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Public User Guide

eInvoicing module for information system "E. sąskaita"

Title of the project	**eInvoicing cross-border LT**
Agreement number	**INEA/CEF/ICT/A2016/1334138**

Content

1. General part

1.1. Document's history

Version	Date	Author	Amendments
1.0	20 11 2018	Algirdas Ališauskas	Data exchange with external systems are described
1.1	21 11 2018	Erlandas Gromas	Document style is arranged.
1.2	03 12 2018	Artūras Zaremba	The notes submitted and the modified document according to the XSD description taken into account
1.3	30 01 2018	Artūras Zaremba	Document supplemented according to notes
1.4	01 02 2018	Artūras Zaremba	Scenario when an external system successfully reviews/receives an invoice for the first time is described
1.5	13 06 2019	Artūras Lapinskas	Updated version
1.6	18 06 2019	Artūras Lapinskas	Updated version

1.2. References

User Guide is prepared based on:

[1] specification of eInvoicing requirements;

[2] specification of eInvoicing entities;

[3] eInvoicing request case specification;

[4] E. Invoice information system.

[5] Description of WS-SecurityPolicy specification: http://specs.xmlsoap.org/ws/2005/07/securitypolicy/ws-securitypolicy.pdf

2. Read first

You are introduced to information system "E. sąskaita“. This guide is intended for users who want to learn how to use the eInvoicing module independently for their daily tasks and to describe a standardized interface with external systems.

2.1. What will you find in this document?

The titles of chapters and sub-chapters of the document reflect the actions that the user can perform on the “E. sąskaita” information system and its eInvoicing module.

In each chapter / subchapter you will find the following information:

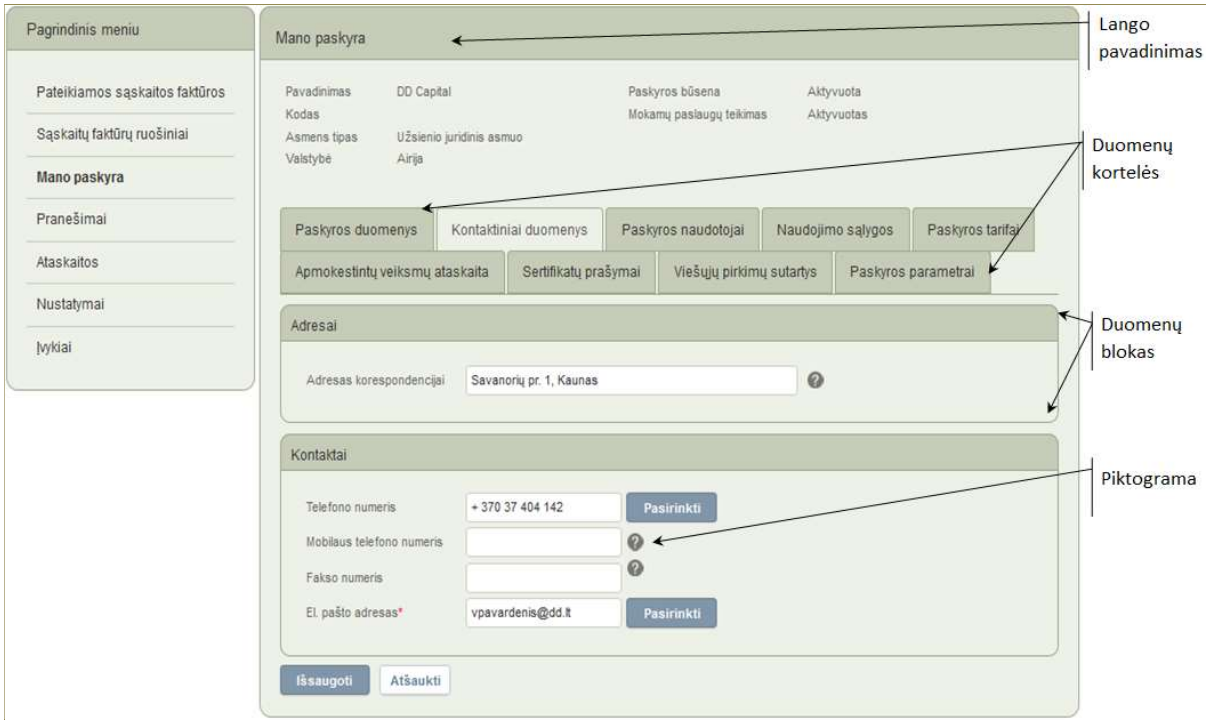
- short overview;
- the path to the window where you will take action;
- “step-by-step” instructions for performing an action;
- the result of the action taken;
- remarks to be addressed.

2.2. Terms and abbreviations

Term / abbreviation	Description
FMAIS	Financial Management and Accounting Information System
PR	Population Register
iPasas	Identification and authentication component of the users of the Center of Registers
Subsystem of authorizations	The subsystem of the Center of Registers, where the authorizations are stored and managed
RLE	Register of Legal Entities
TPR	Taxpayers' Register
Account Administrator	Account Administrator, an account user performing administration and other functions of the account in which he/she has this role
Account holder	Account holder, an account user performing administration and other functions of the account in which he/she has this role
CA Representative	Representative of the Contracting Authority performing specific functions related to the acceptance of invoices
Online User	Authenticated external user summarizing the rights available to all “E. sąskaita” users
Subsystem of authorizations	The subsystem of the Center of Registers, where the authorizations are stored and managed
Invoice Provider	Invoice provider performing specific functions related to the creation and submission of invoices.
IN	Invoice
EUI	European Union Invoice
Inspector (representative of the supervising authority)	The inspector is a representative of the supervising authority that performs specific functions related to the supervision of invoices
SIRIP	State Information Resources Interoperability Platform

2.3. Agreements

The following agreements are used to describe system windows:



1 fig. ***An example of a system window with marked key elements of the system***

In the document text, the system window elements are marked by:

Element name	Description and image
Menu	Selection of a menu action is put in italics, for example: Choose ***"Notifications"*** from the menu.
Tab	This is the window area that has a tab. Tab titles are put in bold, for example: In the tab **"Contact Data"**, enter an address and a telephone number.
Block	This is a window area that displays a group of related data or commands. Block names are written in bold, for example: In the block **"Additional data"**, enter notes.

Field	This is the window area where you view or record information. Field names in the document are put in bold in curly brackets, for example: Enter your username in the **{Name}** field.
System button	System button names are displayed as they appear on the screen, in bold in square brackets, for example: Click **[Sukurti]**.
Icon	A graphical element of the system that initiates an action when pressed with field data or a selected entry. In the document, icons appear in brackets with their meaning, for example: Click ("Credit Invoice") next to your original invoice.

2.4. Requirements for a computerized workplace

In order to successfully use the eInvoicing module, your computer must be prepared according to the following requirements.

No.	Operating Systems / Networks / Applied Software
1.	Operating system (one of the following): ▪ Microsoft Windows XP or later version ▪ Linux Ubuntu 9.04 or later version ▪ MAC OS 10.5 or later version
2.	Web browser (one of the following): ▪ Microsoft Internet Explorer 8 or later version ▪ Mozilla Firefox 17 or later version
3.	Additional measures: ▪ Adobe PDF Reader (for viewing generated PDF documents) ▪ SafeNet Authentication Client, SafeSign or similar software for working with the type of qualified electronic certificate held by the user (for identification of the person using his/her qualified certificate)

3. The basics of working with the system

For an inexperienced user, we recommend to learn the following work basics in the system:

- How to become a user of “E. sąskaita”? (3.1)
- How to sign into an account in the system? (3.2)
- How to finish working with the system? (3.3)
- How do I fill in the data? (3.4)

3.1. How to become a user of “E. sąskaita”?

In order to use the possibilities provided by the eInvoicing module, you must be a user of “E. sąskaita” account created in the system.

You become an account user:

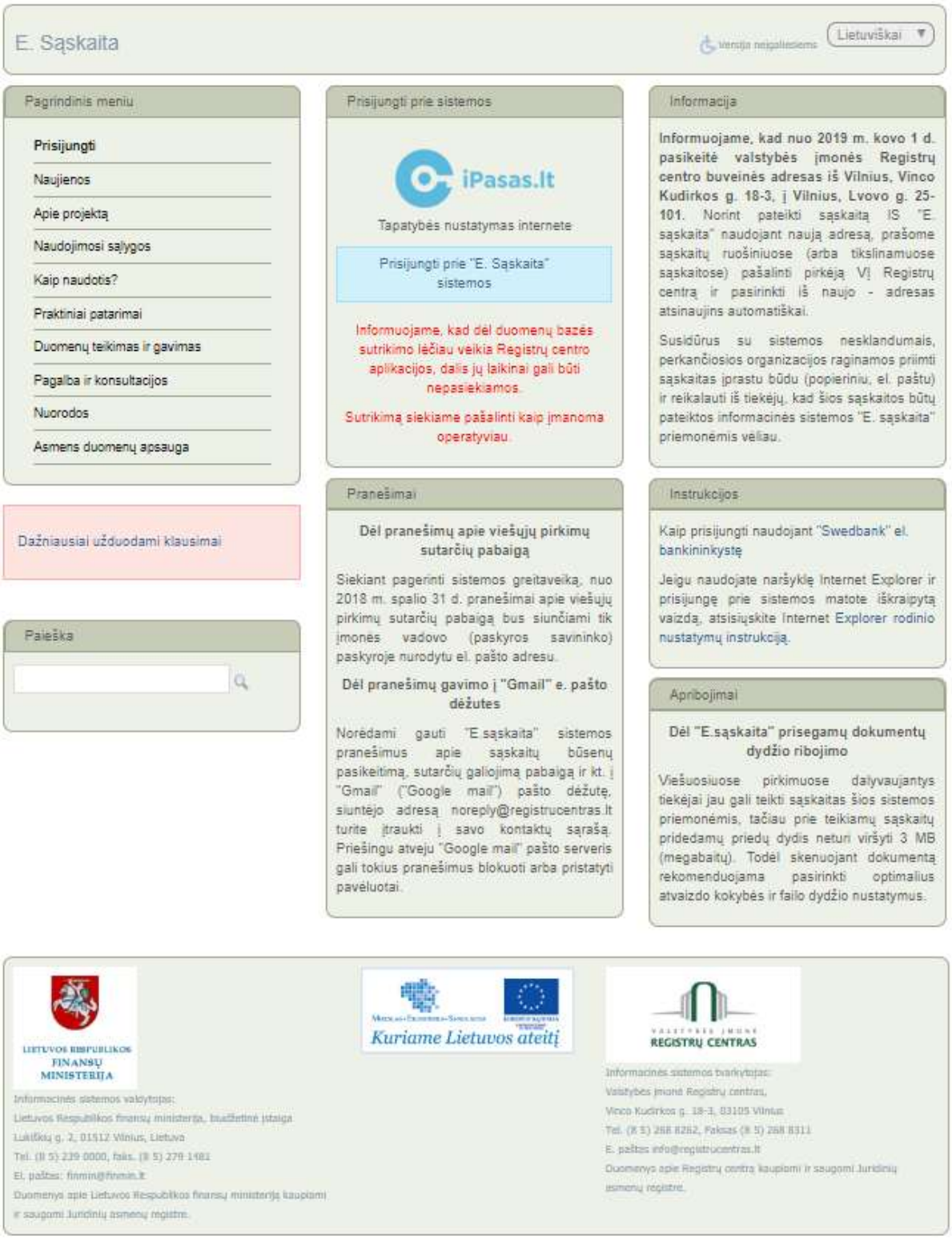
- When you create an account yourself.
  Read more in the chapter *Create an account* at “E. Sąskaita” *(4)*.
- When you are including into users of another existing account (for a legal or natural person).

3.2. How to sign into an account in the system?

All “E. sąskaita” users, regardless of their role, are connecting to the system by providing identification data.

You can connect to “E. sąskaita” IS via the system *“iPasas.lt”*. To join the system through *iPasas*, follow these steps:

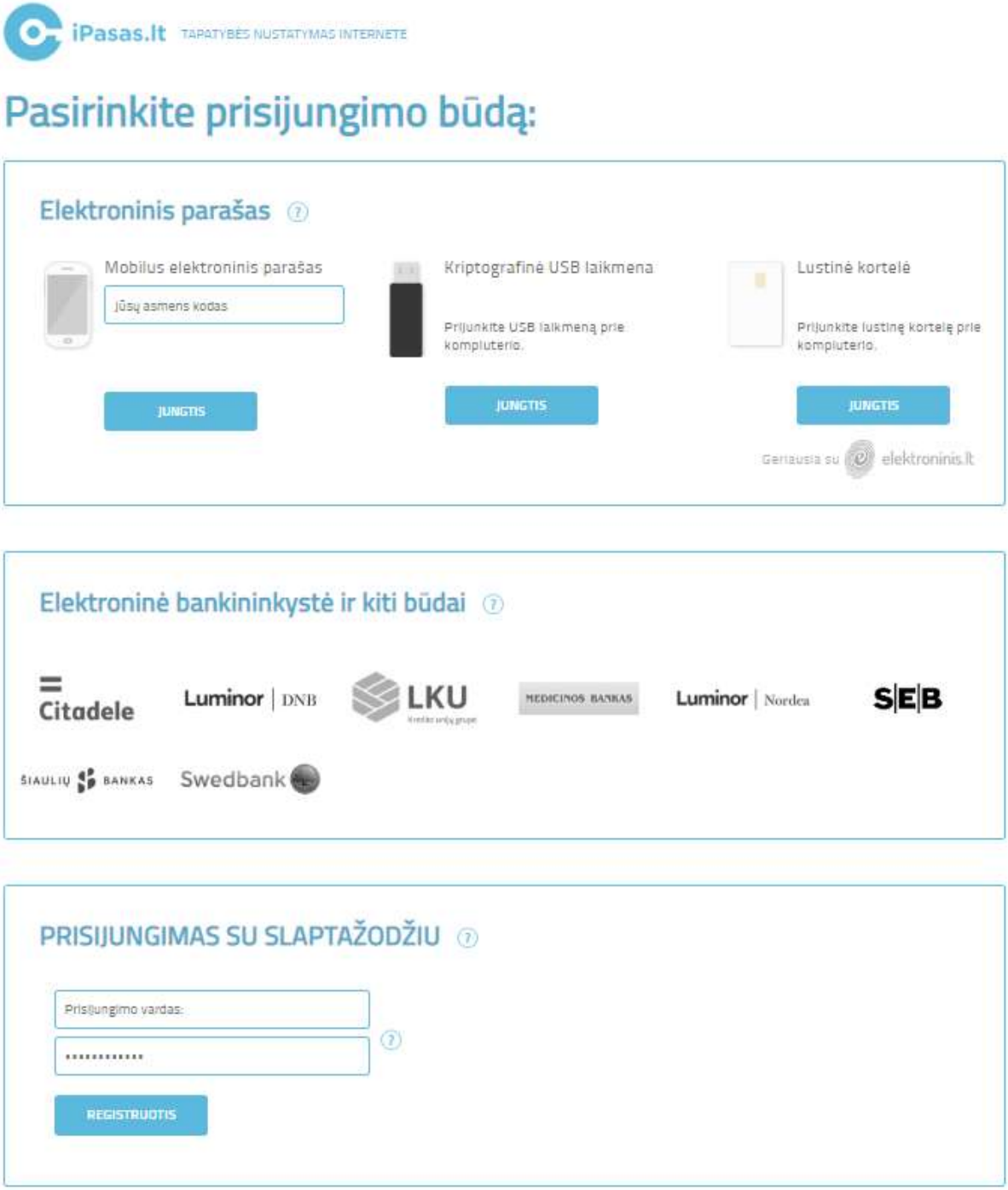
1. Open window of the portal “E. sąskaita”:
   1.1. Open the web browser of your choice.
   1.1. Type in the address bar http://www.esaskaita.eu/
   The portal page “E. sąskaita” opens.



2 fig. ***"E. sąskaita" homepage***

2. In the main menu, click *Connect to "E. sąskaita" system.*

Window *iPasas.lt* is opened.



