

Electronic Invoice and Evidence Portal

User Guide

12 October 2011

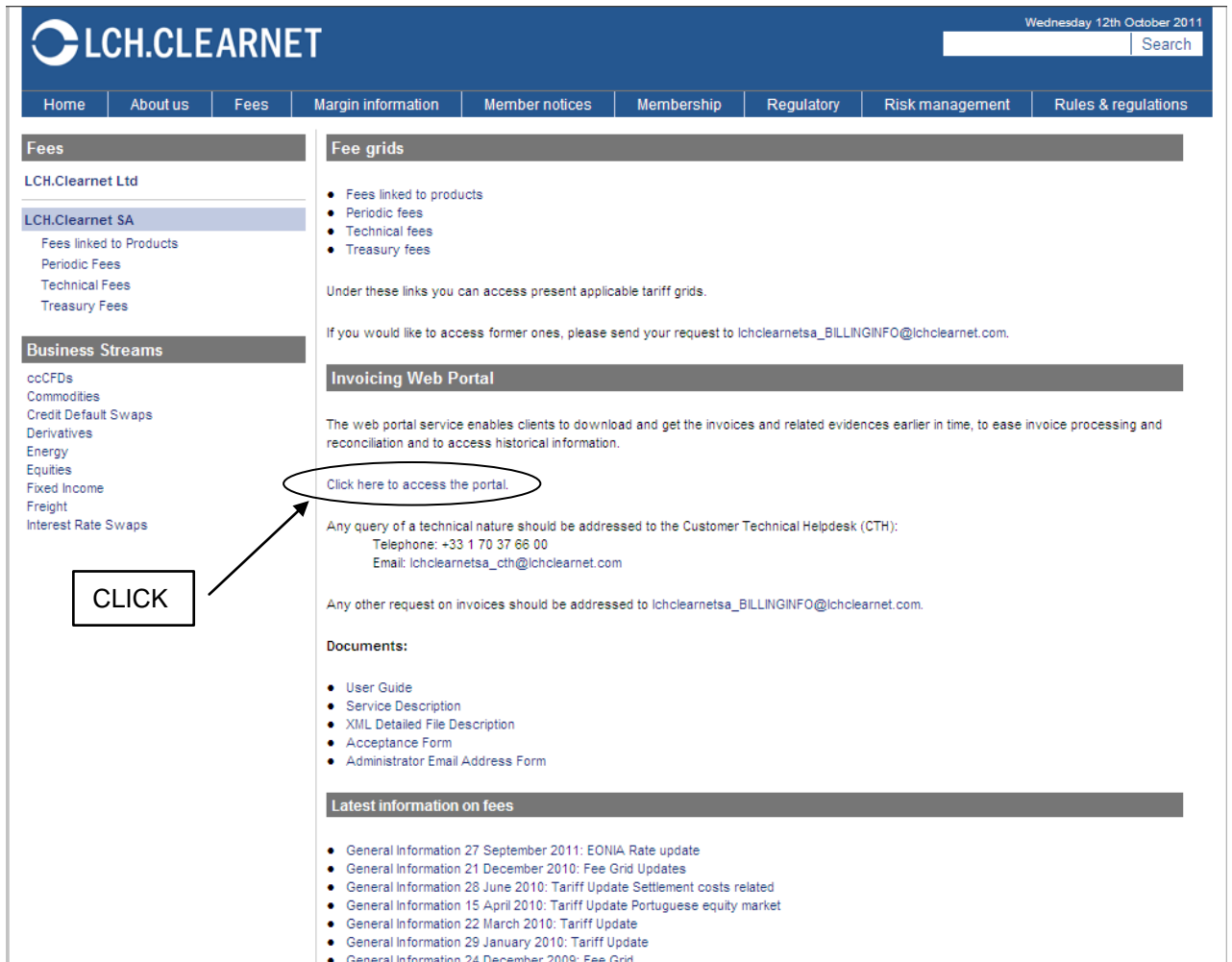
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1 Connection

The login page can be directly reached at the following address: <https://lchclearnet.sakarah.eu/>

Alternatively, it is accessible from the LCH.Clearnet web site, click the “Fees” tab and then click in the upper left hand side section “LCH.Clearnet SA” . The page below will be display. Click where shown.



LCH.CLEARNET Wednesday 12th October 2011

Home About us Fees Margin information Member notices Membership Regulatory Risk management Rules & regulations

Fees

LCH.Clearnet Ltd

LCH.Clearnet SA

- Fees linked to Products
- Periodic Fees
- Technical Fees
- Treasury Fees

Business Streams

- ccCFDs
- Commodities
- Credit Default Swaps
- Derivatives
- Energy
- Equities
- Fixed Income
- Freight
- Interest Rate Swaps

Fee grids

- Fees linked to products
- Periodic fees
- Technical fees
- Treasury fees

Under these links you can access present applicable tariff grids.

If you would like to access former ones, please send your request to Ichclearnetsa_BILLINGINFO@lchclearnet.com.

Invoicing Web Portal

The web portal service enables clients to download and get the invoices and related evidences earlier in time, to ease invoice processing and reconciliation and to access historical information.

[Click here to access the portal.](#)

Any query of a technical nature should be addressed to the Customer Technical Helpdesk (CTH):
Telephone: +33 1 70 37 66 00
Email: Ichclearnetsa_cth@lchclearnet.com

Any other request on invoices should be addressed to Ichclearnetsa_BILLINGINFO@lchclearnet.com.

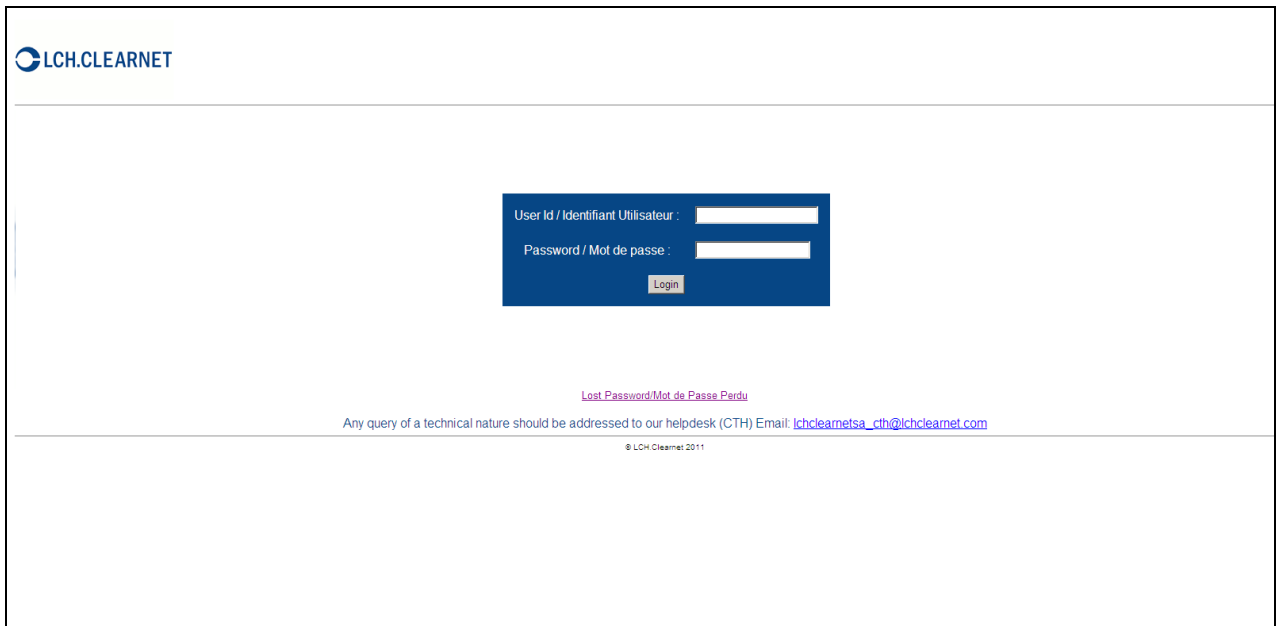
Documents:

- User Guide
- Service Description
- XML Detailed File Description
- Acceptance Form
- Administrator Email Address Form

Latest information on fees

- General Information 27 September 2011: EONIA Rate update
- General Information 21 December 2010: Fee Grid Updates
- General Information 28 June 2010: Tariff Update Settlement costs related
- General Information 15 April 2010: Tariff Update Portuguese equity market
- General Information 22 March 2010: Tariff Update
- General Information 29 January 2010: Tariff Update
- General Information 24 December 2009: Fee Grid

The portal login page displays as follows:



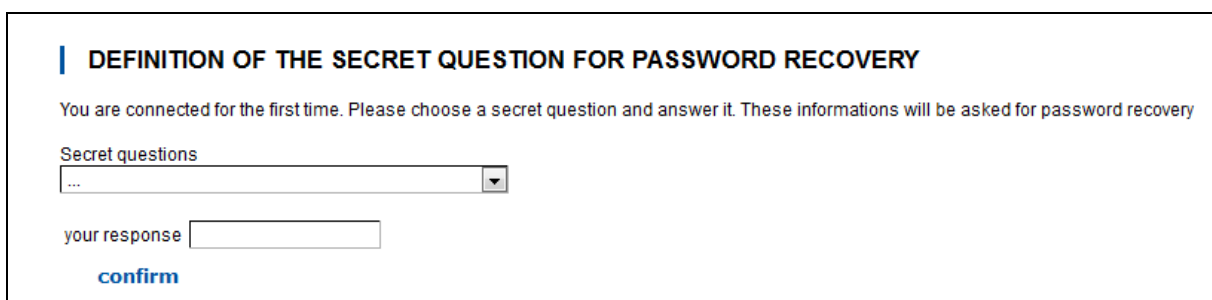
The screenshot shows the LCH.CLEARNET login page. At the top left is the LCH.CLEARNET logo. In the center, there is a blue login box with two input fields: "User Id / Identifiant Utilisateur :" and "Password / Mot de passe :". Below these fields is a "Login" button. Below the login box, there is a link for "Lost Password/Mot de Passe Perdu" and a note: "Any query of a technical nature should be addressed to our helpdesk (CTH) Email: lchclearnetsa_cth@lchclearnet.com". At the bottom, there is a small copyright notice: "© LCH Clearnet 2011".

Enter your User Id and your password and click “Login”. In the case this is not your initial login you will enter the system and arrive at the “General Dashboard” page. If this is your first login, the system will successively require you to:

- Choose and set the answer to your secret question; you will have to answer this secret question to reset your password in case of lost password (see section 2 below)
- Change your password

1.1 Choose and set secret question

After clicking the “Login” button, you are taken to the following page:



The screenshot shows the "DEFINITION OF THE SECRET QUESTION FOR PASSWORD RECOVERY" page. The page title is "DEFINITION OF THE SECRET QUESTION FOR PASSWORD RECOVERY". Below the title, there is a message: "You are connected for the first time. Please choose a secret question and answer it. These informations will be asked for password recovery". There is a "Secret questions" dropdown menu with a downward arrow. Below the dropdown menu, there is a text input field labeled "your response". At the bottom, there is a "confirm" button.

Choose your secret question from the picklist:

DEFINITION OF THE SECRET QUESTION FOR PASSWORD RECOVERY

You are connected for the first time. Please choose a secret question and answer it. These informations will be asked for password recovery

Secret questions

...

What is your favorite car brand ?

What is your favorite hobby ?

Who is your favorite singer ?

What was the place of your last vacation ?

What is your favorite animal ?

What is the name of your favorite pet ?

What is the name of the athlete you most admire ?

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Then, enter your answer to the selected question as shown below:

DEFINITION OF THE SECRET QUESTION FOR PASSWORD RECOVERY

You are connected for the first time. Please choose a secret question and answer it. These informations will be asked for password recovery

Secret questions

What is your favorite animal ?



your response

confirm

When clicking “Confirm” you will be prompted by the system to change your password as explained in the next session.

1.2 Change password

Upon first connection, immediately after choosing and setting the secret question, the user is prompted to change the password. Thereafter, the user will be prompted to change the password on a periodic basis.


