2018

BuzzCovery – Printing Invoices



Jaco Wouters – v0.4 ByeleX BV 14-2-2018

Content

1. Introduction	.2
2. What invoice will you get?	.3
2.1 What properties will determine the invoice	.3
2.2 Explanation of the invoices	.4
2.2.1 Information on the invoice	.4
2.2.2 Examples	.4
3. Changing the Account information	.7
5. Changing the Language1	1

BuzzCovery – Printing Invoices

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.



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

Buzz ©very		REC	EIPT
CC Test Phone E-mail		RECEIPT #T DATE FOR	EST001602 Feb 1, 2018 Buzzcovery
Description	Subscription period	Amount	Price
Buzzcovery subscription, one month	Feb 1, 2018 to Feb 15, 2018	1	€ 49.95
Total			€ 49.95

Invoice NL

Buzz ©very		INV	OICE
CC Test ByeleX BV Netherlands Phone E-mail CoC 23344345 VAT 1212121212		INVOICE #T DATE FOR	ESToo1590 Jan 17, 2018 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

Buzz©very		INV	OICE
CC Test ByeleX BV France Phone E-mail CoC 23344345 VAT 1212121212		INVOICE # DATE FOI	#TEST001590 Jan 17, 2018 R 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 ^{Overy}		INV	OICE
CC Test ByeleX BV South Africa Phone E-mail CoC 23344345 VAT 1212121212		INVOICE # DATE FOR	TESToo1590 Jan 17, 2018 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			-
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**

BuzzOvery	5 0 / %	Dutch 🕶	📕 03 Jan, 2018 - 23 Jan, 201	9- Q	♥ Favourites ▼	1 Jaco Wouters +
						My account
	Start searching by enter	ing keywo	rds in the search field above		L	C Log out
	Sear	ch exa	amples			
	How to use boolean oper	rators to se	earch for more specific results			
telephone apple	telep	hone AN	ID apple	telep	hone NOT apple	
🔲 🖬 👾		Q			a* 🗉	
pages containing either telephone; apple or both this is the same as searching for telephone OR apple.	pages contain	ning both tel	lephone and apple	pages conta	ning telephone but not ap	pte
(telephone OR camera) AND apple	"to l	be or no	t to be"	(telephone	OR camera) NOT a	pple
🔲 🖬 🗉		9	0		0 ⁴ Ŭ	
1 1 1 1 1 1 1 1 1 1	pages containing the pl	hrase entere	d between quotation marks		a ⁶ a0	
ă.						
pages containing telephone, camera or both, but only if they also contain apple				pages containing tole	phone, camera or both, but on't contain apple	t only if they

2 Press change behind the Account information

Buzz	OVERY		♥ Favourites +	Jaco V	Vouters 👻
	My Account				
	Credentials	E-mail: Password: *******	chang change pa	e email ssword	
	Account information	Phone: Country: Netherlands Account type: Individual	[change	
	Access	Basic: Yes Professional: Yes			
	Settings	Language: English Default search period: Last 21 Days Default search languages: Dutch Default search: In originals only		change	
	Twitter	Not connected	connect to	twitter	

- 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	
Save Cancel	
Calicel	

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**

Buzz	OVERY	💬 / 🔚 English 👻 👹 24 Jan, 2018 - 13 Feb, 201	R ▼ Q ♡ Favourites ▼ L CC Test ▼
		Start searching by entering keywords in the search field above	🖻 My account
		Constant and the	Le Log out
		Searcn examples How to use boolean operators to search for more specific results	
	telephone apple	telephone AND apple	telephone NOT apple
	🔲 🖬 🍎	🔲 🖬 🔍	🔲 🖆 🍯
	pages containing either telephone, apple or both this is the same as searching for telephone OR apple	pages containing both telephone and apple	pages containing telephone but not apple
	(telephone OR camera) AND apple	"to be or not to be"	(telephone OR camera) NOT apple
	🔲 🖬 🍯	8 2 0	🔲 🖆 🍯
	🖸 👩 🔍	pages containing the phrase entered between quotation marks	🖸 📩 🗠
	ú 🔒		
	pages containing telephone, camera or both, but only if they also contain apple		pages containing telephone, camera or both, but only if they don't contain apple

