Supplier Portal

User Guide – Invoicing company

Company Information
CGI Finland Oy
Karvaamokuja 2, 00380 Helsinki
Registered office: Helsinki, Finland
Business ID: 0357502-9

PROPRIETARY AND CONFIDENTIAL

Version history

Version	Date	Comments
1.0	28.01.2020	First published version
2.0	14.9.2020	• Chapter 2.3: Text ” Link to reset credentials is valid for 5 minutes” has been added • Chapter 2.3 ja 2.4: Password format requirement has been added • Chapter 3 and sub-chapter: Pictures and text have been updated due to Unit –value field change to selection list • Chapter 3 and sub-chapters: Pictures and text have been updated due to new Sales outside scope of tax -selection • Chapter 3.1: Payment receiver -column explanation added • Chapter 3.3.1: Picture and text have been updated due to new Organization is not in VAT registry -selection • Chapter 3.2.1.1 ja 3.2.1.2 ja 3.2.1.3: Text ”and can not include special characters (Ä, Ö, #...)” has been added for invoice number • Chapter 3.3.1: Picture and text have been updated due to visibility of Organization identifier (businessId) • Chapter 3.5: Whole chapter has been added

1 Table of Contents

1 Introduction

The **CGI Supplier Portal** allows Suppliers that invoice a Company and do not use their own software suitable for e-invoicing to generate their invoices to the Company as genuine e-invoices, thus bypassing e.g. the printing and posting process of paper invoices. Use of the CGI Supplier Portal is subject to the Company authorising the Supplier to send them invoices via the CGI Supplier Portal.

Use of the CGI Supplier Portal is divided into Invoiced company (Company) and Invoicing company (Supplier) functions:

- **Invoiced company Functions:**
  - The Company authorises their Suppliers to generate e-invoices for them via the CGI Supplier Portal. The Company can also remove previous authorisations.
  - The Company manages their own settings.
  - The Company manages their own CGI Supplier Portal users.
  - The user manages their own settings.
- **Invoicing company Functions:**
  - The Supplier uses the CGI Supplier Portal to create and send e-invoices to Companies which have provided authorisation to do so.
  - The Supplier manages their own settings.
  - The Supplier manages their own CGI Supplier Portal users.
  - The user manages their own settings.

The purpose of this instruction manual is to describe the aforementioned Invoicing company functions. There is a separate guide for Invoiced company functions, “CGI Supplier Portal, User Guide – Invoiced company”.

2 General

2.1 Deployment

Use of the CGI Supplier Portal is subject to the Company to be invoiced being a **CGI purchase invoice customer**, and the Company having agreed on the use of the CGI Supplier Portal with the Service Provider (CGI). After deployment, the company to be invoiced independently allows selected Suppliers to create and send e-invoices to the Company by using the CGI Supplier Portal.

Having been authorised by the Company to use the CGI Supplier Portal, the Supplier’s administrator/first user manually adds new portal users for the invoicing company if necessary. All invoicing company’s users of the CGI Supplier Portal are authorised to create and send e-invoice to any Company/Companies which have given the invoicing company access to the CGI Supplier Portal. All users can also manage the other users of the invoicing company they represent. It is Supplier's own responsibility to take care of needed user additions and removals.

When a Company authorises their Supplier to create and send e-invoices to the Company via the CGI Supplier Portal, the Supplier is automatically notified of the new authorisation. The content and number of these emails depends on whether the Supplier's Business ID already exists in the CGI Supplier Portal or whether they are a completely new supplier using the portal.

- Supplier whose Business ID not yet in use in CGI Supplier Portal
    - When the Invoiced company creates a new billing invitation to a supplier whose Business ID is not yet in use in the CGI Supplier Portal, three emails as seen in the template below are sent to the supplier's administrator/first user specified in the new billing invitation created by the Company. One of these emails is sent to inform the supplier that they have been authorised to create and send e-invoices to the Company listed in the email via the CGI Supplier Portal. The two other emails are related to the new CGI Supplier Portal User ID and password.

Email Template: New CGI Supplier Portal Billing Authorisation Notification

From: toimittajaportaali@cgi.com <toimittajaportaali@cgi.com>
Sent: maanantai 2. joulukuuta 2019 14.46
To: Demoaja, Demo <demo.demoaja@demo.com>
Subject: Laskutuskutsu: Laskuttaja Demo Oy

Hei,

Testi Oy on lisännyt seuraavalle laskuttajalle oikeuden luoda ja lähettää heille verkkolaskuja Toimittajaportaalilla:
- Laskuttaja Demo Oy

Sinulla on CGI Toimittajaportaalissa oikeus edustaa ko. laskuttajaa.
Mikäli et ole aikaisemmin käyttänyt CGI Toimittajaportaalia, sinulle lähetetään erillisissä sähköposteissa käyttäjätunnus ja salasana.
Mikäli olet aikaisemmin käyttänyt CGI Toimittajaportaalia, nousee lisätty laskutettava yritys automaattisesti laskutettavien valintaan portaalissa.

***

Hi,
Testi Oy has added following invoice sender right to create and send them e-invoices by using Supplier Portal.
- Laskuttaja Demo Oy

You have right to represent the above mentioned invoice sender in CGI Supplier Portal.
If you have not used CGI Supplier Portal before, you will receive user name and password in separate emails.
If you have used CGI Supplier Portal before, will new invoice receiver be added automatically in invoice receiver selection list in portal.

***

Hej,

Testi Oy har lagt till rätten till följande fakturerae att skapa och skicka fakturor åt dem i Leverantörsportalen:
- Laskuttaja Demo Oy

Du har i CGIs Leverantörsportal rätt att representera ovannämnda fakturerare.
Ifall du inte har använt CGIs Leverantörsportal förr kommer du att få ditt användarnamn, samt lösenord, i seprata e-postmeddelanden.
Ifall du använt CGIs Leverantörsportal tidigare kommer den nya fakturamottagaren automatiskt att läggas till till mottagarlistan i portalen.

Email Template: New User ID

From: toimittajaportaali@cgi.com <toimittajaportaali@cgi.com>
Sent: perjantai 14. joulukuuta 2018 9.50
To: Demoaja, Demo <demo.demoaja@demo.com>
Subject: Tunnuksesi toimittajaportaaliin / User credentials to the supplier portal / Användaruppgifter till leverantörsportalen

Hei,

Käyttäjätunnuksesi toimittajaportaaliin on demo.demoaja@demo.com
Salasanasi toimitetaan erillisenä sähköpostiviestinä. Toimittajaportaaliin pääset käyttöoikeustasosi mukaisesti oheisesta linkistä.

Toimittajaportaali https://www.laskuhotelli.fi/portaali/

Muista tallentaa linkki selaimesi kirjanmerkiksi!

Mikäli kirjautuminen ei onnistu, ota yhteyttä organisaatiosi pääkäyttäjään.

Ystävällisin terveisin,
CGI

HUOM! Tämä sähköpostiviesti on luotu automaattisesti. Älä vastaa tähän viestiin.

***

Hi,

Your user name to the supplier portal is demo.demoaja@demo.com
Your password will be delivered in a separate email. The supplier portal is available in the following link.

Supplier portal https://www.laskuhotelli.fi/portaali/

Remember to save the link to your browsers bookmarks!

If you are unable to log in, please contact your organisation administrator.

With best regards,
CGI

NOTE! This is an automatic email. Please do not reply to this message.

***

Hej,

Ditt användarnamn till leverantörsportalen är demo.demoaja@demo.com
Ditt lösenord kommer att levereras i ett skiljt e-postmeddelande. Du kommer till leverantörsportalen med hjälp av följande länk.

Leverantörsportalen https://www.laskuhotelli.fi/portaali/

Kom ihåg att spara länken i webbläsarens bokmärken!

Ifall du inte kan logga in, var god och kontakta din organisations huvudanvändare.

Med vänlig hälsning,
CGI

NOTERA! Detta är ett automatisk sänt meddelande. Vänligen svara inte på detta meddelande.

Email Template: New User Password

From: toimittajaportaali@cgi.com <toimittajaportaali@cgi.com>
Sent: perjantai 14. joulukuuta 2018 9.49
To: Demoaja, Demo <demo.demoaja@demo.com>
Subject: Salasanasi toimittajaportaaliin / Password to the supplier portal / Lösenord till leverantörsportalen

Hei,

Uusi salasanasi toimittajaportaaliin on xxxxxxxxxx

Sisäänkirjautumisen jälkeen sinun tulee vaihtaa salasanasi.

Ystävällisin terveisin,
CGI

HUOM! Tämä sähköpostiviesti on luotu automaattisesti. Älä vastaa tähän viestiin.

***

Hi,

Your new password to the supplier portal is xxxxxxxxxx

After you have logged in for the first time, you will be asked to change your password.

With best regards,
CGI

NOTE! This is an automatic email. Please do not reply to this message.

***

Hej,

Ditt lösenord till leverantörsportalen är xxxxxxxxxx

När du loggat in bör du byta lösenordet.

Med vänlig hälsning,
CGI

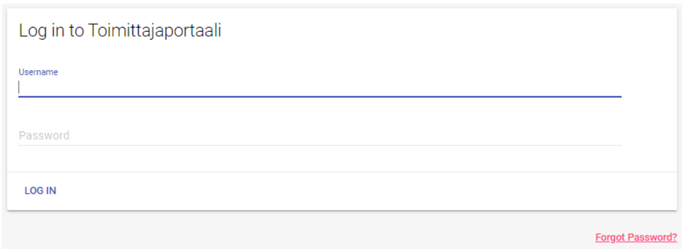
NOTERA! Detta är ett automatiskt sänt meddelane. Vänligen svara inte på detta meddelande.

- <u>Existing supplier with Business ID in CGI Supplier Portal</u>
    - When a Company to be invoiced creates a new billing invitation to a Supplier whose Business ID is already in use in the CGI Supplier Portal, an email about the new billing authorisation is sent to all Supplier's existing CGI Supplier Portal users with the purpose of informing the Supplier that they are now authorised to create and send e-invoices to the Company listed in the email via the CGI Supplier Portal (see email template above: New CGI Supplier Portal Billing Authorisation Notification). For the users who receive the email, the Company will automatically be added to the Invoiced company selection in Create new invoice function.

2.2 Login

The CGI Supplier Portal is accessed through www.laskuhotelli.fi/portaali

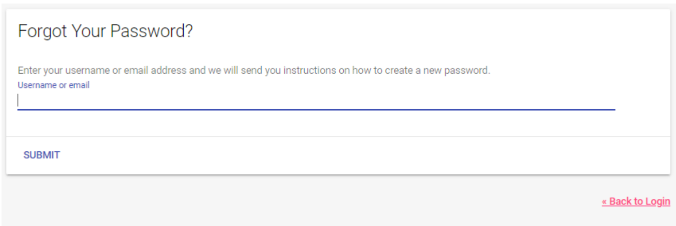
The login window below will open in the browser.



The CGI Supplier Portal works best with the latest versions of the Google Chrome, Mozilla Firefox and Edge browsers.

2.3 Forgot password

In the case of a forgotten password, the user can request a new one via the **Forgot Password?** link in the login window. Afterwards, the view below will open in the browser.



Once the user ID or email address has been entered and the **Submit** button has been clicked, the user will receive an email as seen in the template below.

From: Toimittajaportaali <toimittajaportaali@cgi.com>
Sent: maanantai 18. marraskuuta 2019 8.08
To: Demoaja, Demo <demo.demoaja@demo.com>
Subject: Salasanan asetus / Reset password /Återställ lösenord

Käyttäjätunnuksellesi Toimittajaportaaliin on pyydetty salasanan nollaus ja sen uudelleen asettaminen. Jos tämä olit sinä niin klikkaa tätä linkkiä asettaaksesi salasana:

Linkki salasanan resetointiin.

Tämä linkki vanhenee 5 minuutin kuluttua.

Jos et halua asettaa uutta salasanaa, voit jättää tämän viestin huomioimatta.

Someone just requested to change your Purchase Invoice Portal account's credentials. If this was you, click on the link below to reset them.

Link to reset credentials

This link will expire within 5 minutes.

If you don't want to reset your credentials, just ignore this message and nothing will be changed.

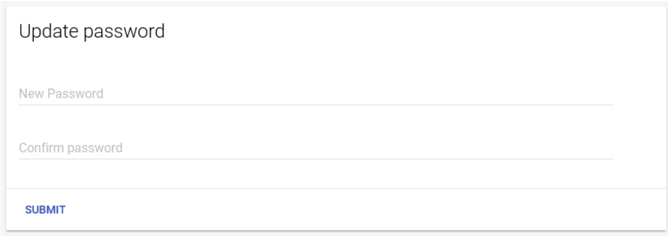
Någon har bett nollställning av ert lösenord till Leverantörsportalen. Ifall Ni själv bett om denna nollställning var god och använd nedstående länk för att nollställa lsöenordet:

Länk till återställning

Länken blir gammal om 5 minuter.

