

Quick Start Guide for Electronic Document Exchange with Sezamo.ro

Guide
2022

The logo features a large, stylized, rounded triangular shape with a gradient from green on the left to blue on the right. Inside this shape is a white circle containing the text "ORiON by GRiT".

ORiON
by GRiT

GRiT

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1. Introduction

EDI solution ORiON, product of the GRiT company, is designed for document exchange between the systems of Sezamo.ro Company (Sezamo.ro) and its suppliers. To ensure this exchange, it uses EDI communication, which allows automatic document exchange between different information systems.

1.1. How to Launch Document Exchange with Sezamo.ro via ORiON?

A prerequisite is having signed a contract with Sezamo.ro.

1. Fill in the registration form at www.grit.eu/sezamo-ro
2. With the help of Sezamo.ro, unify the listing information (master data) about goods.
3. Based on the data in the registration form, GRiT will set up an account in the ORiON application and send you your login credentials.
4. Test period: Sezamo.ro will send the first orders both directly to ORiON and by e-mail, same as before.
5. If everything is in order, Sezamo.ro will cancel the sending of orders by e-mail and will only be sending them to ORiON. You will be alerted to new incoming orders by an e-mail notification with a link to the ORiON solution.

At the time of the first launch of the ORiON application, the basic information about your company will have been set up in the e-mail field (account), and the account will have been configured so as to allow you to initiate the receiving or sending of your first messages in the agreed format. **Please check your information [in the settings](#).**

1.2. How Does the Document Exchange Using the ORiON App Work?

1. In ORiON, you receive an order from Sezamo.ro, of which you will be notified by e-mail.
2. Log into ORiON using your user account from any internet browser and you will be able to view the [new order](#) or download it from the order log.
3. Process the order in your system and prepare the goods for sending.
4. In ORiON, create a [despatch advice](#) from the received order, fill in the mandatory information and/or modify the items if needed if you do not utilize the order fully. Send the despatch advice via ORiON to Sezamo.ro before the actual delivery of goods.
 - If Sezamo.ro requires you to use pallet labels with **SSCC codes**, these must be [added to the despatch advice and the goods must be assigned to them](#) in ORiON.
5. Physically send the goods to Sezamo.ro.
6. As soon as your carrier confirms the receipt of the goods by the purchaser, you can [create an invoice](#) in ORiON directly from the despatch advice; you will need to fill in the necessary information and send it digitally to Sezamo.ro.

- If Sezamo.ro rejects the invoice due to formal or content reasons, you will receive an e-mail notification. In ORiON, you will find out what the problem with the invoice is, you will then correct it and send it again to Sezamo.ro.

2. Successful Launch of ORiON Application

Basic computer skills are necessary for using ORiON, specifically the ability to use an internet browser. ORiON is an internet application, which means that you do not need to install any software on your computer and that an internet browser of any kind is all you need to run it.

There are plenty of them. We recommend one of the following to work with ORiON: Mozilla Firefox, Internet Explorer, Google Chrome or Opera.

2.1. Logging into ORiON Application

EDI ORiON application is available on this website: <https://orion.ccv.cz>.

After filling in the address bar of the Internet browser, a login window will be displayed (Figure 1).

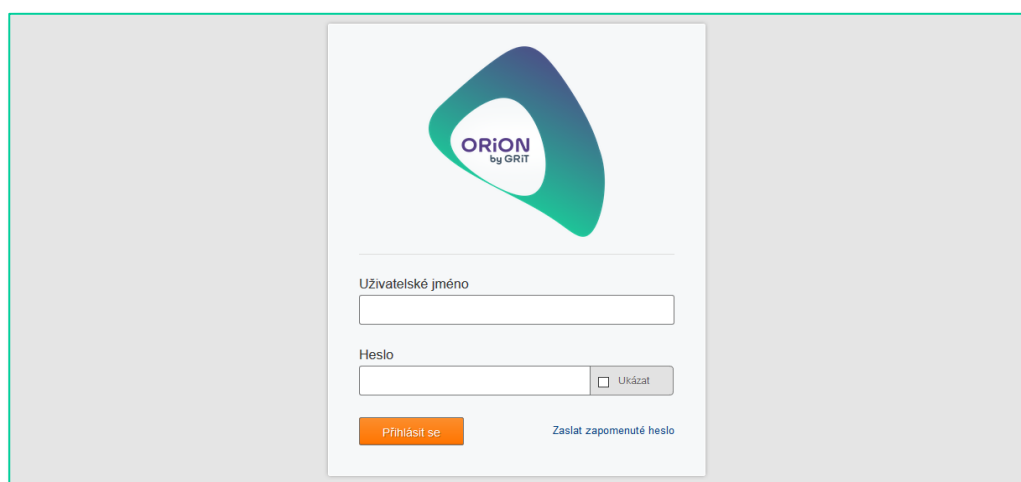


Figure 1: Window for signing into ORiON

Fill in the login details that you received in the e-mail that was sent to you with the information about the ORiON mailbox settings.

Note:

If you have lost your login information for the ORiON application, it is possible to reset them by clicking on "Send forgotten password" on the login screen (Figure 1). For the specified login account, instructions will be sent to your e-mail address with the option to renew your login into the ORiON solution.

If the information you have entered is correct, your home page will be displayed (Figure 2). You can save to your Internet browser bookmarks.

