



# Peppol- Documentation\_with\_Peppol

Deutsch

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Version: v0.1

# Documentation with Peppol



## Wichtige Ankündigung

Diese Seite befindet sich noch in der Entwicklung für die Übersetzung in Ihre Sprache. Vorläufig können Sie diese Seite auf Englisch nutzen.

In this section you will find a guide on how to have documentation being Peppol compliant and you will also find a guide on how all validation shall be visible once a your documentation is Peppol compliant.

## Creating Peppol-compliant Templates

Before you start having Peppol-compliant validations, you will need to create templates that are also Peppol-compliant. This will allow our system to automatically extract all the information from each element of each document.

You will start by creating a new template as usual; a more in-depth guide can be found on the [previous chapter](#) about creating a new template.

Once you have created this new template and added all the fields as usual, you shall trigger the system to be Peppol compliant. To do this, you shall click on the respective check-box that is situated at the bottom of the fields window, and all the Peppol-specific fields should also pop-up.



Search: <input type="text"/>					
Position	Article Number	Description	Quantity	Price Unit	Total Amount
1	665887	Ergonomic wireless, UA keyboard	10.0	59.99	665.89
2	556994	Encrypted USB drives, UA (64GB)	10.0	22.56	250.42
4	45	Web development, UA services (frontend, + bac	1.0	899.00	997.89
3	65	Data migration	1.0	2,999.00	3328.89
4 items found					Total amount: <u>5243.09</u>

### Prepayments/Payments done table

The second additional element that is available when using Peppol enabled validations is allowing to store all (pre)payments made for a specific validation.

Prepayments/Payments Made

Note, amounts that should be deducted must be negative numbers, unpaid amounts that should be added shall be positive numbers

Search:

Description	Amount	Add to
<input type="text"/>	<input type="text"/>	Net Amount <input type="button" value="v"/>

Add...

In order to add a new payment, it is as simple to add a new line into the table and save the values at the bottom of the validation's page.

#### Important

Please be aware that all the different payment values need to be inserted in relation to the document, which means that if a document has already been partially paid, the number inserted will be **negative**.

### Payment Terms indication table

The third additional element is the `Payment terms` field. In this table you shall enter any specific payment terms that the respective customer has requested.

Payment Terms		
2025-08-25	Received	Andre (andremartins.el003@gmail.com)
2025-08-25	Verified	Andre (andremartins.el003@gmail.com)

## Exportation of all items

In addition, you can also export all the different items into a file. You will have the ability to choose the export format as well as the template.

### Info

Please, make sure that you have a template that satisfies your satisfaction before exporting a validation.

To realise this operation, you will need to go to the edit page of the validation that you would like to export and navigate to the end of the data page.

Once there, you will be able to see all the selective fields where you can select the format of export as well as the template that you would like to use. Once you have selected your preference, you will only need to click on the **Export** button at the bottom of the page, and the file will automatically download to your system.

<div>Output Format</div> <div>CSV</div> <div>First template</div>	<div>Output Type</div> <div>As File</div>
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Submit