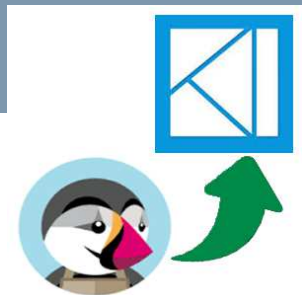


Majoinfa - Sociedade Unipessoal Lda
Av Miguel Torga N9 7C | 2675-678 Odivelas | Portugal

KEYINVOICE CONNECTOR MANUAL

VERSION V1.0.0.0

DATE 2016



Module that integrates Prestashop with KeyInvoice Billing Solution

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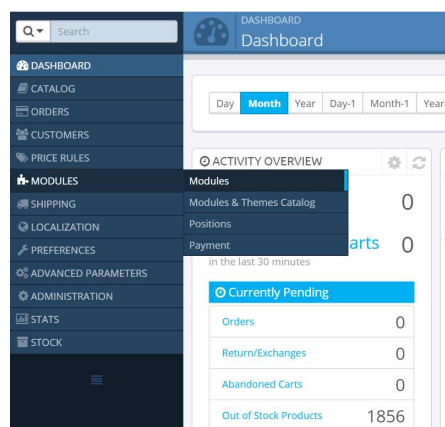
INSTALLATION ENU

Installation ENU

ACCESS MODULES MANAGEMENT

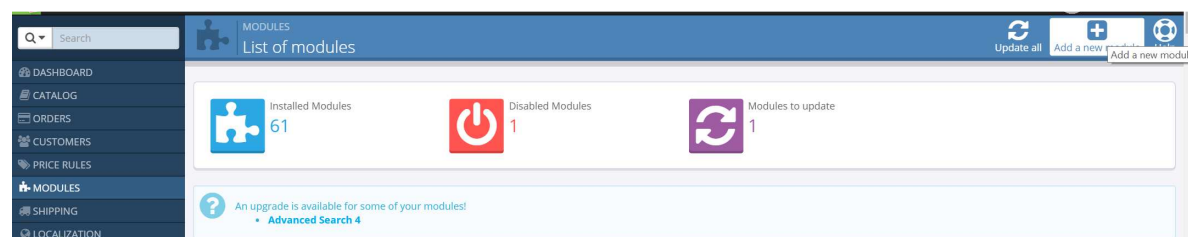
Login to your back office

Menu Modules -> Modules

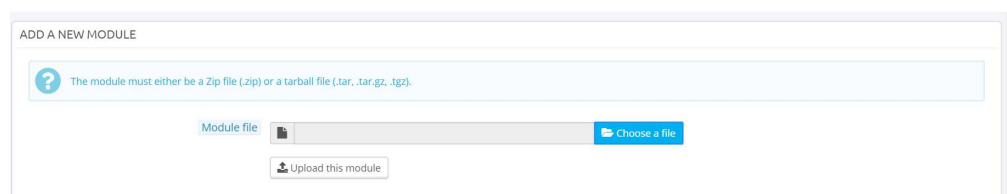


UPLOAD PRESTATOKEY MODULE

Add new module

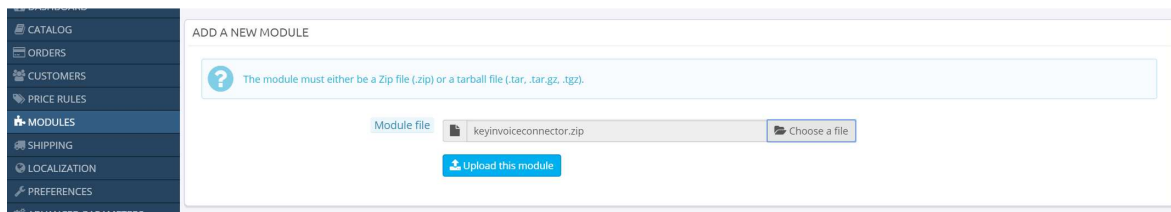


Locate file in your computer - Choose a file

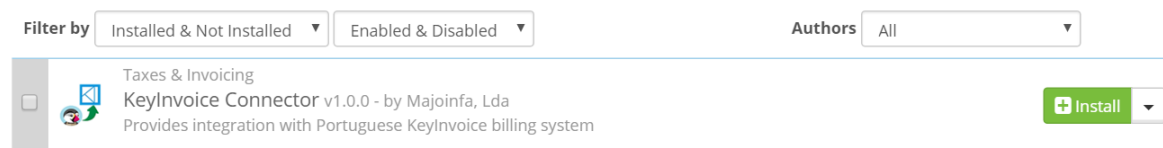


INSTALLATION ENU

Upload the module to your store – Press “Upload this module”



