

GFT Synertrade: Supplier Guide

How to: modify your profile – answer a QRFP – confirm an order – register an invoice



1. Introduction

- Navigation
- My Account

2. Quick Request for Proposal

- Answer a Price request

3. Orders

- Confirm an order

4. Invoices

- Register your invoice

Introduction

Access the Portal

GFT – Synertrade Supplier Guide Introduction

This guide will show you how to access the GFT Synertrade supplier portal and go through the features and functionality.

- **What is the Syntertrade Supplier portal?**
 - The supplier portal allows you to go to a website, see a list of all your purchase orders from GFT and submit invoices for those Purchase orders.
 - You will also be able to update your company information, add your colleagues for access and take part in 'Quick RFPs'
 - You will receive an email with your login details and password.
 - Invoices submitted via the supplier portal will be processed electronically through the portal and you will have visibility of your invoice status as it moves through our approval process.
 - All invoices submitted via portal will also show the payment data once GFT pays the invoice. Both of these things will give you more visibility of your invoice and help ensure you are paid in a timely manner based on your payment terms with GFT

Access Synertrade Supplier Portal (1)

- Access the platform via your browser through: <https://gft.synertrade.com>
- You will reach the Access page of the Portal

WELCOME, please enter your credentials

Login

Password

Show password

Keep me signed

[Forgot Password or Login?](#) [QA](#)

[Change language](#) [Accelerate Test of Compatibility](#)

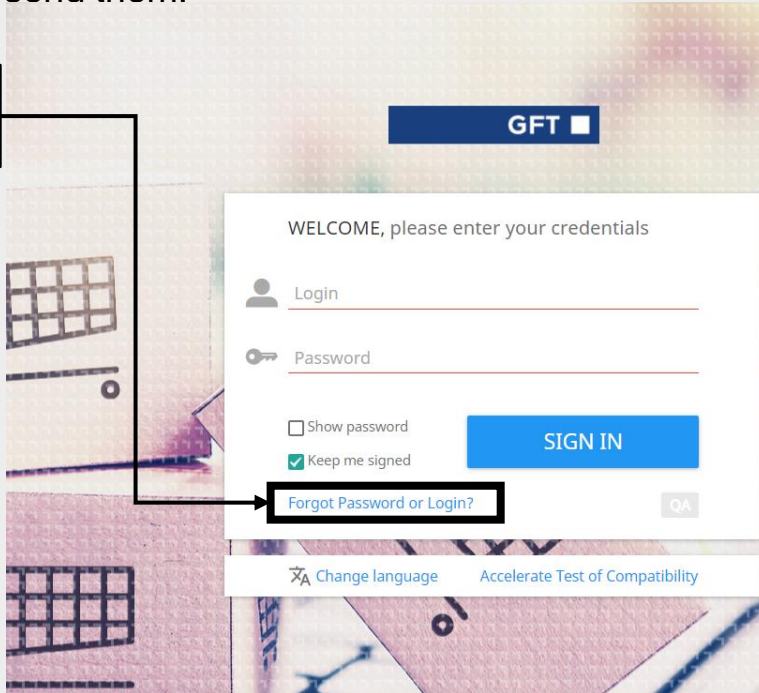
1. Enter the:
- Login
- Password
That you have received by email

2. Click on button "Sign In" to enter

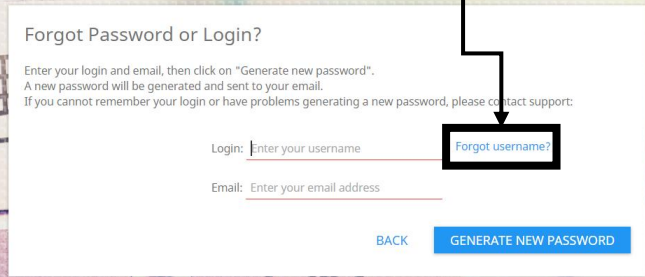
Access Synertrade Supplier Portal (2)

- When you do not have your credentials or if you have forgotten them, the portal can re-send them:

1. Click on "Forgot Password or Login"?



4. If you don't remember your login, click on "Forgot username?"



2. You will be re-directed to this page. Enter your login and email address
3. Click on button "Generate New Password"

Access Synertrade Supplier Portal (3)

- When you do not have your credentials, the portal can re-send them:

You will receive an email with a new password.
Copy it without spaces and go back to the Access
page.
Enter your login and received password.

NEW PASSWORD GENERATED

Dear Anaïs Delgado,

A new password has been generated. Please enter this new temporary password together with your login:

Password: aLLBn7R%\$s

After first log-in, please follow the 2 steps:

- You will be required to enter a new personal password (please ensure you follow the password rules set).
- Once logged in, click on your user name link in top right corner; check and save your personal settings for your profile (language, time zone etc).

In case of questions regarding the platform usage please contact support +33 (0)975184485 or email support@synertrade.com.

This is an automated generated message; please do not reply to this email.

This e-mail as well as any attached files is confidential and may also contain information which is legally privileged. It is intended solely for the use of the individual or the entity to whom it is addressed. If you are not the intended recipient please return this e-mail immediately to the sender and then delete this message from your system. The sender is not liable for the proper transmission of this information nor for any delay in its receipt.

Once you have entered the received password, you will be asked to set a new password.

You will need to:

- Repeat your new chosen password twice
- Respect the characters restrictions that show in the box to the right

GFT

Change password

Enter a new password:

Enter new password:

Re-enter new password:

- Length: min. 8 - max.10
- Number of numeric characters: min. 1 - max.5
- Number of special characters: min. 1 - max.5
- Number of capital letters: min. 1
- Password not matching

CANCEL SAVE

Change your Language

- Once you have accessed the Portal, you will reach the "SynerSpace"
- The language in which you navigate in the application can be changed here

1. Hover on your name with the pointer
2. A menu appears, click on the "Language" option

2. The languages options box appears, select your language
3. Click on "Apply" to save your language

Language

English (UK) Spanish Polish

German Italian

PERSONAL SETTINGS CLOSE **APPLY**

https://gft-test-synertrade.com/ngp415/common/actions/OpenMainLayout.do?stApp=ACC&path=/actions/portal/tabPersonalSettings.do?menu=1

