2018

BuzzCovery – Printing Invoices

Jaco Wouters – v0.4

ByeleX BV

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Content

1. Introduction

This manual describes the printing of invoices from BuzzCovery.

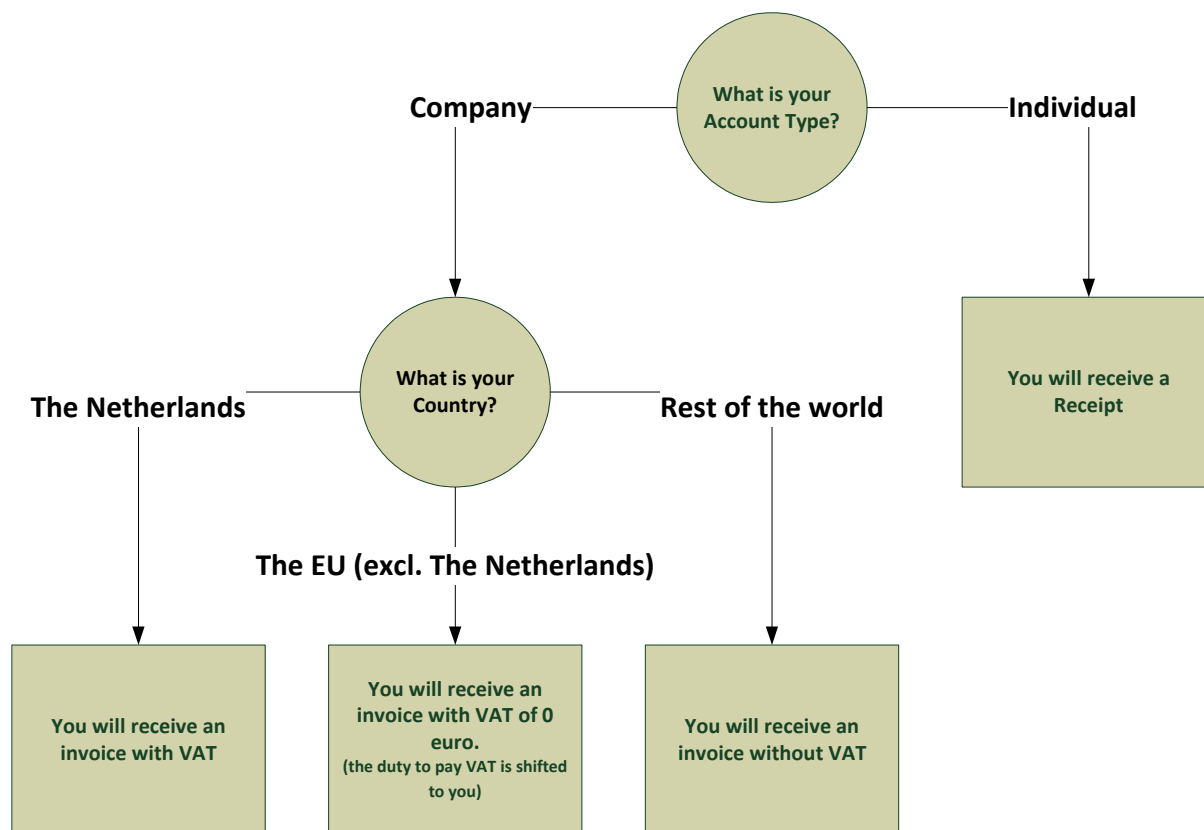## 2. What invoice will you get?

2.1 What properties will determine the invoice

The type of a new invoice depends on the **Country** selected in the user account and the **Account Type**. Country and Account Type are copied into invoice from the user account when the invoice is created. This way, previous invoices do not change when Country or Account Type are changed in the account.

The country is selected upon registration. At the same time, BuzzCovery does not ask for a company information and all user accounts are created as **individual** by default. The Account Type has to be changed manually and company details have to be provided if invoices have to be received instead of receipts.

Unlike a receipt, an invoice includes Company name, CoC number and VAT number. Three types on invoices differ on how VAT is treated. Total amount of an invoice does not depend on invoice type. It depends on subscription type only.