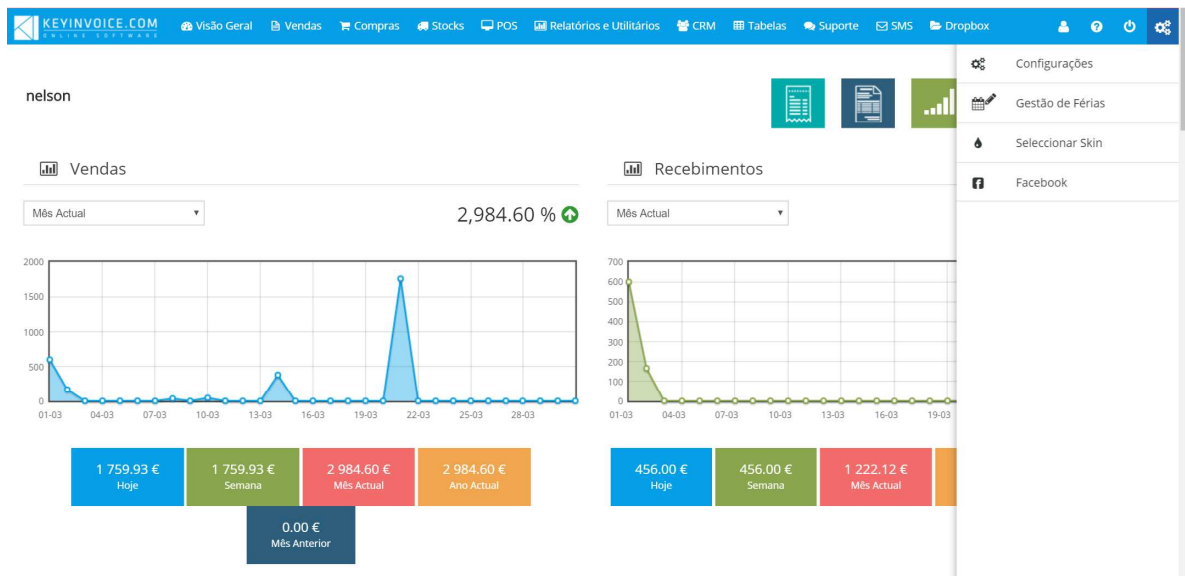
Install the module – Press Install



CREATE KEYINVOICE INTEGRATION KEY

Access KeyInvoice

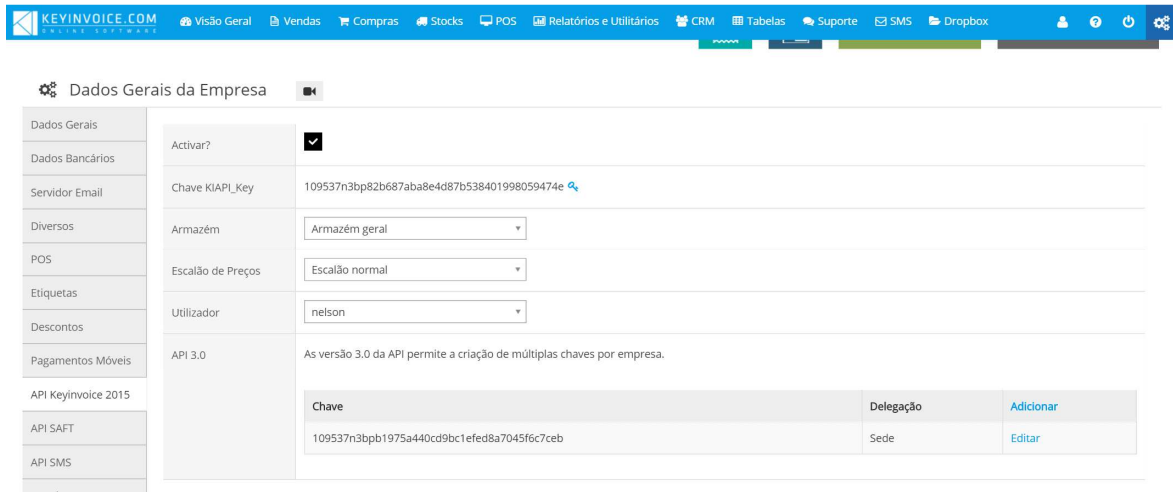
Access “Configurações” in the top right corner -> “API Keyinvoice 2015”



INSTALLATION ENU

Generate a new API Key -> “Adicionar” -> Choose “Delegação” – Click “Criar Chave”

Copy Key To Notepad



Dados Gerais da Empresa

Activar? ☒

Chave KAPI_Key: 109537n3bp82b687aba8e4d87b538401998059474e

Armazém: Armazém geral

Escalão de Preços: Escalão normal

Utilizador: nelson

API 3.0: As versão 3.0 da API permite a criação de múltiplas chaves por empresa.