2.2. Home Page - Dashboard

On the home page of the ORiON application, you can see, among other things, an instant overview of pending orders and rejected invoices, news and events that have occurred since the last login, document search bar, overview of the history of the number of the documents by type and quantity, a quick overview of available working capital hidden in receivables, useful tutorials and documentation, where you can find answers to your questions, or perhaps search for Sezamo.ro's contact information, your company GLN, a person with admin rights, or a bar providing help, feedback or customer support contact information.

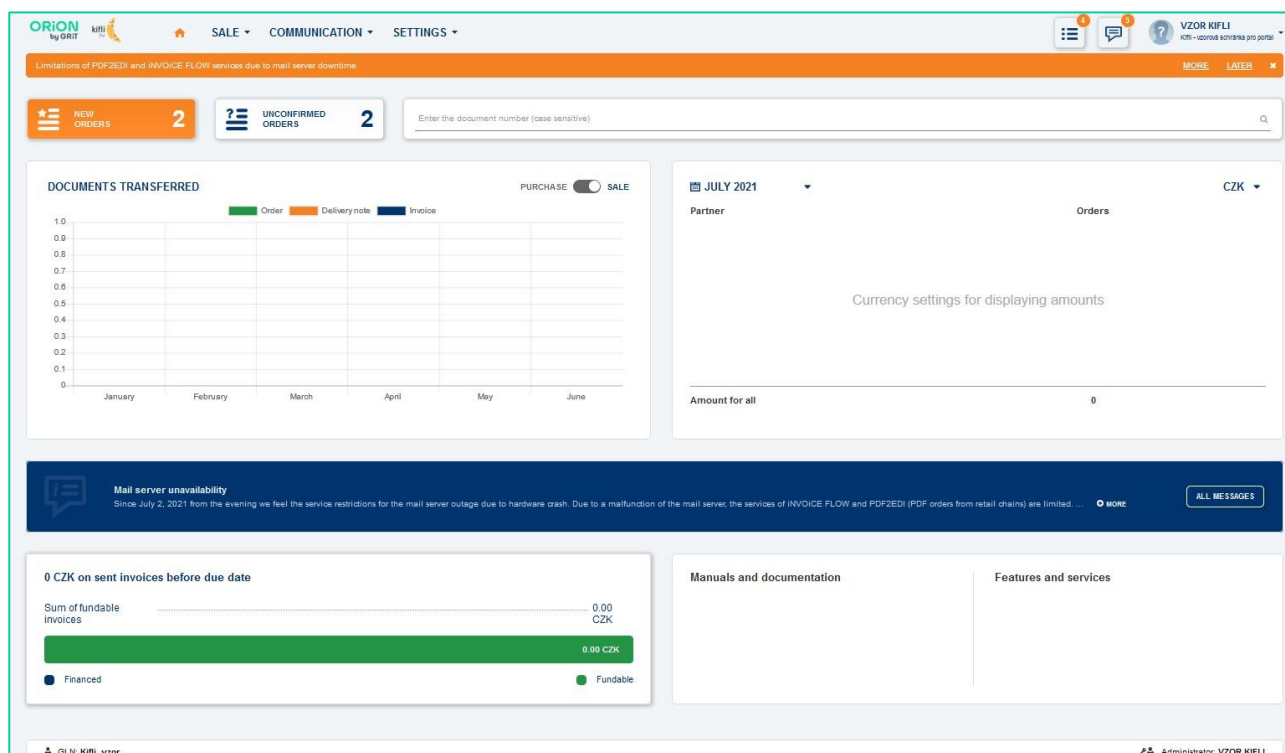


Figure 2: ORiON home page

3. Received Orders


You can access your received orders in several different ways:

1. by clicking away from your despatch advice e-mail,
2. using the instant overview feature in the upper-right corner of the dashboard,
3. from the main menu by selecting the option **Sales > Orders**
4. or via the tile at the top left under the main menu.

You can also simply display the new ones using the quick filter „New”. All order overviews (based on the pre-set filter) can also be downloaded as an Excel table.

You can display the order detail by clicking on the document number.

It is **important** to confirm incoming orders as *Received*.

Each unconfirmed order, which has been successfully delivered to your ORiON mailbox, is accompanied by the  icon in the *Action* column, and the document number is marked yellow with the description *New* (Figure 3).







DOCUMENT NUMBER	CREATION DATE	PURCHASER	PLACE OF DELIVERY	DATE OF DELIVERY	NOTE	CREATED DOCUMENTS	ACTION
 22125	15:51:06	Gurkeri.at GmbH	9110028937958	07/06/21			  + -
 133417	15:48:10	Kifli.hu Shop Koriátolt Felelősségű Társaság	5990804531006	07/06/21			  + -

Figure 3: Received orders

To confirm the order, click on the  icon. ORiON will change its status to **Delivered** and the mark on the left side will change its colour to green .

4. Creating an Order Response


The ORDRSP message (order response) is sent by the supplier to the company as a receipt confirmation and also to show the understanding of the order. The supplier has the option to:

- confirm the order
- refuse
- adjust the quantity or delivery date of some items from the original order.