Ifall Ni inte vill ha ett nytt lösenord kan ni ignorera detta meddelande.

The **Link to reset credentials** link in the email allows the user to access the page seen below, where the user can enter and confirm a new password. Link to reset credentials is valid for 5 minutes.



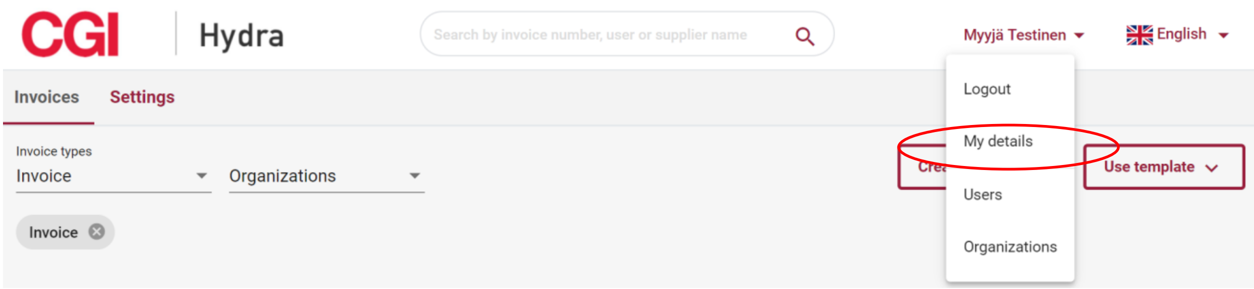
Password format requirements for CGI Supplier Portal are following:

- min 8 characters
- contains uppercase and lowercase letters (at least 1 each)
- contains at least one number
- must not be one of the previous six passwords

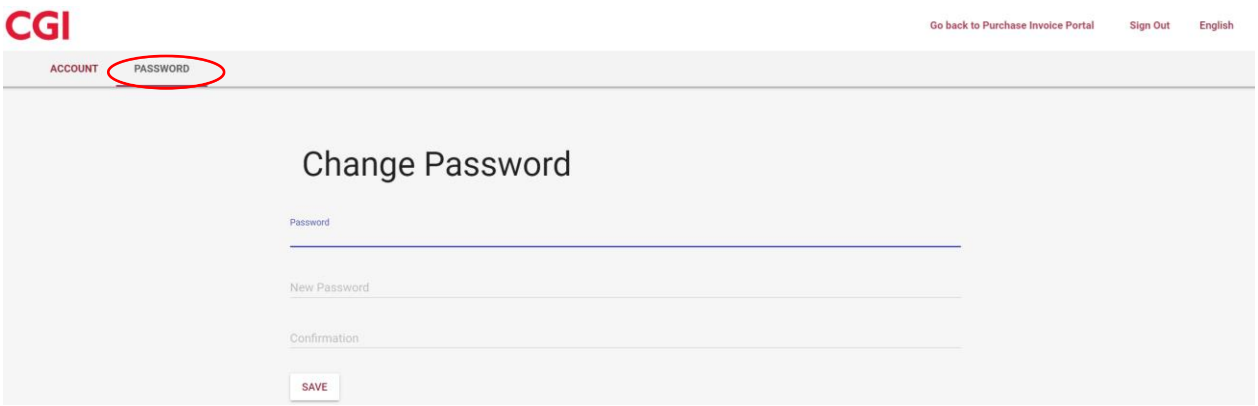
After a successful password change, a confirmation about the updated information is sent to the user, who will then be able to log in to the CGI Supplier Portal with their user ID and the new password they have entered.

2.4 Changing Password

CGI Supplier Portal requires user to change password at certain intervals. Addition to that if the user wishes to change their password, they can do so at any time whilst logged in to the CGI Supplier Portal. Passwords can be changed through the **My details** option, accessed via the user's name in the upper right corner of the portal.



On the **Password** tab of the My details menu, the user can change their existing password by entering the current password, a new password and confirmation of the new password, and clicking Save to finish.

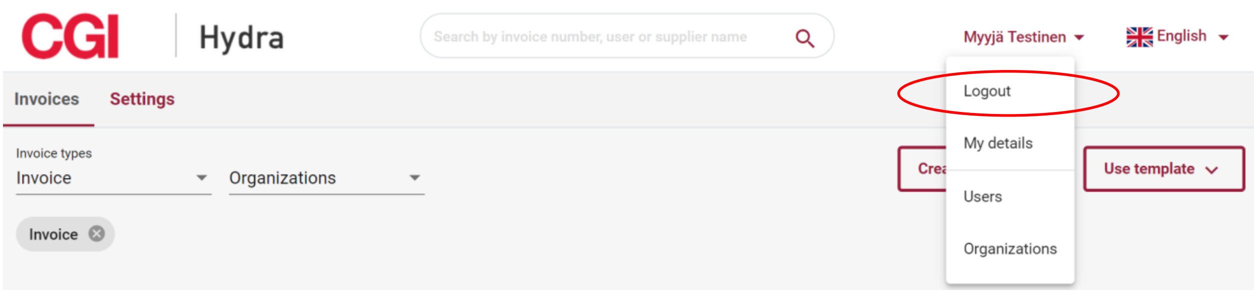


Password format requirements for CGI Supplier Portal are following:

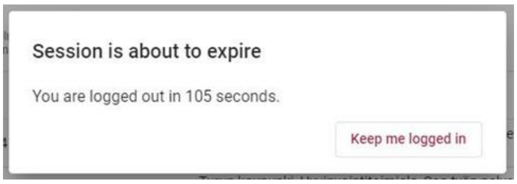
- min 8 characters
- contains uppercase and lowercase letters (at least 1 each)
- contains min. one number
- must not be one of the previous six passwords

2.5 Logout

To log out of the CGI Supplier Portal, use the **Logout** option accessed via the user's name in the upper right corner of the portal.

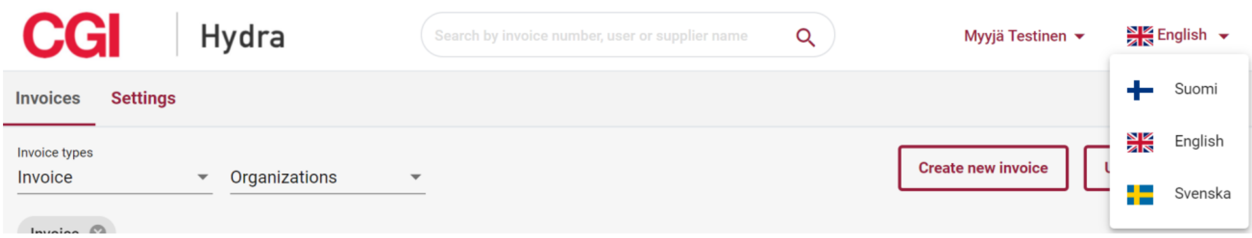


The portal also has an automatic logout function if the user has left it open but idle for a longer period of time. Before the timer in the session expiration notice runs out, the user can still choose to stay logged in.



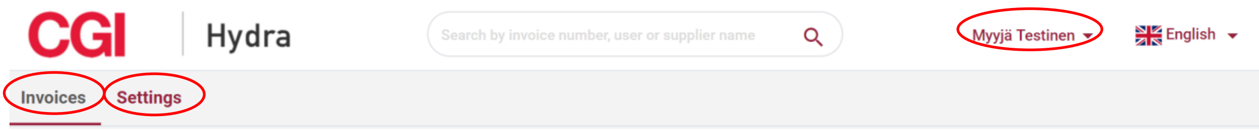
2.6 Changing user interface language

If the user wishes to change the language of the portal, this can be done via the language selection in the upper right corner of the portal. The available language options in the CGI Supplier Portal are **Finnish, English** and **Swedish**.



3 User interface operation

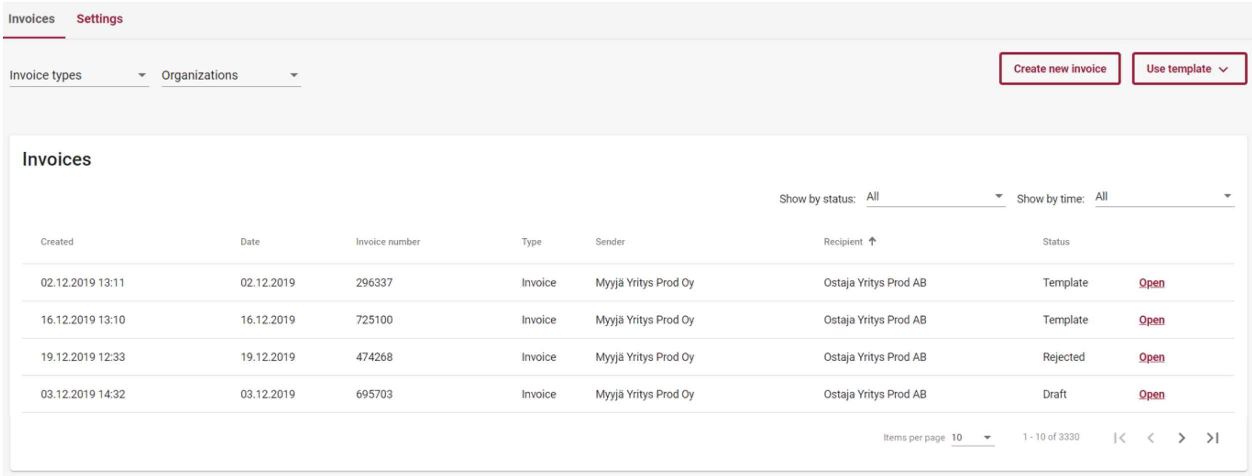
When login to the CGI Supplier Portal is completed, the main view of the system opens, with available tabs at the top depending on the user's access rights. In the Supplier role, the available options are **Invoices** and **Settings.** In addition to these options, each user can also manage their own settings (My details) and other users of the company/companies they represent (Users / Organizations via the user's name).



Notices for users may also appear at the top of the user interface. These notices are intended to inform users of e.g. any planned longer maintenance periods.

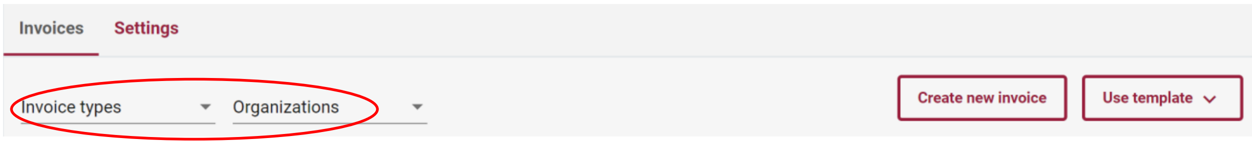
3.1 Invoices

On the **Invoices** tab, user can browse for existing/created invoices and create new invoices.



Invoices can be sorted in ascending/descending order by Created, Date, Invoice number, Type, Sender, Recipient and Status, by clicking the heading of the desired field. The user can also limit the displayed invoices by status and time. The number of rows to be displayed on a page can be set to 10, 30 or 100. Move to different pages using the arrows.

The user can also choose to view only certain types of invoices, or a specific organization's (Sender) invoices. In this case, only the selected invoices are displayed to the user.



Explanations for invoice list columns:

- **Date**
  - Date assigned to the invoice at creation
- **Invoice number**
  - Invoice number assigned to the invoice at creation
- **Type**
  - Invoice type assigned to the invoice at creation
  - Type can be: Invoice, Credit invoice, Payment order
- **Sender**
  - Invoicing company/Supplier/Sender organization
- **Payment receiver**
  - If Payment order –invoice type is selected, Payment receiver -column is visible in the Invoices table

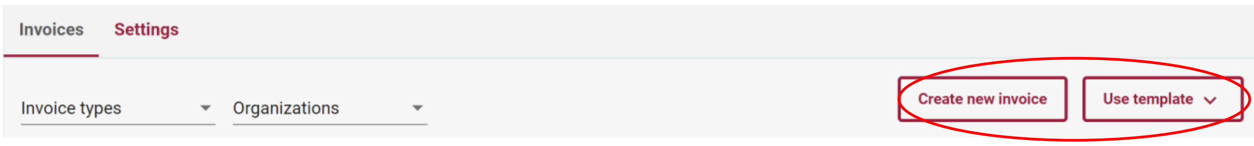
- If Payment order –invoice type is not selected, Payment receiver –column is not visible
- If Invoice or Credit invoice –invoice types are selected at the same time as Payment order, Payment receiver –column has receiver name only for Payment orders

- **Recipient**
  - Invoice recipient/Invoiced company
- **Status**
  - Displays the status of the invoice
  - Possible statuses include the following:
    - Delivered: The invoice has been delivered to the recipient
    - Sent: The invoice has been sent but not yet delivered to the recipient
    - In processing: The invoice is under automatic processing by the Service Provider
    - In error / Rejected / Validation failed: The invoice has been rejected and not been delivered to the recipient
      - This line may also include an error description/comment related to the rejection
    - Template: The invoice has been saved as an invoice template
    - Draft: The invoice has been saved as incomplete

By clicking the **Open** button at the end of the invoice line, the user can view the invoice, and from the page that is opened the user can save the invoice as a template after editing, save the invoice as draft, or send the invoice.

