

SZÁMLAKÖZPONT GAZDASÁGFEJLESZTŐ IRODA KFT.

**CUSTOMER'S USER ACCOUNT
USER'S HANDBOOK**

Számlaközpont Gazdaságfejlesztő Iroda Kft.

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1 Customer's user account

In the buyer's user account the following menu points can be available:

- My data
- Help
- Suppliers
- Invoices
- E-box
- Import supplier certificate

1. figure User account



If you are User, please, turn with your remarks or problems in every case to the Supplier making out the invoice. Számlaközpont {hereinafter referred to as: Invoice Center} is responsible only for forwarding e-invoices and for the maintenance and operation of the user account.

2 My data

In menu „*My data*” you have the possibility to modify the whole name as well as the User password concerning the user data.

2. figure My data menu



My data

[Managing co-users](#) | [Handle the e-mail addresses, which are connected to the E-box](#)

Alapadatok

Name:

Email:

Current password:

New password:

Confirm new password:

The user name can be modified if by clicking on „*Name*” you delete the currently stored one and you type the new name which complies with the real one.

Method of *changing the password*:

1. Writing of the currently used password in field „*Current password*”
2. In field „*New password*” you have to give the letter and/or number characters which are to be used as the new password.
3. In field „*Confirm new password*” you have to give again the combination of letter and/or number characters which have been written in field „*New password*”.

Remark: the password has to consist of 6 characters at least, as well as the use of accentuated letters is not accepted.

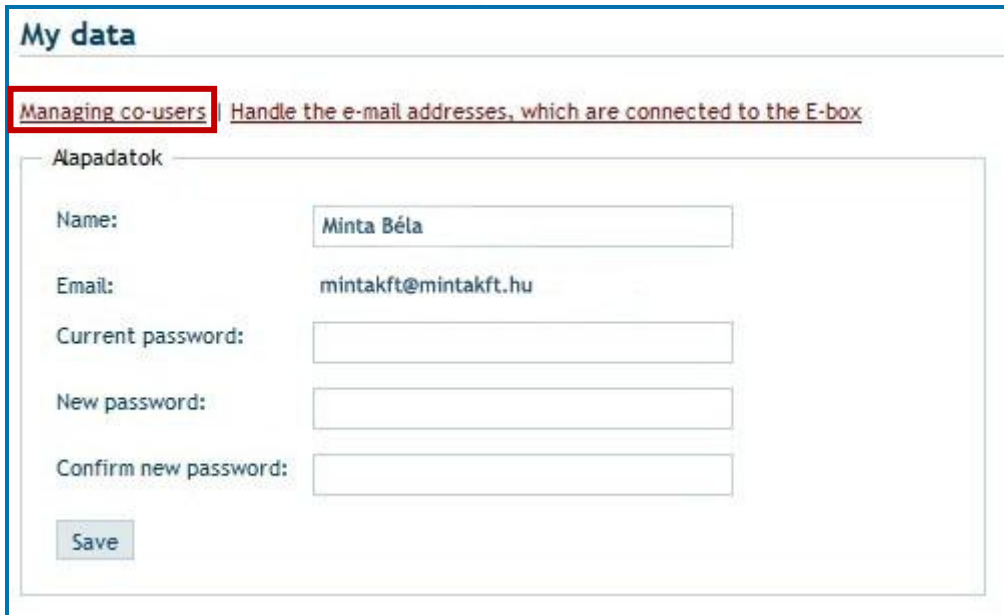
When you have carried out the necessary modifications, please, click in „*Save*” in order that the system can save the new data.

„*There is no possibility to change the E-mail address*” – in all such cases you have to contact the Customer Service of Számlaközpont Kft. {Invoice Center Ltd.} (you can contact it on phone: +36 20/393 9231 on working days between 8:00 a.m. and 4:30 p.m., as well as via e-mail: informacio@szamlakozpont.hu)

a) Managing co-users

By clicking on „*Managing co-users*” a new co-user can be added to the user account.

3. figure Managing co-users



My data

Managing co-users Handle the e-mail addresses, which are connected to the E-box

Alapadatok

Name:

Email:

Current password:

New password:

Confirm new password:

In site „*Managing co-users*” you have to give the data of the new user – the name and e-mail address. After giving the required data, please, click on „*Send invitation*” in order that the system should send an invitation to the address given.

4. figure Send invitation



Managing co-users

No co-user added.

Invite new user

Please fill out the form!

Name:

E-mail address:

By clicking on the link which can be found in the text of the invitation, the new user can sign up and, following the successful signup, even by this user there is an opportunity for the use of the buyer’s account and for the review of the invoices received.

b) Handle the e-mail addresses which are connected to the E-box

The notice „*Handle the e-mail addresses which are connected to the E-box*” can be used in case of ordering an E-box service. The system considers the e-mail address belonging to the

user account as the default e-mail address, from which it is easy to upload supplier independent e-invoices in our system. This e-mail address can not be changed.

5. figure Handle the e-mail address, which are connected to the E-box



Handle the e-mail addresses, which are connected to the E-box

The following e-mail addresses have a license to send an invoice into the E-box.:

- mintaminta@mintakft.hu (User's default address)
- [Delete](#) | mintakft@mintakft.hu

New item

E-mail address:

[Save](#)

Concerning the part „*New item*” you have to write in the field „*E-mail address*” that additional e-mail address, from which you are also wishing to upload e-invoices in the E-box account. The e-mail address written here can be saved by clicking in „*Save*”.

6. figure Add new e-mail address to the E-box



Handle the e-mail addresses, which are connected to the E-box

The following e-mail addresses have a license to send an invoice into the E-box.:

- mintaminta@mintakft.hu (User's default address)
- [Delete](#) | mintakft@mintakft.hu

New item

E-mail address:

[Save](#)

In case an e-mail address becomes „unnecessary” or during the input it has been mistyped, it can be removed from the system by clicking on „*Delete*” which can be found next to the e-mail address and then in the part „*New item*” you can give the good/right e-mail address.

7. figure Delete e-mail address

Handle the e-mail addresses, which are connected to the E-box

The following e-mail addresses have a license to send an invoice into the E-box.:

- mintaminta@mintakft.hu (User's default address)
- Delete | mintakft@mintakft.hu

New item

E-mail address:

3 Suppliers

Under menu point „**Suppliers**” those suppliers can be seen, with which the User is in contact, namely, receives invoices through the electronic invoice system of the Invoice Center.

8. figure Suppliers

Suppliers			
Previously added suppliers:			
Description	Address	Information	
Minta2001 Kft.	1234 Mintaváros Minta utca 10.		<input type="button" value="Continue"/>

In the table the most important data of the given Supplier can be seen in front-view: Supplier's name and main profile. By clicking on „**Continue**” which can be found in the last column the detailed data of the given Supplier can be seen.

9. figure Supplier information

Minta2001 Kft.
Address: 1234 Mintaváros Minta utca 10.
Tax number: 11111111-1-11
Phone: 06202012121
Fax: 062020202
Email: mintaemail@email.hu
Website:
Számlaközpont customer service: 06212121212, prescsak.robort@szamlakozpont.hu
Supplier certificate: please import certificate to be able to check the originality of the issued invoice. Download
Supplier status: Azonosítva.

In the new site the Supplier's contact details, tax number, website as well as a brief description/introduction can be read. The appearing data can be different concerning Suppliers, it is specified by Suppliers what data they make available for their Customers.

The given Supplier's supplier certificate can easily be downloaded in the computers wished by clicking on „**Download**”, following which the PDF reader program automatically recognizes and accepts the authenticity of the e-invoice given.

10. figure Download the supplier certificate

Minta2001 Kft.
Address: 1234 Mintaváros Minta utca 10.
Tax number: 11111111-1-11
Phone: 06202012121
Fax: 062020202
Email: mintaemail@email.hu
Website:
Számlaközpont customer service: 06212121212, prescsak.robort@szamlakozpont.hu
Supplier certificate: please import certificate to be able to check the originality of the issued invoice. Download
Supplier status: Azonosítva.

4 Invoices

In menu „**Invoices**” you can view your electronic invoices received through the system of Invoice Center {Számlaközpont}.