LCHclearnetSA


Parameters Services Dashboards
Logout [LCHSAC810024]

CHANGE THE PASSWORD

Old password

New password

Confirm password

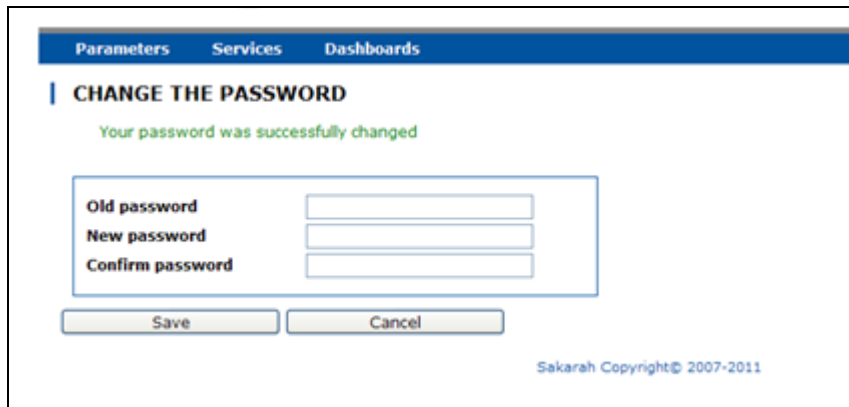
Sakarrah Copyright© 2007-2011

Enter the old password, the new password and confirm the new password.

A strong password is required: 8 digits minimum containing at least:

- One upper case letter(s);
- One lower cases letter(s);
- One numeric figure(s);
- One special character(s).

Click on "Save" button and the confirmation of the modification will appear on screen.

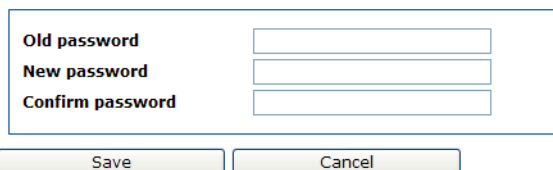


The menu bar is active and you can proceed with the navigation in the portal.

In case of error on the new password, this error message will be displayed

CHANGE THE PASSWORD

Your password is not valid. It must contain : - at least 8 characters - at least 1 lower case alphabetical character (a to z) - at least 1 upper case alphabetical character (A to Z) - at least 1 numeric character (0 to 9) - at least 1 special character (@{ } () , ; : ? # \$ % ^ & + = ! * _ -).



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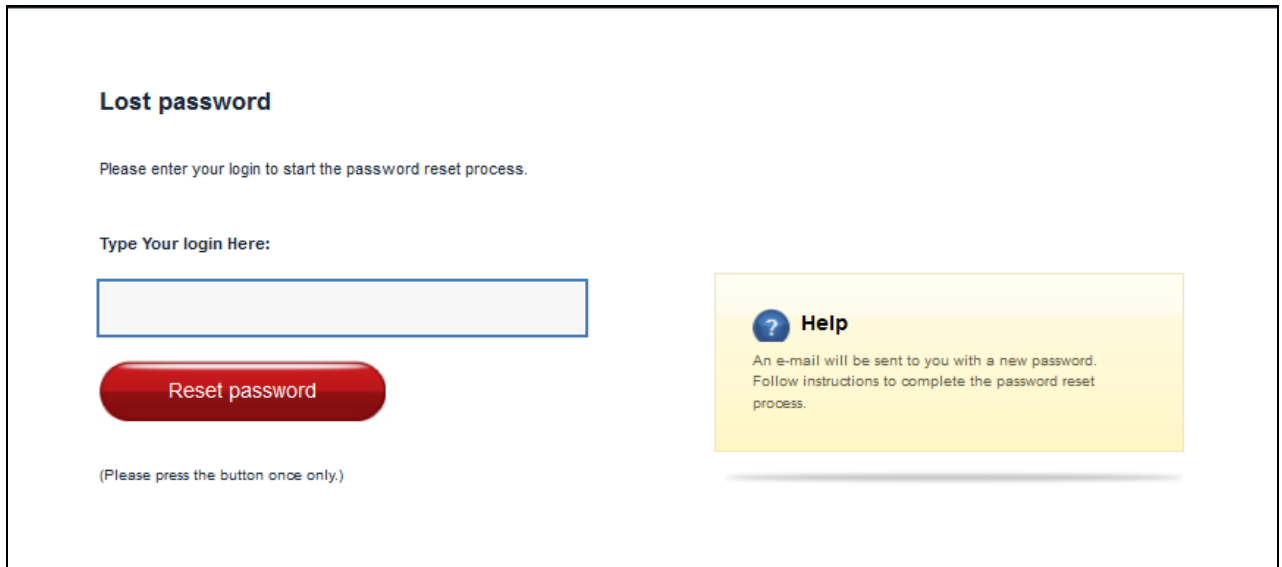
Notes about password:

- A password is valid for 90 days
- 15 days before expiration, a notification is displayed to inform the user that the password must be changed
- Three different passwords must be used before an old password can be re-used
- A user account is blocked after 6 unsuccessful login attempts

2 Lost Password

In the event you have lost your password, a new password must be obtained as described in the following procedure.

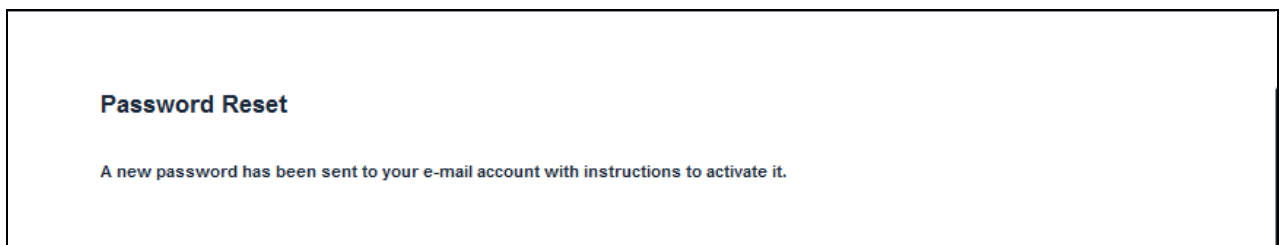
In the login page, click “Lost Password / Mot de Passe Perdu ». The page below will be displayed:



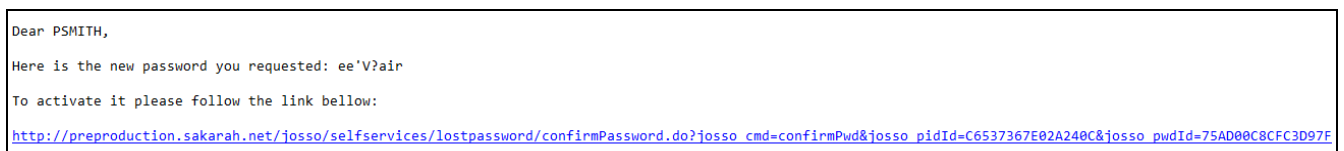
Enter you login and click “Reset password” The scree below will show up asking you to answer the secret question you have formerly chosen as described in section 1.1:



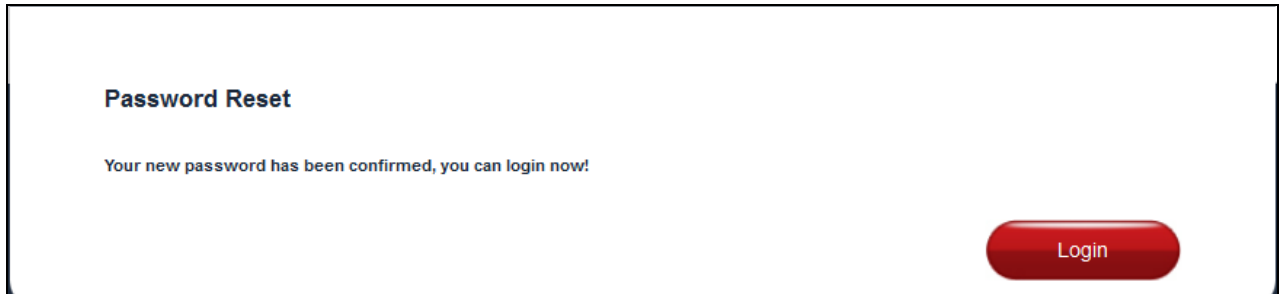
Type the answer and click “Reset Password”. The following message will be displayed:



The system generates a new password and sends an e-mail the e-mail address linked to your User Id:



You then need to activate the new password. To do so, you must first click the link contained in the e-mail and the page below will be displayed in your browser:

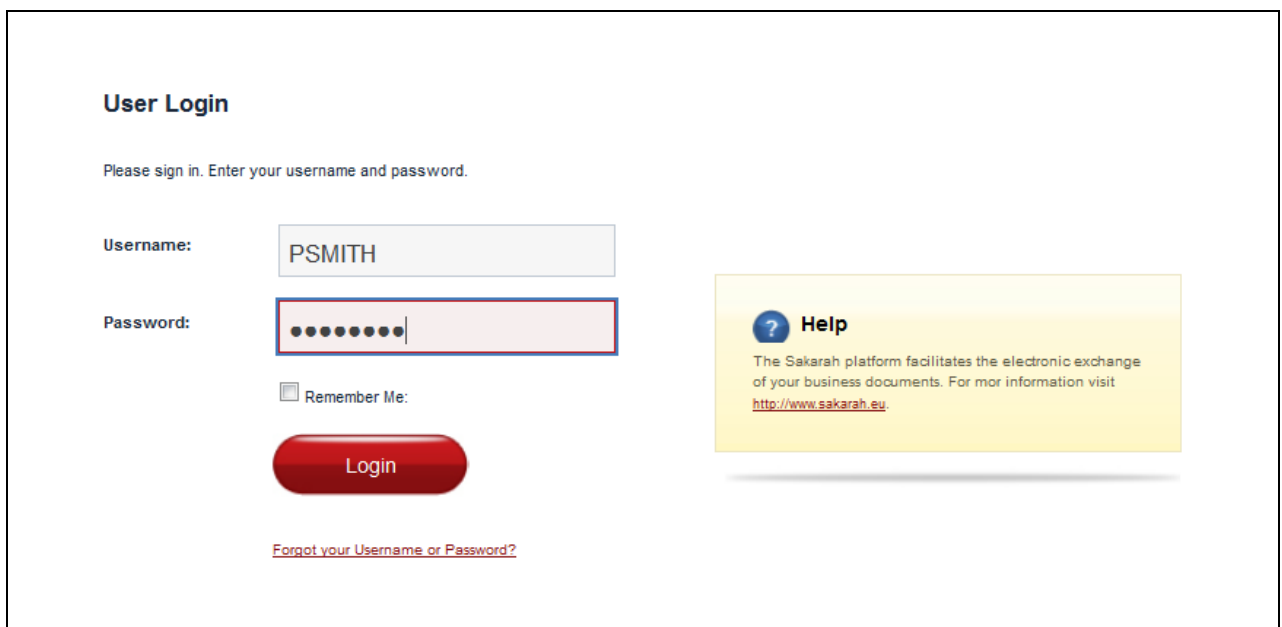


Password Reset

Your new password has been confirmed, you can login now!

Login

Click the "Login" button and the page below will be displayed:



User Login

Please sign in. Enter your username and password.

Username: PSMITH

Password: [masked]

Remember Me:

Login

[Forgot your Username or Password?](#)

Help

The Sakarah platform facilitates the electronic exchange of your business documents. For mor information visit <http://www.sakarah.eu>.

Enter your User Id and the new password contained in the e-mail, then click the "Login" button. You new password is then activated and you enter the system ("General Dashboard" main page).

3 User Management

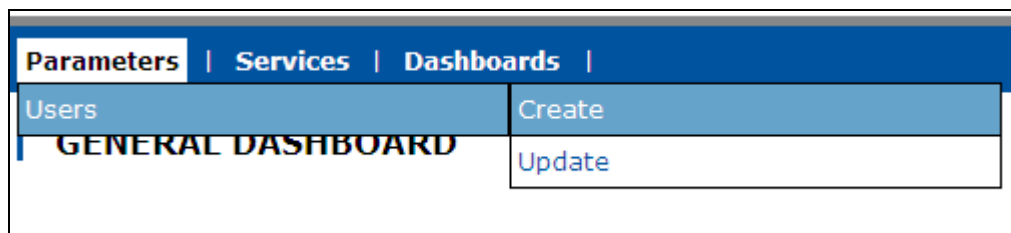
The functions described in this “User Management” section are available only to the client account administrator appointed by your organisation.