3.2 Creating a new invoice

The user can create a new invoice via the **Create new invoice** and **Use template** options on the Invoices tab.



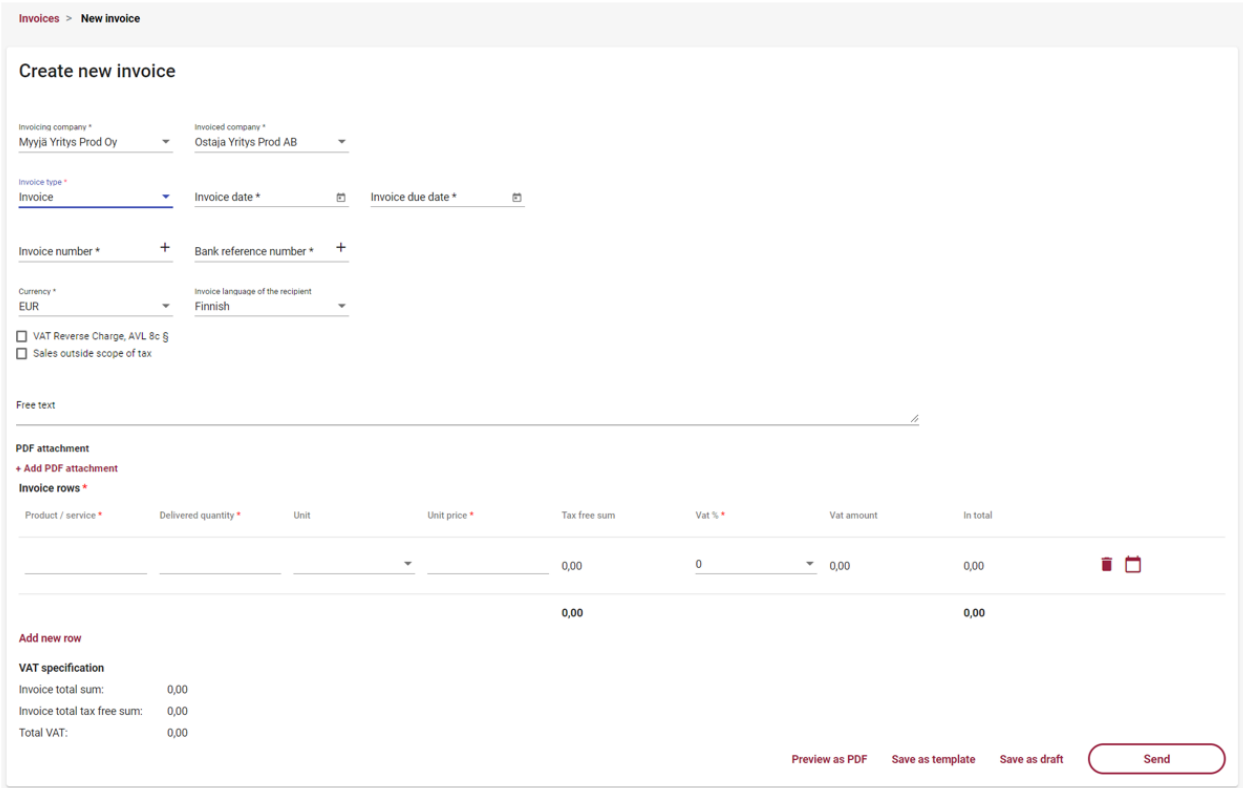
3.2.1 Create new invoice

The **Create new invoice** page allows the user to enter the invoice information, preview the invoice as a PDF, save the invoice as draft, and send the invoice. The information fields for invoice creation depend partially on the type of the invoice (Invoice, Credit invoice or Payment order), so the following paragraphs will outline the information fields for Invoice, Credit invoice and Payment order.

Note: Invoice and Credit invoice are available to all Suppliers, but Payment order can only be used if the invoiced Company has explicitly decided to offer their Suppliers the option to create and send payment orders through the CGI Supplier Portal.

3.2.1.1 Invoice

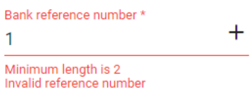
Invoice is the most commonly used invoice type in the CGI Supplier Portal. This is the so-called normal invoice. The image below depicts the basic information fields for Invoice. Other information fields may also be visible to the Supplier if the invoiced Company has required a different additional information field for their incoming invoices. Mandatory information fields are marked with an asterisk.



Invoice information field functions:

- **Invoicing company ***
  - If the user only has access to one invoicing company in the CGI Supplier Portal, the name of the company is automatically added to the Invoicing company field
  - If the user has access to more than one invoicing company in the portal, the user must select the correct invoicing company by clicking the information field
- **Invoiced company ***
  - If the user has invoice creation rights for only one invoiced company, the name of the company to be invoiced is automatically added to the Invoiced company field
  - If the user has invoice creation rights for multiple invoiced companies, the user must select the correct company to be invoiced by clicking the information field

- **Invoice type ***
    - Invoice
        - The other invoice types are described in their own sections
- **Invoice date ***
    - The user must click the calendar icon at the end of the information field ( ) to select the invoice date
- **Invoice due date ***
    - The user must click the calendar icon at the end of the information field ( ) to select the invoice due date
- **Invoice number ***
    - The user can manually enter the desired invoice number, or allow the system to create a number by clicking the plus sign at the end of the information field (+)
    - The invoice number must be 2-20 digits long and can not include special characters (Ä, Ö, #...)
- **Bank reference number ***
    - The user can manually enter the desired reference number (reference meant for payment), or allow the system to create a number by clicking the plus sign at the end of the information field (+)
        - If the user enters the reference number manually, the reference number must conform to the general reference number guideline. If the reference number is not formally correct, the user will be shown an error message (see example below)

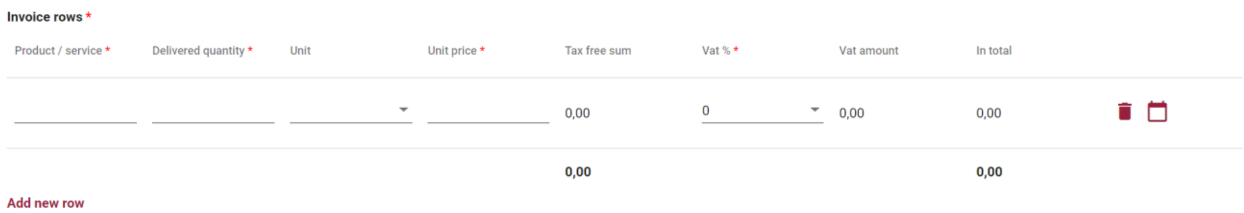


- **Currency ***
    - The user must select the currency for the invoice by clicking the information field.
    - Available currencies: EUR, SEK, USD
- **Invoice language of the recipient**
    - The user can select the language of the invoice (language code)
    - Available languages: Finnish, English, Swedish
    - Language selection also determines the pdf template language in “Preview as PDF”
    - Finnish is set as default and user can change that
- **VAT Reverse Charge, AVL 8c §**
    - The user must add a checkmark if reverse charge is to be used on the invoice
    - If VAT Reverse Charge is selected, no VAT percentage can be chosen on the invoice row, 0 is selected automatically

- If VAT Reverse Charge is selected, no Sales outside scope of tax can be used

- **Sales outside scope of tax**
  - If VAT code has been given in the “Settings”, user can add a checkmark if sales is outside scope of tax
    - “Sales outside scope of tax” selection automatically brings “Vat exempt reason” field visible and user must give reason why invoice is outside scope of tax
  - If “Organization is not in VAT registry” is selected in the “Settings”, invoices are automatically marked with “Sales outside scope of tax” checkmark and user is not able to change that
    - “Vat exempt reason” field, which is visible only when “Sales outside scope of tax” is selected, is automatically filled with “Organization is not in VAT registry” info.
  - If “Sales outside scope of tax” is selected, no VAT percentage can be chosen, “No tax” is selected automatically
  - If “Sales outside scope of tax” is selected, no “VAT Reverse Charge, AVL 8c §” can be used
- **Free text**
  - If desired, the user can enter free text to be added to the invoice
- **PDF attachment**
  - If necessary, the user can click **+ Add PDF attachment** text to add one (1) PDF attachment to the invoice
  - The maximum allowed size for an attachment is 2 MB

In addition to the above information, the user must add the actual invoice row(s) to the invoice.



On the invoice row, the user must provide the following information:

- **Product/service ***
  - Billable product/service, e.g. Apple
- **Delivered quantity ***
  - Delivered, i.e. billable quantity
  - The Delivered quantity value is used to calculate the In total value
- **Unit***
  - A unit describing the delivered quantity
    - Value is selected from the list of most commonly used values

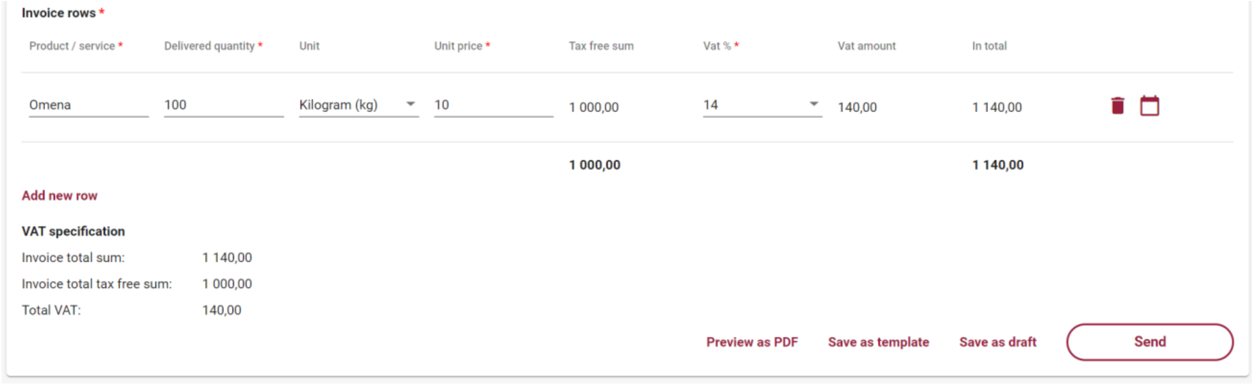
        - If none of the predetermined values is suitable, also value “Other” can be used. In that case “Unit specifier” field activates and that needs to be filled in.
- **Price ***
    - Unit price of the product/service delivered
    - The unit price can be represented using 4 decimal places, using a comma (,) as the decimal separator
- **Tax free sum**
    - The sum without taxes is automatically calculated based on the submitted information
- **Vat % ***
    - The user must click the field to select the VAT% for the invoice row
    - Available values: 0, 10, 14, 24
    - If reversed VAT (VAT Reverse Charge, AVL 8c §) is selected for the invoice, Vat % is not available for the product rows, 0 is selected automatically
    - If “Sales outside scope of tax” is selected for the invoice, Vat % is not available for the product rows, “No tax” is selected automatically
- **Vat amount**
    - VAT is automatically calculated based on the submitted information
- **In total**
    - The total is automatically calculated based on the submitted information

If necessary, the user can delete an individual invoice row by clicking the recycle bin icon ( ) at the end of the row.

The individual invoice rows are followed by a notebook icon ( ) which can be clicked by the user to add **Delivery date** and **Description** (additional row details).

If more than one invoice rows is to be added, click **Add new row** to generate a new blank invoice row.

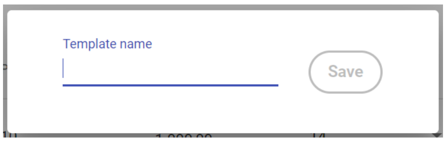
The amounts in the VAT specification on the bottom left of the page are updated as the invoice rows are filled in by the user.



When all required data is filled in, the user can preview the invoice in PDF format by selecting **Preview as PDF.** See invoice PDF example image at the end of this guide (Attachment 1: Invoice PDF Example).

When all required information is filled in, the user can choose to save the invoice as a template, save the invoice as draft, or send the invoice. When the user selects **Send**, the invoice is sent to the Service Provider for processing and to be forwarded to the recipient (the customer to be invoiced). The user is automatically returned to the Invoices tab in the portal, and the newly created invoice can be found on the list of invoices. To ensure the invoice is successfully forwarded to the recipient, the user must monitor it until the sent invoice is set to Delivered status on the Invoices tab.

