

# Dematerialization

## WebEx Presentation to Clients

10 October 2011

# Agenda

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- Dematerialization: Rules & Principles
- Collect Invoices and Justificatory Documents
- Open and use Justificatory Documents with Excel
- Questions/Answers

# Dematerialization

Rules and Principles

# Dematerialization: Scope & Principles

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## Original Invoices

- Paper
- Electronic (Signed PDF)

## Justificatory Reports

- Electronic only (XML)

## Duplicate Invoices

- Electronic only (PDF)

# Electronic Original Invoices: Principles

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PDF file with an embedded certified electronic signature

It can be printed out, but the legal value lies in the electronic file not in the paper output.

An electronic original invoice can be collected only ONCE.

After it has been collected by the client, an electronic original invoice is not available anymore. Only duplicates remain available on the portal.

Once collected, original invoices must be safely stored by the client for future needs (e.g. tax verification).

# Electronic Original Invoices: Collection

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When one or several original invoices linked to the same client code is/are issued, an e-mail is generated and sent to the client's administrator's e-mail address to notify that new invoice(s) has/have been issued.

The notification e-mail includes a link. Clicking that link enables to directly download the ZIP file containing all new original invoices for that client code (i.e. invoices that have not been collected yet). In such case, no keying of the login/password is required.

Alternatively, clients may not wait for the notification e-mail and log in the portal to check whether new original invoices have been issued and download them. In this case, keying the login/password is required.

# Justificatory Reports: Principles

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XML files (can be open with Excel or processed automatically)

Every existing paper report has its XML counterpart

An XML version of the invoice is available for STP

No loss of information compared with former paper reports

Very simple actions in Excel can perform all required reconciliations and calculations.

# Justificatory Reports: Collection

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When one or several justificatory reports linked to the same client code is/are issued, an e-mail is generated and sent to the client's administrator's e-mail address to notify that new reports(s) has/have been issued.

All justificatory reports related to the same invoice are grouped into a single ZIP file.

Clients must log in the portal to download the required justificatory reports.

Justificatory reports are kept in the portal for 18 months and can be downloaded as many time as needed.

# Invoice Duplicates

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Invoice duplicates are simple PDF files (as opposed to signed PDF files).

The invoice duplicate becomes available only after the original invoice has been collected

They can be downloaded and printed out as many times as required.

They bear the mention « Duplicata »

They are available in the portal for 18 months from the date of issuance.

# Dematerialization

Collect Invoices and Justificatory Documents

# Download Original Invoices (1/4)

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The screenshot shows a navigation menu with the following structure:

- Parameters | **Services** | Dashboards |
- GENERAL**
  - My supplier invoices
  - My documents
- Invoices download

# Download Original Invoices (2/4)

## DOWNLOADINVOICESPDF

Company name

Company's code

Type

Invoicing mode

Invoice status

issueDate between  and

[Search](#) ← Click

Company name	Company's code	Issue date	Type	Invoice number	Invoicing mode	Invoice status
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# Download Original Invoices (3/4)

• Please select the invoices

### DOWNLOADINVOICESPDF

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

Search

Select...

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

Download

... then click

# Download Original Invoices (4/4)

• Please select the invoices

**DOWNLOADINVOICESPDF**

Company name

Company's code

Type

Invoicing mode

Invoice status

issueDate between

and

**Search**

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

Enregistrer le fichier

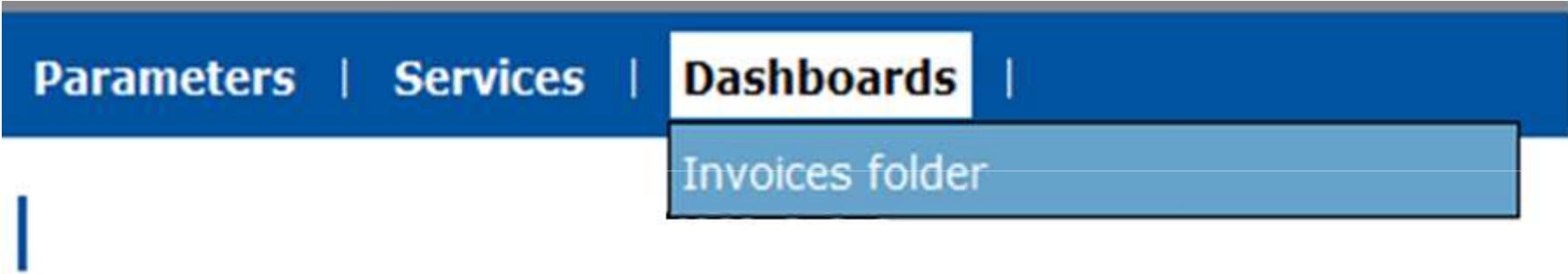
Toujours effectuer cette action pour ce type de fichier.