11. figure Invoices menu

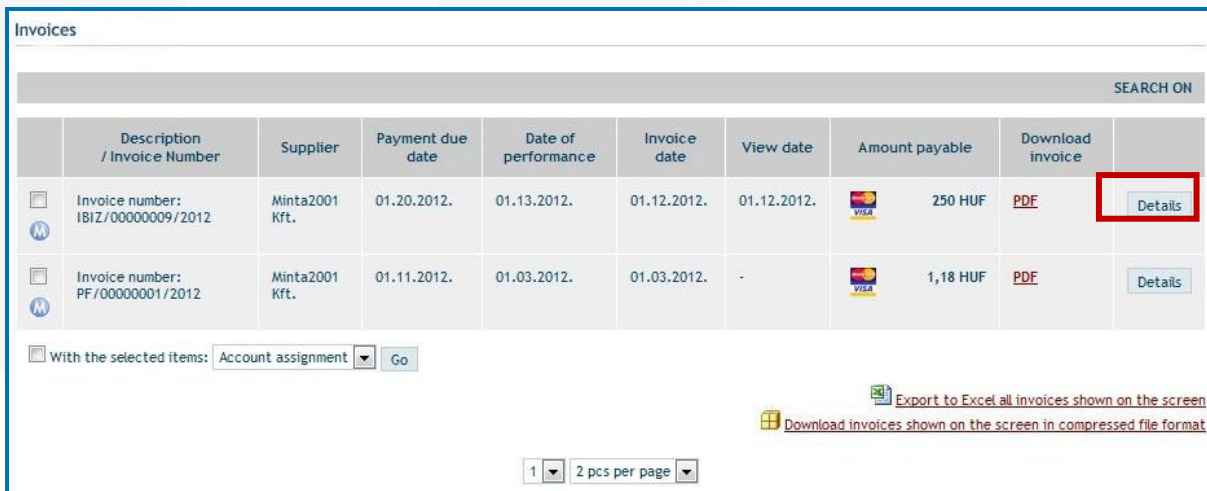


You can prepare reports on the appearing invoices – on their entirety or only on a part of them –, you can export the data of the given invoices in an excel table or you can download them in a compressed file format (max. 500 pieces at the same time), you can carry out invoice processing for bookkeeping as well as you can make comments on different invoices.

4.1 E-invoice list table

Invoices which appear *in the list tables* can be found arranged backwards in strict chronological order. In menu „Previous invoices” e-invoices are arranged broken down into monthly figures. Considering invoice data, the serial number of the invoice, the supplier, payment due date, date of performance, invoice date, view date as well as the amount payable can be seen, the additional invoice data can be available by clicking on „**Details**” which is represented in the line of the given invoice.

12. figure List table



The screenshot shows the 'Invoices' list table. The table has columns for Description / Invoice Number, Supplier, Payment due date, Date of performance, Invoice date, View date, Amount payable, Download invoice, and Details. Two invoice entries are visible, each with a 'Details' button highlighted in red. Below the table, there are options to 'Export to Excel all invoices shown on the screen' and 'Download invoices shown on the screen in compressed file format'. At the bottom, there is a page size selector set to '2 pcs per page'.

	Description / Invoice Number	Supplier	Payment due date	Date of performance	Invoice date	View date	Amount payable	Download invoice	Details
<input type="checkbox"/>	Invoice number: IBIZ/00000009/2012	Minta2001 Kft.	01.20.2012.	01.13.2012.	01.12.2012.	01.12.2012.	250 HUF	PDF	Details
<input type="checkbox"/>	Invoice number: PF/00000001/2012	Minta2001 Kft.	01.11.2012.	01.03.2012.	01.03.2012.	-	1,18 HUF	PDF	Details

By the rolling down separator, which is in the bottom of the site, you can adjust how many items the list should contain (e.g. „20 pc/site”, „40 pc/site”, etc.) in the given site. Besides

this, in case of a list of several pages, the titles „*Previous*” and „*Following*”, which can be found in the two sides of the rolling down list, serve for stepping between the sites.

13. figure The amount of list'elements, stepping between the sites

Invoices

SEARCH ON

	Description / Invoice Number	Supplier	Payment due date	Date of performance	Invoice date	View date	Amount payable	Download invoice	
<input type="checkbox"/>	Invoice number: IBIZ/00000009/2012	Minta2001 Kft.	01.20.2012.	01.13.2012.	01.12.2012.	01.12.2012.	250 HUF	PDF	Details
<input type="checkbox"/>	Invoice number: PF/00000001/2012	Minta2001 Kft.	01.11.2012.	01.03.2012.	01.03.2012.	-	1,18 HUF	PDF	Details

With the selected items: Account assignment

[Export to Excel all invoices shown on the screen](#)
[Download invoices shown on the screen in compressed file format](#)

1 | 2 pcs per page

In the first column of the list table the User can indicate invoices by the *indicator square*, which can be exported *in MS Excel* or *downloaded in a compressed file format* (by clicking on the suitable title which can be found under the table).

14. figure Indicator square

Invoices

SEARCH ON

	Description / Invoice Number	Supplier	Payment due date	Date of performance	Invoice date	View date	Amount payable	Download invoice	
<input type="checkbox"/>	Invoice number: IBIZ/00000009/2012	Minta2001 Kft.	01.20.2012.	01.13.2012.	01.12.2012.	01.12.2012.	250 HUF	PDF	Details
<input type="checkbox"/>	Invoice number: PF/00000001/2012	Minta2001 Kft.	01.11.2012.	01.03.2012.	01.03.2012.	-	1,18 HUF	PDF	Details

With the selected items: Account assignment

[Export to Excel all invoices shown on the screen](#)
[Download invoices shown on the screen in compressed file format](#)

1 | 2 pcs per page

15. figure Export to Excel, download invoices

Invoices

SEARCH ON

	Description / Invoice Number	Supplier	Payment due date	Date of performance	Invoice date	View date	Amount payable	Download invoice	
<input type="checkbox"/>	Invoice number: IBIZ/00000009/2012	Minta2001 Kft.	01.20.2012.	01.13.2012.	01.12.2012.	01.12.2012.	250 HUF	PDF	Details
<input type="checkbox"/>	Invoice number: PF/00000001/2012	Minta2001 Kft.	01.11.2012.	01.03.2012.	01.03.2012.	-	1,18 HUF	PDF	Details

With the selected items: Account assignment

Export to Excel all invoices shown on the screen
 Download invoices shown on the screen in compressed file format

1 2 pcs per page

By clicking on letter „M” which can be found under the indicator square, the User can directly have access to the menu point Annotations where it can view the subsequent remarks saved up to this time or can save new ones. (see: 4.4. Subsequent adding of remarks).

16. figure Reach the annotations

Invoices

SEARCH ON

	Description / Invoice Number	Supplier	Payment due date	Date of performance	Invoice date	View date	Amount payable	Download invoice	
<input type="checkbox"/>	Invoice number: IBIZ/00000009/2012	Minta2001 Kft.	01.20.2012.	01.13.2012.	01.12.2012.	01.12.2012.	250 HUF	PDF	Details
<input type="checkbox"/>	Invoice number: PF/00000001/2012	Minta2001 Kft.	01.11.2012.	01.03.2012.	01.03.2012.	-	1,18 HUF	PDF	Details

With the selected items: Account assignment

Export to Excel all invoices shown on the screen
 Download invoices shown on the screen in compressed file format

1 2 pcs per page

We can carry out account assignment (see: 4.5. Account assignment) in case of invoices, indicated preliminarily, simply, individually or in groups, by means of „Go” which can be found next to the text „*Account assignment of the indicated*”

17. figure Account assignment

Invoices									
SEARCH ON									
	Description / Invoice Number	Supplier	Payment due date	Date of performance	Invoice date	View date	Amount payable	Download invoice	
<input type="checkbox"/>	Invoice number: IBIZ/00000009/2012	Minta2001 Kft.	01.20.2012.	01.13.2012.	01.12.2012.	01.12.2012.	250 HUF	PDF	Details
<input type="checkbox"/>	Invoice number: PF/00000001/2012	Minta2001 Kft.	01.11.2012.	01.03.2012.	01.03.2012.	-	1,18 HUF	PDF	Details

With the selected items: Account assignment

[Export to Excel all invoices shown on the screen](#)
[Download invoices shown on the screen in compressed file format](#)

1

The invoice preview of a given invoice can be downloaded in PDF file format by clicking on „PDF” which can be found in the list table. It can be implemented even in the way that, by clicking on „Details” the User clicks on the text **”Download invoice in PDF file format”** which is represented in the upper function zone involved at the detailed data of the invoice.