Order response (ORDRSP) can be created by two ways:

In the menu **Sales > Orders >**

- In the corresponding log, search for the tax document from which you wish to create

an In the right column **Action** , click on the icon with the description „Next Action” and then on „Create an order response” the corresponding log, search for the tax document from which you wish to create an order. In the right column **Action**, click on the icon with the description „Next Action” and then on „Create an order response”->

RECEIVED ORDERS

[Export to Excel](#)

Quick filter

All

Document number

Purchaser

Period

Creation date

Jan 1, 2019

 -

Mar 1, 2022

SHOW RESULTS

Cancel filter

Advanced filter

<<

<

1

/ 1

>

>>

Number of records on the page:

10

[1 - 5 / 5]

DOCUMENT NUMBER	CREATION DATE	PURCHASER	PLACE OF DELIVERY	DATE OF DELIVERY	NOTE	CREATED DOCUMENTS	ACTION
<div><div></div><div>2089680112888</div></div>	11/02/20	Demo odbáratel	DEMO DP	10/28/20		DL, ORSP	<div><div><div></div></div><div><div>+</div><div>-</div></div></div>
<div><div></div><div>201909102</div></div>	09/10/19	Demo odbáratel	DEMO DP	09/16/19		FA, DL, ORSP	<div><div><div></div></div><div><div>+</div><div>-</div></div></div>
<div><div></div><div>201909101</div></div>	09/10/19	Demo odbáratel	DEMO DP	09/13/19		ORSP	<div><div><div></div></div><div><div>+</div><div>-</div></div></div>
<div><div></div><div>OBJ24894</div></div>	03/12/19	Demo odbáratel	8594010125418	03/20/19		DL	<div><div><div></div></div><div><div>+</div><div>-</div></div></div>
<div><div></div><div>OBJ12345</div></div>	03/12/19	Demo odbáratel	DEMO DP	03/22/19		ORSP	<div><div><div></div></div><div><div>+</div><div>-</div></div></div>

<<

<

1

/ 1

>

>>

[1 - 5 / 5]

Figure 4: Received orders - quick selection

- b. in the detail of the document, select the option „Next Action” in the upper-right corner and then on „Create an order response”.

RECEIVED ORDER DETAILS: 2069680112888

[Print document](#) [Next operation](#)

Document number	2069680112888	Creation date	11/02/2020 14:23:18	Message status	18 Delivered
Purchaser	8594027409967 Demo odběratel	Date of issue	10/27/2020	Message	278064782
Supplier	8594027409981 Demo společnost	Date of delivery	10/28/2020	Consignment	301029871
Place of delivery	8594027406965 DEMO DP			Sender	Demo odběratel
				Created documents	DL, ORSP

HISTORY OF THE MESSAGE FLOW | EVENTS

DATE AND TIME	EVENTS	NOTE
02.11.2020 14:47:55	Message delivery to recipient	
02.11.2020 14:47:47	Delivery of outgoing consignment	
02.11.2020 14:47:47	Potvrzení přijetí zprávy z WWW formuláře	
02.11.2020 14:24:44	Outgoing consignment sending	
02.11.2020 14:24:44	Consignment status 46 – Communication server processing	Channel: Internal
02.11.2020 14:23:18	Consignment sending	Channel: Internal

Reichel David

Right now

ADD COMMENT

Kyjovský Marek

TEST

02.11.20 14:43

Figure 5: Received orders – Next action

[Next operation](#)

[Create response to order](#)

[Create delivery note](#)

[Create an invoice](#)

[Export to PDF](#)

[Export items to Excel](#)

Figure 6: Menu - Create an order response

In the Action column for the each item, select from the options:

- Change
- Accepted
- Not accepted

CREATING RESPONSE TO ORDER

Order response No.: 2095980112888 Original values Unlock Preview Save and send

SUPPLIER

Code: 8594027409881

Name: Demo společnost

Commercial Register No.: 12345678 VAT ID: CZ12345678

Supplier code:

Address: [Details](#)

CUSTOMER

Code: 8594027409887

Name: Demo odběratel

Commercial Register No.: 21 VAT ID: CZ87654321

Address: [Details](#)

PERSON

Name and surname: David Reichel

Position:

Phone: Fax:

E-mail: david.reichel@ovv.cz

PLACE OF DELIVERY

Code: 8594027409885

Name: Místo dodání Opava

Address: [Details](#)

End point of delivery: [Details](#)

DATE

Date of issue: 04.03.2022 Time: 12:35 PM

Date of delivery: 28.10.2020

OTHER DATA

Order number: 2095980112888 dated: Oct 27, 2020

Contract number:

Add lines: 1 Add Bulk change of values

ROW NO.	SPECIFICATIONS	GOODS GTIN	REPLACEMENT GTIN	SUP. Q. DIFF.	PURCH. Q. DIFF.	QUANTITY TYPE	QUANTITY	UNIT	DATE OF DELIVERY	ACTION
1	VYROBEK_01	8594015841113		111		Ordered	15	Kg	Accepted	+
2	VYROBEK_02	8594015842011		201		Ordered	200	Kg	Accepted	+

Figure 7: Acceptance

In the event of a change, make the necessary adjustments in quantity, goods or delivery date.

5. Creating Pallet Delivery Notes

Sezamo.ro requires sending delivery notes with SSCC codes (pallet delivery notes). The pallet delivery note (more accurately "despatch advice") must be sent to Sezamo.ro **one day before the actual physical shipment**.

In ORiON it is possible to create a pallet delivery note directly from the original order, which can be found in the order log (menu **Sale > Orders**). Either directly in the order log using the + button at the end of the order line, or in the order detail using the "More actions" menu in the top right corner. In both cases, select the option "Create pallet delivery note" (Figure 11).

