's important to note that the customer who enables the supplier for electronic Order handling may not necessarily be a registered customer for invoicing. These two modules, Order and Invoice, are disconnected by default.

If a supplier wishes to use the Invoice feature connected to the Order handling, they will need to enable the "Order Invoicing" feature. Enabling "Order Invoicing" would bridge the gap between these two modules, allowing for seamless integration of invoicing processes with Order handling. This ensures a more cohesive and efficient workflow for suppliers in managing their transactions.

4. eye-share Portal | Invoice Entry

4.1. Invoice Entry process overview

The chart illustrates the comprehensive flow and process when utilizing the Invoice Entry module.
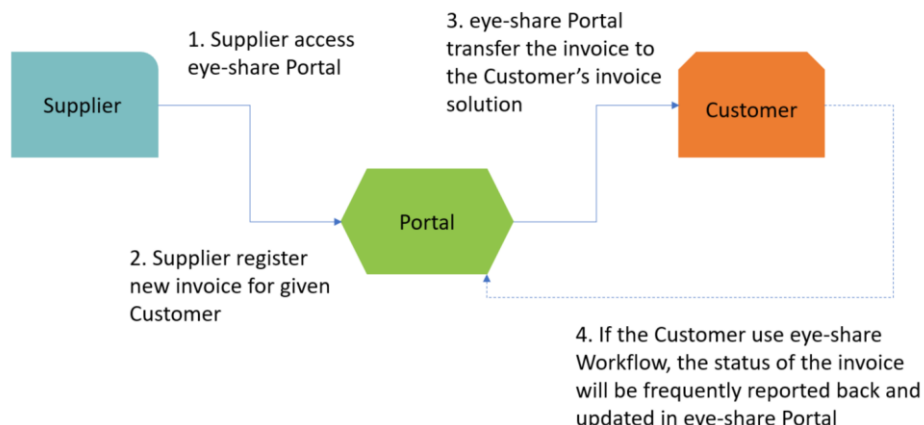
The Invoice Entry module within the eye-share Portal offers a simplified use case for manual registration of invoices.

Note: It's important to understand that this option is standalone and not connected to the process of order and invoicing through processed orders. In other words, manual invoice registration provides a straightforward method for managing invoices but operates independently of the more complex order and invoicing workflows associated with processed orders.

4.2. Send invoice

From the start page view, end-users have the convenience of registering a new invoice by clicking "Create new invoice" button and then selecting the customer's name they wish to invoice.
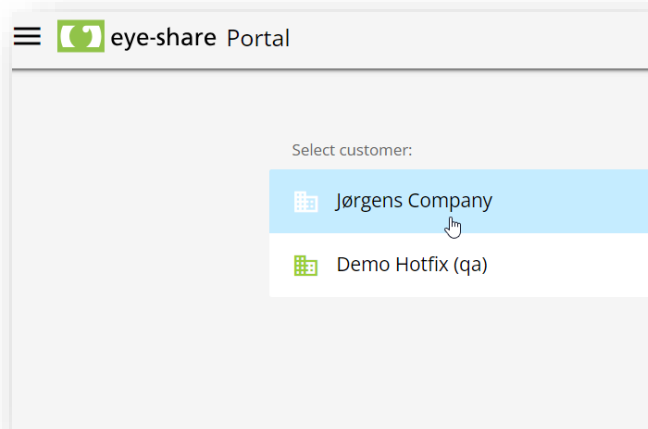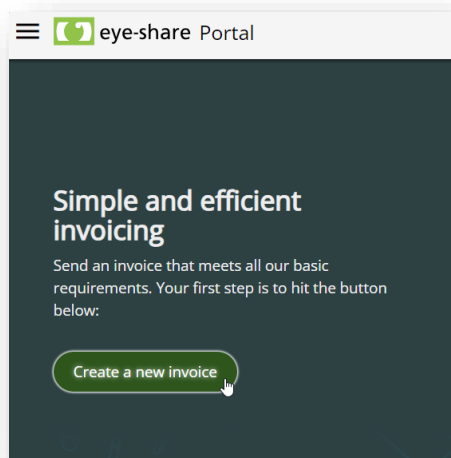
When the user selects a customer account to register a new invoice within the eye-share Portal, they will be directed to the Invoice registration view. In this view, they will need to provide all the required fields as a minimum.

Depending on the setup of the customer account, it may be mandatory to add an attachment. Furthermore, the attachment may be automatically interpreted, and data values extracted from the document, depending on the configuration.

For optimal results, it's advisable to include the actual invoice as the first attachment. This ensures that the invoice data can be accurately extracted and processed according to the configured rules, streamlining the invoice registration process within the eye-share Portal.
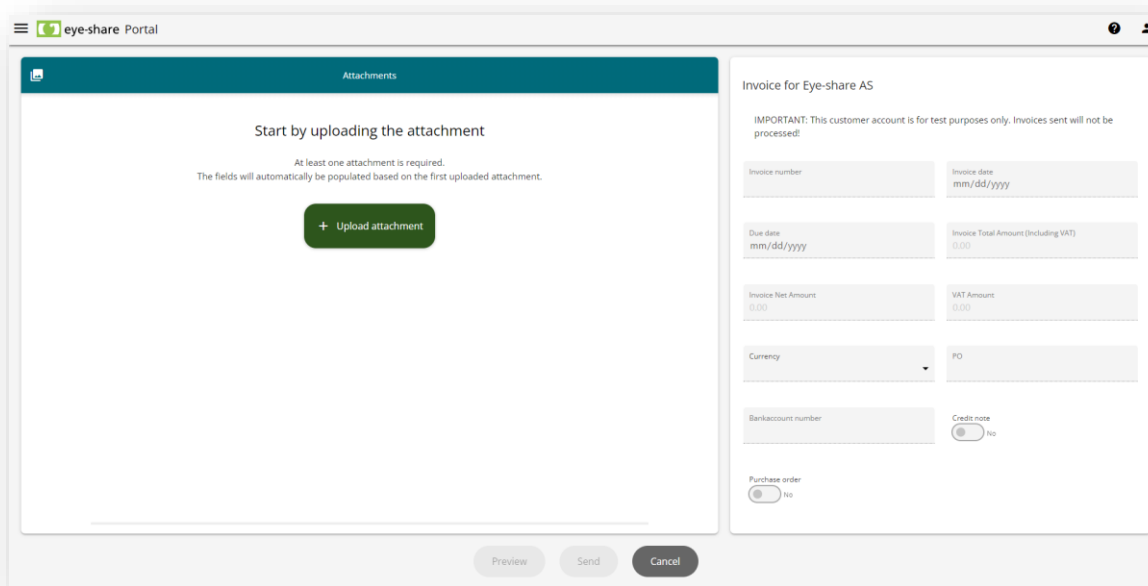
After clicking "Send" in the Invoice registration view, the invoice will be transmitted to the selected customer. The user will receive confirmation that the invoice has been sent, and

they can observe this information in both the start page view and the Invoice overview within the eye-share Portal. This ensures that users have clear visibility and confirmation of their invoicing actions, facilitating effective invoice management.
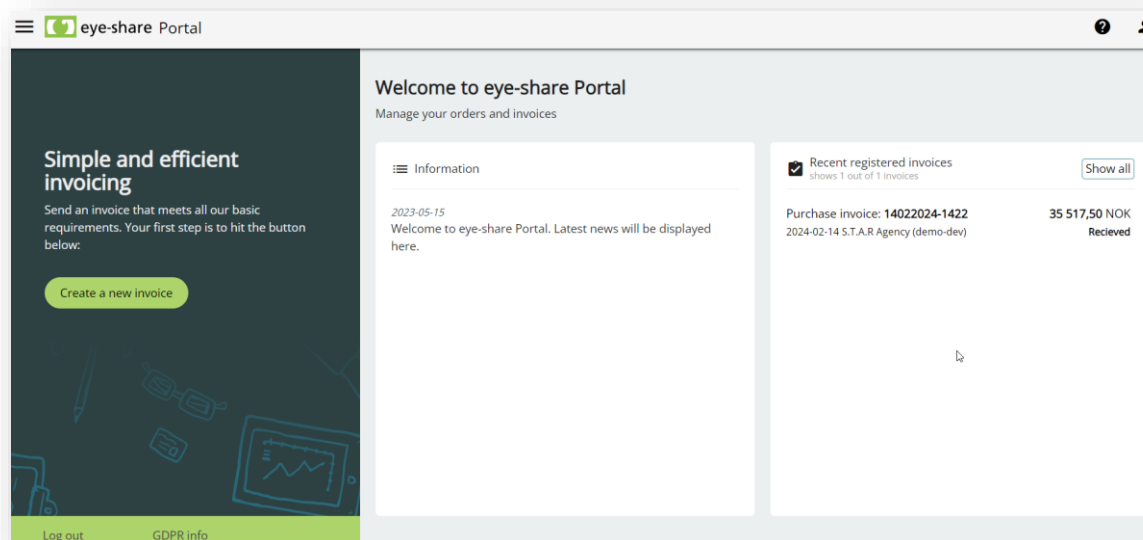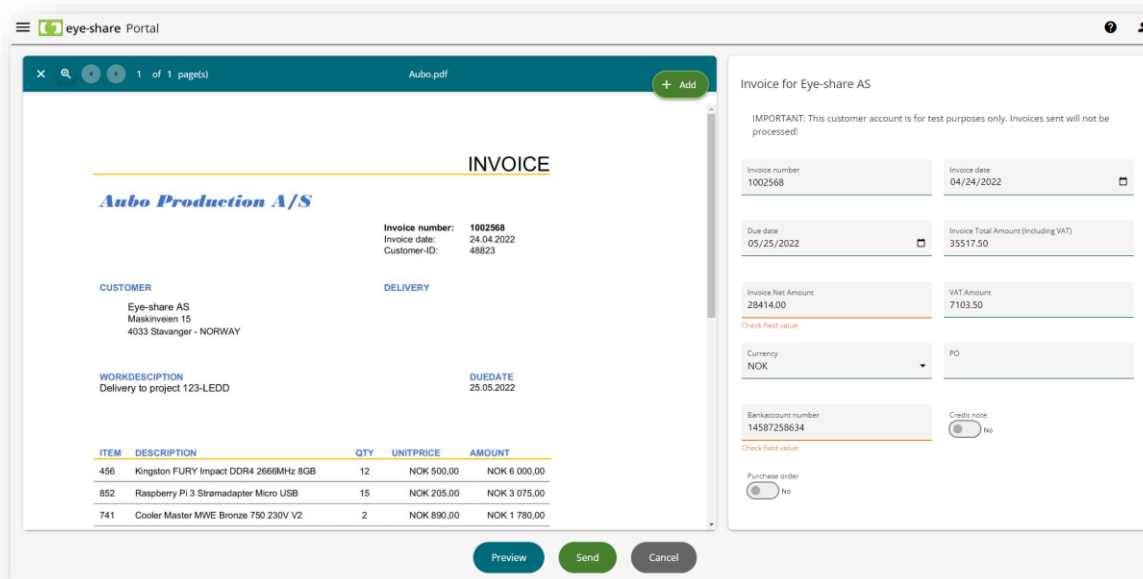
4.3. Invoice archive

Customers of eye-share Portal can select the invoice retention period and choose whether invoices will be deleted or moved to the Archive after this period. Users can access the Invoice archive by using the top left menu. Upon accessing one of the predefined lists within the archive, users will be presented with a comprehensive overview of all the invoices they have sent. This feature provides an organized and

easily accessible history of sent invoices, enhancing the user's ability to track and manage their invoicing activities within the eye-share Portal.
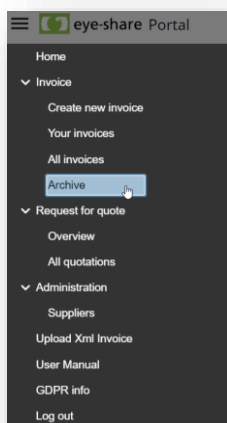
4.4.   Upload XML Invoice

In certain situations, a supplier may have the capability to generate electronic invoices in Peppol BIS format, but there might not be a connected infrastructure between the supplier and the customer for electronic invoice transmission. In such cases, the eye-share Portal offers a convenient solution. Suppliers can utilize the portal to bulk upload electronic invoices in Peppol BIS format directly.