When the user selects **Save as template**, the user must also enter a name for the invoice template and select Save.

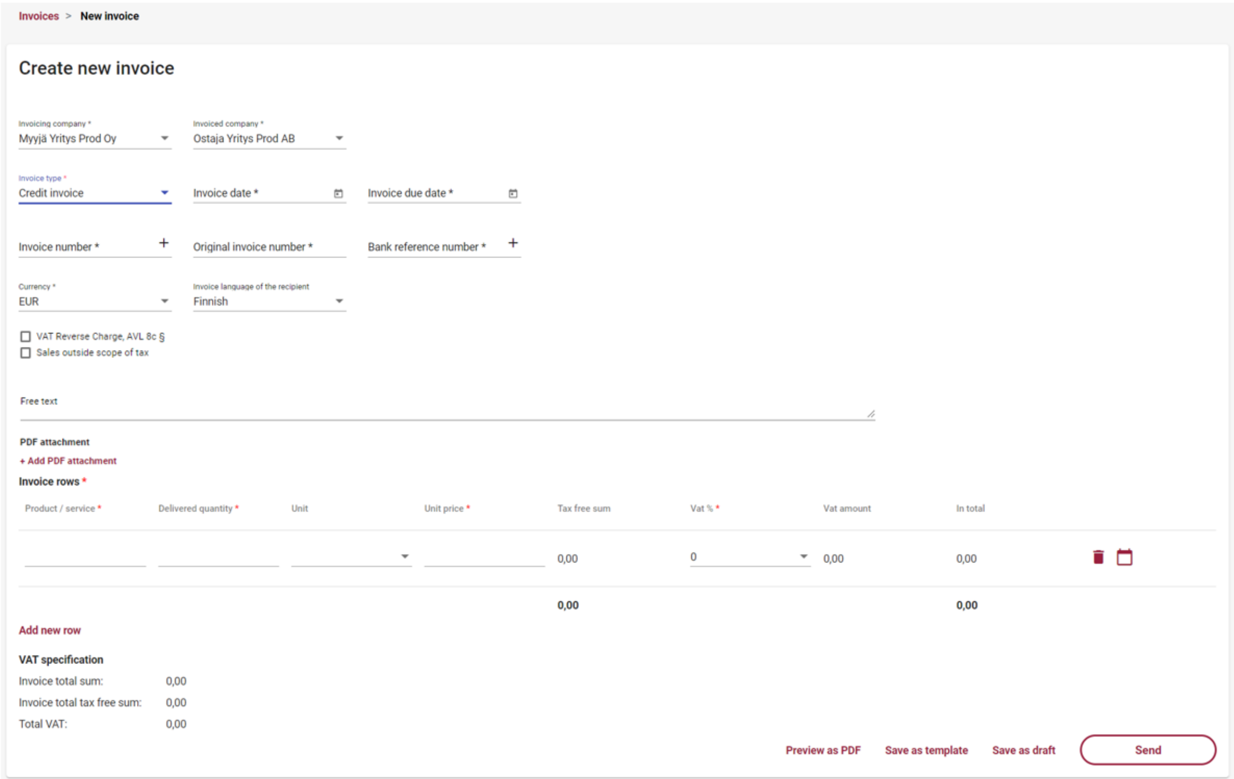


After naming the template, the user is shown the created invoice template which can be edited by the user if necessary, viewed as PDF, used to create an invoice based on the template, or remove the invoice template. Section 3.2.2. Creating an invoice template describes invoice template functions in more detail.

When the user selects **Save as draft**, the user is shown the saved incomplete invoice which can be edited by the user if necessary, removed, viewed as PDF, saved as a template, or sent. When the user returns to the Invoices tab, the saved incomplete invoice is displayed in Draft status.

3.2.1.2 Credit invoice

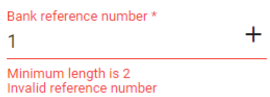
The image below depicts the basic information fields for Credit invoice. Other information fields may also be visible to the Supplier if the invoiced Company has required a different additional information field for their incoming credit notes. Mandatory information fields are marked with an asterisk.



Credit invoice information field functions:

- **Invoicing company ***
  - If the user only has access to one invoicing company in the CGI Supplier Portal, the name of the company is automatically added to the Invoicing company field
  - If the user has access to more than one invoicing company in the portal, the user must select the correct invoicing company by clicking the information field
- **Invoiced company ***
  - If the user has invoice creation rights for only one invoiced company, the name of the company to be invoiced is automatically added to the Invoiced company field
  - If the user has invoice creation rights for multiple invoiced companies, the user must select the correct company to be invoiced by clicking the information field
- **Invoice type ***
  - Credit invoice
    - The other invoice types are described in their own sections
- **Invoice date ***
  - The user must click the calendar icon at the end of the information field ( ) to select the invoice date

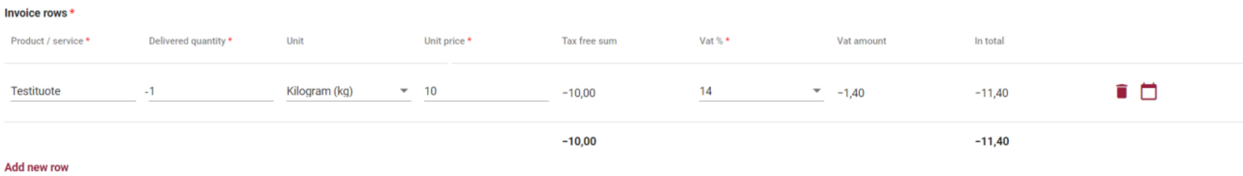
- **Invoice due date** *
    - The user must click the calendar icon at the end of the information field ( ) to select the invoice due date
- **Invoice number** *
    - The user can manually enter the desired invoice number, or allow the system to create a number by clicking the plus sign at the end of the information field (+)
    - The invoice number must be 2-20 digits long and can not include special characters (Ä, Ö, #...)
- **Original invoice number** *
    - The user must enter the number of the original invoice related to the credit invoice
    - The number must not contain special characters (Ä, Ö, #...)
- **Bank reference number** *
    - The user can manually enter the desired reference number (reference meant for payment), or allow the system to create a number by clicking the plus sign at the end of the information field (+)
        - If the user enters the reference number manually, the reference number must conform to the general reference number guideline. If the reference number is not formally correct, the user will be shown an error message (see example below)



- **Currency** *
    - The user must select the currency for the invoice by clicking the information field.
    - Available currencies: EUR, USD, SEK
- **Invoice language of the recipient**
    - The user can select the language of the invoice (language code)
    - Available languages: Finnish, English, Swedish
    - Language selection also determines the pdf template language in “Preview as PDF”
    - Finnish is set as default and user can change that
- **VAT Reverse Charge, AVL 8c §**
    - The user must add a checkmark if reverse charge is to be used on the invoice
    - If VAT Reverse Charge is selected, no VAT percentage can be chosen on the invoice row, 0 is selected automatically
    - If VAT Reverse Charge is selected, no Sales outside scope of tax can be used
- **Sales outside scope of tax**
    - If VAT code has been given in the “Settings”, user can add a checkmark if sales is outside scope of tax

        - “Sales outside scope of tax” selection automatically brings “Vat exempt reason” field visible and user must give reason why invoice is outside scope of tax
    - If “Organization is not in VAT registry” is selected in the “Settings”, invoices are automatically marked with “Sales outside scope of tax” checkmark and user is not able to change that
        - “Vat exempt reason” field, which is visible only when “Sales outside scope of tax” is selected, is automatically filled with “Organization is not in VAT registry” info.
    - If “Sales outside scope of tax” is selected, no VAT percentage can be chosen, “No tax” is selected automatically
    - If “Sales outside scope of tax” is selected, no “VAT Reverse Charge, AVL 8c §” can be used
- **Free text**
    - If desired, the user can enter free text to be added to the invoice
- **PDF attachment**
    - If necessary, the user can click **+ Add PDF attachment** text to add one (1) PDF attachment to the invoice
    - The maximum allowed size for an attachment is 2 MB

In addition to the above information, the user must add the actual invoice row(s) to the invoice. The amount delivered on the credit note is always automatically negative, marked with a minus (-) character.



On the invoice row, the user must provide the following information:

- **Product/service ***
    - Billable product/service, e.g. Apple
- **Delivered quantity ***
    - Amount to be refunded
    - The amount on the Credit invoice is automatically negative, marked with a minus (-) character
    - The Delivered quantity value is used to calculate the In total value
- **Unit***
    - A unit describing the delivered quantity
        - Value is selected from the list of most commonly used values
        - If none of the predetermined values is suitable, also value “Other” can be used. In that case “Unit specifier” field activates and that needs to be filled in.

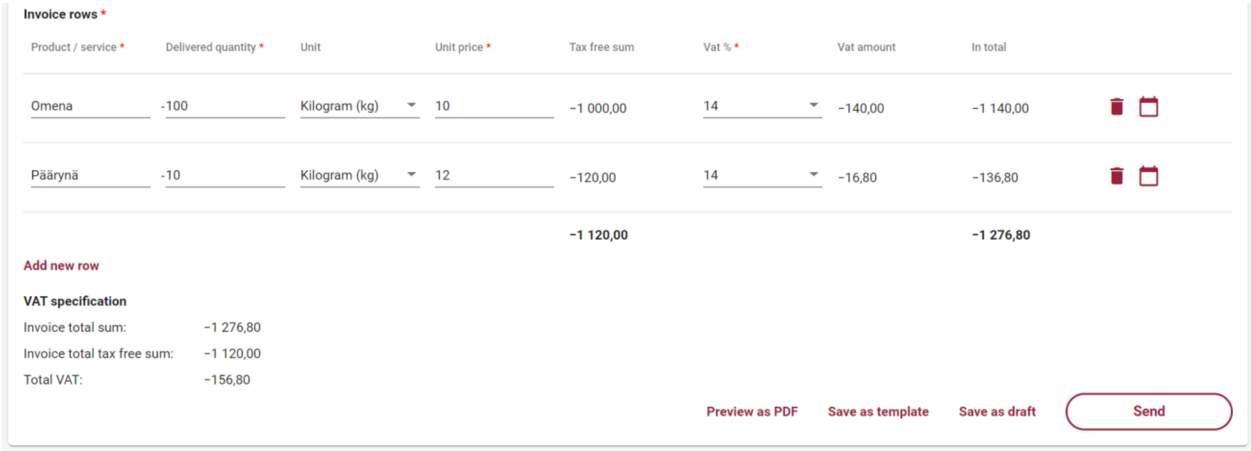
- **Price ***
    - Unit price of the product/service delivered
    - The unit price can be represented using 4 decimal places, using a comma (,) as the decimal separator
- **Tax free sum**
    - The sum without taxes is automatically calculated based on the submitted information
    - The sum without taxes on the Credit invoice is always automatically negative, marked with a (-) character
- **Vat % ***
    - The user must click the field to select the VAT% for the invoice row
    - Available values: 0, 10, 14, 24
    - If reversed VAT (VAT Reverse Charge, AVL 8c §) is selected for the invoice, Vat % is not available for the product rows, 0 is selected automatically
    - If "Sales outside scope of tax" is selected for the invoice, Vat % is not available for the product rows, "No tax" is selected automatically
- **Vat amount**
    - VAT is automatically calculated based on the submitted information
    - The Vat amount on the Credit invoice is always automatically negative, marked with a (-) character
- **In total**
    - The total is automatically calculated based on the submitted information
    - The In total on the Credit invoice is always automatically negative, marked with a (-) character

If necessary, the user can delete an individual invoice row by clicking the recycle bin icon ( ) at the end of the row.

The individual invoice rows are followed by a notebook icon ( ) which can be clicked by the user to add **Delivery date** and **Description** (additional row details).

If more than one invoice row is to be added, click **Add new row** to generate a new blank invoice row.

The amounts in the VAT specification on the bottom left of the page are updated as the invoice rows are filled in by the user.

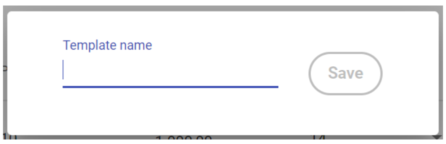


When all required data is filled in, the user can preview the invoice in PDF format by selecting **Preview as PDF.** See invoice PDF example image at the end of this guide (Attachment 2: Credit invoice PDF Example).

When all required information is filled in, the user can choose to save the invoice as a template, save the invoice as draft, or send the invoice.

When the user selects **Send**, the invoice is sent to the Service Provider for processing and to be forwarded to the recipient (the customer to be invoiced). The user is automatically returned to the Invoices tab in the portal, and the newly created invoice can be found on the list of invoices. To ensure the invoice is successfully forwarded to the recipient, the user must monitor it until the sent invoice is set to Delivered status on the Invoices tab.