3 fig. ***Fragment of the window iPasas.lt***

3. Click on the chosen login method.
4. Follow the on-screen instructions that depend on the selected login method.
   After verifying that the login information is correct, *iPasas* provides a selection of the role you want to perform in the E. sąskaita system.

4 fig. ***Role selection window***

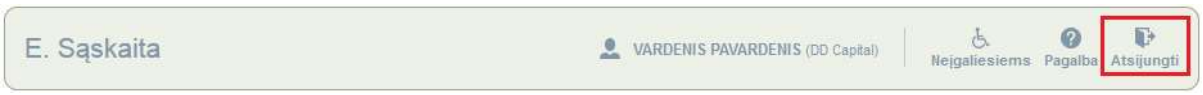
5. Check the role using which you want to join the E. sąskaita system:
   - If you want to join as a legal entity representative, mark the entry of the represented company in the field "Representative of a legal entity".
   - If you want to connect as a user of another account, check the box next to the account agreement entry in the "Working under a signed agreement with SE Center of Registers".
6. Click **[Tęsti]**.
   The system authenticates the user. If the account has already been created for the user, the system allows to login into the account and allows to perform the functions according to the assigned role rights.

   If the account was not created, the system redirects the user to the account creation window (see section on creating accounts) *Create an account at "E. Sąskaita" (4)*.

3.3. How to finish working with the system?

To finish working with the system, follow these steps:

1. If you are filling in the data, make sure you have saved the information you entered.
2. Click the *"Disconnect"* link in the upper right corner.
   The system informs you that you have been successfully disconnected from the system.



5 fig. ***System header image***

3.4. How do I fill in my data?

There are two types of fields in the system:

- optional, where you can but do not have to enter information;
- mandatory, where you have to enter information.

  Required fields are highlighted by a red asterisk, such as

  Banko kodas* .

The table below provides examples of system data fields and how to fill them.

Example of a field	Method of filling data
Banko kodas*	Enter information using the keyboard
pagal sutartį žodiniu susitarimu	Click to select the checkbox. You can only select one of the suggested values.
el. paštu pranešimą sistemoje	Click to select the checkbox. You can select the desired quantity from the suggested values.
Nuoroda Pasirinkite...	Click and select a value from the drop-down list
Fiskalinis agentas	Select the icon from the appropriate registers (PR/RLE).
Apmokėti iki YYYY-MM-DD	You can enter the date using the keypad or select from the calendar. To select a value from the calendar, click the calendar icon . The current date is displayed by default in the open window.  Click on the chosen day. To select a month other than the current month press the arrows and . To select a year other than the current year, select the desired value in the box 2014 .

The table below provides a description of how the system icons work.

Icon	Value	Performance
	Add	Opens the appropriate additional line for entering data. After the value is entered, the previously entered field value remains.
	Remove	If the icon is next to the data field, it removes the entered field value(s). Field remains empty. If the icon appears in the **"Actions"** column, you can delete it by clicking on it.
	Edit	Opens field or entrance data for editing.
	Calendar	Opens calendar to specify date.
	Search	Icon opens a search window for finding and selecting personal data.
	Help	When you move the mouse pointer over the icon, a box with an explanation of the value of the field opens.
	Upload logo	Opens a window for uploading a new logo. Read more about uploading in the section *Upload a new logo to* your account *(5.4)*.
	Update data	The system updates the data of the entered field using the information in the respective registers.
	View	Clicking on the icon will open the record data for viewing.
	Download an invoice in XML format	Opens a window with a created invoice in PDF format. Read more about this in the section *Download and print EUI (6.2)*.
	Download an invoice in PDF format	Opens a window with a created invoice in PDF format. Read more about this in the section *Download and print EUI (6.2)*.
	View a table for printing	Opens a generated list report in a separate window.
	Create a new entry on the basis of this entry	Initiates the entry of a new record according to the current record – the system opens a new invoice data entry window by transferring the data from an existing invoice.
	Status change history	Opens a separate window that contains information about the actions that were performed with the opened invoice and the people who performed them.
	Change the status	Opens a window to change the status of an invoice. Read more about this *in the section* ***Klaida! Nerastas nuorodos šaltinis.*** *(***Klaida! Nerastas nuorodos šaltinis.***)*.

4. Create an account at “E. Sąskaita”

An account is required to use the features of the information system “E. sąskaita”.

The process of creating an account depends on the type of person it is for:

- A natural person in Lithuania
- A legal entity in Lithuanian. How to create it read in the chapter **Klaida! Nerastas nuorodos šaltinis.** *(4.1.)*.
- Foreign natural person / legal entity

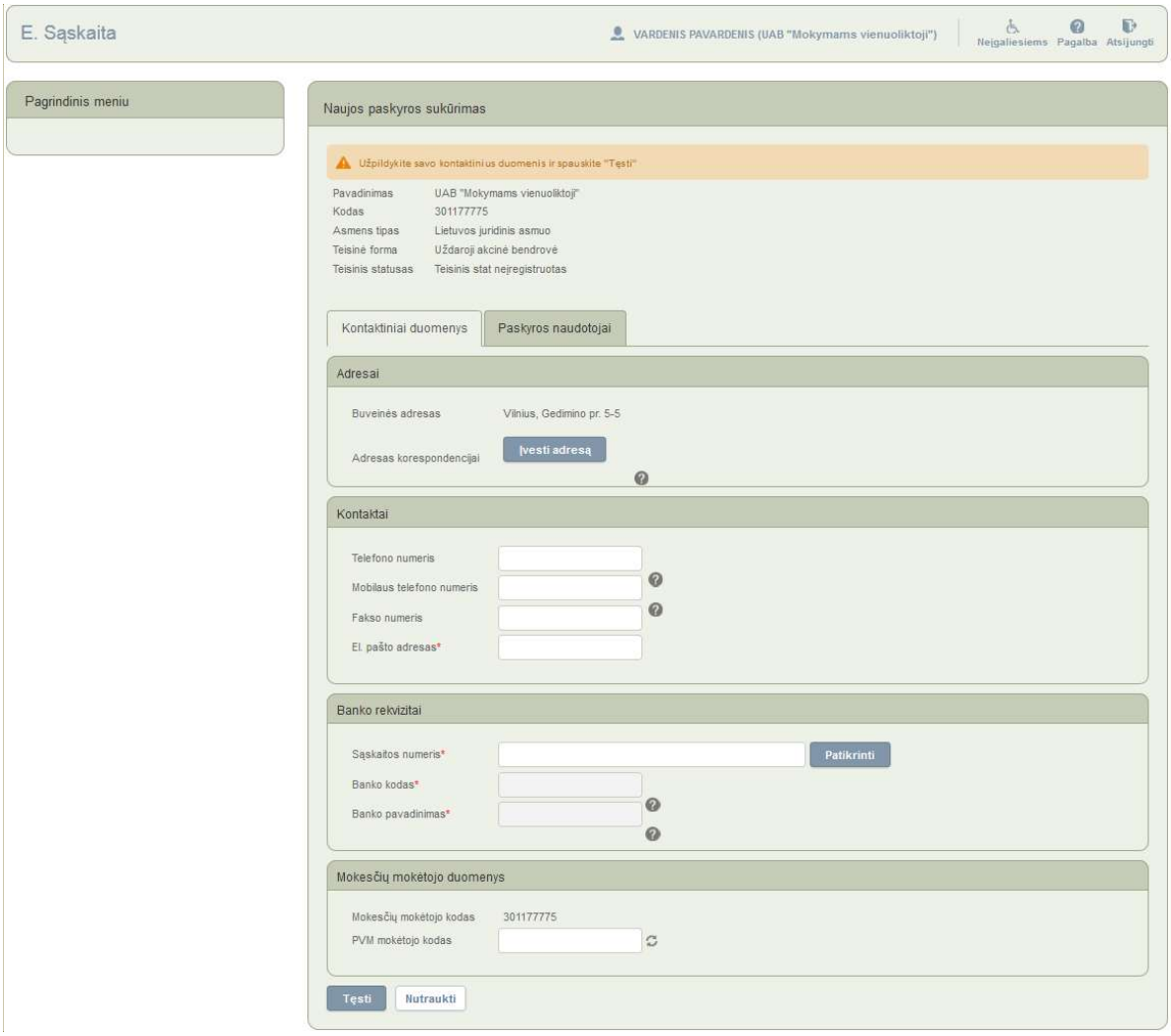
Since only Lithuanian legal entities can use the EUI and eInvoicing module, the account creation for the Lithuanian legal entity is described below.

If you're a business or organization manager, you can create an account in the system as follows:

- Create your company account yourself.
- In the subsystem of authorizations (subsystem of the Center of Registers, where the authorizations are stored and managed), create an authorization for another person who will create and manage the company’s account.
- Submit a request to the Center of Registers for the system administrator to create the required legal entity account and assign users to it.

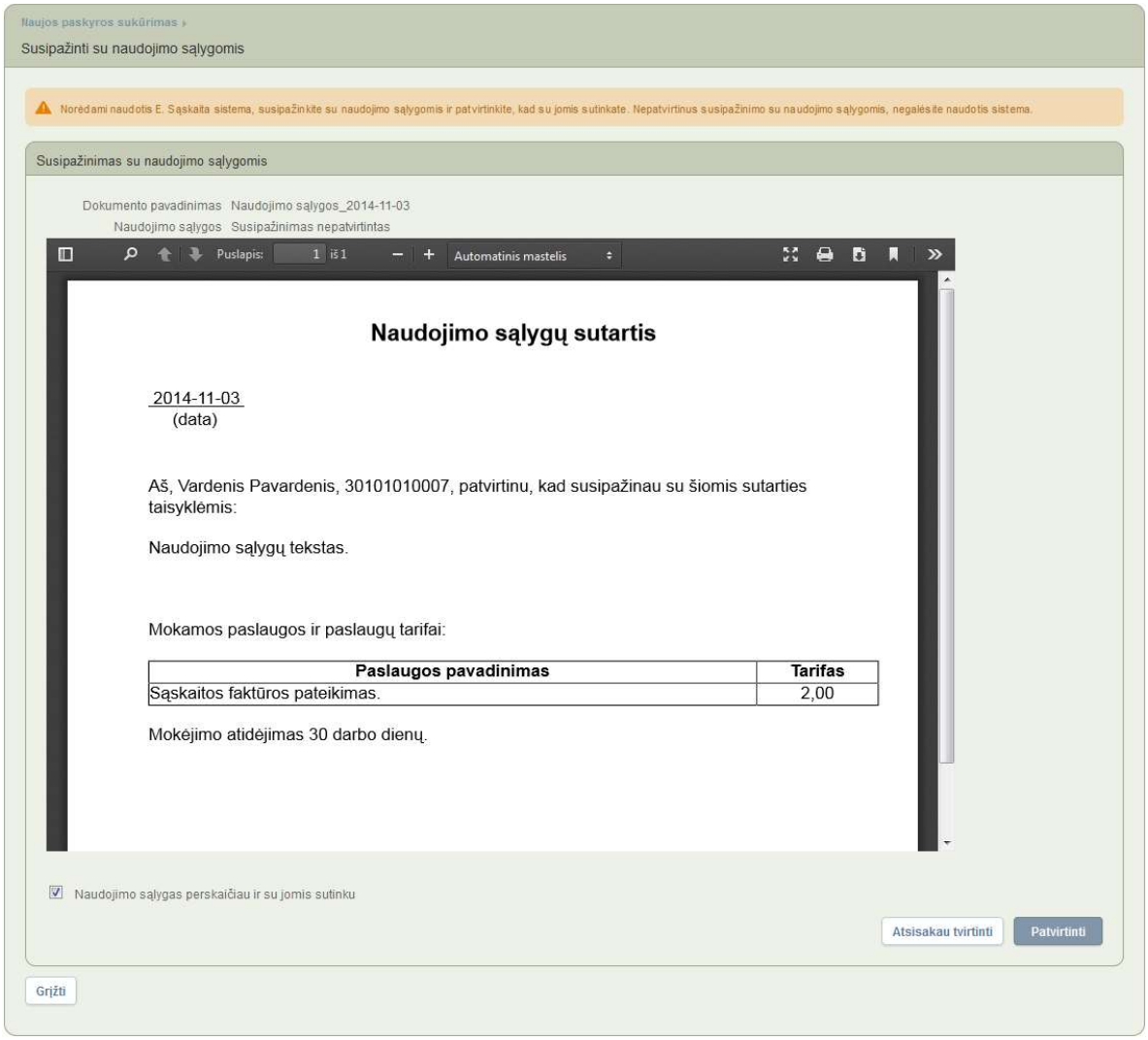
4.1. Creating a legal entity account by the manager

1. To create an account for your managed business/organization, sign in to the “E. sąskaita” system and follow the steps in the section *"How to sign in to an account on the system?" (***Klaida! Nerastas nuorodos šaltinis.***)*. When a window opens to select a role in the system (see fig. 4 fig.), in the "Working as a legal entity representative" field, select the entry for the leading company you want to create the account for and click the **[Continue]** button.
2. The *"Create New Account"* window opens.



6 fig. ***Window "Create New Account"***

3. Enter company/organization's contact information.
4. Click **[Tęsti]**.
   The window *"Learn about the terms and conditions of use"* opens, where the system displays the .pdf document of the binding contract.

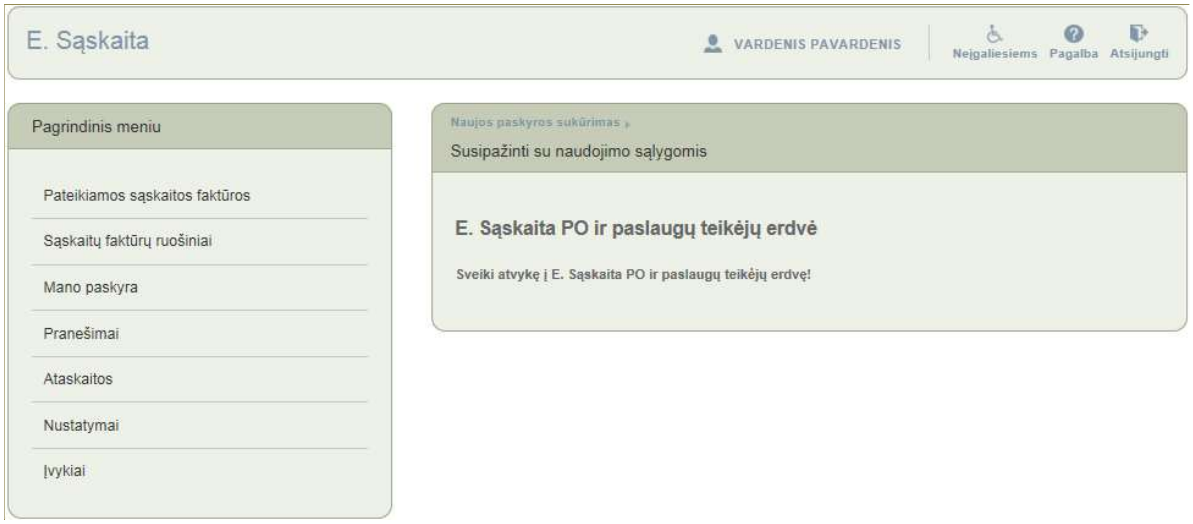


7 fig. ***Confirmation of consent to the terms and conditions of the binding agreement in the new account with the model contract text***

Read the binding agreement.

Attention! The account will only be created in the system after you agree with the terms and conditions of use.

5. If you agree to the terms and conditions of use, at the bottom of the window:
   5.1. Check the box **{I have read and agree with the terms and conditions of use}**.
   5.2. Click **[Patvirtinti]**.
   The system changes user mode. From now on you will not only be able to view the data, but you will also be able to perform actions with them. The main working window of “E. sąskaita” opens.
   Account created in the system. You are assigned to the account user list by assigning an "Account holder" role.
6. If necessary, you can add/edit account data.
   Read more in the chapter *Working with your account (5)*.



8 fig. ***The main working window of "E. sąskaita"***

7. If necessary, you can add/edit account data.
   Read more in the chapter *Working with your account (*5*)*.

4.2. Creating a legal entity account by the authorized person

If the manager of the company has authorized the processing of company account data, the person specified in the authorization may create the account.

