

Procedures for sending Italian E-invoices

The following are the steps to follow when creating a Sales Order that needs to be sent electronically:

1. Ensure you have a signed order confirmation or purchase order from the customer (signed Preventivo).
2. Set up the sales order as normal, attaching signed order confirmation/PO to the Sales Order.
3. In job notes, insert the following phrase: **Invoice to be sent electronically, please forward invoice to accounts.uk@flashbay.com**
4. Also in the job notes, please add other necessary information in the following format:
 - i. Codice Univoco:
 - ii. CIG:
 - iii. CUP:
 - iv. Additional information:
 - v. Tax regime: Either **IVA 22%, senza split payment** or **Inversione Contabile, senza split payment**
5. Please note that Split Payment will not apply to us, please ensure your customers are aware of this.
6. Ops and Accounts.CN will be advised that, where this appears in the job notes, they need to send the invoice to Accounts.UK rather than the salesperson or the customer
7. Accounts.uk will then send the invoice electronically and confirm to the salesperson that it has been sent.

There is no need to add a "0000" item to the sales order to add the additional information, it is sufficient to put all additional information in the job notes.