When the user selects **Save as template**, the user must also enter a name for the invoice template and select Save.

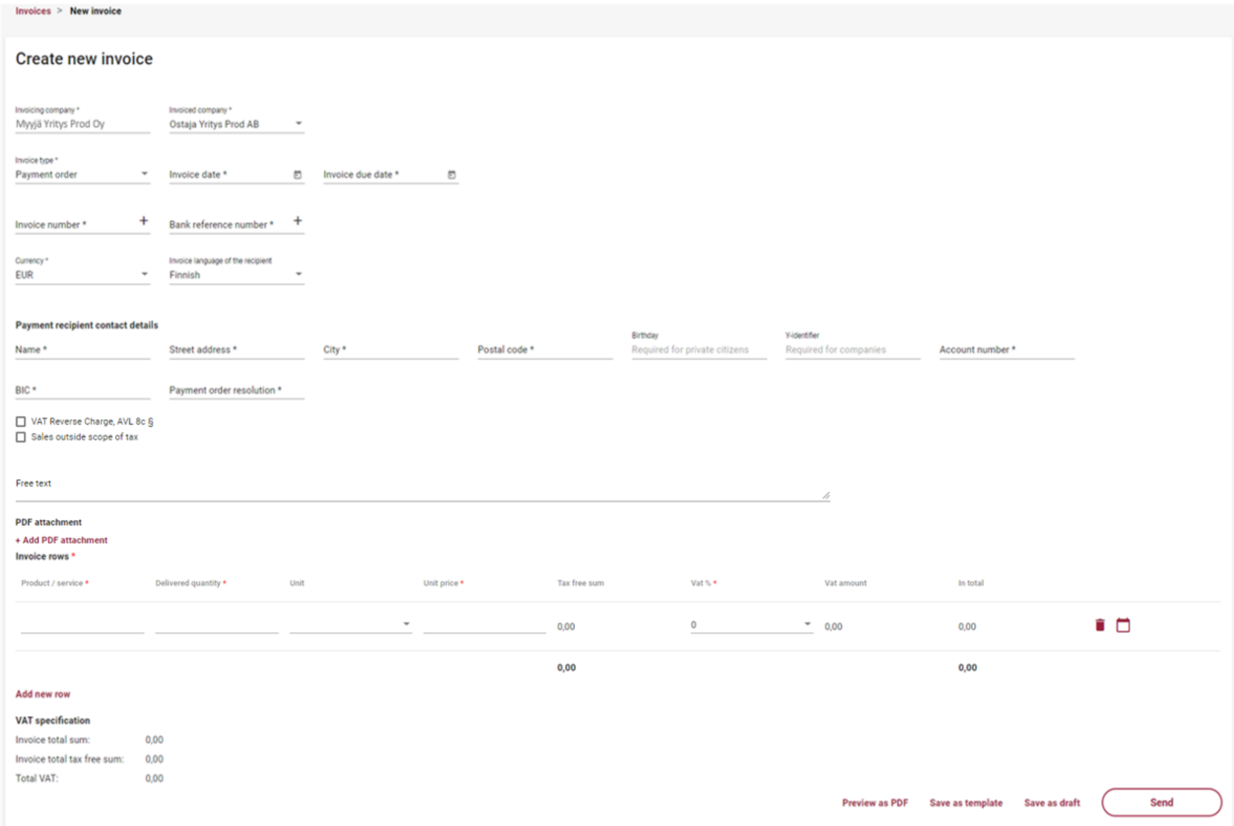


After naming the template, the user is shown the created invoice template which can be edited by the user if necessary, viewed as PDF, used to create an invoice based on the template, or remove the invoice template. Section 3.2.2. Creating an invoice template describes invoice template functions in more detail.

When the user selects **Save as draft**, the user is shown the saved incomplete invoice which can be edited by the user if necessary, removed, viewed as PDF, saved as a template, or sent. When the user returns to the Invoices tab, the saved incomplete invoice is displayed in Draft status.

3.2.1.3 Payment order

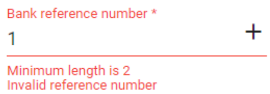
Payment order can only be used if the invoiced Company has explicitly decided to offer their Suppliers the option to create and send payment orders through the CGI Supplier Portal. The image below depicts the basic information fields for Payment order. Other information fields may also be visible to the Supplier if the invoiced Company has required a different additional information field for their incoming invoices. Mandatory information fields are marked with an asterisk.



Payment order information field functions:

- **Invoicing company ***
    - If the user only has access to one invoicing company authorised to create payment orders in the CGI Supplier Portal, the name of the company is automatically added to the Invoicing company field
    - If the user has access to more than one invoicing company authorised to create payment orders in the portal, the user must select the correct invoicing company by clicking the information field
- **Invoiced company ***
    - If the user has payment order creation rights for only one invoiced company, the name of the company to be invoiced is automatically added to the Invoiced company field

  - If the user has payment order creation rights for multiple invoiced companies, the user must select the correct company to be invoiced by clicking the information field
- **Invoice type ***
  - Payment order
    - The other invoice types are described in their own sections
- **Invoice date ***
  - The user must click the calendar icon at the end of the information field ( ) to select the invoice date
- **Invoice due date** *
  - The user must click the calendar icon at the end of the information field ( ) to select the invoice due date
- **Invoice number ***
  - The user can manually enter the desired invoice number, or allow the system to create a number by clicking the plus sign at the end of the information field (+)
  - The invoice number must be 2-20 digits long and can not include special characters (Ä, Ö, #...)
- **Bank reference number ***
  - The user can manually enter the desired reference number (reference meant for payment), or allow the system to create a number by clicking the plus sign at the end of the information field (+)
    - If the user enters the reference number manually, the reference number must conform to the general reference number guideline. If the reference number is not formally correct, the user will be shown an error message (see example below)



- **Currency** *
  - The user must select the currency for the invoice by clicking the information field.
  - Available currencies: EUR, USD, SEK
- **Invoice language of the recipient**
  - The user can select the language of the invoice (language code)
  - Available languages: Finnish, English, Swedish
  - Language selection also determines the pdf template language in “Preview as PDF”
  - Finnish is set as default and user can change that

The **Payment recipient contact details** information fields are related to the actual recipient of the payment, indicated by the payment order.

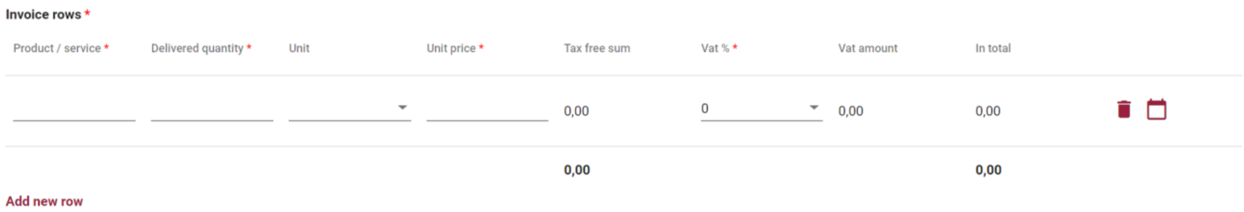
- **Name ***
    - The user must provide the name of the actual payee
- **Street address ***
    - The user must provide the street address of the actual payee
- **City ***
    - The user must provide the name of the city associated with the street address of the actual payee
- **Postal code ***
    - The user must provide the post code associated with the city of the actual payee
- **Birthday (ddmmyy)**
    - If the actual payee is a private individual, the user must provide the date of birth (ddmmyy) of the actual payee
    - This field is not mandatory, but either this or Y-identifier should be used
- **Y-Identifier**
    - If the actual payee is a company, the user must provide the payee's Business ID
    - This field is not mandatory, but either this or Birthday (ddmmyy) should be used
- **Account number ***
    - The user must provide the actual payee's bank account number in IBAN format
- **BIC ***
    - The user must provide the BIC associated with the actual payee's account number
- **Payment order resolution ***
    - The user must provide a justification/decision associated with the payment order

The following information and functionalities are identical for all types of invoices.

- **VAT Reverse Charge, AVL 8c §**
    - The user must add a checkmark if reverse charge is to be used on the invoice
    - If VAT Reverse Charge is selected, no VAT percentage can be chosen on the invoice row, 0 is selected automatically
    - If VAT Reverse Charge is selected, no Sales outside scope of tax can be used
- **Sales outside scope of tax**
    - If VAT code has been given in the "Settings", user can add a checkmark if sales is outside scope of tax
        - "Sales outside scope of tax" selection automatically brings "Vat exempt reason" field visible and user must give reason why invoice is outside scope of tax
    - If "Organization is not in VAT registry" is selected in the "Settings", invoices are automatically marked with "Sales outside scope of tax" checkmark and user is not able to change that

        - "Vat exempt reason" field, which is visible only when "Sales outside scope of tax" is selected, is automatically filled with "Organization is not in VAT registry" info.
    - If "Sales outside scope of tax" is selected, no VAT percentage can be chosen, "No tax" is selected automatically
    - If "Sales outside scope of tax" is selected, no "VAT Reverse Charge, AVL 8c §" can be used
- **Free text**
    - If desired, the user can enter free text to be added to the invoice
- **PDF attachment**
    - If necessary, the user can click **+ Add PDF attachment** text to add one (1) PDF attachment to the invoice
    - The maximum allowed size for an attachment is 2 MB

In addition to the above information, the user must add the actual invoice row(s) to the invoice.



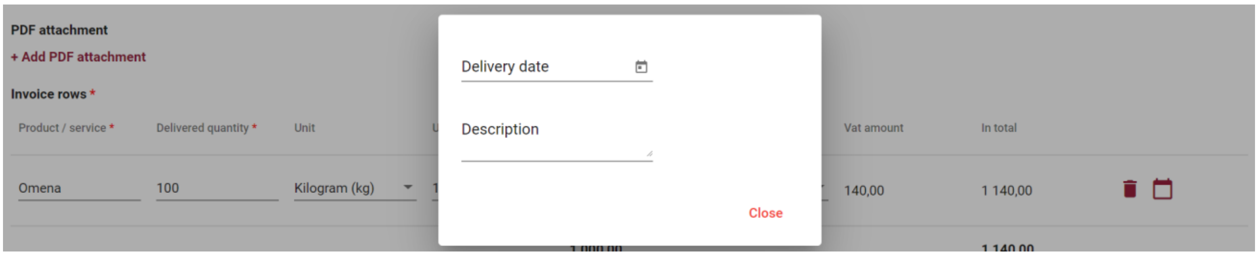
On the invoice row, the user must provide the following information:

- **Product/service ***
    - Billable product/service, e.g. Apple
- **Delivered quantity ***
    - Delivered, i.e. billable quantity
    - The Delivered quantity value is used to calculate the In total value
- **Unit***
    - A unit describing the delivered quantity
        - Value is selected from the list of most commonly used values
        - If none of the predetermined values is suitable, also value "Other" can be used. In that case "Unit specifier" field activates and that needs to be filled in.
- **Price ***
    - Unit price of the product/service delivered
    - The unit price can be represented using 4 decimal places, using a comma (,) as the decimal separator
- **Vat free sum**
    - The sum without taxes is automatically calculated based on the submitted information

- **Vat % ***
  - The user must click the field to select the VAT% for the invoice row
  - Available values: 0, 10, 14, 24
  - If reversed VAT (VAT Reverse Charge, AVL 8c §) is selected for the invoice, Vat % is not available for the product rows, 0 is selected automatically
  - If “Sales outside scope of tax” is selected for the invoice, Vat % is not available for the product rows, “No tax” is selected automatically
- **Vat amount**
  - VAT is automatically calculated based on the submitted information
- **In total**
  - The total is automatically calculated based on the submitted information

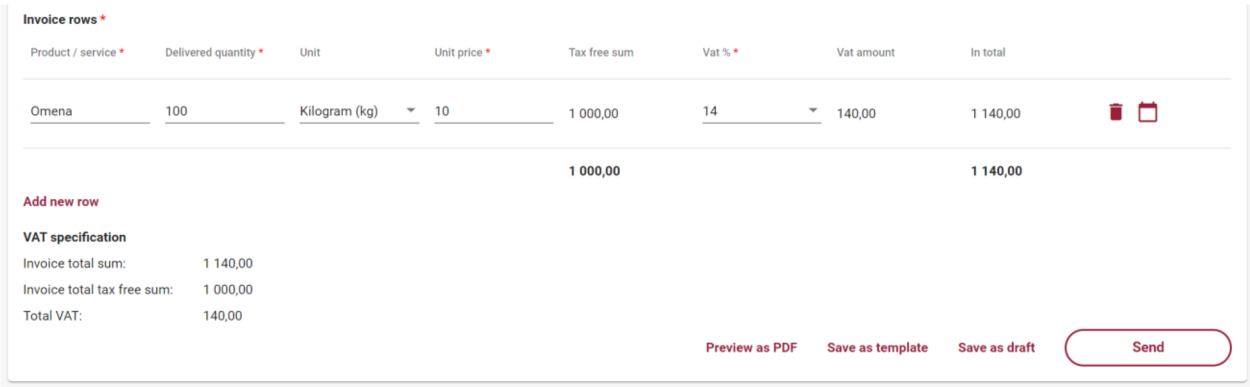
If necessary, the user can delete an individual invoice row by clicking the recycle bin icon ( ) at the end of the row.