Number of records on the page: 10 [1 - 3 / 3]

DOCUMENT NUMBER	CREATION DATE	PURCHASER	PLACE OF DELIVERY	DATE OF DELIVERY	NOTE	CREATED DOCUMENTS	ACTION
2031775570942	06/10/21	Albert Česká republika, s.r.o.	Albert - DC Klecany	06/11/21			+
2031775570930	06/10/21	Albert Česká republika, s.r.o.	Albert - DC Klecany	06/11/21			<ul style="list-style-type: none"> Create response to order Create delivery note Create pallet delivery note Create an invoice
2031774827469	05/11/21	Albert Česká republika, s.r.o.	Albert - DC Klecany	05/13/21			

Figure 11: Order log

Some fields are inaccessible and greyed out. These fields are pre-populated from your preset billing information (see [Billing information settings](#)), purchaser information, or from the corresponding fields of the initial document - purchase order.

Unlock

If you need to manually edit any item, click on the button, all fields will become available for editing.

Follow these steps to complete the form (quick overview):

- Fill in the delivery note number.
- Use the icon to select the delivery departure date.
- Check the quantity delivered or the unit of measure.
- Set the VAT.

After editing, just click on the *"Save and send"* button. At this point the document will be saved in the ORiON and sent to Gurkerl. You can check the sent pallet delivery note in the **Sale > Delivery notes** menu, where you can see a complete overview of all outgoing delivery notes (despatch advice) that you have sent from ORION to Gurkerl.

In the **Sale > Delivery notes** menu you can view the delivery note sent by clicking on the detail of the document number and then print the SSCC code(s). This can be done by clicking on the "More actions" button, where you select the option *"Print SSCC labels"* (SSCC codes are based on the standard GS1-128).

CREATE PALLET DELIVERY NOTE FROM ORDER

Delivery note No. *

Original values

Unlock

Preview

Save and send

You have No pre-generated SSCC code. Automatic line will be used.

SUPPLIER

Code *8594027409998

Name *CCV, s.r.o.

Commercial Register No. *10VAT ID10

Supplier code

record in the CRtest

AddressDetails

PURCHASER

Code *8590421000007

NameAlbert Česká Republika, s.r.o.

Commercial Register No.44012373VAT IDCZ44012373

Recipient's code

AddressDetails

DISTRIBUTION WAREHOUSE

Code8593893007581

NameNestlé Česko, s.r.o. PET food

AddressDetails

PLACE OF DELIVERY

Code *8590421903179

NameAlbert - DC Klecany

AddressDetails

PLACE OF BILLING

Code

Name

AddressDetails

5.1. Splitting across Multiple Pallets and Moving a Line Item to Another Pallet

When creating a document, there may be situations where you need to **split the delivered goods across multiple pallets**.

Add

You can insert another pallet line item by clicking the button. In the *"Add number of pallets"* box, set how many additional pallet records will be created (Figure 12).

ROW NO.	LV	COMPANY PREFIX	PALLET NUMBER	CONTR. NO.	SSCC	
1	1	123456780	0000012	4	112345678000000124	
<div><div>SPECIFICATIONS</div><div>GTIN</div><div>SUPPLIER CODE</div><div>DELIVERED QTY *</div><div>QTY PER PACK *</div><div>BATCH NO</div><div>EXP. DATE</div><div>TYPE OF PACKAGING</div><div>COUNTRY OF ORIGIN</div><div>AKCE</div><div></div></div> <div><div>PALETA CHEP</div><div>24699341</div><div>24699341</div><div>7</div><div>1</div><div></div><div></div><div>KUS</div><div></div><div></div><div></div><div></div><div></div></div>						
2	1	123456780	0000013	1	112345678000000131	
<div><div>SPECIFICATIONS</div><div>GTIN</div><div>SUPPLIER CODE</div><div>DELIVERED QTY *</div><div>QTY PER PACK *</div><div>BATCH NO</div><div>EXP. DATE</div><div>TYPE OF PACKAGING</div><div>COUNTRY OF ORIGIN</div><div>AKCE</div><div></div></div>						

Figure 12: Preview of the form for creating a pallet delivery note

If you have added a pallet and assigned the appropriate SSCC code to it, you can move the delivered item under another pallet in two ways:



by clicking on the selection icon,



by dragging the line item with the mouse under the appropriate pallet (press the selection icon again and at the same time drag the line item and drop it under the new pallet record).

Č.Ř.	LV	COMPANY PREFIX	ČÍSLO PALETY	KONTR. Č.	SSCC	
1	1	123456780	0000012	4	112345678000000124	
<div><div>SPECIFIKACE</div><div>GTIN</div><div>DODAVATELSKÝ KÓD</div><div>DODANÉ MN. *</div><div>POČ. J. V BAL. *</div><div>Čís. ŠARŽE</div><div>DATUM TRV.</div><div>TYP BALENÍ</div><div>ZEMĚ PŮVODU</div><div>AKCE</div><div></div></div> <div><div>PALETA CHEP</div><div>24699341</div><div>24699341</div><div>7</div><div>1</div><div></div><div></div><div>KUS</div><div></div><div></div><div></div><div></div><div></div></div>						
2	1	123456780	0000013	1	112345678000000131	
<div><div>SPECIFIKACE</div><div>GTIN</div><div>DODAVATELSKÝ KÓD</div><div>DODANÉ MN. *</div><div>POČ. J. V BAL. *</div><div>Čís. ŠARŽE</div><div>DATUM TRV.</div><div>TYP BALENÍ</div><div>ZEMĚ PŮVODU</div><div>AKCE</div><div></div></div>						

Prázdný seznam

Figure 13: Dragging the line item under the pallet

In both cases, this action will be followed by the *"Move item"* dialog (Figure 14), where you specify whether you want to move the entire quantity of the item or only part of it to one

of the other pallets. These methods can be used to move line items between pallets not only by item resolution, but also by lot numbers or expiration dates.