18. figure Download invoice in PDF file format – from the list table

Invoices									
SEARCH ON									
	Description / Invoice Number	Supplier	Payment due date	Date of performance	Invoice date	View date	Amount payable	Download invoice	
<input type="checkbox"/>	Invoice number: IBIZ/00000009/2012	Minta2001 Kft.	01.20.2012.	01.13.2012.	01.12.2012.	01.12.2012.	250 HUF	PDF	Details
<input type="checkbox"/>	Invoice number: PF/00000001/2012	Minta2001 Kft.	01.11.2012.	01.03.2012.	01.03.2012.	-	1,18 HUF	PDF	Details

With the selected items: Account assignment

[Export to Excel all invoices shown on the screen](#)
[Download invoices shown on the screen in compressed file format](#)

1

19. figure Download invoice in PDF file format – from the Detailed invoice

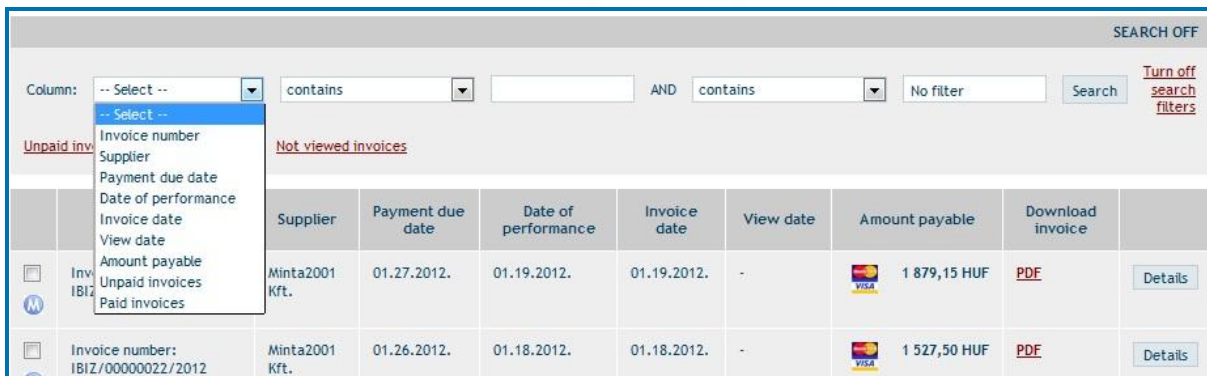
<input type="checkbox"/> Download invoice in PDF file format (23 Kb)		<input type="checkbox"/> Annotations		<input type="checkbox"/> Account assignment	
Attachments: Fizetési felszólító - IBIZ/00000120/2011 (Type: Fizetési felszólító, 56 Kb)					
Detailed invoice					
Invoice information			Vendor		
Status of invoice:	not paid		Name:	Minta2001 Kft.	
Invoice number:	IBIZ/00000120/2011		Tax number:	11111111-1-11	
Invoice date:	2011-12-08		EU VAT number:	22222222212-1	
Date of performance:	2011-12-08		Address:	1234 Mintaváros Minta utca 10.	

4.2 Search functions

You can have access to the search function among the invoices by clicking on the grey zone which can be seen on the top of the table or in the text „**Search on**”. In „select”, which is rolling down, you can search on the basis of the following aspects:

- Name
- Supplier
- Payment due date
- Date of performance
- Invoice date
- Amount payable



20. figure Search filters



SEARCH OFF

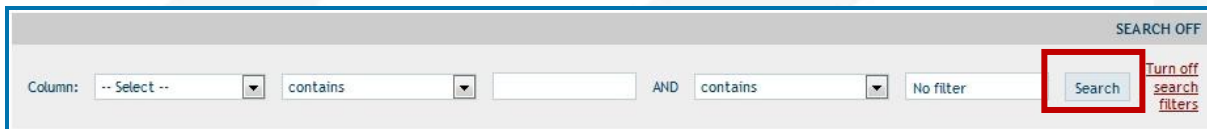
Column: -- Select -- contains AND contains No filter Search [Turn off search filters](#)

Unpaid inv. [Not viewed invoices](#)

	Supplier	Payment due date	Date of performance	Invoice date	View date	Amount payable	Download invoice	
<input type="checkbox"/>	Minta2001 Kft.	01.27.2012.	01.19.2012.	01.19.2012.	-	 1 879,15 HUF	PDF	Details
<input type="checkbox"/>	Minta2001 Kft.	01.26.2012.	01.18.2012.	01.18.2012.	-	 1 527,50 HUF	PDF	Details

After giving the search filters there is a possibility to give the search relations: „it should contain” (the given field should contain the typed text), „equals”, „not equals”, „less than”, etc. The key word has to be typed in the empty field to be found next to the search relations, based upon which key word you are wishing to run the entire search. After specifying the necessary conditions the search can be started by clicking on „**Search**”.

21. figure Start the searching

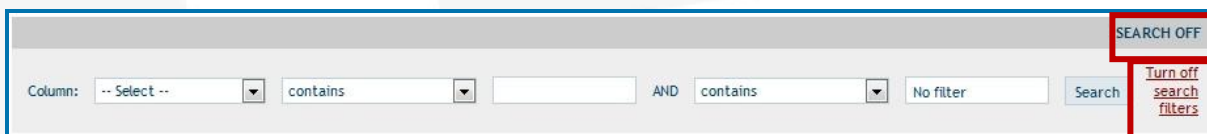


SEARCH OFF

Column: -- Select -- contains AND contains No filter **Search** [Turn off search filters](#)

In case you do not need the search filters any more, you can terminate them by clicking on „**Turn off search filters**” and can return to the entire list. In case you intend to hide only the search lane, you have to click on the text „**Search off**” which can be found in the grey zone.

22. figure Hide, turn off the search filters



SEARCH OFF

Column: -- Select -- contains AND contains No filter Search **SEARCH OFF** [Turn off search filters](#)

4.3 Invoice details

You can have access to the „**Invoice details**” by pressing „**Details**” which is involved in the line of the invoice to be viewed.

23. figure Reach detailed invoice

Invoices									
									SEARCH ON
	Description / Invoice Number	Supplier	Payment due date	Date of performance	Invoice date	View date	Amount payable	Download invoice	
<input type="checkbox"/>	Invoice number: IBIZ/00000009/2012	Minta2001 Kft.	01.20.2012.	01.13.2012.	01.12.2012.	01.12.2012.	250 HUF	PDF	Details
<input type="checkbox"/>	Invoice number: PF/00000001/2012	Minta2001 Kft.	01.11.2012.	01.03.2012.	01.03.2012.	-	1,18 HUF	PDF	Details

With the selected items: Account assignment

Export to Excel all invoices shown on the screen
 Download invoices shown on the screen in compressed file format

1 2 pcs per page

By clicking on „*Download invoice in PDF file format*”, which is involved in the upper grey zone, the User has the opportunity to download in its computer the PDF file format of the given invoice or only to view its invoice preview. The PDF file involves the XML format of the invoice, too.

24. figure Function zone

Download invoice in PDF file format (23 Kb)
Annotations
Account assignment

Attachments:
Fizetési felszólító - IBIZ/00000120/2011 (Type: Fizetési felszólító, 56 Kb)

Detailed invoice

Invoice information	Vendor
Status of invoice: not paid	Name: Minta2001 Kft.
Invoice number: IBIZ/00000120/2011	Tax number: 11111111-1-11
Invoice date: 2011-12-08	EU VAT number: 22222222212-1
Date of performance: 2011-12-08	Address: 1234 Mintaváros Minta utca 10.

By clicking on „*Annotations*” or „*Account assignment*” the User can easily have access to the part which function it intends to use (editing of remarks, account assignment). In case the company making out the invoice has enclosed an attachment to the invoice, the title „*Attachments*” appears in the function zone, under which it will be presented or the PDF file prepared during the account assignment shall be represented.

Concerning the part „**Invoice information**” such general pieces of information can be found in connection with the invoice, like its serial number, invoice date, date of performance, view date, type of invoice (normal, pro-forma, document with the same consideration as the invoice). In case the company issuing the invoice writes some additional information in the field „**Others**” during the preparation of the invoice, these can also be seen here. In addition to these, data connected with payment are also represented here, such as: its status (not paid, paid), payment due date, method of payment, currency.

