

Sterling e-Invoicing

User's Guide

Version 1.3

Sterling Commerce
An IBM Company

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Using Sterling e-Invoicing

Overview

Sterling e-Invoicing enables you to use electronic invoices (e-Invoices) while also maintaining the requisite legal compliance. This enables you to eliminate the paper trails that companies have to maintain for compliance with Value Added Tax (VAT) laws, including complying with all the audit requirements for tax purposes.

Sterling e-Invoicing uses the e-signature method of compliance, which uses digital signatures to allow the seller to sign an invoice digitally using keys approved by the government of the seller's country. The signature is then verified by the buyer and these signatures can be verified in future tax audits for their authenticity and integrity by re-verifying the signatures on archived invoices. The e-signature method of compliance is the preferred option of the tax authorities because it provides an unequivocal technical guarantee of the authenticity and integrity of the invoice.

Sterling Commerce has partnered with TrustWeaver™ to provide e-signature signing and verification through its on-demand service. All other e-Invoice functionality is created by Sterling Commerce. TrustWeaver offers products and on-demand services that support all of the necessary hardware and certificate authorities.

This documentation describes how to use Sterling e-Invoicing for your daily processing needs.

Prerequisites

The following are prerequisites to using Sterling e-Invoicing:

- ◆ The audience using this software should be familiar with the application, e-Invoicing, TrustWeaver, and Value Added Tax (VAT) compliance regulations.

Note: This documentation is not intended to explain e-Invoicing or how to use TrustWeaver software.

- ◆ You must have purchased an e-Invoicing license for use with the application.

Using Sterling e-Invoicing

Using Sterling e-Invoicing, you can perform many tasks, including the following:

- ◆ Edit, delete, import, export, search, and view agreements
- ◆ Edit and delete identities
- ◆ Edit global configuration information
- ◆ Use the Integrated Archive
- ◆ Create an external or custom archive
- ◆ Unpause your connection to TrustWeaver

Customer Support

Sterling Commerce fosters long-term business partnerships with its customers. Committed to customer satisfaction and quality support, Sterling Commerce Customer Support has a world-wide staff providing support 24 hours per day, 365 days per year. For assistance with installation, implementation, usage, or for enhancement information, contact Customer Support. Check your maintenance contract for details about the type of support you have purchased for your product.

Note: Customer Support cannot validate or certify VAT compliance or recommend how to maintain compliance. Contact SCI Sales and Professional Services for information on maintaining compliance. Customer Support is a technical resource, not a business resource.

Additionally, the Sterling Commerce Web site (<http://www.sterlingcommerce.com>) provides a wealth of information at your fingertips. The site includes information about e-commerce, a solutions database, document tracking tools, an issue tracking system, fix information, product and service documentation, workshop information, contact information, sunset and retirement schedules, and ordering information.

Before contacting Sterling Commerce Customer Support, we recommend that you review the documentation provided with your product. The documentation may help you to identify or resolve the problem you are experiencing.

Credentials Fulfillment

For Sterling e-Invoicing, you need to obtain credentials that establish your identity and authorize your install of the application to connect with the TrustWeaver server. Before you obtain a copy of Sterling e-Invoicing, you must provide an e-mail address and fax number for your technical contact to Sterling Commerce Sales.

Sterling Commerce will provide this contact information to TrustWeaver and TrustWeaver uses this contact information to send you the information you need to obtain credentials. This information will be provided in two parts for security purposes. The first part will be in an e-mail addressed to your technical contact, and the second part will be faxed to you from TrustWeaver. You will need both parts of this information to download the necessary digital certificates from a link that TrustWeaver will provide you in the e-mail they send to you. TrustWeaver will also add the e-mail address you provide to its list of subscribers, so they can notify you of critical product alerts and system status updates. For this reason, we recommend you provide an e-mail alias or group account that can be managed long-term, independent from an e-mail address of an individual employee.