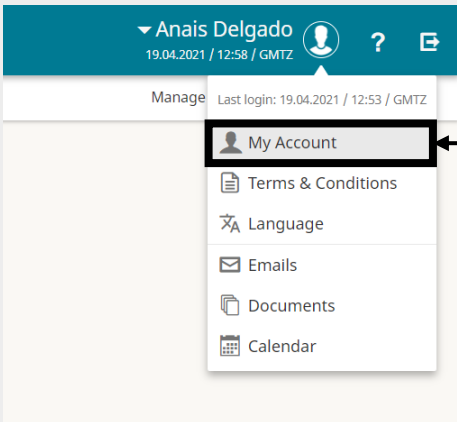
415 QA

My Account

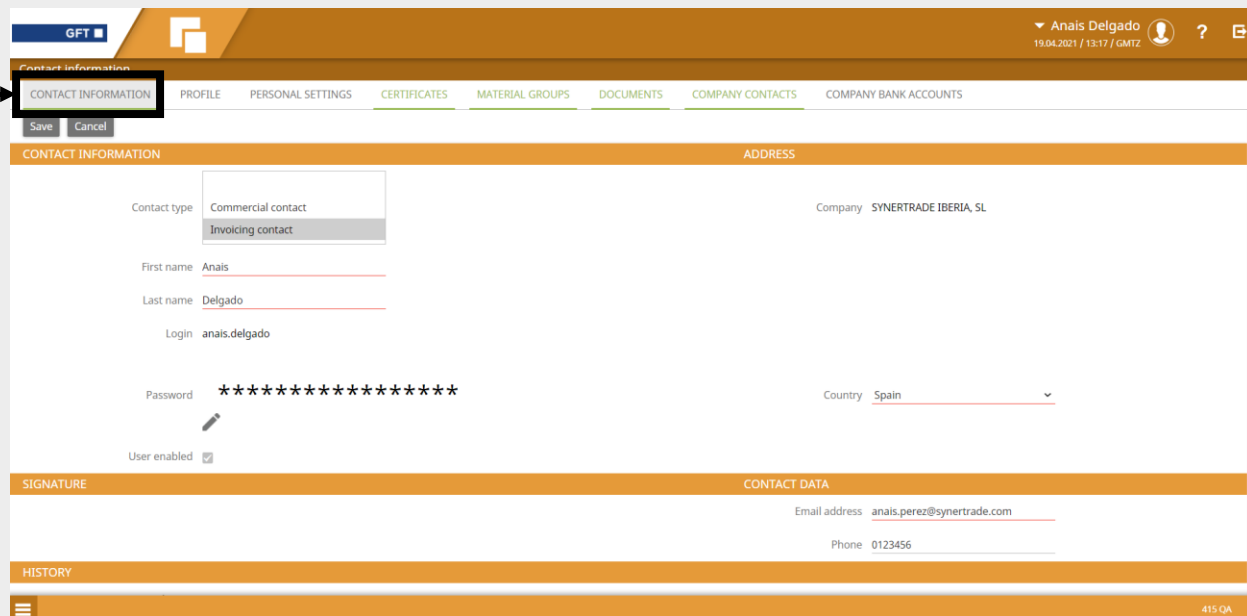
Review your company information

Review your Profile – Contact Information

- Check that GFT has your right contact information



1. Hover on your name with the pointer
2. A menu appears, click on the "My Account" option



When you reach your contact information. You can review & update your:

- Contact type – these are the areas where GFT might contact you
- Your country
- Your phone number

After making your changes, do not forget to click on "Save"

Review your Profile – Company Profile (1)

- Review your company information: address and contact

Go to the "Profile" tab to see your company information

Contact information / Supplier name SYNERTRADE IBERIA, SL Contact

CONTACT INFORMATION PROFILE PERSONAL SETTINGS CERTIFICATES MATERIAL GROUPS DOCUMENTS COMPANY CONTACTS COMPANY BANK ACCOUNTS

Save

COMPANY INFORMATION

Company _____

Address _____

Address 2 _____

City _____

Postal code _____

Country _____

Region _____

Language _____

Phone 1 _____

Phone 2 _____

Fax _____

Email address _____

Registration Status **Changed**

Additional name _____

Search name _____

Additional name

Non-PO Supplier **No**

In this tab you should check that the following information is correct:

- The legal address
- The general contact information (phones, fax, email address)

Review your Profile – Company Profile (2)

- Review your company information: Tax Code

When you scroll down check:

- Regional Tax Code: this is the tax code assigned to your company
- VAT number: only complete if your company has a European Union VAT number – this should not contain the country code

NOTE: the rest of the information is non-editable completed by GFT and you will need to contact them to amend if incorrect

Regional tax code B88093877

Local ERP No. 1009834

VAT Number B88093877

Withholding tax GN - (-15%) - Ret. IRPF profesit

Business type Reseller

Valid from _____

Valid to _____

Currency EUR - Euro

Incoterms Free on Board 2010

Payment terms Within 30 days Due net

VAT Type No tax

Comment _____

HISTORY

Review your Profile – Define your preferences

- Define your preferences to see the timezone and dates in your preferred format.

Go to the "Personal Settings" tab to review your preferences

Review your:

- TimeZone
- Date format
- Numeric format
- Currency in which you work

Review your Profile – Upload your certificates

- Add or update your certificates to increase your chances to work with GFT

Go to the "Certificates" tab to view or add certificates

1. Click on button "New" to add a certificate

Another page opens, here fill the details of your certificate:

- **Select certificate:** select from the list the certificate you will upload. If it is not listed, select "others"
- **Alternative name:** write your certificate name if it is not listed
- **Valid from / Valid to:** select the dates of validity of this certificate
- **Certificate Documents:** click on this icon to upload the certificate

CERTIFICATES MATERIAL GROUPS DOCUMENTS COMPANY CONTACTS COMPANY BANK ACCOUNTS

Personal Settings / Supplier name SYNERTRADE IBERIA, SL Contact

CONTACT INFORMATION PROFILE PERSONAL SETTINGS CERTIFICATES MATERIAL GROUPS

Search

NEW Configure

NO.	CERTIFICATE CODE	CERTIFICATE NAME	ALT
1	DIN ISO 9001:2018	DIN ISO 9001:2018	

Select Certificate others

Alternative name

Status Enabled

Valid from

Valid until

Certificate To Be Returned Before

Certificate Documents Upload additional documents (e.g. scanned certificate).