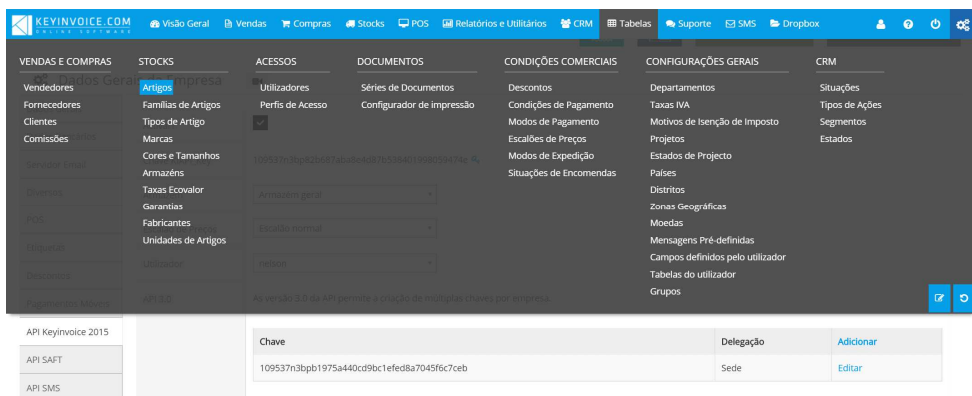
Chave	Delegação	
109537n3bp1975a440cd9bc1efed8a7045f6c7ceb	Sede	Adicionar

CREATE SHIPPING SERVICE

Before using the Keyinvoice Connector you must create a service in Keyinvoice that will be used to charge Prestashop shipping costs.

Access KeyInvoice

Access “Tabelas” -> “Artigos”



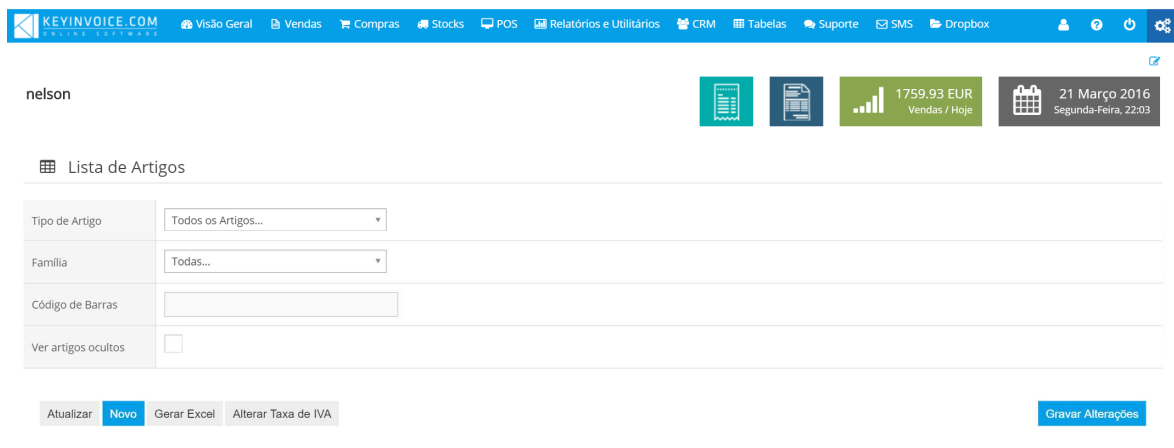
Tabelas

Artigos

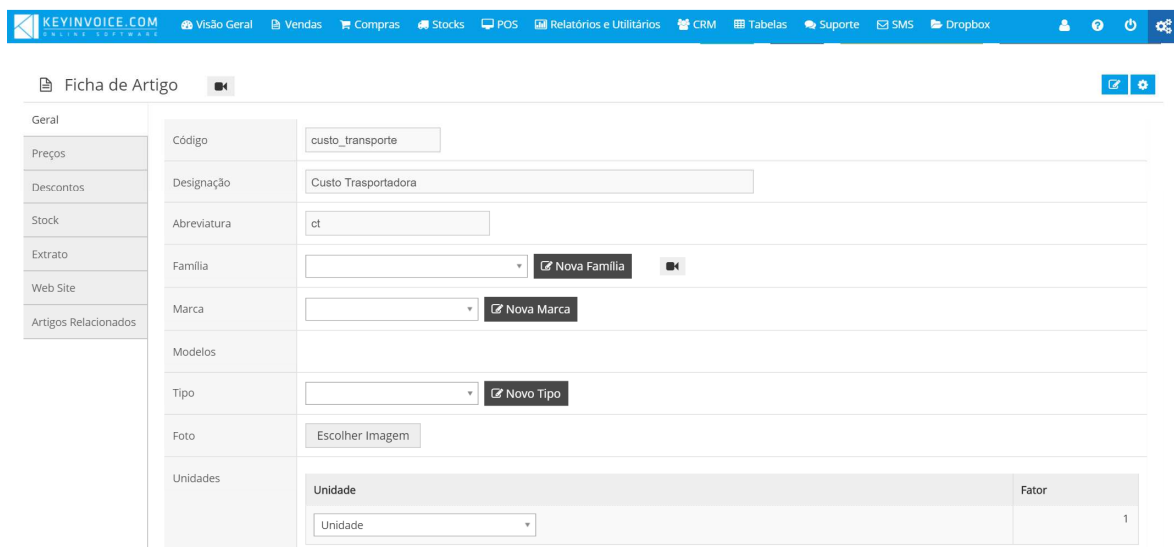
Chave	Delegação	Adicionar
109537n3bp1975a440cd9bc1efed8a7045f6c7ceb	Sede	Adicionar