This functionality ensures that even without an established infrastructure, electronic invoices can still be efficiently managed and transmitted within the eye-share Portal, streamlining the invoicing process.
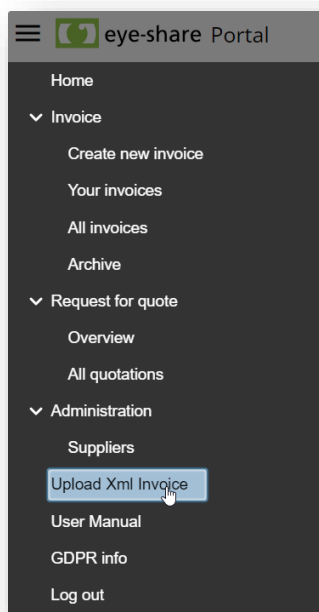
It's important to note that when invoice files are uploaded and successfully validated according to the Peppol BIS format within the eye-share Portal, the system will attempt to send these invoices to the customer as specified within the recipient section of the files. This automated process ensures that invoices are correctly directed to the intended recipients, optimizing the electronic invoice transmission within the portal.
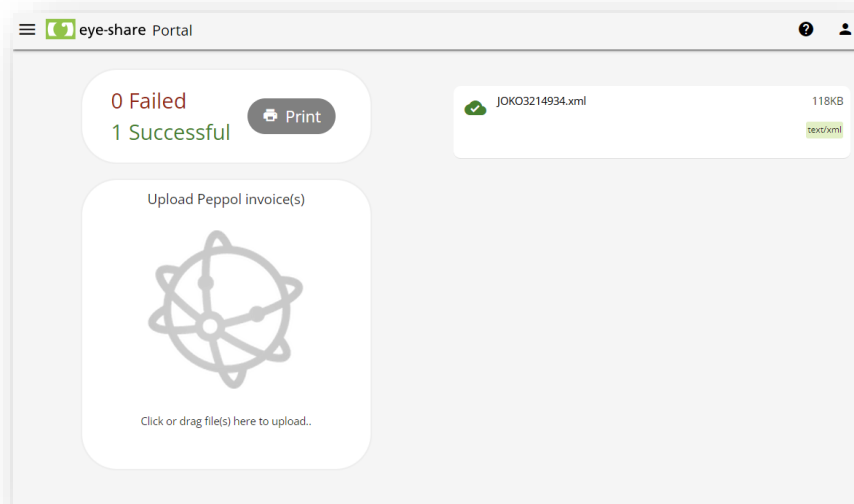
In cases where one or several files do not validate according to the Peppol BIS standard format within the eye-share Portal, these files will not be sent. Validation is a crucial step to ensure that invoices meet the required standards and can be successfully transmitted. Any files that do not pass the validation process will be held back to prevent the transmission of incorrect or incomplete invoices, maintaining the integrity of the invoicing process.
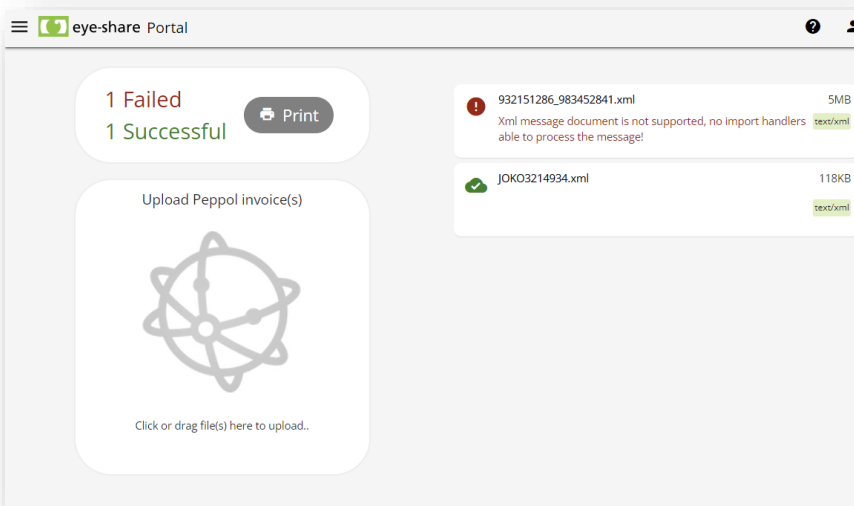
5. eye-share Portal | Import Control

5.1. What is Import Control?

The Import Control is an automated service within the eye-share Portal designed to facilitate invoice correction by suppliers before the invoices are processed by customers in their Invoice processing solution. Here are some key features of Import Control:

- **Field validation:** The system checks for missing values and ensures that data is in the correct format.

- **Search for values:** It can automatically search for values in multiple locations to ensure accuracy.

- **Easy vendor onboarding:** Suppliers can use this service without the need for prior registration.

- **Automatic email notifications:** The system sends automatic email notifications to suppliers, requesting them to update the sent invoice with the correct data.

- **Support for eInvoices and OCR Tools:** Import Control supports both electronic invoices (eInvoices) and data from OCR (Optical Character Recognition) tools, offering flexibility in data sources for invoice correction.

This service streamlines the invoice correction process, improves data accuracy, and enhances collaboration between suppliers and customers within the eye-share Portal.
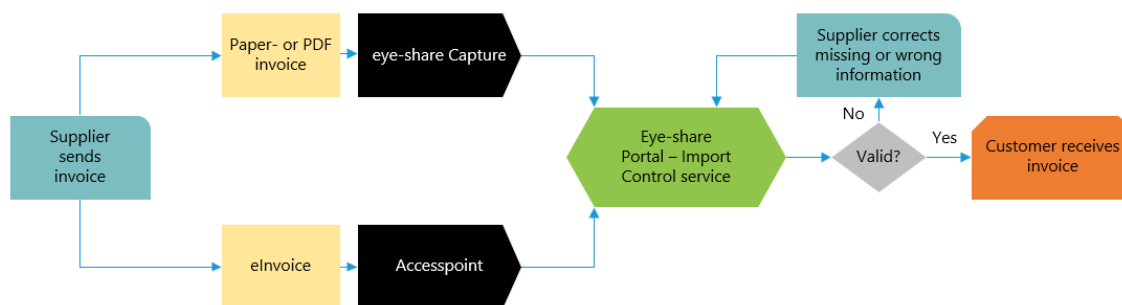
5.2. How does it work?

In a scenario where a supplier sends an invoice to a customer who has enabled the eye-share Portal and Import Control, all invoices received by the customer are routed through the Import Control service before being imported into their invoice processing solution, which could be eye-share Workflow or any other solution.

The customer has established predefined rules and exceptions against which invoices are validated. When an invoice does not meet the defined rules, the email address from the invoice is extracted, and the invoice is sent back to the supplier.

The supplier, in turn, receives a notification by email, which likely includes details about the validation issues with the invoice. This email notification serves as a communication tool, alerting the supplier to the validation issues and prompting them to make the necessary corrections before resubmitting the invoice for processing. This iterative process helps ensure that invoices adhere to the customer's specified rules and requirements.
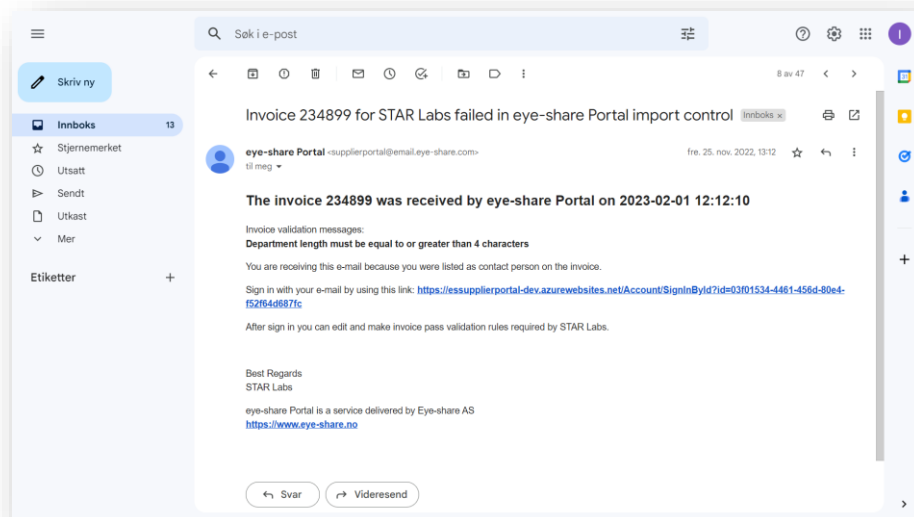
5.3. Import Control validation rules

Within the eye-share Portal, customers have the capability to define a suite of validation rules applicable to invoice fields. These rules are instrumental in ensuring that only accurately formatted invoices containing all the required information are transferred to their eye-share Workflow or another ERP system. Below, we delve into each validation rule type, complete with illustrative examples to clarify their application.

1. **Required Field.** This rule mandates that a specific field must be filled out; it cannot be left blank.
   Example: The invoice number field must not be empty.
2. **Modulo 11 or 10.** Validates a field based on the modulo 11 or modulo 10 checksum algorithms, ensuring data integrity.
   Example: The bank account number must pass the modulo 11 or modulo 10 checks to be considered valid.
3. **Modulo 11.** Similar to the above but specifically requires the field to adhere to the modulo 11 checksum algorithms.
   Example: A VAT identification number must validate against the modulo 11 algorithms to be accepted.
4. **Modulo 10.** This rule exclusively applies the modulo 10 checksum algorithms to validate field data.
   Example: A KID number must pass the modulo 10 check to ensure it is a legitimate number.
5. **Required by other field value.** The necessity of filling out a field is contingent upon the value or completion of another field.

Example 1: If the Department field value is 7000, the Project field must be filled out.
Example 2: If the Project field is empty, the BuyerReference must contain a value.

6. **Regular expression.** Utilizes regular expressions (regex) to match field values against specific patterns for validation.
   Example: A PO number must match the regular expression pattern for valid order numbers.
7. **Range.** Ensures the value of a field falls within a specified numeric range.
   Example: The Department field must be between 1000 and 7000.
8. **Max or min string length.** Validates that the length of the string in a field does not exceed or fall short of specified limits.
   Example: BuyerReference field must contain at least 3 characters but no more than 30 characters.
9. **GLN.** Validates that a Global Location Number (GLN) meets the criteria similar to GTIN-13, ensuring the number is correctly structured.
   Example: Norwegian GLN has the following structure: 708NNNNNNNNNK, where 70 is the country prefix for Norway, 8 means that the number in question is a GLN, NNNNNNNNN is a serial number that is assigned in connection with registration in the GLN database, K is a check digit.
10. **Lookup validation.** This rule checks if the value in a field matches one of the predefined options in a lookup list. It ensures that the entered data is valid and corresponds to existing information in the system.
    Example: When an Order Number is entered on an invoice, the system checks if this number exists in the customer's ERP system. This verifies that the invoice is linked to a real order.
11. **Expression.** This rule allows to create custom validations using JavaScript expressions. It offers flexible ways to check field values based on specific conditions.
    Example: To ensure a field contains a string longer than 4 characters, the expression **value.length > 4** can be used, where **value** represents the content of the field being validated.

When editing an invoice that was halted at the Import Control stage, the supplier will be clearly guided on which fields are mandatory to fill out and which fields require data in a specific format. For instance:

Vat Rate (%)		PO	
25.00			
		PO should start with F followed by 4 digits	

Project		Buyer Reference	
* Required		* Required	

Bankaccount number		Currency	
12345678910			
		* Required	

Tax Currency		Vat Number	
		* Required	

These validation rules empower supplier users to maintain high data quality and integrity, ensuring seamless and error-free integration with customers invoice processing systems.

5.4.   Accessing invoices for correction

The supplier can use the link provided in the email notification to access the invoice that needs correction.
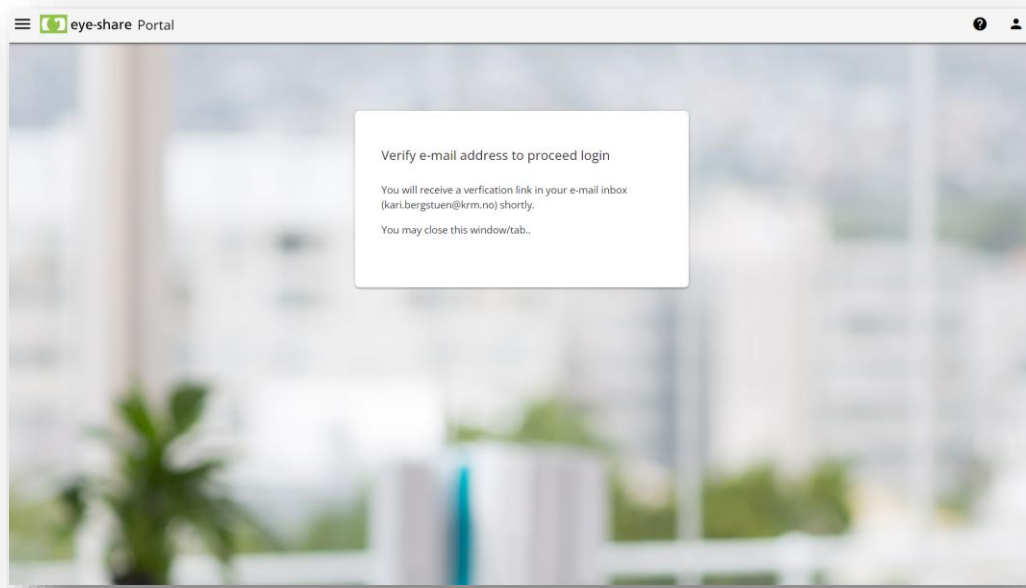
After clicking the link in the email notification, the supplier will typically receive a secure verification login link in a new email. This link is designed to ensure the security of the invoice correction process.