At anytime you can come back to the general portal screen by clicking on the Sakarah logo



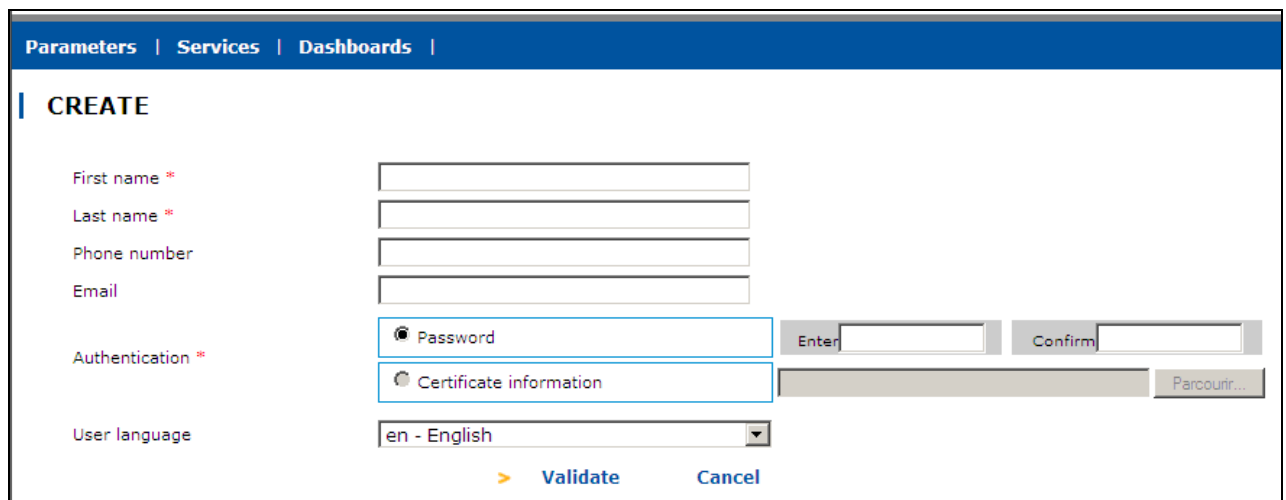
3.1 User Creation

To create a user, select “Parameters” then “Users” and click “Create”.



3.1.1 User's Information

Key in the various fields and click “Validate” to confirm the creation.



The screenshot shows the 'CREATE' user form. It includes the following fields and options:

- First name *
- Last name *
- Phone number
- Email
- Authentication *
 - Password
 - Certificate information
- User language: en - English

Buttons: Enter, Confirm, Parcourir..., Validate, Cancel.

3.1.2 Profile and authorisations

After clicking “Validate” to create the user, the User Authorisation page appears. The various user rights are grouped by category. To select an authorisation, click the corresponding checkbox.

For a normal use of the portal, the rights must be ticked as follows:

USER AUTHORISATION

Last name: MARTIN
 First name: Frank
 User ID: FMART11

[Validate](#)

My invoices - Suppliers
 Invoices download

Subscriber binder
 Consult

My invoices - Customers
 Consult Invoice File

Users
 Create Update
 Delete Consult
 Password update

[Validate](#)

Check this box

Please, remember to tick the “Password Update” box. Otherwise, the user will be unable to change his/her password when requested by the system upon initial login.

Click “Validate” and the page below appears. It contains the list of users, including the new created one.

Parameters | Services | Dashboards |

MANAGE USERS

First name:
 Last name:
 User ID:

> Search

USER LIST

Results 1 - 2 of 2

Last name	First name	User ID	Status	Action
LCHSA	C810024	LCHSAC810024	Active	
ROMAIN	PARSY	PROMAI	Active	

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Business rule:

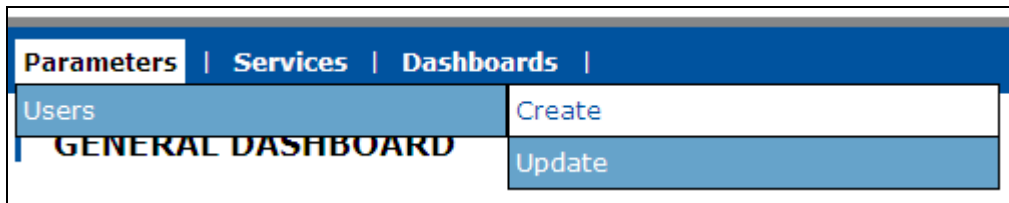
The user ID is automatically generated by the system. It is made up of the first letter of the first name, the first five letters of the surname followed by a sequential number. Letters with an accent or figure are replaced by an "X".

3.2 User Search

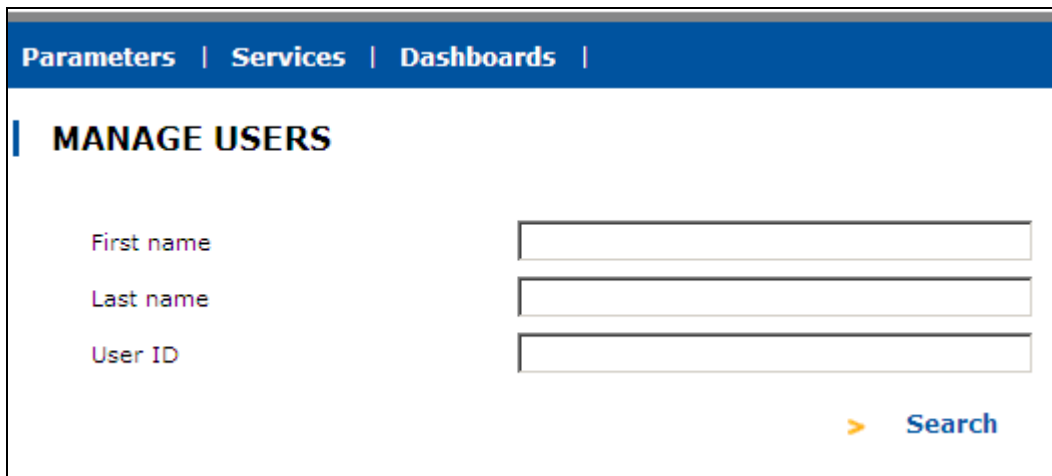
At anytime you can come back to the general portal screen by clicking on the Sakarah logo



To search a user, select "Parameters", then "Users" and click "Update".



The screen below will appear:



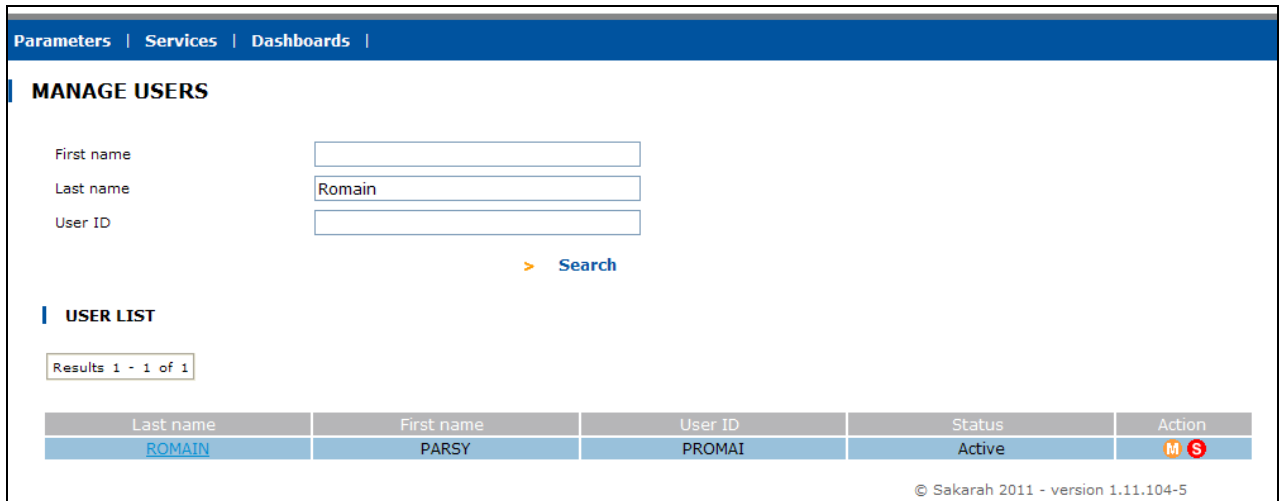
Detailed Search

There are 3 criteria to search a user:



- First name
- Last name
- User ID

You can populate or several of the fields and validate by clicking “Search”

The results will be listed as shown in the screen below:



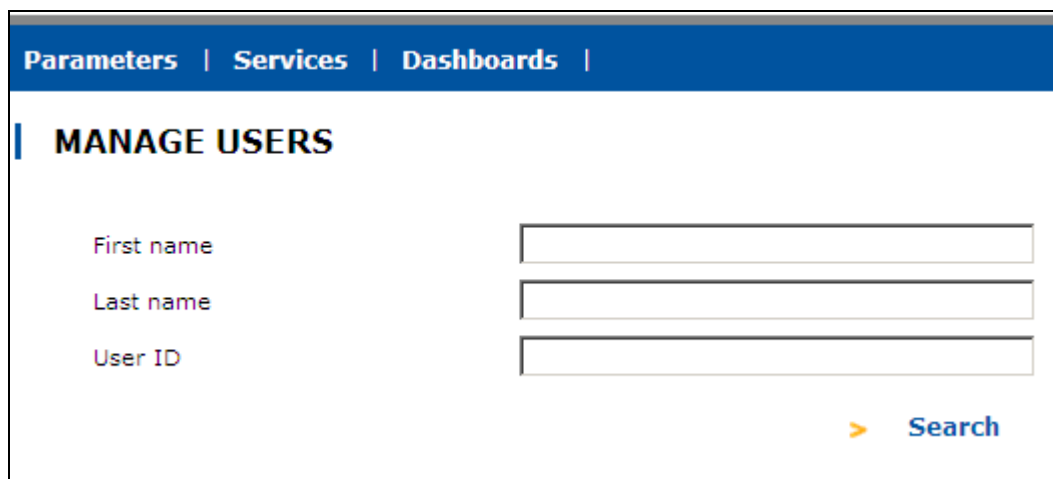
The screenshot shows the 'MANAGE USERS' interface. At the top, there is a navigation bar with 'Parameters | Services | Dashboards |'. Below this, the 'MANAGE USERS' section contains three input fields: 'First name', 'Last name' (with the value 'Romain'), and 'User ID'. A 'Search' button with a right-pointing arrow is located below the fields. Underneath, the 'USER LIST' section shows 'Results 1 - 1 of 1'. A table displays the search results:

Last name	First name	User ID	Status	Action
ROMAIN	PARSY	PROMAI	Active	 

At the bottom right of the interface, the text '© Sakarah 2011 - version 1.11.104-5' is visible.

Search by List

Click “Search” while none of the field is populated



The screenshot shows the 'MANAGE USERS' interface with all three search fields ('First name', 'Last name', and 'User ID') empty. The 'Search' button is visible at the bottom right.

All existing users including the administrator will be listed as shown in the screen below :

Parameters | Services | Dashboards |

MANAGE USERS

First name

Last name

User ID

> Search

USER LIST

Results 1 - 2 of 2

Last name	First name	User ID	Status	Action
LCHSA	C810024	LCHSAC810024	Active	
ROMAIN	PARSY	PROMAI	Active	

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Lookup User

To look up a user, first search the user following one of the methods described formerly.

Click in the last name column of the desired line. The following screen will appear:

Parameters | Services | Dashboards |

CONSULT

Last name

First name

User ID

Status

Comment

Phone number

Email

Authentication

User language

Creation date

Last modification date

> **Modify** > **Next**

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Click "Next" to look up the user authorisations:

USER AUTHORISATION

Last name: MARTIN
 First name: Frank
 User ID: FMART11

[Validate](#)

My invoices - Suppliers
 Invoices download

Subscriber binder
 Consult

My invoices - Customers
 Consult Invoice File

Users
 Create Update
 Delete Consult
 Password update

[Validate](#)

Click "Back to List" takes you back to the user list:

Parameters | Services | Dashboards |

MANAGE USERS

First name:
 Last name:
 User ID:

[> Search](#)

USER LIST

Results 1 - 2 of 2

Last name	First name	User ID	Status	Action
LCHSA	C810024	LCH5AC810024	Active	M
ROMAIN	PARSY	PROMAI	Active	M S

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3.3 Update user

To update a user, first search the user following one of the methods described formerly. Depending on the used method and criteria, you obtain a list of users such as the list below:

Parameters | Services | Dashboards |

MANAGE USERS

First name



Last name

User ID


> Search

USER LIST

Results 1 - 2 of 2

Last name	First name	User ID	Status	Action
LCHSA	C810024	LCHSAC810024	Active	
ROMAIN	PARSY	PROMAI	Active	

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Click the icon  and the following screen will appear:

Parameters | Services | Dashboards |

CONSULT

Last name

First name

User ID

Status Active

Comment

Phone number

Email

Authentication

User language

Creation date

Last modification date

> **Modify** > Next

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Click "Modify" choose. The screen below is displayed:

MODIFY USER

First name	<input type="text" value="PARSY"/>
Last name	<input type="text" value="ROMAIN"/>
Status	Suspended <input type="checkbox"/>
Comment	<input type="text"/>
Phone number	<input type="text"/>
Email	<input type="text" value="romain.parsy@lchclearnet.com"/>
Authentication	<input checked="" type="checkbox"/> Password <input type="password" value="Enter"/> <input type="password" value="Confirm"/>
Certificate information	<input type="text"/> <input type="button" value="Parcourir..."/>
User language	<input type="text" value="en - English"/>

> **Validate**

© Sakarah 2011 - version 1.11.104-5

Any data can be amended, including the password if needed. Clicking “Validate” will bring up the next screen below:

USER AUTHORISATION

Last name	<input type="text" value="MARTIN"/>
First name	<input type="text" value="Frank"/>
User ID	<input type="text" value="FMART11"/>

Validate

<input type="text" value="My invoices - Suppliers"/>	<input checked="" type="checkbox"/>
<input type="text" value="Invoices download"/>	<input checked="" type="checkbox"/>
<input type="text" value="Subscriber binder"/>	<input checked="" type="checkbox"/>
<input type="text" value="Consult"/>	<input checked="" type="checkbox"/>
<input type="text" value="My invoices - Customers"/>	<input checked="" type="checkbox"/>
<input type="text" value="Consult Invoice File"/>	<input checked="" type="checkbox"/>
<input type="text" value="Users"/>	<input type="checkbox"/>
<input type="text" value="Create"/>	<input type="checkbox"/>
<input type="text" value="Delete"/>	<input type="checkbox"/>
<input type="text" value="Password update"/>	<input checked="" type="checkbox"/>
<input type="text" value="Update"/>	<input type="checkbox"/>
<input type="text" value="Consult"/>	<input checked="" type="checkbox"/>

Validate

User authorisations can be modified as needed. Clicking “Validate” saves the changes.