Certification authority

Remind me prior to certificate expiration (x days before expiration) 90

Remind me as certificate expires.

Language for email English (UK)

Review your Profile – Upload your certificates

- Add or update your certificates to increase your chances to work with GFT

Go to the "Certificates" tab to view or add certificates

1. Click on button "New" to add a certificate

Another page opens, here fill the details of your certificate:

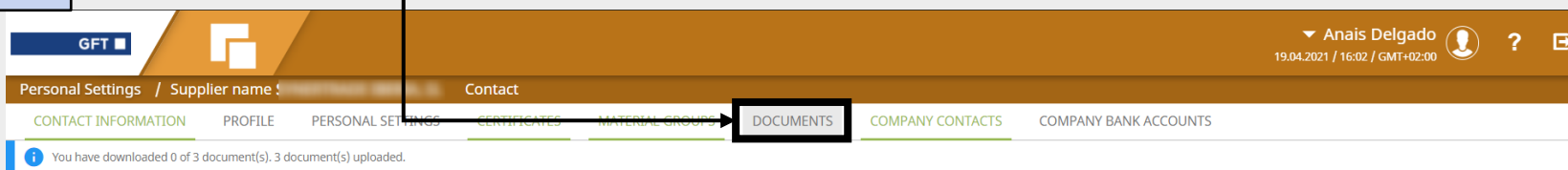
- **Select certificate:** select from the list the certificate you will upload. If it is not listed, select "others"
- **Alternative name:** write your certificate name if it is not listed
- **Valid from / Valid to:** select the dates of validity of this certificate
- **Certificate Documents:** click on this icon to upload the certificate

Do not forget to click on "Save" to keep your changes

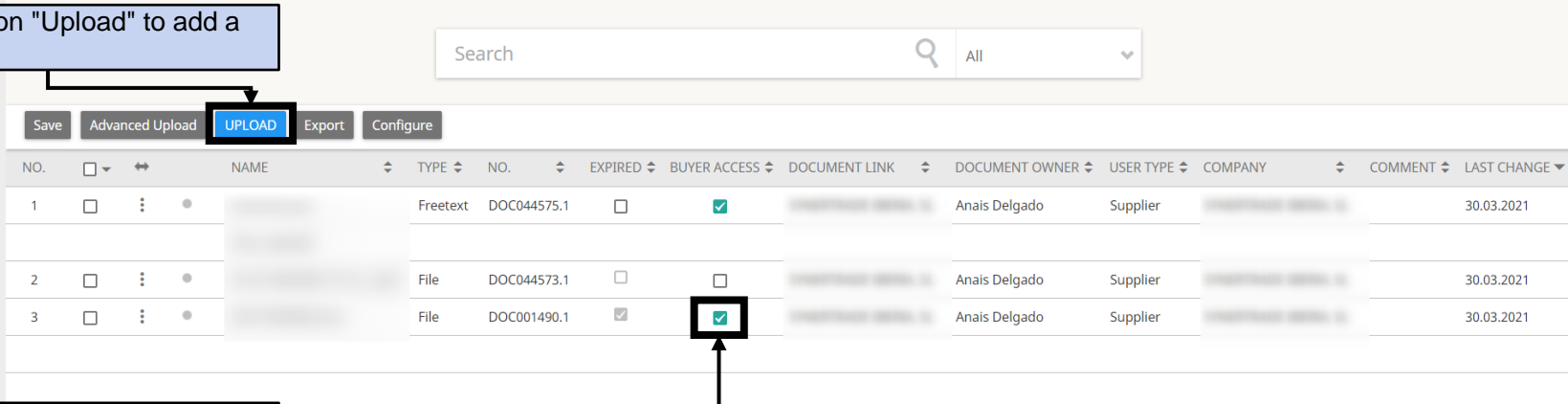
Review your Profile – Upload or view other documents

- If you want to share other documents (non-certificates) with GFT you can upload these.

Go to the "Documents" tab to view or add documents



1. Click on button "Upload" to add a document



2. Mark the "Buyer Access" to share this document with GFT

Review your Profile – View your registered colleagues

- See if some of your colleagues are also registered in the portal

Go to the "Company
Contacts" tab to view
who is registered in the
portal

Personal Settings / Supplier name **Contact**

CONTACT INFORMATION PROFILE PERSONAL SETTINGS CERTIFICATES MATERIAL GROUPS DOCUMENTS **COMPANY CONTACTS** COMPANY BANK ACCOUNTS

Search All

Export Configure

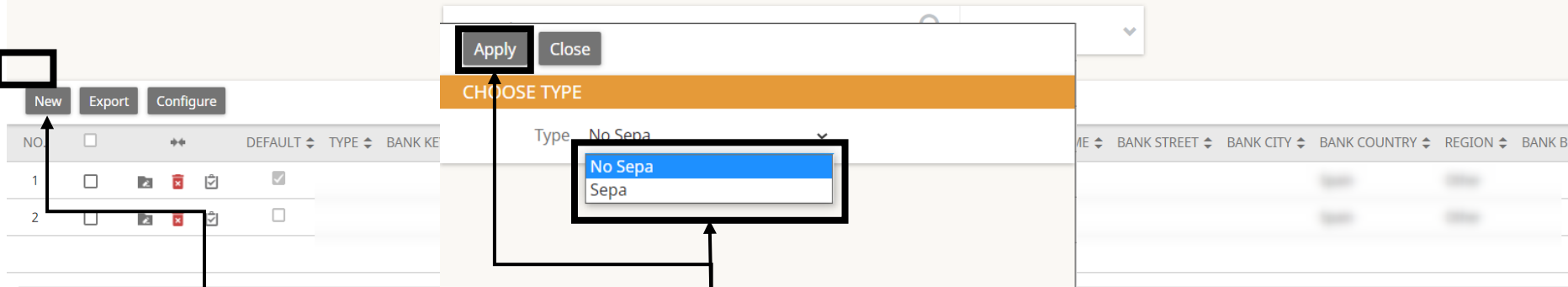
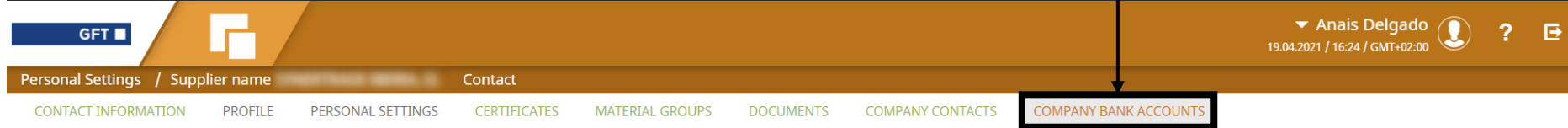
NO.	<input type="checkbox"/>	**	CONTACT TYPE	FIRST NAME ▲	LAST NAME ▼	LOGIN ▼	COMPANY ▼	DEFAULT CONTACT	ENABLED ▼	EXPIRED ▼	EMAIL ADDRESS	TELEPHONE ▼	LANGUAGE ▼	COUNTRY ▼	LAST CHA
1	<input type="checkbox"/>		Commercial contact					<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			English (UK)	Spain	03.03.202
2	<input type="checkbox"/>							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			English (UK)	Spain	25.03.202
3	<input type="checkbox"/>							<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			English (UK)	Spain	13.04.202
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Invoicing contact	Anais	Delgado	anais.delgado		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			English (UK)	Spain	19.04.202