GOODS TRANSFER

NAME	VALUE
Specifications	PALETA CHEP
Goods differentiation	24699341
Best before	
Batch number	
Quantity supplied	7.000



MOVING GOODS ON THE PALLET ACCORDING TO:

☒ Goods differentiation ☐ Best before ☐ Batch number

MOVE TO THE PALLET:

2 - SSCC: 112345678000000131

Figure 14: Moving goods

To delete pallet records and line items, use the button with the icon , and to add line items, click on the icon .


Use the procedure described above to divide all the items between the pallets so that the deliver note matches the way you pick and ship the goods to the purchaser.

6. Creating an Invoice

Invoices can be created from three interconnected documents:

1. The best way is to create it from a confirmed delivery note (provided that Sezamo.ro sends it to you via ORiON). In that case, you invoice precisely what the customer has obtained. By doing so, you avoid having to create credit notes. Creating an invoice is possible either directly from the delivery note log in the menu Sales > Delivery Notes, or from the detail of the delivery note. So, you will wait for the confirmed delivery note before creating your invoice.
2. The invoice can also be created from a despatch advice in the menu Sales > Delivery Notes. In this case, you need to wait for the confirmed delivery note from the carrier unless you and Sezamo.ro have made different arrangements.

- If the order does not differ from the despatch advice, it is equally easy to create an invoice from the order in the menu Sales > Orders. Again, you need to wait for the confirmed delivery note from the carrier, unless you and Sezamo.ro have made different arrangements.

In the corresponding log, search for the tax document from which you wish to create an In the right column **Action**, click on the icon with  the description „Next Action” and then on „Create an invoice” (Figure 15), or, in the detail of the tax document, select the option „Next Action” in the upper-right corner.




DOCUMENT NUMBER	CREATION DATE	PURCHASER	PLACE OF DELIVERY	DATE OF DELIVERY	NOTE	CREATED DOCUMENTS	ACTION
22125	15:51:06	Gurkerl.at GmbH	9110028937958	07/06/21			  
133417	15:48:10	Kifli.hu Shop Korlátolt Felelősségű Társaság	5990804531006	07/06/21			<div> > Create delivery note > Create an invoice </div>

Figure 15: Creating an invoice directly from the document log

The invoice form will be displayed, pre-filled with the information from the order (Figure 16). Some boxes are inaccessible and grey. These boxes are pre-filled based on the supplier's billing information (see [billing information settings](#)), on the purchaser's information, or based on the relevant boxes of the primary document. They can be modified directly within the tax document only after the form has been „unlocked” (blue button in the header of the document).

CREATE INVOICE FROM ORDER

Invoice (380)
 No.

Original values
 Unlock
 Preview
 Save and send

SUPPLIER
 Code *
 Name *
 Company ID *
 Supplier code
 Address
 Bank connection
 Distribution warehouse

Kifli_vzor
 Kifli - vzorová schránka pro portal
 Kifli_vzor
 VAT ID 123
 Company ID, VAT ID 123
 Details
 Details
 Details

DATE
 Due date
 Date of issue *
 Date of taxable supply *
 Date of shipment
 Date of delivery

Aug 3, 2021
 Jul 4, 2021
 Jul 6, 2021
 Details
 Jul 6, 2021

OTHER DATA
 Order number *
 Supplier order number
 Delivery note
 Payment method
 Receipt note No
 Serial number of invoice
 Date of the previous transaction

22125
 dated Jul 2, 2021
 Details
 Details
 Details
 42 - Payment to the bank acc
 Details
 Details
 Details

PURCHASER
 Code *
 Name
 Company ID
 Recipient's code
 Address

9110028937958
 Gurkerl.at GmbH
 FNS35946
 VAT ID ATU75674101
 Details

PLACE OF BILLING
 Code
 Name
 Address

9110028937958
 Gurkerl.at GmbH
 Details

PLACE OF DELIVERY
 Code *
 Name
 Address

9110028937958
 Gurkerl.at GmbH
 Details

The screenshot displays the 'Creating an invoice' form in the ORiON by GRIT system. The form is divided into several sections:

- Header Section:** Includes fields for 'Add lines' (1), 'Add lines', and 'Bulk change of values'. It also features a 'TWO-LINE SPECIFICATION' checkbox.
- Line Section:** A table with columns for 'ROW NO.', 'ITEM NAME', 'GTIN', 'UNIT', 'QTY', 'RAT', 'UNIT PRICE WITHOUT VAT', 'DISCOUNT', 'TOTAL AFTER DISCOUNT WITHOUT VAT', and 'VAT RATE'. Three lines are visible:

