

## 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.**

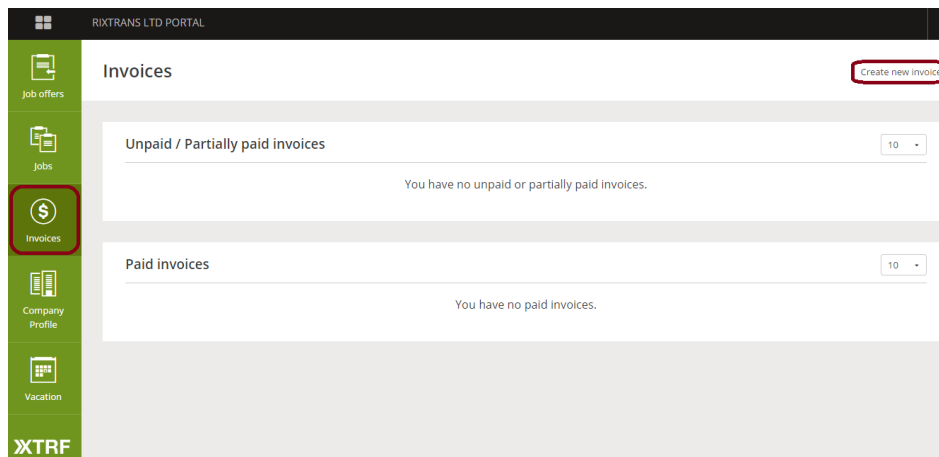
Invoicing steps:

**1. Login to the system.**

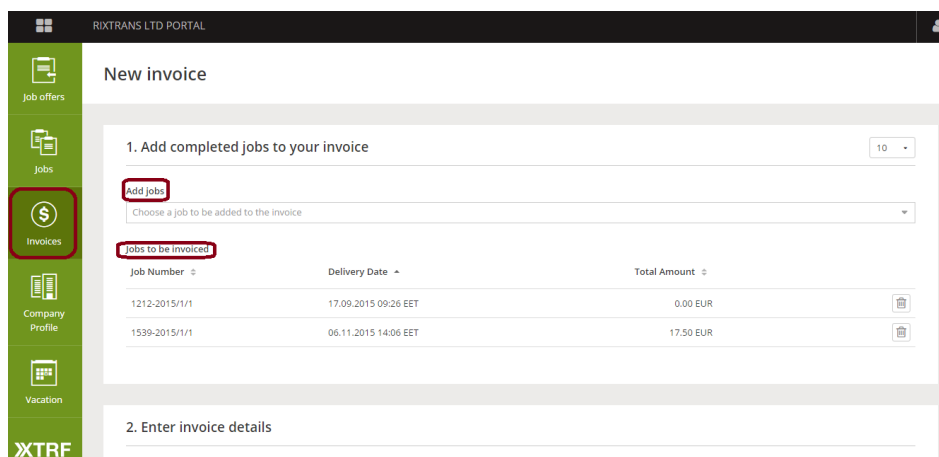
<https://go.rixtrans.com>

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 Invoices tab and press Create new invoice button.**

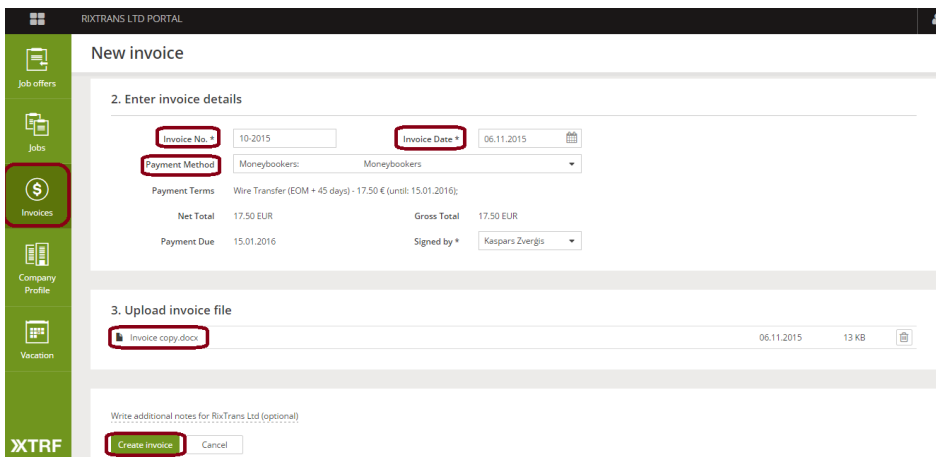


**3. Review the selected tasks. You may add additional tasks to your invoice by pressing the Add Jobs button.**



4. Enter the mandatory invoice details:

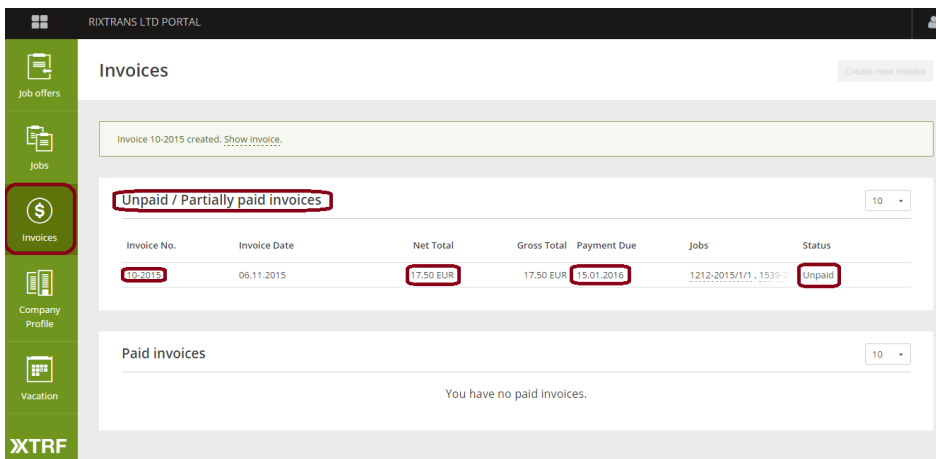
- a. Invoice No.
- b. Invoice date – **Please use the current date. Changing it manually may result in the payment rejection by the system.**
- c. Payment method  
If desired payment method is not listed here, please create/update your data by navigating to the Main menu **Company Profile - Payments** 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



## 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



Invoice No.	Invoice Date	Net Total	Gross Total	Payment Due	Jobs	Status
10-2015	06.11.2015	17.50 EUR	17.50 EUR	15.01.2016	1212-2015/IT/1_1539-1	Unpaid

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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.

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## 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.

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