Contact GFT support if you need a
colleague to be added to the portal

Review your Profile – Add your company bank account (1)

- Register or update your Company Bank Account information
- All bank account changes will be checked and verified by GFT Finance team

Go to the "Company Bank Accounts" tab



1. Click on "New"

2. Select if you are adding a Sepa or No Sepa Bank Account
3. Click "Apply"

Review your Profile – Add your company bank account (2)

- Register or update your Company Bank Account information

Stay in the "Company Bank Accounts" tab

Personal Settings / Supplier name XXXXXXXXXX Contact

CONTACT INFORMATION PROFILE PERSONAL SETTINGS CERTIFICATES MATERIAL GROUPS DOCUMENTS COMPANY CONTACTS **COMPANY BANK ACCOUNTS**

COPY OF COMPANY BANK ACCOUNT DETAILS (NON SEPA)

Save Back to Overview

Bank key

Bank SWIFT code

Bank account number

IBAN

Payment currency

Bank name

Bank street

Bank city

Bank country

Region

Bank branch

Bank account holder

Attachment File

1. Fill the Company Bank Account Information – in the Attachment, add the bank account certificate
2. Click on "Save"

Quick Request for Proposal

Answer to a Request for Proposal

Invitation of a Request for Proposal

- A quick RFP (Request for Price) is a feature in Synertrade that allows GFT to request a price for a product or service from selected suppliers. If selected for a quick RFP, you will receive an email with details of the RFP and how to respond.

QUICK RFP INVITATION

Dear VS VEREINI ..,

You are invited to participate to the following Quick RFP: RFP0000124 : DE06_TC9.02 by Rica Scherzinger (rica.scherzinger@gft.com)

The deadline for the Quick RFP event has been set to: 02.07.2021 15:55

Please check the QRFP here **CLICK HERE**
This is an automatically generated email. Please do not respond to it.

The email gives you:

- The contact of the person inviting you
- The deadline you have to answer
- A link to Access the Request for Proposal – click on it

This e-mail as well as any attached files is confidential and may also contain information which is legally privileged. It is intended solely for the use of the individual or the entity to whom it is addressed. If you are not the intended recipient of this e-mail, you are hereby on notice of this status. Any disclosure, copying, distribution, dissemination or publication of the information contained therein is strictly prohibited, unless you have been permitted thereto by the sender. If you are not the intended recipient please return this e-mail immediately to the sender and then delete this message from your system. The sender is not liable for the proper transmission of this information nor for any delay in its receipt

Access the Request for Proposal

- Once you clicked on the email link you will be redirected to the Request

1. Read the NDA / Terms and Conditions
2. Either Accept or Reject these (note that access is only granted if these are accepted)

The screenshot displays the GFT Quick RFP interface. At the top, there is a navigation bar with the GFT logo and 'Quick RFP' text. On the right, the user's name 'Anais Delgado' and the date/time '19.04.2021 / 16:51 / GMT+02:00' are shown. Below the navigation bar, the main content area is titled 'Quick RFP / Supplier Project List'. A search bar is present, and a 'Configure' button is visible. The main table lists project records with columns for 'NO.', 'PROJECT ID', and 'PROJECT NAME'. A modal window titled 'Non Disclosure Agreement' is open, showing a document viewer with '1 / 1' pages and navigation controls. At the bottom of the modal, there are 'REJECT' and 'ACCEPT' buttons. A text box on the left contains instructions: '1. Read the NDA / Terms and Conditions' and '2. Either Accept or Reject these (note that access is only granted if these are accepted)'. Arrows point from this text box to the modal and the 'ACCEPT' button. The bottom of the interface shows a footer with '415 QA'.

Answer to the RFP

- Add your price, documentation and comments

1. Read the description of the Request for Proposal and click on the contact name if you have questions regarding the Request

2. Check if the Buyer has left documents you need to review on the "Received documents"
3. Click on "Add/View" to download the documents added by the buyer or upload your offer relevant documents

The screenshot shows the 'Quick RFP' interface. At the top, there's a navigation bar with 'GFT' and 'Quick RFP'. Below it, a breadcrumb trail reads 'Quick RFP / Supplier Quotation / Project IT hardware 2022'. The main content area is divided into three panels: 'REQUEST DETAILS', 'YOUR QUOTATION SUMMARY', and 'DOCUMENTS'. The 'REQUEST DETAILS' panel shows 'Name: IT hardware 2022', 'Description: computer, mouse, keyboard', 'End Date: 29.04.2021', and 'Contact: [redacted]'. The 'YOUR QUOTATION SUMMARY' panel shows 'ID:', 'Total: EUR 0,00', 'Date:', and 'Comment:'. The 'DOCUMENTS' panel shows 'Your documents: 0' and 'Received documents: 1'. There are 'ADD COMMENT' and 'ADD/VIEW' buttons in their respective panels. At the bottom, there are 'Back to overview' and 'Configure' buttons.