ROW NO.	ITEM NAME	GTIN	UNIT	QTY	RAT	UNIT PRICE WITHOUT VAT	DISCOUNT	TOTAL AFTER DISCOUNT WITHOUT VAT	VAT RATE
1	Bacardi Breezer Hard Seltzer Lemon Lime 250ml	7510113013008	CT	2		1.20	0.00	2.40	0
2	Bacardi Breezer Pineapple 275ml	5010577552388	CT	2		0.85	0.00	1.70	0
3	Bombay Sapphire 0.7l	5010677714105	CT	1		12.52	0.00	12.52	0
- CURRENCY SETTINGS:** Includes 'Invoice currency' (CZK) and 'Domestic currency' (CZK).
- SUMMARY:** A table showing tax calculations:

Category	Value	Unit
Tax base 0 %	18.64	CZK
Tax base 15.00 %	0.00	CZK
Tax base 21.00 %	0.00	CZK
Total price without VAT	18.64	CZK
Total invoiced	18.64	CZK
- NOTE 1:** A section for additional notes with a list of five empty text boxes.

Figure 16: Creating an invoice – header and line section of the form

When filling in the form, please follow these steps (quick overview):

- Enter the number of the invoice.
- The supplier's billing information will be filled automatically based on the way it was set according to Chapter 12.
- The purchaser's billing information is also filled automatically, this time from the internal database of ORiON.
- Enter information about due dates, creation dates and dates of taxable supply or delivery dates.
- In the invoice lines, check the quantity delivered, fill in „Price before discount“, units of measurement and set the VAT.
- In the end, it is necessary to check whether the sum of bases and taxes match the document created in your internal accounting system.
- If everything is in order, you can send the document by clicking on the button "Save and send"

Useful tip:

If you have filled in all information, you can display a preview of the invoice before sending it by clicking on the "Preview" button. If you have forgotten to fill in any of the required boxes, a message about this error will be displayed and the empty boxes in the form will be underlined red.

You can check the invoice in the invoice log, which you will access from the main menu **Sales > Invoices**, where a complete overview of all outgoing invoices sent from your mailbox to your purchasers is displayed.

6.1. Bulk Change of Values

If your invoice contains a large number of line items which you wish to fill with identical information in bulk (such as VAT rate or currency), click on the "Bulk change of values" button.

A window will be displayed in which you can set the above-mentioned information as well as the ratio of units of measurement, type of items and percentage discount in the invoice line (Figure 17).

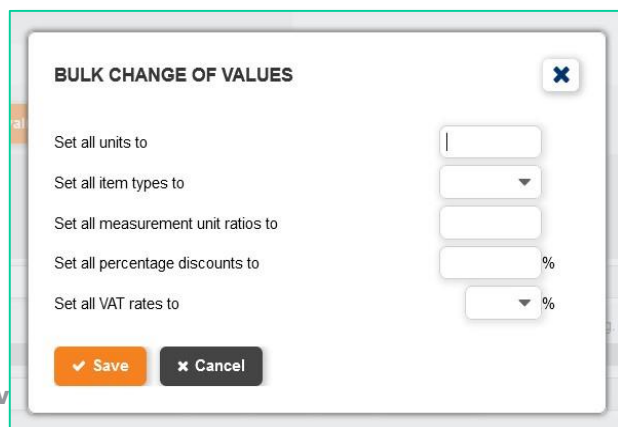


Figure 17: Bulk change of values

6.2. Editing Line Items

If you cannot invoice the quantity of goods that the purchaser requests from you or, on the contrary, if you need to quantify goods which weren't part of the order, it is possible to add or delete line items. Click on the „Unlock“ button and a function for deleting entries will be added to the line items section, and the „Add lines“ button will become available above the line items. When you enter the number of lines that you wish to add in the „Add lines“ box and click on the button, the invoice creation form will add the requested number of lines.

6.3. Rounding Difference (Penny Rounding)


If you need to quantify the rounding difference in the total amount of the invoice, you can do so by unlocking the form after the automatic price recalculation and adjusting the price in the „Total invoiced“ box (which is located in the sum section) to the requested value. The final rounding difference will be displayed in the „Penny rounding“ box.

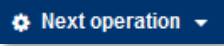
Warning:

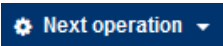
If you are using this method to modify the amount of the invoice that was automatically recalculated by the form, **do not click** on the „Recalculate“ button. If you do so, the amount invoiced would revert to the original amount.

After making sure that everything is in order, click directly on “Save and send”.

6.4. Additional Invoice Log Features

From the sent invoice list which you have displayed, you can display the invoice preview (Figure 18) by clicking on the document number. If you want to work with the document also in paper form, it is possible to print it out via the tax document detail by clicking on the  in the upper-right corner of the form.

If you need to access the invoice archive file, which has a digital signature for possible inspection by the tax authority, you can do so by clicking on the  and selecting *"Download invoice archive"*.

Should you ever need to send the invoice archive file to an email address, it is possible to do so in the Invoice preview by clicking on  then selecting *"Send invoice to e-mail"*. The invoice archive file will be sent to the e-mail address of your choice.

