



INVOICE REPORTER

Helping you manage your bpost invoices more efficiently

User Guide

Version 2.0



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1. Introduction

This document describes how to use our online **Invoice Reporter** application, which enables you to view the contents of your bpost invoices in Microsoft Excel® format.

Rest assured that your regular paper invoice will not be replaced by Invoice Reporter. We regard Invoice Reporter as a **complement** to the paper invoice, which we will continue to issue. Invoice Reporter is a practical tool that gives you the opportunity to **simplify** how you manage your bpost invoices based on:

- fast and effective **internal invoice checking**
- **analysis** of all data for budget reports and forecasts
- **convenient** and speedy **access** to your data
- **distribution** of your postal expenditure details to your internal departments, even a few days before the receipt of your paper invoices.

NEW

A new type of invoice report was recently added to Invoice Reporter. Now, as well as reports showing the transactions on a single paper invoice you can also display periodical report files, which show the transactions of all invoices and/or credit notes issued in a set period (month, quarter, year). This enables you to analyse your buying behaviour at bpost more easily!

This guide provides all the information you need to start Invoice Reporter, from getting the access codes required to view the Excel files we create for your convenience. We recommend that you **read** this guide **thoroughly** when you are getting ready to use Invoice Reporter for the first time. It contains answers to the most frequently asked questions.

We hope you enjoy using Invoice Reporter!



2. Registering for Invoice Reporter

Access to Invoice Reporter is protected by personal **access codes**. This gives you peace of mind that the contents of your invoices remain confidential. You have to request these **access codes** before you can start using Invoice Reporter. The procedure depends on your situation:

- **If your organisation already uses Invoice Reporter**

Our portal allows users to administer users themselves. The process is very simple: the initial requestor of Invoice Reporter access privileges is granted administrator privileges. This basically means that this person can create users and administer their privileges in the 'User and Account Management' module on the portal.

You need to find out who the initial requestor of Invoice Reporter was in your organisation, as this is the person with the administration privileges needed to grant you user privileges.

- **If you are the first Invoice Reporter user in your organisation**

In this case bpost will have to create access privileges for you. To request access privileges:

1. Go to the Invoice Reporter page on the bpost website at www.bpost.be/invoicereporter.
2. Click '**Demandez votre code accès personnel ici**' at the foot of the page.
3. Fill out the form as completely as possible and click 'Transmettre'(Send).

Note: If you or your organisation already has access codes for other bpost electronic applications (E-MassPost, Distriplanner, Webtracker Pro, E-Shipper and so on), click 'Mon entreprise a déjà un compte' in the upper right-hand corner. You will be directed to another form, where you can ask for privileges to be added to your existing account.

You can rest assured that we will take due care when granting access privileges to your invoice details. We check the information you provide against the data in our systems before creating privileges. This helps ensure that unauthorised persons cannot access your invoice details. For this reason, request processing takes up to seven days.

We will notify you by email once your request has been processed. This email will include the **username and password** you need to log on and use Invoice Reporter on our portal.

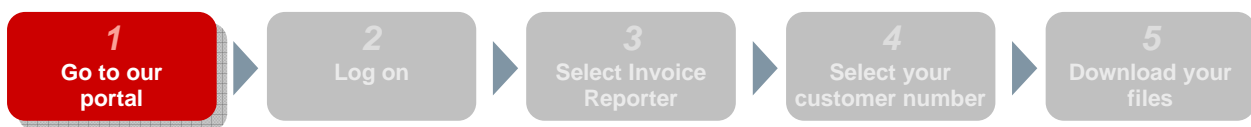
Before you get started, there is one more very important thing to take into account. Invoice Reporter is an **opt-in service**, which means you have to register as described above if you want to use it. It also means that the Excel files will only start being created from that moment. So if you log on to Invoice Reporter for the first time immediately after being granted access, the **list of invoices** will **most likely be empty**. Files will gradually be added to the list as they are created, at the same time as your paper invoices.

For more details on administering access privileges, see the '**Administering access privileges**' chapter below.

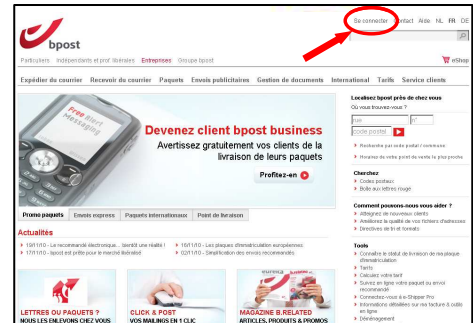
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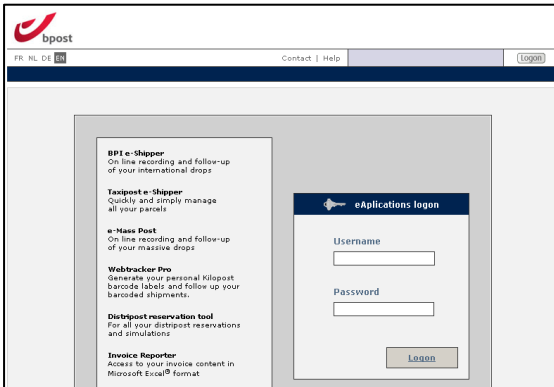
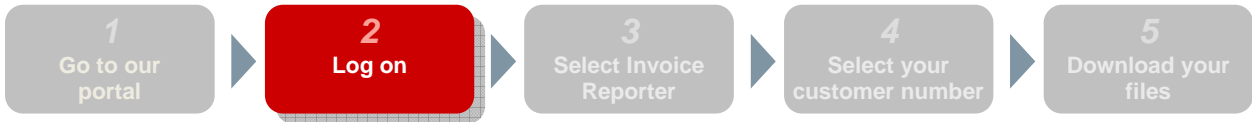
3. Using Invoice Reporter

Once you have access, Invoice Reporter is very easy to use. In this chapter we explain where to access Invoice Reporter and how to use it. To do so we break the process down into five easy steps.