4 Invoice and Documents Management

At anytime you can come back to the general portal screen by clicking on the Sakarah logo

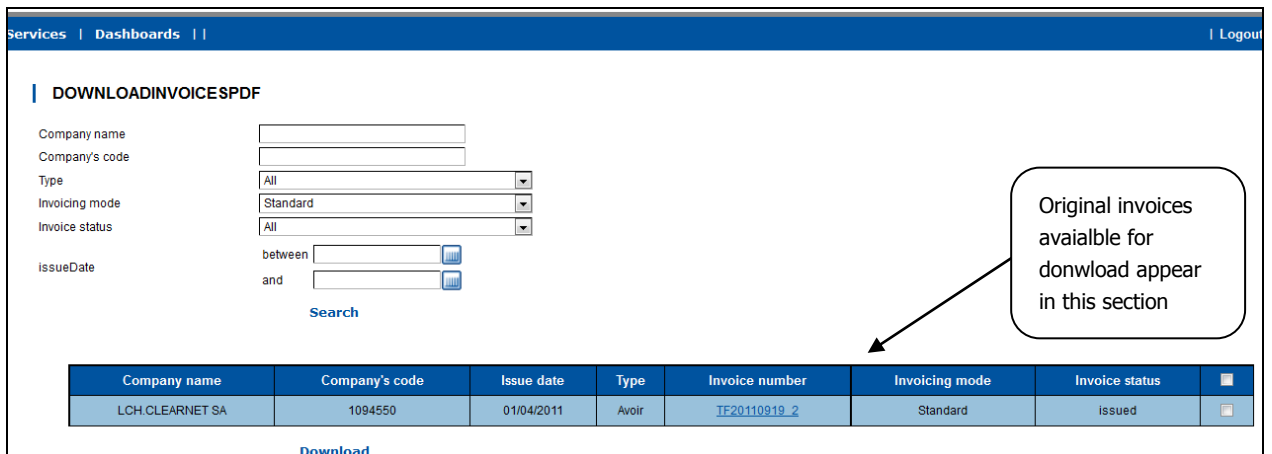
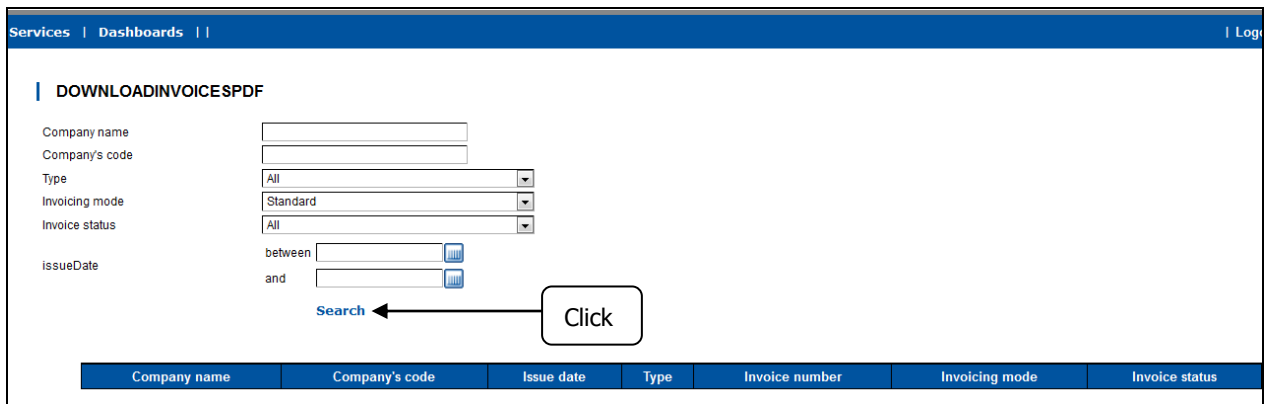
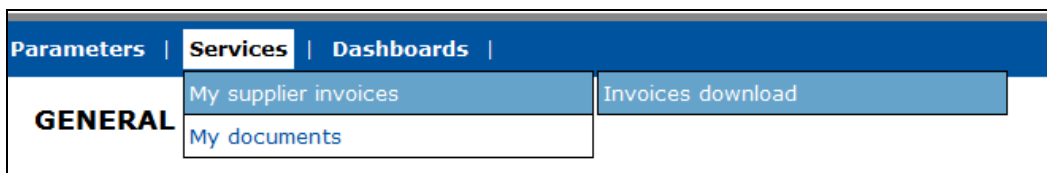


4.1 View/Download Original Invoice

This function is only accessible to clients that have accepted dematerialized invoices.

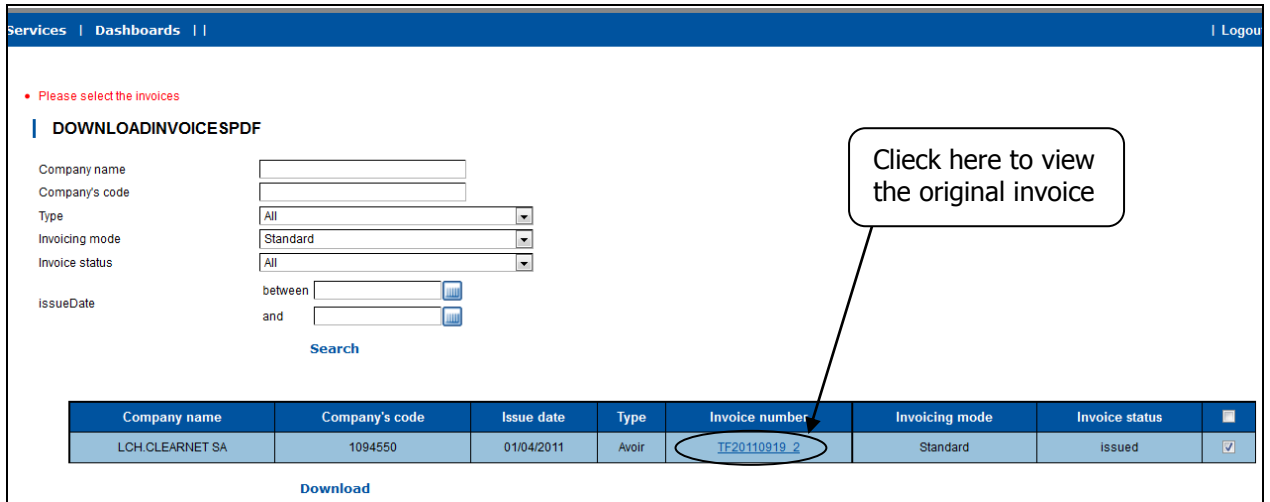
Logging on the platform:

After logging in the portal, you need to go through the following steps:



4.1.1 View Original Invoice

The action described below will result in displaying the original invoice but not in downloading it.



Services | Dashboards | | Logout

• Please select the invoices

DOWNLOADINVOICESPDF

Company name

Company's code

Type

Invoicing mode

Invoice status

issueDate between and

Search

Company name	Company's code	Issue date	Type	Invoice number	Invoicing mode	Invoice status	
LCH.CLEARNET SA	1094550	01/04/2011	Avoir	TF20110919_2	Standard	issued	<input checked="" type="checkbox"/>

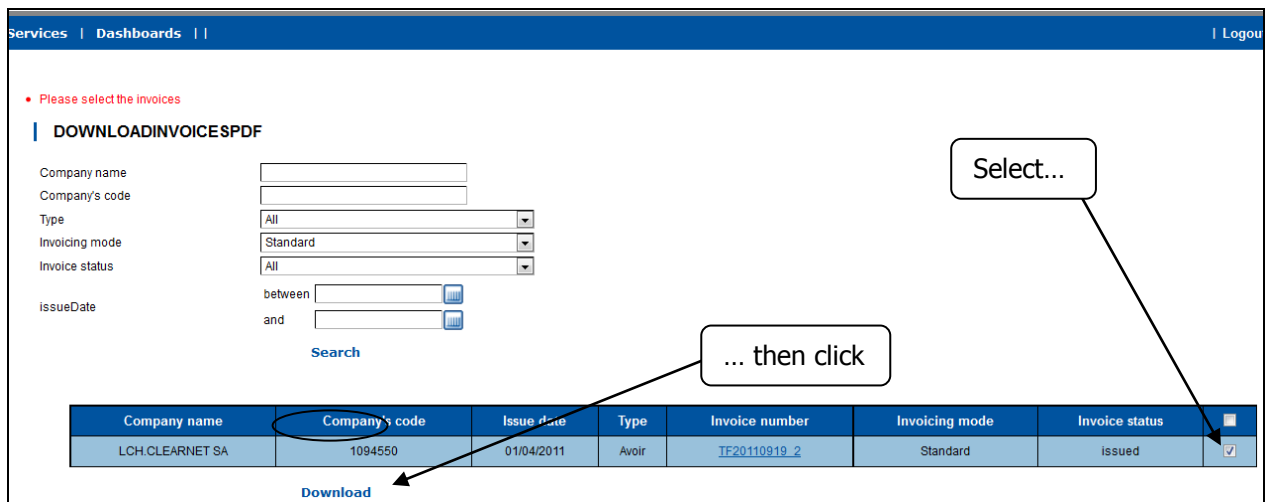
Download

4.1.2 Download Original Invoice

Method 1: Download original invoices from the portal

To download the original invoices, please follow the instructions below:

Step1



Services | Dashboards | | Logout

• Please select the invoices

DOWNLOADINVOICESPDF

Company name

Company's code

Type

Invoicing mode

Invoice status

issueDate between and

Search

Company name	Company's code	Issue date	Type	Invoice number	Invoicing mode	Invoice status	
LCH.CLEARNET SA	1094550	01/04/2011	Avoir	TF20110919_2	Standard	issued	<input checked="" type="checkbox"/>

Download

Step2

The screenshot shows a web application interface with a search form and a table of invoices. A dialog box titled "Ouverture de facture_19-09-2011.zip" is open, asking the user to choose how to open the file. The "Enregistrer le fichier" option is selected, and a callout box points to it with the text "Download the original invoice".

DOWNLOADINVOICESPDF

Company name:
 Company's code:
 Type:
 Invoicing mode:
 Invoice status:
 IssueDate: between and

Company name	Company's code	Issue date	Type	Invoice number	Invoicing mode	Invoice status	
LCH.CLEARNET SA	1094550	01/04/2011	Avoir	TF20110919_2	Standard	issued	<input checked="" type="checkbox"/>

Dialog box: "Ouverture de facture_19-09-2011.zip"
 Vous avez choisi d'ouvrir
 facture_19-09-2011.zip
 qui est un fichier de type : IZArc ZIP Archive
 à partir de : http://preproduction.sakarah.net
 Que doit faire Firefox avec ce fichier ?
 Ouvrir avec IZArc Archiver (défaut)
 Enregistrer le fichier
 Toujours effectuer cette action pour ce type de fichier.