INSTALLATION ENU

Click “Novo”



Fulfill the form.



Copy the “Código” that you created to Notepad

INSTALLATION ENU

KEYINVOICE.COM

Visão Geral Vendas Compras Stocks POS Relatórios e Utilitários CRM Tabelas Suporte SMS Dropbox

Ficha de Artigo

Geral

Preços

Descontos

Stock

Extrato

Código custo_transporte

Designação Custo Transportadora

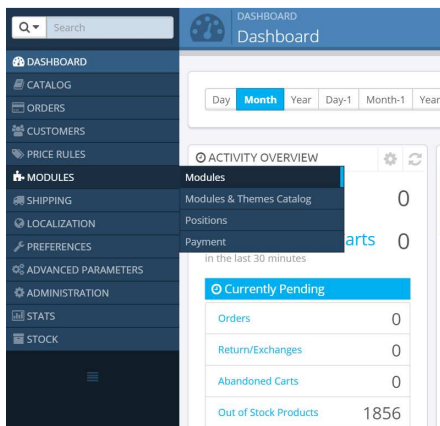
Abreviatura ct

Família Nova Família

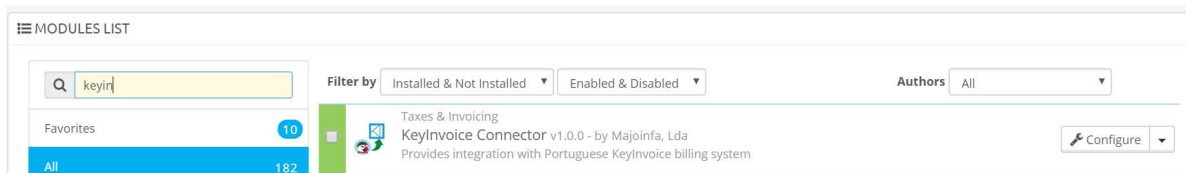
CONFIGURE MODULE

Login to your back office

Menu Modules -> Modules




Search for KeyInvoice Connector Module



Click "Configure"

INSTALLATION ENU



Taxes & Invoicing
KeyInvoice Connector v1.0.0 - by Majoinfa, Lda
Provides integration with Portuguese KeyInvoice billing system

[Configure](#)

Paste KeyInvoice API Key to “KIAPI Key”

CONFIGURATION

KIAPI Key:

Help:

- Generate API Key in KeyInvoice and save it here.

Products:

Enable/disable synchronization: ☒ Yes ☐ No

- Enable product integration and everytime you save your product it will be created in KeyInvoice.

Customers:

Enable/disable synchronization: ☒ Yes ☐ No

- Enable customer integration and everytime you save customer information in fron-office or back-office your customer information will be created / updated in KeyInvoice.

Orders:

Enable/disable synchronization: ☒ Yes ☐ No

- Enable order integration and everytime you create a order in back-office or your customer creates a order in front-office the billing document will be created in KeyInvoice.

Default docType:

Factura

General:

Shipping Reference:

- You must create a Product in KeyInvoice as a "Shipping Cost Carrier". Save here is Reference

Save

Press “Save”

CONFIGURATION

KIAPI Key:

Help:

- Generate API Key in KeyInvoice and save it here.

Products:

Enable/disable synchronization: ☒ Yes ☐ No

- Enable product integration and everytime you save your product it will be created in KeyInvoice.

Customers:

Enable/disable synchronization: ☒ Yes ☐ No

- Enable customer integration and everytime you save customer information in fron-office or back-office your customer information will be created / updated in KeyInvoice.

Orders:

Enable/disable synchronization: ☒ Yes ☐ No

- Enable order integration and everytime you create a order in back-office or your customer creates a order in front-office the billing document will be created in KeyInvoice.