25. figure Invoice information

Invoice information	
Status of invoice:	not paid
Invoice number:	IBIZ/00000009/2012
Invoice date:	2012-01-12
Date of performance:	2012-01-13
View date:	01.18.2012.
Payment due date:	2012-01-20
Payment method:	átutalás
Invoice type:	Normal
Currency:	HUF

The data, which are involved in the invoice, of the company making out the invoice („*Supplier*”) and of the receiver („*Customer*”) have been placed in separate boxes.

26. figure Supplier and Customer

Supplier	
Name:	Minta2001 Kft.
Tax number:	11111111-1-11
EU VAT number:	22222222212-1
Address:	1234 Mintaváros Minta utca 10.

Customer	
Name:	Minta Béla
Tax number:	
Address:	1122 Mintaváros, Minta utca 27.

The former ones are followed by a table („*Invoice items*”) in which the items, and their quantity, net unit price, net total amount, VAT rate, VAT amount as well as gross price are involved, then the total amount written in numbers and letters is represented.

27. figure Invoice items

Invoice items							
Product name	CTN	Quantity	Net unit price	Net price	VAT rate	VAT amount	Gross price
fatörzs		1	200	200	25%	50	250
Total							
VAT rate		Net price		VAT amount		Gross price	
25%		200		50		250	
Total amount							
Total net amount			Total VAT amount			Total gross amount	
200			50			250	
say two hundred fifty							

This item is followed by the part „*Annotations*” which can be added subsequently. (see: 4.4. Subsequent adding of remarks).

28. figure Annotations

Annotations ([Show](#) / [Hide](#))

In case of the part „*Others*” the User has the possibility for account assignment, concerning the invoice affected, by clicking on „*Account assignment*” which can be found here. Subsequently the User can also view the PDF file prepared like this concerning „*Attachments*”, or can download it any time. In case the Supplier enclosed files to the invoice when making out the invoice, these are also listed here under the headword „*Attachments*”.

29. figure Others

Others

- [Account assignment](#)

4.4. Subsequent adding of remarks

The column Annotations promotes internal invoice management, therefore there is a possibility for the countersignature of invoices by electronic way (even by several users), for giving information between more than one which manage the invoices, etc. The annotations saved, added to the invoice in this way can be seen in the course of the account assignment as well – that is also involved by the PDF file saving account assignment data.

Having access to it:

By pressing icon „*M*” which can be seen under the indicator squares of the certain e-invoices you can directly have access to the construction panel of annotations. You can also have

access to the column Annotations if you click on the button „**Details**” of the given e-invoice and then you roll the site to the part „**Annotations**” or you click on „**Annotations**” which is represented in the upper function zone.

30. figure Annotations



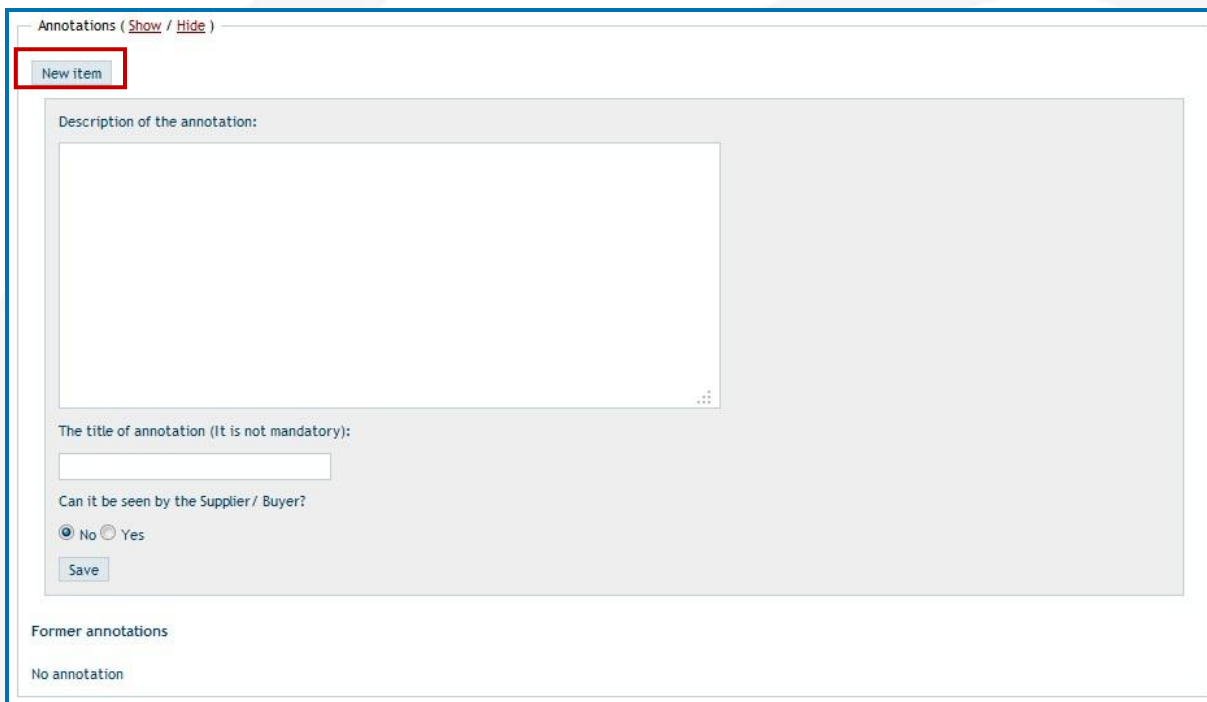
Annotations (Show / Hide)

Its use:

By clicking on „**show**” the remarks added formerly by a User can be represented, as well as by clicking on „**New item**” you can add new annotations to the e-invoice received.

In the course of writing a new annotation, first of all the part „**Description of the annotation**” has to be filled in, where you can give a longer description concerning the annotation. Following this, if the User is wishing to do so, it can give a separate title to the written annotation („**The title of annotation**”).

31. figure Edit the new annotation



Annotations (Show / Hide)

New item

Description of the annotation:

The title of annotation (It is not mandatory):

Can it be seen by the Supplier / Buyer?

No Yes

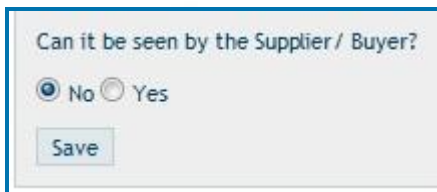
Save

Former annotations

No annotation

In case of the question „**Can it be seen by the Supplier/Buyer?**” it can be decided whether the written annotation be visible for the person/company making out the invoice – if it includes some important information for It, – or it should be invisible – it contains unimportant information for the Supplier. The system indicates it as the basic setting that it should be hidden for the other party.

32. figure „Can it be seen by the Supplier/Buyer?”



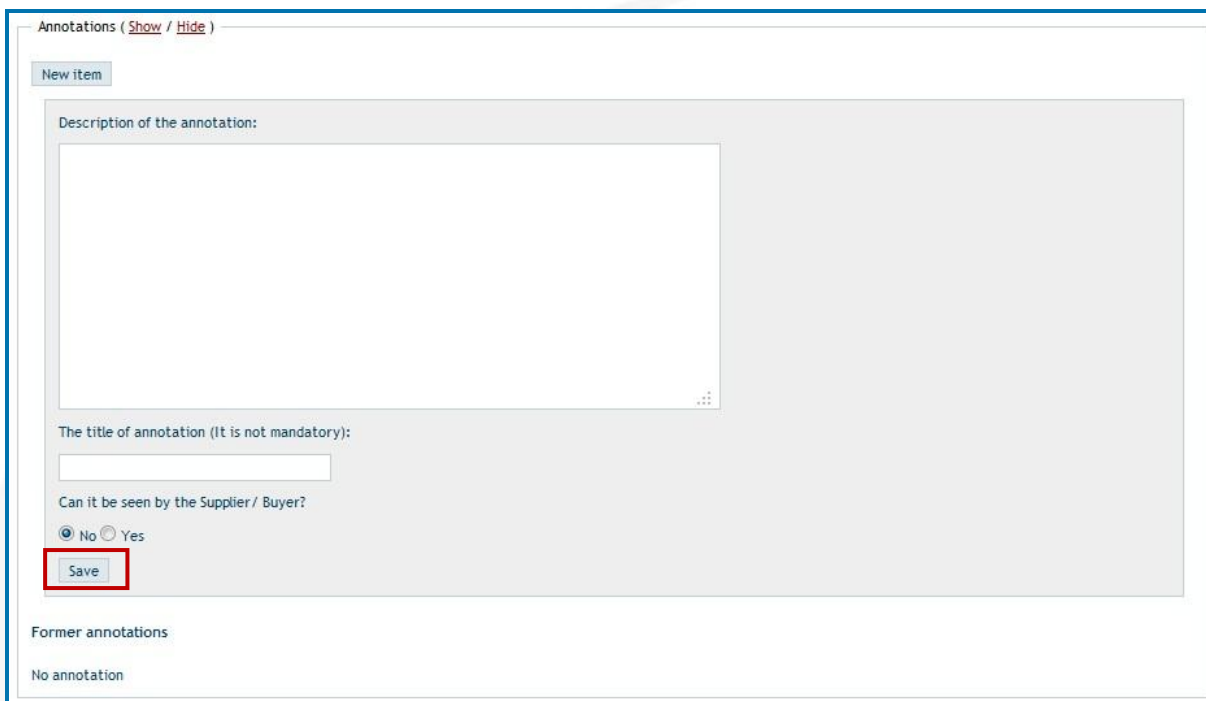
Can it be seen by the Supplier / Buyer?

