

**INFORMATION TECHNOLOGY**

**VOLVO**

## **WebEDI Manual**

**NAP Invoice**

## NAP Invoice

*This is a manual aimed at Volvo suppliers that are using the web based application WebEDI. The purpose of the manual is to describe how to create invoices for Non Automotive Products (NAP) in WebEDI.*

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### **General**

A log in procedure must be performed before invoices can be created in WebEDI.

#### User support

For user support concerning the log in to WebEDI please contact [cmsservices@volvo.com](mailto:cmsservices@volvo.com)

For user support concerning the WebEDI application please contact [support.edi@volvo.com](mailto:support.edi@volvo.com)

## Navigation

Once logged in to WebEDI a number of different operations can be performed in the collaboration with Volvo. The first page consists of news concerning WebEDI users. New postings should always be red since they may withhold information that is important for all Volvo suppliers using WebEDI. To the left on the page is the menu that is used to navigate between the different options in WebEDI; the user can always reach it during a session (a session starts when a user logs in and ends when the user logs out).

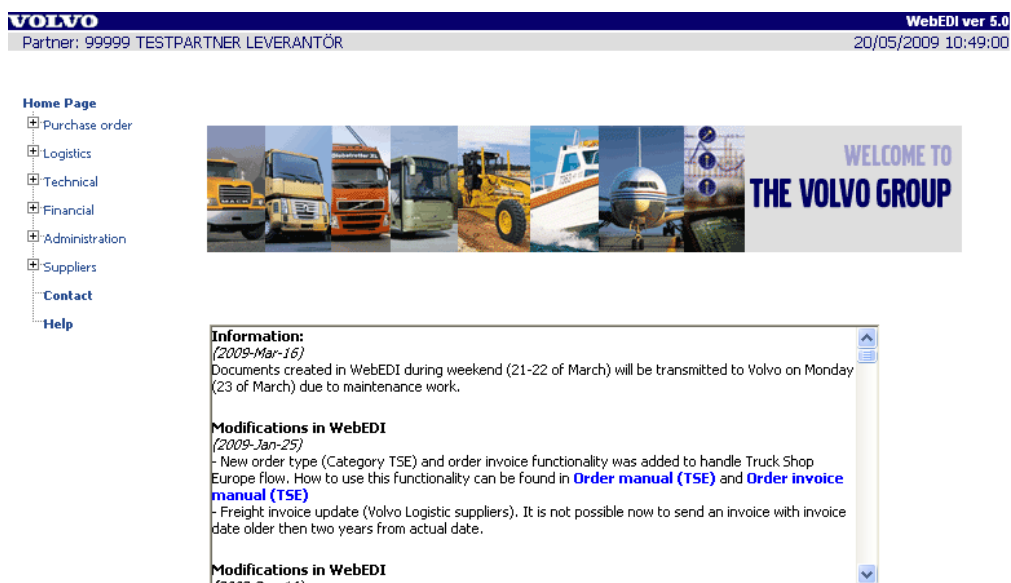


Figure 1 This is the WebEDI Home Page that is reached after the login

- At the top of the menu is the link called "Home Page". It can be clicked to return to the first page (see figure 1 above) of WebEDI at any time
- To contact WebEDI support by e-mail click the "Contact" link that is second from the bottom of the menu
- To get a hold of the manuals in WebEDI click the link "Help" that is first from the bottom of the menu
- NEVER use the navigation buttons in a web browser to go back or forward during a WebEDI session