Default docType:

Factura

General:

Shipping Reference:

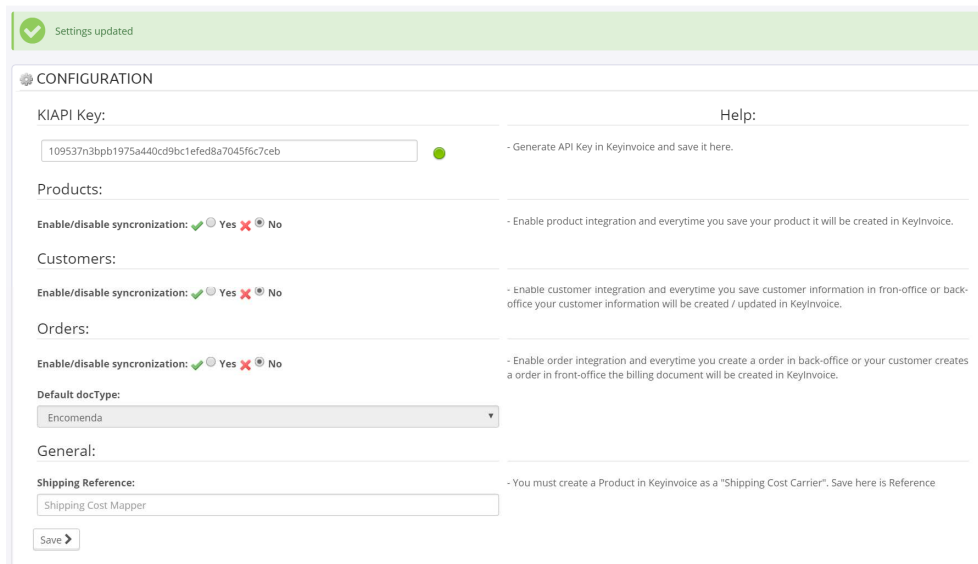
- You must create a Product in KeyInvoice as a "Shipping Cost Carrier". Save here is Reference

Save

Page 6

INSTALLATION ENU

The KIAPI Key should be green which indicates that your Prestashop online store is connected with Keyinvoice



Settings updated

CONFIGURATION

KIAPI Key: ● **Help:**
- Generate API Key in Keyinvoice and save it here.

Products:
Enable/disable synchronization: ☒ Yes ☐ No
- Enable product integration and everytime you save your product it will be created in KeyInvoice.

Customers:
Enable/disable synchronization: ☒ Yes ☐ No
- Enable customer integration and everytime you save customer information in fron-office or back-office your customer information will be created / updated in KeyInvoice.

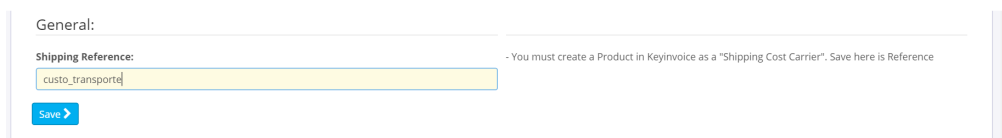
Orders:
Enable/disable synchronization: ☒ Yes ☐ No
- Enable order integration and everytime you create a order in back-office or your customer creates a order in front-office the billing document will be created in KeyInvoice.

Default docType:

General:
Shipping Reference:
- You must create a Product in Keyinvoice as a "Shipping Cost Carrier". Save here is Reference

[Save >](#)

Copy Shipping Service "Código" to "Shipping Reference" field and press save again



General:
Shipping Reference:
- You must create a Product in Keyinvoice as a "Shipping Cost Carrier". Save here is Reference

[Save >](#)

USING KEYINVOICE CONNECTOR - ENU

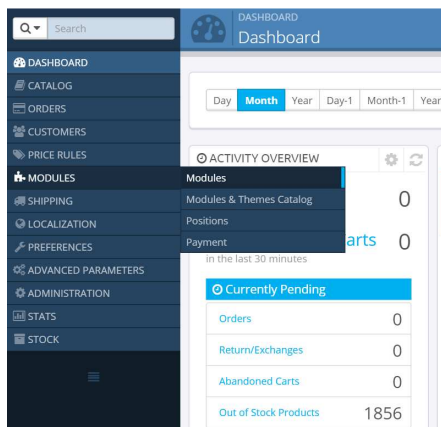
Using Keyinvoice Connector - ENU

ACTIVATE PRODUCT INTEGRATION

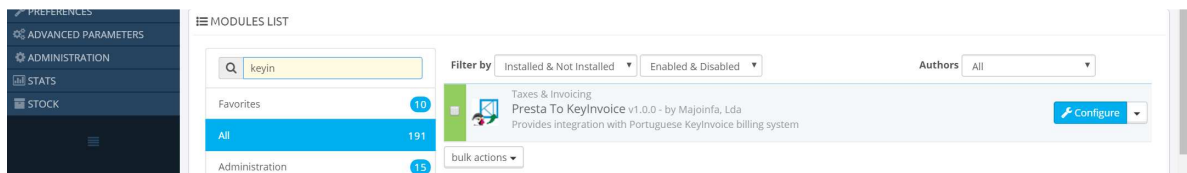
You can choose to have your products integrated with Keyinvoice, when integrated every time you save your product in your online Prestashop store the product will be created or updated in KeyInvoice