It's important to note that the supplier can choose to distribute or share this secure verification login link with other authorized users if needed. This enables collaborative correction efforts and allows multiple users within the supplier's organization to access and amend the invoice securely, ensuring that it complies with the customer's validation requirements.
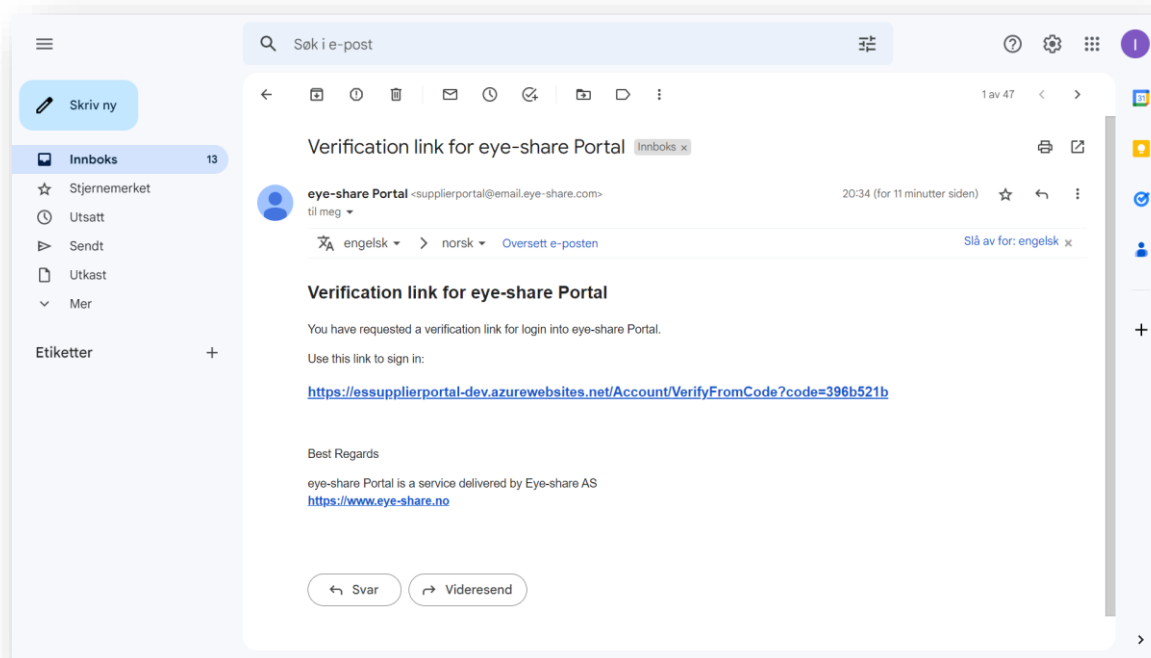
5.5. Import Control start page

Upon successfully using the secure verification login link, the supplier will be logged into the eye-share Portal. The start page of the portal will provide an overview that reflects the number of invoices requiring their attention, typically found in the list on the left panel.

Additionally, the supplier will have access to the tiles containing statistics and performance metrics. These metrics are related to the data quality of recently sent invoices. This information helps the supplier monitor their performance and data accuracy, ensuring that their invoices meet the required standards and validation rules set by the customer. The Portal's dashboard provides valuable insights for efficient invoice correction and compliance.
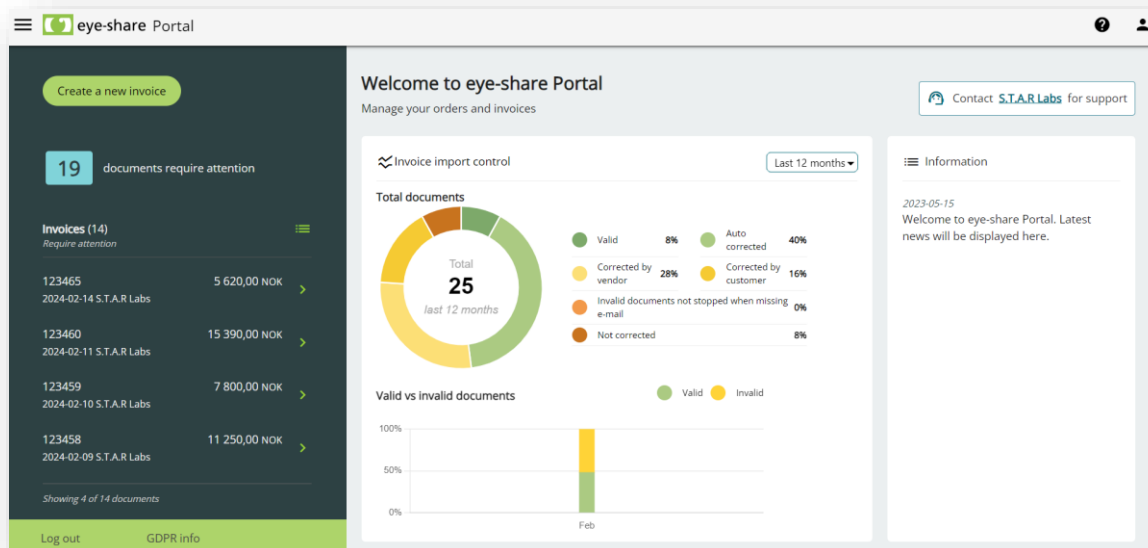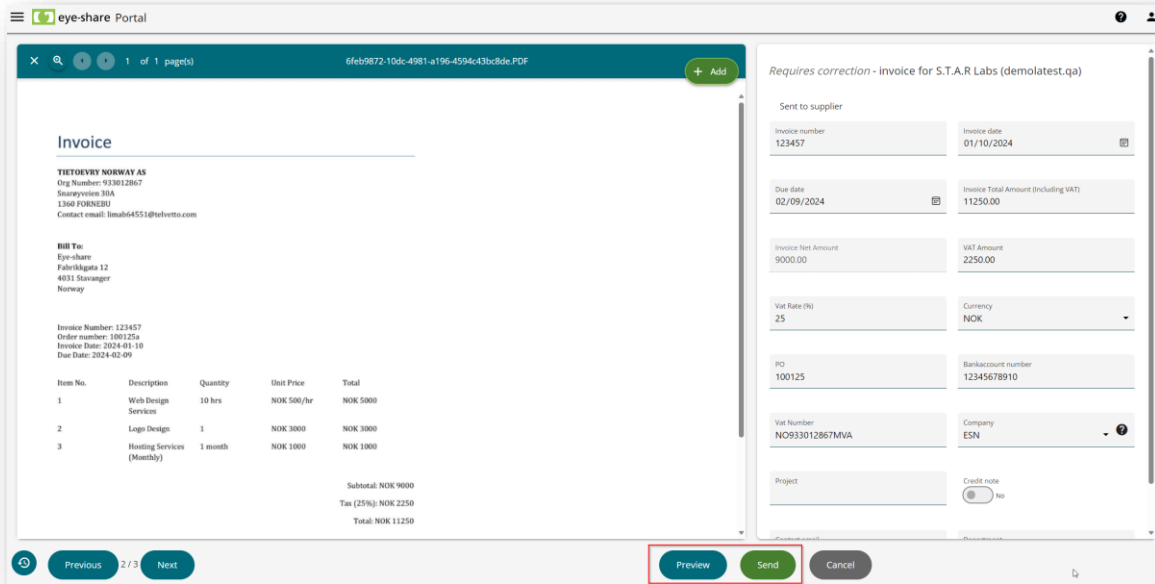
5.6.   Correcting an invoice

When the supplier accesses an invoice requiring attention, they will be directed to the invoice form within the eye-share Portal. This form contains all attachments and the original invoice data submitted. At the top of the invoice fields, the supplier will see one of two statuses: 'Sent to supplier' or 'Not corrected in time'. These statuses are primarily for the customer's reference. Regardless of the status displayed, the supplier has the capability to correct the invoice.
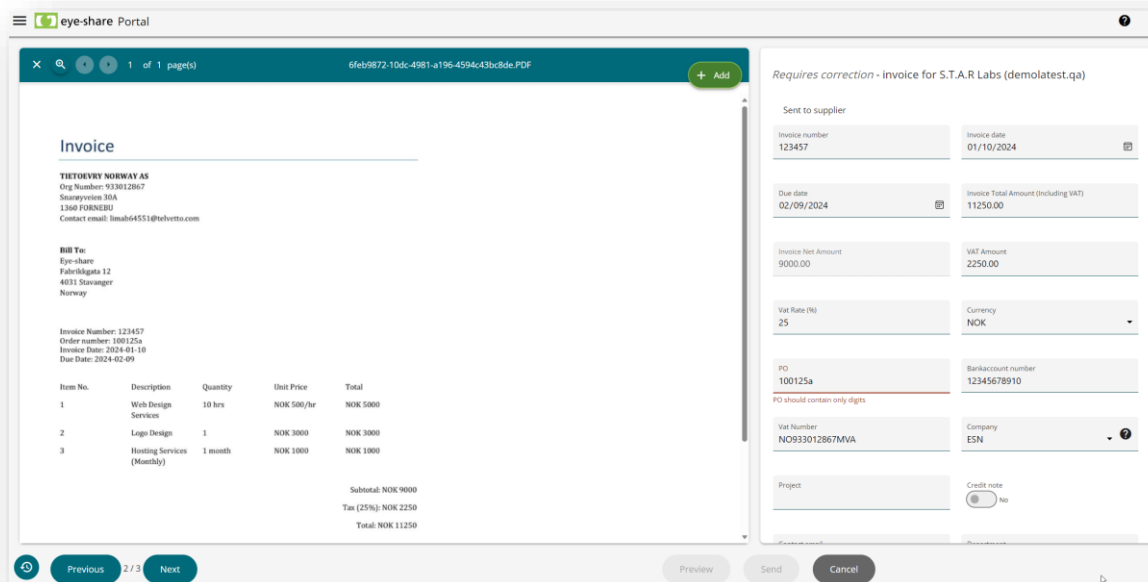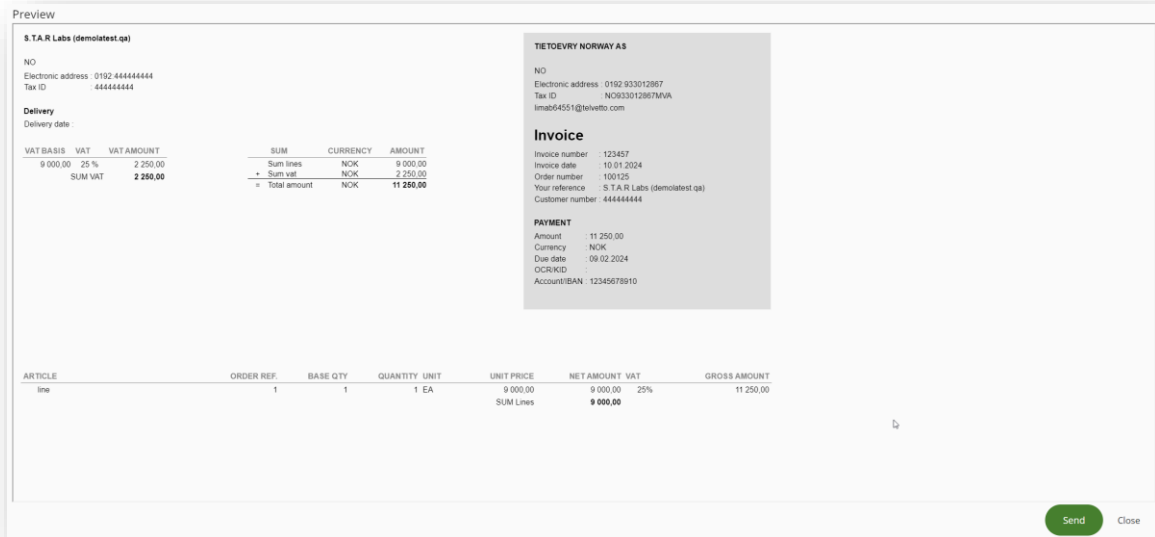
When the invoice form is open, the supplier can proceed to correct or add the required data. After making the necessary corrections, the 'Send' button will become active. In instances where the invoice is to be sent to the customer through the PEPPOL

infrastructure, a 'Preview' button will also be available. Clicking this button will display a preview of the generated PEPPOL invoice.

Once the necessary corrections have been made to the invoice, and it is now considered valid, the supplier can proceed to re-submit the invoice to the customer by simply clicking the "Send" button. This action signifies that the invoice is in compliance with the customer's validation rules and is ready for processing in the customer's invoice processing solution, whether it's eye-share Workflow or another system.

5.7.　　Navigating between invoices

After the invoice is sent, the next invoice in the list will automatically open if there are more to be addressed. The supplier can navigate between these invoices using the 'Previous' and 'Next' buttons located at the bottom left corner of the screen. Please note that the list of documents can be pre-filtered before opening a specific document. This ensures that the 'Previous' and 'Next' buttons will only navigate between documents included in the filtered list. For instance, applying a filter by the status 'Requires correction' will limit navigation to only those documents that match this criterion.

It is important to note that the supplier user can correct not only their own invoices (listed under 'Your Invoices') but also those sent to other contacts of the same supplier (listed under 'All Invoices').
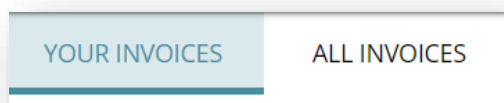
5.8.　　Document log