6. Enter any relevant comment to your offer

4. Enter your Unit Price

5. Save

7. Once your offer is ready, send it to the buyer clicking on "Submit Offer"

The screenshot shows a table with columns: ID, NAME, DESCRIPTION, UNIT, TOTAL, QUANTITY, YOUR OFFER. The first row has '010' in ID, 'Laptops 17"' in NAME, 'Each' in UNIT, and '30,000' in YOUR OFFER. Below the table, there's a 'You have selected 1 record(s)' message and a 'SUBMIT OFFER' button. There are also 'Reject' and 'Save' buttons.

Change your offer

- While the Request for Proposal has not reached its deadline, you can modify and send again your quotation

3. Enter any relevant comment to your offer

ID	NAME	DESCRIPTION	UNIT	TOTAL	QUANTITY	YOUR OFFER
010	Laptops 17"		Each		30,000	

1. Enter your Unit Price

2. Save

4. Once your offer is ready, send it to the buyer clicking on "Submit Offer"

Reject Participation

- If you are not going to quote for this Request of Proposal you can reject it.

The screenshot shows the GFT Quick RFP interface. At the top, there is a navigation bar with 'GFT' and 'Quick RFP' on the left, and user information 'Anais Delgado' and a timestamp '19.04.2021 / 16:56 / GMT+02:00' on the right. Below the navigation bar, there is a breadcrumb trail: 'Quick RFP / Supplier Quotation / Project IT hardware 2022 / Project ID RFP0000065 / Project status Online / User role Supplier'. The main content area is divided into three panels: 'REQUEST DETAILS' (Name: IT hardware 2022, Description: computer, mouse, keyboard, End Date: 29.04.2021, Contact: [redacted]), 'YOUR QUOTATION SUMMARY' (ID, Total: EUR 0,00, Date, Comment, and an 'ADD COMMENT' button), and 'DOCUMENTS' (Your documents: 0, Received documents: 1, and an 'ADD/VIEW' button). Below these panels are two buttons: 'Back to overview' and 'Configure'. A table with columns 'ID', 'NAME', 'DESCRIPTION', 'UNIT', 'TOTAL', 'QUANTITY', and 'YOUR OFFER' is displayed. The first row has '010' in the ID column, 'Laptops 17'' in the NAME column, and '30,000' in the QUANTITY column. Below the table, it says 'You have selected 1 record(s)'. At the bottom right, there are three buttons: 'Reject' (highlighted with a black box), 'Save', and 'SUBMIT OFFER'.

1. Click on "Reject button"

Winning a Quick RFP

- If you are successful in your bid, it will be accepted by GFT and you will receive an email with details confirming your bid. You will then be contacted by a Procurement manager.

!!!QUICK RFP AWARDED

!!!Quick RFP ID: RFP0000116

Quick RFP Name: QRFP PL01_TC09

Dear Ms/Mr MDD SP. Z . ,

The project (or parts of it) has been awarded to you. The respective procurement manager will contact you soon.

Congratulations, your offer has been awarded

This is an automatically generated email. Please do not respond to it.

Orders

Review of received orders

Order received

- You will receive an email when an order has been placed

Order ORD000462 from Alberto Moreno

Alberto Moreno <system-xience@synertrade.com>
Para: Alvaro Martinez

Esta es la versión más reciente, aunque ha realizado cambios en otros

Attached file: 167654.jpg 4 KB

Attached file: ORDERX001_2021042709113_99623.xml 5 KB

Attached file: order_ORD000462_27.04.2021 09_31_36_68.pdf 137 KB

ORDER ORD000462 FROM ALBERTO MORENO

BECHTLE DIRECT, S.L.
Via de los poblados 3 edif.1
28033 MADRID

Supplier Code: 1000185
Supplier Contact:
Company Jordi Rueda

Delivery address:
GFT IT Consulting, S.L.U.
Parc Científic i Tecnològic de Lleida Turó de Gardeny Edifici H1
25003 Lleida, Spain

Goods entrance hours:
Mo - Fr 9:00-12:00am / 1:00-3:00pm
Delivery terms: - | Payment terms: Within 30 days of invoice receipt date
The General Purchasing Terms and Conditions of GFT in Spain shall exclusively apply to this purchase:
<https://www.gft.com/es/es/index/footer-pages/terminos-y-condiciones/>

Header text:

Purchase order
PO number | Date
ORD000462 | 27.04.2021

Contact person:
Purchasing Department
purchase@gft.com

Billing address:
Tax ID: ESB63043251
GFT IT CONSULTING, S.L.U.
AV. ALCALDE BARNILS 69-71
08174 SAN CUGAT DEL VALLÈS, Spain

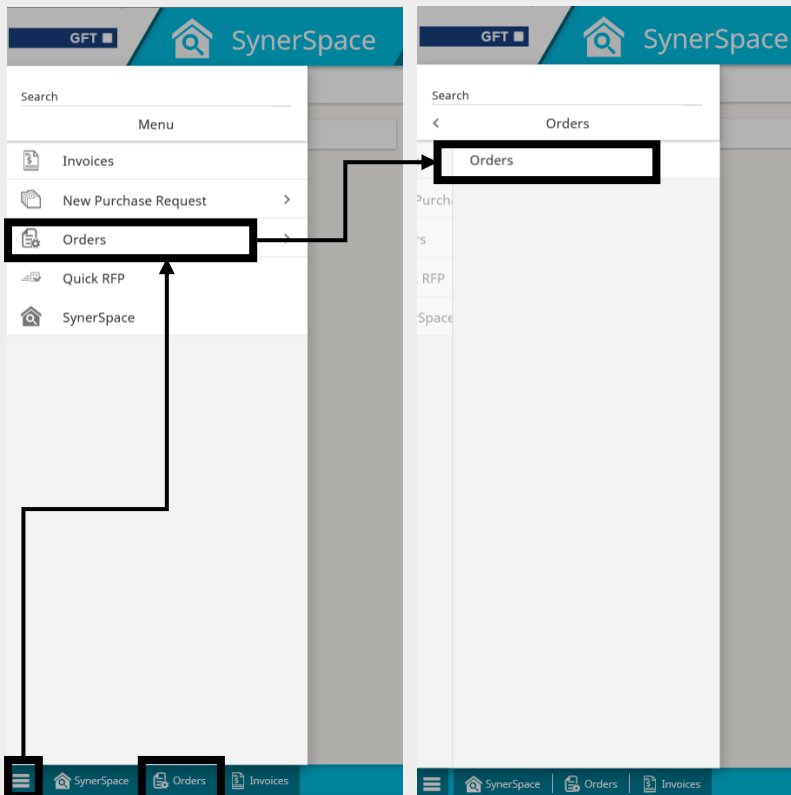
No.	Referencia proveedor	Descripción	Unidad	Cantidad	Precio unitario	Total
1	ITSLU0001	Cables HDMI - 100cm Cables necesarios para conectar pantalla con PC/ laptop Fecha de entrega: 05.05.2021	Cada	8,00	2,50 EUR	20,00 EUR
Comentarios:						
Total sin impuestos (EUR):						20,00 EUR