Login to your back office

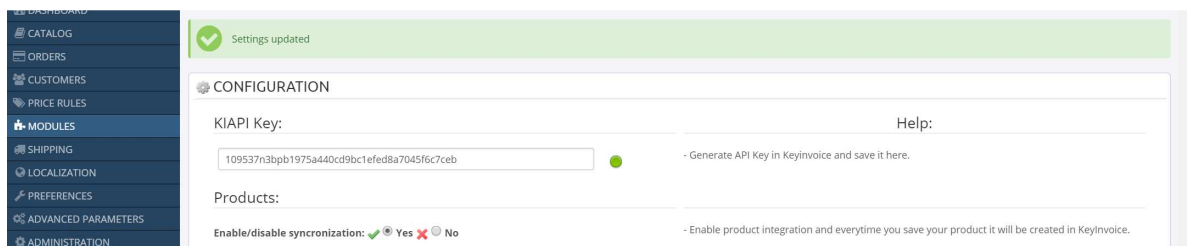
Menu Modules -> Modules



Search for KeyInvoice Connector Module and click “Configure”



Enable Products Integration Configuration



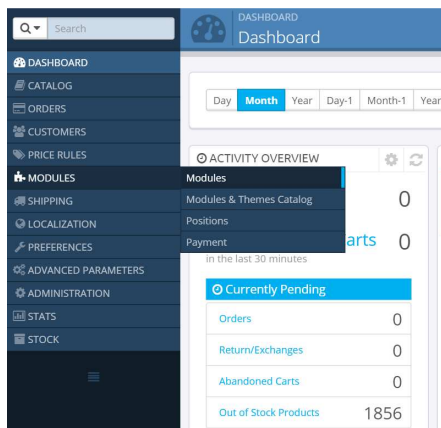
USING KEYINVOICE CONNECTOR - ENU

ACTIVATE CUSTOMERS INTEGRATION

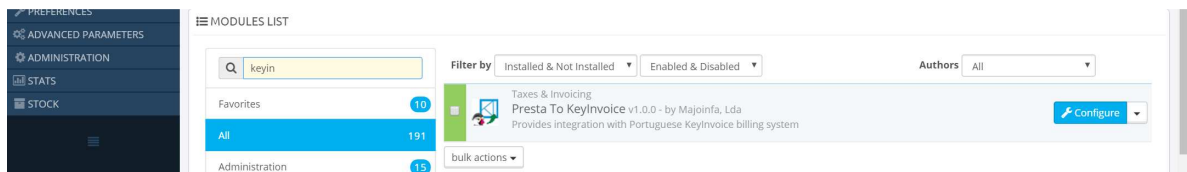
You can choose to have your customers integrated with Keyinvoice, when integrated every time a customer is created in the front office a customer will be created or updated in KeyInvoice

Login to your back office

Menu Modules -> Modules

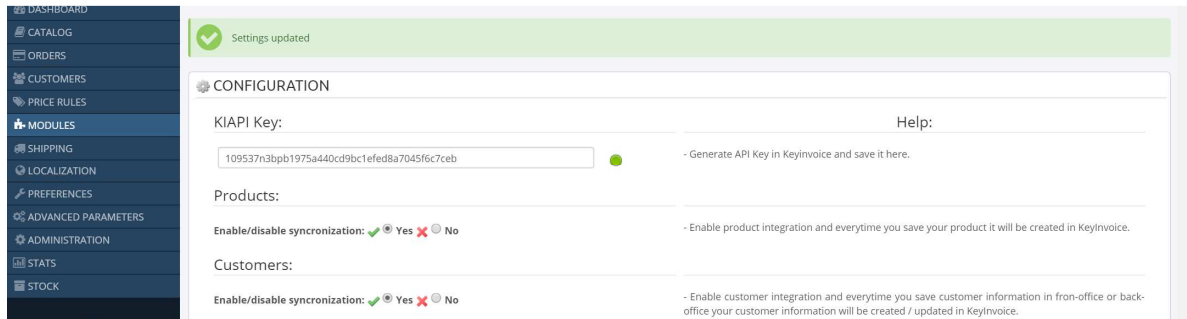


Search for KeyInvoice Connector Module and click “Configure”