Before you start

Conditions must be met:

- The authorization for enterprise data processing is in the Authorization subsystem.

How to do it?

8. To create an account for your managed business/organization, sign in to the "E. sąskaita" system and follow the steps in the section *"How to sign in to an account on the system?" (***Klaida! Nerastas nuorodos šaltinis.***)*. When a window opens to select a role in the system (see fig. 4 fig.), in the "Working as a legal entity representative" field, select the entry for the company in which you are an authorized person and click the **[Tęsti]** button.
9. The *"Create New Account"* window opens (see fig. 4 fig.).
10. Enter company/organization's contact information.
11. Click **[Tęsti]**.
    The window *"Learn about the terms and conditions of use"* opens, where the system displays the .pdf document of the binding contract (see fig. 8 fig.).
12. Read the binding agreement.

Attention! The account will only be created in the system after you agree with the terms and conditions of use.

13. If you agree to the terms and conditions of use, at the bottom of the window:
    13.1. Check the box **{I have read and agree with the terms and conditions of use}**.

13.2. Click **[Patvirtinti]**.

The system changes user mode. From now on you will not only be able to view the data, but you will also be able to perform actions with them. The main working window of “E. sąskaita” opens (see fig. 8 fig.)

Account created in the system. The account is automatically assigned to the user – the head of the legal entity by assigning the role of "Account holder". You are assigned to the account user list by assigning an "Account administrator” role.

14. If necessary, you can add/edit account data.
Read more in the chapter *Working with your account (5)*.

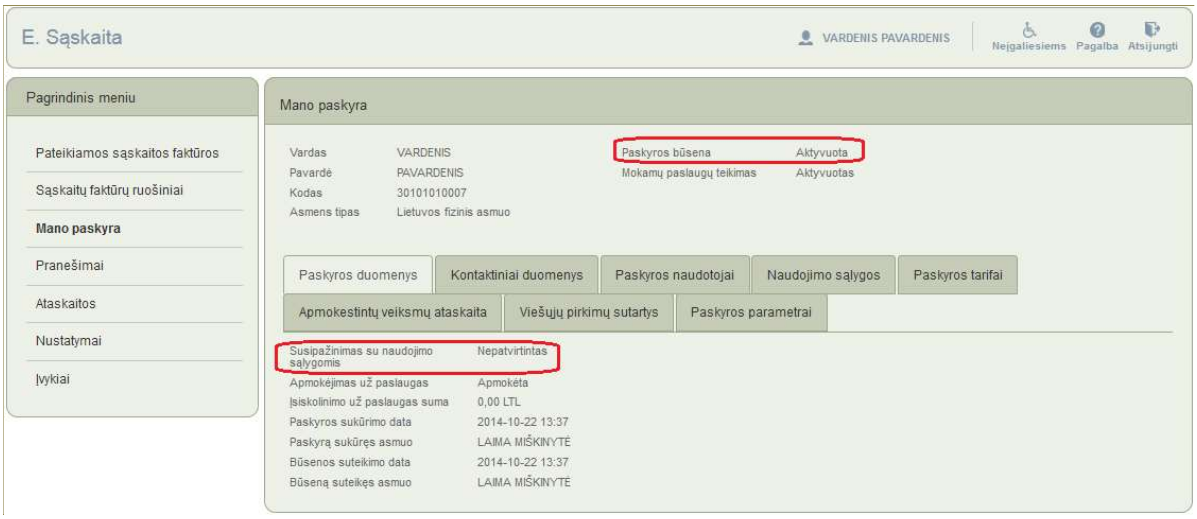
5. Working with your account

Every system user can manage their account data. However, what actions you can take with your account data depends on whether:

- The account is created and its status is *Activated*.
  Read more about creating accounts in the section Create an *account at "E. Sąskaita" (4)*.
- You have agreed to the terms and conditions of use of the system.
  Read more about the terms and conditions of use of the system in the *section Review and approve a binding* agreement *(5.2)*.

To verify the status of your account, follow these steps:

1. Choose ***"My Account"*** from the main menu.
   The system opens the *"My Account"* window. By default, the system displays information of the tab **"Account Details"**.



9 fig. ***The "My Account" window, which lists the essential fields***

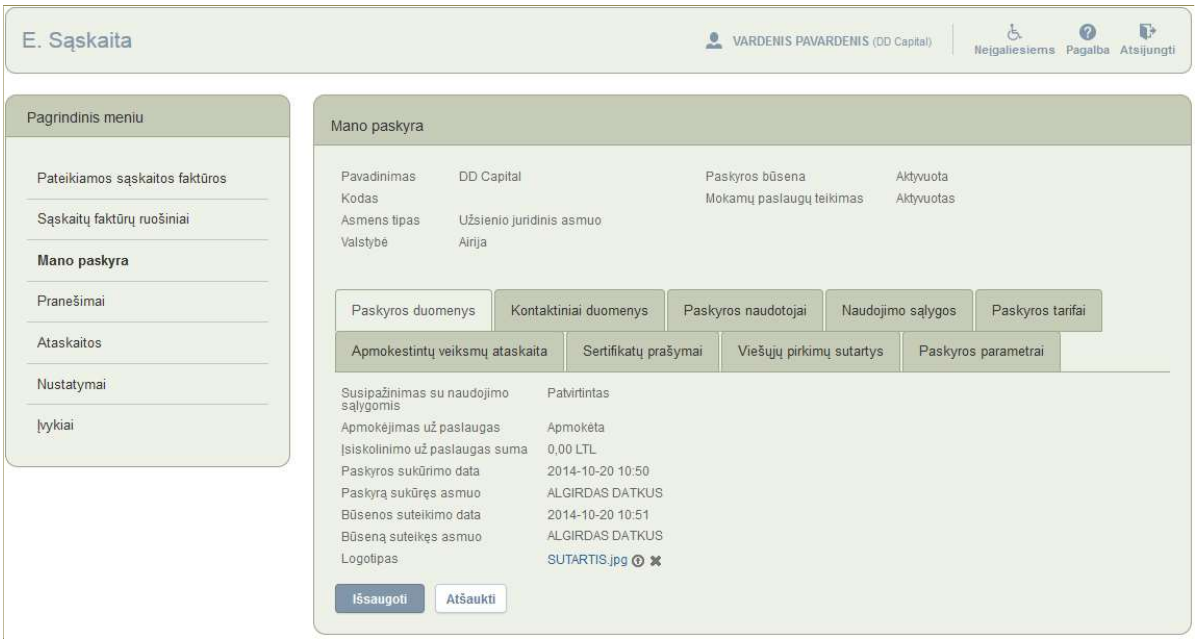
2. If your account is *Deactivated* or if the agreement with terms and conditions of use is *Not approved*, you can only do the following:
   - View your account details (5.1)
   - Review and approve a binding agreement (5.2)
   - Manage taxed action reports (5.7)
3. If your account is *Activated* and the agreement with terms and conditions of use is *Approved*, you can also take these actions (*there are additional conditions*):
   - Change your account details (5.3)
   - Upload a new logo to your account (5.4)
   - Edit your data as a user (5.5)
   - Manage data for other account users (5.6)
   - Manage requests for automatic retrieval and deliver data from/to the "E. sąskaita" IS (5.8)

5.1. View your account details

To view the data of your account, follow these steps:

1. Choose ***"My Account"*** from the main menu.
   The system opens the *"My Account"* window. By default, the system displays information of the tab **"Account Details"** (see fig. 10 fig.).

Note: The number of information tabs you see in your account window depends on your role in the system.



10 fig. ***Window "My Account"***

2. To view all of your account information, click on the content of other tabs:
   2.1. In the **Account data** tab, you can view basic account information.
   2.2. In the **Contacts tab**, you can view current contact information about you (if you are logged in as a natural person) or a company (if you are a company representative).
   Read more about managing your account contact information in the section *Change your account* details *(5.3)*.
   2.3. In the **Account Users** tab, you can view the data of the persons who are assigned as account users.
   Read more about managing your account users information in the section *Manage data for other* account users *(5.6)*.
   2.4. In the **"Terms and conditions of use"** tab, you can view details of approval of a binding contract.
   Read more about learning the terms and conditions of use in the section Review and approve a binding *agreement (5.2).*
   2.5. In the **Account Rates** tab, you can view the list of account rates.
   The system receives the tariff data from the PAS and displays it in the account data.
   2.6. You can view the tariff list for your account in the **"Report on Taxed Actions"** tab.
   Read more about charging activity reports in the section *Manage taxed action reports (5.7)*.
   2.7. In the **"Public Contracts"** tab, you can view a list of public procurement contracts.

2.8. In the **“Certificate Requests”** tab, you can view the basic details of the request for an authentication certificate.
Read more about managing your certificate requests information in the section *Manage requests for automatic retrieval and deliver data from/to the “E. sąskaita” IS (5.8)*.

2.9. In the **Account Settings** tab, you can view the list of account settings.

5.2. Review and approve a binding agreement

In order to use all the features of the “E. sąskaita” that belong to the role assigned to you, you must confirm that you have read and agree to the terms and conditions of use of the system.

For the first time, such confirmation is made when a user account is created, but the system may require approval later, in cases where the contractual terms have changed.

You will be informed about the changed conditions of use by logging into your account in the initial work window. However, if you do not want to read and confirm the terms and conditions immediately, you can do so later by following the steps in this section.

Note: Until you verify the agreement with the new binding contract, all data will only be available in view mode.

How to do it?

To view a binding contract, follow these steps:

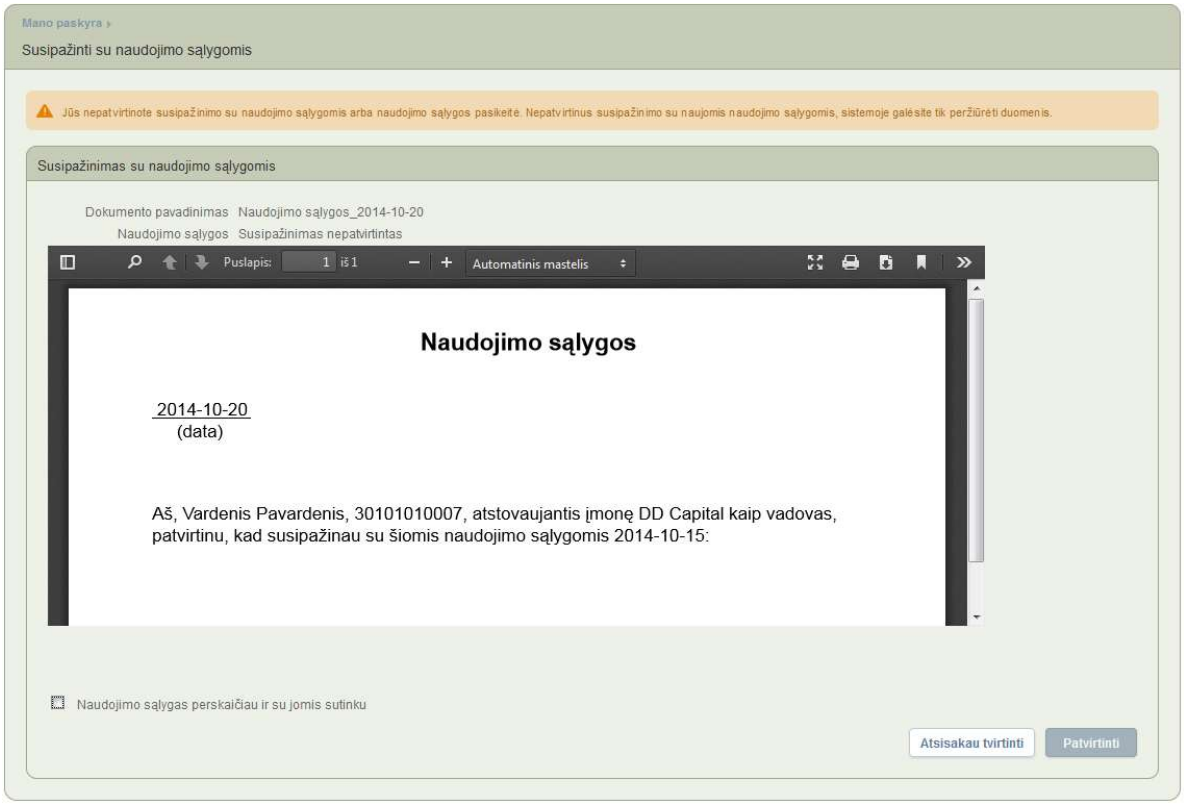
1. Choose ***"My Account"*** from the main menu.
   The system opens the *"My Account"* window. By default, the system displays information of the tab **“Account Details”** (see fig. 10 fig.).

Note: The number of information tabs you see in your account window depends on your role in the system.

2. Open the tab **Terms and conditions of use**.

11 fig. ***“My Account” window when the tab “Terms and conditions of use” is open***

3. Click **[Susipažinti su naudojimo sąlygomis]**.
   The system displays the .pdf binding contract document.



12 fig. ***Approval window for binding agreement when the account is already created.***

4. Read the binding agreement.

Note: You can only confirm access to a binding contract once.

5. If you agree to the terms and conditions of use, at the bottom of the window:
   5.1. Check the box **{I have read and agree with the terms and conditions of use}**.
   5.2. Click **[Patvirtinti]**.
   The system changes user mode. From now on you will not only be able to view the data, but you will also be able to perform actions with them.
6. If you do not agree with the terms and agreement of the contract, click **[Atsisakau tvirtinti]**.
   The system provides an information message. You will not be able to process data in the system.

5.3. Change your account details

You can change your account data if the conditions are met:

- If you manage a Lithuanian person's account, you are logged in as the holder of the managed account, the account administrator or the system user with the right to edit the account data.
- If you are managing a foreign person's account, you are logged in as the holder of the managed account, an activity administrator, or an account holder or an account administrator for the account that created this account.

How to do it?

To edit the data of your account, follow these steps:

1. Choose ***"My Account"*** from the main menu.

The system opens the *"My Account"* window. By default, the system displays information of the tab **"Account Details"** (see fig. 10 fig.).

2. Change the required account data that is not received from registers:

   2.1. You can add / change the logo in the **"Account data"** tab.
   Read how to do it in chapter *Upload a new logo to* your account *(5.4)*.

   2.2. In the **"Contact data"** tab, you can edit personal contact information that is not received from registers:

Field	Value
Address for correspondence	Please specify your account address for correspondence if you want the correspondence to be sent to a different address than the declared/registered address: 1. If the address has not been specified, click **[Įvesti adresą]**. 1. To change the entered address, click the icon next to the entry (“Edit”) 2. In the opened window, specify the details and click **[Patvirtinti]**.
Telephone number	A telephone number or a mobile phone number is required. Enter the number in the desired format.
Mobile telephone number	
Fax number	Enter the number in the desired format.
E-mail address*	Enter e-mail address.
Invoice number	Enter the company/person’s billing account number and click the button **[Patikrinti]**. The system checks the data and fills in the bank code and name.
Bank code	The account bank code is filled in automatically when the account's billing account number is specified.
Bank name	The account bank name is filled in automatically when the account's billing account number is specified.
VAT payer’s code	Enter the account holder's VAT number. When a value is obtained from TPR or RC PERSONS, field editing is prohibited. Otherwise, save/edit is allowed.

   2.3. In the tab **"Account Users"**, you can manage the list of users and their data.
   Read more on how to do it in chapters *Manage data for other* account users *(5.6)*.

   2.4. You can manage certificate requests in the **"Certificate Requests"** tab
   Read more on how to do it in chapter *Manage requests for automatic retrieval and deliver data from/to the “E. sąskaita” IS (5.8)*.

   2.5. In the tab **"Terms and conditions of use"** you can read the terms and conditions of the binding contract.
   Read how to do it in chapter *Review and approve a binding* agreement *(5.2)*.

   2.6. In the **Account Settings** tab, you can view the list of account settings.

3. Click **[Išsaugoti]**.
   The system saves all the modified data. System sends email messages to users if their data was added or edited.

5.4. Upload a new logo to your account

In the system, you can specify the legal entity logo, which is later included in the invoice.