To use these credentials, you must complete these tasks in sequential order:

Step Number	Task	For More Information
1	<p>Provide Sterling Commerce Sales with your contact information. When your order is fulfilled, you will receive an e-mail and a fax from TrustWeaver. The e-mail will include a password and the fax will contain your Control Code.</p> <p>Caution: You must retain this information in a secure place because you will need it when you pick up renewed certificates two years after your initial install.</p>	<p>If you do not receive the e-mail and fax from TrustWeaver, contact your Sterling Commerce account representative.</p> <p>If you are having trouble downloading the necessary certificates after receiving the e-mail and fax from TrustWeaver, open a Support Case with Sterling Commerce Customer Support.</p>
2	Download the CA and PKCS12 digital certificates (for authentication with the TrustWeaver server) from TrustWeaver.	To download the digital certificate, follow the instructions provided in <i>Obtaining Digital Certificates from TrustWeaver</i> on page 7.
3	Check in the CA and PKCS12 certificates to the application.	<i>Checking In Digital Certificates</i> on page 7
4	Configure the Check Expire service so you will be warned using your preferred output method at least 14 days prior to when your certificates expire, to avoid the risk of downtime when these certificates expire. We recommend that you use e-mail as the output method for alerts.	See <i>Managing Services and Adapters</i> for more information on configuring the Check Expire service.

Obtaining Digital Certificates from TrustWeaver

To obtain digital certificates from TrustWeaver:

- Contact TrustWeaver and register for credential download.

You will receive notification from TrustWeaver with a web link to the location from which you can download the certificates. The link will contain an email code, which is half of the certificate password. The other half of the password, the Control Code, will be faxed to you at the fax number you supply during registration.
- Once you have the link and your Control Code, you use the link to access the TrustWeaver web page from which you can download the CA certificate and the PKCS12 certificate. Download both certificates.
- Rename the .p12 file that you downloaded from step 2 to use the file extension .pfx.
- Follow the instructions below to check in the digital certificates.

Checking In Digital Certificates

To check in the CA and PKCS12 digital certificates so your invoices can be securely transported to and from TrustWeaver:

1. Save the certificate to a file on your local computer.
2. In the application, from the **Administration** menu, select **Trading Partner > Digital Certificates > CA**.
3. Next to Check in New Certificate, click **Go!** to check in the CA certificate.
4. **In the Filename** field, type or browse to the file name of the certificate and click **Next**.
5. Verify the name of the certificate you are checking in.

Note: For each certificate in the file you selected, the Certificate Name field contains a suggested name built out of the issuer relative distinguished name (RDN) and serial number of the certificate. Below the name is a summary of the identifying information in the certificate. For convenience, the application records the name of the certificate in its database. You can change the name to fit your file name conventions or to something easier to remember.

6. Next to **Validate When Used**, if you want to validate your certificate using one of the following options, select the appropriate validation options:
 - ◆ **Validity** – Verifies dates for the validity period of the certificate to check if they are still in effect. If the dates are not in effect, the certificate is not used.
 - ◆ **Auth Chain** – Constructs a chain of trust for certificates that are not self-signed. If a chain of trust cannot be constructed using valid certificates, the certificate is not used. If the certificate is self-signed, this option verifies only the certificate signature.
 - ◆ **CRL Cache** – Checks the Certificate Revocation List (CRL) in the CRL cache to ensure that the certificate is not revoked or in a held state.

Note: To use the CRL Cache option, you must have the CRL feature enabled and create business processes to download CRLs. The CRL Cache option displays only for certificates issued by a CA and does not display if you use a self-signed certificate.

7. If there is more than one CA certificate in the file you selected, you can check in each certificate by selecting the check box next to it.
8. Click **Finish** to check the CA certificate in to the application.
9. In the application, from the **Administration** menu, select **Trading Partner > Digital Certificates > System**.
10. Next to Check in PKCS12 Certificate, click **Go!** to check in the new PKCS12 certificate.
11. In the Specification page, complete the following fields and click **Next**.