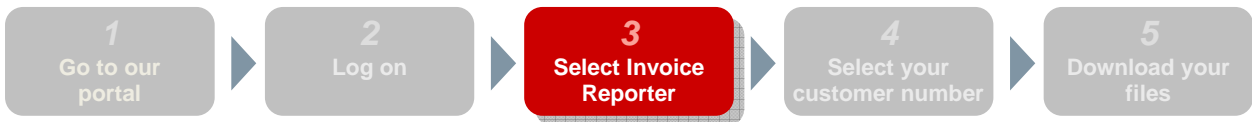
Access to Invoice Reporter is through bpost's **general customer portal**, which is only accessible to customers with a username and password. Go to www.bpost.be and click **'Se connecter'** at top right.



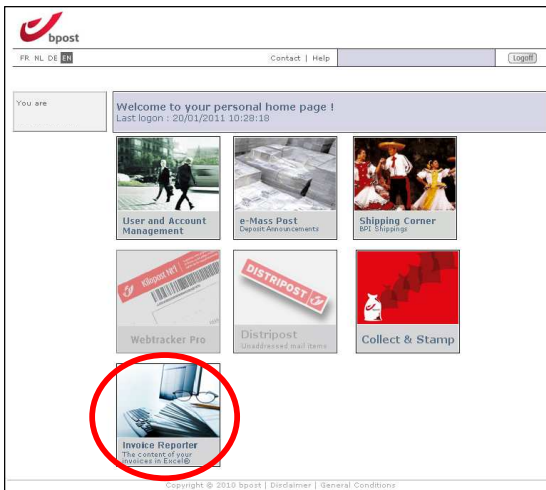


This brings up a page where you can **log on** as a registered user. Type your username and password in the appropriate fields and click "Log on".

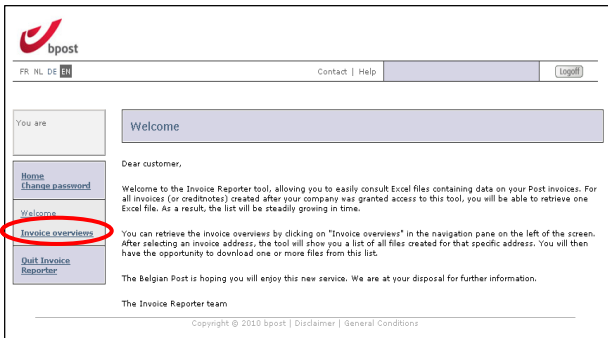
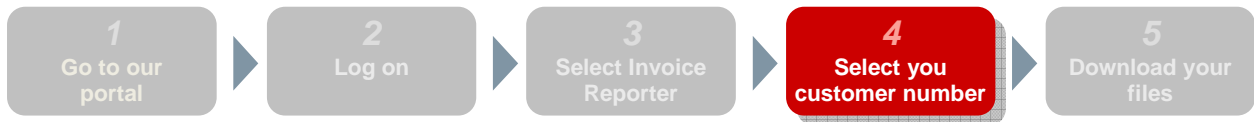
Note: If you don't have a username and password, see the 'Registering for Invoice Reporter' chapter.



You should now be **logged on** to our general customer portal. If you are, the page will display all bpost online applications. While all applications will be displayed, they may not all be activated for you. The link will not work for applications that have not been activated.



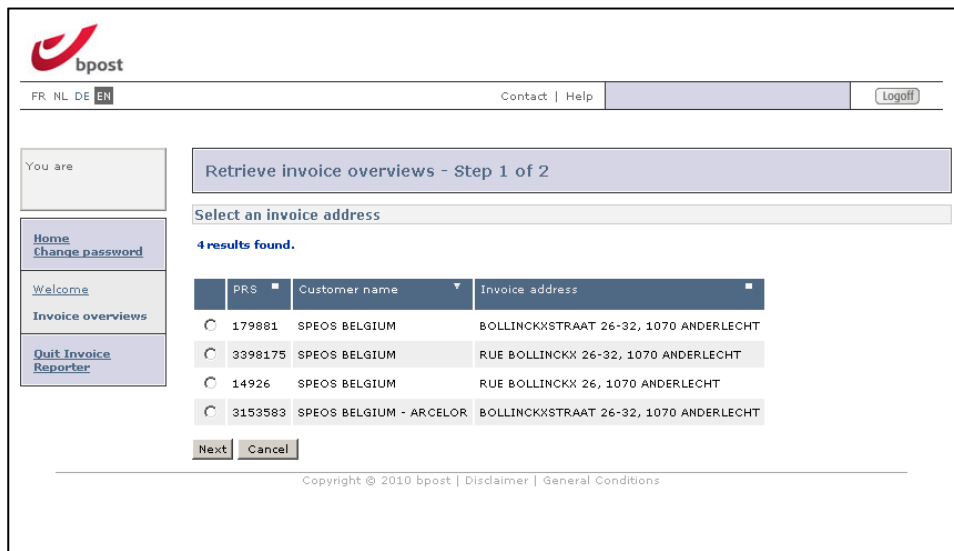
To access your invoice details you need to click the **Invoice Reporter** button. As you have activated Invoice reporter this button should be clickable. If it isn't, see the 'Registering for Invoice Reporter' chapter again and follow the procedure set out there.