Before you start

Conditions must be met:

- An account created for a Lithuanian or foreign legal entity.
  Read the relevant section for instructions **Klaida! Nerastas nuorodos šaltinis.** *(***Klaida! Nerastas nuorodos šaltinis.***)* or **Klaida! Nerastas nuorodos šaltinis.** *(***Klaida! Nerastas nuorodos šaltinis.***)*.

How to do it?

To upload a new logo, follow these steps:

1. Choose ***"My Account"*** from the main menu.
   The system opens the *"My Account"* window. By default, the system displays information of the tab **"Account Details"** (see fig. 10 fig.)
2. In the tab **"Account details"**, click the ("Upload logo") icon in the **{"Logo"}** field.
   A window for selecting the logo file opens.
3. Specify the path to the logo file on your computer and click **[Open]**.
   The field name of the logo file is displayed – a link. If a new file has been uploaded, the previous logo is removed.
4. Click **[Išsaugoti]**.
   The system saves the logo data. When you create an invoice, the logo is included in it.

5.5. Edit your data as a user

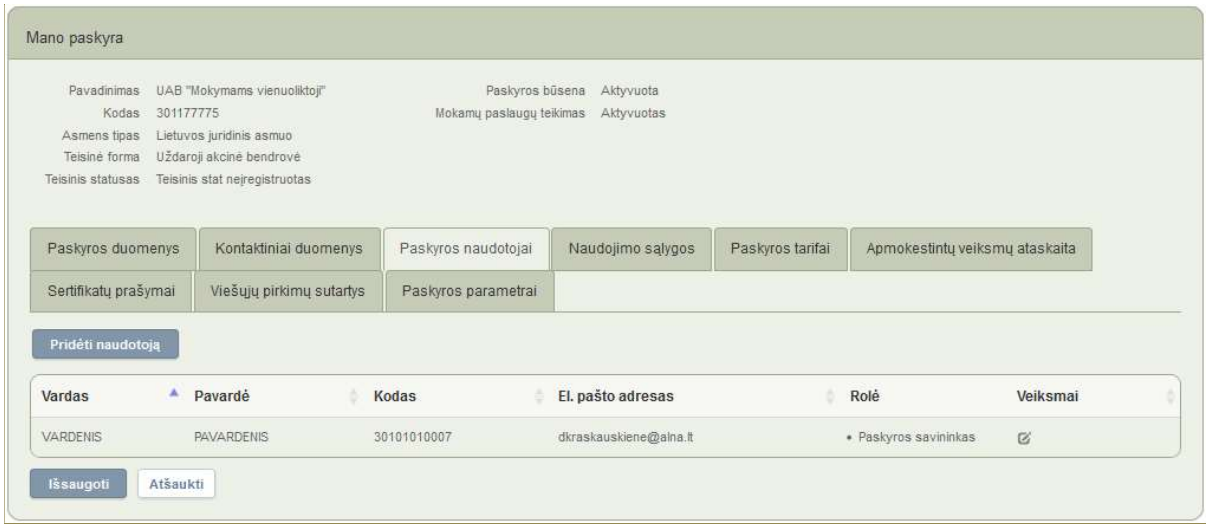
In the system, you can edit your data as an account user.

You can only edit data that is manually filled in by the system (not received directly from registers).

How to do it?

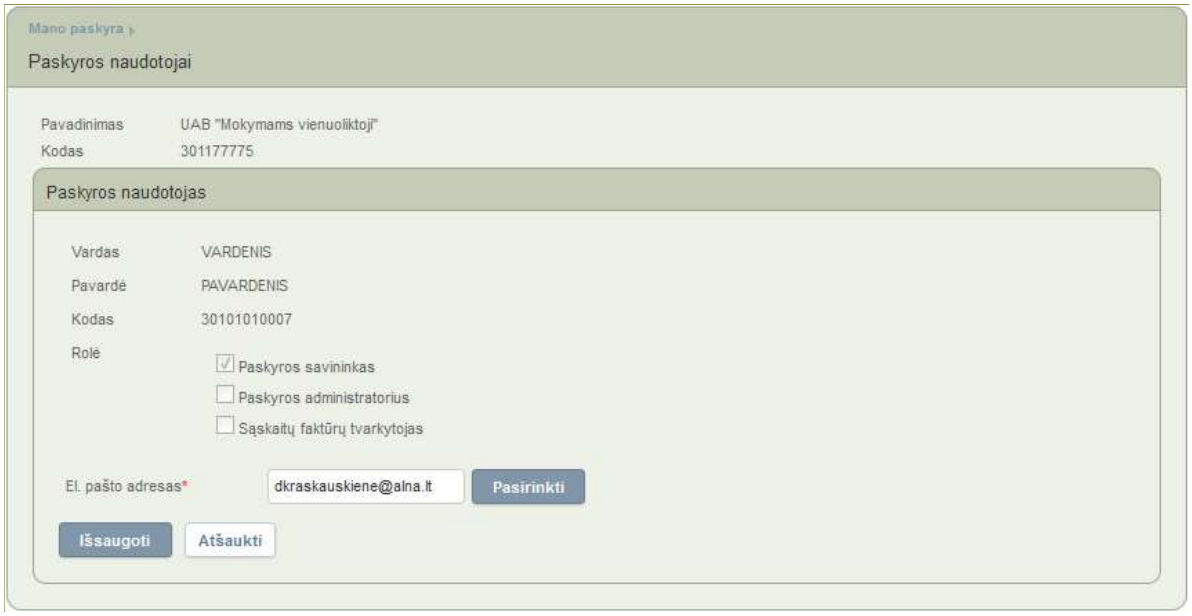
To edit your, as the user's of account, data, follow these steps:

1. Choose ***"My Account"*** from the main menu.
   The system opens the *"My Account"* window. By default, the system displays information of the tab **"Account Details"** (see fig. 10 fig.).
2. Open the tab **"Account Users"**.
   The system provides a list of account users.



13 fig. ***"My Account" window when the tab "Account users" is open***

3. Next to your data, click the icon (“Edit”) in the column **“Actions”**.
   The window *Account Users* opens.



14 fig. ***The window "Account Users"***

4. Change the data that you need to change.
   If you had an administrator role in your account and you have declined it by this change, the system will provide an additional box asking you to approve the decision.

Note: If you are given the role of "Account Holder", you will not be able to change the role.

5. Click **[Išsaugoti]**.
   The system performs a validation of the entered data. If the data is correct, the system saves all the modified data.

5.6. Manage data for other account users

You can manage other account users' data under the following conditions:

- If you manage a Lithuanian person's account, you are logged in as the holder of the managed account or the account administrator.
- If you are managing a foreign legal entity's account, you are logged in as the account holder or the account administrator of the account that created this account.

Note: If an account for a foreign natural person is managed, the action cannot be performed.

In the system with account users, you can do the following:

- Assign user to the account (5.6.1)
- Change account user data (5.6.2)
- Remove account user (5.6.3)

5.6.1. Assign user to the account

In the system, you can find a natural person and add it to your account users list.

If your account entity type is a natural/legal person in Lithuania, you can add more than one user.

If the account subject type is a foreign natural person, you will first need to remove the previously assigned user to add a new account user.

How to do it?

To add the account user, follow these steps:

1. Choose ***"My Account"*** from the main menu.
   The system opens the *"My Account"* window. By default, the system displays information of the tab **"Account Details"** (see fig. 10 fig.).
2. Open the tab **"Account Users"** (see fig. 13 fig.).
3. Click **[Pridėti naudotoją]**.
   The window *Account User Search* opens.

15 fig. ***The window "Account User Search"***

4. Please provide personal details and click **[Ieškoti]**.

The system performs personal data search in PR. Personal data found are presented in the table below.

5. Click on the name of the person found.
   A window to assign account user roles is open.

16 fig. ***Assigning account user roles***

6. Specify user role and rights on the system:

Field	Value
Role	Check the role using which the user has to perform action in the account. By selecting the value of "Representative of the Contracting Authority", the system provides an additional data field **{Rights of the contracting authority's representative}.**
E-mail address	Specify the email address of the account user
Rights of the contracting authority	Select only one of the available options. If you select "Manage invoices received from appointed accounts", the system provides additional data fields.
Select an account	Specify which account invoices can be checked (supervised) by this account user. Click **[Pasirinkti paskyrą]** and search for a person's account in the window that opens.
Select contracts	Specify which invoices of the purchase contracts can be checked by this account user. Click **[Pasirinkti sutartis]** and search for a contract in the window that opens.

7. Click **[Išsaugoti]**.
   The system saves the data and closes the account user form. The account data window opens.

8. Click **[Išsaugoti]**.
   The system stores user data.
   System sends email messages to users if their data was added or edited.

9. Next, depending on the rights you have in the system, you may:
   - Change account user data (5.6.2)
   - Remove account user (5.6.3)

5.6.2. Change account user data

You can change the data of the user assigned to the account – edit the assigned roles in your account and specify another address for receiving e-mails.

Before you start

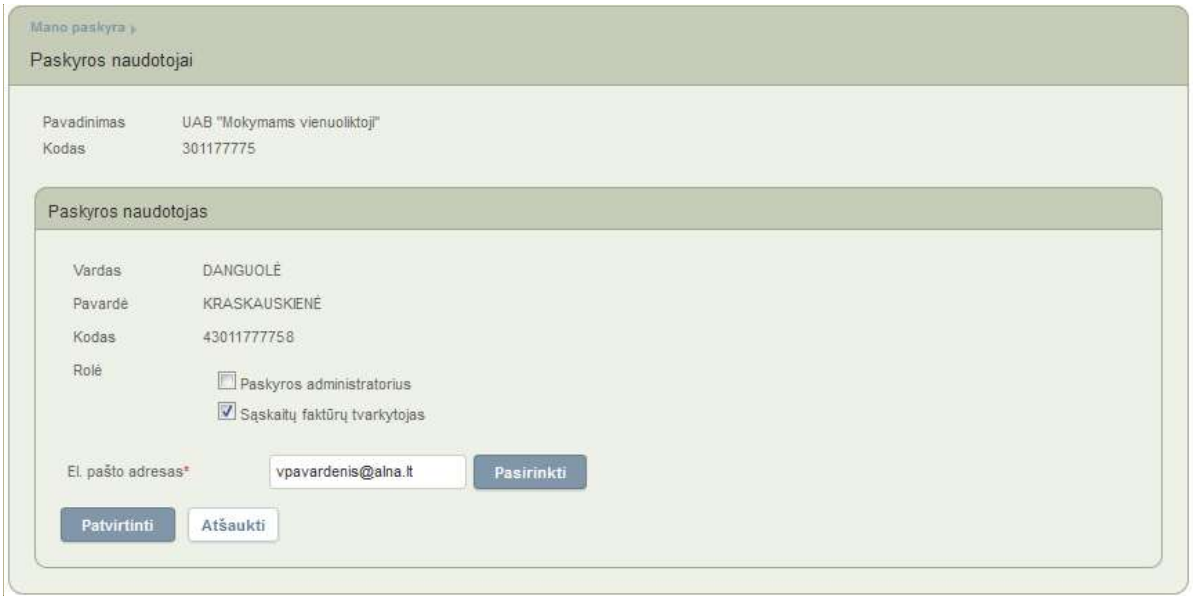
Conditions must be met:

- User assigned to an account.
  Read how to do it *Assign user to* the account *(5.6.1)*.

How to do it?

To change the data of user's account, follow these steps:

1. Choose ***"My Account"*** from the main menu.
   The system opens the *"My Account"* window. By default, the system displays information of the tab **"Account Details"** (see fig. 10 fig.).
2. Open the tab **"Account Users"** (see fig. 13 fig.).
3. Click the icon next to the account user entry (“Edit“).
   The system provides an account user data change window.



17 fig. ***Account user data edit window***

4. Change the required account user data.
5. Click **[Išsaugoti]**.
   The system saves all the modified data. System sends email messages to users if their data was added or edited.

5.6.3. Remove account user

To remove the account user, follow these steps:

1. Choose ***"My Account"*** from the main menu.
   The system opens the *"My Account"* window. By default, the system displays information of the tab **"Account Details"** (see fig. 10 fig.).

2. Open the tab **“Account Users”** (see fig. 13 fig.).
3. In the **"Actions"** column next to the account user you want to remove, click the icon ✖ "Remove".
   The system provides an additional box asking for confirmation of the decision.

Attention! You cannot remove the holder of the account of a natural/legal person in Lithuania and yourself.

4. Click **[Gerai]**.
   The system removes account user data. The account user is not visible in the account user list. The person cannot join this account.

5.7. Manage taxed action reports

In the system, the user can generate a report of the taxed actions if he/she wants to see the detail for which the invoice has been issued to him/her (or the person he/she represents) in the Center of Registers.

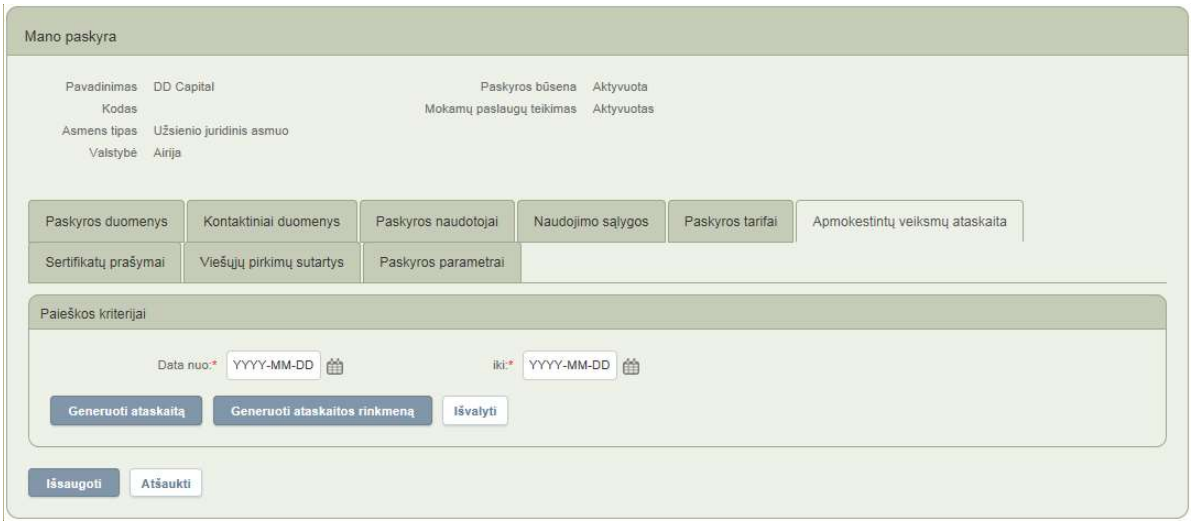
The report can be generated by the account holder or the account administrator.

You can generate a report for viewing on the screen or create an *MS Excel* file.

How to do it?

To generate a report, follow these steps:

1. Choose ***"My Account"*** from the main menu.
   The system opens the *"My Account"* window. By default, the system displays information of the tab **“Account Details”** (see fig. 10 fig.).
2. Open the **"Report on Taxed Actions"** tab.



18 fig. ***"My Account" window when the "Report on Taxed Actions" tab opens***

3. Specify the period for which the data should be included in the report.
4. To view the report on the screen, click **[Generuoti ataskaitą]**.
   The system finds account related paid service operations within a specified time period, calculates the total amount of paid services and the total sum.
5. To create a report file:
   5.1. Click **[Generuoti ataskaitos rinkmeną]**.
   The system generates the .xlsx file and provides it to the user.

5.2. In the standard window that opens, specify where you want to save the file and click **[Gerai]**. The system saves the file on the computer.