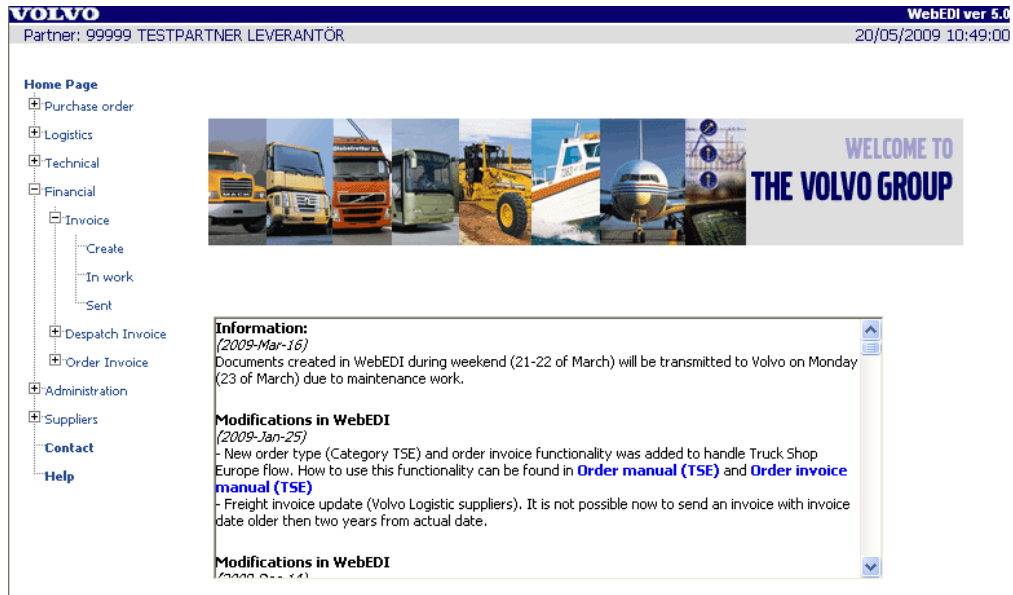


Figure 2 Navigate to "Invoice" by using the menu to the left on the page

## How to create a NAP invoice

The invoice part of WebEDI has following functionality:

- Create Start up the registration of a new invoice.
- In work To continue the registration of an invoice which is not completely finished.
- Sent To view earlier registrations of invoices.

To start creating an invoice click "Financial" in the menu. Continue with selecting "Invoice" and next click "Create".

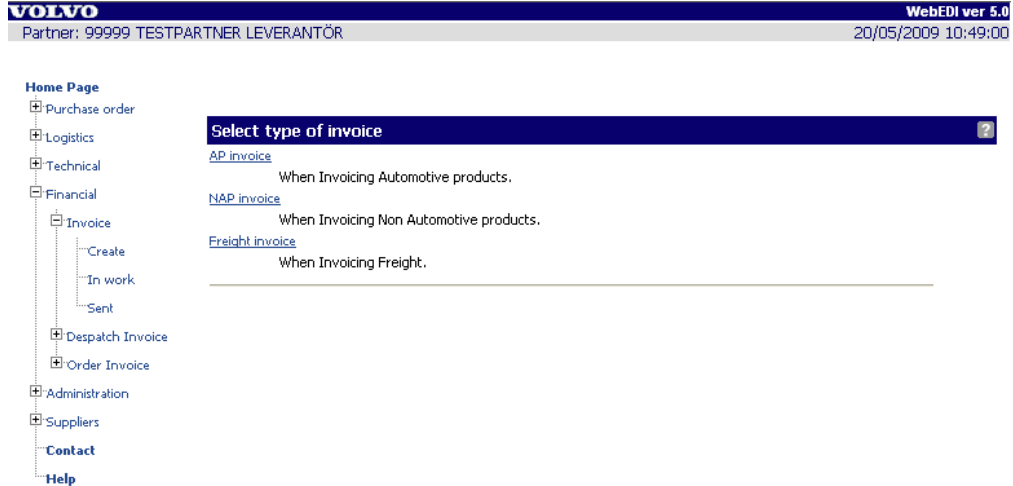


Figure 3 Choose entrance to register on

To create an invoice you must first choose what type of entrance to register on, the AP (Automotive Products) entrance or the NAP (Non Automotive Products) entrance.

The document [Volvo codes and addresses](#) will help you to decide which entrance to use.