Callout: "Download the original invoice"

Then select the location and click "Save".

The screenshot shows a Windows file explorer window titled "Enregistrer sous". The "Enregistrer dans" field is set to "Mes documents". The file list shows several folders and files, including "072011_DRVRECAP_INVOICELCHCLEARNETSA_701.zip" and "072011_TREASURY_INVOICELCHCLEARNETSA_695.zip". The "Nom du fichier" field contains "002092603.zip" and the "Type" is set to "Dossier compressé". A callout box points to the "Enregistrer" button with the text "click".

Enregistrer sous

Enregistrer dans :

M-Files (F:)
 Bureau
 Mes documents
 Poste de travail
 Favoris réseau

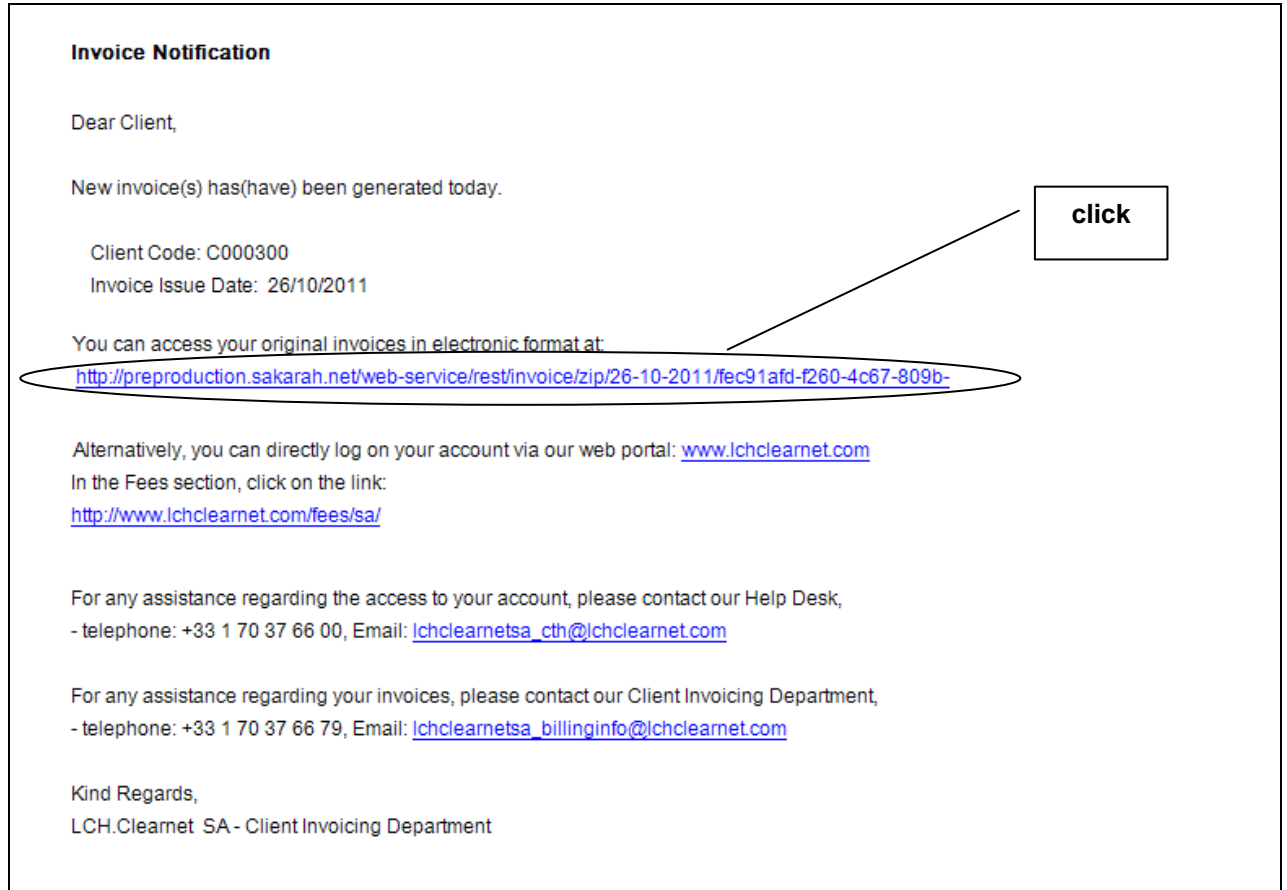
072011_DRVRECAP_INVOICELCHCLEARNETSA_701
 072011_TREASURY_INVOICELCHCLEARNETSA_695
 Business Objects 5.0
 Dominique
 guillaume
 Ma musique
 Mes images
 My Executive Viewer Views
 My Received Files
 My SAS Files
 072011_DRVRECAP_INVOICELCHCLEARNETSA_701.zip
 072011_TREASURY_INVOICELCHCLEARNETSA_695.zip
 archive.zip
 Fees_MOA
 Finance_Facturation

Nom du fichier :
 Type :

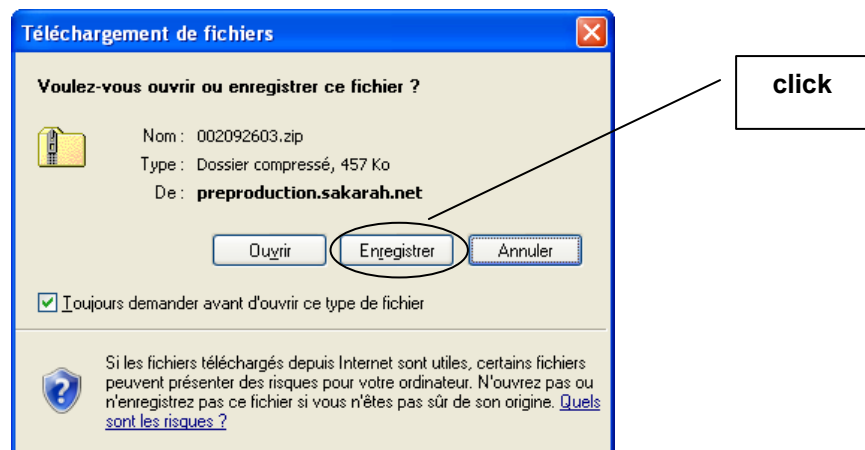
Callout: "click"

Method 2: Clicking the link in the notification email

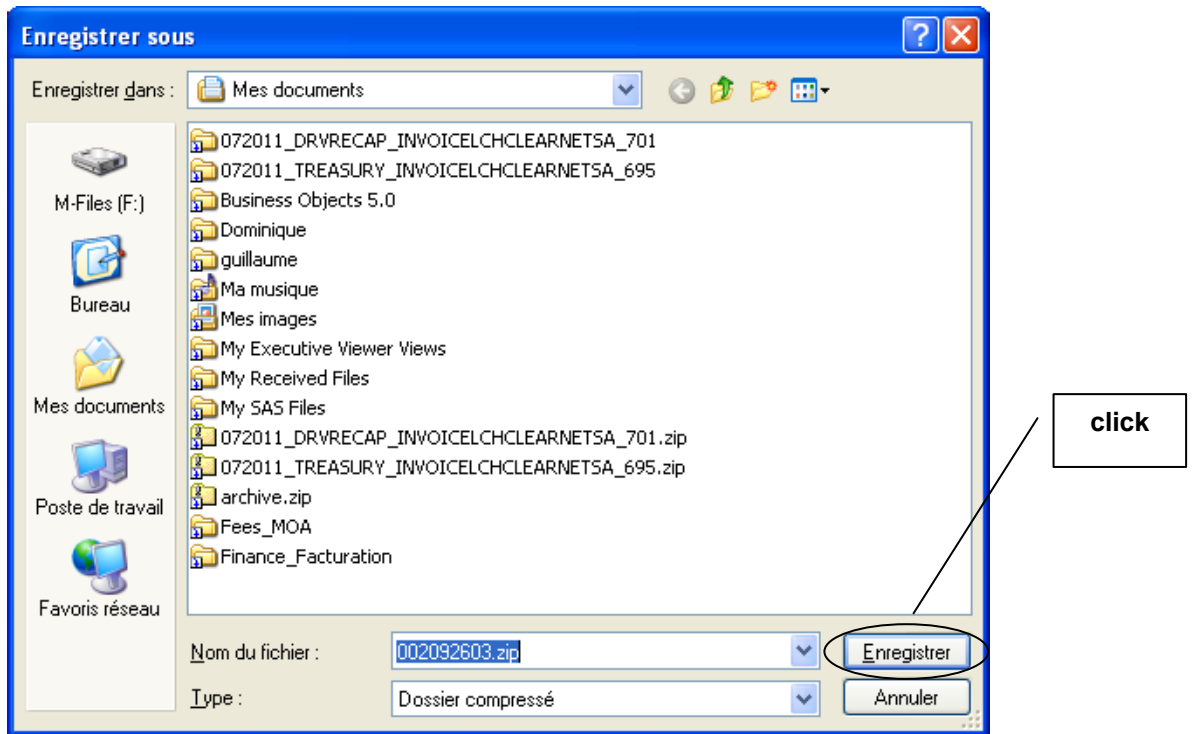
Each day one or several invoices have been generated, the client receives a notification e-mail. New original invoices can be downloaded by clicking the link contained in the e-mail as follows:



After clicking the link, a dialog box will open asking what you want to do with the file. Click the "Save" button.



Then another window will open. In this window, select the location on your system or the network where you want to save the file and then click “Save”.



A ZIP file containing all of the original invoices that have not been downloaded yet will be saved at the selected location where you want to save the invoice on your system or network.

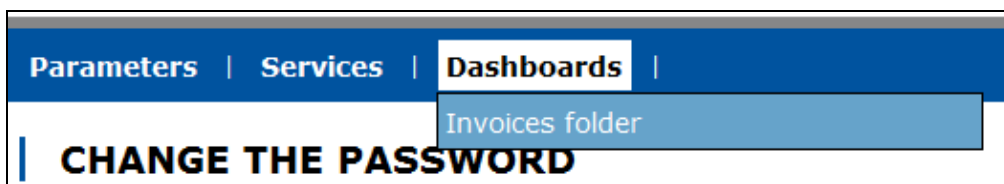
Important Note:

- It should be noted that no matter the selected method, original invoices can be downloaded only **once**. When the original invoice(s) has/have been downloaded by the client, they are no longer available and only invoice duplicates are available on the portal.
- Original invoices should be stored in a **secure location** for future use as they cannot be downloaded again.

4.2 View/Download Invoice Duplicates

Important Note :

An invoice duplicate is not available as long as the original invoice has not been downloaded. It is only when the original invoice has been downloaded that the invoice duplicate becomes available on the portal.



INVOICE FILES LIST

Add filters to invoices search ▼

Suppliers invoices

Results 1 - 3 on 3 << < 1 > >>

Subscriber Name	Company code	Issue date	Invoice Reference	Total including VAT	Status
LCH.CLEARNET SA	1094550	Thursday, July 7, 2011	F19	EUR2,952.92	Integrated
LCH.CLEARNET SA	1094550	Thursday, July 7, 2011	F18	EUR2,631.20	Integrated
LCH.CLEARNET SA	1094550	Thursday, July 7, 2011	F17	EUR1,674.40	Integrated

Select the invoice by clicking the corresponding line

INVOICE FILES LIST

Add filters to invoices search ▼

Suppliers invoices

Results 1 - 3 on 3 << < 1 > >>

Subscriber Name	Company code	Issue date	Invoice Reference	Total including VAT	Status
LCH.CLEARNET SA	1094550	Thursday, July 7, 2011	F19	EUR2,952.92	Integrated
LCH.CLEARNET SA	1094550	Thursday, July 7, 2011	F18	EUR2,631.20	Integrated
LCH.CLEARNET SA	1094550	Thursday, July 7, 2011	F17	EUR1,674.40	Integrated

CONSULT INVOICE

Main invoice information

Supplier company name	LCH.CLEARNET SA
Invoice number	F19
Invoice date	Thursday, July 7, 2011
Net to pay amount	EUR2,952.92

[More information](#)

Status


Value	Integrated
Status date	Thursday, July 7, 2011
Done by	TESTCLT1 LCHSA

[Back to the invoices list](#)

Issued

Integrated

Invoice and attachments

 [Duplicate invoice in PDF format](#)

Click « Duplicate invoice in PDF format ».


Parameters Services Dashboards
Logout [LCH]

CONSULT INVOICE

Main invoice information

File Download

Do you want to open or save this file?