5.8. Manage requests for automatic retrieval and deliver data from/to the “E. sąskaita” IS

With requests for automatic retrieval and submission of data from/to E. sąskaita in the IS system, you can do the following:

- Manage requests for automatic retrieval and deliver data from/to the “E. sąskaita” IS (5.8.1)
- Manage request for automatic retrieval and deliver data from/to the “E. sąskaita” IS (5.8.2)

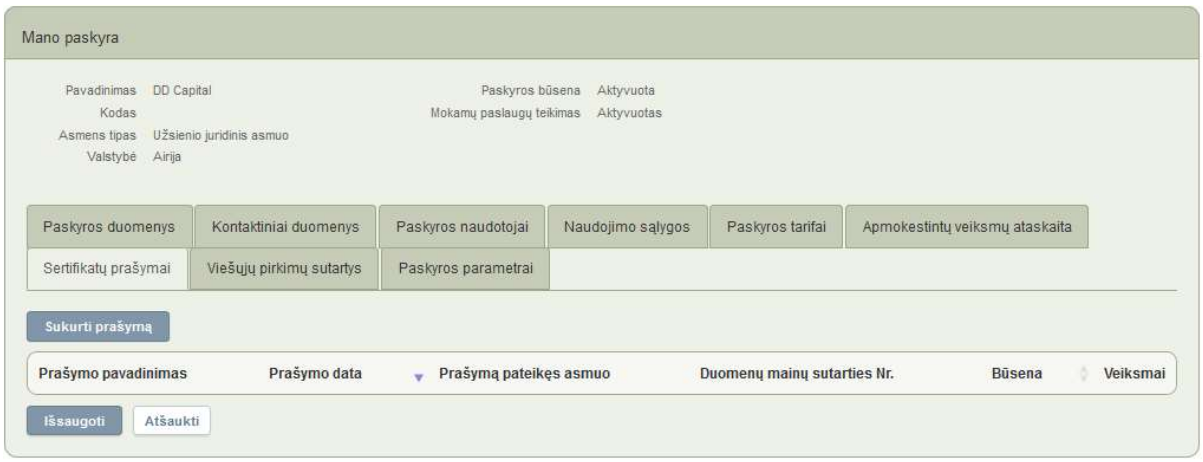
5.8.1. Manage requests for automatic retrieval and deliver data from/to the “E. sąskaita” IS

The legal entity account holder / account administrator can create and submit a request to the system to automatically retrieve and provide data from/to the E. sąskaita IS.

How to do it?

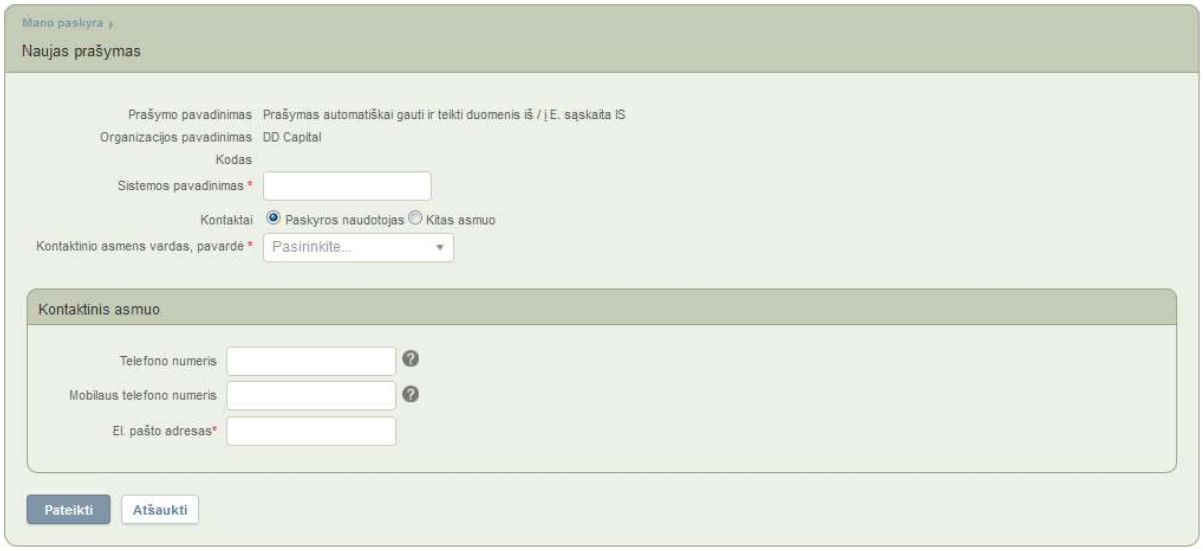
To submit an request, follow these steps:

1. Choose ***"My Account"*** from the main menu.
   The system opens the *"My Account"* window. By default, the system displays information of the tab **“Account Details”** (see fig. 10 fig.).
2. Open the tab **“Certificate Requests”**.



19 fig. ***The "Edit Account" window when the "Certificate Requests" tab is open***

3. Click **[Sukurti prašymą]**.
   The window *New Request* opens.



20 fig. ***Window "New Request"***

4. Fill in the request details:

Field	Value
Name of the system	Enter the name of the system for which the certificate is to be generated.
Contact person	Specify the contact person who is responsible for the data exchange and whom to contact regarding the certificate generation and data exchange agreement. You can choose an account user or, if the required specialist is not an account user, you can find a natural person
Contact person's name	Click to select from the list of people who are users of this account
Other person	Click on the icon (“Enter new”). In the *"Search for Contact"* window that opens, enter the details of the responsible person (not the account user) and click **[Ieškoti]**. The system will search the relevant registers and include the found data in the request.
Telephone number	A telephone number or a mobile phone number is required. Please provide a contact person's telephone number. You can save or select from the list. To select from the list, click **[Pasirinkti]** and click on the selected telephone number in the opened window.
Mobile telephone number	
E-mail address	Please provide a contact person's email address. You can save or select from the list. To select from the list, click **[Pasirinkti]** and click on the selected address in the opened window.

5. Click **[Pateikti]**.
   The system performs a validation of the entered data. If the data is correct, the system saves the request data.

   The system informs the user about the successful submission of the request by notification.

5.8.2. Manage request for automatic retrieval and deliver data from/to the “E. sąskaita” IS

In the request to automatically receive and submit data from/to the “E. sąskaita” IS, you can change the contact person's data.

Before you start

Conditions must be met:

- Request for automatic retrieval and delivery of data from/to the “E. sąskaita” IS is submitted in the system
  How to submit a request please read the section *Manage requests for automatic retrieval and deliver data from/to the “E. sąskaita” IS (5.8.1)*.
- The editor of the request is the legal entity that owns the account, account holder or account administrator.

How to do it?

To edit the data of your request, follow these steps:

1. Choose ***"My Account"*** from the main menu.
   The system opens the *"My Account"* window. By default, the system displays information of the tab **“Account Details”** (see fig. 10 fig.).
2. Open the tab **“Certificate Requests”** (see fig. 19 fig.).
3. Click the icon next to the request entry (“Edit“).
   The system opens the request data.
4. Change the required data of the contact person in the request.
5. Click **[Pateikti]**.
   The system performs a validation of the entered data. If the data is correct, the system saves the modified data.

6. Working with EU invoices

In the system, the recipient of the contracting authority/the recipient of the service may:

- Review the data of the received EUI.
  Read how to do it in chapter *Find and review an EU invoice (6.1)*.
- Make a decision regarding the received EUI.
  Read how to do it in chapters *Decide on the correctness of the EU invoice submitted (6.34), Change the status of the invoice (***Klaida! Nerastas nuorodos šaltinis.***)*.
- Print a paper copy of the electronic EUI.
  Read how to do it in chapter *Download and print EUI (6.2)*.

In the system, the inspector (representative of the supervising authority) may:

- Review the data of all EUI.
  Read how to do it in chapter *Find and review an EU invoice (6.1)*.

6.1. Find and review an EU invoice

In the system, you can view the details of the received EU invoice, if you are:

- The representative of the contracting authority to which the invoice was submitted;
- Inspector (representative of the supervising authority).

Before you start

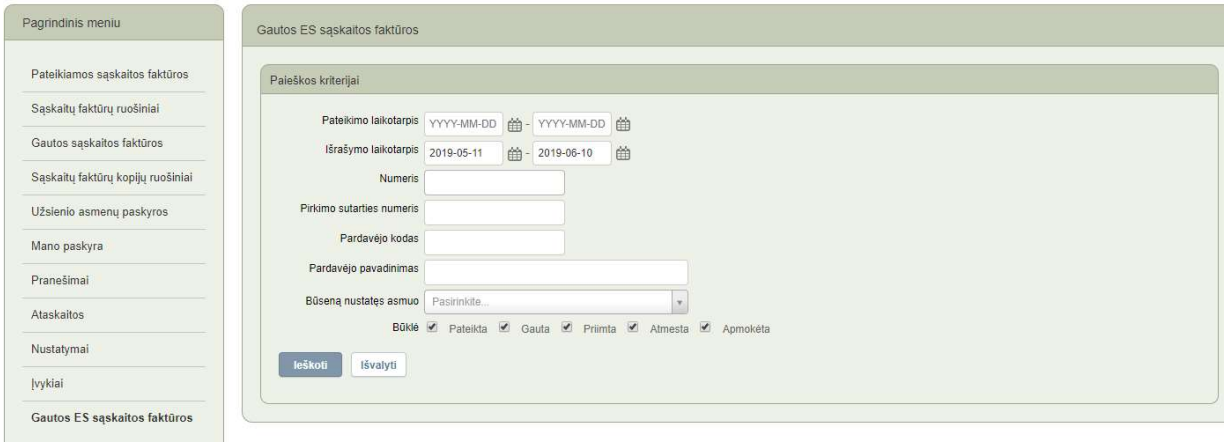
Conditions must be met:

- EUI status is not *Removed*.
- The contracting authority that reviews EUI is indicated as the buyer on the invoice.

How to do it?

To find and view the EUI, follow these steps:

1. Open the EUI search window by selecting "***Received EU Invoices***" from the main menu. The system opens a window for "*EU Invoices - Search Criteria"* (see fig. 21 fig.).



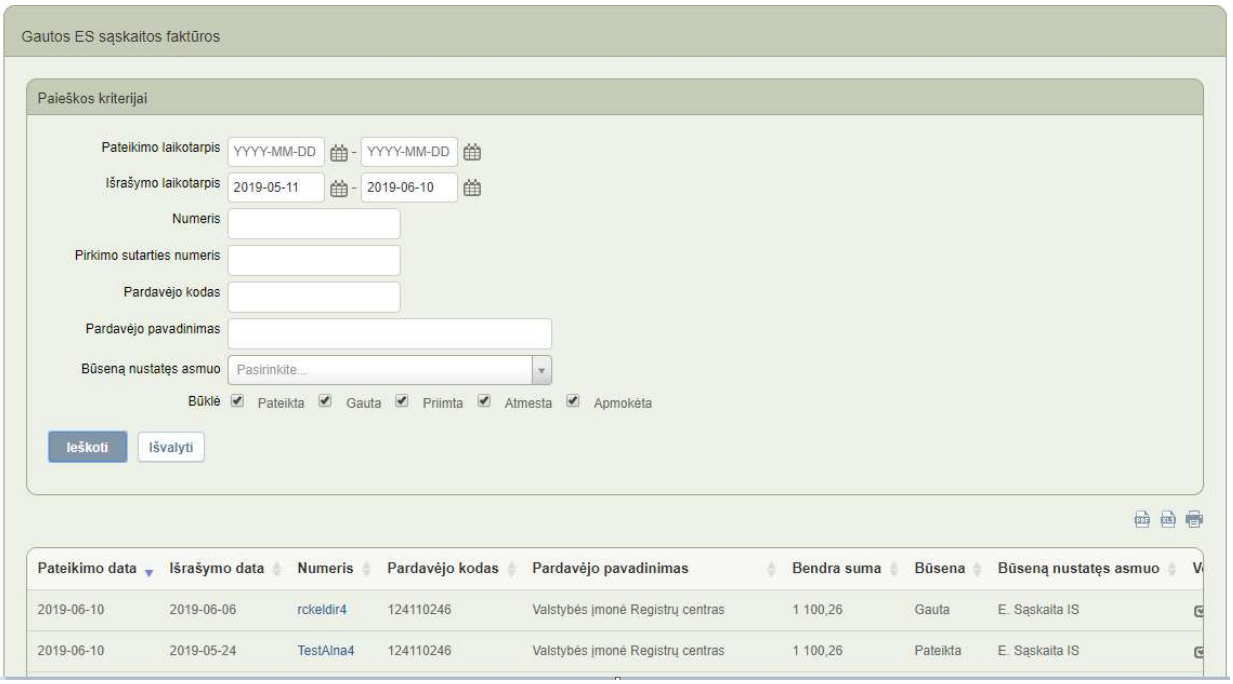
21 fig. ***View of the "EU Invoice Received - Search Criteria" window***

2. Please specify one or more search criteria:

Field	Value
Period for submission	Please specify the EUI submission period. By default, the system automatically specifies the time period for the previous 30 days.
Issue period	Please specify the EUI issue period. By default, the system automatically specifies the time period for the previous 30 days.
Number	Enter the exact series and number of the searched EUI.
Purchase contract number	Enter the exact purchase contract number
Seller's code	Enter buyer's code.
Name of the seller.	Enter the name of the seller or its fragment
Person who has established a status	Select from the list the person whose EUI status changes you want to see.
Status	Select the desired EUI status.

Note: If you do not specify the search criteria, the system will provide all EUI received.

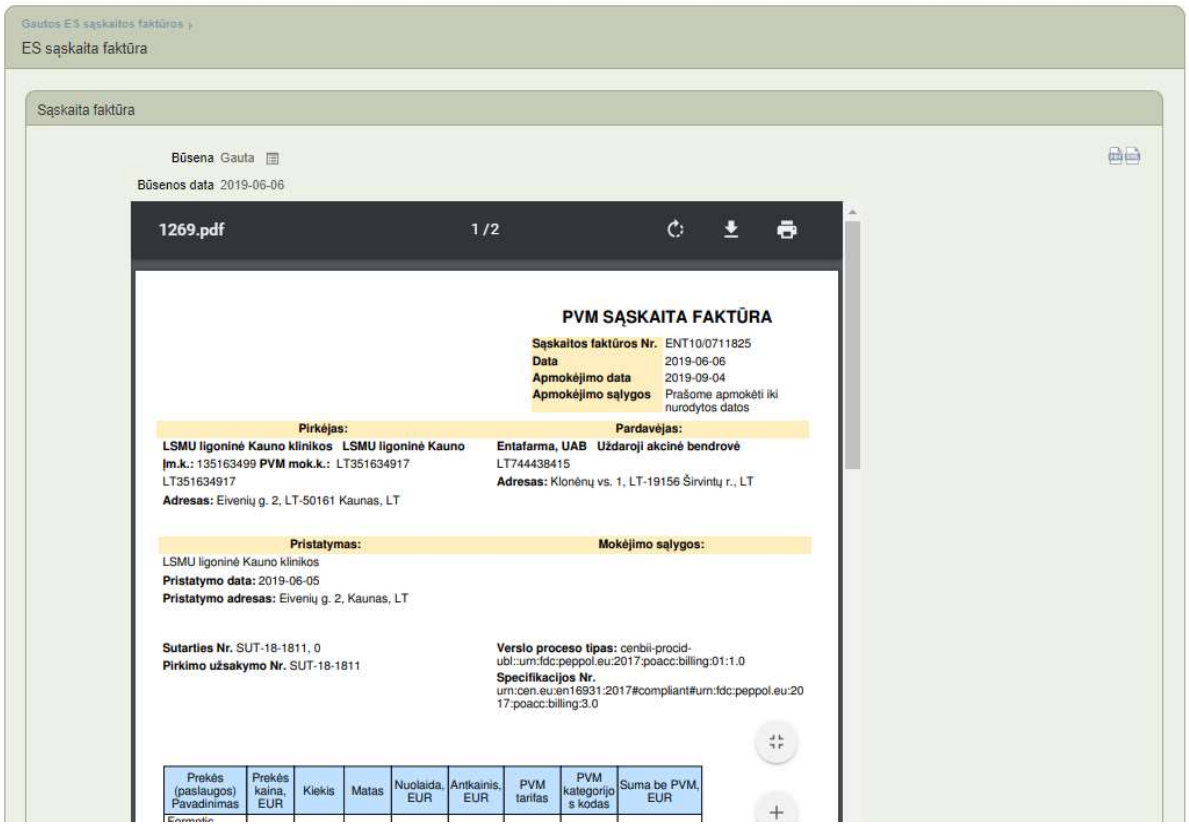
3. Click **[Ieškoti]**.
   The system selects the received EUI that meets the specified search criteria and presents them in the table.