Clicking the Invoice Reporter button opens the application welcome page with brief introductory text. We advise you to check the contents of this page, as it is where we will publish Invoice Reporter news, including **new functionality**.

Select **'Invoice Overviews'** to access your files.

We list invoices by customer number (PRS) linked to a specific invoice address to ensure everything is easy to follow. You will first have to select the address you want to view the invoices for. The invoice addresses you have access to are listed on this page. Select the one you want and click **'Next'**.



Note: only those customer numbers you have been given access to are available in Invoice Reporter. When you fill out the online form to request a username and password you will be asked to enter the **customer numbers (PRS)** you wish to access. If you notice after your registration that one or more customer numbers are missing, you can **add them** to Invoice Reporter. For more information, see the next chapter.



This page displays a list of all **available invoice reports** for the customer numbers you have selected. The files are sorted in descending order by date, with the most recent on top.

Note: Invoice reports are only generated after an invoice address is made available in Invoice Reporter. That means the list will be empty when you start using Invoice Reporter. Files will gradually be added to the list as you go along.

The screenshot shows the bpost portal interface. At the top left is the bpost logo. Below it are language options (FR, NL, DE, EN) and links for 'Contact | Help' and 'Logout'. A sidebar on the left contains navigation links: 'You are', 'Home', 'Change password', 'Welcome', 'Invoice overviews', and 'Quit Invoice Reporter'. The main content area is titled 'Retrieve invoice overviews - Step 2 of 2'. Below the title is a message: 'To download, click one of the lines in the list (or download multiple files at once by selecting them and using the Download button)'. There is a 'Selected invoice address' table with columns 'PRS', 'Customer name', and 'Invoice address'. The table contains one row with values: '179881', 'SPEOS BELGIUM', and 'BOLLINCKXSTRAAT 26-32, 1070 ANDERLECHT'. Below this is a 'Filter results' dropdown menu. The 'List of results' section shows '31 results found [1 - 20]'. It contains a table with columns: 'Doc. Content', 'Filename', 'Date', and 'Invoice type'. The table lists several rows of invoice reports, each with a checkbox, a document icon, and a 'REP' label. The first row is: '20101231_REP_YRLY_TRANSPORT_ID00012519.x...', '01/01/10 > 31/12/10', and 'Transport'. Other rows include 'Taxipost', 'Miscellaneous_i...', and 'Manual_inv_mail...'.

The various **elements** on the page are explained individually below:

- **Selected invoice address**
This section shows the invoice address you selected on the previous page along with the customer number (PRS). Click '**Modify**' to select another address.
- **Filter Results** (click the black triangle to expand)
Here you can filter the results by document content, invoice type or date. For more information about these options, see the glossary at the end of this guide.
- **List of Results**
This list includes all available files found for the selected invoice address based on the filter settings. As well as setting the filter, you can also sort your results. Each time you click a column header (not including the two columns on the left), the list will be sorted by the values in that column. Double-click on the column header to reverse the order.

You can **download** the displayed files **in one of two ways**:

- **One file at a time**

The simplest way to download files is by clicking the line in the results list containing the file you want.

- **Several files at once**

You can check the boxes in front of the lines to select several files at the same time, then click '**Download**' at the foot of the page to download all selected files in ZIP format. There are two limitations to this method:

- **No more than ten files** can be downloaded at once
- The total size of the ZIP file **cannot exceed 10 MB**

The system will warn you if either of these maximums are exceeded.

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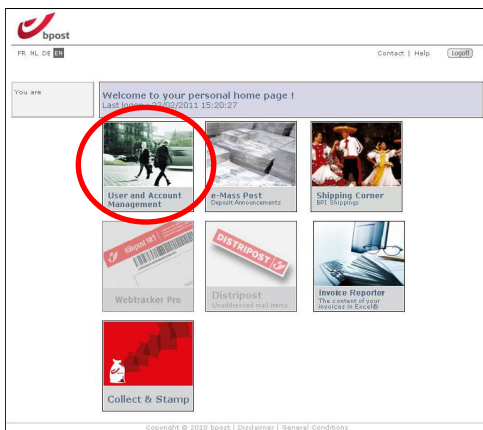
4. Administering access privileges

In a previous chapter you learned how to register for Invoice Reporter through your administrator or by filling out the online form. However, when administering users there are **a number of special cases** that need to be explained.