Field	Description
Certificate Name	Type a unique and meaningful name for the PKCS12 certificate. Required

Field	Description
Private Key Password	Type the private key password. This is the password used to encrypt the PKCS12 certificate. Required. Note: The Private Key Password and Key Store Password are the same, and they are the concatenation of the email code and control code from <i>Obtaining Digital Certificates from TrustWeaver</i> on page 7. For example, if your password is xYKt and Control Code is A5hzTXpM, the concatenation of both is xYKtA5hzTXpM. You must retain the password and control code information because you will need it when you pick up renewed certificates two years after your initial install.
Key Store Password	Type the key store password. This is the password for the PKCS12 object. It may be the same as the private key password. Required. Note: The Private Key Password and Key Store Password are the same, and they are the concatenation of the email code and control code from <i>Obtaining Digital Certificates from TrustWeaver</i> on page 7. For example, if your password is xYKt and Control Code is A5hzTXpM, the concatenation of both is xYKtA5hzTXpM. You must retain the password and control code information because you will need it when you pick up renewed certificates two years after your initial install.
Filename (.pfx)	Type the filename of the certificate or click Browse to select the file name of the PKCS12 certificate. Required.

12. Next to **Validate When Used**, if you want to validate your certificate using one of the following options, select the appropriate validation options:

- ◆ Validity – Verifies dates for the validity period of the certificate to check if they are still in effect. If the dates are not in effect, the certificate is not used.
- ◆ Auth Chain – Constructs a chain of trust for certificates that are not self-signed. If a chain of trust cannot be constructed using valid certificates, the certificate is not used. If the certificate is self-signed, this option verifies only the certificate signature.

13. If there is more than one PKCS12 certificate in the file you selected, you can check in each certificate by selecting the check box next to it.

14. Click **Finish** to check the PKCS12 certificate in to the application.

Picking Up Renewed Certificates in Two Years

You can download the CA and PKCS12 digital certificates again at any time if you retain the information provided to you in the e-mail and fax you receive from TrustWeaver.

Additionally, two years after you have downloaded the digital certificates for the first time, you will need to pick up the renewed certificates. TrustWeaver automatically makes these certificates available for you to pick up sixty days prior to the expiration of the certificates, and TrustWeaver will e-mail your registered contact to inform you that the renewed certificates are available for you to pick up.

You need to pick up the renewed certificates from TrustWeaver, and then either you can check in the certificates or SCI Professional Services can assist you with checking in the certificates.

Configuring the Check Expire Service

The application Check Expire service alerts you when certificates are about to expire, or have expired. The Check Expire service runs on a schedule (by default it runs daily at 2:30 AM), and reviews each checked-in certificate to compare its expiration date against the value set in the application (the default is 14 days). Any certificates that have already expired or will expire within the specified number of days are listed on your Admin Console Home page in **System Alerts**, **System Alerts on Dashboard**, and the **Event Viewer** under the **Operator** menu. These alerts remain in the system for 60 days.

Note: You need to configure the Check Expire service so you will be warned using your preferred output method at least 14 days prior to when your certificates expire, to avoid the risk of downtime when these certificates expire. We recommend that you use e-mail as the output method for alerts. See *Managing Services and Adapters* for more information about configuring the Check Expire service.

If Your Technical Contact Information Changes

If your technical contact information changes (specifically, your e-mail address or fax number), open a Support Case requesting a change of record through Support on Demand. Sterling Commerce will verify that you are authorized to obtain credentials.

If You Lose the Password And/Or Control Code

If you ever lose the password and/or control code information sent to you by TrustWeaver, open a Support Case requesting a replacement through Support on Demand. Sterling Commerce will verify that you are authorized to obtain credentials.

Maintenance Updates

If TrustWeaver updates its software, Sterling Commerce may need to provide an update to Sterling e-Invoicing. If an update is necessary, it will be posted on Support on Demand like standard maintenance patches are posted.

To use the Support on Demand Web site (free of charge):

1. Open your Internet browser and go to <http://www.sterlingcommerce.com>.
2. Select **Customer Support**.
3. In the Support on Demand box, click **LOGIN**.
4. Type your E-mail address and password.

If you do not have a Support on Demand password, follow the instructions on Support on Demand to request one.

5. Click **Login** and follow the online instructions.

Editing Global Configuration Parameters for e-Invoicing

Overview

Sterling e-Invoicing enables you to set global parameters to limit the maximum number of connections that can be established by Sterling e-Invoicing with TrustWeaver and the maximum size of invoices that can be sent to the TrustWeaver Server for processing. You need to set these parameters or accept the defaults to ensure that the TrustWeaver Server is not overloaded when you send data for signing or verification.