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

**Download**

# Download Duplicate Invoices (1/6)

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# Download Duplicate Invoices (2/6)

## 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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# Download Duplicate Invoices ( 3 / 6 )

## 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

# Download Duplicate Invoices (4/6)

## 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

# Download Duplicate Invoices (5/6)

## 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


# Download Duplicate Invoices (6/6)


## 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?](#)

<b>Status</b>	
<b>Value</b>	Integrated
<b>Status date</b>	Friday, 29 July 2011
<b>Done by</b>	C005920 LCHSA

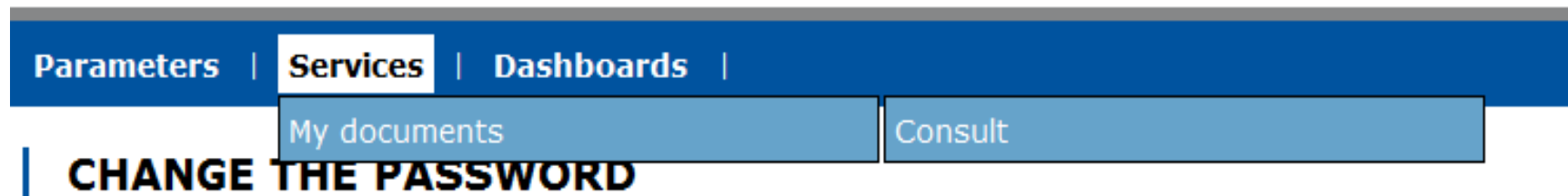
[Back to the invoices list](#)

Issued

Integrated



# Download Justificatory Documents (1/5)

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# Download Justificatory Documents (2/5)

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 List of new folders |  List of viewed folders | My invoices | Dashboard

## My documents

-  1 document(s) to consult
-  4 viewed document(s)
-  Permanent folder





# Download Justificatory Documents (3/5)


new folders | List of viewed folders | My invoices | Dashboard | Logout[LCHSAC005920] |

### Viewed documents

Labels ▲

ence | 05 | 2011 | 06 | drv

Title	Labels	Reception date	Action
62011_DRV_EVIDENCE.zip	evidence, 05, 2011, drv	25/07/2011	 
62011_DRV_EVIDENCE.zip	evidence, 06, 2011, drv	26/07/2011	 

CLICK → 

# Download Justificatory Documents (4/5)

List of new folders | List of viewed folders | My invoices | Dashboard | Logout[LCHSAC005920]

### Viewed documents

Filterer par Labels ▲

evidence 05 2011 06 drv

C005920_052011_DRV_EVIDENCE.zip		
C005920_062011_DRV_EVIDENCE.zip		

**File Download**

Do you want to open or save this file?