The individual invoice rows are followed by a notebook icon ( ) which can be clicked by the user to add **Delivery date** and **Description** (additional row details).



If more than one invoice row is to be added, click **Add new row** to generate a new blank invoice row.

The amounts in the VAT specification on the bottom left of the page are updated as the invoice rows are filled in by the user.

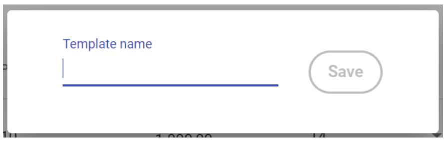


When all required data is filled in, the user can preview the invoice in PDF format by selecting **Preview as PDF.** See invoice PDF example image at the end of this guide (Attachment 3: Payment Order PDF Example).

When all required information is filled in, the user can choose to save the invoice as a template, save the invoice as draft, or send the invoice.

When the user selects **Send**, the invoice is sent to the Service Provider for processing and to be forwarded to the recipient (the customer to be invoiced). The user is automatically returned to the Invoices tab in the portal, and the newly created invoice can be found on the list of invoices. To ensure the invoice is successfully forwarded to the recipient, the user must monitor it until the sent invoice is set to Delivered status on the Invoices tab.

When the user selects **Save as template**, the user must also enter a name for the invoice template and select Save.

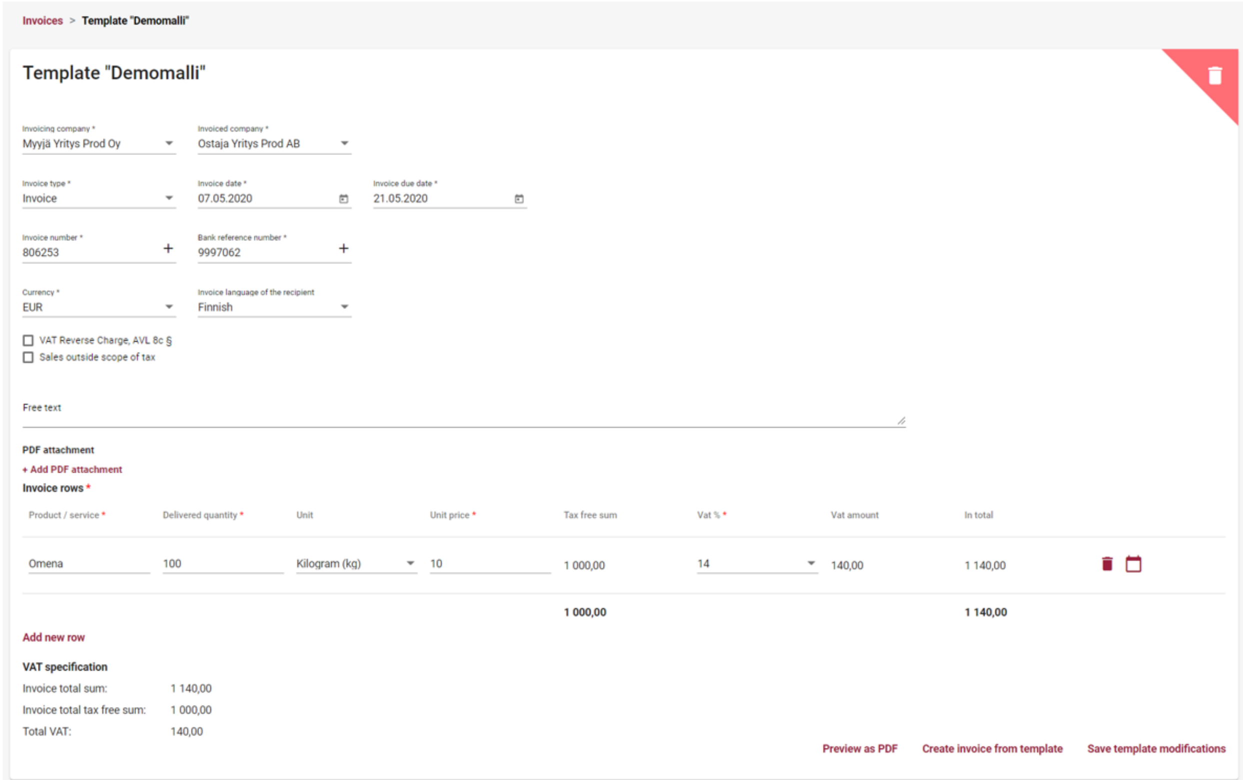


After naming the template, the user is shown the created invoice template which can be edited by the user if necessary, viewed as PDF, used to create an invoice based on the template, or remove the invoice template. Section 3.2.2. Creating an invoice template describes invoice template functions in more detail.

When the user selects **Save as draft**, the user is shown the saved incomplete invoice which can be edited by the user if necessary, removed, viewed as PDF, saved as a template, or sent. When the user returns to the Invoices tab, the saved incomplete invoice is displayed in Draft status.

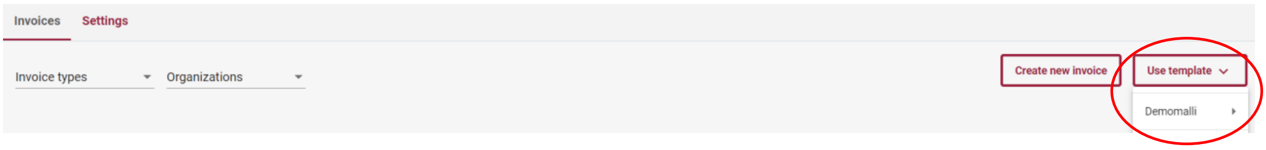
3.2.2 Creating an invoice template

On the Create new invoice page, the user can save the invoice as a template by selecting **Save as template** once all required information has been entered. After saving the invoice template, the user can edit the invoice template if necessary, preview the invoice template in PDF format, or create an invoice from the template.



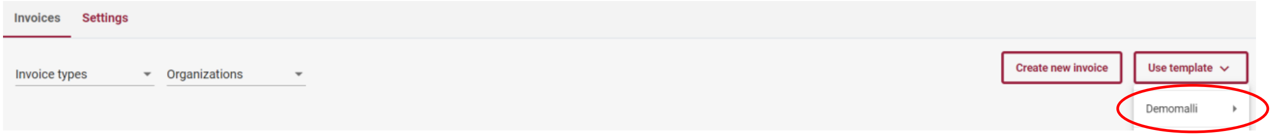
If necessary, the user can also remove the invoice template by clicking the recycle bin icon in the upper right corner of the template invoice (). Before the final removal, the user is asked to confirm whether they truly wish to remove the invoice template.

The invoice template can be edited on the invoice template page which opens immediately after the template is saved, or via the **Use template** option in the upper right corner of the Invoices tab and clicking the desired template (lands on the same invoice template page).

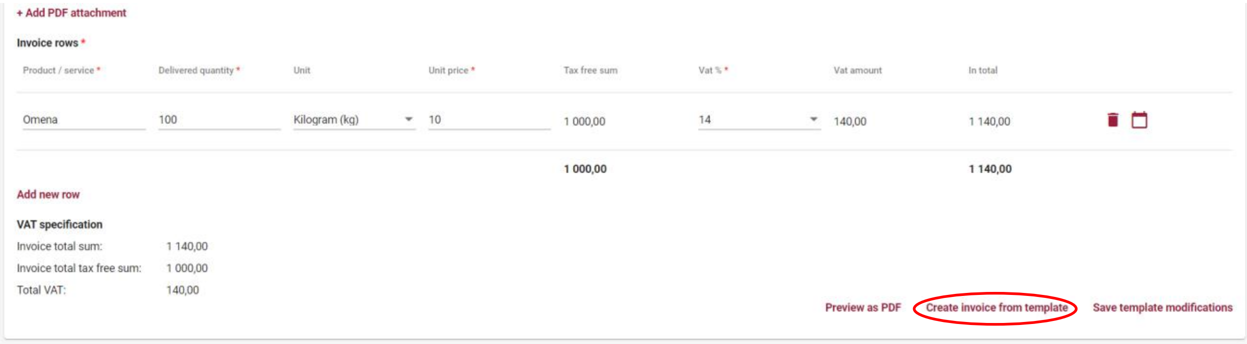


3.2.2.1 Creating an invoice from a template

On the Invoices tab, the user can create a new invoice using a previously created invoice template. When creating an invoice using the **Use template** option, the user selects the desired previously created invoice template.

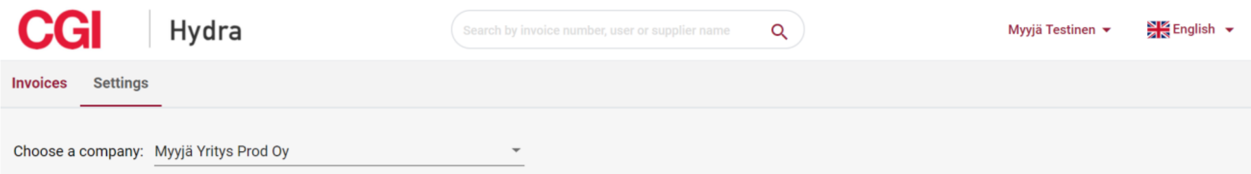


On the Template page, the user selects **Create invoice from template**, which automatically sends the user to the New invoice page with the invoice template information automatically entered on the invoice. The invoice processing will then continue as when creating an invoice using the Create new invoice option.



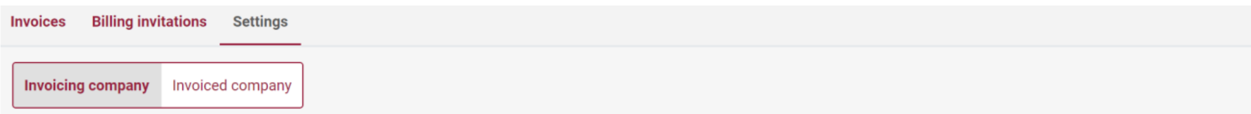
3.3 Settings

Users of the invoicing company can use **Settings** tab to view and manage the settings of the invoicing company.



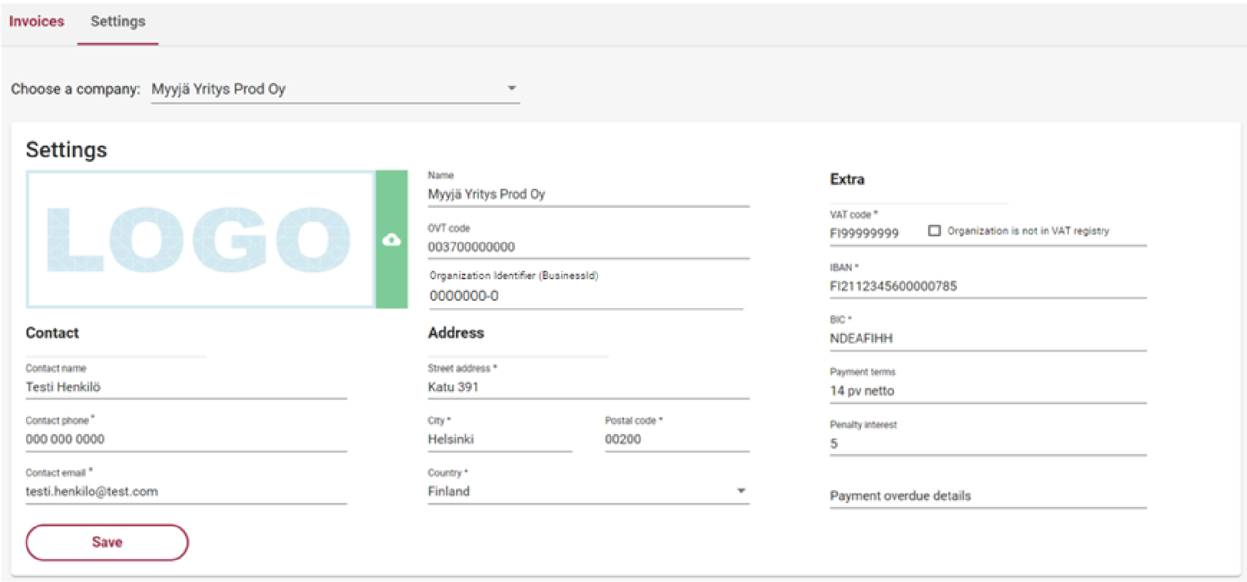
If the user is only authorised for one invoicing Company in the CGI Supplier Portal, the Company settings will automatically be displayed on the Settings page. If the user is authorised for more than one invoicing Company in the CGI Supplier Portal, the user must manually select the Company to be viewed via the **Choose a company** menu before the settings are automatically displayed.