Look for the suffix (3 last digits) of your order number in this document (tab *List*, columns M and N) to decide if you should choose the AP or the NAP entrance.

Since the order number on our example invoice is 489-455422-**212** we have chosen the **NAP Entrance**.

Volvo ship-to information		EDI messages			Volvo legal buying company information				Volvo VAT agent			Valid order suffixes for EDI INVOICES	
Ship-to code	Ship-to information	DELFOR	DESADV	INVOIC	Code	Name	Address	VAT number	Y/N	VAT number	Address	AP	NAP
1622	Volvo Powertrain Corp. Skövde, Sweden	X	X	X	2856	Volvo Powertrain Corporation	405 08 G	SE556000075301				200, 205, 206(APrelNAP), 207	Misc Work flow reference, 000, 025, 025A, 158, 191, 193, 195, 196, 201, 202, 203, 204, 209A-AG, 212, 299A-S, 326, 332A, 333K, 340

**VOLVO** WebEDI ver 5.0  
Partner: 99999 TESTPARTNER LEVERANTÖR 20/05/2009 10:49:00

**Home Page**

- Purchase order
- Logistics
- Technical
- Financial
  - Invoice
    - Create
    - In work
    - Sent
  - Despatch Invoice
  - Order Invoice
- Administration
- Suppliers
- Contact
- Help

**Enter invoice** Step 1/4 ?

Select buyer

<u><b>Id</b></u>	<b>Name</b>
<a href="#">100020</a>	VOLVO BUSINESS SERVICES
<a href="#">1001</a>	VOLVO TRUCK, GÖTEBORG
<a href="#">1024</a>	VOLVO BUS CORP BORAS/GOTHENBURG
<a href="#">1540</a>	VOLVO LASTVAGNAR UMEÅ
<a href="#">1618</a>	VOLVO-PENTA VPR. GÖTEBORG1
<a href="#">1622</a>	VOLVO POWERTRAIN SKÖVDE
<a href="#">1705</a>	VOLVO LOGISTICS CORP.
<a href="#">23595</a>	VOLVO LOGISTICS
<a href="#">31969</a>	Renault Trucks (CG 63)
<a href="#">31971</a>	RENAULT TR. SAS / VOLVO PARTS
<a href="#">3595</a>	RENAULT TRUCKS SAS
<a href="#">4645</a>	VOLVO GROUP BELGIUM NV
<a href="#">694</a>	VOLVO BUS CORP

*Figure 4 Choose customer by clicking the Volvo unit Id*

Choose the customer you have delivered to and would now like to invoice, by clicking on the Volvo unit Id (see figure 4 above). On our example invoice it is 1622 Volvo Powertain Skövde.

Only the Volvo units that you have agreed upon with Volvo to invoice via WebEDI will be shown in this list of possible customers. If you would like to invoice a Volvo unit not in the list, please contact Volvo's EDI implementation team via the [request form](#).

## Invoice header information

**VOLVO** WebEDI ver 5.0  
 Partner: 99999 TESTPARTNER LEVERANTÖR 20/05/2009 10:49:00

**Home Page**  
 + Purchase order  
 + Logistics  
 + Technical  
 - Financial  
 - Invoice  
 - Create  
 - In work  
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 + Despatch Invoice  
 + Order Invoice  
 + Administration  
 + Suppliers  
 - Contact  
 - Help

**Enter NAP invoice** Step 2/4

**Information about buyer and seller**

Invoice number:  \* Invoice date:

**Buyer:** **Seller:**

Supplier customer no:  Volvo Supplier No.: 99999  
 Bill to address: [2856 - Volvo Powertrain Corporation](#) Name of supplier: TESTPARTNER LEVERANTÖR  
 Customer: [1622 - VOLVO POWERTRAIN SKÖVDE](#) Official address:

Delivery address:  Customer  Alternative   
 Purchase order number:  \*  
 VAT no: SE556000075301 VAT no:  \*  
 Invoicing currency:  \* VAT rate:   
 Home Currency:  \* VAT Category:  \* [Description](#)  
 Currency conversion rate:  \* Tax type code:   
 Date of exchange rate:  Type of contract:  \* [Description](#)