Editing the Global Parameters

To edit the global e-Invoicing parameters:

1. From the **Administration** menu, select **eInvoicing > Configuration**.
2. Next to **Edit Configuration Parameters**, click **Go!**.
3. Update the following TrustWeaver Configuration parameters:

Parameter	Definition
TrustWeaver Host	The name of the TrustWeaver Server. Required.
TrustWeaver URI	The name of the TrustWeaver Universal Resource Indicator representing incoming requests. Required.
CA Certificate	The digital security certificate used to provide authentication to TrustWeaver. Required. Note: The client certificate must be valid. A client certificate is only required by the Sign method.
System Certificate	The system certificate contains the private key the SSL server will use to communicate with TrustWeaver. Required. Note: To access information from TrustWeaver Server, you must establish an encrypted channel (SSL) to the server to ensure that only the intended client can read the information sent to and from the server. SSL is also used to authenticate the server, and a client authenticates the server through the SSL server certificate.

4. Click **Next**.
5. Update the following EInvoice Configuration Parameters or accept the defaults:

Parameter	Definition	Default Value
Maximum Invoice Size (MB)	The Maximum size of the invoice message that can be sent to the TrustWeaver Server. Required. Note: If the size of the SOAP request created by the TrustWeaver Request service (when it retrieves the primary document from process data) is greater than the value specified here, the process is stopped and an error is generated.	4

Parameter	Definition	Default Value
Maximum Open Connections	The maximum number of open connections that can be made with TrustWeaver Server. This parameter is used to ensure that the TrustWeaver Server is not overloaded with invoice messages. Required. Note: The number of open connections is limited by the Semaphore service.	5
Immediate Retry	Number of retries allowed when a self-correcting, transient error (essentially a hiccup in the processing that is not expected to be repeated, or not expected to last for long) is returned by the TrustWeaver Server. This parameter specifies the number of times to loop with a small pause between each loop. Required.	3
Delayed Retry	Number of retries allowed when a delaying error (a self-correcting, transient error, but an error that is expected to take some time to resolve) is returned by the TrustWeaver Server. This parameter specifies the number of times to loop with a pause between each loop. Required.	24
Immediate Retry Wait (sec)	Number of seconds to pause before retrying when a self-correcting, transient error occurs. Required.	200
Delayed Retry Wait (min)	Number of minutes to pause before retrying when a handling error occurs (and the error is transient and self-correcting but not immediately fixable). Required.	60
Time to wait for an available connection (sec)	The maximum number of seconds to wait to get a connection with the TrustWeaver Server. Note: This allows for a controllable amount of access as required by the application or resource. This may be useful for performance implications, because of limited resources or any other reason.	300

6. Click **Next**.
7. Click **Finish** to update the global parameters.

Managing TrustWeaver Connections

Overview

Sterling e-Invoicing enables you to set global parameters to specify the number of retries allowed when a self-correcting, transient error (essentially a hiccup in the processing that is not expected to be repeated, or not expected to last for long) is returned by the TrustWeaver Server. This parameter specifies the number of times to loop with a small pause between each loop. You are also able to configure the number of retries allowed when a delaying error (a self-correcting, transient error, but an error that is expected to take some time to resolve) is returned by the TrustWeaver Server. This parameter specifies the number of times to loop with a pause between each loop. Thus, Sterling e-Invoicing automatically pauses the connection to TrustWeaver when processing errors occur, but you can manually unpause the connection using the Lock Manager.

If there is a failure in connecting to the TrustWeaver Server for any reason, the error message “Not Found” is displayed, and re-validation is listed as failing.

When a resource is in use in Sterling e-Invoicing, the system locks the resource to prevent other users or resources from accessing it. When the resource is free, it is unlocked. However, with the necessary permission, you can unlock resources manually as well, even a resource that is currently in use for processing.

Resuming the Connection to TrustWeaver

If processing errors have occurred and the global e-Invoicing parameters you configured have caused Sterling e-Invoicing to suspend (pause) the connection to TrustWeaver, you can manually unpause the connection through the following:

1. From the **Administration** menu, select **Operations > Lock Manager**.
2. Use the search or list option to locate the locked resource you want to unlock.
3. In the Lock Manager search results page, under Lock, clear the check box next to the resource you want to unlock.
4. Click **OK**.