If the user is authorised for both the Invoicing company and an Invoiced company, the user must select on the Settings page which settings to view.



3.3.1 Settings of the Invoicing company

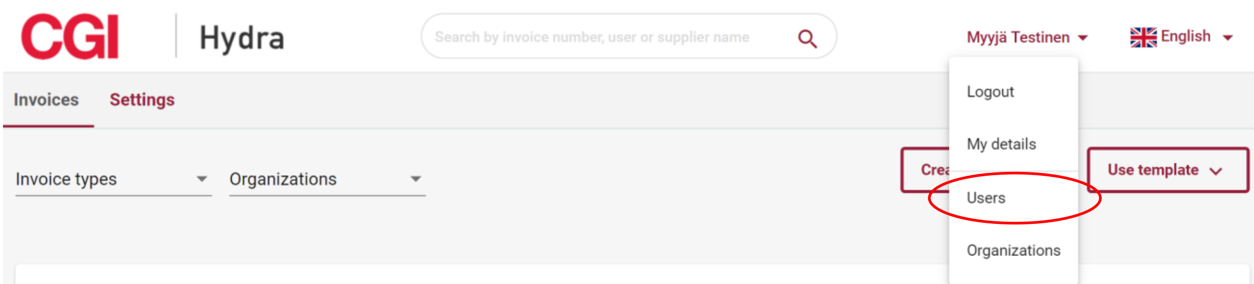
On the **Settings** tab the user can manage the information, such as the postal address, contact information and VAT code and banking details, of the invoicing company that the user is authorised for. Mandatory fields are marked with an asterisk. On the Settings tab, the user can also add an Invoicing company logo for the invoice PDF if desired. The Company Name, OVT code and Organization Identifier (BusinessId) cannot be changed through the CGI Supplier Portal, and the Invoicing Company must contact the Invoiced company if changes to the information are necessary.



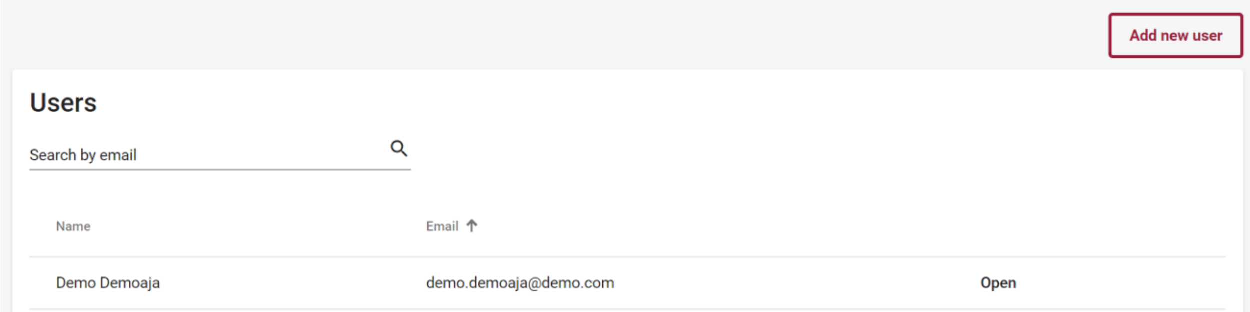
If the user makes any changes to the information that can be changed on the Settings tab, the information must be saved using the **Save** button.

3.4 Users

It is Supplier's own responsibility to take care of needed user additions and removals. Supplier's users can remove and add new users for their represented Companies. User creation is accessed through the **Users** option in the upper right corner of the portal.

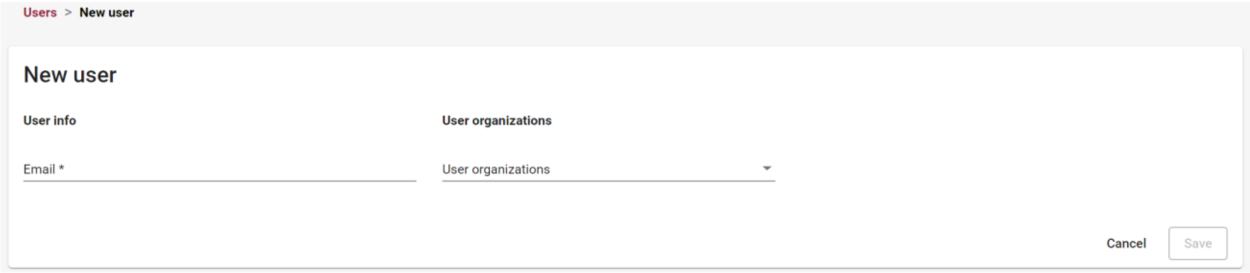


On Users page, the user can view and remove their represented company's existing users and add new ones.

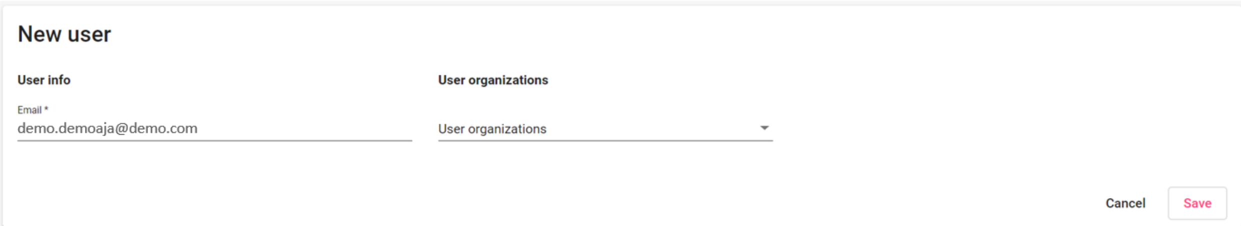


3.4.1 Add new user

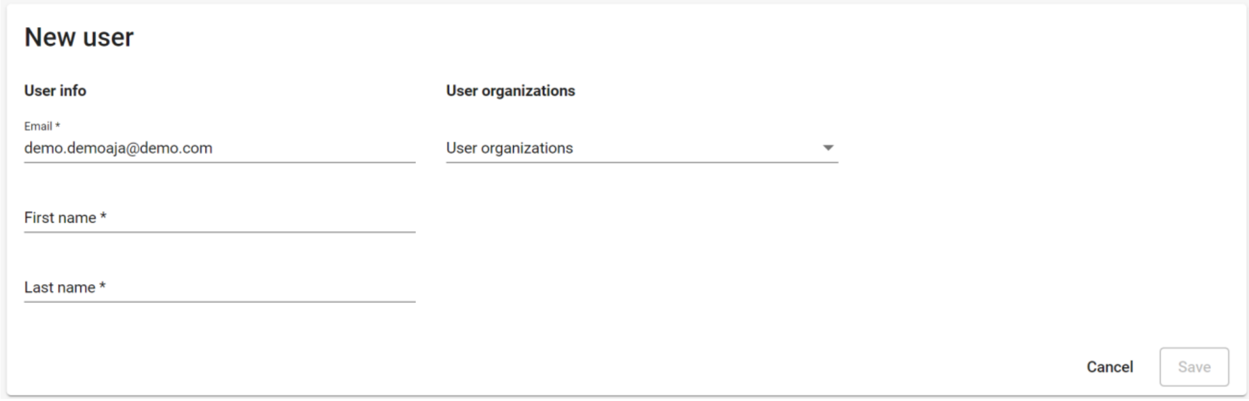
It is Supplier's own responsibility take care of needed user additions. A Company user can add new users for the company/companies they represent by selecting **Add new user**. On the New user page, the user must first enter the personal work email address of the new user, after which the system will check if an existing user with the email address can be found in the CGI Supplier Portal.



If an existing user with the email address can be found in the CGI Supplier Portal, the user must select the Company/Companies to authorise the person for, and finally click the Save button.



If no existing user with the email address is found in the CGI Supplier Portal, fields for the person's first and last name will appear after providing the email address and can be filled in. The user must then choose which Company/Companies the person is authorised for, and finally click the Save button.



The new user will receive separate emails with their user ID and password, according to the template below.

Email Template: New User ID

From: toimittajaportaali@cgi.com <toimittajaportaali@cgi.com>
Sent: perjantai 14. joulukuuta 2018 9.50
To: Demoaja, Demo <demo.demoaja@demo.com>
Subject: Tunnuksesi toimittajaportaaliin / User credentials to the supplier portal / Användaruppgifter till leverantörsportalen

Hei,

Käyttäjätunnuksesi toimittajaportaaliin on demo.demoaja@demo.com
Salasanasi toimitetaan erillisenä sähköpostiviestinä. Toimittajaportaaliin pääset käyttöoikeustasosi mukaisesti oheisesta linkistä.

Toimittajaportaali https://www.laskuhotelli.fi/portaali/

Muista tallentaa linkki selaimesi kirjanmerkiksi!

Mikäli kirjautuminen ei onnistu, ota yhteyttä organisaatiosi pääkäyttäjään.

Ystävällisin terveisin,
CGI

HUOM! Tämä sähköpostiviesti on luotu automaattisesti. Älä vastaa tähän viestiin.

***

Hi,

Your user name to the supplier portal is demo.demoaja@demo.com
Your password will be delivered in a separate email. The supplier portal is available in the following link.

Supplier portal https://www.laskuhotelli.fi/portaali/

Remember to save the link to your browsers bookmarks!

If you are unable to log in, please contact your organisation administrator.

With best regards,
CGI

NOTE! This is an automatic email. Please do not reply to this message.

***

Hej,

Ditt användarnamn till leverantörsportalen är demo.demoaja@demo.com
Ditt lösenord kommer att levereras i ett skiljt e-postmeddelande. Du kommer till leverantörsportalen med hjälp av följande länk.

Leverantörsportalen https://www.laskuhotelli.fi/portaali/

Kom ihåg att spara länken i webbläsarens bokmärken!

Ifall du inte kan logga in, var god och kontakta din organisations huvudanvändare.

Med vänlig hälsning,
CGI

NOTERA! Detta är ett automatisk sänt meddelande. Vänligen svara inte på detta meddelande.

Email Template: New User Password

From: toimittajaportaali@cgi.com <toimittajaportaali@cgi.com>
Sent: perjantai 14. joulukuuta 2018 9.49
To: Demoaja, Demo <demo.demoaja@demo.com>
Subject: Salasanasi toimittajaportaaliin / Password to the supplier portal / Lösenord till leverantörsportalen

Hei,

Uusi salasanasi toimittajaportaaliin on xxxxxxxxxx

Sisäänkirjautumisen jälkeen sinun tulee vaihtaa salasanasi.

Ystävällisin terveisin,
CGI

HUOM! Tämä sähköpostiviesti on luotu automaattisesti. Älä vastaa tähän viestiin.

***

Hi,

Your new password to the supplier portal is xxxxxxxxxx

After you have logged in for the first time, you will be asked to change your password.

With best regards,
CGI

NOTE! This is an automatic email. Please do not reply to this message.

***

Hej,

Ditt lösenord till leverantörsportalen är xxxxxxxxxx

När du loggat in bör du byta lösenordet.

Med vänlig hälsning,
CGI

NOTERA! Detta är ett automatiskt sänt meddelane. Vänligen svara inte på detta meddelande.

3.4.2 Remove Existing User

It is Supplier's own responsibility to take care of needed user removals. A Company user can remove existing users from their represented company/companies through the **Open** button on the Users page, next to the name of the user to be removed.