Bank:  \*  
 Account holder name:  \*  
 Account number:  \*  
 Supplier reference:  \*  
 Department:  \*  
 Phone:  \*  
 Email:  \*  
 Email:  \*

Volvo reference:   
 Department:   
 Phone:   
 Email:

Figure 5 Fill in requested invoice header information



- Invoice number:** Your invoice number (only allowed to use the same number once a year).
- Invoice date:** Your invoice date (current date is the default value; possible to change to an earlier date, up to previous year. Future dates are not possible to choose).
- Buyer information**
- Supplier customer no:** The customer number you have allocated for the Volvo customer in question.
- Bill to address:** Name of the buying company (legal unit) within Volvo. Click the name for detailed information.
- Customer:** The Volvo Id and name of the receiving unit within Volvo (click the name for detailed information).
- Delivery address:** By default the address in the "Customer" field above. If applicable, select "Alternative" and click the "Edit" button to enter an alternative delivery address.
- Purchase order number:** The reference given in the Purchase order (including separators). Value is checked and if is valid - is copied to field **Order number** on next page (not possible to change this value there). If you came from **In work** and you will change **Purchase order number**, order number for all items connected to this invoice will be

<b>Invoicing Currency:</b>	changed to new value. If you have several order numbers to invoice, you need to create more than one invoice.
<b>Home Currency:</b>	Choose invoice currency. Choose home currency (only if applicable). If the invoicing currency is the same as home currency, please choose only invoicing currency and leave home currency on "Select...".
<b>Currency conversation rate:</b>	The exchange rate between invoicing currency and home currency (if applicable). The currency exchange rate is showing how many units of the home currency you will need to pay for one unit of invoicing currency. It is possible to give maximum 5 decimal places.  If the invoicing currency is JPY and home currency is EUR, the exchange rate will be for example 0.00752 (for 1 JPY you need to pay 0.00752 EUR).  If the invoicing currency is EUR and the home currency is SEK, the exchange rate will be for example 9.35850 (for 1 EUR you need to pay 9.35850 SEK).
<b>Date of exchange rate:</b>	Default value is current date, possible to change.
<b>Volvo reference:</b>	Volvo's reference – name or id of contact person at Volvo (enter if given in the Purchase order).
<b>Department:</b>	Department number or department name at Volvo (enter if given in the Purchase order).
<b>Phone:</b>	Phone number to Volvo's reference (enter if given in the Purchase order).
<b>Email:</b>	Email address to Volvo's reference (enter if given in the Purchase order).
<u>Supplier information</u>	
<b>Official address:</b>	Location of the main office (enter if applicable or if required by national legislation).
<b>VAT no:</b>	Your Value Added Tax number
<b>VAT rate:</b>	Choose the VAT rate that is valid for the invoice. If you have multiple VAT rates on the invoice this will be handled on the line level.
<b>VAT Category:</b>	Default is "S" (standard). Choose another code value if the VAT rate is 0. Click the link "Description" to get a list of possible codes.
<b>Tax type code:</b>	Choose type of tax code. By default Value added tax.
<b>Type of contract:</b>	Select type of contract (if applicable). Used when delivering to the US. Click the link "Description" to get a list of possible codes.
<b>Bank:</b>	Name of the bank or financial institution you are using to receive the payments from the concerned Volvo customer.
<b>Account holder name:</b>	Name of the legal person that holds the account.
<b>Account number:</b>	Your bank account number.
<b>Supplier reference:</b>	Contact person within supplier organization.
<b>Department:</b>	Department number or department name at the supplier.
<b>Phone:</b>	Phone number of the contact.
<b>Email:</b>	Email address of the contact.