See the schema below for the steps that determine the invoice that will be created.

What is your Account Type?

Company — Individual

You will receive a Receipt

What is your Country?

The Netherlands — Rest of the world

The EU (excl. The Netherlands)

You will receive an invoice with VAT

You will receive an invoice with VAT of 0 euro.
(the duty to pay VAT is shifted to you)

You will receive an invoice without VAT

2.2 Explanation of the invoices

2.2.1 Information on the invoice

Your invoice contains the following information.

Invoice number	The unique number of your invoice which is dated by year.
Invoice date	The date of payment. This also the start of the subscription period.
Invoice total amount	This is the price for 1 month subscription.
Other invoice details	Information like person name, phone number, email, address, zip code, city, country, company name (if applicable), CoC and VAT numbers (if applicable) are taken from your user account. Existing invoices cannot be changed. The user can only change details in the account and after that the details will be used in the new invoices.

2.2.2 Examples

Receipt

| Description	Subscription period	Amount	Price
Buzzcovery subscription, one month	Feb 1, 2018 to Feb 15, 2018	1	€ 49.95
Total			€ 49.95

Invoice NL

BUZZCOVERY

INVOICE

CC Test
ByeleX BV
Netherlands
Phone
E-mail
CoC 23344345
VAT 1212121212

INVOICE #TEST001590
DATE Jan 17, 2018
FOR Buzzcovery

Description	Subscription period	Amount	Price
Buzzcovery subscription, one month	Jan 17, 2018 to Jan 31, 2018	1	€ 41.28
Amount excl. VAT			€ 41.28
VAT (21%)			€ 8.67
Total			€ 49.95

Invoice EU

BUZZCOVERY

INVOICE

CC Test
ByeleX BV
France
Phone
E-mail
CoC 23344345
VAT 1212121212

INVOICE #TEST001590
DATE Jan 17, 2018
FOR Buzzcovery

Description	Subscription period	Amount	Price
Buzzcovery subscription, one month	Jan 17, 2018 to Jan 31, 2018	1	€ 49.95
Amount excl. VAT			€ 49.95
VAT*			€ 0.00
Total			€ 49.95

* The duty to pay VAT is shifted to you.

Invoice Rest of the world

BUZZ**C**OVERY   **INVOICE**

CC Test   **INVOICE #**TEST001590
ByeleX BV   **DATE** Jan 17, 2018
South Africa   **FOR** Buzzcovery
Phone
E-mail
CoC 23344345
VAT 1212121212

Description	Subscription period	Amount	Price
Buzzcovery subscription, one month	Jan 17, 2018 to Jan 31, 2018	1	€ 49.95
Amount excl. VAT			€ 49.95
VAT			-
Total			€ 49.95

3. Changing the Account information

On registration the name, email, phone number and country are registered. BuzzCovery also guesses the preferred language based on browser settings. Based on this information, BuzzCovery generates invoices of type **RECEIPT** (for an individual user) in the preferred language by default.

You are able to enter address and/or change account type to **company** or change the language later on. This can be done via the **My account** option.