By clicking the clock button at the bottom right corner of the screen, the supplier user can access the document log. This log contains details of previous logs from eye-share Capture (if relevant), invoice import, reminders to supplier, and invoice sending to the customer's external invoice processing system.
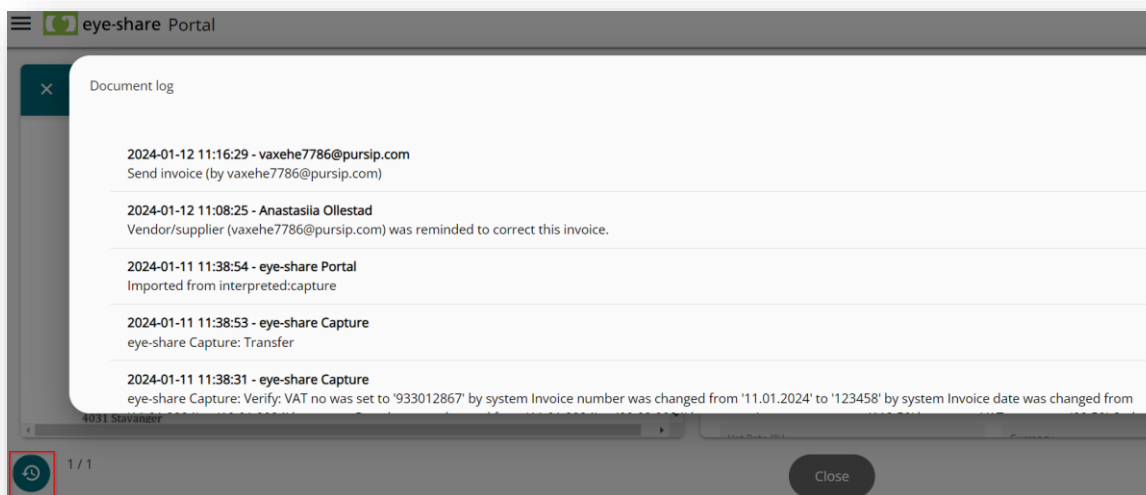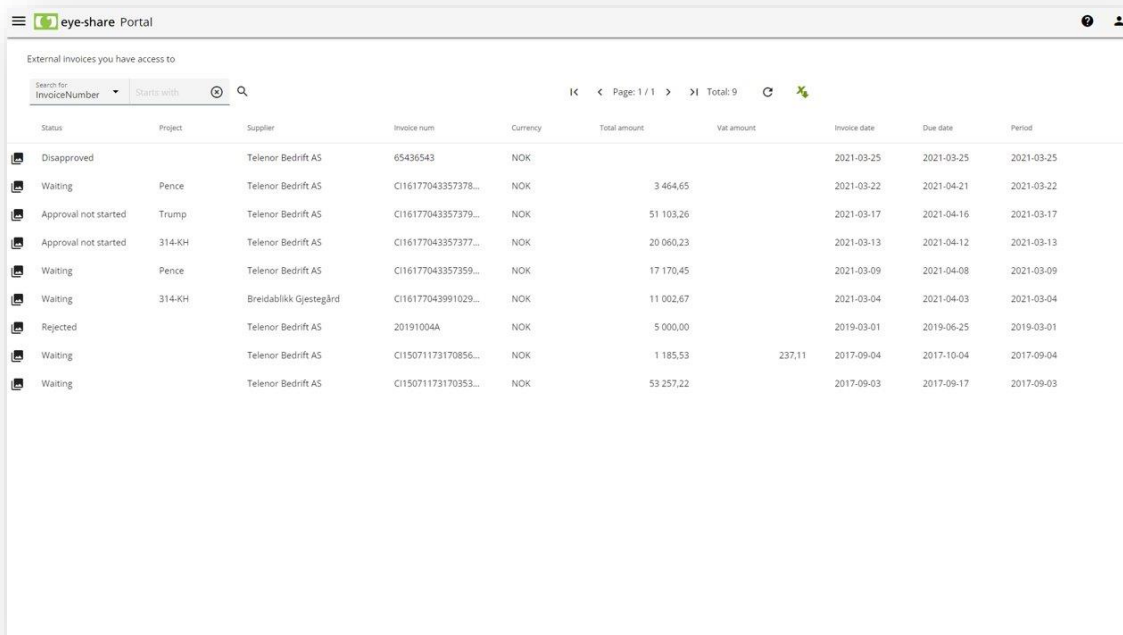
6. eye-share Portal | External Invoice Access

For customers using eye-share Workflow, there's an option to grant external users access to invoice information stored within eye-share Workflow. The rules and filters for determining which invoices are accessible to external users are defined by the customer directly in eye-share Workflow.

External users access this information through their internet browsers by visiting eye-share Portal, where the invoices made available from eye-share Workflow are accessible. It's important to note that external users provide their email addresses for login, following the guidelines in Section 3.1 "User creation and login"

Once logged in, users can view all the invoices made available from eye-share Workflow. The application provides straightforward search capabilities, column filtering, export to Excel, and the ability to view attachments. To access attachments, users can click on the image icon associated with each invoice row. Additionally, customers have the flexibility to choose which header columns should be displayed and populated with data in eye-share Portal.

In the attachment view, you can access all the associated invoice attachments. You'll find basic functionality for file and page navigation, printing, zooming, and downloading available for your convenience.
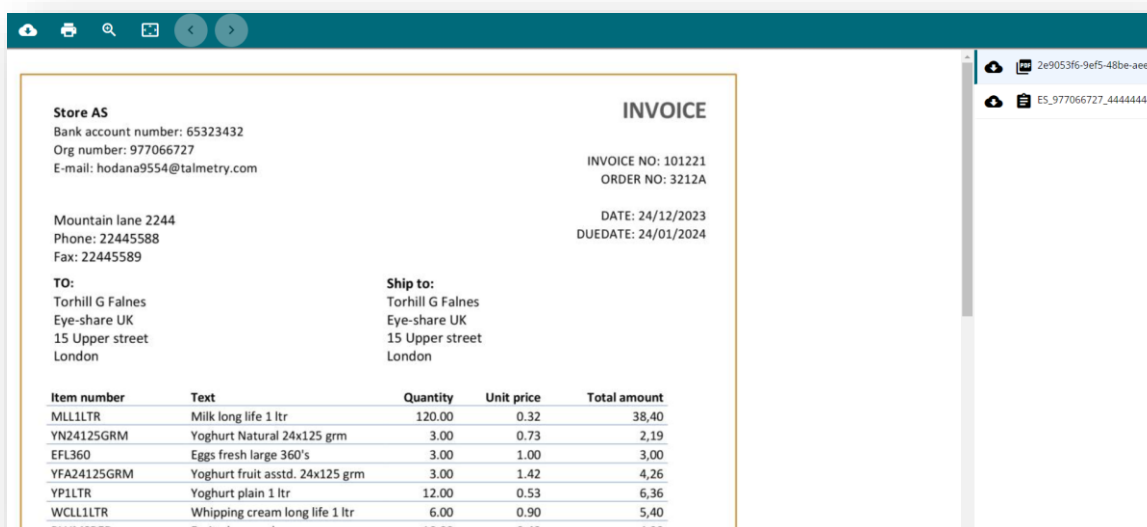
Note: External users accessing invoice information through eye-share Portal will only view data based on the configuration set in eye-share Workflow. Any modifications to this setup will be instantly reflected in eye-share Portal. It's important to note that no data is stored within the application itself; every action and listing directly accesses data in eye-share Workflow. This approach ensures easy and secure access for external users, offering a straightforward way to make invoices available to individuals who are not part of your organization.

7. eye-share Portal | Request for Quote

An RFQ, or request for quote, is a formal document used by a business to request pricing information from another company for a specific product or service. The RFQ typically includes detailed information about the product or service being sought.

Within the context of the Purchase module in eye-share Workflow, if a customer needs to procure goods or services, they may send RFQ documents to suppliers, seeking quotes for those items. Upon receiving the RFQ document, the supplier will be notified via email that the customer is requesting a response through the eye-share Portal.

The supplier can then use the eye-share Portal to confirm or decline the quote provided in the RFQ document. Once the supplier submits their response within the portal, the customer will receive the electronic response to the quote in their Purchase module. This process streamlines the procurement workflow and enhances communication between customers and suppliers within the eye-share Workflow ecosystem.

1. Customer sends quote electronically via eye-share Portal to the Supplier from the Purchase module in eye-share Workflow

3. Supplier access eye-share Portal and review the quote, confirm with details or reject the request

2. Supplier receives notification on email with link to RFQ document in eye-share Portal

Customer

Supplier

Portal

4. Confirmation or rejection is sent back to the Customer, directly into eye-share Workflow

For context reference, within eye-share Workflow, the customer initiates an RFQ directly from the Purchase module. Subsequently, the supplier receives an email notification from the customer regarding the RFQ and follows the standard login routine described in chapter 2 to access the eye-share Portal. This process enables suppliers to efficiently respond to RFQs and engage in the procurement workflow within the eye-share Workflow ecosystem.
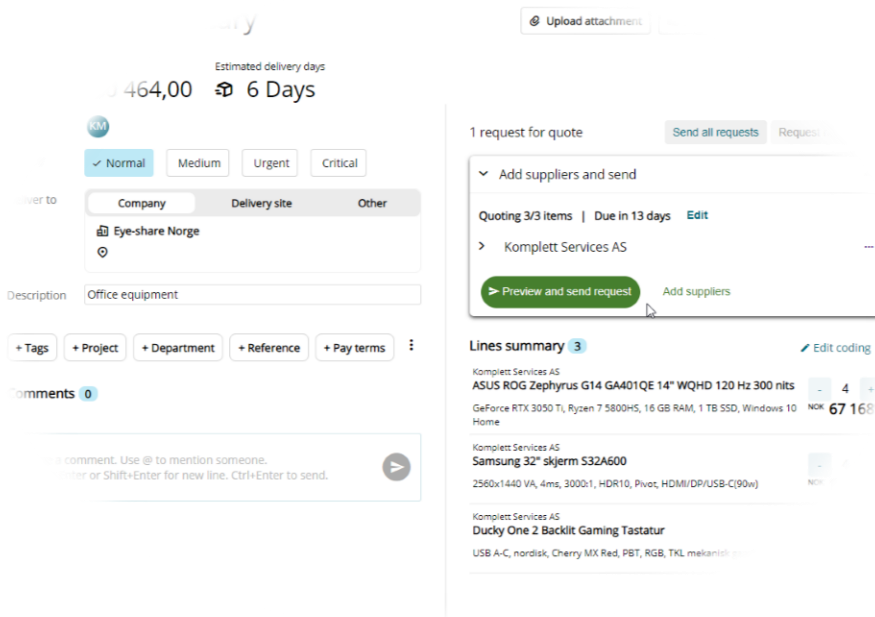
Within the eye-share Portal, users have the flexibility to access request for quote (RFQ) documents in two ways:

- Directly from the Start page: Users can access RFQ documents directly from the Start page by using the RFQ tile. This provides a quick and convenient way to view and respond to RFQs.

- Through the Main menu: Alternatively, users can navigate to the list of available RFQ documents by accessing the main menu located in the top left corner of the portal. This option allows for more comprehensive access to RFQs and provides additional functionalities related to RFQ management.

These two access points cater to different preferences and needs, ensuring that users can efficiently interact with RFQ documents within the eye-share Portal.
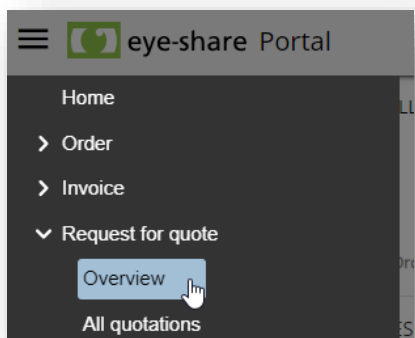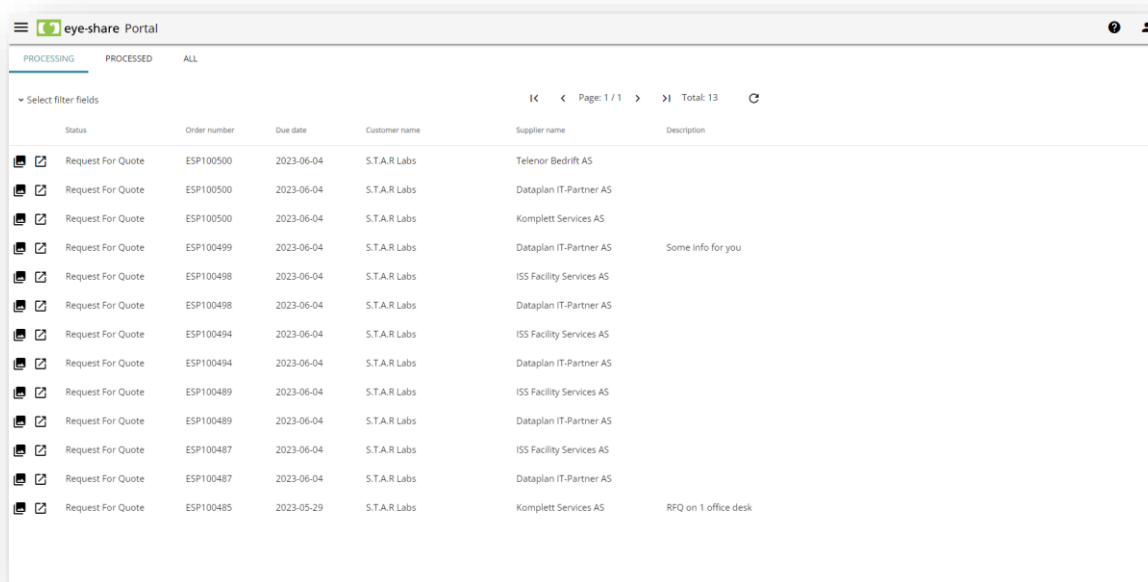
When users access the list of RFQ documents within the eye-share Portal, they will typically encounter two main categories:

Documents to be Processed: These are RFQ documents that require the user's attention and response. Users can review and respond to these RFQs within this section.

Processed and Archived documents: Within the "Processed" section all processed documents will be listed. In "All quotations" section, users can access and search all RFQ documents. This provides users with a comprehensive overview of all RFQs, past and present, and allows them to retrieve historical information if needed.

This organization ensures that users can efficiently manage their RFQs, respond to current requests, and reference past RFQs as necessary, contributing to a streamlined procurement process within the eye-share Portal.