**Free text:**

Click the button "Free text" if you need to enter any of the following information (up to 750 characters can be given):

- Government information
- Regulatory information
- Tax declaration
- Instructions to the paying and/or accepting and/or negotiating bank

*All fields marked with '\*' are mandatory information. Fields with  can be required depending on values of other fields. To check the specific condition, move the cursor over the picture  next to the field.*

*Bank name and account number is mandatory information, but the payment will take place according to earlier registered information at Volvo. If you change bank account number, you must inform the purchaser at Volvo about this.*

The information given in the fields **Official address, VAT no (supplier), Bank and Account number** is saved automatically and will be displayed the next time you access this page. It is always the most current changes that are saved.

**VOLVO** Partner: 99999 TESTPARTNER LEVERANTÖR WebEDI ver 5.0  
20/05/2009 10:49:00

**Home Page**  
Purchase order  
Logistics  
Technical  
Financial  
  Invoice  
    Create  
    In work  
    Sent  
  Despatch Invoice  
  Order Invoice  
Administration  
Suppliers  
Contact  
Help

**Enter NAP invoice** Step 2/4 ?

**Information about buyer and seller**

Invoice number:	<input type="text" value="12222323"/> *	Invoice date:	<input type="text" value="2009-05-20"/>
<b>Buyer:</b>		<b>Seller:</b>	
Supplier customer no:	<input type="text" value="43587"/>	Volvo Supplier No.:	99999
Bill to address:	<a href="#">2856 - Volvo Powertrain Corporation</a>	Name of supplier:	TESTPARTNER LEVERANTÖR
Customer:	<a href="#">1622 - VOLVO POWERTRAIN SKÖVDE</a>	Official address:	<input type="text" value="Goteborg"/>
Delivery address:	<input checked="" type="radio"/> Customer <input type="radio"/> Alternative <input type="button" value="Edit"/>		
Purchase order number:	<input type="text" value="154236-000"/> *		
VAT no:	SE556000075301	VAT no:	<input type="text" value="5678965432"/> *
Invoicing currency:	<input type="text" value="SEK"/> *	VAT rate:	<input type="text" value="25"/>
Home Currency:	<input type="text" value="Select..."/> ⓘ	VAT Category:	<input type="text" value="S"/> * <a href="#">Description</a>
Currency conversion rate:	<input type="text"/> ⓘ	Tax type code:	<input type="text" value="Value added tax"/>
Date of exchange rate:	<input type="text" value="2009-05-20"/>	Type of contract:	<input type="text" value="Select..."/> ⓘ <a href="#">Description</a>
Volvo reference:	<input type="text" value="Leif Sjo"/>	Bank:	<input type="text" value="Deutsche Bank"/> *
Department:	<input type="text" value="28112"/>	Account holder name:	<input type="text" value="Firma AB"/> *
Phone:	<input type="text" value="+46 3155586666"/>	Account number:	<input type="text" value="8105951394563"/> *
Email:	<input type="text" value="leif.sjo@email.com"/>	Supplier reference:	<input type="text" value="MAria Larsson"/> *
	<input type="button" value="Free text"/>	Department:	<input type="text" value="Ekonomi avd."/> *
		Phone:	<input type="text" value="+46 32506483"/> *
		Email:	<input type="text" value="maria.larsson.mail.com"/> *

Figure 6 When all information is filled in, click "Next"

It will look like this when you have entered all the information. Continue to the line level by clicking the "Next" button.

Figure 7 Fill in requested line information

On this page invoice line information will be entered. If an Article number is given in the Purchase order it should always be filled in at this screen.

- Article number Volvo:** Specify the article number of Volvo.
- Article description:** Specify a description of the article (up to 700 characters can be entered).
- Order number:** Volvo Purchase order number (comes from previous page).
- Despatch note:** Specify the number of the despatch note (if applicable).
- Quantity:** Specify the invoiced quantity.
- Price:** Specify the price per unit. Maximum 2 decimals are allowed for price. If your price is given with more than 2 decimals you will need to change the unit of price (give price for 100 or 1000 units).
- Amount:** Amount per line (Automatically calculated).
- VAT rate:** Specify VAT rate for each line (if line dependent).
- VAT Category:** Default is "S" (standard). Choose another code if the VAT rate is 0. Click the link "Description" to get a list of possible codes.
- Country of origin:** Specify the country of origin.