1   Go to the person icon at the top right corner of the screen and select **My account**
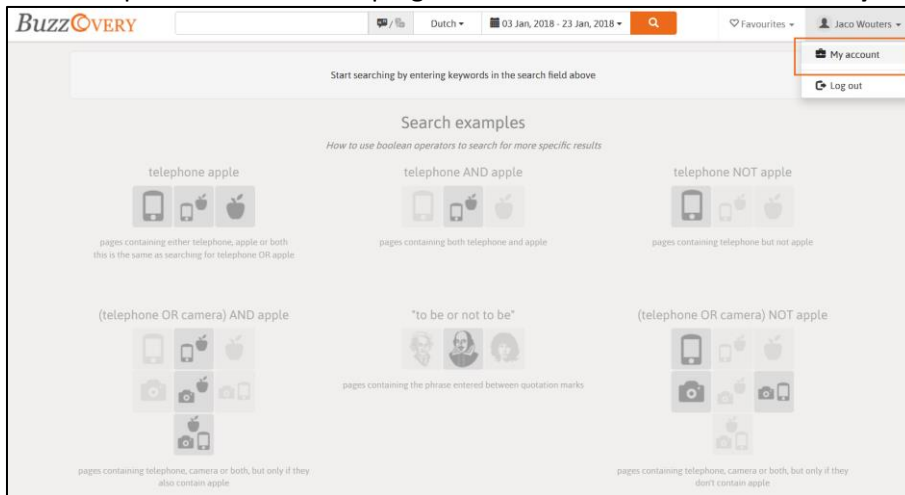
2   Press **change** behind the **Account information**
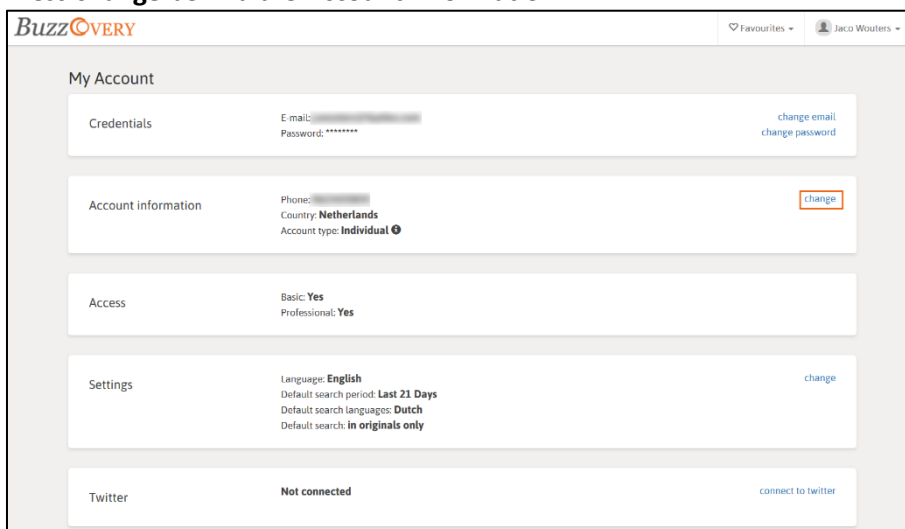
3   Change the required information

4   Press **Save**

Account information

Phone number *

Account type

Individual | Company

Street address

Company name

ZIPcode

VAT number

City

COC number

Country

Netherlands

Save | Cancel

4. Printing invoices

Your invoice will be created in Dutch, English or Turkish, depending on the preferred language. This is language is determined from the browser preferences.

The invoice can only be printed in the language it has been created in. If the language is changed in the Settings of the account, the language of the next invoice will be in the corresponding language.

To print an invoice, follow the steps below.