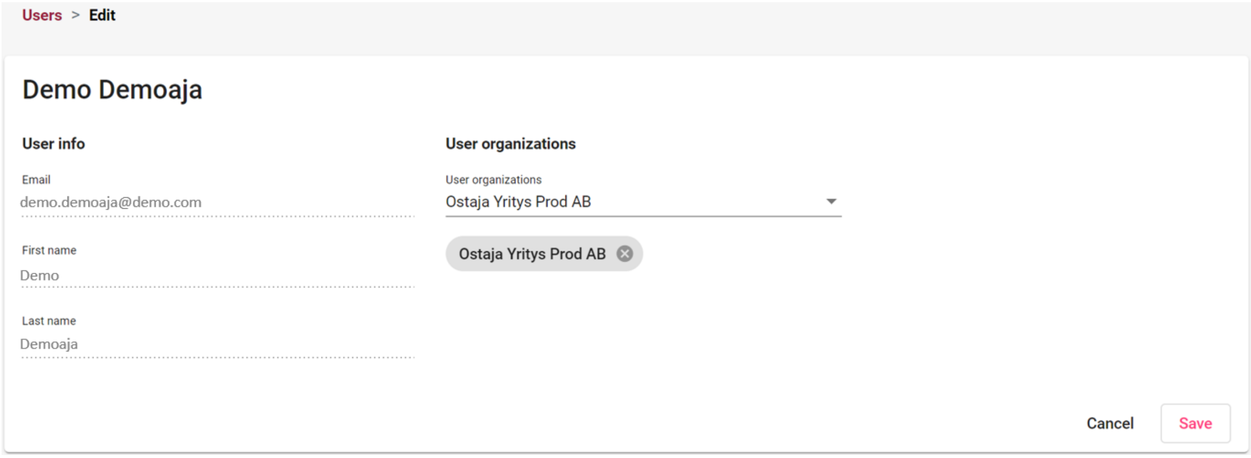
Users

Search by email

Name	Email ↑	
Demo Demoaja	demo.demoaja@demo.com	**Open**

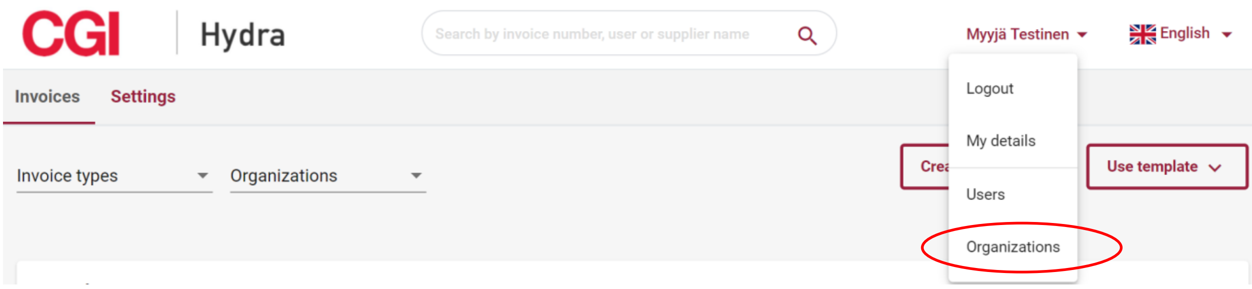
On the **Users > Edit** page, company representation rights in the CGI Supplier Portal can be removed from the selected user by removing the required company from the user's **User organizations** information, and selecting Save.

- The User organizations information only displays the companies the removing user is also authorised to access. The user to be removed can also have access rights to other companies, which cannot be seen on the removing user's User organizations list. These rights will remain unchanged despite the removal of an access right relating to a specific company.

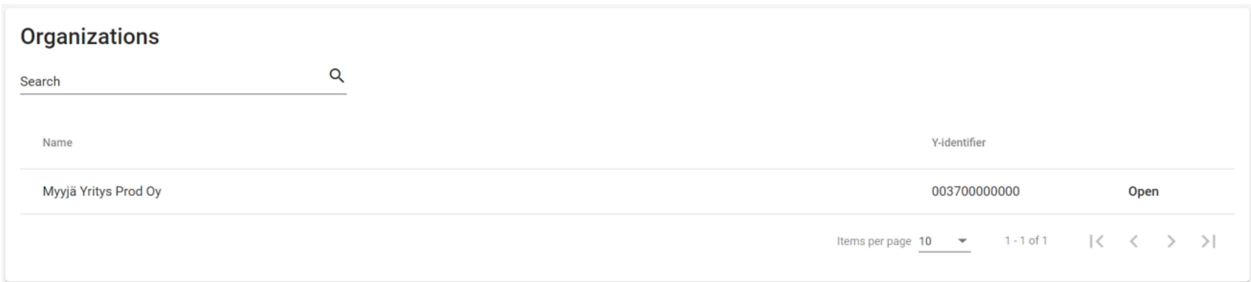


3.5 Organizations

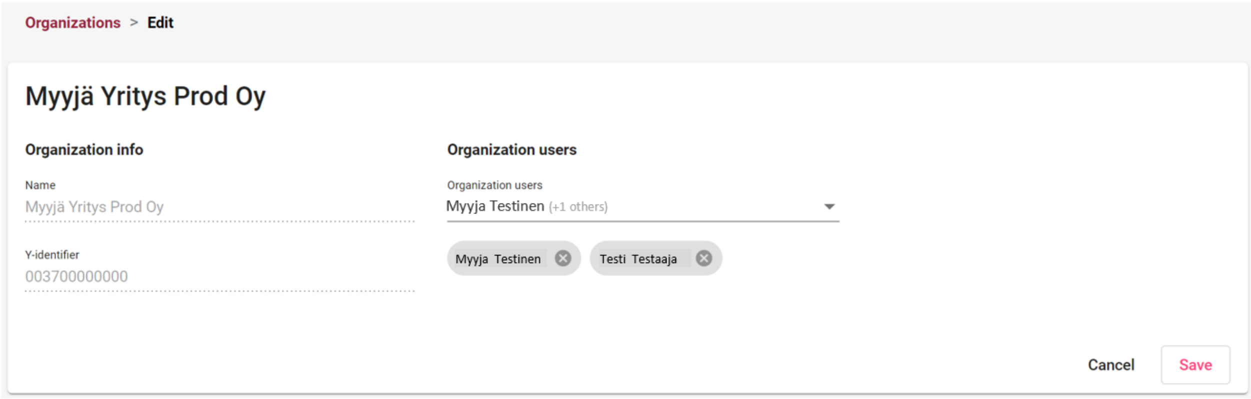
Company's users can view and remove company's users and their user right also through Organizations option.



In the Organizations page user can see companies, to which he/she have user rights. User can view and remove users' rights of those organizations. Note: Adding new users is done through Users –page (see chapter 3.4. Users).



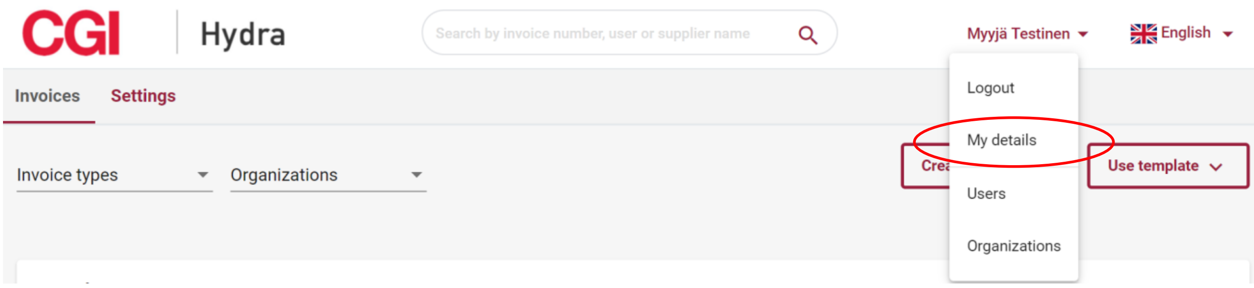
By selecting Open can be seen users that have user right for selected company in CGI Supplier Portal.



User's right to selected company can be removed by pressing cross sign ( ) at the end of the user's name. After that user name will be removed from the view. Finally change needs to be saved by selecting Save.

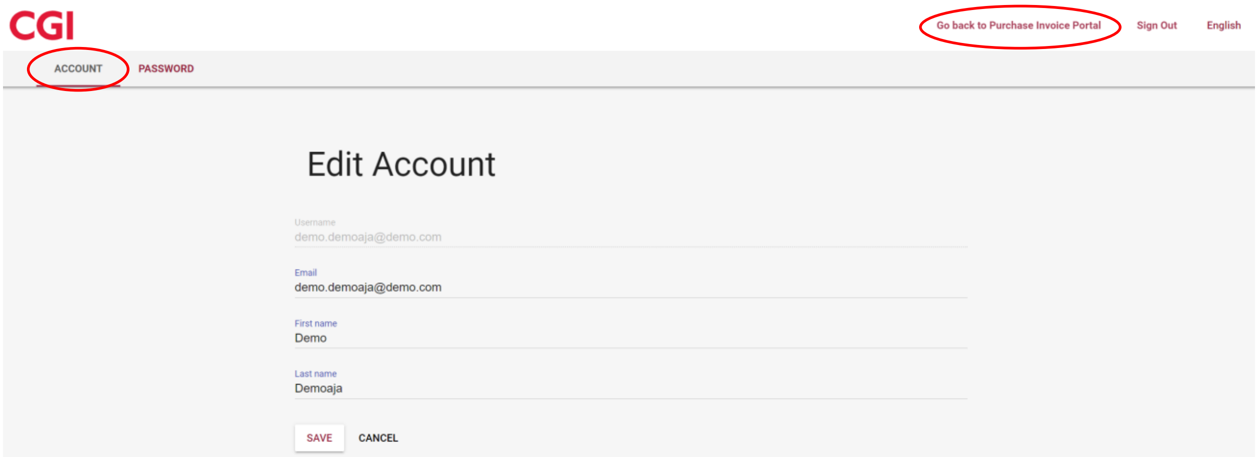
3.6 User's own details

User settings such as name, email address and account information can be viewed by the user and partially managed in the **My details** menu, accessed through the user's name in the upper right corner of the portal.



3.6.1 Account

The first tab of the **My details** menu contains the user's **Account.** The user is able to edit everything except the Username. To save information, user needs to click Save. To return to other functions of the portal, the user can select Go back to Supplier Portal at the top of the page.



3.6.2 Password

If the user wishes to change their password, they can do so whilst logged in to the CGI Supplier Portal. For more detailed instructions on changing one's password, refer to **2.4 Changing Password**

Attachment 1: Invoice PDF Example

Myyjä Yritys Prod Oy
Katu 39
00200 Helsinki

INVOICE

Page 1 / 1

Ostaja Yritys Prod AB
Testikatu 12
00100 Helsinki

Invoice date 24.1.2020	Invoice number 708398
Payment reference 45 81677	Seller reference 4581677
Seller contact Testi Henkilö	Buyer Contact
Due date 31.1.2020	Penalty interest 5 %
Payment terms 14 pv netto	

Buyer
Ostaja Yritys Prod AB 0000000-5

Article	**Delivered amount**	**Unit price**	**Net amount**	**VAT %**	**VAT amount**	**Total**
Omena	100,00 kg	10,00	1 000,00	14,00	140,00	1 140,00
		VAT analysis	**1 000,00**	**14,00**	**140,00**	

TOTAL AMOUNT DUE: **1 140,00 Euro**

Myyjä Yritys Prod Oy
Katu 39
00200 Helsinki
Finland

Tel: 000 000 0000
Email: testi.henkilo@test.com

Business ID: 0000000-0

FI11 1234 5678 9012 34 / NDEAFIHH

Attachment 2: Credit invoice PDF Example

Myyjä Yritys Prod Oy
Katu 39
00200 Helsinki

CREDIT INVOICE **Page 1 / 1**

Ostaja Yritys Prod AB
Testikatu 12
00100 Helsinki

Invoice date 24.1.2020	Invoice number 708398
Payment reference 45 81677	Seller reference 4581677
Seller contact Testi Henkilö	Buyer Contact
Due date 31.1.2020	Penalty interest 5 %
Payment terms 14 pv netto	

Buyer
Ostaja Yritys Prod AB 0000000-5

Article	**Delivered amount**	**Unit price**	**Net amount**	**VAT %**	**VAT amount**	**Total**
Omena	-100,00 kg	10,00	-1 000,00	14,00	-140,00	-1 140,00
		VAT analysis	**-1 000,00**	**14,00**	**-140,00**	

TOTAL AMOUNT DUE: **-1 140,00 Euro**

Myyjä Yritys Prod Oy
Katu 39
00200 Helsinki
Finland

Tel: 000 000 0000
Email: testi.henkilo@test.com

Business ID: 0000000-0

FI11 1234 5678 9012 34 / NDEAFIHH

Attachment 3: Payment Order PDF Example

Testi Testinen
Testikatu 1
Helsinki 00030

PAYMENT ORDER **Page 1 / 1**

Ostaja Yritys Prod AB
Testikatu 12
00100 Helsinki

Invoice date 24.1.2020	Invoice number 353665
Payment reference 56 38163	Seller reference 5638163
Seller contact Myyja Testinen	Buyer Contact Ostaja Testinen
Due date 31.1.2020	Payment order resolution Päätös 1234

Buyer
Ostaja Yritys Prod AB 0000000-5

Article	Delivered amount	Unit price	Net amount	VAT %	VAT amount	Total
Mustikoita	100,00 kg	10,00	1 000,00	14,00	140,00	1 140,00
		VAT analysis	**1 000,00**	**14,00**	**140,00**	

TOTAL AMOUNT DUE: **1 140,00 Euro**

Testi Testinen
Testikatu 1
Helsinki 00030
Finland

010170

FI11 1234 5678 9012 34 / NDEAFIHH

CGI

Experience the commitment®

fi.cgi.com