Creating and administering users when you are the administrator

Some Invoice Reporter users have **Administrator** privileges for their organisation. This means they can create users with the same or fewer privileges than they have. You become administrator in the following cases:

- **If you are the first person in your organisation to request access to Invoice Reporter**
You will be designated to act as Invoice Reporter administrator for the rest of your organisation. That means you will quickly be able to create users in your organisation without having to fill out the online form.
- **If your administrator gives you administrator privileges**
Existing administrators (for example, the first person in your organisation to request access) can give you all the privileges you need to act as an administrator yourself.



Creating users and administering privileges are easy to do in the **'User and Account Management' module** on the portal. We will only go over the main points here.

Creating a new user

It's easy to create a new user when you have administrator privileges. Simply go through the following **steps** in the 'User and Account Management' module:

1. Click **'My Users'** in the navigation bar.
2. A list of existing users will be displayed. Click **'Create User'** at the bottom.
3. Enter the new user's **personal details** on the following page.

Notes

- Try to choose a user name that will be easy to remember. You might want to base it on the person's name.
- You only create a temporary password. The user will be given the option to change the password when logging on for the first time.

4. Select the new user's **privileges** here. (These are not application privileges – more details elsewhere.) You can give the new user administrator privileges, which means he or she can create new users and administrators.

Click 'Finish' to bring up the list of your users again. You will see that the new user has been added. The new user does not yet have any **application privileges** however, which means he or she cannot use any of the applications on the bpost portal. You can grant new users privileges to use specific applications of course, as we show now.

Administering a user's Invoice Reporter privileges

You will have to give new users **application privileges** before they can use the applications on the bpost portal. Starting from the list of users:

1. Click **'Authorisations'** behind the user in question
2. This brings up a list of one or more applications (depending on your own privileges). Click **'Select'** on the Invoice Reporter line.
3. This brings up the list of all invoice addresses (linked to customer numbers) on this account. **Check the relevant boxes** to select the invoice addresses this user can view invoice reports for.

Note: The checkboxes for some addresses may be greyed out. This means that they cannot be selected because you do not have sufficient privileges, even though they are linked to your organisation's account.

4. You also have to check the **'Search Invoices'** checkbox before the user is granted access to Invoice Reporter. Confirm by clicking 'Save'.

Note: The user will only have access to Invoice Reporter if you **check at least one invoice address and the 'Search Invoices' checkbox**. If you fail to do this, the user will appear as 'inactive' when logged on to Invoice Reporter.

If you have done everything correctly the user will be able to log on and the activated **Invoice Reporter** button will be displayed. In that case, the user will be able to view all invoice reports covered by his or her privileges.

Adding customer numbers

Just like for requesting access privileges for Invoice Reporter, there are two possible options, depending on your situation.

- **If a colleague with administrator privileges gave you access privileges**
In this case, you should **contact this person**, as he or she administers your access privileges. This person can easily check whether he or she has the customer numbers in question in the 'User and Account Management' module and if so give you those privileges. If this person does not see the customer numbers in question, he or she can ask for them to be added. The procedure is described in point 2.
- **If bpost gave you access privileges directly after you filled out the online form**
During the normal course of registration online you were asked to indicate the list of customer numbers (PRS) for which you wish to view invoice reports in Invoice Reporter. You may have forgotten one or more customer numbers or they may have been created at a later date. They will not appear in the Invoice Reporter list automatically. You will have to **request the appropriate privileges**.

The procedure is very simple however. Go to www.bpost.be/invoicereporter and select '*Ajouter des numéros de client dans Invoice Reporter*' on the grey toolbar in the upper right-hand corner. This takes you to an **online form** to request Invoice Reporter access privileges for an existing account or to add customer numbers to an account that already has Invoice Reporter privileges.

To add customer numbers, **complete the form** as follows:

- **Section 1:** Enter your **account ID**
- **Section 2:** Enter your **personal details** (fields marked * are mandatory)
- **Section 3:**
 - Check the box to show you want to continue to use the customer numbers already added.
 - Enter the **customer numbers** you wish to add in the empty fields.
- **Confirm** your request by clicking '**Envoyer**'. (You must have checked the box stating that you have sufficient privileges for this request.)

Your request will be checked by us, as your initial request was. This can take a few days. You will receive a **confirmation email** once your request has been processed. From that time, the customer numbers in question will be displayed in Invoice Reporter and you will be able to assign privileges with respect to them to the users you administer.



5. Details of Excel files


All Microsoft Excel® invoice reports that Invoice Reporter is able to generate contain generally **three spreadsheets**:

- **Summary (Aperçu)**
General information on the document
- **Invoice details (Données de facturation)**
The transactions invoiced in raw form, ready for processing or analysis in Microsoft Excel
- **Subtotals (Sous-totaux)**
The transactions invoiced, clearly structured in an easy-to-read layout

To make the use of invoice reports as easy as possible, wherever possible we use **the same structure and form** for all files. Only a few details are different, notably with regard to the MassPost invoice reports. The specific properties of these files are discussed below. First let's look at the various spreadsheets making up the invoice reports.

Summary spreadsheet

This first spreadsheet contains **general data** about the file. You can regard it as the flyleaf of the invoice report. The data are roughly the same as the data in the header of the corresponding paper version.