22 fig. ***The window of the received EUI search results***

4. If you want to repeat the search with other data, click **[Išvalyti]** and specify new search criteria.
5. To view specific EUI data, click the link in the **"Number"** column. The system provides a window for viewing the EUI data. When the EUI, the status of which is *Submitted*, is reviewed by a

representative of the contracting authority, the system automatically determines the status of such an EUI as *Received*.



23 fig. ***Review of EUI data received***

6. View the data (Fig. 23).
7. Click on the icon ("History of Status Change") to find out what actions have been taken with the selected EUI.
   The system provides information on the actions performed with the EUI and the persons who performed them.
8. Next, depending on the EUI status and the rights you have in the system, you may:
   - Download and print EUI (6.2)
   - Download EUI data in xml format (6.3)
   - Decide on the correctness of the EU invoice submitted (6.4)
   - Change the status of EU invoice (**Klaida! Nerastas nuorodos šaltinis.**)

6.2. Download and print EUI

You can download the EUI from your system to your computer and print it.

How to do it?

To download and print the EUI, follow these steps:

1. Find the EUI you want to download.
   Read how to do it in chapter *Find and review an EU* invoice *(6.1)*.
2. In the EUI data window (see fig. 23 fig.), click on the icon in the upper right corner (”Download an invoice in PDF format”).

3. Web browser (depending on the settings) opens the file download window. When the file is finished downloading, you can view or print it.

6.3. Download EUI data in XML format

You can download the EUI from your system to your computer in XML format. This is convenient when you want to import EUI data into your IT system.

How to do it?

To download EUI data, follow these steps:

1. Find the EUI whose data you want to download.
   Read how to do it in chapter *Find and review an EU* invoice *(6.1)*.

2. In the EUI data window (see fig. 23 fig.), click on the icon in the upper right corner (”Download an invoice in XML format”).
3. Web browser (depending on the settings) opens the file download window. When the file is finished downloading, you can view or print it.

6.4. Decide on the correctness of the EU invoice submitted

The contracting authority's representative may decide (accept/reject) the correctness of the submitted EU invoice.

Before you start

Conditions must be met:

- The EUI status is *“Submitted”* or *“Received”*.

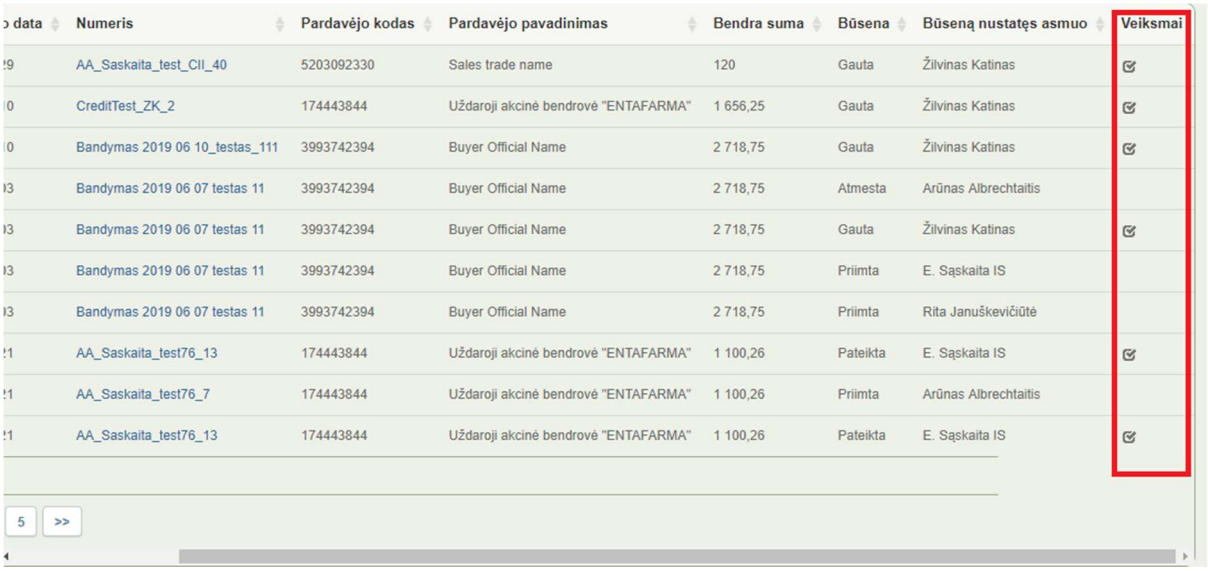
How to do it?

To highlight a decision regarding the received EUI, follow these steps:

1. Find the invoice(s) whose status you want to change. You can do this by using the search of the received EUI.
   Read how to do it in chapter *Find and review an EU* invoice *(6.1)*.

2. In the **Actions** column, click the icon (“Accept Decision”) (see Fig. 24).

Attention! If the **Action** column is not visible in the *Received* or *Accepted* invoice list, drag the slider at the bottom of the list window to the right.



data	Numeris	Pardavėjo kodas	Pardavėjo pavadinimas	Bendra suma	Būsena	Būseną nustatęs asmuo	Veiksmai
9	AA_Saskaita_test_CII_40	5203092330	Sales trade name	120	Gauta	Žilvinas Katinas	
0	CreditTest_ZK_2	174443844	Uždaroji akcinė bendrovė "ENTAFARMA"	1 656,25	Gauta	Žilvinas Katinas	
0	Bandymas 2019 06 10_testas_111	3993742394	Buyer Official Name	2 718,75	Gauta	Žilvinas Katinas	
3	Bandymas 2019 06 07 testas 11	3993742394	Buyer Official Name	2 718,75	Atmesta	Arūnas Albrechtaitis	
3	Bandymas 2019 06 07 testas 11	3993742394	Buyer Official Name	2 718,75	Gauta	Žilvinas Katinas	
3	Bandymas 2019 06 07 testas 11	3993742394	Buyer Official Name	2 718,75	Priimta	E. Sąskaita IS	
3	Bandymas 2019 06 07 testas 11	3993742394	Buyer Official Name	2 718,75	Priimta	Rita Januškevičiūtė	
1	AA_Saskaita_test76_13	174443844	Uždaroji akcinė bendrovė "ENTAFARMA"	1 100,26	Pateikta	E. Sąskaita IS	
1	AA_Saskaita_test76_7	174443844	Uždaroji akcinė bendrovė "ENTAFARMA"	1 100,26	Priimta	Arūnas Albrechtaitis	
1	AA_Saskaita_test76_13	174443844	Uždaroji akcinė bendrovė "ENTAFARMA"	1 100,26	Pateikta	E. Sąskaita IS	

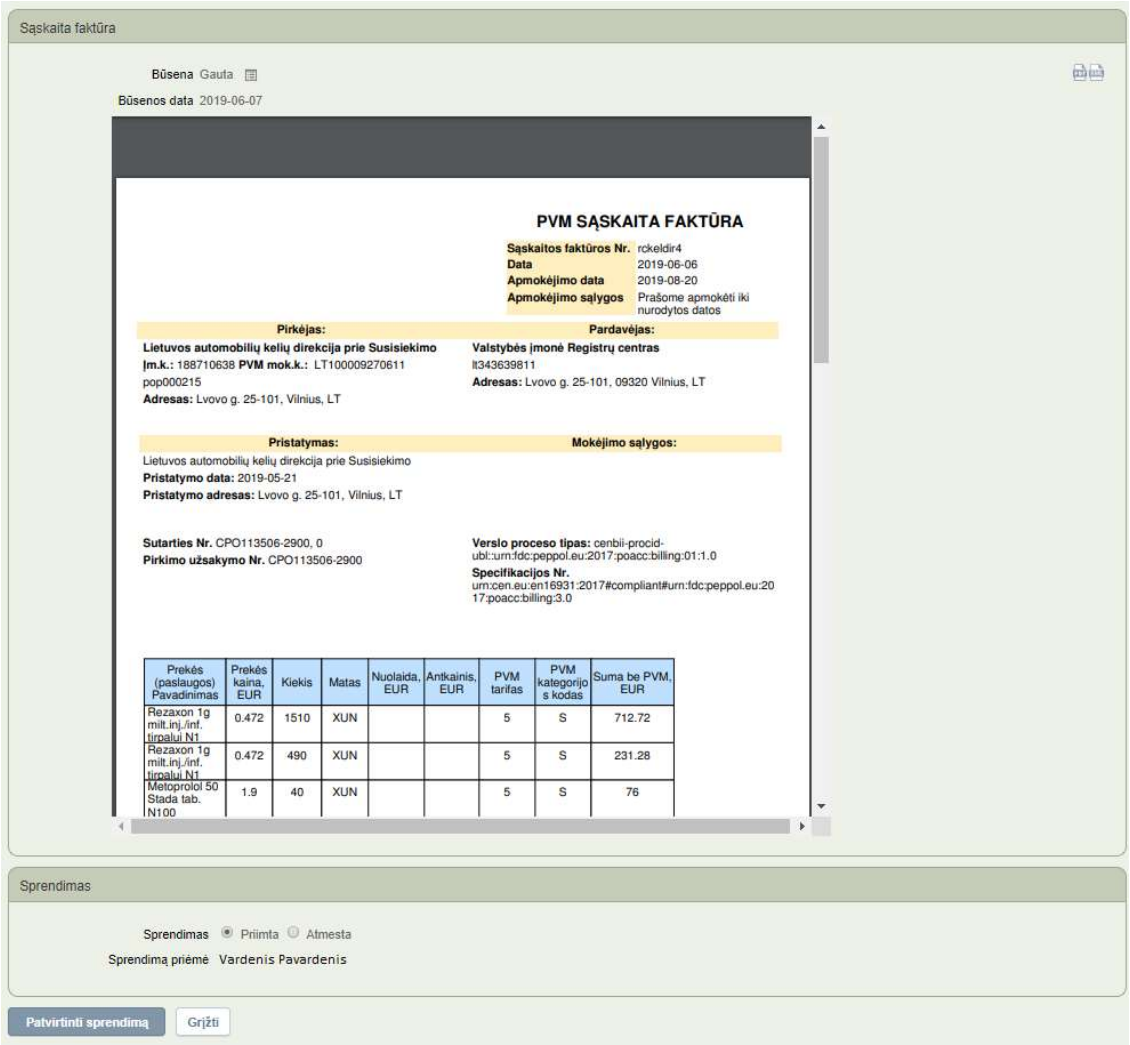
5 >>

24 fig. ***Window of list of EUI waiting for the decision***

3. In the **"Solution"** block, provide the decision details.

Field	Value
Decision	Select the decision option in the system for the acceptance/rejection of EUI.
Reasons for the decision	Include an explanation of the decision on the rejection of the EUI in the free style. The field is submitted if you marked the decision as "Declined".
Decision accepted by	Name of the natural person who entered the decision regarding EUI. The field is filled in automatically.

4. Click **[Patvirtinti sprendimą]**.
   If the contracting authority's representative enters a decision to accept the submitted EUI, its status becomes *"Accepted"*; if he/she rejects the submitted EUI, its status becomes *"Rejected"* (see fig. 23 fig.



25 fig. ***Window of list of EUI waiting for the decision***

6.5. Accept for payment or reject an EU invoice

The representative of the contracting authority may manually change the status of the EUI by noting that the invoice has been paid or the payment has been rejected.

Before you start

Conditions must be met:

- EUI status is *"Accepted"*.

How to do it?

To change the EUI status, follow these steps:

1. Find the invoice(s) whose status you want to change. You can do this by using the search of the received EUI and opening the desired EUI by clicking on its number.
   Read how to do it in chapter *Find and review an EU* invoice *(6.1)*.
2. In the upper left corner of the invoice data window next to the box with status **"Accepted"**, click the icon ("Change Invoice Status").

3. In the box that opens at the bottom of the window, click on the status of the name you want to attribute to the EUI: “Pay” or “Reject”.
   The system keeps the changed invoice status.

7. Work with reports

In the system you may:

- Form a time stamp report (7.1)
- Create an EU invoice archiving report (7.2)

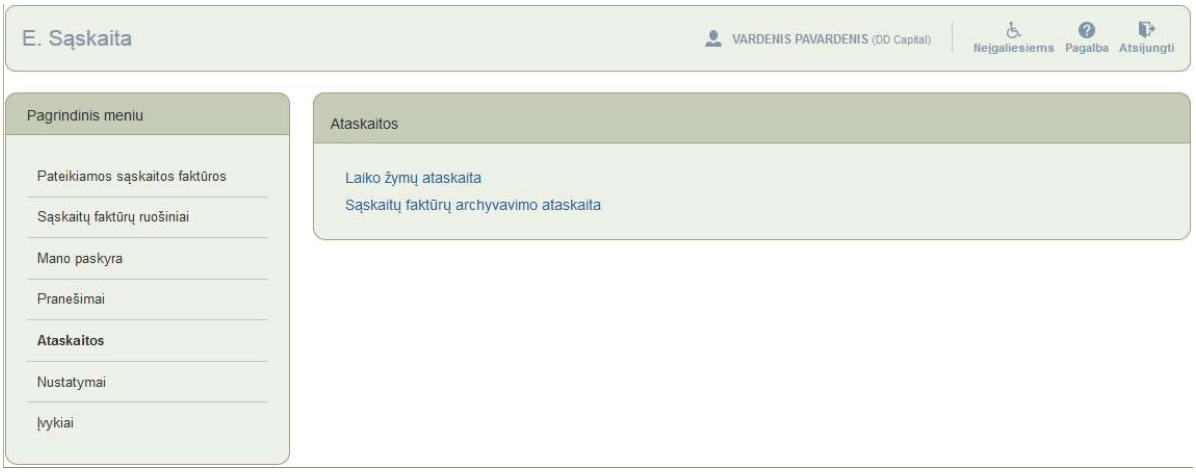
7.1. Form a time stamp report

In the system, you can create a time stamp report in the desired format.

How to do it?

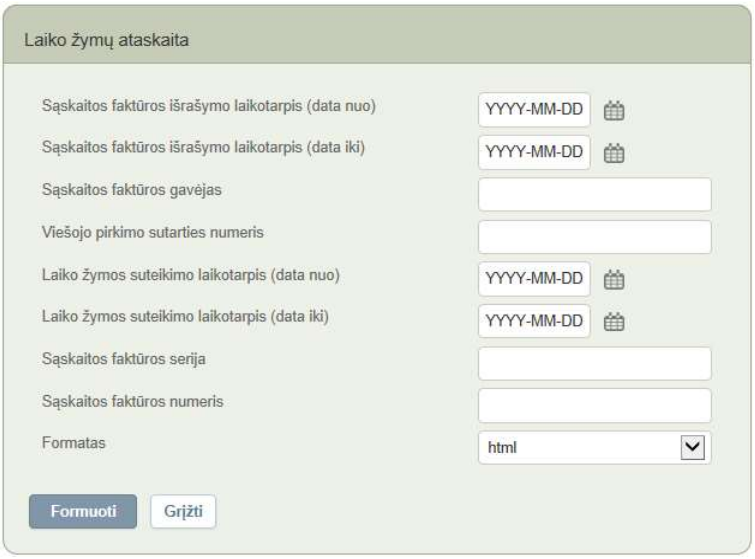
To format a time stamp report for printing, follow these steps:

1. Choose ***"Reports"*** from the main menu.
   The system opens the *"Reports"* window.



26 fig. ***Window "Reports"***

2. Click the link *Time stamp report*.
   Opens a window to specify report criteria



27 fig. ***Time stamp report criteria window***

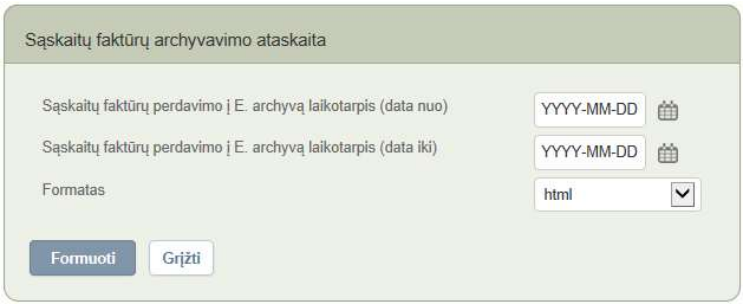
3. Specify report generation parameters.
4. Click **[Formuoti]**.
   The system generates a report in the format you choose.