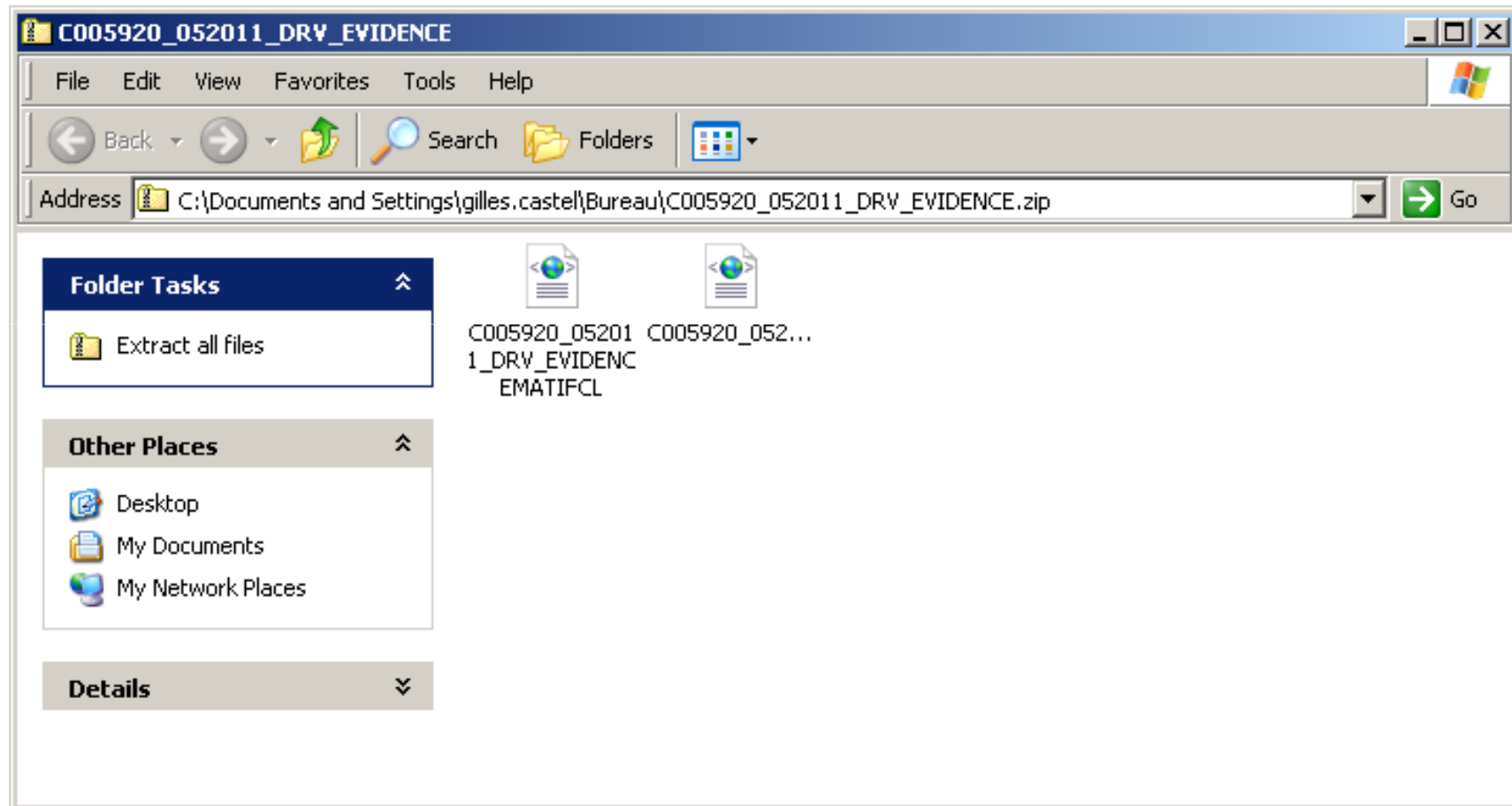
Name: C005920\_052011\_DRV\_EVIDENCE.zip  
Type: Compressed (zipped) Folder, 89,1KB  
From: **preproduction.sakarah.net**

Open Save Cancel

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?](#)

	Labels
	evidence, 05, 2011, drv
	evidence, 06, 2011, drv

# Download Justificatory Documents (5/5)



# Tip

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To return to the main page click on



# Dematerialization

Open and use Justificatory Documents with Excel

# Documentation & Contacts

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All reference documents are available at:

<http://www.lchclearnet.com/fees/sa/>

For issues regarding access to the portal (lost password, login,..) please contact:

[lchclearnetsa\\_CTH@lchclearnet.com](mailto:lchclearnetsa_CTH@lchclearnet.com)

For issues regarding the contents of the invoices or the justificatory reports, please contact:

[Lchclearnetsa\\_billinginfo@lchclearnet.com](mailto:lchclearnetsa_billinginfo@lchclearnet.com)