To process an RFQ document within the eye-share Portal, users can utilize the "Open Details" button associated with the specific RFQ document they wish to work on. Clicking this button allows users to access the details and content of the RFQ, enabling them to review the information, provide quotes, and perform any necessary actions to respond to the RFQ effectively.
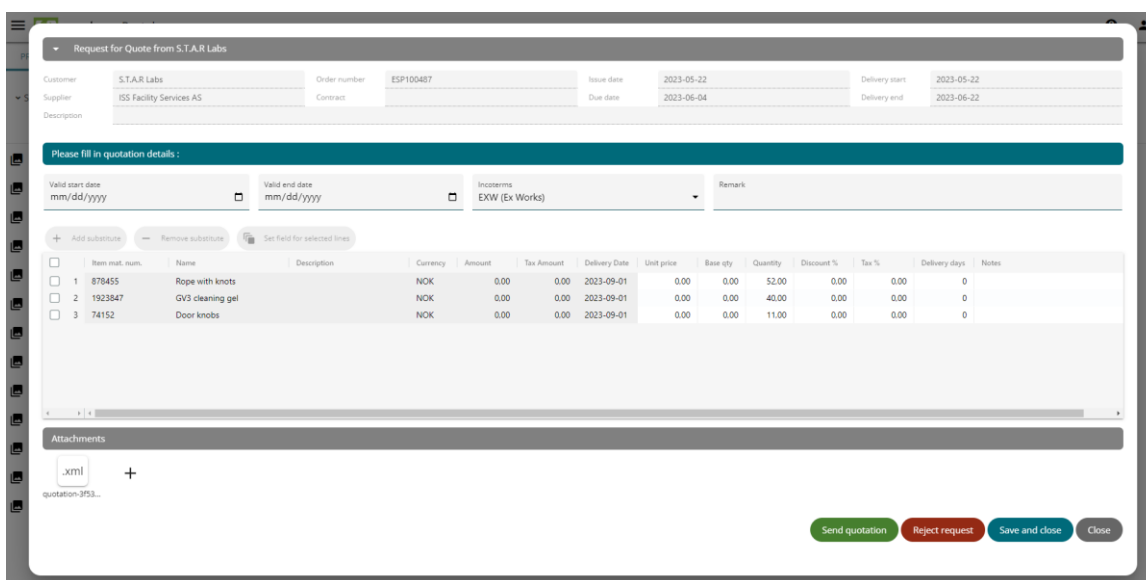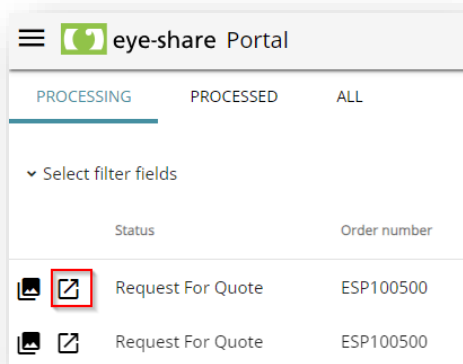
Within the eye-share Portal, the supplier end user has the capability to insert the applicable data into the RFQ document. This data may include crucial details such as the unit price, quantity, tax information, any applicable discounts, estimated delivery days, and any other relevant information pertaining to the requested goods or services. The ability to input this data allows the supplier to provide a comprehensive and accurate response to the customer's RFQ, ensuring that the quote aligns with the customer's requirements and expectations.

Amount	Tax Amount	Delivery Date	Unit price	Base qty	Quantity	Discount %	Tax %	Delivery days	Notes
123,00	0,00	2023-08-30	123,00	52,00	52,00	0,00	25	0	
0,00	0,00	2023-08-30	0,00	0,00	40,00	0,00	0,00	0	
0,00	0,00	2023-08-30	0,00	0,00	11,00	0,00	0,00	0	

Once the supplier end user has inserted all the applicable data into the RFQ document and is satisfied with the response, they can initiate the process of sending the quotation. This is typically accomplished by clicking on a designated "Send Quotation" button, often highlighted in green or a similar indicator.

Upon clicking this button, the supplier's RFQ response will be transmitted and posted back to the customer. The response is typically directed straight into the order in eye-share Workflow, where the customer can review and process it further. This streamlined communication and response process within the eye-share Portal enhance efficiency and accuracy in handling RFQs and responding to customer requests for quotes.
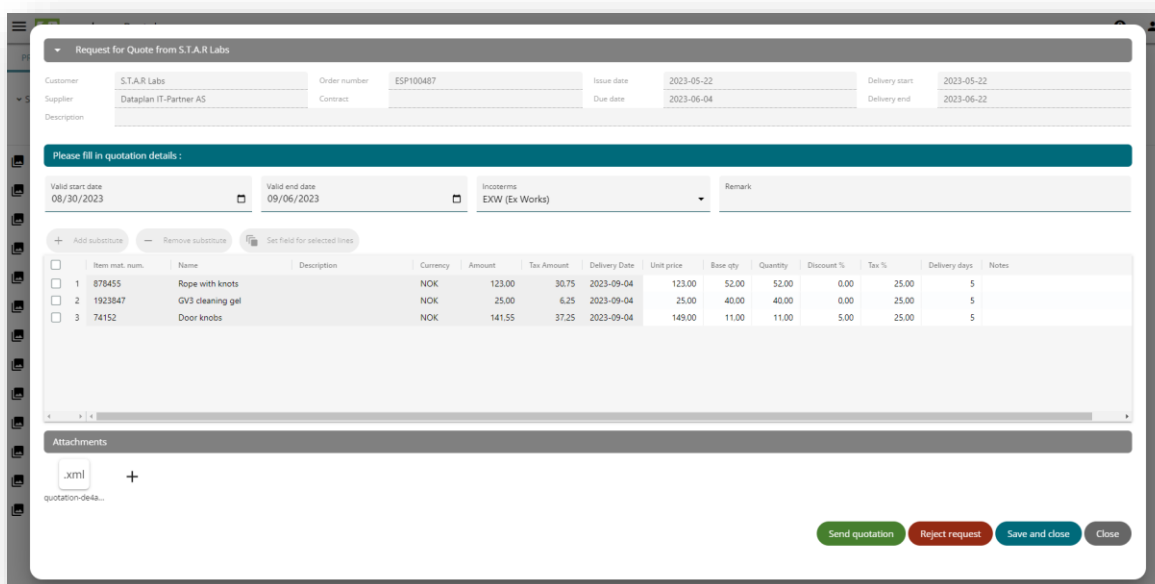
In situations where the supplier decides to reject a customer's RFQ request, they can easily do so by using the designated "Reject Request" button, typically highlighted in red or a similar indicator. Clicking this button initiates the rejection process.

Rejecting the request will not only decline the RFQ but also generate and send a reject response to the customer. This clear and straightforward mechanism for rejecting RFQs ensures effective communication between suppliers and customers within the eye-share Portal, allowing for efficient handling of RFQs and responses.
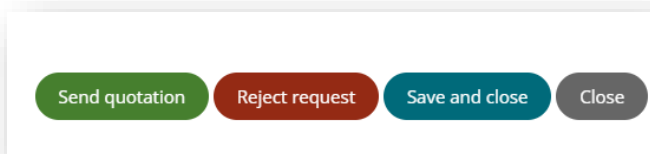
8. eye-share Portal | eOrder Handling

8.1. eOrder Handling process overview

The chart presents the complete flow and process involved in using the eOrder Handling module.
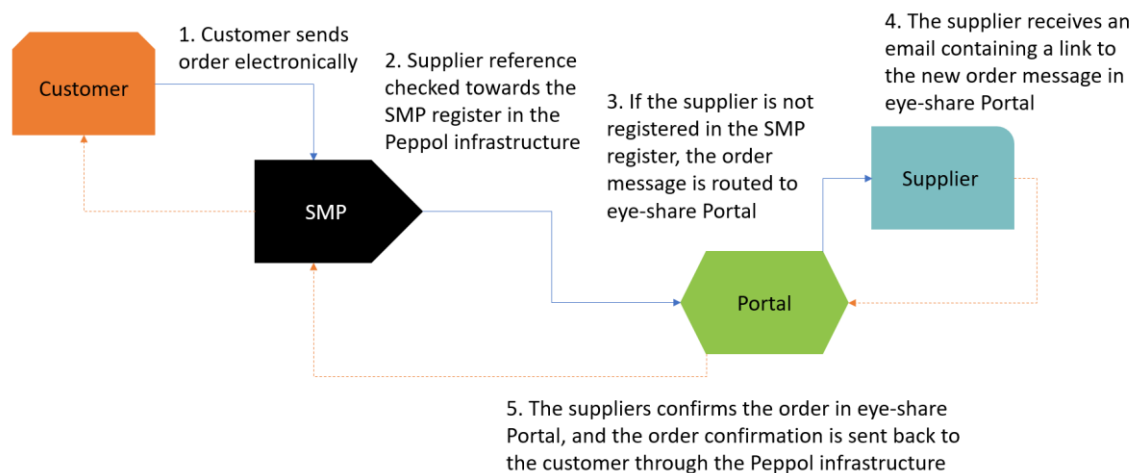
8.2. eOrder Handling overview and sections

The Overview section within the eOrder Handling module provides users with a comprehensive view of all orders received from the customer. It is divided into the following distinct sections:

Processing	This section displays new orders that are ready to be handled, confirmed, or rejected by either you or your supplier organization
Ready for invoice	In this section, you can find confirmed orders that are prepared for invoicing directly from the eye-share Portal. This feature is only applicable when activated.
Invoiced	This section contains accepted orders that have been successfully invoiced through the Order invoicing module within the eye-share Portal. This feature is also only applicable when activated.
Waiting	Orders accepted by the supplier with modifications, currently awaiting confirmation from the customer.
Processed	This section serves as an archive for final processed orders, encompassing a range of orders, including those that were rejected, obsolete, canceled, and accepted.
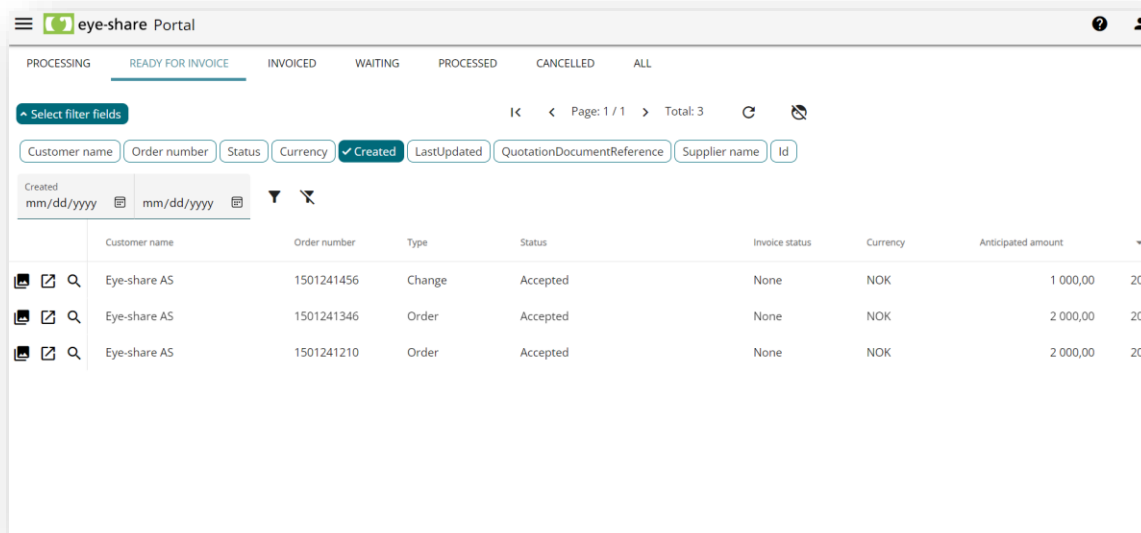
8.3. eOrder type and status

It's crucial to understand that an order in the eye-share Portal is always defined as a specific type of document, and it carries a particular status.

Important: Each order transaction constitutes a single document. For instance, when a customer requests a new order, it is considered one document. When the supplier confirms with changes, that becomes the second document. Subsequently, the third document might be the confirmation of changes from the customer. Every time a new document is created with a new order reference, the old documents are either canceled or marked as obsolete. This ensures clarity and organization in the document management process.

There are several types of order documents, each serving a distinct purpose:

Order	This document represents a new order initially sent from the customer to the supplier.
Change	The Change document signifies the customer's acceptance confirmation of changes suggested by the supplier. Additionally, the customer may send changes independently from their Procurement solution, resulting in the creation of a Change document.
Cancellation	The Cancellation document is generated when the customer sends a cancellation request for an existing order.

Various statuses are used to track the progress and status of order documents:

New	This status indicates a new order that has been sent from the customer but has not yet been processed by the supplier.

Change	This status signifies that the order document contains changes confirmed by the customer.
Cancellation	This status is assigned when the customer cancels the order directly within eye-share Portal.
Cancelled by the customer	The order is canceled based on a cancellation message sent by the customer from their ERP solution.
Accepted	The supplier has accepted the order as originally requested by the customer.
AcceptedWithChange	The supplier accepts the order but with changes that require confirmation from the customer.
PartialDelivery	Indicates that the supplier can deliver the order as originally requested by the customer, but the delivery will be partial.
Rejected by supplier	The supplier rejects the requested order from the customer.
Error	This status is used to indicate technical errors. In such cases, it is advisable to contact the customer for resolution.
Obsolete	The document is not the latest version of the order and is set to obsolete. This can be handled automatically or manually.
Invoiced	The order document has been invoiced through the Order invoicing module within eye-share Portal.

8.4.   *View attachments for an eOrder message*

To access the Attachments view within the eye-share Portal, you can simply click on the left button located on the message row.

Upon entering the Attachments view, you will find that the default display is a template stylesheet view of the original XML message. This view is designed to present all the information available in the XML file in a clear and organized manner.
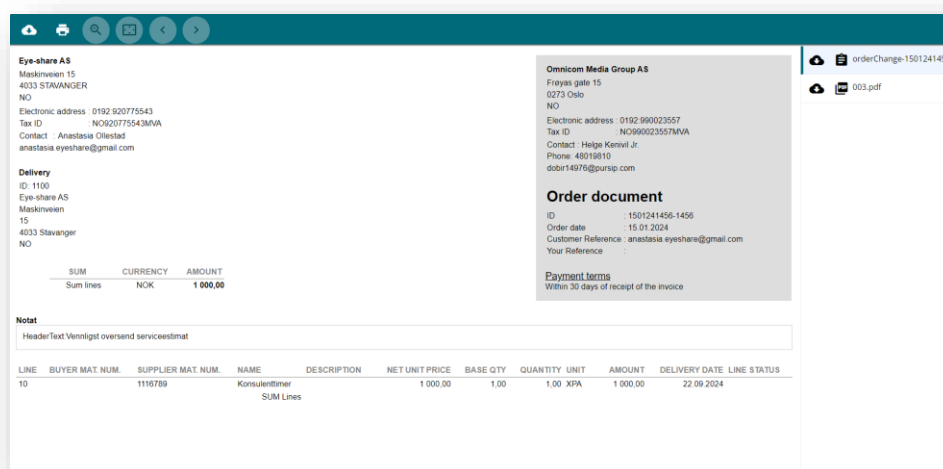
Within the Attachments view of the eye-share Portal, you have several options for exploring and interacting with the files transmitted within the message:

Attachment navigation: On the right side, you can use the attachment navigation to inspect other files included in the message. This allows you to easily switch between different attachments.