GFT IT Consulting, S.L.U.
Av. Alcalde Barnils 69-71 - 08174 Sant Cugat del Vallès
TAX ID: ESB63043251
Registro Mercantil de Barcelona Tomo 35180, Folio 37, Hoja B-258788

The email shows:

- The Order Number to which the invoice should be referred to
- The delivery address
- The invoice address
- The list of positions / number of PO lines
- An attachment with the order details in .pdf and/or .xml format

Order received



- Received orders can be reviewed in the portal from the main menu by selecting Orders or access via quick access on the bottom of the screen.

Order received

- Open Orders tab shows the Orders that have not been fully booked
- On each PO, the actions menu is accessible by the 3-dots icon
- Clicking on any part of the PO, their positions are shown

The screenshot displays the GFT Orders management interface. At the top, there is a navigation bar with 'GFT' and 'Orders' tabs. Below this, a breadcrumb trail shows 'Orders / Orders / Order ORD000461'. A menu bar contains 'OPEN ORDERS' (highlighted with a red box), 'CLOSED ORDERS', 'DOCUMENTS', and 'POSITIONS'. A search bar is present with the text 'Search' and a magnifying glass icon. Below the search bar are 'Export' and 'Configure' buttons. The main area is a table with columns: NO., checkbox, DOC. NO., SAP RECEIPT NO., NAME, and POSITION NO. The table contains six rows of data. The first row is selected, and its actions menu is open, showing options: 'Open', 'Documents', 'Confirm', and 'Open positions'. A red box highlights the actions menu, and a red box highlights the 3-dots icon in the first row. A callout box on the right lists the actions menu options.

NO.	checkbox	DOC. NO.	SAP RECEIPT NO.	NAME	POSITION NO.
1	<input type="checkbox"/>	ORD000461		test .pdf 04	2 New 27.04.2021
2	<input type="checkbox"/>	ORD000440		test request 2021 04 26 05	1 New 26.04.2021
3	<input type="checkbox"/>			test no order export	1 Order Sent 21.04.2021
4	<input type="checkbox"/>			test .pdf italy	2 Order Sent 21.04.2021
5	<input type="checkbox"/>			test .pdf italy	2 Order Sent 21.04.2021
6	<input type="checkbox"/>			test .pdf italy	2 Order Sent 21.04.2021

The actions menu allows:

- To **Open** and download the order in pdf format
- To review the attached **Documents**
- To **Confirm** the order
- **Open positions to view the PO Lines**

Order received

- Documents attached to the PO can be reviewed in Documents tab
- From Open positions, more detailed information of the Order positions is shown

Orders / Orders / Order ORD000385

OPEN ORDERS CLOSED ORDERS **DOCUMENTS** POSITIONS

You have downloaded 0 of 2 document(s), 0 document(s) uploaded.

Search All

Export Configure

NO.	NAME	TYPE	NO.	EXPIRED	BUYER ACCESS	DOCUMENT LINK	DOCUMENT OWNER	USER TYPE	COMPANY	FOLDER	COMMENT	LAST CHANGE
1	order_ORD000385_21.04.2021 09_56_48_569.pdf	File	DOC044856.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Alvaro Martinez	Buyer	-			27.04.2021
2	order_ORD000385_21.04.2021 09_56_48_569.pdf	File	DOC045285.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Alvaro Martinez	Buyer	-			27.04.2021

Show details
Download

Orders / Orders / Order ORD000385

OPEN ORDERS CLOSED ORDERS DOCUMENTS **POSITIONS**

Search All

Advanced search Show full list

Save Send to requester Configure

NO.	POSITION NO.	PRODUCT ID	DESCRIPTION	SUPPLIER	STATUS	QUANTITY	PRICE	TOTAL	GROSS TOTAL	CURRENCY	VALIDITY START DATE	VALIDITY END DATE
1	0010	prod id 01	Product short 01	SYNERTRADE IBERIA, SL	Ordered	1,00	100,00	100,00	100,00	EUR	26.04.2021	30.04.2021
2	0020	prod id 02	Product short 02	SYNERTRADE IBERIA, SL	Ordered	2,00	200,00	400,00	400,00	EUR	26.04.2021	30.04.2021

Order received

- Closed Orders tab shows the Orders that have been totally fulfilled, cancelled or closed
- On each PO, the actions menu is accessible by the 3-dots icon
- Clicking on any part of the PO, their positions are shown

The screenshot displays the GFT Orders application interface. At the top, there is a navigation bar with the GFT logo and the word 'Orders'. Below this, a breadcrumb trail shows 'Orders / Orders' and a dropdown menu for 'Order ORD000385'. The main content area has several tabs: 'OPEN ORDERS', 'CLOSED ORDERS' (which is highlighted with a red box), 'DOCUMENTS', and 'POSITIONS'. A search bar is located below the tabs, with a search icon and a dropdown menu set to 'All'. Below the search bar, there are two buttons: 'Export' and 'Configure'. The main part of the interface is a table with the following columns: NO., a checkbox, a double-headed arrow icon, DOC. NO., a dropdown arrow, SAP RECEIPT NO., a double-headed arrow icon, NAME, a double-headed arrow icon, POSITION NO., a double-headed arrow icon, and STATUS, a double-headed arrow icon. The table contains five rows of data. The third row is selected, and its actions menu is open, showing options: 'Open', 'Documents', and 'Open Change History'. The 'Open' option is highlighted with a red box. A red box also highlights the three-dot menu icon for the third row, with an arrow pointing to the 'Open' option in the menu.

