

HOW TO ISSUE INVOICES IN VENDOR PORTAL

Step 1: Log in to Vendor Portal.

Step 2: On the left-hand panel, select **Jobs** → **Completed jobs**. Filter by **Not invoiced** to display all jobs which have been completed, but not invoiced.

Step 3: Select a job from a given month and click on **Add new invoice**.

Job Number	Delivery Date	Total Amount	Invoice
2019/8172/1/2	2019-11-14	122.21 EUR	Add New Invoice
2019/8137/1/3	2019-11-12	43.62 EUR	Add New Invoice
2019/8081/2/2	2019-11-08	25.00 EUR	Add New Invoice
2019/8033/1/3	2019-11-07	24.92 EUR	Add New Invoice
2019/7946/1/3	2019-11-05	80.72 EUR	Add New Invoice
2019/7482/1/3	2019-10-16	36.83 EUR	317632-6582 (unpaid)
2019/7444/1/3	2019-10-16	106.97 EUR	317632-6582 (unpaid)
2019/7256/3/2	2019-10-09	33.00 EUR	317632-6582 (unpaid)
2019/6591/1/3	2019-09-16	78.65 EUR	315860-5816 (paid)
2019/6484/1/8	2019-09-11	39.00 EUR	315860-5816 (paid)
2019/6429/1/2	2019-09-10	47.22 EUR	315860-5816 (paid)
2019/6376/1/3	2019-09-10	317.70 EUR	315860-5816 (paid)
2019/6355/1/3	2019-09-06	40.00 EUR	315860-5816 (paid)

You will be redirected to the **New invoice** window:

1. Jobs to be Invoiced

Job Number	Languages	Your Contact	Delivery Date	Total Amount
2017/7565/3/1	EN + FR	Artur Januszko	2017-11-20 15:54 CET	0.00

2. Enter invoice details

Invoice No. * Invoice Date *

Payment Method

Payment Terms

Net Total 0.00 EUR Gross Total 0.00 EUR

Payment Due 2019-12-04 Signed by *

3. Upload Invoice File

DROP FILE HERE OR

Step 4: In section **1. Jobs to be invoiced**, in field **Add jobs**, use the drop-down list to select numbers of projects you want to invoice in a given settlement period (month).

Step 5: Fill in invoice details in section **2. Enter invoice details**:

- Choose the invoice date (the **actual** date of issuing the invoice and uploading it on the portal – which must be the same date).
- The payment date is set automatically by the system. Payments are made by KONTEKST each Thursday, 30 days after receiving an invoice in vendor portal.

Note: After you create the invoice in Vendor Portal, create one in your financial software.

Step 6: Drop your invoice (as a PDF/scan) in the **DROP FILE HERE** field or upload it using the button **Select file**.

Note: Make sure all details entered in XTRF are consistent with those on your invoice, namely: date of issue, date of sale, net and gross amounts and invoice number – this information *must* be identical in XTRF and in your invoice document.

Step 7: Click on Add invoice. **Only then will your invoice be saved in the system.**

The screenshot shows the 'New invoice' form in the XTRF Vendor Portal. The form is divided into several sections. The top section contains fields for 'Invoice No. *', 'Invoice Date *' (set to 2019-11-20), 'Payment Method', and 'Payment Terms'. Below these are summary fields: 'Net Total' (0.00 EUR), 'Gross Total' (0.00 EUR), 'Payment Due' (2019-12-04), and 'Signed by *'. The next section is '3. Upload Invoice File', which features a large dashed box for dropping a file and a 'Select file' button. Below this is a section for 'Write additional notes for KONTEKST (optional)', with a checkbox for confirming the amount. At the bottom of the form, there are two buttons: 'Add Invoice' (highlighted with a red circle) and 'Cancel'. The XTRF logo is visible in the bottom left corner of the page.

NOTE:

- Please keep track of your receivables on your profile. Should you spot any discrepancies or missing amounts/settlements etc., please contact the relevant Project Manager directly or email us at kontekst@kontekst.pl to request a correction.
- Each month, the invoicing feature in Vendor Portal is only active on the last day of that month.
- The invoice date in Vendor Portal must be the same as the invoice issue date in your financial software.
- An invoice can only cover one settlement period, i.e. one month. Invoices for jobs delivered in different months will be rejected.
- It is paramount that the sale/delivery date on the invoice be the same as the completion/delivery date of the last job in the given month (column Delivery date).
- This means that even if in a given month you have delivered only a single job, it must be invoiced separately according to the new procedure.
- The invoice must be issued in English, specifying the following payer:
KONTEKST spółka z ograniczoną odpowiedzialnością sp. k.,
Nowogrodzka 56A, 00-695 Warsaw, Poland,
TAX ID: PL1132194970
- The new procedure applies starting from 2019-11-01.