2 Press billing details behind the Payments

Buzz	OVERY		♥ Favourites +	CC Test 🗸
	My Account			
	Credentials	E-mail: Password: ******	change email change password	
	Account information	Phone: Country Other Account type: Individual G	change	
	Plan	Professional	 downgrade to Basic cancel subscription 	2
	Payments	Credit Card chi Mastercard, ***	ange payment method	1
		Paid till 15.02.2018	billing details	-

3

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

ZZOVERY					♥ Favourite	s • 🗵
Billing de	tails					
Your subscrip	ption					
Current pl Professional	an for EUR 49.95/month					
Next billir February 16,	ng date 2018					
Subscription fee	is are billed at the beginning of each period and it n	nay take a few days after the billing date	to appear on your account.			
Date	Description	Service period	Payment method	Total	Status	Invoice
01.02.2018	Buzzcovery subscription, one month	01.02.2018 - 15.02.2018	Credit Card	49.95 €	~	£
17.01.2018	Buzzcovery subscription, one month	17.01.2018 - 31.01.2018	Credit Card	49.95 €	~	£
02.01.2018	Buzzcovery subscription, one month	02.01.2018 - 16.01.2018	Credit Card	49.95 €	~	£
31.12.2017	Buzzcovery subscription, one month	31.12.2017 - 01.01.2018	Credit Card	49.95 €	1	£

4 Select the option to open the .PDF file and press **OK**.

Т	EST001602.pdf openen
	U hebt gekozen om het volgende bestand te openen:
	TEST001602.pdf
	Dit is: PDF-bestand (43,1 KB)
	van: https://www.buzzcovery.com
	Wat moet Firefox met dit bestand doen?
	Openen met Bladeren
	Bestand opslaan
	Dit vanaf nu automatisch doen voor dit type bestanden
	OK Annuleren

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**

Buzz	O VERY		₽/%	English 🕶	🛗 24 Jan, 2018 - 13 Feb, 2018 -	٩	♥ Favourite	es 🗸 🔒 CC Test 👻
								My account
		Start s	earching by o	entering keywor	ds in the search field above			C+ Log out
			S	earch exa	mples			
		How to	use boolean	operators to se	arch for more specific results			
	telep	phone apple	te	elephone AN	D apple	telep	hone NOT apple	
		oʻ č		Í				
	pages containing ei this is the same as se	ither telephone, apple or both arching for telephone OR apple	pages co	ntaining both tel	phone and apple	pages contai	ning telephone but not app	ole
	(telephone Of	R camera) AND apple		"to be or not	to be"	(telephone	OR camera) NOT a	pple
		Q ^é é		8 9				
		o ^é 0 Pr	es containing f	he phrase entere	d between quotation marks	o	o ^é 00	
		ú co						
	pages containing telepho also	one, camera or both, but only if they o contain apple			F	ages containing telep di	phone, camera or both, but on't contain apple	only if they

2 Press change behind the Settings

Buzz	Overy		♥ Favourites ▼	Jaco Wouters 🗸
I	My Account			
	Credentials	E-mail: Password:******	chang change pa	e email ssword
	Account information	Phone: Country: Netherlands Account type: Individual @		change
	Access	Basic: Yes Professional: Yes		
	Settings	Language: English Default search period: Last 21 Days Default search languages: Dutch Default search: in originals only	[change
	Twitter	Not connected	connect to	twitter

3 Change to the preferred Language.

anguage English	•	
efault search period		
Last 21 Days	•	
efault search languag	ges	
Dutch	Turkish	Korean
English	Chinese (simplified)	Polish
French	Chinese (traditional)	Portuguese
German	🔲 Italian	Spanish
Russian	Japanese	Swedish
efault search		
in originals only	•	

4 Press Save





ByeleX BV

Argon 1 4751XC Oud Gastel Nederland

Telephone

+31 165 33 22 44

Internet

www.buzzcovery.com www.byelex.com