Editing and Deleting e-Invoice Identity Records

Overview

Every trading partner is represented by at least one record, referred to as an *identity*. An identity record describes the trading partner and contains information referenced when a business process involving the trading partner is executed. A trading partner can have more than one identity to represent the different ways it does business. For example, a company's central office procurement organization might be very different from its manufacturing supplies procurement organization, and in this case you need a separate identity record for each organization within the company.

A base identity is a regular identity that you can use as a starting point to create a new identity. The base identity maintains a link to the identity that inherited its properties. If you modify the base identity, all related identities (that is, ones that inherited the base identity properties) change, as well. When you create an identity record using a base identity, everything in the new identity is the same as in the base identity, except the identity name, description, and other unique parameters, such as unique identification numbers.

Note: If you plan to create many identities using the base identity, do not use the base identity in production. You should record the identities that are related to the base identity.

You must create an identity before you can create a transport, document exchange, delivery channel, packaging, profile, and (when required) a contract. Each of these components references an identity. For e-Invoicing, only an identity record is mandatory; the transport, document exchange, delivery channel, packaging, profile, and contract are only necessary if the standard you are using requires them.

You can edit or delete your identity records at any time.

Searching for Identity Records

To edit or delete an identity record, you must first specify the appropriate record. You can locate a specific identity record in two ways:

- ◆ Search for an identity by name.
- ◆ Select an identity from an alphabetical list.

Searching for an identity by name is more precise and provides fewer results. Searching from an alphabetical list will result in a list of all identities or all identities beginning with a specified letter or digit.

Searching for an Identity Record by Name

To search for an identity by name:

1. From the **Administration** menu, select **Trading Partners > Advanced > Identities**.
2. In the Search section, type the name of the identity. Case does not matter and you can type part of a name.

Sterling e-Invoicing returns a list of matches unless no identities meet the criteria you specified.

Searching for an Identity Record from a List

To select an identity from a list:

1. From the **Administration** menu, select **Trading Partners > Advanced > Identities**.
2. In the List section, select **All** or a specific letter or digit (0 - 9) and click **Go!**

Sterling e-Invoicing returns a list of matches unless no identities meet your criteria.

Viewing or Editing an Identity Record

To view or edit an identity record:

1. From the **Administration** menu, select **Trading Partners > Advanced > Identities**.
2. In the Identities page, in the **Search** section next to **Identity Name**, type the name of the identity you want to edit and click **Go!**
3. In the Identities page, next to the Identity Record you want to edit, click **edit**.
4. In the Information page, complete the following fields and click **Next**:

Field	Description
Name	Name of your organization. Required.
Reference URL	Internet address of your organization. Optional.
DUNS	Unique 9-13 character identification number of your organization, as issued by Dun & Bradstreet Corporation. Optional.
Identifier	Primary ID of your organization. Use DUNS number. Required.
Address Line 1	Conventional mailing address of your organization. Required.
Address Line 2	Additional mailing address information of your organization. Optional.
City	City where your organization is located. Required.
State or Province	State or province where your organization is located. Optional.
Zip or Postal Code	ZIP Code or postal code where your organization is located. Optional.
E-mail Address	E-mail address of your organization. Optional.
Telephone Number	Telephone number of your organization. Optional.
Time Zone	Time zone where your organization is located. Optional.
Country	Country where your organization is located. Optional.
Federation Peers	Discovery point URL for the trading partner you want to associate this identity with. Optional.
VAT ID	The VAT transaction tax identifier. Optional. Note: When you add VAT IDs to an identity, an associated permission ID is created, and the user is assigned that permission ID.

Field	Description
Internal Notification E-Mail	The internal e-mail address to which you want error notifications to be sent. Optional.
Lookup ID	The identifier used to look up the e-Invoice agreement. Optional.
Lookup ID Comments	Any comments regarding the identifier used to look up the e-Invoice agreement. Optional.