Downloading files: To download a file, click on the cloud symbol located on the left side of the navigator pane. This will save the file to your local computer for offline access.

Opening files directly: PDF files will open automatically in the browser window for quick viewing. For other types of files, you may need to download them locally to your computer before opening. This ensures you can access and view them properly.
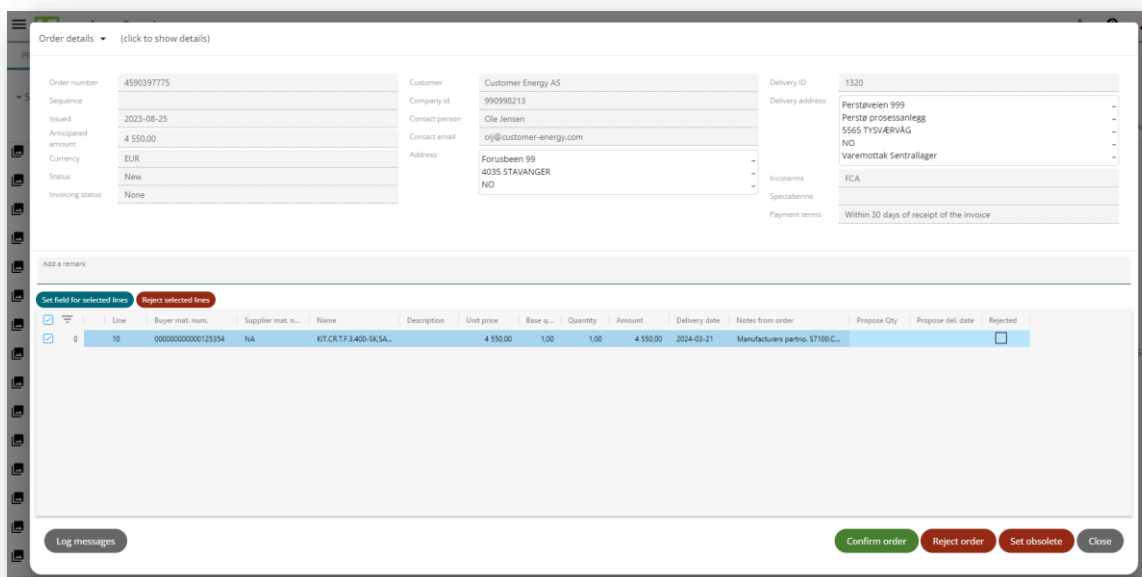
Attachment control bar: In the top left corner of the attachment view, you'll find an attachment control bar. From here, you can perform actions like downloading, printing, zooming, and navigating through all pages of the attachment, making it easy to interact with the content as needed.

8.5. View details for an order

To access the Order details view, you can simply click on the second left button located on the message row. This will open the Order details view, allowing you to delve into the specifics of the order and its associated information.

Customer Energy AS
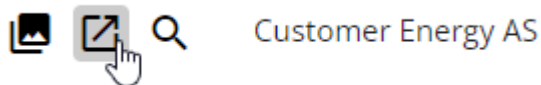
The Details view includes both header and line values from the eOrder message. This comprehensive view provides you with a complete overview of the information related to the order, including details at both the header and line item levels.

You can easily filter the lines within the Details view through filter activation. To do this, utilize the filter button located to the left on top of the table. This feature allows you to refine and focus on specific data within the order, making it a valuable tool for efficient navigation.

The Log messages feature serves as a valuable tool for tracking and understanding the history and status changes of an order transaction message within the eye-share Portal. To access this feature, simply press the Log message button located in the lower left corner. Doing so will open the Log Message dialog, providing you with a comprehensive view of all actions related to this specific eOrder message. This information can be particularly useful in gaining insights into the order's current state, any modifications, and, if necessary, identifying and addressing any errors that may have occurred during its processing.
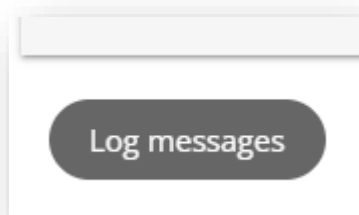
8.6. *Show changes*

Within the eye-share Portal, users have the capability to review modifications made to an Order transaction. Specifically, when a new Order is dispatched by the customer, and the supplier proposes alterations that are subsequently confirmed by the customer, these changes can be readily observed within the application.

To access these modifications, users can simply click on the "Show Changes" button. This action allows them to view the adjustments made in the most recent document or transaction, providing valuable insight into the evolution of the Order.
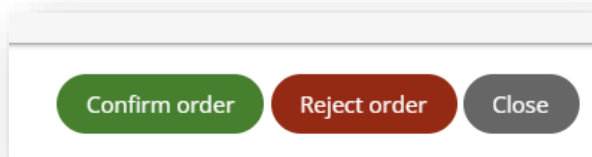
8.7. Confirm order without changes
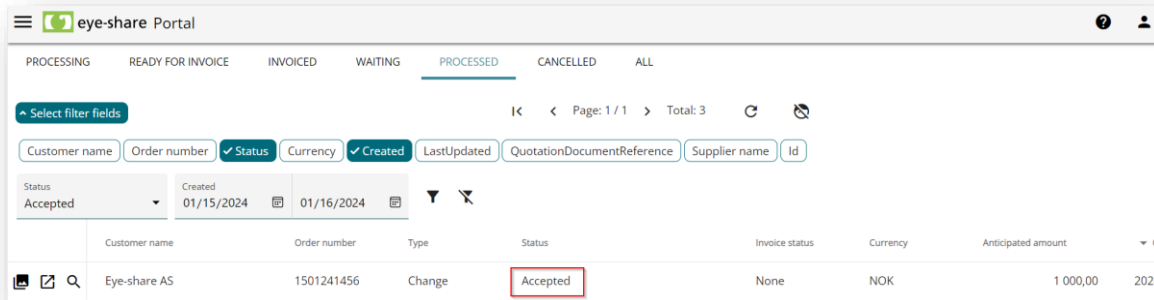
When an order sent from the customer requires no changes, and the supplier is capable of delivering exactly what is requested, the appropriate action is to confirm the order. This confirmation is carried out by the supplier by clicking on the green "Confirm" button. This action signifies the supplier's acceptance of the order as originally specified by the customer, and it moves the order to a confirmed status within the eye-share Portal.

After the supplier confirms the order by pressing the green "Confirm" button, an additional confirmation step is required. This second confirmation will trigger the immediate transmission of a feedback transaction to the customer through the PEPPOL infrastructure.

Once this message is successfully sent, the eOrder message will transition from the "Processing" list to the "Processed" list within the eye-share Portal. At this point, the Order is effectively locked for any future alterations or changes. Any further modifications or updates to this Order must be initiated by the customer through new messages, ensuring a clear and structured communication process.
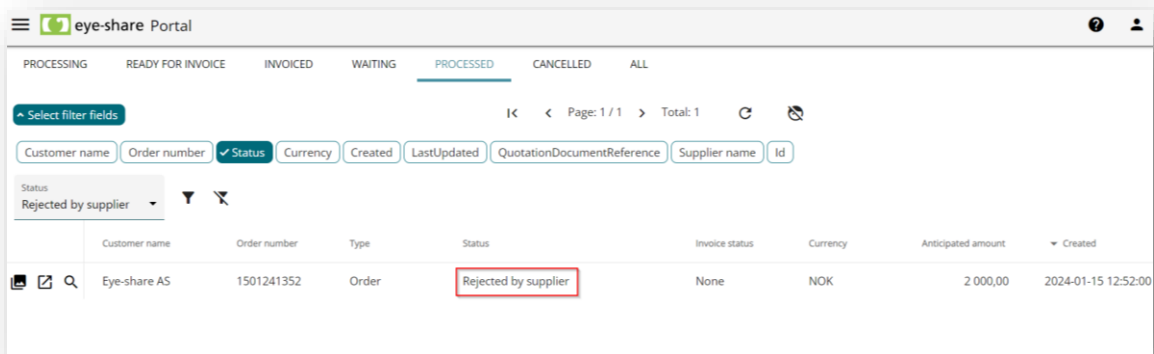
8.8. Reject order

In situations where the supplier needs to reject an order, they can do so by utilizing the red "Reject" button. This action results in the complete rejection of the entire order. Rejecting an order using this method ensures clear communication of the supplier's decision to decline the order in its entirety.
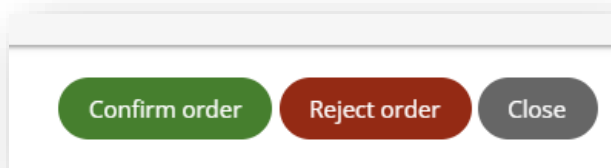
After the supplier sends the rejection message by clicking the red "Reject" button, the eOrder message will undergo a status change. Specifically, it will move from the "Processing" list to the "Processed" list within the eye-share Portal.

At this point, the Order is considered rejected, and no further actions will be taken by both the customer and the supplier with regard to this specific order.
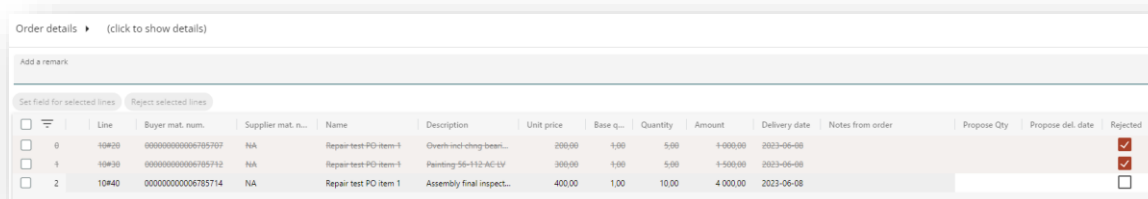
8.9. *Reject order lines*

If the supplier wishes to reject specific Order lines without rejecting the entire Order, they have the option to do so by marking the lines they intend to reject. This action results in a partial rejection of the Order.

There are two ways to achieve this:

- **Bulk selection:** Users can select a group of Order lines and then choose the "Reject Selected Lines" option.

- **Individual selection:** Alternatively, users can reject individual lines by using the "Rejected" checkbox on each line.

Upon confirming the Order, the system will process the rejection of the selected Order lines accordingly. This functionality provides flexibility in managing Orders, allowing suppliers to make precise rejections while preserving other parts of the Order.

8.10.   Perform order changes

Performing changes to the customer's order may become necessary in certain situations. Depending on the customer's setup within the eye-share Portal, the system will permit alterations to be made by the supplier in specific line fields.

To make changes at the line level, suppliers must use the accessible fields labeled as "Propose...". These fields are designated for proposing modifications to the order, ensuring that any alterations align with the customer's requirements and preferences while maintaining a structured and controlled change process.
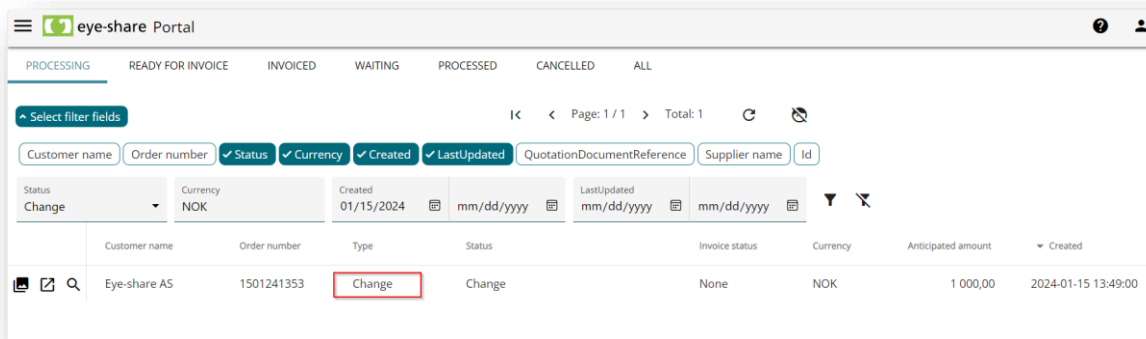
When changes are made to an eOrder message, they will take effect if the user presses the "Confirm" button and sends these modifications back to the customer. However, it's important to note that the customer must confirm these changes and send a new message to the supplier to finalize the altered order.

In cases where the supplier requests a change, such as a modification in the delivery date before confirming the order back to the customer, the order confirmation with changes will receive the status of "AcceptedWithChange." This status signifies that the order has been accepted by the supplier but with pending changes that require confirmation from the customer.