Enable Customers Integration

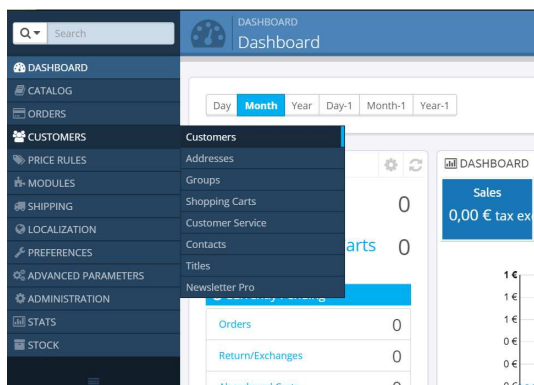
USING KEYINVOICE CONNECTOR - ENU



MANUAL CUSTOMER CREATION

If needed you can create or update a customer in Keyinvoice on demand.

Access Customer List: Customer -> Customer



Select a customer

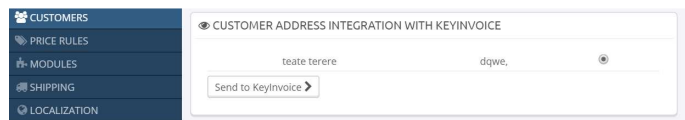
STATS	STOCK	24	Sra.	terere	teate	admin@qa.dizbanana.pt	--	✓	✓	✗	03/19/2016	--	
		23	Sra.	Farinha	Carla	miguelix.android@gmail.com	0,00 €	✓	✓	✗	03/12/2016	--	

Scroll down to KeyInvoice box

USING KEYINVOICE CONNECTOR - ENU



Select address to be integrated with KeyInvoice – The Vat Number is recorded in the address information, be sure to select the correct address.



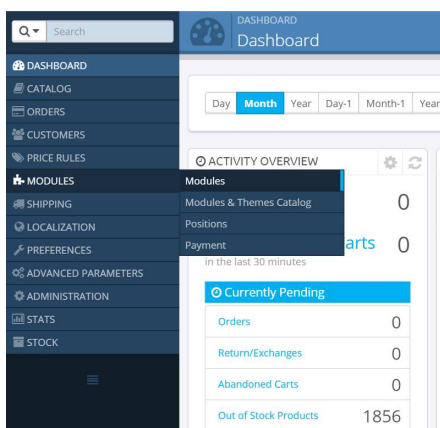
Click “Send to KeyInvoice”

ACTIVATE ORDERS INTEGRATION

You can choose to have your orders integrated with Keyinvoice, when integrated every time a customer creates an order in the front office a draft billing document is created in KeyInvoice