1   Go to the person icon at the top right corner of the screen and select **My account**
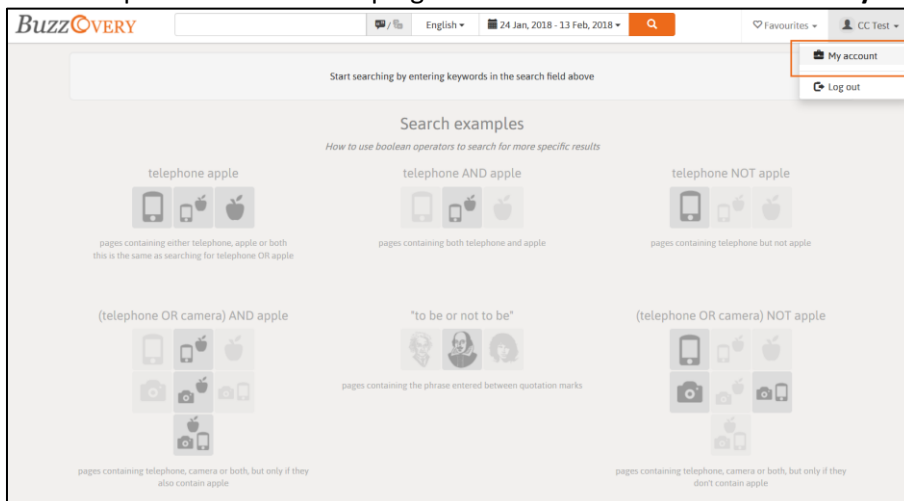
2   Press **billing details** behind the **Payments**
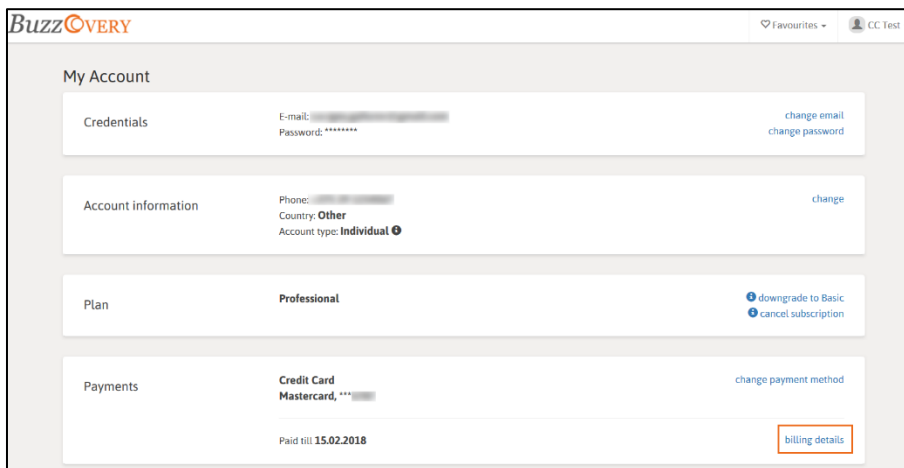
3

     Press the button behind the invoice in the **Invoice** column.

4   Select the option to open the .PDF file and press **OK**.
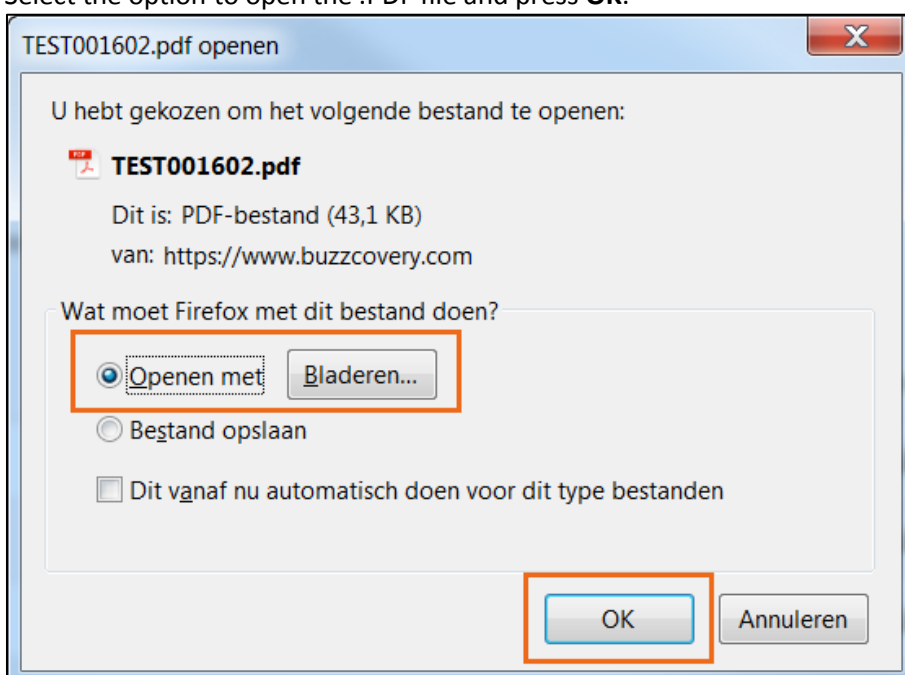
5   Print the invoice from the .PDF file.
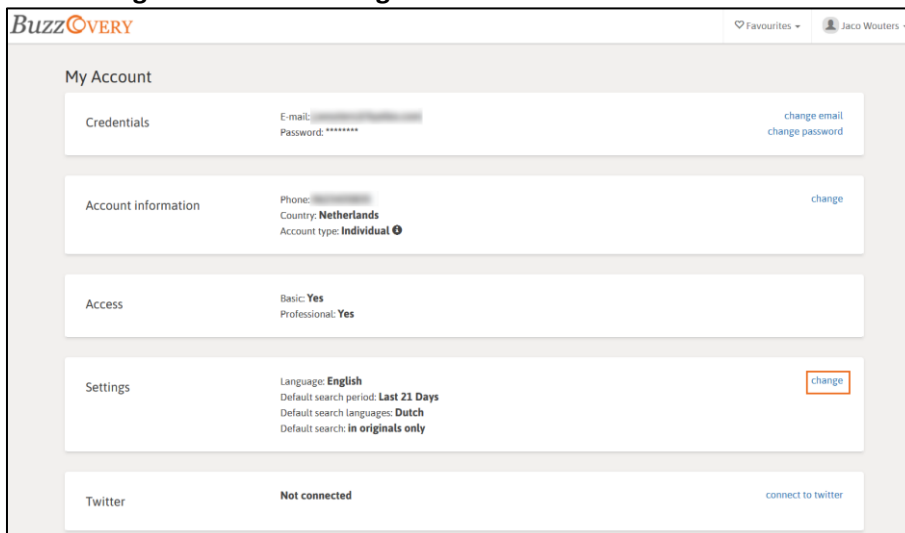
5. Changing the default Language

