

Invoicing Instructions

Please note that only those invoices that are created on the system are accepted and passed for the payment.

Invoices sent via email will not be processed. Each vendor can create only one invoice per month. Invoice must be submitted within 6 months from the project delivery.

Invoicing steps:

1. Login to the system.

https://go.rixtrans.com

All orders that are completed and ready for invoicing will be displayed here. If you don't see your project here, please contact the project manager who assigned you with the project.

2. In main menu select <u>Invoices</u> tab and press <u>Create new invoice</u> button.

==	RIXTRANS LTD PORTAL	6
Job offers	Invoices	Create new invoice
Jobs	Unpaid / Partially paid invoices	10 •
(\$) Invoices	rou nave no unpatu or partiany paru involces.	
	Paid invoices	10 •
Company Profile	You have no paid invoices.	
Vacation		
XTRF		

3. Review the selected tasks. You may add additional tasks to your invoice by pressing the Add Jobs button.

==	RIXTRANS LTD PORTAL			۵
Job offers	New invoice			
Jobs	1. Add completed job	-		10 •
S Invoices	Jobs to be invoiced Job Number ©	Delivery Date 🔺	Total Amount 0	
Company Profile	1212-2015/1/1 1539-2015/1/1	17.09.2015 09:26 EET 06.11.2015 14:06 EET	0.00 EUR 17.50 EUR	۲. E
Vacation	2. Enter invoice detai	2		
XTRF				



- 4. Enter the mandatory invoice details:
 - a. Invoice No.
 - b. Invoice date <u>Please use the current date. Changing it manually may result in the payment rejection by the system.</u>
 - c. Payment method

If desired payment method is not listed here, please create/update your data by navigating to the Main menu Company Profile - Payments tab – Payment Method section.

- For Wire transfers please enter your IBAN and SWIFT information.
- For **PayPal/Skrill** payments please enter your account email address.
- Click **Save** and navigate to **Invoices**.
- d. Upload the electronic copy of your invoice
- e. Press Create Invoice button

	RIXTRANS LTD PORTAL						
Job offers	New invoice						
	2. Enter invoice deta	ails					
Jobs	Invoice No. *	10-2015 Moneybookers:	Invoice Date *	06.11.2015			
\$	Payment Method Payment Terms		Moneybookers ays) - 17.50 € (until: 15.01.2016);	•			
Invoices	Net Total Payment Due	17.50 EUR	Gross Total Signed by *	17.50 EUR Kaspars Zverģis 👻			
Company	,			1 0			
Profile	3. Upload invoice fil	e					
Vacation	Invoice copy.docx				06.11.2015	13 KB	Ê
	Write additional notes for Rix						
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Invoice status

To check your invoice status, please open Invoices section where you will find the following information:

- Invoice number
- Invoice date
- Total amount
- Invoice due date
- Invoice status

==	RIXTRANS LTD PORTAL					گ
Job offers	Invoices					
Jobs	Invoice 10-2015 create	ed. Show invoice.				
(\$) Invoices	Unpaid / Parti	ally paid invoices	Net Total	Gross Total Payment Due	Jobs	10 -
Company Profile	10-2015	06.11.2015	17.50 EUR	17.50 EUR 15.01.2016	1212-2015/1/1 . 1539-21	Unpaid
Vacation	Paid invoices		You have	no paid invoices.		10 •
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Mandatory personal information

To comply with the accountancy requirements set forth in the EU regulations it is essential that your invoice contains the following information that you can change/update at any time under your online vendor profile page:

- 1. Your legal name (if the payment beneficiary is a legal company).
- 2. Address, phone number and e-mail.
- 3. Your tax registry number (VAT or any other relevant tax number).
- 4. Payment Information: IBAN, SWIFT, bank name, bank address or relevant PayPal/Skrill account.

Payment terms and conditions

Available payment methods:

- Wire transfer
- PayPal
- Moneybookers

Payments are processed within 45 days from the invoice confirmation (at the fifteenth day of each month), provided that there are no open quality issues, unless there is an express agreement in place with the project manager concerned. **Only confirmed invoices with complete vendor profiles in** accordance with the conditions described above will be passed for the payment.

Fees:

No fee:

- PayPal, Moneybookers.
- Bank wire transfers made in euro currency only.

€ 15.00 processing fee:

- For all bank transfers outside the European Union.
- For all transfers in other currencies than euro.

The total amount to be paid for individual tasks must be agreed prior to acceptance of the project. RixTrans will then prepare and send out a relevant Purchase Order. RixTrans is not obliged to pay any additional surcharges which are not agreed and presented on the Purchase Order.