		La Poste S.A. de droit public Centre Monnaie BE-1000 Bruxelles																								
Aperçu de la facture																										
<table border="1"> <thead> <tr> <th>Type de facture</th> <th>Contenu</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">MASSPOST</td> <td style="text-align: center;">SINGLE-INVOICE</td> </tr> </tbody> </table>		Type de facture	Contenu	MASSPOST	SINGLE-INVOICE	<table border="1"> <thead> <tr> <th colspan="2">Information générale sur le document</th> </tr> </thead> <tbody> <tr> <td>Date</td> <td style="text-align: right;">30-06-10</td> </tr> <tr> <td>Numéro du document</td> <td style="text-align: right;">104012345</td> </tr> <tr> <td>Facture originale</td> <td style="text-align: right;">N.A.</td> </tr> <tr> <td>Contrat</td> <td style="text-align: right;">35/2010/001</td> </tr> <tr> <td>N° client</td> <td style="text-align: right;">12345 - 67890</td> </tr> <tr> <td>PRS</td> <td style="text-align: right;">123450</td> </tr> <tr> <td>Réf. TVA</td> <td style="text-align: right;">Bxxxxxxxxxx</td> </tr> <tr> <td>Service</td> <td style="text-align: right;">BRUXELLES X</td> </tr> <tr> <td>Réf. Client</td> <td></td> </tr> </tbody> </table>	Information générale sur le document		Date	30-06-10	Numéro du document	104012345	Facture originale	N.A.	Contrat	35/2010/001	N° client	12345 - 67890	PRS	123450	Réf. TVA	Bxxxxxxxxxx	Service	BRUXELLES X	Réf. Client	
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<p><i>Ce document ne peut en aucun cas être considéré comme une facture. Ces données sont fournies à titre purement informatif et n'ont aucune valeur contractuelle. La Poste décline toute responsabilité en cas de faute, erreur ou omission. Tous les délais légaux (délai de contestation, de paiement etc.) commencent à courir à partir de la date de réception effective de la facture.</i></p>																										

Most of the data in this report will be clear to users familiar with bpost's paper invoices. To summarise, the main elements are as follows:

- **Invoice type (Type de facture)**

bpost markets **various products and services**, each of which are invoiced separately. Each product or group of products therefore has its own invoice type. While most invoice types are very similar, there are a few differences. There may therefore be minor variations between the corresponding Microsoft Excel® invoice reports. We **expressly state the invoice type for each file** to help you search in Invoice Reporter. You will find it easy to find specific invoices by applying a filter or sorting by type.

- **Content of the file (Contenu)**

This field states the **type of information** you find in this document. There are two possibilities:

- **SINGLE INVOICE:** the file contains information on a single invoice or credit note

- **PERIODICAL REPORT:** the file contains a summary of (any) invoices and/or credit notes in a given period. Four subtypes have been defined:
 - **MONTHLY REPORT:** all invoices / credit notes for a given customer number and invoice type in the course of the past month
 - **QUARTERLY REPORT:** all invoices / credit notes for a given customer number and invoice type in the course of the past quarter
 - **YEARLY REPORT:** all invoices / credit notes for a given customer number and invoice type in the course of the past year
 - **SPECIFIC REPORT:** all invoices / credit notes for a given customer number and invoice type in the course of a given period (exceptional case)
- **General information on the document (Information générale sur le document)**

This contains a good number of fields stated in the header of your paper invoices. The following information is provided:

- **Date:** The date of the corresponding document
- **Document number (Numéro du document):** The ID of the corresponding document
- **Original invoice (Facture originale):** (only relevant if the document content is equal to 'CRD') The ID of the initial document this credit note corrects
- **Contract (Contrat):** The contract on which basis the invoice / credit note was drawn up
- **Customer number (N° de client):** An internal customer number we use in our accounting system
- **PRS:** The PRS customer number you must use to identify yourself when you contact bpost.

Note: This ID determines the invoice address under which the Excel file will appear in Invoice Reporter.

- **VAT reference (Réf. TVA):** The VAT number linked to your customer number (PRS)
 - **Service:** This field can be used for various purposes depending on the invoice type
 - **Customer reference (Réf. client):** This field can be used for various purposes depending on the invoice type
- **Registered office (Siège social):**

The address in our system recognised as the registered office of the organisation to which the invoice has been sent.
 - **Invoice address (Adresse de facturation)**

The address linked to the above customer number (PRS).
 - **Summary of invoice totals (Aperçu des totaux de la facture)**

This section provides a summary of all invoices and credit notes stated in the Excel file. The total amount of each document is stated. An overall total is also stated. This is the total sum of all transactions included in the Excel file.

Note: A single amount will obviously be shown for single-invoice files. On the other hand, the list may run to tens of lines for periodical report files.

Invoice details spreadsheet

This spreadsheet contains the 'real' **invoice information**: the transactions you have been charged for, when they were performed, the number of pieces and so on.

On this spreadsheet this information is presented **without adopting a special layout or structure**: we simply provide the data as it was recorded by our systems. While this may not be the most worthwhile content for you as the final user, it does provide maximum freedom in the use of certain Microsoft Excel functions for generating your own analyses (like filtering, sorting and cross-tabulation).