The customer's confirmation of the proposed changes made by the supplier initiates a structured process. This confirmation will result in a new message being generated for the specific Order ID, labeled as "Change." Within this new "Change" message, you will find the modifications made by the supplier, provided that they have been approved by the customer.
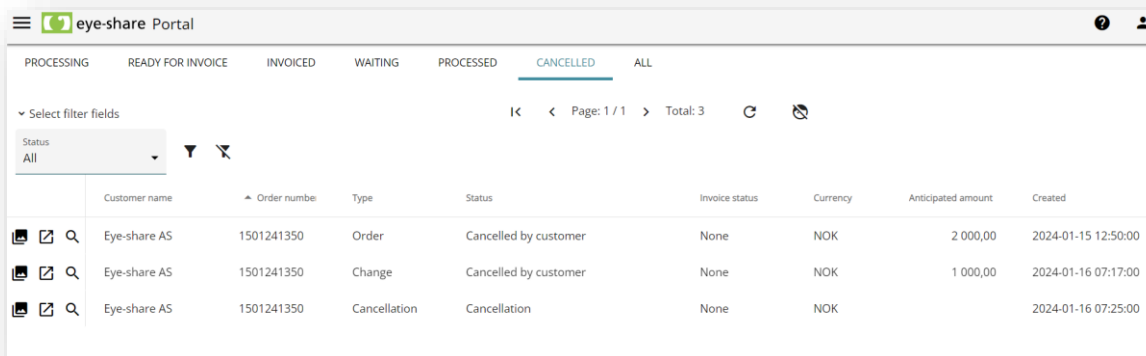
This approach ensures that any changes to the order are officially acknowledged and documented through a new message, maintaining clarity and transparency in the communication between the customer and the supplier within the eye-share Portal.

8.11.   Order cancellation

Order cancellations can be initiated by the customer. When the customer sends a cancellation message, it will have an immediate effect on all messages associated with the specific Order ID, cancelling them all. These canceled messages, including the customer's cancellation message itself, will be consolidated and listed under the "Cancelled" category. This process is automated and does not necessitate any action from the supplier.

It's important to note that a cancellation message does not contain data related to the original eOrder message. Instead, it serves solely to cancel the order.
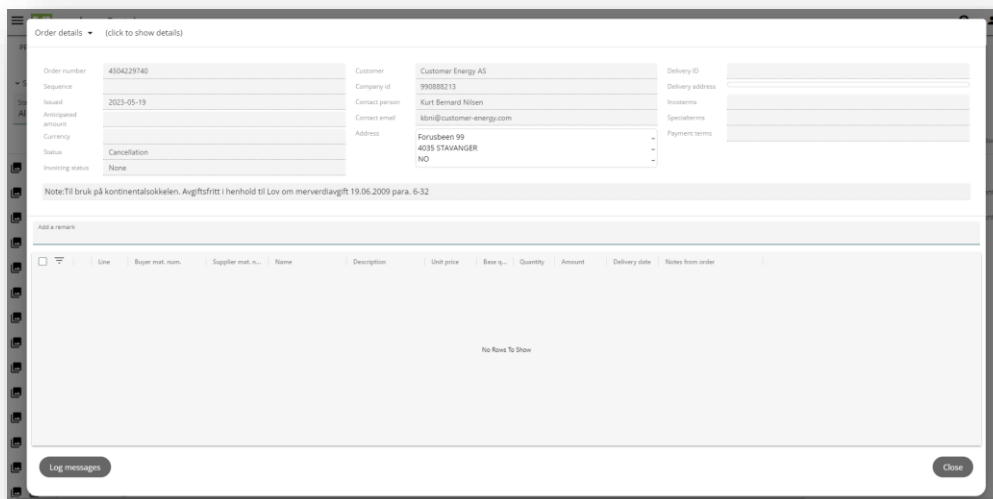
To track and understand the cancellation transaction, the Log message for the cancellation will provide comprehensive information about the cancellation made by the customer, including details about all the eOrder messages affected by the cancellation. This ensures transparency and clarity regarding the cancellation process.

8.12.   *Using the Remark field*

On the header level for eOrder messages, there is a convenient field called "Remark." This field provides users with the flexibility to add information that may be intended for internal purposes or dispatching-related notes.

The value entered in the "Remark" field is retained and saved during actions such as Confirm, Reject, and Close within the detailed view of the order. This feature allows for the inclusion of important notes or context that can be useful for reference or communication throughout the order process.
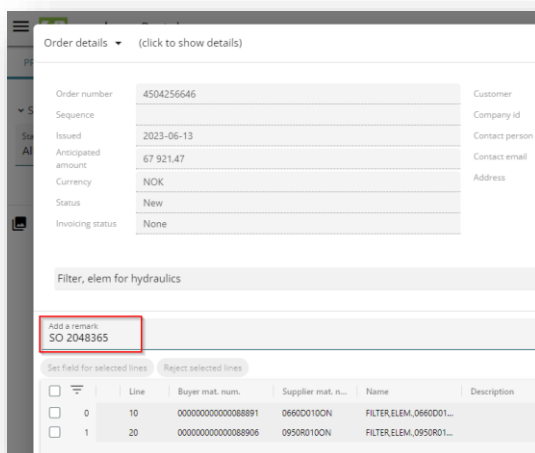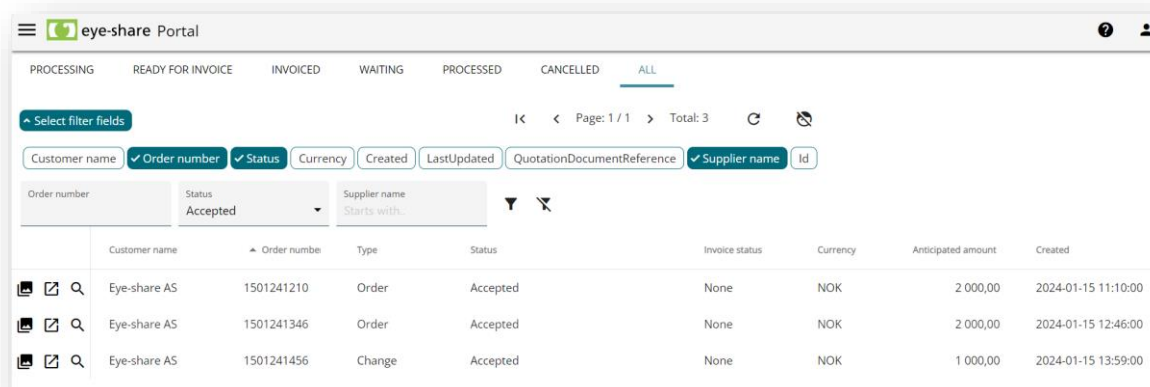
The value entered in the "Remark" field on the header level of eOrder messages within the eye-share Portal is not only saved but also made readily visible in all list views. Additionally, it can be sorted along with other list columns. This functionality enhances the accessibility and usability of the information contained in the "Remark" field, making it easier for users to reference and organize their order details as needed. Notably, while editing the "Remark" field by a supplier user does not trigger the sending of a Peppol order response to the customer, any remarks added during order confirmation will be included in the Peppol order response along with the confirmation details.

8.13. Finding orders

For efficient searching and locating of eOrder messages within the eye-share Portal, the "All" list is the preferred option. This list encompasses all available eOrder messages accessible to the end-user.

Using the filter fields provided in the "All" list, users have the flexibility to search for eOrder messages using various parameters. This feature streamlines the process of finding specific orders or narrowing down results based on specific criteria, enhancing the user experience and making it easier to manage and track orders.

8.14. Sending invoices from Accepted order

The eye-share Portal solution provides the convenience of sending invoices directly from the application, contingent upon the acceptance of orders. This streamlined feature allows users to generate and dispatch invoices based on accepted orders, simplifying the invoicing process within the eye-share Portal.

8.15. Activate order invoicing for supplier account

To utilize the functionality of sending invoices directly from the eye-share Portal, it's essential to activate this feature within the supplier account setup. Activation ensures that the necessary settings and configurations are in place to enable the seamless generation and transmission of invoices based on accepted orders.

Aubo Production A/S
28854846

- ✓ Order module enabled
- ✓ Order invoicing enabled
- ✓ Invoice module enabled

Default bank account no

81600639692

Organization number
Norwegian: NO[org.number]MVA,
Other countries: [country code][tax number].
Examples: NO920775543MVA or DK29193487

NO927760649MVA

Contact e-mail

SAVE   CANCEL

Once the "Order invoicing" option is activated, the eye-share Portal solution will incorporate two new lists into the eOrder Handling module overview. These lists are designed to facilitate and streamline the invoicing process for users, offering greater visibility and control over orders that are ready for invoicing and those that have already been invoiced.
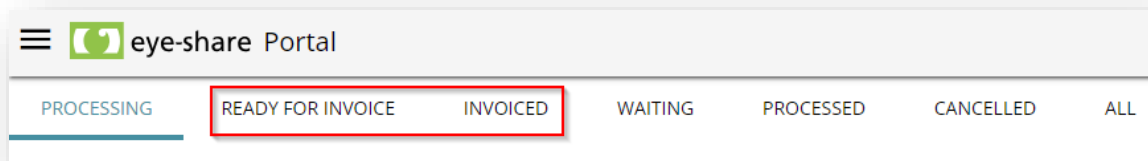
8.16.   Ready for invoice

The list "Ready for invoice" in the eye-share Portal displays all orders that are eligible for invoicing. Specifically, it includes only eOrder messages with the status "Accepted."

Furthermore, within this list, you can easily identify whether an order has been partially invoiced by checking the "Invoicing status" column. When an order is fully invoiced, it will be automatically relocated and become visible in both the "Invoiced" and "Processed" lists. This feature ensures a clear and organized overview of the invoicing status for each order and simplifies the management of partially and fully invoiced orders within the eye-share Portal.
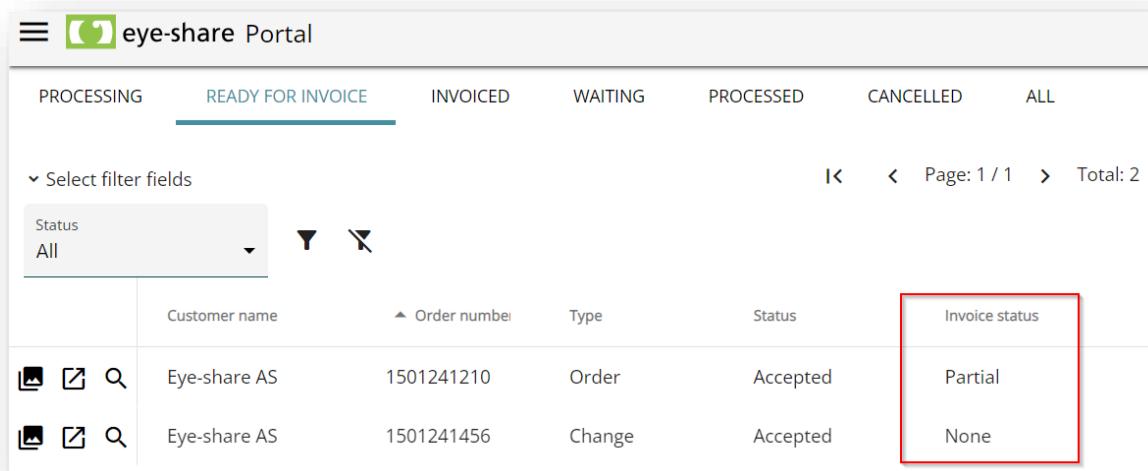
8.17.   Create invoice from accepted order

To create an invoice from an accepted order in the "Ready for invoice" list, follow these steps within the eye-share Portal:

1. Open the detail view for an order in the "Ready to invoice" list.

2. In the order table, you'll notice new fields related to invoicing:

- **Invoice now:** The column indicates the quantity of items that should be included in the invoice.
- **Invoiced:** The column displays the quantity of items that have already been invoiced.

3. By default, the eye-share Portal will suggest invoicing the remaining quantity, which is calculated as "Quantity" minus "Invoiced."

4. You may also need to add additional dimensions, such as Cost type etc. This will vary depending on customer setup.

It's important to note that it is possible to invoice more than the remaining quantity. However, the portal will issue an alert and highlight the column with a quantity greater than what remains to be invoiced. Despite this alert, it is still possible to create an invoice for the specified quantity, allowing users the flexibility to invoice as needed while being aware of any potential discrepancies between the suggested and actual quantities to be invoiced.

You have selected quantity larger than ordered, you can continue if this is agreed with buyer

To create an actual invoice within the eye-share Portal, follow these steps:
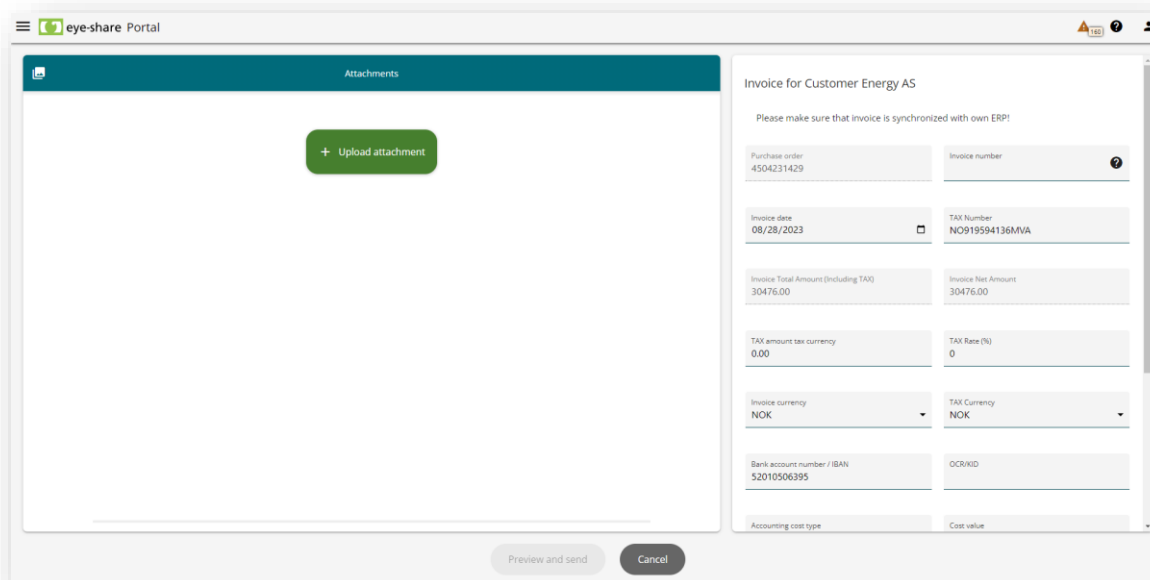
1. Click the green "Invoice" button.