Name: invoice.pdf

Type: Adobe Acrobat Document, 25,2KB

From: **preproduction.sakarah.net**

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Status

Value	Integrated
Status date	Friday, 29 July 2011
Done by	C005920 LCHSA

[Back to the invoices list](#)

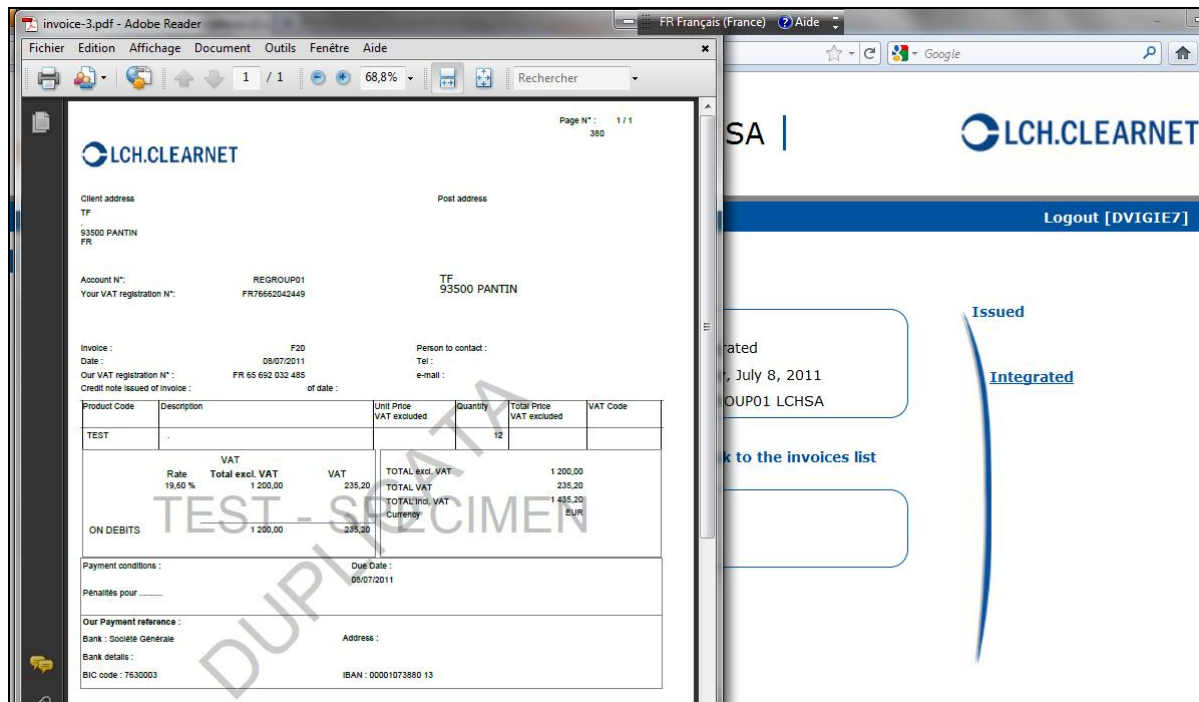
Issued

Integrated

Sakarah Copyright© 2007-2011

To **view** the invoice duplicate, click "Open" and OK

To **download** the invoice duplicate, click « Save" and OK



4.2.1 Filter Invoice

Select "Add filters to invoices search"

Parameters Services Dashboards Logout [LCHSAC810024]

INVOICE FILES LIST

Add filters to invoices search ▾

Suppliers invoices

Results 1 - 5 on 5 <<< 1 >>>

Subscriber Name	Company code	Issue date	Invoice Reference	Total including VAT	Status
LCH.CLEARNET SA	1094550	Monday, August 8, 2011	FV31-1107-03257	EUR200.00	Integrated
LCH.CLEARNET SA	1094550	Monday, August 8, 2011	FV31-1107-03127	EUR700.00	Integrated
LCH.CLEARNET SA	1094550	Monday, August 8, 2011	FV31-1107-02979	EUR1,625.10	Integrated
LCH.CLEARNET SA	1094550	Monday, August 8, 2011	FV34-1107-00567	EUR82.65	Integrated
LCH.CLEARNET SA	1094550	Monday, August 8, 2011	FV31-1107-02920	EUR2,101.10	Integrated

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Two additional areas will appear and the page will then display as follows,

Parameters Services Dashboards
Logout [LCHSAC810024]

INVOICE FILES LIST

Add filters to invoices search ▲

Filters

Subscriber Name

Company code

Invoice number

Invoice date from : to :

Filters

Commercial reference

Invoice status

Issue date from : to :

Due Date from : to :

VAT included amount from : to :

Suppliers invoices

Results 1 - 5 on 5 << < 1 > >>

Subscriber Name	Company code	Issue date	Invoice Reference	Total including VAT	Status
LCH.CLEARNET SA	1094550	Monday, August 8, 2011	FV31-1107-03257	EUR200.00	Integrated
LCH.CLEARNET SA	1094550	Monday, August 8, 2011	FV31-1107-03127	EUR700.00	Integrated
LCH.CLEARNET SA	1094550	Monday, August 8, 2011	FV31-1107-02979	EUR1,625.10	Integrated
LCH.CLEARNET SA	1094550	Monday, August 8, 2011	FV34-1107-00567	EUR82.65	Integrated
LCH.CLEARNET SA	1094550	Monday, August 8, 2011	FV31-1107-02920	EUR2,101.10	Integrated

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You can filter invoices by keying one or several criteria in the “Filters” areas and click “Apply the filter”

You can filter by:

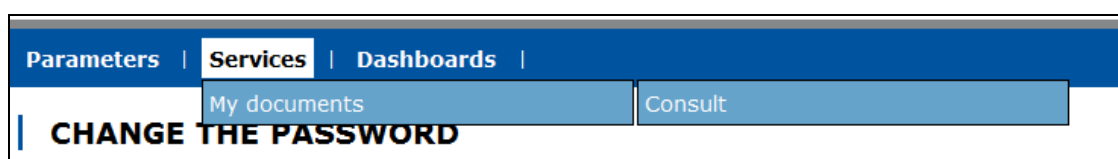
- Invoice number, using the “Invoice number” field
- Invoice date, using the “Invoice date” picklist. The date is generally the last day of the month of the monthly fees calculation . For instance, for the July 2011 period, the day is 29/07/11.
- Invoice activity, using the “Commercial reference” field. The activities are ‘CASH’, ‘DRV’, ‘PERIODIC’ ...
- Invoices availability, using the “Issue date” picklist

4.3 View/Download Documents

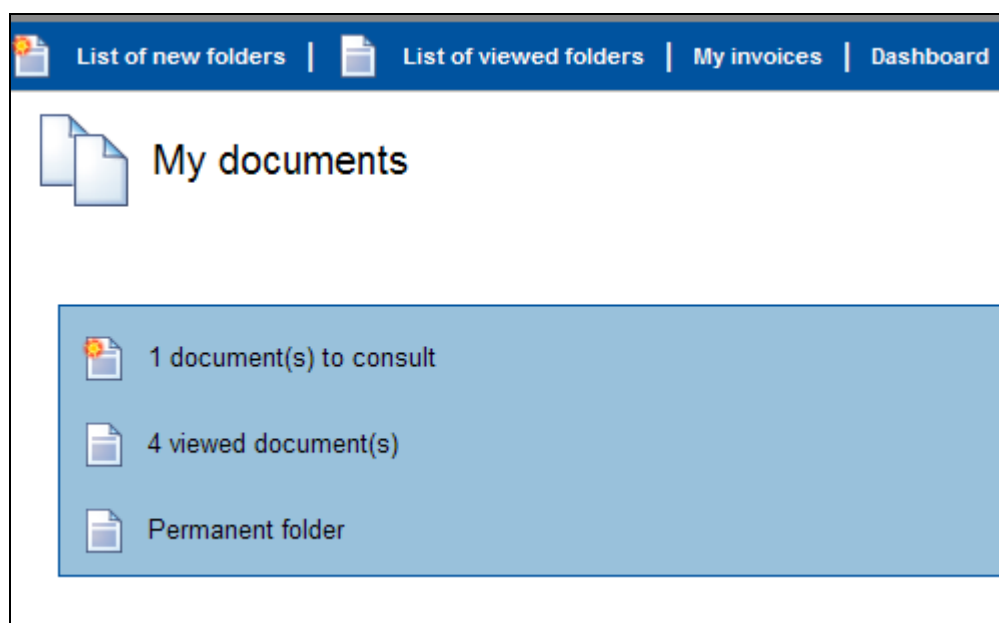
At anytime you can come back to the general portal screen by clicking on the Sakarah logo



To access documents, click as follows:

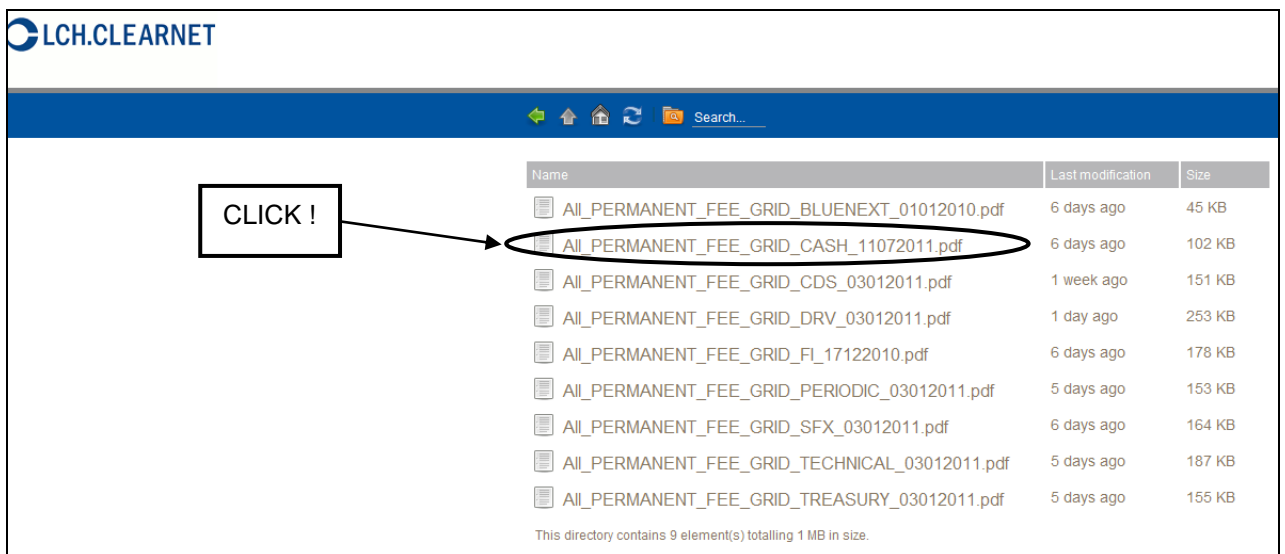
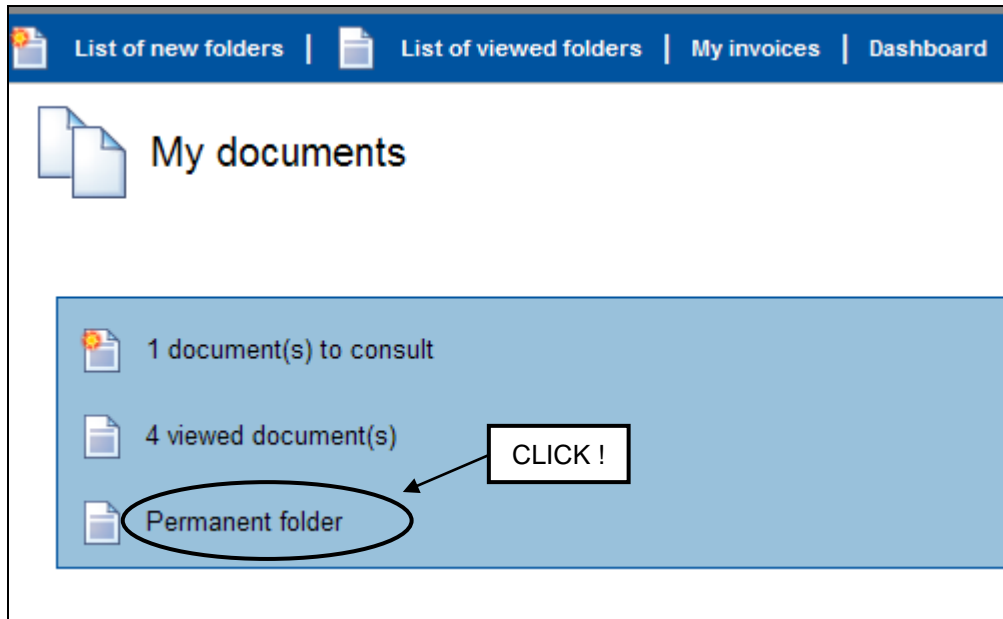