<b>Type of contract:</b>	Select type of contract (if applicable). Used only when delivering to the US. Click the link "Description" to get a list of possible codes.
<b>Article number Supplier:</b>	Specify your article number (if applicable).
<b>Despatch note date:</b>	Specify the date of the despatch note.
<b>Quantity/UoM:</b>	Select unit of measure valid for the quantity.
<b>Unit of price:</b>	Specify if the price is given for 1, 100, 1000 units of the article.
<b>Expenses VAT rate:</b>	Specify VAT rate applicable for the additional expenses.
<b>VAT category:</b>	Default is "S" (standard). Choose another code if the VAT rate is 0. Click the link "Description" to get a list of possible codes.
<b>Additional expenses:</b>	Choose type of additional expenses among the available code values.
<b>Amount:</b>	Specify amount of additional expenses to be invoiced.

**VOLVO** WebEDI ver 5.0  
Partner: 99999 TESTPARTNER LEVERANTÖR 20/05/2009 10:49:00

**Enter invoice (NAP)** Step 3/4

**Enter article information for invoice 12222323**

Article number Volvo:	3454553234	Country of origin:	Select...
Article description:	<input type="text" value="description"/>	Type of contract:	7 Description
Order number:	154236-000	Article number Supplier:	<input type="text"/>
Despatch note:	47887	Despatch note date:	2009-05-20
Quantity:	50 *	Quantity/UoM:	Piece *
Price:	50.00 *	Unit of price:	1
Amount:	2500.00	Additional expenses:	
VAT rate:	25 *	Expenses Vat rate:	25
VAT Category:	S Description	VAT Category:	S Description
		Additional expenses:	Packing
		Amount:	200

Figure 8 When all line information is filled in, click "Save"

When all the fields are filled in, click the button

- "Save" to keep the information

or

- "Clear fields" to delete all the information you have entered

**VOLVO** WebEDI ver 5.0  
 Partner: 99999 TESTPARTNER LEVERANTÖR 20/05/2009 10:49:00

**Enter invoice (NAP) Step 3/4**

**Enter article information for invoice 12222323**

Article number Volvo:  Country of origin:

Article description:  Type of contract:  [Description](#)

Order number: 154236-000 Article number Supplier:

Despatch note:  Despatch note date:

Quantity:  \* Quantity/UoM:  \*

Price:  \* Unit of price:

Amount:

VAT rate:  \* [Description](#)

VAT Category:  \* [Description](#)

Additional expenses:

Expenses Vat rate:  [Description](#)

VAT Category:  [Description](#)

Additional expenses:

Amount:

Remove	Article number	Quantity	Price	Unit of price	Amount	Extra Type
<input type="checkbox"/>	<a href="#">3454553234</a>	50	50.00	1	2500.00	200.00 Packing
<b>Sum</b>					<b>2500.00</b>	

Figure 9 Invoice lines can be modified or deleted if needed

When having clicked the "Save" button at the previous screen, all information related to the invoice line will be put at the bottom of the page. If you want to change any of the invoice lines, click the article number to get the data back into the fields above to be able to change a value. Save the changes with the button "Save".

If you want to delete an invoice line, tick the box "Remove" to the left of the article and then click the button "Save".