The default language determines the language the application is displayed in. It also determines the language of the invoice.

To change the language, follow the steps below.

1   Go to the person icon at the top right corner of the screen and select **My account**
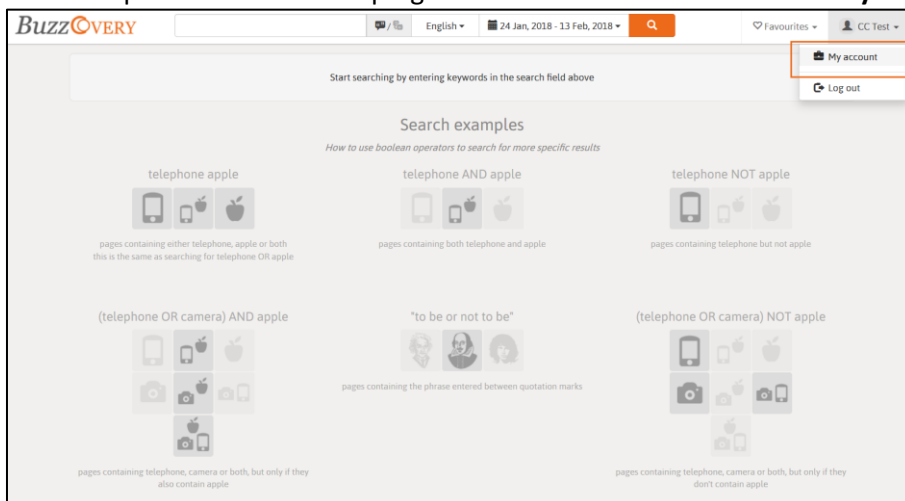
2   Press **change** behind the **Settings**

3   Change to the preferred **Language**.

Settings

Language

English

Default search period

Last 21 Days

Default search languages

☑ Dutch	☐ Turkish	☐ Korean
☐ English	☐ Chinese (simplified)	☐ Polish
☐ French	☐ Chinese (traditional)	☐ Portuguese
☐ German	☐ Italian	☐ Spanish
☐ Russian	☐ Japanese	☐ Swedish

Default search

in originals only

Save   Cancel

4   Press **Save**

ByeleX BV
Argon 1
4751XC Oud Gastel
Nederland

Telephone
+31 165 33 22 44

Internet
www.buzzcovery.com
www.byelex.com