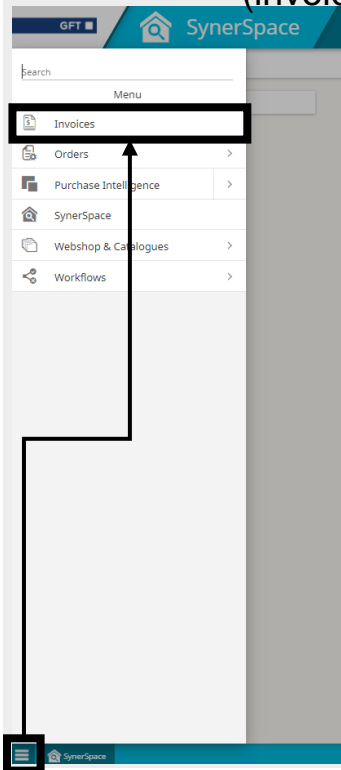
NO.			DOC. NO.	SAP RECEIPT NO.	NAME	POSITION NO.	STATUS
1	<input type="checkbox"/>		RD000436		20210426 11:18	2	Closed
2	<input type="checkbox"/>		DRD000434		test request 2021 04 26	2	Cancellation
3	<input type="checkbox"/>				test request 2021 04 26	1	Cancelled
4	<input type="checkbox"/>				SIMBAUAT-T506	2	Complete Delivered
5	<input type="checkbox"/>				test .pdf italy	4	Cancellation

Invoices

Registration of an invoice

Access to Invoicing

- Orders and Delivery Notes to be billed as well as already submitted billing request (invoices) can be reviewed in the platform from Invoices module



- In invoices module from the menu on the top the relevant options are shown

A screenshot of the 'Invoices' module in SynerSpace. The top navigation bar shows 'GFT' and 'Invoices'. A dropdown menu is open, showing three options: 'Orders to be billed', 'Delivery/Return notes to be billed', and 'Submitted billing requests'. Below the menu is a search bar labeled 'Search orders to be billed' and a filter dropdown set to 'All'. At the bottom, there are buttons for 'New billing request without reference', 'Import', 'Export excel template', and 'Export all'. A table displays a list of billing requests with columns for 'ACTIONS', 'ORDER NUMBER', 'ORDER EXTERNAL NUMBER', 'BUSINESS UNIT', 'TOTAL AMOUNT NET', and 'DISCOUNTED NET'.

	ACTIONS	ORDER NUMBER	ORDER EXTERNAL NUMBER	BUSINESS UNIT	TOTAL AMOUNT NET	DISCOUNTED NET
<input type="checkbox"/>	⋮	ORD000395		GFT Italia S.r.l.	5.050,00 EUR	5.050,00 EUR
<input type="checkbox"/>	⋮	ORD000386		GFT Technologies SE	1.500,00 EUR	1.500,00 EUR
<input type="checkbox"/>	⋮	ORD000385		GFT Italia S.r.l.	500,00 EUR	500,00 EUR
<input type="checkbox"/>	⋮	ORD000384		GFT Italia S.r.l.	500,00 EUR	500,00 EUR
<input type="checkbox"/>	⋮	ORD000383		GFT Italia S.r.l.	500,00 EUR	500,00 EUR
<input type="checkbox"/>	⋮	ORD000380		GFT Technologies SE	500,00 EUR	500,00 EUR

Invoice menu options

Delivery/Return notes to be billed

List of delivery/return notes to be invoiced

Orders to be billed

List of orders to be invoiced

Submitted billing request

List of invoices submitted

Delivery/Return notes to be billed

- This windows shows all the delivery and return notes that have not been billed yet
- Multiple selection is possible, as long as the same legal entity is respected
- Selected notes can also be exported to an Excel sheet to be completed and imported

Billing request without reference will be only allowed for Non-PO suppliers

ACTIONS	ORDER ID	ORDER EXTERNAL NUMBER	DOCUMENT ID	EXTERNAL DOCUMEN...	DELIVERY NOTE ID
<input type="checkbox"/>	ORD000363		DN000356		positoin 01
<input type="checkbox"/>	ORD000395		DN000342		

ACTIONS	ORDER ID	ORDER EXTERNAL NUMBER	DOCUMENT ID	EXTERNAL DOCUMEN...	DELIVERY NOTE ID	DATE OF RECEPTION	BUSINESS UNIT	STATUS
<input checked="" type="checkbox"/>	ORD000363		DN000356		positoin 01	26.04.2021 12:41	GFT IT Consulting, S.L.U.	Delivered
<input type="checkbox"/>	ORD000395		DN000342			22.04.2021 11:55	GFT Italia S.r.l.	Delivered
<input checked="" type="checkbox"/>	ORD000349		DN000337			21.04.2021 23:59	GFT IT Consulting, S.L.U.	automatic booked
<input type="checkbox"/>	ORD000366		DN000324			19.04.2021 14:30	Med-Use S.r.l.	Delivered
<input type="checkbox"/>	ORD000366		DN000323	AGILE COURSE	AGILE COURSE 190421	19.04.2021 14:28	Med-Use S.r.l.	Delivered

Orders to be billed

- This windows shows all the orders that have not been billed/invoiced yet
- Multiple selection is possible, as long as the same legal entity is respected
- Selected orders can also be exported to an Excel sheet to be completed and imported

The screenshot displays the 'Invoices' application interface. The top navigation bar includes the GFT logo and the title 'Invoices'. Below this, a breadcrumb trail reads 'Invoices / Orders to be billed'. The main content area features a table of orders with columns for 'ACTIONS', 'ORDER NUMBER', 'ORDER EXTERNAL NUMBER', 'BUSINESS UNIT', 'TOTAL AMOUNT NET', 'DISCOUNTED NET', and 'CREATION TIME'. Two callout boxes provide additional context: one points to the 'New billing request without reference' button with the text 'Billing request without reference will be only allowed for Non-PO suppliers', and another points to the 'Export' button. The table shows several orders, with two rows highlighted by red boxes around the 'BUSINESS UNIT' column: 'GFT Italia S.r.l.' and 'GFT Technologies SE'.