**VOLVO** WebEDI ver 5.0

Partner: 99999 TESTPARTNER LEVERANTÖR 20/05/2009 10:49:00

**Enter invoice (NAP)** Step 3/4 ?

**Enter article information for invoice 122222323**

Article number Volvo:  Country of origin:

Article description:  Type of contract:  [Description](#)

Order number: 154236-000 Article number Supplier:

Despatch note:  Despatch note date:

Quantity:  \* Quantity/UoM:  \*

Price:  \* Unit of price:

Amount:

VAT rate:  \* **Additional expenses:**

VAT Category:  \* [Description](#) Expenses Vat rate:

VAT Category:  \* [Description](#) VAT Category:  [Description](#)

Additional expenses:  Additional expenses:

Amount:

Remove	Article number	Quantity	Price	Unit of price	Amount	Extra Type
<input type="checkbox"/>	<a href="#">3454553234</a>	50	50.00	1	2500.00	200.00 Packing
<b>Sum</b>					<b>2500.00</b>	

Figure 10 Fill in additional invoice lines

You can now continue to enter the next invoice line by adding information in the empty fields on this page. The **Despatch note** and **Despatch note date** are left from the previously entered articles to make it easier to add more lines. You have to change the information if it differs from the previously entered line information.

**VOLVO** WebEDI ver 5.0  
 Partner: 99999 TESTPARTNER LEVERANTÖR 20/05/2009 10:49:00

**Home Page**

- [-] Purchase order
- [-] Logistics
- [-] Technical
- [-] Financial
  - [-] Invoice
    - [-] Create
    - [-] In work
    - [-] Sent
  - [-] Despatch Invoice
  - [-] Order Invoice
- [-] Administration
- [-] Suppliers
- Contact**
- [-] Help

**Enter invoice (NAP)** Step 3/4 ?

**Enter article information for invoice 122222323**

Article number Volvo:  Country of origin:

Article description:  Type of contract:  [Description](#)

Order number: 154236-000 Article number Supplier:

Despatch note:  Despatch note date:

Quantity:  \* Quantity/UoM:  \*

Price:  \* Unit of price:

Amount:

VAT rate:  \* [Description](#)

VAT Category:  \* [Description](#)

**Additional expenses:**

Expenses Vat rate:  \*

VAT Category:  \* [Description](#)

Additional expenses:

Amount:

Remove	Article number	Quantity	Price	Unit of price	Amount	Extra Type
<input type="checkbox"/>	<a href="#">3454553234</a>	50	50.00	1	2500.00	200.00 Packing
<input type="checkbox"/>	<a href="#">3544657</a>	10	99.50	1	995.00	
<b>Sum</b>					<b>3495.00</b>	

Figure 11 When all lines are added click "Next"

When all lines are added and all amounts are correct you can proceed by clicking the "Next" button.

**VOLVO** WebEDI ver 5.0  
 Partner: 99999 TESTPARTNER LEVERANTÖR 20/05/2009 10:49:00

**Home Page**

- [-] Purchase order
- [-] Logistics
- [-] Technical
- [-] Financial
  - [-] Invoice
    - [-] Create
    - [-] In work
    - [-] Sent
  - [-] Despatch Invoice
  - [-] Order Invoice
- [-] Administration
- [-] Suppliers
  - [-] Contact
  - [-] Help

**Enter invoice (NAP)** Step 4/4 ?

**Totals for invoice 122222323**

Article total (excl. VAT)	3495.00
Total additional expenses	200.00
Total (excl. VAT)	3695.00
VAT 25%	923.75
VAT Total	923.75 SEK
<b>Total</b>	<b>4618.75 SEK</b>

Figure 12 Click "Adjust" to modify or click "Send invoice" to send the invoice to Volvo

In this step, you have the possibility to check the total amount of the invoice before it will be sent to Volvo.

<b>Article total (excl. VAT)</b>	The amount for the line items without VAT and additional expenses
<b>Total additional expenses</b>	Total additional expenses without VAT
<b>Total (excl. VAT)</b>	Total amount including additional expenses without VAT
<b>VAT 25%:</b>	VAT amount for percentage rate 25%
<b>VAT Total:</b>	Total VAT amount
<b>Total:</b>	Total invoice amount

If all amounts are correct, send the invoice to Volvo by clicking the button "Send invoice".

If you want to modify the created invoice, click the button "Adjust". This button will take you back to the first step, where you can correct the errors.