2. You will receive a notification to inform you if this is the last invoice for the order or not:
   - If it's the final invoice, the order will be moved to the "Invoice" list after the invoice is created.
   - If it's not the final invoice and further invoicing is possible, the invoice will be marked as "Partial" and remain in the "Ready to invoice" list for future invoicing.
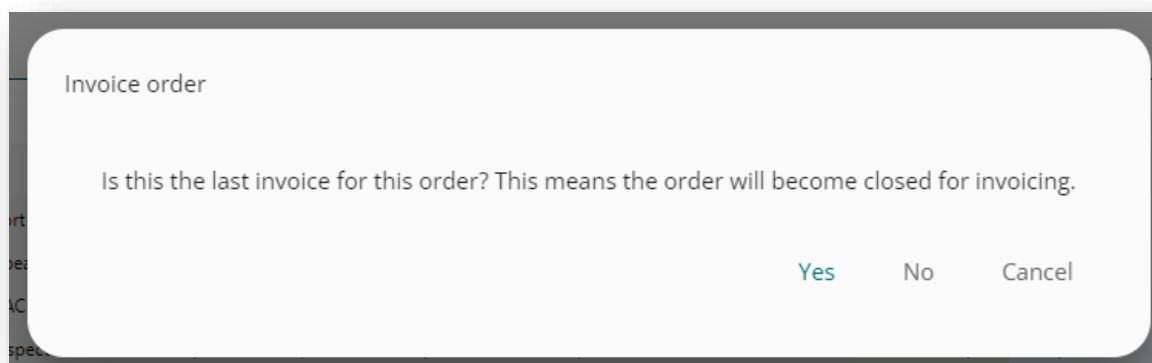
3. Regardless of whether it's the final or partial invoice, except if you choose "Cancel," the invoice registration form will open. Most fields will be prepopulated based on order details, but you must enter an invoice number. You can also add attachments to the invoice, which will be embedded as files within the invoice.
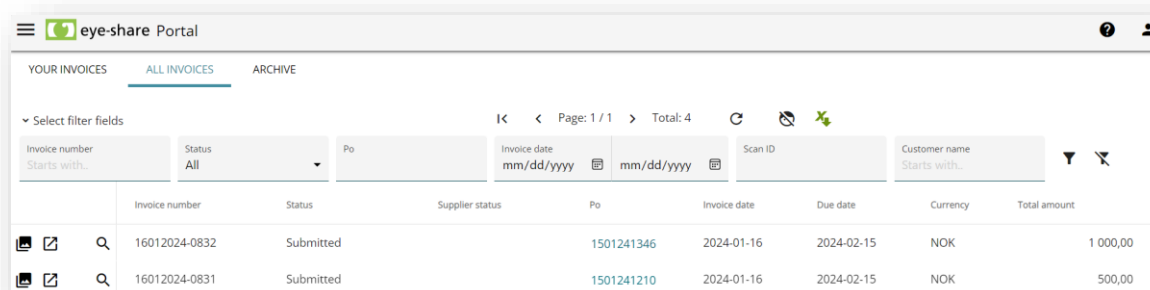
4. After filling in the necessary details, click the green "Send" button. This action will generate the invoice and send it to the customer through the Peppol infrastructure.

5. You will be directed to the "Invoice overview" automatically. The Invoice overview is also located in the top left menu under "Invoice."

The Invoice Archive displays all invoices created from the Portal. You can open attachments that were sent with the invoice using the attachment button on the left. Additionally, you can open order details to inspect which items are connected to the given invoice. In this list you can also download all registered invoices as a CSV or Excel file.
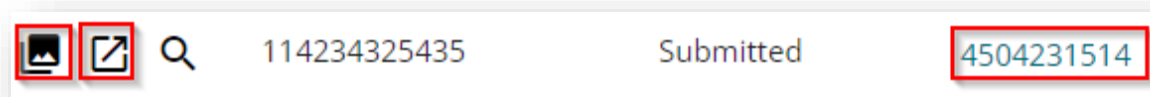
Clicking the order number will open the order details for that specific order number. Please note that the 'Enable Invoicing' button displayed in the screenshot below will not be available to supplier users, only to Site administrator users.
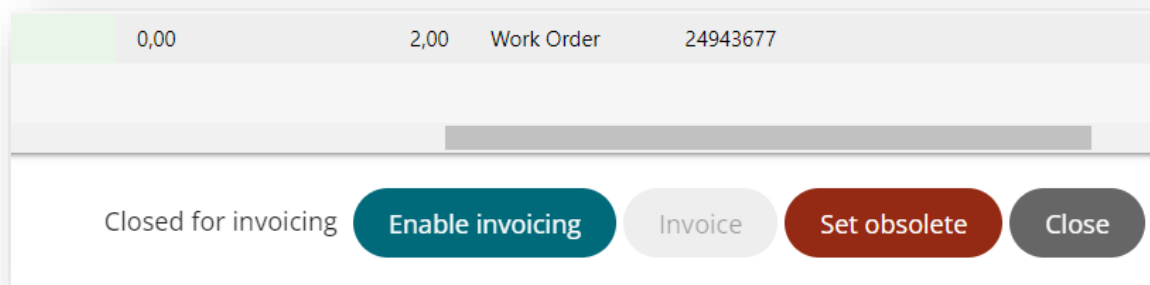
8.18.   Invoiced

The "Invoiced" list in the eye-share Portal provides an overview of all orders that have been fully invoiced and, consequently, closed for any further invoicing. This list is designed to offer a clear and organized view of orders that have completed the invoicing process, ensuring that they are no longer available for additional invoicing actions.
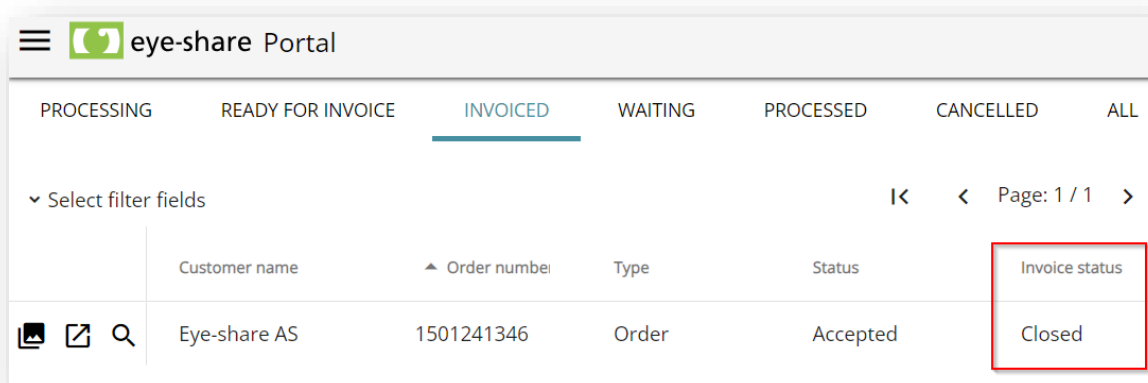
The eye-share Portal still allows Site administrator users to reopen an order for invoicing if necessary. To do this, they should follow these steps:

1. Open the order details for the specific order that needs to be reopen for invoicing.

2. Within the order details "Enable invoicing" button can be used.
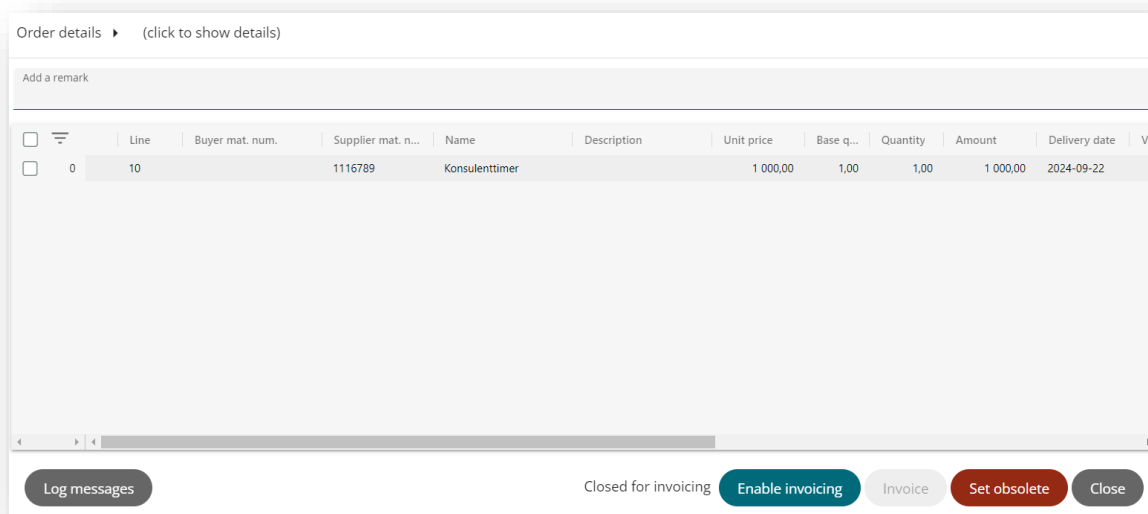
3. After clicking the button, the order will be moved back to the "Ready for invoice" list.

4. Supplier users can then create an invoice based on this order, as it is once again available for invoicing.

This feature provides flexibility for users to make adjustments and reopen orders for invoicing when needed within the eye-share Portal.

You also have the capability to manually close an order for invoicing, even if the quantity to be invoiced does not equal the ordered quantity. This can be accomplished when

registering an invoice for the order within the 'Ready for Invoice' section. After changing the 'Invoiced Now' quantity to a number less than the remaining quantity, click the 'Invoice' button. In the dialog that appears, asking if this is the last invoice for this order, select 'Yes'.
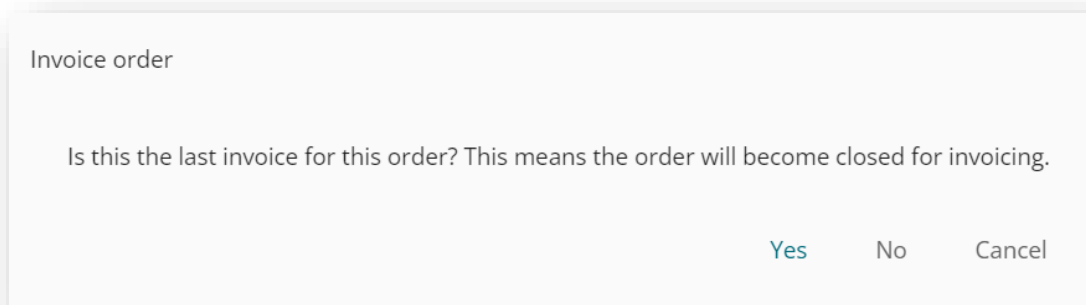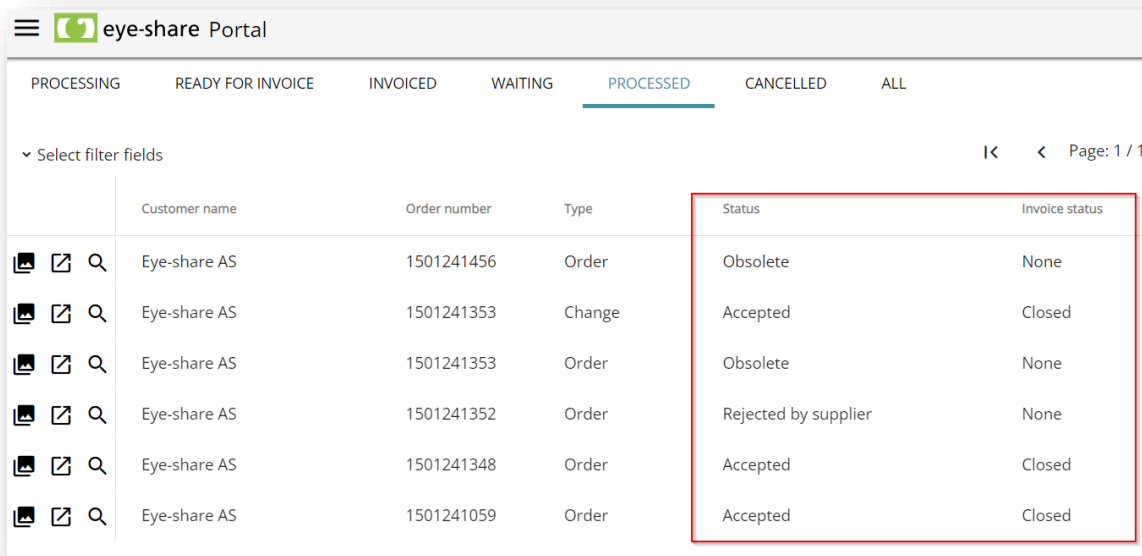
When you manually close the order for invoicing in this manner, the order will be relocated to the "Invoiced" list.

It's important to note the following:

- Orders that are present in the "Invoice" list will also be visible in the "Processed" list.
- The "Processed" list consolidates all transactions that are neither canceled nor currently undergoing processing. This includes completed invoiced orders.

This functionality provides users with control over the invoicing status of orders, allowing them to manually close orders for invoicing as needed within the eye-share Portal.