Note: Use the regular features to view, save, and print your report for the software you have used to format the report (for example, if you have selected the XLS format, then report storage, and other operations will be performed with *MS Excel*).

7.2. Create an EU invoice archiving report

To create a report on invoices delivered to the e-archive, follow these steps:

1. Choose ***"Reports"*** from the main menu.
   The system opens the window *"Reports"*(see fig. 27 fig.).
2. Click the "*EU Invoice Archiving Report*" link.
   Opens a window to specify report criteria



28 fig. ***Invoice archiving report criteria window***

3. Specify report generation criteria.
4. Click **[Formuoti]**.
   The system generates a report in the format you choose.

Note: Use the regular features to view, save, and print your report for the software you have used to format the report (for example, if you have selected the XLS format, then report storage, and other operations will be performed with *MS Excel*).

8. Working with reports

In the system with requests, you can do the following:

- View the notification (8.1)
- Remove the notification (8.2)
- Send notification to the administrator (8.3)
- Change EUI status notification settings (9)

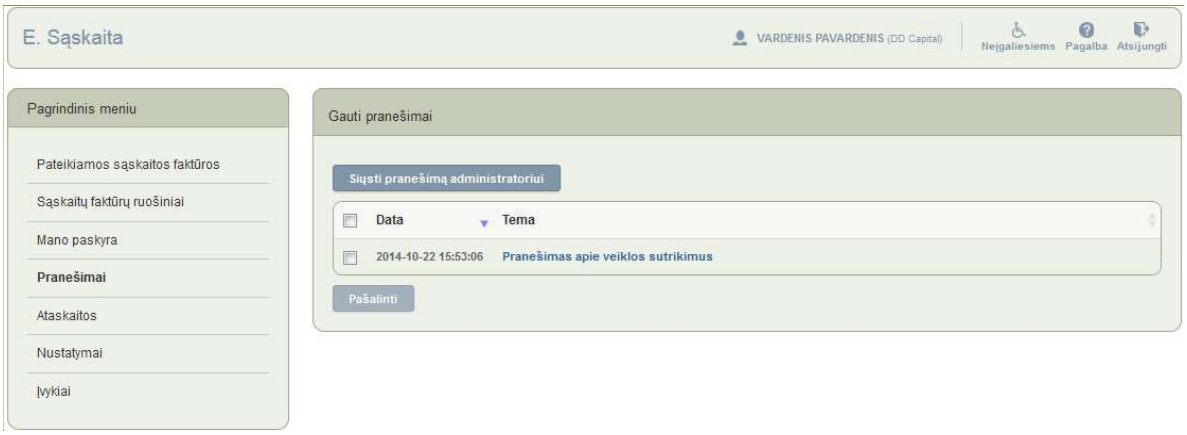
8.1. View the notification

The system allows you to view the list of electronic messages received in the system.

How to do it?

To view a received e-mail, follow these steps:

1. Choose ***"Notifications"*** from the main menu.
   The system opens the *"Received Messages"* window, which lists all the user-received electronic messages sorted by the date and time of the message being sent. Unread messages are highlighted in bold.



29 fig. ***Window "Received notifications"***

2. To view the content of a particular message, click on the text in the **"Subject"** column.
   Received notification is open. The message is marked as read.

3. Further you can:
   - Remove the notification (8.2)
   - Send notification to the administrator (8.3)
   - Change EUI status notification settings (9)

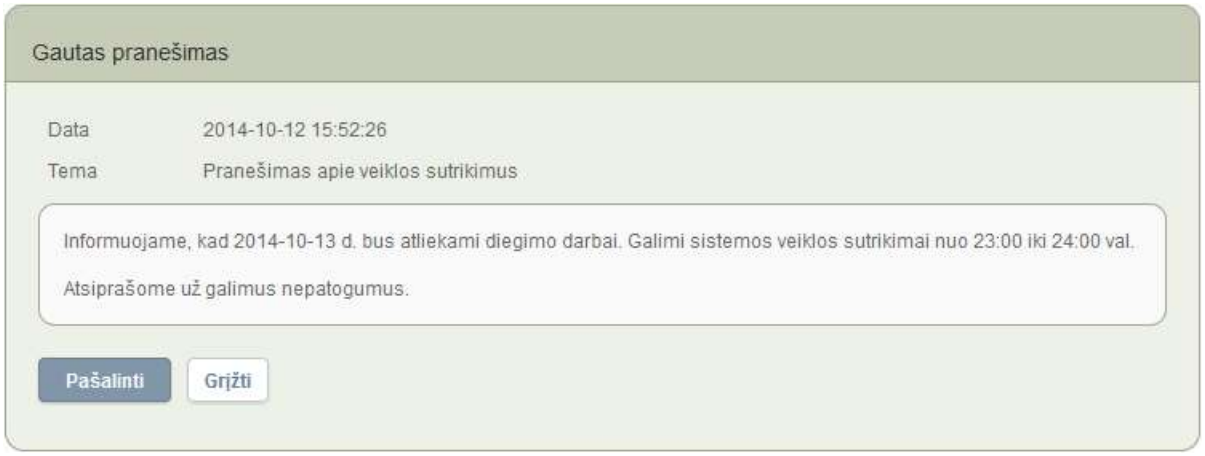
8.2. Remove the notification

You can remove irrelevant messages from the system. You will no longer be able to recover or view deleted messages.

How to do it?

To remove the specific notification, follow these steps:

1. Open the content of the message.
   Read how to do it in chapter *View the* notification *(8.1)*.



30 fig. ***Window "Received notification"***

2. Click the button **[Pašalinti]**.
   Notification removed.

To remove the more than one notification, follow these steps:

1. Choose ***"Notifications"*** from the main menu.
   System opens the window *"Received notifications" (see fig. 29* fig. *).*
2. Check messages for removal.
3. Click the button **[Pašalinti]**.
   Messages have been removed.

8.3. Send notification to the administrator

In the system, you can create and send a new electronic message to the administrator.

How to do it?

To create an email to the administrator, follow these steps:

1. Choose ***"Notifications"*** from the main menu.
   System opens the window *"Received notifications"* (see fig. 29 fig.).
2. Click **[Siųsti pranešimą administratoriui]**.
   The system opens the *"New message for administrator"* window.

31 fig. ***"New message for administrator" window***

3. Specify message details:

Field	Value
Subject	Enter free style text.
Notification	Enter the text of the electronic message in free style.

4. Click **[Siųsti]**.
   The system sends an electronic notification to all administrators via email.

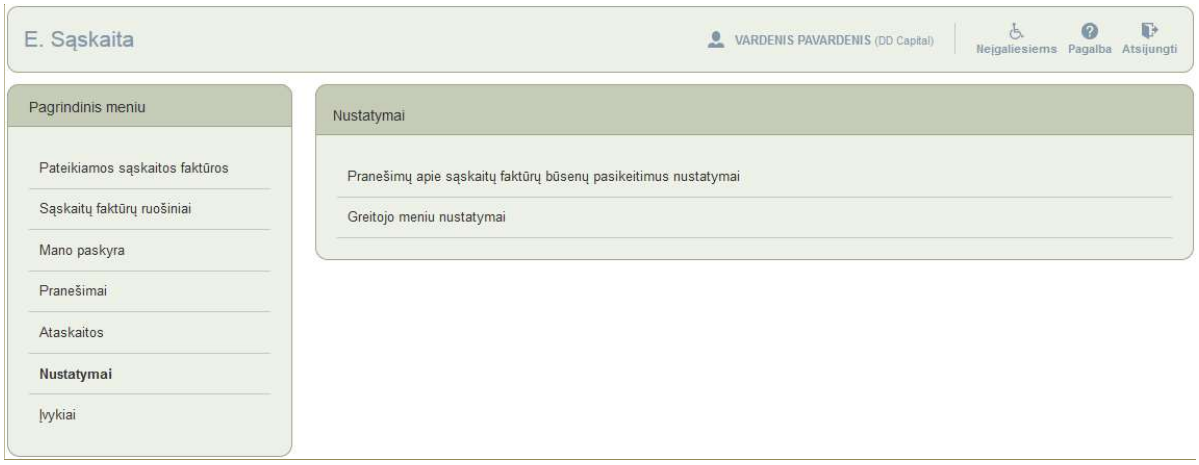
9. Change EUI status notification settings

In the system, you can change settings for receiving an electronic notification about changes in the status of an invoice.

How to do it?

To change the settings, follow these steps:

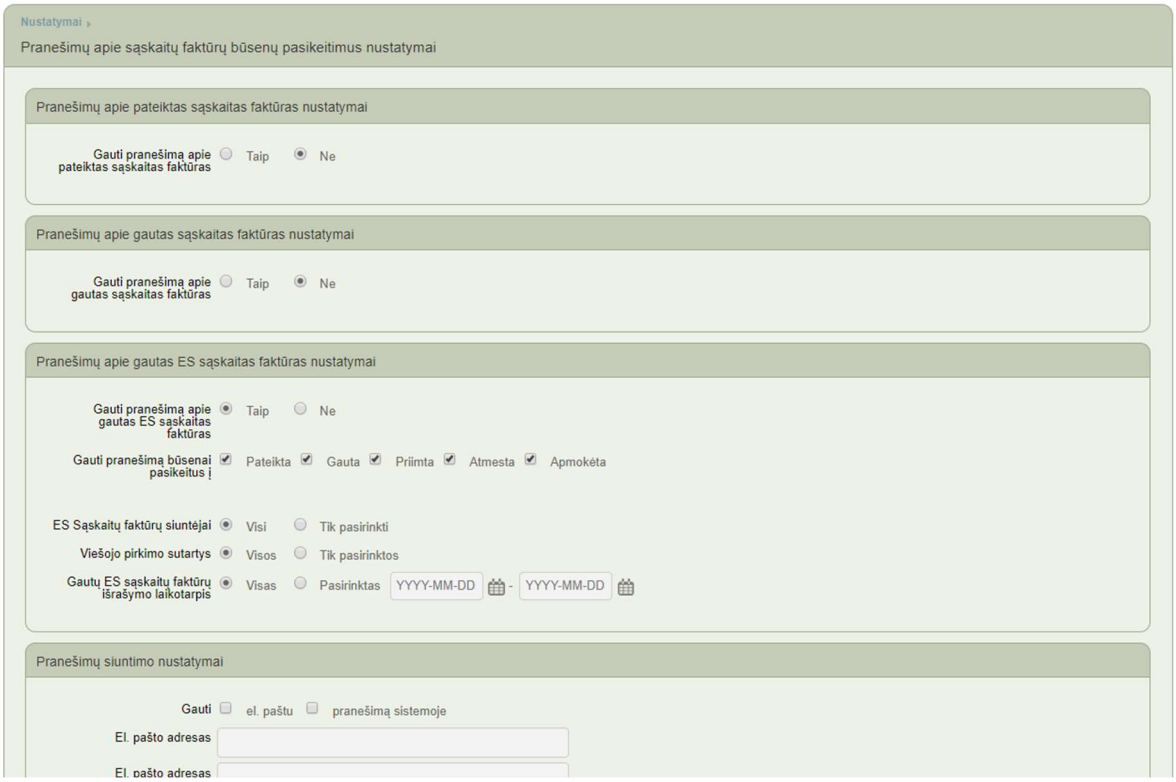
1. Choose ***"Settings"*** from the main menu.
   The system opens the *"Settings"* window.



32 fig. ***System window "Settings"***

2. Click the *"Message settings"* link.
   The system opens the window *"Notification on change of invoice status"*.

Note: The number and nature of the fields visible in the window depend on the role and rights you have in the system.



33 fig. ***The system window "Notification on change of invoice status".***

3. Specify the conditions for receiving an electronic notification (about changes in the status of the EUI):

Field	Value
Receive notifications of the received EU invoices	An indication of whether to send an electronic notification to the account recipient about the received new EUI.
Get notification when status changes to	Check the status of the EUI you want to receive in the system when you receive electronic messages.
EU Invoice Senders	If you specify "All", messages will be sent regardless of the sender specified by in EUI. If you select "Only selected", the messages will be sent about changes only to those EUI, whose senders you will indicate in the list.
The list EU invoice senders	To be completed only when “Only selected" is checked in the field **{ES Invoice Recipients}** : 1. Click **[Pridėti]**. 2. In the window that opens, search for the sender's data. 3. Select the found entry and click **[Pasirinkti]**.
Public procurement contracts	If you specify "All", messages will be sent regardless of the purchase contract specified in EUI. If you indicate "Only selected", the messages will be sent about changes only to those EUI, whose purchase contracts you will indicate in the list of the public procurement contracts.
Invoicing period of the received EU invoices	Please specify the received EUI issue period, that must include EUI in order to receive a status change notification

Field	Value
Received	Check the way you want to receive the electronic notification.
E-mail address	The field should only be filled in if you have selected "by email" in the field **{Received}**. Enter the e-mail address to send the electronic notification of the change in the status of the EUI.
E-mail address (repeated)	The field should only be filled in if you have selected "by email" in the field **{Received}**. Enter the e-mail address once again to send the electronic notification of the change in the status of the EUI.
To email an invoice in PDF format	Check if you want to attach the EUI file (which status change is notified) to the e-mail message in PDF format.

4. Click **[Išsaugoti]**.
   The system saves the modified electronic message settings in the system.

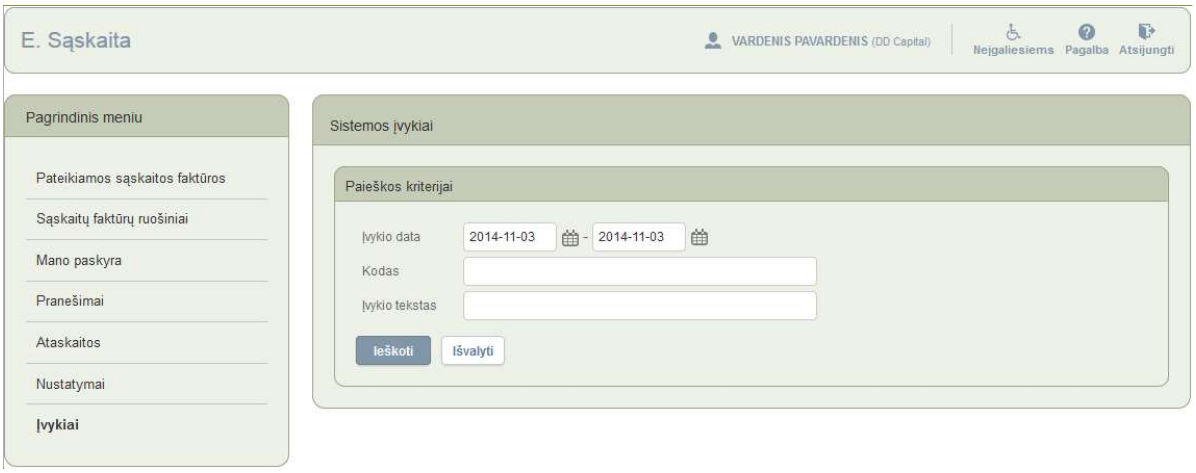
10. Work with errors

The user can find an error registered in the system with a detailed description of it.

How to do it?

To find an error registered in the system, follow these steps:

1. Choose ***"Events"*** from the main menu.
   The system opens the *"System events"* window to specify search criteria



34 fig. ***Window "Search events"***

2. Please specify one or more event search criteria:

Field	Value
Date of the event	Please specify the period of the error registration in the system. By default, the system automatically completes the period for the current day.
code	Enter the error code or its fragment
Text of the event	Enter a description of the error or its fragment

Note: If you do not specify search criteria, the system will display all the events recorded.