ACTIONS	ORDER NUMBER	ORDER EXTERNAL NUMBER	BUSINESS UNIT	TOTAL AMOUNT NET	DISCOUNTED NET	CREATION TIME
<input checked="" type="checkbox"/>	ORD000395		GFT Italia S.r.l.	5.050,00 EUR	5.050,00 EUR	21.04.2021 16:52
<input type="checkbox"/>	ORD000386		GFT Technologies SE	1.500,00 EUR	1.500,00 EUR	21.04.2021 10:32
<input checked="" type="checkbox"/>	ORD000385		GFT Italia S.r.l.	500,00 EUR	500,00 EUR	21.04.2021 09:56
<input type="checkbox"/>	ORD000384		GFT Italia S.r.l.	500,00 EUR	500,00 EUR	21.04.2021 09:51
<input type="checkbox"/>	ORD000383		GFT Italia S.r.l.	500,00 EUR	500,00 EUR	21.04.2021 09:48

Billing Request creation

- When creating the billing request, if references were assigned, the related info will be retrieved from the order/delivery note
- From partial billing documents request, the correct delivery notes to be linked can be selected

The screenshot shows the 'Invoices' section of the GFT system. The breadcrumb trail is 'Invoices / Delivery/Return notes to be billed / Delivery/Return Notes Details / Create billing request'. The user is Alvaro Martinez, logged in at 27.04.2021 13:15 GMT+02:00.

Key fields and annotations:

- Document date and number are mandatory fields:** A callout box points to the 'Document date' and 'Document number' fields, which are highlighted with a red border.
- TOTALS:** A summary box on the right shows:

TOTALS	
Total net price	30.000,00 EUR
Total tax: 0,00%	0,00 EUR
Total gross price	30.000,00 EUR
Other taxes:	-4.500,00 EUR
Total payable:	25.500,00 EUR
- Table:** A table with columns: ACTIONS, POS, PRODUCT ID, SHORT DESCRIPTION, QTY, UNIT PRICE, TOTAL NET PRICE, TAX CODE, TOTAL TAX, OTHER TAXES. One row is visible:

ACTIONS	POS	PRODUCT ID	SHORT DESCRIPTION	QTY	UNIT PRICE	TOTAL NET PRICE	TAX CODE	TOTAL TAX	OTHER TAXES
<input type="checkbox"/>			Prod	0,50	60.000,00 EUR	30.000,00 EUR	0% - 0%	0,00 EUR	-4.500,00 EUR
- Attach files:** A callout box points to a dashed box containing the text 'Drop files here to attach them' and 'or Select files'. A 'CLOSE' button is at the bottom right of this box.
- Billing document can be attached:** A callout box points to the 'Attach files' area.
- Buttons:** 'Add Position', 'Add invoice documents', 'Open attached documents', and 'Partial billing request' are visible above the table. 'CANCEL REQUEST' and 'SUBMIT REQUEST' are at the bottom right.

New positions can be added as well as delete existing ones.

Quantities and Unit Prices can be adjusted

Billing Request creation

- For referenced billing requests, in Partial billing request option, the correct delivery notes to be linked to the billing request can be selected
- The order can also be marked as partially/completely billed/invoiced

The screenshot shows the 'Invoices' section of the GFT system. The breadcrumb trail is: Invoices / Delivery/Return notes to be billed / Delivery/Return Notes Details / Create billing request / Partial billing request. The 'INVOICE DETAILS' section has two radio buttons: 'Partial billing request' (checked) and 'Order totally billed'. Below this is a search bar. A table with 12 columns is shown below, with the first column containing checkboxes. The first row is selected.

	DOCUMENT ID	TYPE	USER	CREATION TIME	EXTERNAL DOCUMENT ID	DATE OF RECEPTION	ORDER ID	ORDER STATUS	DELIVERY NOTE ID	POSITION NO.	STATUS
<input checked="" type="checkbox"/>	DN000323	Delivery note	Alvaro Martinez	19.04.2021	AGILE COURSE	19.04.2021	ORD000366	Delivered	AGILE COURSE 1...	1	Delivered
<input type="checkbox"/>	DN000324	Delivery note	Alvaro Martinez	19.04.2021		19.04.2021	ORD000366	Delivered		1	Delivered

Submitted billing requests

- This window shows all the billing requests that have been submitted and their status

Filters can be applied

Clicking on any part of a submitted billing request its details are shown

ACTIONS	TYPE	NUMBER	SUBMISSION TIME	REFERENCES	BUSINESS UNIT	STATUS	SAP STATUS	DUE DATE	TOTAL AMOUNT NET	ORD
⋮	Regular Invo...	invo test 01	19.04.2021 12:38	ORD000348	GFT IT Cons...	In approval	To transfer	19.05.2021	20.00 EUR	
⋮	Regular Invo...	test no po 03	19.04.2021 10:56		GFT IT Cons...	Approved	To transfer	19.04.2021	8.000,00 EUR	
⋮	Regular Invo...	po 02	19.04.2021 10:52		GFT IT Cons...	Approved	To transfer	18.04.2021	300,00 EUR	
⋮	Regular Invo...	test no reference 01	19.04.2021 10:46		GFT IT Cons...	Approved	To transfer	15.03.2021	20.000,00 EUR	
⋮	Credit note	CN123TEST	13.04.2021 15:43		GFT Poland ...	Approved	To transfer	13.04.2021	-100,00 EUR	
⋮	Credit note	cn123	13.04.2021 14:57	INV000300	GFT Technol...	In approval	To transfer	13.05.2021	-6.300,00 EUR	

Details View: INV000389

Created on: 19.04.2021 10:48 | Reference ID: | Order External Number: | ID: INV000389

Document date: 18.04.2021 | Document number: test no po 02 | Customer: GFT IT Consulting, S.L.U. | Status: Approved

ERP Payment date: | Sap number: | Sap status: To transfer

ACTIONS	POS	PRODUCT ID	SHORT DESCRIPTION	QTY	UNIT PRICE	TOTAL NET PRICE	TAX CODE	TOTAL TAX	OTHER TAXES	START DATE	END DATE
⋮	0010			1,00	300,00 EUR	300,00 EUR	0% - 0%	0,00 EUR	-45,00 EUR		

TOTALS

- Total net price: 300,00 EUR
- Total tax: 0,00 EUR
- Total gross price: 300,00 EUR
- Other taxes: -45,00 EUR
- Total payable: 255,00 EUR

Shaping the future of digital business

GFT Italia S.r.l.

GFT Experts GmbH

GFT Poland Sp. z o.o.

GFT Smart Technology Solutions GmbH