Supplier:

Kiri - vzorová schránka pro portal

NZ

14507

CZ

Registration no.:

KIRI_0207

Tax ID:

123

VAT ID:

123

GLN:

KIRI_0207

Bank account:

1112233300000

Payment Ref. No.:

1111

Constant symbol:

Payment method:

42 - bank transfer

Purchaser:

Gurkerl.at GmbH

Gurkerl-Schneider-Gasse 17

1230 Vienna

AT

Registration no.:

FN425549

Tax ID:

ATU2951101

GLN:

911002857958

Place of billing:

Gurkerl-Schneider-Gasse 17

1230 Vienna

AT

TAX DOCUMENT

Invoice no. 1111

Place of delivery:

Gurkerl.at GmbH

Gurkerl-Schneider-Gasse 17

1230 Vienna

AT

911002857958

Date of issue:

04.07.2021

Date of taxable supply:

04.07.2021

Due date:

03.08.2021

Delivery date:

06.07.2021

Champion date:


Order 12135 dated 02.07.2021

Delivery note

#	Item name	GTIN	Supplier code	Quantity	MU	Price without VAT / MU without discount / including discount	Discount	Total price without VAT inc. discount	VAT rate
	Purchaser code		Ratio of unit quantities	Delivery	Type	Order	Delivery note	Place of delivery	Date of delivery note
1	Bacardi Breezer Hard Setzbar Lemon Lime 250ml	761013013905	4710014271	2.000	CT	1.20	1.20	2.40	00 %
	910227								
2	Bacardi Breezer Pineapple 275ml	5010677032285	4710000795	2.000	CT	0.85	0.85	1.72	00 %
	902454								
3	Bonday Sapphirer 0.7l	5010677114105	4300000279	1.000	CT	12.52	12.52	12.52	00 %
	902135								
4	Eristoff Fine 275ml	5010677032302	4710000027	1.000	CT	0.85	0.85	0.85	00 %
	902450								
5	Eristoff Ice 275ml	5010191000007	4706000130	6.000	CT	0.85	0.85	5.10	00 %
	902449								
6	Eristoff Vodka 0.7l	7610130052303	4201000244	5.000	CT	6.89	6.89	34.45	00 %
	900300								
7	Martini Asin Collezione Speciale DOCG 0.75l	7630040423014	5147014139	3.000	CT	6.51	6.51	19.53	00 %
	900303								
8	Martini Bianco 0.75l	7630040421067	1102001475	1.000	CT	4.51	4.51	4.51	00 %
	902995								
9	Martini Fiero 0.75l	8002570040405	1121009715	2.000	CT	4.51	4.51	9.02	00 %
	902997								
10	Martini Frosone Non Alcoholic 0.75l	7630040420872	5108019561	5.000	CT	5.63	5.63	28.15	00 %
	900325								
11	Martini Rosso 0.75l	7630040430077	1101001473	1.000	CT	4.51	4.51	4.51	00 %
	902994								
12	Martini Viorante Non Alcoholic 0.75l	7630040420855	5108019565	6.000	CT	5.63	5.63	33.78	00 %
	900327								
Creditum:								156.01	
Line items in total:								156.01	

Total invoiced	156.01	Total to pay	156.01
Tax base 00.00 %	156.01	Excise duty	0.00
Tax base 15.00 %	0.00	VAT 15.00 %	0.00
Tax base 21.00 %	0.00	VAT 21.00 %	0.00
Total price without VAT	156.01	VAT total	0.00
Currency	CZK	Rounding balance	0.00

7. Sending a Credit Note


If you need to create a credit note in the ORiON EDI solution, the process of sending it is similar to the process of sending an invoice. After clicking on the  and selecting „*Create an invoice*“, you will access the invoice creation form. In the upper-left corner, there is a box in which two types of documents can be selected – the default setting is „*Invoice*“.

After clicking on the drop-down menu, you can select the right type of document from the two options: ***Invoice/Credit Note***. After selecting „*Credit note*“, the form will automatically re-adjust itself so as to allow you to enter a minus sign in the line section of the „*Quantity*“ field. By multiplying the negative amount of the item by the positive one, the total price will be calculated in a way similar to the way in which a typical tax document is created.

Warning:

If you select „*Credit Note*“ as the type of document, a field for ***Document Reference Number*** will be displayed in the „*Other Information*“ section of the document. This field is filled with the invoice number which corresponds to the credit note, so don't forget to fill it in. Should you fail to do so, your purchaser won't be able to pair the credit note with the corresponding invoice in their system and will reject it as incorrect.

8. Correcting an Existing Invoice

When sending an invoice via EDI, you might make a mistake in your invoice and end up having to issue and send it again. In that case, you have to notify Sezamo.ro of the incorrect invoice by e-mail and create the correct document in ORiON again. In this case, all you need to do is click on the  icon in the invoice log and then on „*Create the invoice again*“. After that, the method is similar to the one outlined in Chapter 5, with one difference: all the information has been pre-filled, so all you need to do is correct the mistake you have made, or that has been signalled to you by the purchaser.

9. Transferred Tax Liability

If you need to forward an invoice in transferred tax liability mode (hereafter referred to as TTL) to your purchaser, you first need to set this mode for sending documents in ORiON, specifically in the menu ***Settings> Billing Information*** (Figure 19).