No Yes

Save

In order to save the written annotation you have to click on „*Save*” and following the successful saving the system automatically redirects you to column Annotations where the last annotation as well as the ones preceding the last one („*Former annotations*”) can also be seen.

33. figure Save the new annotation



Annotations ([Show](#) / [Hide](#))

New item

Description of the annotation:

The title of annotation (It is not mandatory):

Can it be seen by the Supplier / Buyer?

No Yes

Save

Former annotations

No annotation

The annotations shall be numbered on the basis of the time of save. Concerning every single annotation, its title (if it has been given), the User –who has recorded the annotation – as well as the date of recording. Under this, the textual content of the annotation can be read.

34. figure Annotations

Annotations ([Show](#) / [Hide](#))

Former annotations

2. afadga - Customer: Minta Béla - Dátum: 2012-01-18 10:20:37 - [Delete](#)
agdgagag

1. agag - Customer: John John - Dátum: 2012-01-18 10:20:32 - [Delete](#)
ydgadg

The saved annotations shall constitute a part of the content of the PDF file prepared in the course of account assignment / invoice processing for bookkeeping related to the given invoice, and they are listed following the account assignment data.

35. figure Account assignment data

Ez a számla csak elektronikus formában alkalmas adóigazgatási azonosításra!

Bizonylatszám: IBIZ/00000122/2011

Tartozik: 1

Követel: 2

Áfa: 25

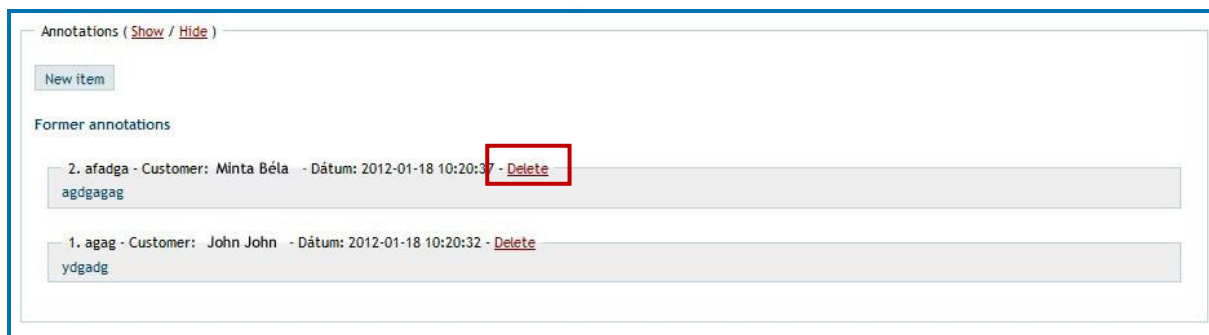
Megjegyzések:

2. Minta masni - Vevő: Minta Béla - Dátum: 2011-12-14 14:19:43
minta masni masni minta minta masni masni minta

1. Ellenjegyzés - Vevő: Minta Béla - Dátum: 2011-12-14 14:19:14
Minta Béla által ellenjegyezve

In case a given annotation becomes unnecessary or you would not like that it be visible concerning the account assignment data, it can be removed by clicking on title „*Delete*” which can be seen next to the certain saved annotation title. In case several users can manage the affected administration surface, that User is entitled to delete annotations in every case who has saved them, therefore an other user can not delete them, it shall be entitled only to read/view the annotation affected.

36. figure Delete the annotation



In case you shall not intend to add any more annotations during the given work process or to view the earlier ones, you can close this part by clicking on „*hide*” which can be found on the top of the box „*Annotations*”. Next time when you need it again, you will be able to see it again by clicking on „*show*”.

37. figure Hide annotations





4.5.Account assignment

The User has the opportunity to carry out account assignment concerning one or even several invoices at the same time. The function of account assignment can be achieved in several ways. The first one is if the User indicates the invoice/invoices which shall be subject to account assignment (by clicking on the indicator square) from the list in the menu „*Not paid*” or „*Previous invoices*” and then the User clicks on button „*Go*” which can be found next to the title „*Account assignmen of indicated ones*” which is under the table.

38. figure Reach the account assignment

Invoices

SEARCH ON

	Description / Invoice Number	Supplier	Payment due date	Date of performance	Invoice date	View date	Amount payable	Download invoice	
<input type="checkbox"/>	Invoice number: IBIZ/00000009/2012	Minta2001 Kft.	01.20.2012.	01.13.2012.	01.12.2012.	01.12.2012.	 250 HUF	PDF	Details
<input type="checkbox"/>	Invoice number: PF/00000001/2012	Minta2001 Kft.	01.11.2012.	01.03.2012.	01.03.2012.	-	 1,18 HUF	PDF	Details

With the selected items: Account assignment

[Export to Excel all invoices shown on the screen](#)
[Download invoices shown on the screen in compressed file format](#)

1 2 pcs per page

It is practical to choose this if you do not intend to re-check once again the data of the invoice/invoices which shall be subject to account assignment, or you need only a few items of the list. It is important that in this case you should not indicate the indicator square which can be found in front of title „*Account assignment of indicated ones*”, because then the system automatically indicates all of the invoices which can be found in the site concerned. As a consequence of this, if you are wishing to carry out account assignment concerning all of the invoices which can be seen in the site given, it is practical to indicate only the indicator square concerning the title „*Account assignment of indicated ones*”, and thus you need not indicate the invoices one by one. By this procedure the User can carry out a collective account assignment.

In case you intend to carry out the account assignment concerning one invoice affected at the same time and you are wishing to view its data first – also to see the annotations if there are some saved ones in the case of this invoice - and after checking you shall need not return to the e-invoice list however you can simply carry out account assignment related to the given invoice by clicking on „*Account assignment*” in menu „*Others*” which can be found under the data in the invoice itemization.

39. figure Reach the account assignment

Others

Account assignment

In the course of *account assignment*, first the suitable data (Debit, Credit, VAT) have to be given and, after this, our system shall automatically carry out account assignment concerning the invoice(s).

40. figure Data for the account assignment

Others

- Account assignment
 - Debit:
 - Credit:
 - Vat:

Account assignment Close

In the **PDF** file prepared like this, listed annotations – if there have been any like these - concerning the invoice, made following the making out of the invoice, can be found under the account assignment data as well as the original e-invoice's PDF preview (also involving the XML format of the e-invoice) can be found at the PDF attachment.

41. figure Account assignment data

Ez a számla csak elektronikus formában alkalmas adóigazgatási azonosításra!

Bizonylatszám: IBIZ/00000122/2011

Tartozik: 1

Követel: 2

Áfa: 25

Megjegyzések:

2. Minta masni - Vevő: Minta Béla - Dátum: 2011-12-14 14:19:43

minta masni masni minta minta masni masni minta

1. Ellenjegyzés - Vevő: Minta Béla - Dátum: 2011-12-14 14:19:14

Minta Béla által ellenjegyezve

The User can see the PDF file including the account assignment data of the given invoice in the certain e-invoice „**Details**” menu, in the function zone concerning the „**Attachments**”, from where the User can even download it.