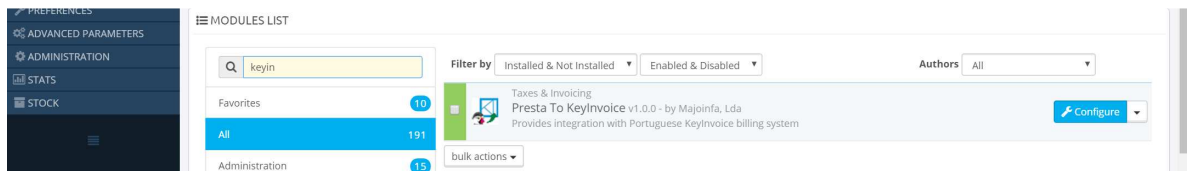
Login to your back office

Menu Modules -> Modules

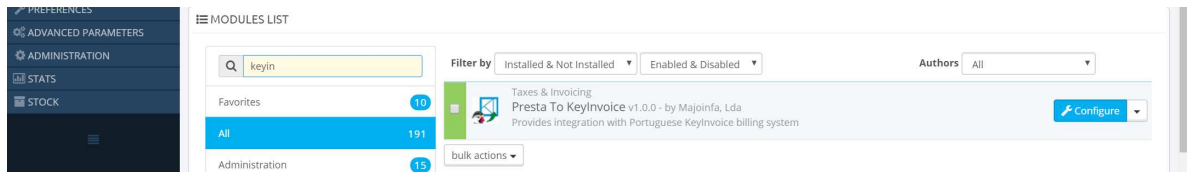


USING KEYINVOICE CONNECTOR - ENU

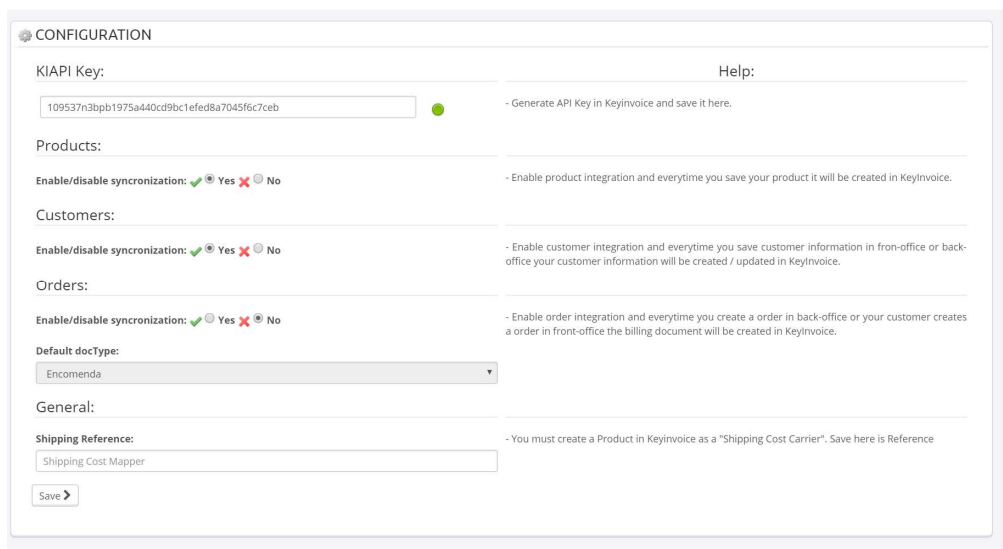
Search for KeyInvoice Connector Module



Click "Configure"



Enable Orders Integration



Choose the billing document that will be created in Keyinvoice

USING KEYINVOICE CONNECTOR - ENU

Default docType:
Encomenda

General:

Shipping Reference:
Shipping Cost Mapper

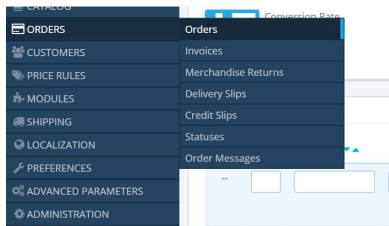
- You must create a Product in Keyinvoice as a "Shipping Cost Carrier". Save here is Reference

Save >

MANUAL BILLING DOCUMENT CREATION

If needed you can create a billing document in Keyinvoice on demand.

Access Orders List: Orders -> Orders



Choose an Order

ORDERS 46

ID	Reference	New client	Delivery	Customer	Total	Payment	Status	Date	PDF
46	GSVAVHSCV	0	Portugal	M. Carvalho	67,74 €	Pagamento por Multibanco	Em tratamento	03/19/2016 16:22:26	View
45	MRYDIPMBK	0	Portugal	C. Farinha	1 513,65 €	Pagamento por Multibanco	Em tratamento	03/19/2016 16:10:04	View

Scroll down to KeyInvoice box

USING KEYINVOICE CONNECTOR - ENU

The screenshot shows the KeyInvoice Connector interface. On the left is a sidebar with navigation links: DASHBOARD, CATALOG, ORDERS, CUSTOMERS, PRICE RULES, MODULES, SHIPPING, LOCALIZATION, PREFERENCES, ADVANCED PARAMETERS, ADMINISTRATION, STATS, and STOCK. The main area displays the 'ORDERS' section for 'Order GSVAVHSCV from Miguel Carvalho'. A yellow warning banner at the top states 'This product is out of stock Compact Action'. Below this, a summary bar shows: Date 03/19/2016, Total 67,74 €, Messages 3, and Products 1. The 'Dados Multibanco' section includes fields for Entidade (11802), Referência (553 004 663), and Valor (67.74 €), with buttons for 'Reenviar Referência ao Cliente' and 'Lembrar Cliente sobre pagamento'. The 'PRESTA TO KEYINVOICE' section has a 'Document Type' dropdown menu set to 'Factura-Recibo' and a 'Send to KeyInvoice' button.

Select the document type that will be created in KeyInvoice

This screenshot shows the 'PRESTA TO KEYINVOICE' section with the 'Document Type' dropdown menu open. The menu lists several options: Factura-Recibo, Factura, Encomenda, Guia de Remessa, Factura Simplificada, and Factura-Recibo (highlighted in blue). Below the dropdown is a 'Send to KeyInvoice' button. The interface also shows the order number #46 and buttons for 'Print order', 'No invoice', 'No delivery slip', and 'Standard refund'. At the bottom, it indicates 'STATUS 2' and 'DOCUMENTS 0'.

Click "Send to KeyInvoice"

This screenshot shows the 'PRESTA TO KEYINVOICE' section with the 'Document Type' dropdown menu set to 'Factura-Recibo'. The 'Send to KeyInvoice' button is highlighted, indicating the next step in the process.