Numéro du document	Période de prestation	Service	Type de ligne	Description	Détail	Référence du dépôt	Quantité	Prix unitaire HTVA	Montant total TVA	TVA	Montant total TVA comprise
104012345	25-06-10	BRUXELLES X	PRODUCT	Lettre Small Format (sous convention)	18.0 gr	dépôt n° 7000/012345, le 25/06/10 à 11:07 Votre réf.: <votre propre réf.>	800	1,0000	880,00	0,00	880,00
104012345	25-06-10	BRUXELLES X	DISCOUNT	Discount containers		dépôt n° 7000/012345, le 25/06/10 à 11:07 Votre réf.: <votre propre réf.>	1	-2,2000	-2,2000	0,00	-2,2000
104012345	25-06-10	BRUXELLES X	DISCOUNT	E-MassPost Discount		dépôt n° 7000/012345, le 25/06/10 à 11:07 Votre réf.: <votre propre réf.>	1	-2,2000	-2,2000	0,00	-2,2000
104012345	25-06-10	BRUXELLES X	PRODUCT	Lettre Small Format (sous convention)	15.0 gr	dépôt n° 7000/123456, le 25/06/10 à 15:49 Votre réf.: <votre propre réf.>	402	1,0000	422,20	0,00	422,20
104012345	25-06-10	BRUXELLES X	PRODUCT	Lettre Small Format (sous convention)	18.0 gr	dépôt n° 7000/123456, le 25/06/10 à 15:49 Votre réf.: <votre propre réf.>	207	1,0000	227,70	0,00	227,70
104012345	25-06-10	BRUXELLES X	DISCOUNT	Drop size Discount		dépôt n° 7000/123456, le 25/06/10 à 15:49 Votre réf.: <votre propre réf.>	1	-26,5320	-26,5320	0,00	-26,5320
104012345	25-06-10	BRUXELLES X	SUPPLEMENT	Correctif pour envoi pré-affranchi		dépôt n° 7000/123456, le 25/06/10 à 15:49 Votre réf.: <votre propre réf.>	1	15,0000	15,0000	0,00	15,0000
104012345	28-06-10	BRUXELLES X	PRODUCT	Lettre Small Format (sous convention)	10.0 gr	dépôt n° 7000/234567, le 28/06/10 à 09:59 Votre réf.: <votre propre réf.>	1140	1,0000	1140,00	0,00	1140,00
104012345	28-06-10	BRUXELLES X	DISCOUNT	Discount containers		dépôt n° 7000/234567, le 28/06/10 à 09:59 Votre réf.: <votre propre réf.>	1	-2,8500	-2,8500	0,00	-2,8500
104012345	28-06-10	BRUXELLES X	DISCOUNT	E-MassPost Discount		dépôt n° 7000/234567, le 28/06/10 à 09:59 Votre réf.: <votre propre réf.>	1	-2,8500	-2,8500	0,00	-2,8500
104012345	29-06-10	BRUXELLES X	PRODUCT	Lettre Small Format (sous convention)	15.0 gr	dépôt n° 7000/345678, le 29/06/10 à 09:32 Votre réf.: <votre propre réf.>	3,976	1,0000	4,174,80	0,00	4,174,80
104012345	29-06-10	BRUXELLES X	DISCOUNT	Discount containers		dépôt n° 7000/345678, le 29/06/10 à 09:32 Votre réf.: <votre propre réf.>	1	-10,4370	-10,4370	0,00	-10,4370
104012345	29-06-10	BRUXELLES X	DISCOUNT	E-MassPost Discount		dépôt n° 7000/345678, le 29/06/10 à 09:32 Votre réf.: <votre propre réf.>	1	-10,4370	-10,4370	0,00	-10,4370
104012345	29-06-10	BRUXELLES X	PRODUCT	Lettre Small Format (sous convention)	18.0 gr	dépôt n° 7000/456789, le 29/06/10 à 14:01 Votre réf.: <votre propre réf.>	882	1,0000	970,20	0,00	970,20
104012345	29-06-10	BRUXELLES X	DISCOUNT	Discount containers		dépôt n° 7000/456789, le 29/06/10 à 14:01 Votre réf.: <votre propre réf.>	1	-2,4255	-2,4255	0,00	-2,4255
104012345	29-06-10	BRUXELLES X	DISCOUNT	Drop size Discount		dépôt n° 7000/456789, le 29/06/10 à 14:01 Votre réf.: <votre propre réf.>	1	-50,2120	-50,2120	0,00	-50,2120
104012345	29-06-10	BRUXELLES X	DISCOUNT	E-MassPost Discount		dépôt n° 7000/456789, le 29/06/10 à 14:01 Votre réf.: <votre propre réf.>	1	-2,4255	-2,4255	0,00	-2,4255
104012345	30-06-10	BRUXELLES X	PRODUCT	Lettre Small Format (sous convention)	10.0 gr	dépôt n° 7000/567890, le 30/06/10 à 12:23 Votre réf.: <votre propre réf.>	672	1,0000	672,00	0,00	672,00
104012345	30-06-10	BRUXELLES X	PRODUCT	Lettre Small Format (sous convention)	15.0 gr	dépôt n° 7000/567890, le 30/06/10 à 12:23 Votre réf.: <votre propre réf.>	452	1,0000	474,60	0,00	474,60
104012345	30-06-10	BRUXELLES X	PRODUCT	Lettre Small Format (sous convention)	18.0 gr	dépôt n° 7000/567890, le 30/06/10 à 12:23 Votre réf.: <votre propre réf.>	250	1,0000	275,00	0,00	275,00
104012345	30-06-10	BRUXELLES X	DISCOUNT	Discount containers		dépôt n° 7000/567890, le 30/06/10 à 12:23 Votre réf.: <votre propre réf.>	1	-0,6875	-0,6875	0,00	-0,6875
104012345	30-06-10	BRUXELLES X	SUPPLEMENT	Correctif pour envoi pré-affranchi		dépôt n° 7000/567890, le 30/06/10 à 12:23 Votre réf.: <votre propre réf.>	1	15,0000	15,0000	0,00	15,0000