GENERAL | +

General settings will be used when no exception is found for the given partner GLN Save

VAT ID	123	Allow a higher date of taxable supply than the issue date?	No
Company ID, VAT ID	123	Přičítat recyklační a autorský poplatek?	Yes
Business Register record		Payment method	42 - Payment to the bank account
Invoice Type	EDI invoice	Currency code	CZK
The method for calculating discounts	of prices after discount	Bank account number	
No. of days to maturity	30	Bank code	
No. of decimal places in prices	2	IBAN	
Default VAT rate	Do not fill VAT rate	SWIFT	
Reduced VAT rate *	15 %	Bank name	
Standard VAT rate *	21 %	Constant symbol	
Reverse charge *	Yes	Note 1	
Description of tax mode	Tax is paid by the customer	Note 2	
		Note 3	
		Note 4	

Figure 19: Billing information – transferred tax liability

When creating an invoice, the tax document form will be loaded along with the pre-set TTL configuration. All that remains to be done is set the relevant VAT rate, check the document and press send (Figure 20).

<p><input type="checkbox"/> INVOICE DISCOUNTS</p> <p>REVERSE CHARGE</p> <p>Description of tax mode Tax is paid by the customer</p> <p>NOTE 1 ✕ +</p> <p>1</p> <p>2 Tax is paid by the customer</p> <p>3</p> <p>4</p> <p>5</p>	<p>CURRENCY SETTINGS</p> <p>Invoice currency CZK Domestic currency CZK</p> <p>SUMMARY</p> <table> <tr> <td>Tax base 0 %</td> <td>33,264.00 CZK</td> <td>Excise</td> <td>0.00 CZK</td> </tr> <tr> <td>Tax base 15.00 %</td> <td>0.00 CZK</td> <td>Tax 15.00 %</td> <td>0.00 CZK</td> </tr> <tr> <td>Tax base 21.00 %</td> <td>0.00 CZK</td> <td>Tax 21.00 %</td> <td>0.00 CZK</td> </tr> <tr> <td>Tax base PDP 15.00 %</td> <td>0.00 CZK</td> <td></td> <td></td> </tr> <tr> <td>Tax base PDP 21.00 %</td> <td>0.00 CZK</td> <td></td> <td></td> </tr> <tr> <td>Total price without VAT</td> <td>33,264.00 CZK</td> <td>Tax total</td> <td>0.00 CZK</td> </tr> <tr> <td></td> <td></td> <td>Rounding balance</td> <td>0.00 CZK</td> </tr> <tr> <td>Total invoiced</td> <td>33,264.00 CZK</td> <td>Total to pay</td> <td>33,264.00 CZK</td> </tr> </table>	Tax base 0 %	33,264.00 CZK	Excise	0.00 CZK	Tax base 15.00 %	0.00 CZK	Tax 15.00 %	0.00 CZK	Tax base 21.00 %	0.00 CZK	Tax 21.00 %	0.00 CZK	Tax base PDP 15.00 %	0.00 CZK			Tax base PDP 21.00 %	0.00 CZK			Total price without VAT	33,264.00 CZK	Tax total	0.00 CZK			Rounding balance	0.00 CZK	Total invoiced	33,264.00 CZK	Total to pay	33,264.00 CZK
Tax base 0 %	33,264.00 CZK	Excise	0.00 CZK																														
Tax base 15.00 %	0.00 CZK	Tax 15.00 %	0.00 CZK																														
Tax base 21.00 %	0.00 CZK	Tax 21.00 %	0.00 CZK																														
Tax base PDP 15.00 %	0.00 CZK																																
Tax base PDP 21.00 %	0.00 CZK																																
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		Rounding balance	0.00 CZK																														
Total invoiced	33,264.00 CZK	Total to pay	33,264.00 CZK																														

Figure 20: Invoice in the transferred tax liability mode

10. DOTS – Date of Taxable Supply

In a business relationship, you can find yourself needing to enter a date of taxable supply which is more recent than the invoice date. In the default settings of the ORiON application, the date of taxable supply is generated automatically and is identical to the date of delivery of the goods (according to §21 of the Value Added Tax Act).

If you need the online form to permit a more recent date of taxable supply than the date of creation of the invoice, you need to set this option in the menu **Settings > Billing Information** by selecting „Yes”.

11. Billing Information Settings

Before creating delivery notes and invoices from previous documents for the first time, it is a good idea to set your company's billing information in ORiON (Figure 22). This information is then used for pre-filling issued documents, so that you do not have to be constantly filling it in during the document creation process.

Set your billing settings in the menu **Settings > Billing Information**. To save your settings, click on “Save”.

Figure 22: Billing information settings

Warning:

Change of configuration in this menu must be made in the case of changes made by your company (changing its address information, legal personality or VAT rate) or changes in the business terms between you and your purchaser.

12. How to Contact Us

12.1. Contact Person at Sezamo.ro

Andreea Dan ✉ e-mail: andreea.dan@sezamo.ro

12.2. ORiON Customer Support

Please address your technical questions (in English only) to podpora.orion@grit.cz.



13. About the Company

Czech company which has been developing information systems since 1992. Systems that, thanks to the automation of their processes, help reduce the amount of human intervention required when processing documents, goods or money and, by doing so, contribute to saving money in labor costs, zero mistakes as well as increased productivity.

Since its foundation, the company has gradually developed into an EDI leader on the Czech market, and its ORiON solution is used by over 2000 customers and transfers over 3 million documents per month. In addition to that, the company has also become a leading supplier of warehouse management systems (LOKiA WMS) and other cloud services. It has spearheaded thousands of IT projects connected to the digitization of company processes and is familiar with the best practices including the differences specific to each field.



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