3. Click **[Ieškoti]**.
   The system selects errors registered in the system that meet the specified search criteria. By default, the list of errors is sorted by the date and time of the error's registration in the system. Latest errors are listed at the top of the list. When submitting a list of selected errors, the system user is only shown errors related with his/her account or his/her external systems.

11. Data exchange with external systems

11.1. Functional specification

Data exchange with external systems are intended to:
- Provide invoices for external systems.

11.2 General requirements

Data exchange method

Data exchange with external systems are performed by:
- External system accessing EInvoicing network service euInvoiceWs.

Calling a network service

Calling a network service is performed using the service address specified in the contract.

The parameters for connecting to the EInvoicing network service are provided in the "Security Model" section.

External systems request auditing

Information on data exchange between external systems and EInvoicing is audited and stored in “E.Sąskaita” DB for 820 calendar days.

11.3 Technical specification

11.3.1 Model of realization

Data from EInvoicing to external systems is provided by integrative interface through which the external system will receive EInvoicing invoice data when submitting requests in the SOAP format using the HTTPS protocol. Interface will work synchronously.

1.1. Data exchange method: On-line, real-time when the external system is calling EInvoicing web service euInvoiceWs methods. The initiator of the data provision is an external system that transmits requests in the required format to the EInvoicing web service;
1.2. Data submission protocol: SOAP;
1.3. SOAP standard: 1.1;
1.4. Request processing principle: Synchronous;
1.5. Data format: XML;
1.6. XML document encoding: UTF-8;
1.7. Data exchange time: Permanent, 24 (twenty-four) hours a day, seven days a week
1.8. Security of data provision: all data provided between external systems and EInvoicing must be systematically signed (see section "Security Model") and sent via encrypted https channel;
1.9. Names of requests, messages and methods for receiving data via euInvoiceWs network service:

No.	*Name of the service method*	*Request message name*	*Response message name*
1.	GetInvoiceList	GetInvoiceListRequest	GetInvoiceListResponse

2.	▪ GetInvoiceAsDocument	▪ GetInvoiceAsDocumentRequest	▪ GetInvoiceAsDocumentResponse
3.	▪ GetStateChangeList	▪ GetStateChangeListRequest	▪ GetStateChangeListResponse
4.	▪ ChangeState	▪ ChangeStateRequest	▪ ChangeStateResponse

All errors, both systemic and logical, will be processed. All errors will be identified by appropriate error codes, stored in the error log and returned to the sender of the message. Errors occurring during reception and processing of the message will be returned to the message sender in the form of SOAP Fault, in the faultstring section by transmitting an XML message describing the errors.

11.3.2 Description of the main scenario

1. System receives request message from external system:
2. The system verifies the rights of the external system to perform the desired action;
3. The system verifies the message received from the external system;
4. The system performs internal actions (search/change of data);
5. The system generates a response message.
6. The system returns the generated response message to the external system.

11.3.3 Description of the script when the external system receives the invoice for the first time

1. The external system calls the *GetInvoiveList* method of network service;
2. The external system calls the *GetInvoiceAsDocument* method to get an invoice for the specified type;
3. The first time an external system successfully receives/reads an invoice, it must call the *ChangeState* method with the status "RECEIVED";

11.3.4 Description of the script in case of non-compliance

The system that sent the message is not eligible to receive the invoice data:
1. The system generates an error message that corresponds to the nature of the security breach:
- If the external system is not registered as a system providing or receiving data from the "**E. Sąskaita**", the system generates an error message ESAS-650;
- If the external system does not have the right to receive invoice data from **E. invoice**, the system generates an error message ESAS-680;
2. The system generates a response message with information about the error found during processing;
3. The system returns the generated response message to the external system;
4. The system interrupts the execution of the access case.

Errors discovered during verification of received message:
1. The system generates an error message that corresponds to the nature of the error:
- If the message does not match the format, the system generates an error message ESAS-652;
- If a message with the specified identifier has already been received, the system generates an error message ESAS-653 (GUID);

2. The system generates a response message with information about the error found during reception;
3. The system returns the generated response message to the external system;
4. The system interrupts the execution of the access case.

11.3.5 Error messages

ESAS-650

The external system is not registered as a system providing or receiving data from the “E. Sąskaita” system.

ESAS-652

The message does not match the format: <Detailed information about the message's non-compliance with the XSD scheme>.

ESAS-653

If you already received a message with the specified identifier (GUID).

ESAS-680

The external system is not registered as a system capable of executing invoice requests in the “E. Sąskaita” system.

11.3.6 Data model

Note. XSD files are included in the *"XSD" section, the WSDL file is included in the "WSDL" section*

The XSD version is provided in the attached files.

11.3.6.1 GetInvoiceListRequest

Main data element		**GetInvoiceListRequest (attributes: AbstractMessage** see multiple types**)**		
No.	Internal element	Type	Volume	Comment
1.	Invoice/ Number	SimpleString (see multiple types)	0..1	EU invoice number
2.	Invoice/ ProcurementAgreementNumber	SimpleString (see multiple types)	0..1	Public procurement contract number
3.	Invoice/ Type	Type (see multiple types)	0..1	Type
4.	Invoice/ State	State (see multiple types)	0..1	State
5.	Invoice/ SupplierLegalNumber	Long	0..1	Seller's legal entity code
6.	Invoice/ CustomerLegalNumber	Long	0..1	Legal entity code of the contracting authority (buyer)
7.	Invoice/ InvoiceIssueDatePeriod	PeriodType (see multiple types)	1	Issue period (date from – to)
8.	Invoice/ InvoiceSubmissionDatePeriod	PeriodType (see multiple types)	0..1	Submission period (date from – to)
9.	SystemAsFvais	SystemAsFvais (see multiple types)	1	Attribute indicating whether the request is being executed by the contracting authority's FVAIS or other system

11.3.6.2 GetInvoiceListResponse

Main data element		GetInvoiceListResponse (attributes: AbstractMessageWithRef see multiple types)		
No.	Internal element	Type	Volume	Comment
1.	Invoices	Invoices (see multiple types)	0..1	Found EU invoices according to the specified criteria

11.3.6.3 GetStateChangeListRequest

Main data element		GetStateChangeListRequest (attributes: AbstractMessage see multiple types)		
No.	Internal element	Type	Volume	Comment
1.	Invoice/ Id	Long	0..1	Unique identifier in the system
2.	Invoice/ InvoiceIssueDatePeriod	Period (see multiple types)	0..1	EU invoice issue period (date from – to)
3.	Invoice/ InvoiceSubmissionDatePeriod	Period (see multiple types)	0..1	EU invoice submission period (date from – to)
4.	Invoice/ State	State (see multiple types)	0..1	EU invoice state

11.3.6.4 GetStateChangeListResponse

Main data element		GetStateChangeListResponse (attributes: AbstractMessageWithRef see multiple types)		
No.	Internal element	Type	Volume	Comment
1.	Invoices	InvoicesStateChange (see multiple types)	0..1	Found EU invoices according to the specified criteria

11.3.6.5 ChangeStateRequest

Main data element		ChangeStateRequest (attributes: AbstractMessage see multiple types)		
No.	Internal element	Type	Volume	Comment
1.	Invoice/ Id	Long	1	Unique identifier in the system
2.	Invoice/ State	State (see multiple types)	1	Status;
3.	Invoice/ RejectionReason	SimpleString (see multiple types)	0..1	Rejection reason
4.	Invoice/ PaymentDate	Date	0..1	Payment date

11.3.6.6 ChangeStateResponse

Main data element		ChangeStateResponse (attributes: AbstractMessageWithRef see multiple types)		
No.	Internal element	Type	Volume	Comment
1.	Result/ Status (attributes)	Status (see multiple types)	1	Request message reception and processing status

11.3.6.7 GetInvoiceAsDocumentRequest

Main data element		GetInvoiceAsDocumentRequest (attributes: AbstractMessage see multiple types)		
No.	Internal element	Type	Volume	Comment
1.	Invoice/ Id	Long	1	Unique identifier in the system
2.	Invoice/ DocumentType	DocumentType (see multiple types)	1	Document type
3.	SystemAsFvais	SystemAsFvais (see multiple types)	1	Attribute indicating whether the request is being executed by the contracting authority's FVAIS or other system

11.3.6.8 GetInvoiceAsDocumentResponse

Main data element		GetInvoiceAsDocumentResponse (attributes: AbstractMessageWithRef see multiple types)		
No.	Internal element	Type	Volume	Comment
1.	Invoice/ Id	Long	1	Unique identifier in the system
2.	Documents	Documents	1..n	List of invoices submitted in the specified format

11.3.6.9 Exception

Main data element		Exception (attributes: AbstractMessageWithRef see multiple types)		
No.	Internal element	Type	Volume	Comment
1.	Errors	Errors	1	The message is returned when one or more errors occurred while processing the request message

11.3.6.10 Multiple types

Type	Attribute/ Element	Value type	Restrictions	Volume	Comment
AbstractMessage	GUID	String		1	Global message identifier. This identifier will be unique to all requests sent;
	time	DateTime		1	Message generation time;
	systemCode	String		1	the code of the external system sending the message;
Type		integer	Min:1 Max:3	See in use	EU invoice type; “VAT invoice” if the code is: 380, 393, 82, 80, 84, 395, 575, 623, 780, 383, 386; “Credit invoice” if the code is: 381, 396, 81, 83, 532.
State		String	Possible values: PAID; REJECTED; RECEIVED; SUBMITTED; ACCEPTED.	See in use	EU invoice state;
SimpleString		String	MinLength:1	See in use	Text line
PeriodType	StartDate	DateTime		1	Start of the period

Type	Attribute/ Element	Value type	Restrictions	Volume	Comment
	EndDate	DateTime		1	End of the period
SystemAsFvais		**SimpleString**	Possible values: Y; N	See in use	Attribute indicating whether the request is being executed by the contracting authority's FVAIS or other system
AbstractMessageWithRef		**AbstractMessage**		1	See AbstractMessage description
	refGUID	String		1	Global identifier of the message to which a response message is given;
Invoices	Invoice	**Invoice**		1..n	EU invoice
Invoice	Id	Long		1	Unique identifier in the system
InvoicesStateChange	InvoiceStateChange	**InvoiceStateChange**	-	1..n	EU invoice
InvoiceStateChange	Id	Long		1	Unique identifier in the system
	States	**States**		1	List of the states
States	StateChangeState	**StateChangeState**		1..n	Detailed information of the state
	State	**State**		1	Invoice state

Type	Attribute/ Element	Value type	Restrictions	Volume	Comment
StateChangeState	Date	DateTime		1	Date and time of setting the state
	ChangedPersonName	**SimpleString**		1	The name of the person who determined the status or the name of the company
	Description	**SimpleString**		1	Additional information
Status		String	Possible values: SUCCESS; ERROR	See in use	Reply to the request
DocumentType		**SimpleString**	Possible values: PDF; XML	See in use	Document type
Documents	Document	**Document**		1	Invoice as a document submitted as the indicated type
Document	type (attribute)	**DocumentType**		1	Document type
		Base64Binary			Invoice as a document submitted as the indicated type

Type	Attribute/ Element	Value type	Restrictions	Volume	Comment
Errors	Error	**Error**	-	1..n	An error occurred while receiving and processing the message
Error	code (attribute)	String		1	Error identification code;
	Message	String		1	Error message text
	Description	String		1	A detailed description of the error
	Action	String		1	Steps to be taken to eliminate the error
	References	**References**		1	
References	Reference	**Reference**		1..n	Reference to the object related to the error
Reference	type	String	-	1	The type of object to which the reference refers
	ID	String		1	The identifier of object to which the reference refers

11.3.7 Data sample

GetInvoiceListRequest

The system selects EU invoices according to the specified request parameters.

If the request is made by FVAIS, the selection of the data is limited to those EU invoice sets where the buyer is the FVAIS contracting authority.

If the request is executed by a system other than FVAIS, the data selection is performed among all EU invoices stored in the system that are approved by the contracting authority (the invoice has/had the status "Accepted" in the system).

GetStateChangeListRequest

The system, in accordance with the specified request parameters, selects data for all changes in the status of EU invoices that meet the specified request parameters.

The selection of the data is limited to those EU invoice sets where the buyer is the contracting authority.

ChangeStateRequest

The system automatically checks the submitted data. Data submission rules:
- The external system provided one of the status of the EU invoice: “Received”, “Accepted”, “Rejected” or “Paid”;
- The external system provided the status of the EU invoice "Received" and the status of the EU invoice in the system is set to "Submitted";
- The external system provided the status of the EU invoice “Accepted” and the status of the EU invoice in the system is set to “Received”;
- The external system provided the status of the EU invoice “Rejected” and the status of the EU invoice in the system is set to “Received”;
- The external system provided the status of the EU invoice “Paid” and the status of the EU invoice in the system is set to “Accepted”;
- The external system provided the EU invoice status "Paid" and provided a payment date;
- The payment date is only available if the EU invoice status is "Paid";
- The EU invoice rejection reason is only available if the EU invoice status is "Declined";
- The buyer specified in the EU invoice that is changing the status is the contracting authority whose external system provides the EU invoice change data.

;

11.3.8 Security model

There are two ways to ensure data exchange between the EInvoicing system and the external system:
- At the network level, sending request and response messages via HTTPS protocol;
- At the message level. At this level, security is ensured by:

The Body part of the SOAP message is signed with an electronic signature, and this electronic signature, together with the sender's public key and the time of signing, is placed in the SOAP Header section, WS-Security. This method is used when the system has the technological capability to sign the SOAP messages with a qualified signature. More detailed information on signing SOAP messages by electronic signature is provided in Appendix A of the document.

11.3.9 XSD


common.xsd


euInvoiceWs.xsd


invoice.xsd

11.3.10 WSDL

euInvoiceWs.wsdl

Annexes

A. Providing security of network services with a qualified electronic signature

Rules of providing security of network services with a qualified electronic signature

- "**AsymmetricBinding**" mechanism is used to secure SOAP messages when:
  - The party that sends the message signs the SOAP message with its private key and encrypts it with the recipient's public key. The recipient of the message in turn decodes the message with his private key and verifies the authenticity of the message by the public key of the sender of the message;
  - The party that sends the response signs the SOAP message with its private key and encrypts it with the recipient's public key. The recipient of the response in turn decodes the response with his private key and verifies the authenticity of the response by the public key of the sender of the response;

  Note: In our case, there will be no decoding, only signing the message and its response;
- The sender of the message signs the SOAP message Body part with the **TripleDesRsa15** algorithm. More detailed information on the coding algorithm is provided in the reference [4];
- The sender of the response signs the SOAP response Body part with the **TripleDesRsa15** algorithm. More detailed information on the coding algorithm is provided in the reference [4];
- The whole part of SOAP Body is signed, but not its individual elements;
- The private key of **X509 Version 3** digital identity certificate issued by RC is used for signing the message and response;
- The message senders' public keys must be stored in a separate KeyStore file or database of the system to which the network service belongs;
- Message sender certificates will be generated by RC and specially designed for transmitting messages to RC. They will have the following supporting information:
  - SERIALNUMBER – System identifier that corresponds to the value of the system user VAR_ID in the RC User Administration subsystem;
  - CN – Information from the institution that generated the qualified certificate;
- E. Invoice RC certificate with private key must be stored in a separate KeyStore file of the system that transmits request messages to the network service;
- The inside of the **ws:Security** tag in the SOAP Header must contain the time factor **xs:Timestamp**, which determines when the message was created and until when the message is valid;
- The inside tags in the **ws:Security** section must follow a strict procedure that meets the specified "**Strict**" specification (see Appendix [5]);
- The inside of the **ws:Security** tag must transmit:
  - The public key of the SOAP message or response sender;
  - Information from the institution that generated the qualified certificate of the sender of the message by which the message is signed. This information must be included in the tag Signature -> KeyInfo -> X509IssuerSerial -> X509IssuerName;

- Identifier of the message sender as a system, corresponding to the SERIALNUMBER value in the qualified certificate. This identifier must be included in the tag Signature -> KeyInfo -> X509IssuerSerial -> X509SerialNumber;

- The SOAP message Body tag must have the attribute "id" belonging to the namespace „http://schemas.xmlsoap.org/soap/security/2000-12“.

12. List of illustrations