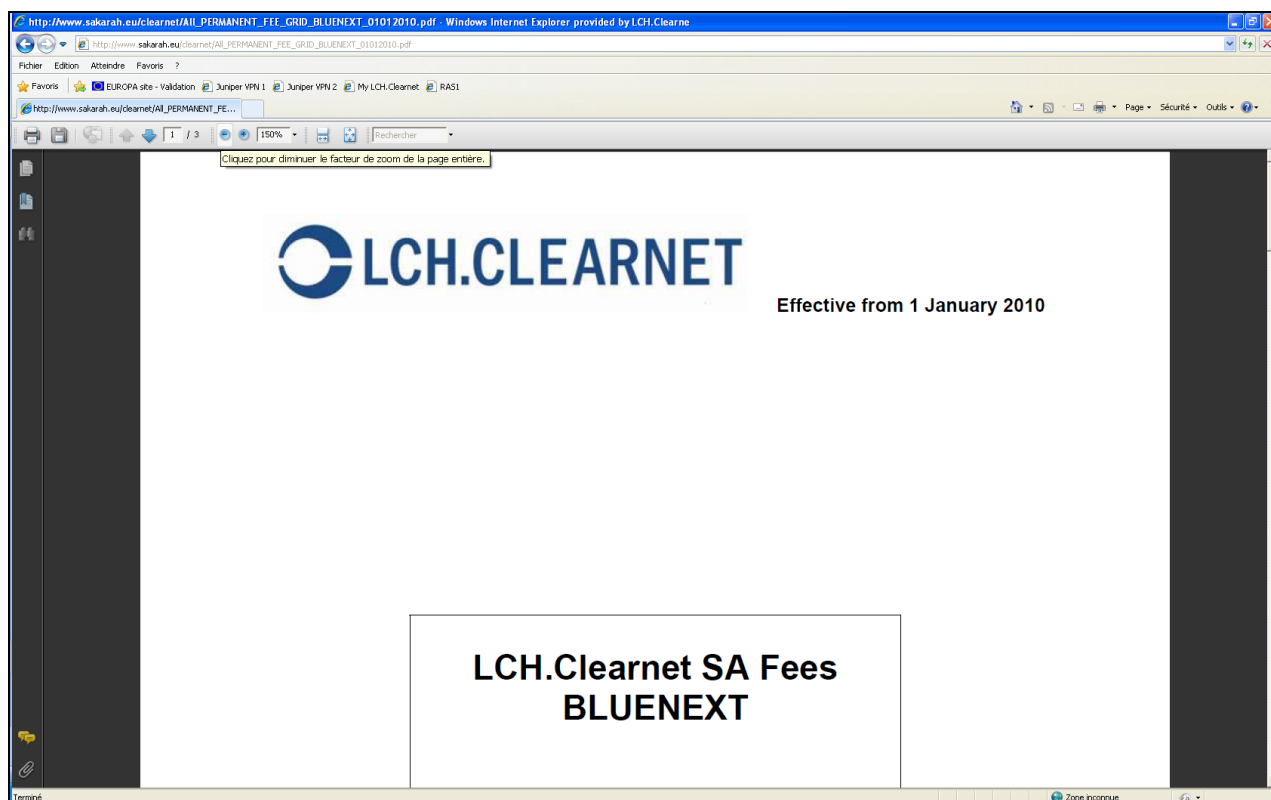
The screen below will show up:



4.3.1 Permanent documents

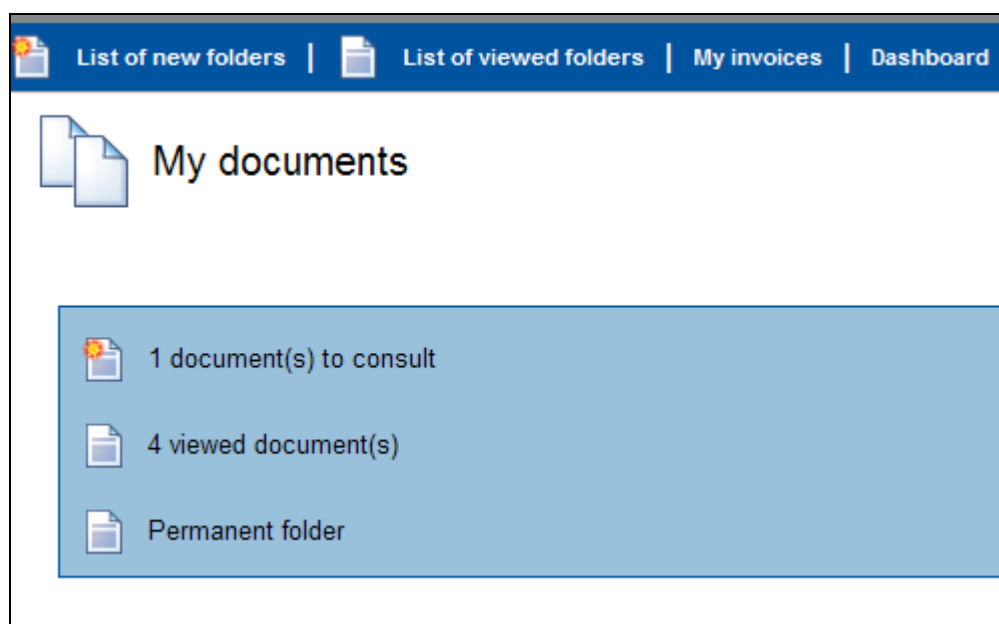
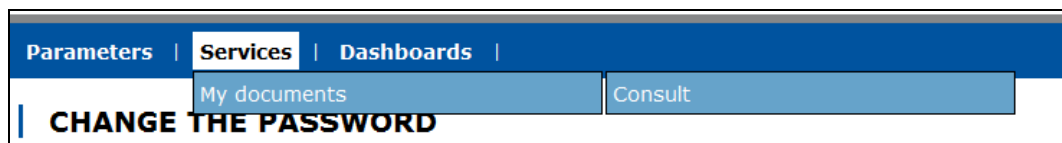
These are documents published by LCH.CLEARNET for reference purpose (e.g. fee schedules).



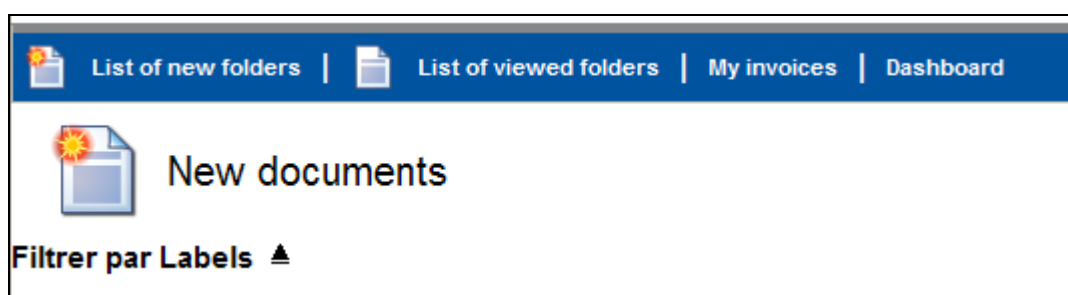


To go back to « My documents » dashboard click on Internet back window and after back green arrow.

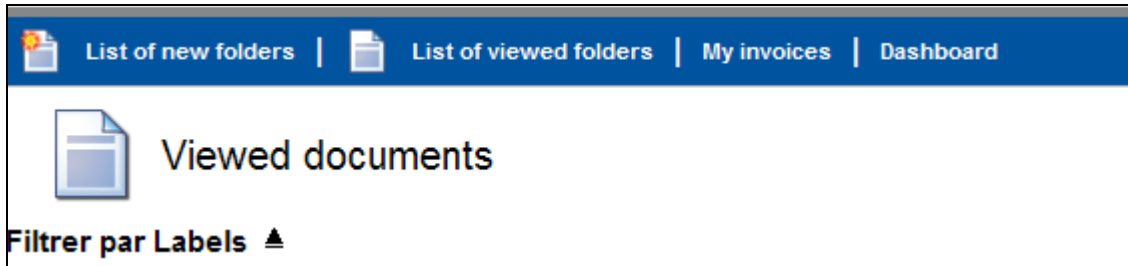
4.3.2 Justificatory Documents



New evidences or dedicated documents which have never been consulted are accessible via the “Document(s) to consult” link.

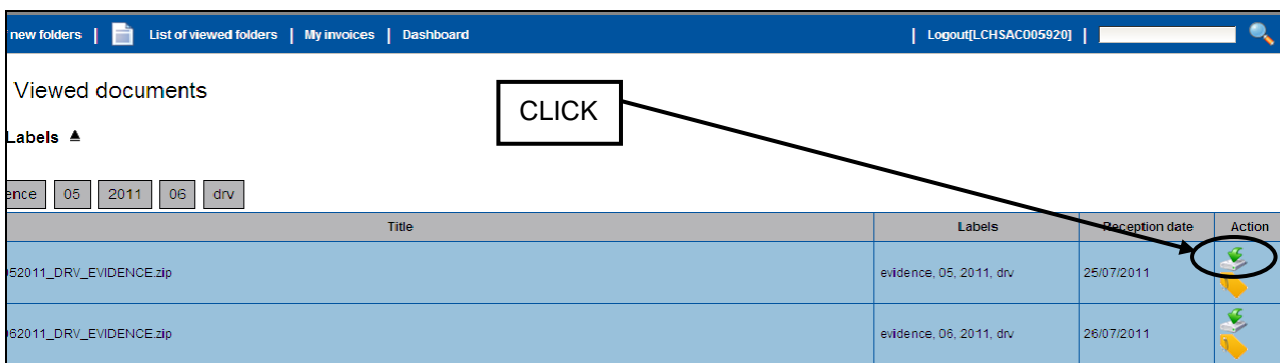


Document that have already been consulted are available via the “viewed document(s)” link.