The screenshot displays the Volvo WebEDI interface. At the top, there is a header bar with the Volvo logo on the left, the text "Partner: 99999 TESTPARTNER LEVERANTÖR" in the center, and "WebEDI ver 5.0" and "20/05/2009 10:49:00" on the right. Below the header, a navigation menu is visible on the left side, listing various options: Home Page, Purchase order, Logistics, Technical, Financial, Invoice (with sub-options: Create, In work, Sent), Despatch Invoice, Order Invoice, Administration, Suppliers, Contact, and Help. The main content area features a dark blue bar with "Enter invoice" on the left and "Acknowledgement ?" on the right. Below this bar, a confirmation message reads: "Invoice number 122222323 has been transmitted to Volvo".

*Figure 13 Confirmation of the transmission*

After you have sent the invoice to Volvo, you will get a confirmation - "**Invoice number XXXXXX has been transmitted to Volvo**".

From here you can continue to enter a new invoice by clicking the link "**Create**", or choose to view the ones previously transmitted.

To view the transmitted invoices, click on "**Sent**" in the menu to the left and select the requested invoice in the list.



<b>Web INVOICE</b>	12222323	<b>Invoice date</b>	2009-05-20
<b>Customer</b>		<b>Seller</b>	
<b>Supplier customer no:</b>	43587	<b>Supplier No.:</b>	43587
<b>Ship-to:</b>	1622		
VOLVO POWERTRAIN SKÖVDE Volvo Lastvagnar Göteborg S-541 87 SKÖVDE Sweden		TESTPARTNER LEVERANTÖR Volvo IT 40508 göteborg Sweden	
<b>Buyer</b>		<b>Official address:</b>	address1
<b>Bill to address:</b>	2856	<b>Bank:</b>	Deutsche Bank
Volvo Powertrain Corporation		<b>Account holder name:</b>	Firma AB
SE 405 08 GOTHENBURG SWEDEN		<b>Bank account:</b>	8105951394563
<b>VAT no:</b>	SE556000075301	<b>VAT no:</b>	5678965432
		<b>Invoicing currency:</b>	SEK

<b>Your ref:</b>	Leif Sjö	<b>Our ref:</b>	Maria Larsson
<b>Dept:</b>	28112	<b>Dept:</b>	Ekonomi avd.
<b>Phone:</b>	+46 3155556666	<b>Phone:</b>	+46 32506483
<b>Mail:</b>	leif.sjo@email.com	<b>Mail:</b>	maria.larsson@mail.com
<b>Purchase order number:</b>	154236-000		

Volvo Article No. Purchase order Quantity/UoM Add. Charge	Suppliers Article no Description Despatch note Price	Despatch date Unit of Price	VAT %	Country of origin Type of contract Vat amount	Amount	VAT Category
1 3454553234 154236-000 50 PCE	description 47887 50.00	2009-05-20 1 PCE	25.00 25.00	625.00 50.00	2500.00 200.00	5 5
2 3544657 154236-000 10 PCE	100683 Desc 47887 99.50	2009-05-20 1 PCE	25.00	SE 248.75	995.00	5
<b>VAT Summary</b>		<b>VAT</b> 25%		<b>Taxable amount</b> 3695.00	<b>Vat amount</b> 923.75	<b>VAT Category</b> 5
<b>Invoice Summary</b>						
<b>Total line items amount</b>	<b>Total add. amount</b>	<b>Invoice curr.</b> Home curr.	<b>Tot taxable amount</b>	<b>Tot tax amount</b>	<b>Tot exempt amount</b>	<b>Tot non-tax amount</b>
3495.00	200.00	SEK	3695.00	923.75	0.00	0.00
						<b>Tot inv. amount</b> 1123.75

Figure 14 Invoices can be printed or saved as a file

Here is the invoice you have entered. It can be printed or saved as a file on your local computer.

The invoices will be available in the "Sent" folder for 150 days.