5. Click **Next** to access the Confirm page.
6. Click **Finish** to update the identity.

Deleting an Identity Record

To delete an identity record:

1. From the **Administration** menu, select **Trading Partners > Advanced > Identities**.
2. In the Identities page, in the **Search** section type the name of the identity for the identity you want to edit and click **Go!**
3. In the Identities page, next to the Identity Record you want to delete, click **delete**.

Using e-Invoice Agreements

Overview

An agreement is a configurable object that relates two e-Invoice parties (the “supplier” and the “buyer”), and stores their e-Invoice processing options (including any “on behalf” options). It is linked to the supplier and buyer identities.

Note: The agreement is a relationship object that enables the necessary legal separation of supplier and buyer e-Invoicing steps.

You must have an e-Invoice agreement for each trading partner with whom you will be exchanging e-Invoices.

Agreements are viewed as “resources” by Sterling e-Invoicing and, as such, they are versioned through the Version Manager, and importable and exportable through the Source Manager.

Source Manager

The Source Manager enables you to edit and delete agreements. It also displays the following information about an agreement:

- ◆ Date and time the agreement was created
- ◆ User name of the person who created the agreement
- ◆ Comments about changes that have been made to the agreement

Version Manager

The Version Manager enables you to select a default version of an agreement if there are two or more versions of the agreement.

The Version Manager also displays the following information about an agreement:

- ◆ Date and time the agreement was created
- ◆ User name of the person who created the agreement
- ◆ Comments about changes that have been made to the agreement

Searching for Agreements

To edit or delete an agreement, you must first specify the appropriate agreement. You can locate a specific agreement in five ways:

- ◆ Search for an agreement by name.
- ◆ Search for an agreement by associated identity.
- ◆ Search for an agreement by country code.
- ◆ Search for an agreement by VAT ID.
- ◆ Select an agreement from an alphabetical list.

Searching for an agreement by name, identity, country code, or VAT ID is more precise and provides fewer results. Searching from an alphabetical list will result in a list of all agreements or all agreements beginning with a specified letter or digit.

After you have found the appropriate agreement, you can manage it through the Source Manager and the Version Manager.

Searching for an Agreement by Name, Identity, Country Code, or VAT ID

To search for an agreement by name, identity, country code, or VAT ID:

1. From the **Administration** menu, select **eInvoicing > Agreements**.
2. In the Search section, type the name of the agreement, the identity, the country code, or the VAT ID. Case does not matter and you can type part of a search parameter.

Sterling e-Invoicing returns a list of matches unless no agreements meet the criteria you specified.

Note: A message is displayed if any agreements are not displayed in the search results page because the user does not have sufficient permissions assigned to his or her user account.

Searching for an Agreement from a List

To select an agreement from a list:

1. From the **Administration** menu, select **eInvoicing > Agreements**.
2. In the List section, select **All** or a specific letter or digit (0 - 9) and click **Go!**

Sterling e-Invoicing returns a list of matches unless no agreements meet your criteria.

Creating an e-Invoice Agreement

To create an e-Invoice agreement:

1. From the Administration menu, select **eInvoicing > Agreements**.
2. In the Agreements page, in the **Create** section next to **New Agreement**, click **Go!**
3. In the New Agreement page, complete the following parameters, as appropriate, and click **Next**.

Field	Description
Name	Unique name of the agreement. Required.
Comments	A brief description of the agreement being created. Required.
Supplier Identity	Identity of the Supplier. Optional. Note: You must have already created this identity in Sterling e-Invoicing.
Buyer Identity	Identity of the Buyer. Optional. Note: You must have already created this identity in Sterling e-Invoicing.
Message Type	Type of message. This parameter enables you to specify the type of message exchanged if you have multiple agreements with the same supplier/buyer information but use different message types. Optional.