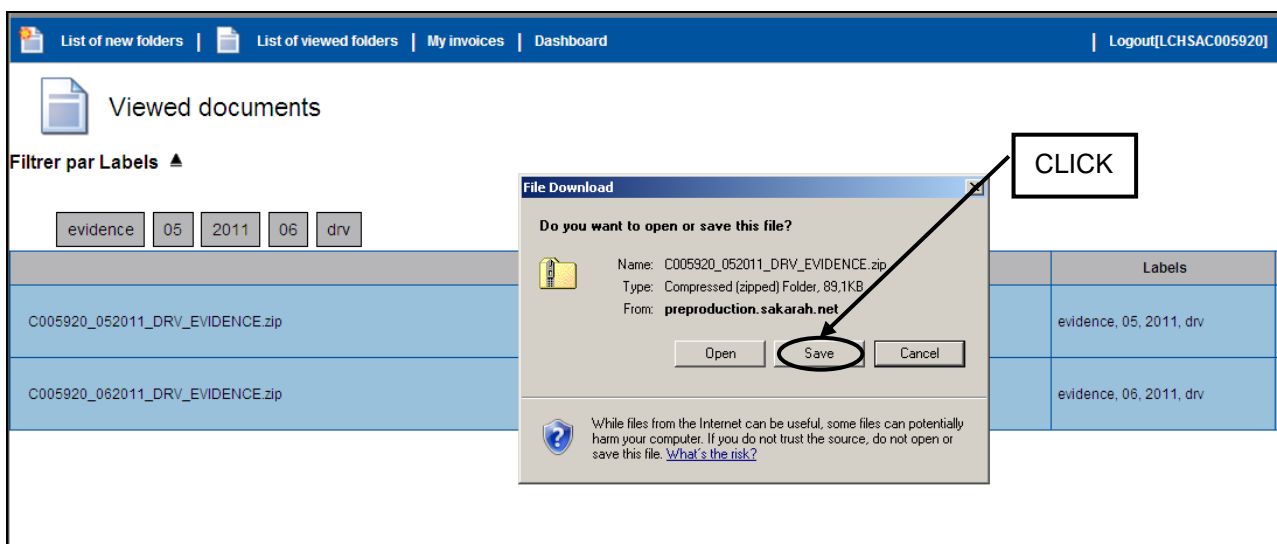


Access to a file

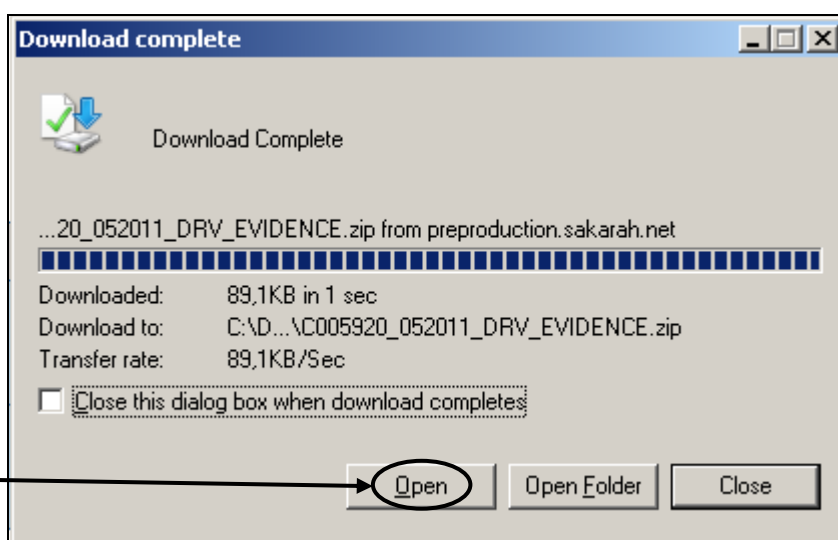
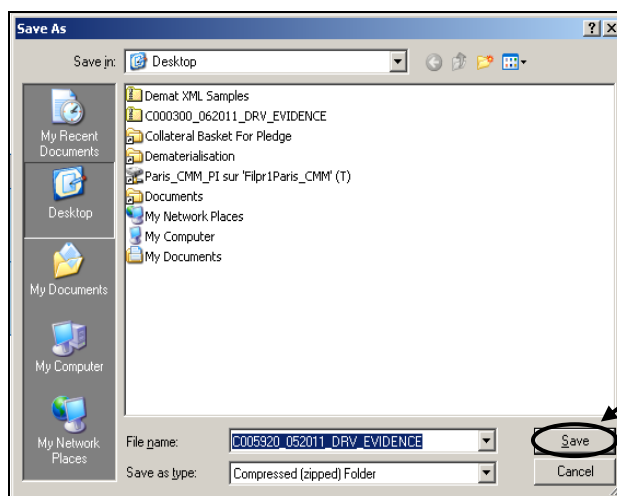
Click the green arrow at the end of the line in the « Action » column.



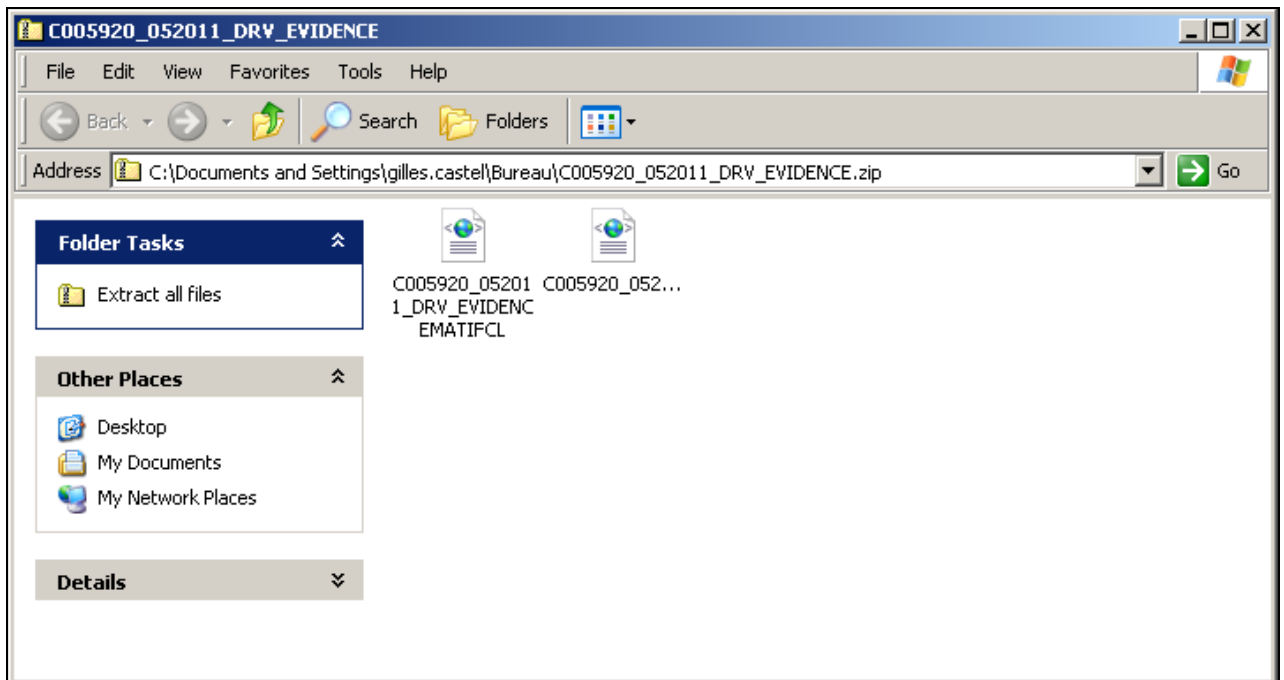
Click "Save"



Select the location where you want to save the file:



A window similar to the one below will appear. Click the file you want to open.



4.3.3 Filter justificatory documents





Select the appropriate tags (1 click = select ; 2 clicks = unselect)

Viewed documents


Filtrer par Labels ▲

02 04 06 2011 communication drv drvrecap evidence fi rom tarif

CLICK

Title	Labels	Reception date	Action
C000300_022011_COMMUNICATION_TARIF2009.pdf	communication, 02, 2011	13/07/2011	 
C000300_022011_COMMUNICATION_TARIF2008.pdf	communication, 02, 2011, tarif	11/07/2011	 

You can add tags to a document. These tags can be used as new filters on the document folder. This can be done as follows:

Click . The screen below is displayed:

Manage tags of document : C810024_072011_DRVRECAP_EVIDENCE.zip

This form enables you to manage tags of the document : C810024_072011_DRVRECAP_EVIDENCE.zip.
A tag enable you to search and find a document faster..

Tag

Input a new tag to be added

Key the tag you want to add and click the “Add” button


The screen below appears. Click “Save” to save the created tag.

Manage tags of document : C810024_072011_DRVRECAP_EVIDENCE.zip


This form enables you to manage tags of the document : C810024_072011_DRVRECAP_EVIDENCE.zip.
A tag enable you to search and find a document faster..

Tag



Input a new tag to be added

Name	Action
rom	

The tag is now available as a new filter button and can be used for filtering.

 Viewed documents

Filtrer par Labels ▲

Title	Labels	Reception date	Action
C000300_022011_COMMUNICATION_TARIF2009.pdf	communication, 02, 2011	13/07/2011	
C000300_022011_COMMUNICATION_TARIF2008.pdf	communication, 02, 2011, tarif	11/07/2011	

4.4 Retention period for invoices and evidences

Invoice duplicates and evidences remain available on the portal for 18 months from the date they are issued.

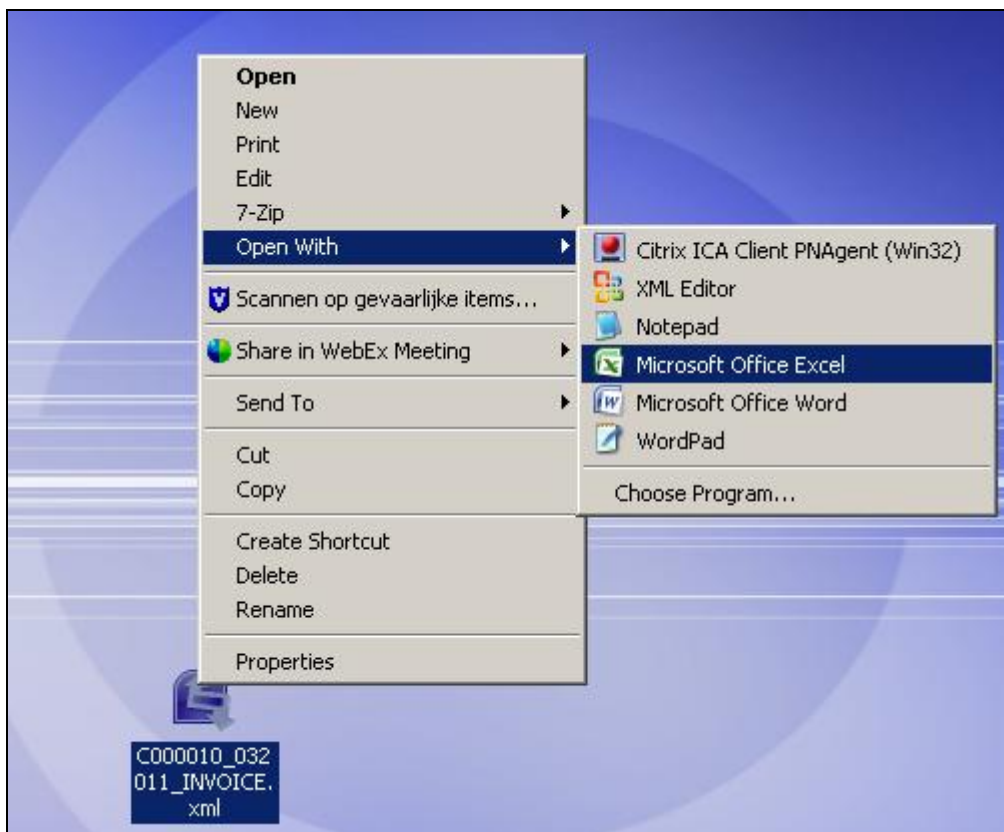
5 Open/View an XML document with MS Excel

XML documents downloaded from the portal can be opened, viewed and printed using MS-Excel. To do so, please follow the following steps. It is assumed that the ZIP files containing the XML documents has been downloaded and extracted.

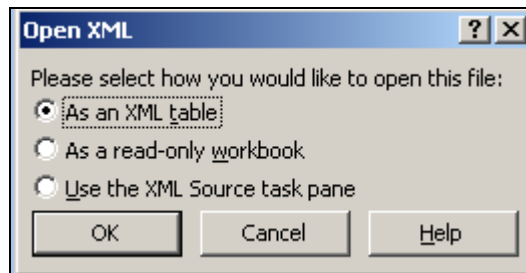
5.1 Method 1 (Excel 2007)

In the appropriate folder, right-click the icon of the XML file. A dialog bow opens as follows:

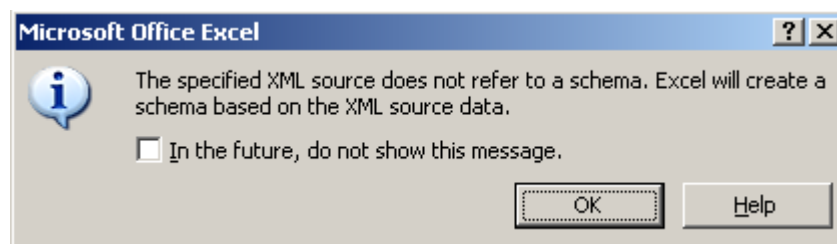
Click "Open with"



Click Microsoft Office Excel. MS Excel will start and the dialog box below will appear:



Select “As an XML worksheet” and click OK. The dialog box will then appear:



Click OK. The document will open in Excel as follows:

	A	B	C	D	E	F	G
1	ns1:CodeClient	ns1:HeadquartersClientName	ns1:HeadquartersAd	ns1:HeadquartersAd	ns1:HeadquartersAddress3	ns1:HeadquartersPostalCode	ns1:HeadquartersTown
2	C000010	LCHCLEARNET SA			18 RUE DU 4 SEPTEMBRE	75002 PARIS	
3	C000010	LCHCLEARNET SA			18 RUE DU 4 SEPTEMBRE	75002 PARIS	
4	C000010	LCHCLEARNET SA			18 RUE DU 4 SEPTEMBRE	75002 PARIS	
5							
6							
7							
8							
9							
10							
11							
12							

5.2 Method 2 (Excel 2003)

- In the menu bar, Click « Files » and then « Open ».
- Select the location where the XML file to open is located.
- If the the Click the “File Types” scroll box and select “XML files”.
- All XML files present in the selected folder will be listed..
- Select the desired one and click the “Open” button.
- Excel will open the document.

6 Contacts

Any technical query (e.g. login problem, lost password,...) must be addressed to our Customer Technical Helpdesk (CTH):

Telephone: +33 1 70 37 66 00

Email: lchclearnetssa_cth@lchclearnet.com

Any query in relation with the contents of the invoices or justificatory reports must be addressed to our finance department:

Telephone: +33 1 70 37 66 79

Email: lchclearnetssa_billinginfo@lchclearnet.com