Note: Your files may be presented slightly differently to how they are shown here. This is because of a difference in invoice type or because empty columns are sometimes not displayed.

Again, the **meaning of the columns** is explained below. The columns not shown in the picture are also explained (see the note above).

- **Document number (Numéro du Doc.)**
The ID of the invoice or credit note on which this transaction line appeared
- **Service period (Période de prestation)**
The date (or period) when the service linked to these transaction lines was provided
- **Service**
This field can be used for various purposes depending on the invoice type
- **Line type (Type de ligne)**
Indicates whether it is an indivisible product, an extra option or a discount
- **Description**

- The name of the product (or the discount / option) to which the transaction line relates
- **Detail 1 & Detail 2 (Détail & Détail 2)**
Additional detail concerning the transaction line
 - **Group (Groupe)**
The information on the invoice used to group transaction lines (level 1). For example the 'account ID / cost center' field at Taxipost
 - **Subgroup (Sous-groupe)**
Information on the invoice used to group transaction lines (level 2). For example the LVD reference at Admin Mail.
 - **Deposit reference (Référence du dépôt)**
Detailed information on the deposit to which the transaction relates
 - **Quantity (Quantité)**
The number of pieces of the product in question as invoiced
 - **Unit price ex VAT (Prix unitaire HTVA)**
The price of the product in question under the mentioned agreement
 - **Total amount ex VAT (Montant total HTVA)**
The total amount for this line ex VAT
 - **VAT**
The VAT amount charged for this line
 - **Total amount incl. VAT (Montant Total TVA comprise)**
The total amount for this line including VAT

Subtotals spreadsheet

On this spreadsheet the invoiced transactions are structured in such a way that you can **easily read** them. It is ideal for your own calculations, filters, cross tabulation and so on. Spreadsheets 2 and 3 are **complementary**: they contain the same data but are suited to different purposes. You can use one or the other based on your needs.

Numéro du doc.	Période de prestation	Description	Détail	Quantité	Prix unitaire HTVA	Total par ligne HTVA	Discount containers	Drop size Discount	E-MassPost Discount	Correctif pour envoi pré-affranchi	Montant total HTVA	TVA	Montant total TVA comprise
104012345	25-06-10	Lettre Small Format (sous convention)		800	1,100	880,00					880,00	0,00	880,00
		Réductions et suppléments					-2,00		-2,00		-4,00	0,00	-4,00
		Total dépôt n° 100012345, le 25/06/10 à 11:01 Votre réf.: centre propre réf. >		800							876,00	0,00	876,00
104012345	25-06-10	Lettre Small Format (sous convention)		402	1,050	422,10					645,00	0,00	645,00
		Réductions et suppléments		201	1,000	201,00				15,00	-11,52	0,00	-11,52
		Total dépôt n° 1000123456, le 25/06/10 à 15:43 Votre réf.: centre propre réf. >		603							633,48	0,00	633,48
104012345	28-06-10	Lettre Small Format (sous convention)		1140	1,000	1140,00					1140,00	0,00	1140,00
		Réductions et suppléments					-2,85		-2,85		-5,70	0,00	-5,70
		Total dépôt n° 10001234567, le 28/06/10 à 09:59 Votre réf.: centre propre réf. >		1140							1134,30	0,00	1134,30
104012345	23-06-10	Lettre Small Format (sous convention)		3,976	1,050	4,174,80					4,174,80	0,00	4,174,80
		Réductions et suppléments					-10,44		-10,44		-20,88	0,00	-20,88
		Total dépôt n° 10001345678, le 23/06/10 à 09:32 Votre réf.: centre propre réf. >		3,976							4,153,92	0,00	4,153,92
104012345	23-06-10	Lettre Small Format (sous convention)		882	1,000	882,00					882,00	0,00	882,00
		Réductions et suppléments					-2,43		-2,43		-4,86	0,00	-4,86
		Total dépôt n° 10001456789, le 23/06/10 à 14:01 Votre réf.: centre propre réf. >		882							877,14	0,00	877,14
104012345	30-06-10	Lettre Small Format (sous convention)		672	1,000	672,00					672,00	0,00	672,00
		Réductions et suppléments		250	1,000	250,00					14,21,60	0,00	14,21,60
		Total dépôt n° 10001567890, le 30/06/10 à 12:23 Votre réf.: centre propre réf. >		1,314							1,435,31	0,00	1,435,31
		Total général		8,781		9,236,40	-18,60	-84,74	-17,31	30,00	9,145,15	0,00	9,145,15

Special structure for MassPost reports

This third spreadsheet is **structured** somewhat **differently** for MassPost products (Admin Mail, Direct Mail, Distripost, Registered Mail etc). There are only a few differences, but they will make use of your invoice reports even easier. The example pictured above relates to a MassPost product.