42. figure Download the PDF file

Download invoice in PDF file format (23 Kb)
 Annotations
 Account assignment

Attachments:
Kontír_IBIZ/00000009/2012 (Type: Kontír, 40 Kb) - Delete
 res_level.doc (Type: Egyéb, 190 Kb)
 papiralapu.jpg (Type: Egyéb, 23 Kb)

Detailed invoice




Invoice information
 Vendor

Status of invoice: not paid
 Name: Minta2001 Kft.

4.6.Payment of invoices

In column „*Amount payable*” of the list table of menu „*Unpaid invoices*”, next to the final amount of the invoice the small icon „*Visa*” signs the possibility of online bank card payment of the account affected. In case you can see one like this and possess the bank card suitable for online payment, you can start it by clicking on the icon.

43. figure Pay by credit card

<input type="checkbox"/>	Invoice number: IBIZ/00000007/2012	Minta2001 Kft.	01.20.2012.	01.13.2012.	01.12.2012.	01.12.2012.		1,18 HUF	PDF	Details
<input checked="" type="checkbox"/>	Invoice number: IBIZ/00000006/2012	Minta2001 Kft.	01.19.2012.	01.11.2012.	01.11.2012.	01.12.2012.		1,18 HUF	PDF	Details
<input type="checkbox"/>	Invoice number: IBIZ/00000004/2012	Minta2001 Kft.	01.17.2012.	01.09.2012.	01.09.2012.	01.12.2012.		28,75 HUF	PDF	Details

Remark: The online bank card payment possibility can take place on the basis of the instructions of the given Supplier. It shall be the Supplier’s responsibility to come to an agreement on it with its bank.

5 E-box

The E-box is not different from an electronic account archiving and processing system. By means of the system, the User has the opportunity to store in one system its invoices received from different electronic resources. The User can view the e-invoices to be stored here by online view or by opening the PDF file.

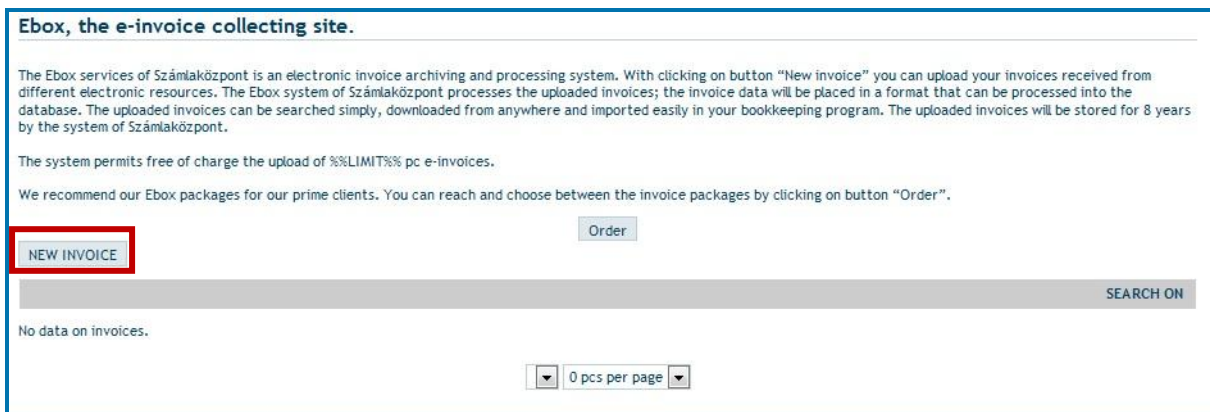
In case the User has uploaded e-invoices in this account preliminarily, the User can view them in the list table, it can search among the invoices by giving the searching parameters and can download their invoice previews in a PDF file format.

20 pieces of invoices can be stored free of charge in the e-box, and in the case of an amount exceeding this, the User has to order the service.

5.1 Upload of a new invoice

You can start uploading your e-invoices received from other electronic suppliers with the aid of „*New invoice*” in the beginning page of menu „*E-box*”.

44. figure Upload a new invoice to the E-box



Ebox, the e-invoice collecting site.

The Ebox services of Számlaközpont is an electronic invoice archiving and processing system. With clicking on button “New invoice” you can upload your invoices received from different electronic resources. The Ebox system of Számlaközpont processes the uploaded invoices; the invoice data will be placed in a format that can be processed into the database. The uploaded invoices can be searched simply, downloaded from anywhere and imported easily in your bookkeeping program. The uploaded invoices will be stored for 8 years by the system of Számlaközpont.

The system permits free of charge the upload of %%LIMIT%% pc e-invoices.

We recommend our Ebox packages for our prime clients. You can reach and choose between the invoice packages by clicking on button “Order”.

NEW INVOICE Order

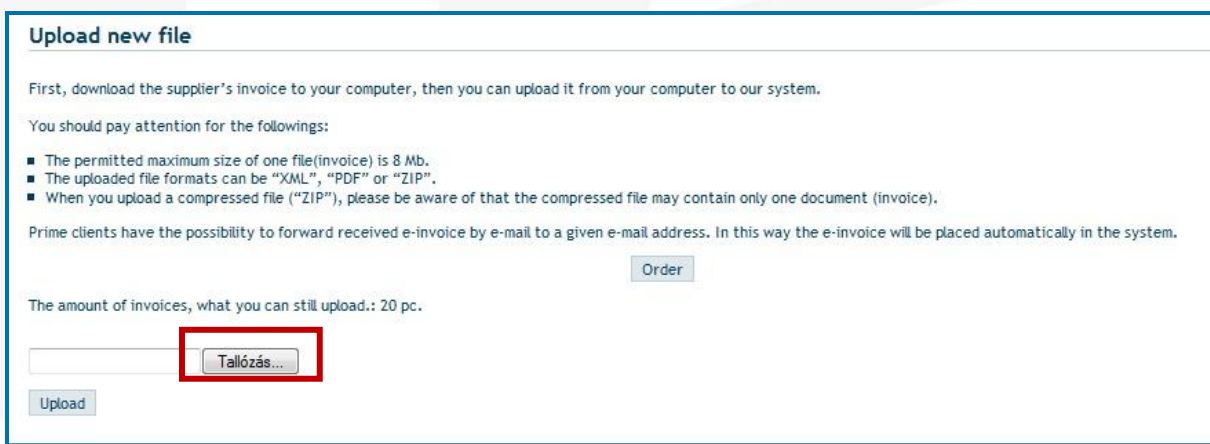
SEARCH ON

No data on invoices.

0 pcs per page

By clicking on „*Search*” in the upload site you can choose a folder of your computer, from where you are wishing to upload the e-invoice given. Since the invoices to be uploaded can be uploaded from a computer, first it is practical to save them in a subfolder of the computer. In an E-box, in „XML”, „PDF”, ill. „ZIP” file formats you can upload one by one your electronic invoices, the permitted maximum size of which amounts to 8 Mb/document.

45. figure Search



Upload new file

First, download the supplier’s invoice to your computer, then you can upload it from your computer to our system.

You should pay attention for the followings:

- The permitted maximum size of one file(invoice) is 8 Mb.
- The uploaded file formats can be “XML”, “PDF” or “ZIP”.
- When you upload a compressed file (“ZIP”), please be aware of that the compressed file may contain only one document (invoice).

Prime clients have the possibility to forward received e-invoice by e-mail to a given e-mail address. In this way the e-invoice will be placed automatically in the system.

Order

The amount of invoices, what you can still upload.: 20 pc.

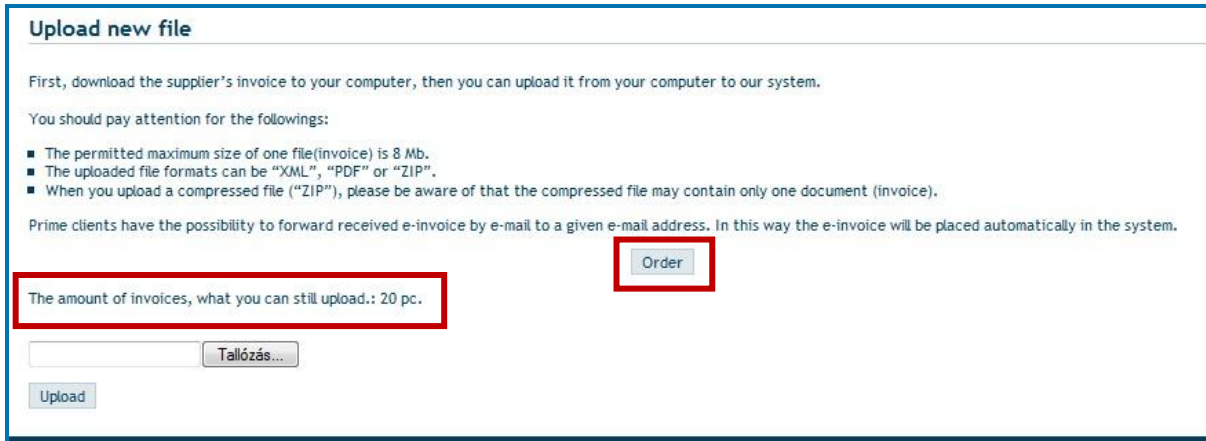
Tallózás...