The special MassPost headings on the third spreadsheet are as follows.

➤ **Subtotal by deposit (Sous-totaux par dépôt)**

While non-MassPost reports state the subtotal for each product, MassPost reports state subtotals for each deposit, just like the invoices do.

➤ **Horizontal structure (Structure horizontale)**

There is a clear distinction between primary and secondary information on the electronic invoice report. Deposits and deposit products are listed from top to bottom and the quantities, prices, discounts, supplements and totals are listed from left to right.

➤ **Reductions and supplements (Réductions et suppléments)**

Reductions and supplements must be linked to a primary value, so they are deemed to be secondary information. To avoid any confusion, these are listed from left to right. This arrangement also produces a matrix structure in which you can easily find where and how often a given discount or supplement has been applied.

➤ **Totals Column (Colonne des totaux)**

This contains the totals for the various deposits. There are three types of total:

1. The total price of the products of a deposit, before reductions
2. The total value of deposit discounts and supplements
3. The total deposit (sum of 1 and 2 above)



6. Frequently asked questions

➤ **Can Invoice Reporter be regarded as a type of e-invoicing?**

Invoice Reporter does not replace paper invoices in any way. The **traditional invoice will continue to exist**. The files in Invoice Reporter are simply an additional resource to help you process your invoice. The invoice reports do not contain any payment instructions. These are only stated on your paper invoice. Invoice Reporter is **not in any way a form of e-invoicing**. Its only purpose is to support your processes, not to automate them.

➤ **How do I get access to Invoice Reporter?**

If your organisation already uses Invoice Reporter, at least one of the current users will have **administrator** privileges. (This is usually the person who has been using the application the longest). This administrator can create new users very easily in the '**User and Account Management**' module on our portal. You should therefore get in touch with this person. If your organisation does not use Invoice Reporter yet, you need to **request access privileges from us**. To do so, use the online form at www.bpost.be/invoicereporter.

➤ **Can I add customer numbers (PRS) in Invoice Reporter?**

Yes. Simply fill out the **online form** (check the box in section 3 to keep your existing customer numbers and add new ones in the appropriate fields). We will do the rest.

➤ **I cannot find the report for some of my invoices in Invoice Reporter. What's the reason?**

This is most likely due to one of the **following reasons**:

- The invoice in question is not a **bpost invoice**, it was issued by one of the bpost subsidiaries (such as BPI, Deltamedia or Eurosprinters). Invoice Reporter does not provide reports on the invoices of these subsidiaries. Taxipost invoices are covered by Invoice Reporter however.
- The **customer number (PRS)** at the top of the invoice is not registered in Invoice Reporter. To register, fill out the online form at www.bpost.be/invoicereporter.

➤ **When are the periodical report files made available?**

The periodical reports are created **at the end of a set period** (month, quarter, year). There is no precise creation date however. Generally speaking, the files are made available within **two weeks** of the end of the period in question.



7. Your questions and comments

We hope that you have been able to find the answers to all your questions in this guide. If you would like additional information or are left with an unanswered question you can always get in touch with our **Service Centre** by phone on **022 011111** or by email at servicecentre@post.be. We will be delighted to help you.



Appendix – Glossary

- **bpost portal** The bpost portal is the part of the bpost website that is closed to non-registered users. Only registered users with a username and password are able to access this part of the bpost website. To go to the bpost portal click 'Logon' in the upper right-hand corner of the page at www.bpost.be.
- **Invoice report** The files available in Invoice Reporter are known as invoice reports. They contain all transactions invoiced on the paper invoice in a handy Microsoft Excel format. The transaction data can be used to perform checks and analyses, among other things.
- **Administrator** Our portal allows our customers to manage users themselves. The process is very simple: the initial requestor of Invoice Reporter access privileges is granted administrator privileges. This basically means that this person can create users and administer their privileges in the 'User and Account Management' module on the portal. Obviously, the administrator cannot assign privileges to users that the administrator himself or herself does not have.
- **Document contents** This is the type of information in the document. There are two possibilities:
INV: the file contains information about an invoice
CRD: the file contains information about a credit note.
- **Type of invoice** bpost markets various products and services, each of which are invoiced separately. Each product or group of products therefore has its own invoice type. While most invoice types are very similar, there are a few differences. There may therefore be minor variations between the corresponding Microsoft Excel® invoice reports. We expressly state the invoice type for each file to help you search in Invoice Reporter. You will find it easy to locate specific invoices by applying a filter or sorting by type.
- **Periodical report file** A periodical report file comprises an invoice report with information from more than one invoice and/or credit note. These files enable you to analyse a large quantity of data. The invoices and credit notes are collected together in a single file, based on the same invoice type, the same addressee and the invoice date (which must be within the period to which the periodical report file relates).