Upload

Concerning „*The amount of invoices which you can still upload*” you can see how many pieces of invoices you still have in case of the currently ordered service package, thus you can also calculate with the fact when you will need to order a new service package in order to be

able to upload additional invoices. The order of the following service package can be started by clicking on „**Order**”.

46. figure The amount of invoices; ordering



Upload new file

First, download the supplier's invoice to your computer, then you can upload it from your computer to our system.

You should pay attention for the followings:

- The permitted maximum size of one file(invoice) is 8 Mb.
- The uploaded file formats can be "XML", "PDF" or "ZIP".
- When you upload a compressed file ("ZIP"), please be aware of that the compressed file may contain only one document (invoice).

Prime clients have the possibility to forward received e-invoice by e-mail to a given e-mail address. In this way the e-invoice will be placed automatically in the system.

The amount of invoices, what you can still upload.: 20 pc.

Tallózás...

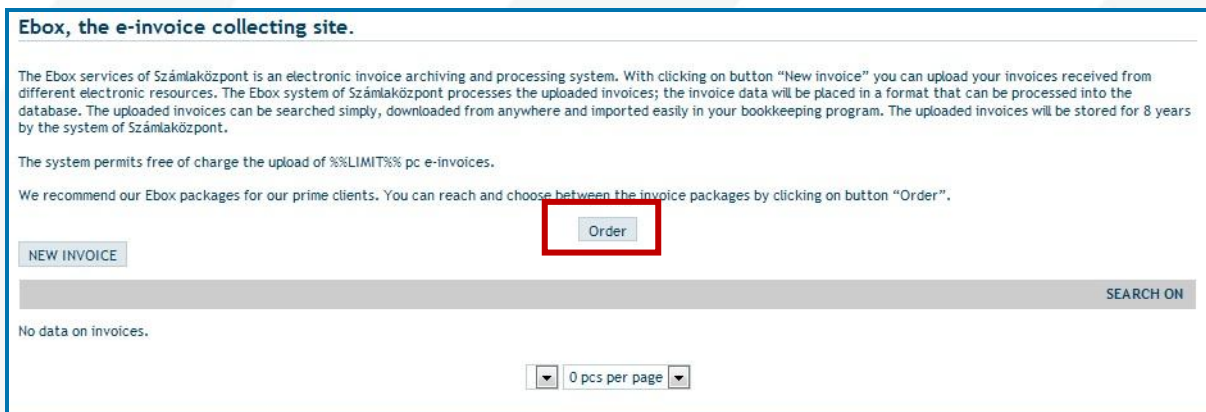
Upload

Order

5.2 Order of Service

The E-box service of the Invoice Center can be ordered simply, any time, by clicking on button **Order** which can be found in the beginning site of the menu. In the site of orders the User can view what service packages the User can order, as well as can see the prices belonging to them.

47. figure Ordering from the E-boksz menu



Ebox, the e-invoice collecting site.

The Ebox services of SzámLaközpont is an electronic invoice archiving and processing system. With clicking on button "New invoice" you can upload your invoices received from different electronic resources. The Ebox system of SzámLaközpont processes the uploaded invoices; the invoice data will be placed in a format that can be processed into the database. The uploaded invoices can be searched simply, downloaded from anywhere and imported easily in your bookkeeping program. The uploaded invoices will be stored for 8 years by the system of SzámLaközpont.

The system permits free of charge the upload of %%LIMIT%% pc e-invoices.

We recommend our Ebox packages for our prime clients. You can reach and choose between the invoice packages by clicking on button "Order".

NEW INVOICE

Order

SEARCH ON

No data on invoices.

0 pcs per page

First, you have to give the data of the company (customer, here the system shall automatically write the name belonging to the User – it can be changed at will – and the additional data have to be given by hand („Address/Center address”, „Tax number”). It is important that the User should give data which are true to life, since our system shall make out for the Company e-invoices concerning the service according to the data given here. The service shall not have been available in its entirety until the e-invoices, which are connected with the service, are not settled.

48. figure Order the E-box service

Order the prime service of e-invoice of Ebox

The service fee of the E-box is

- to 20 pc: free
- from 20 pc to 500 pc: 500 HUF+VAT/MONTH
- from 500 pc to 2000 pc: 1000 HUF+VAT/month
- from 2000 pc-to 8000 pc: 3000 HUF+VAT/month
- from 8000 pc: 5000 HUF+VAT/month

Name / Company name:

Address / Company address:

Tax number:

Package:

By clicking on button "Order" I agree with the relevant [terms and conditions](#). After clicking on button "Order" we send an e-invoice for you about the ordered service. You must discharge the e-invoice, and then we can activate the service to you.

Order the service.

After giving the necessary data, from the rolling menu the User can choose the invoice package which it is wishing to order. Following this, the General contracting conditions have to be accepted, which the User can do by ticking the indicator square. Following this, by clicking on button „**Order the service**” it can make the process of the order final.

Following the submitted order demand, our system shall send an e-invoice to you, after the payment of which you can use in an unrestricted way the advantages provided by the service.

5.3 Operations

The invoices uploaded in the E-box are represented in a list table in strict chronological order, arranged backwards. Considering the invoice data, the supplier’s and the buyer’s name, the serial number of the invoice, invoice date, payment due date, amount payable and the status of the invoice can be seen, and the additional invoice data can be available by clicking on ’’**Details**’’ involved in the line of the invoice affected.

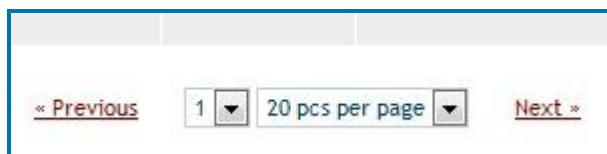
49. figure Table of E-box

								SEARCH ON
Id	Supplier	Customer	Invoice number	Invoice date	Payment due date	Total invoice amount	Status	
251	Minta2001 Kft.	Minta Béla	IBIZ/00000008/2012	2012-01-12	2012-01-20	1,18 HUF	approved	Details Töröl
250	Minta2001 Kft.	Minta Béla	IBIZ/00000007/2012	2012-01-12	2012-01-20	1,18 HUF	approved	Details Töröl
248	Minta2001 Kft.	Minta Béla	IBIZ/00000006/2012	2012-01-11	2012-01-19	1,18 HUF	approved	Details Töröl
245	Minta2001 Kft.	Minta Béla	IBIZ/00000004/2012	2012-01-09	2012-01-17	28,75 HUF	approved	Details Töröl
244	Minta2001 Kft.	Minta Béla	IBIZ/00000003/2012	2012-01-04	2012-01-12	1,18 HUF	approved	Details Töröl

It can be adjusted by the rolling separator, being in the bottom of the site, how many items the list should contain (e.g. ’’20 pc/page’’, ’’40 pc/page’’, etc.). Besides these, in case of a list of

several pages, stepping between sites is served by the titles ”*Previous*” and ”*Following*” which can be found in the two pages of the rolling down list.

50. figure The number of the elements of the list, stepping between sites



a) Search functions

The *search functions* in the table can be shown up by clicking on the grey zone which can be found above the table or on „*Search on*”. In the rolling search you can select based on the following aspects:

- Supplier's name
- Customer's name
- Status
- Payment due date
- Date of performance
- Invoice date
- Amount payable

51. figure Search filters



SEARCH OFF

Column: -- Select -- contains AND contains No filter Search [Turn off search filters](#)

Id	Supplier's name	Customer's name	Supplier	Invoice number	Invoice date	Payment due date	Total invoice amount	Status	
251	Minta2001 Kft.	Aubert GÁbor	GÁbor	IBIZ/0000008/2012	2012-01-12	2012-01-20	1,18 HUF	approved	Details Delete
250	Minta2001 Kft.	Aubert GÁbor	GÁbor	IBIZ/0000007/2012	2012-01-12	2012-01-20	1,18 HUF	approved	Details Delete

After giving the search conditions, there is an opportunity for giving the relations of search: „it should contain” (the given field should contain the text typed), „equals”, „not equals”, „less than”, etc. The key word has to be typed in the empty field which can be found next to the relations of search, based upon which you are wishing to run the entire search. After giving the required conditions, search can be started by clicking on „**Search**”.

52. figure Start the search

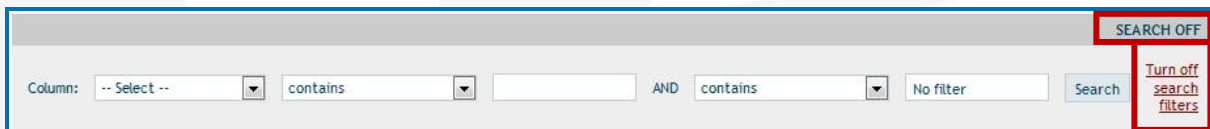


SEARCH OFF

Column: -- Select -- contains AND contains No filter **Search** [Turn off search filters](#)

In case you do not need the search filters any more, you can terminate them by clicking on „**Turn off search filters**” and can return to the entire list. In case you intend to hide only the search zone, you have to click on the text „**Search off**” which can be found in the grey zone.

53. figure Hide or turn off the search filters



SEARCH OFF

Column: -- Select -- contains AND contains No filter Search [Turn off search filters](#)

b) Invoice details

You can have access to the detailed data of the invoice by clicking on „**Details**”.

54. figure Reach details of invoice

								SEARCH ON
Id	Supplier	Customer	Invoice number	Invoice date	Payment due date	Total invoice amount	Status	
251	Minta2001 Kft.	Minta Béla	IBIZ/00000008/2012	2012-01-12	2012-01-20	1,18 HUF	approved	Details Delete
250	Minta2001 Kft.	Minta Béla	IBIZ/00000007/2012	2012-01-12	2012-01-20	1,18 HUF	approved	Details Delete
248	Minta2001 Kft.	Minta Béla	IBIZ/00000006/2012	2012-01-11	2012-01-19	1,18 HUF	approved	Details Delete
245	Minta2001 Kft.	Minta Béla	IBIZ/00000004/2012	2012-01-09	2012-01-17	28,75 HUF	approved	Details Töröl
244	Minta2001 Kft.	Minta Béla	IBIZ/00000003/2012	2012-01-04	2012-01-12	1,18 HUF	approved	Details Töröl

The User has the possibility to download the given account in its computer or only to see the invoice preview by clicking on the **Download invoice** in the upper function zone, and by clicking on the text **Annotations** in the site the User shall be directed to the part **Annotations**.

55. figure Function zone

Download invoice
Annotations

Details of invoice.

<p>Supplier</p> <p>Name: Minta2001 Kft.</p> <p>Company address: 1234 Mintaváros Minta utca 10.</p> <p>Tax number: 11111111-1-11</p>	<p>Customer</p> <p>Name: Minta Béla</p> <p>Company address: 7632 Páscs, Nagy Imre űst 120.</p> <p>Tax number: 11186748-2-11</p>
--	--

In the site, the data of the person / company making out the invoice (**Supplier**) and the receiver (**Customer**), which are involved in the invoice, have been placed in separate boxes.

56. figure Supplier and Customer

Download invoice
Annotations

Details of invoice.

<div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Supplier</div> <p>Name: Minta2001 Kft.</p> <p>Company address: 1234 Mintaváros Minta utca 10.</p> <p>Tax number: 11111111-1-11</p>	<div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Customer</div> <p>Name: Minta Béla</p> <p>Company address: 7632 Páscs, Nagy Imre űst 120.</p> <p>Tax number: 11186748-2-11</p>
---	---

Concerning the part **Further data** such general pieces of information can be found related to the invoice like its serial number, invoice date, date of performance, the type of the invoice (normal, proforma, document with the same consideration as an invoice). In case the person/company making out the invoice, while preparing the invoice, writes additional

information in the field „*Others*”, these can also be seen here. Besides these, data concerning payment are also represented here, such as payment due date, method of payment, currency.

57. figure Further data

Further data					
Invoice date:	Date of performance:	Payment method:	Payment due date:	Invoice type:	Currency:
2012-01-12	2012-01-19	Átutalás	2012-01-20		HUF
Invoice number:	Further data:				
IBIZ/0000008/2012					

The previous ones are followed by a table („*Products/services*”) in which the items, their quantity, net unit price, total net amount, VAT rate, VAT amount, gross unit price and gross price involved in the issued invoice are represented and, following these, the total amount is specified written in numbers and letters.

58. figure Products/services

Products / services								
Description:	Quantity:	QU:	Net unit price:	Total net amount:	VAT rate (%):	VAT amount:	Gross unit price:	Gross price:
1	1	1	1.00	1.00	18%	0.18	1.18	1.18
Total								Gross price:
								1.18

This unit is followed by the part „*Annotations*” which can be added to the invoice subsequently (see: 4. „Unpaid and Received invoices”)

59. figure Reach annotations

Annotations (Show / Hide)

c) E-invoice deletion

In case you are not wishing to store a given invoice in the E-box system of Invoice Center, you can remove it from the system by clicking on „*Delete*”

60. figure Delete invoice

								SEARCH ON
Id	Supplier	Customer	Invoice number	Invoice date	Payment due date	Total invoice amount	Status	
251	Minta2001 Kft.	Minta Béla	IBIZ/00000008/2012	2012-01-12	2012-01-20	1,18 HUF	approved	Details Delete
250	Minta2001 Kft.	Minta Béla	IBIZ/00000007/2012	2012-01-12	2012-01-20	1,18 HUF	approved	Details Delete
248	Minta2001 Kft.	Minta Béla	IBIZ/00000006/2012	2012-01-11	2012-01-19	1,18 HUF	approved	Details Delete
245	Minta2001 Kft.	Minta Béla	IBIZ/00000004/2012	2012-01-09	2012-01-17	28,75 HUF	approved	Details Töröl
244	Minta2001 Kft.	Minta Béla	IBIZ/00000003/2012	2012-01-04	2012-01-12	1,18 HUF	approved	Details Töröl

6 Import supplier certificate

By clicking on the menu, a downloading window will appear where the saving of the certificate has to be started and then a target folder of the computer has to be selected where the system saves the certificate. After the Supplier certificate has been saved in the computer, in case of e-invoices viewed by the Adobe Reader program the program will not indicate that *”At least one signature is missing”*.

61. figure Download the supplier certificate



The screenshot shows the user interface of Számlaközpont. At the top right, the user 'Minta Béla' is logged in, with a 'Log out' link. Below this, a navigation menu contains 'Suppliers', 'Invoices', and 'E-box'. The 'Import supplier certificate' button is highlighted with a red box. The main content area displays a 'Welcome!' message and a prompt to 'Please choose from the Menu!'. The footer contains copyright information for Számlaközpont Gazdaságfejlesztő Iroda Ltd. and links for 'Information Security Policy' and font size adjustments.

7 Logout

When you are not wishing to carry out any additional operations in your user account, you can leave the online user account by clicking on *”Logout”* represented in the right upper corner.

62. figure Log out from the user account



The screenshot shows the user interface of SzámLaközpont. At the top left, there is a 'Home' link with a house icon and flags for Hungary and the UK. The main header contains the SzámLaközpont logo and the text 'a számlázás új generációja'. Below the header, there are navigation links: 'My data', 'Help', 'Suppliers', 'Invoices', and 'E-box'. On the right side of the header, it says 'Minta Béla logged in | **Log out**' (the 'Log out' link is highlighted with a red box) and 'Import supplier certificate'. The main content area starts with a 'Welcome!' message and a line 'Please choose from the Menu!'. At the bottom, there is a footer with copyright information: '© 2009 SzámLaközpont Gazdaságfejlesztő Iroda Ltd., All rights reserved | Information Security Policy' and a link to 'increase font size / decrease font size'.