Field	Description
Supplier Processing Option	<p>Indicates which process option is used by the supplier. Optional. The valid values are:</p> <ul style="list-style-type: none"> ◆ No Processing <p>Note: If you select No Processing for the supplier, this processing option will not be available for the buyer.</p> <ul style="list-style-type: none"> ◆ Sign and Archive (integrated) ◆ Sign and Archive (external) ◆ Sign and Archive (custom)
Business Process for Supplier Custom Archive (if applicable)	<p>Business process to be executed. Optional.</p> <p>Note: This parameter is only valid if you selected Sign and Archive (custom) for Supplier Processing Option.</p>
Buyer Processing Option	<p>Indicates which process option is used by the buyer. Optional. The valid values are:</p> <ul style="list-style-type: none"> ◆ No Processing <p>Note: If you select No Processing for the buyer, this processing option will not be available for the supplier.</p> <ul style="list-style-type: none"> ◆ Verify Signature and Archive (integrated) ◆ Verify Signature and Archive (external) ◆ Verify Signature and Archive (custom)
Business Process for Buyer Custom Archive (if applicable)	<p>Business process to be executed. Optional.</p> <p>Note: This parameter is only valid if you selected Sign and Archive (custom) for Buyer Processing Option.</p>
Business Process for Post-Processing	<p>This is the business process to run after the e-Invoicing business process is executed.</p> <p>Note: For example, if prior to implementing Sterling e-Invoicing, you would create invoices using one of the enveloping services (X12 Enveloping service, EDIFACT Enveloping service, Generic Envelope service, and so forth) and the invoice envelope definition would contain a business process that would run after the enveloping was finished (to send the invoices to your trading partner). That business process is considered to be your “post- process.” For e-Invoicing, the “post-process” is replaced by the e-Invoicing process. This parameter allows you to specify that the regular post process will be automatically run after the e-Invoicing process.</p>
Document Format	<p>Document format for this agreement. Optional. The valid values are:</p> <ul style="list-style-type: none"> ◆ GENERIC (default) ◆ PDF ◆ XML

Field	Description
Digital Signature Format	<p>The format of the digital signature used. Optional. The valid values are:</p> <ul style="list-style-type: none"> ◆ PKCS7 (default) ◆ SMIME ◆ XMLSIG ◆ XMLCON <p>Note: Use the XMLCON format if you need to produce XML signatures that support a double-signature (for example, signatures for two countries). We recommend you use XMLCON format instead of XMLSIG. The XMLCON signature format is not valid with PDF or GENERIC document formats; it is only valid with XML-formatted documents.</p> <ul style="list-style-type: none"> ◆ PDF
Test / Production Indicator	<p>Whether the e-Invoice process is in test mode. Optional. The valid values are:</p> <ul style="list-style-type: none"> ◆ Test ◆ Production (default)
Map for Translation to Canonical Format	The map used to translate the invoice to the canonical format. Optional.
Notify Internal Contact on Supplier-side Error	Whether to notify the internal contact when supplier-side errors occur. Valid values are: Yes (notify - this is the default) and No (do not notify).
Notify Internal Contact on Buyer-side Error	Whether to notify the internal contact when buyer-side errors occur. Valid values are: Yes (notify - this is the default) and No (do not notify).

Viewing or Editing an e-Invoice Agreement

To view or edit an e-Invoice agreement:

1. From the **Administration** menu, select **e-Invoicing > Agreements**.
2. In the Agreements page, in the **Search** section, type the search parameter for the agreement you want to edit and click **Go!**
3. Next to the agreement name, click **source manager**.
4. In the Source Manager, click **edit**.
5. In the Agreement Settings page, update the following parameters, as appropriate, and click **Next**.

Field	Description
Comments	A brief description of the agreement being created. Required.
Supplier Identity	<p>Identity of the Supplier. Optional.</p> <p>Note: You must have already created this identity in Sterling e-Invoicing or click Add to add a new identity.</p>

Field	Description
Buyer Identity	Identity of the Buyer. Optional. Note: You must have already created this identity in Sterling e-Invoicing or click Add to add a new identity.
Message Type	Type of message. This parameter enables you to specify the type of message exchanged if you have multiple agreements with the same supplier/buyer information but use different message types. Optional.
Supplier Processing Option	Indicates which process option is used by the supplier. Optional. The valid values are: <ul style="list-style-type: none"> ◆ No Processing Note: If you select No Processing for the supplier, this processing option will not be available for the buyer. <ul style="list-style-type: none"> ◆ Sign and Archive (integrated) ◆ Sign and Archive (external) ◆ Sign and Archive (custom)
Business Process for Supplier Custom Archive (if applicable)	Business process to be executed. Optional. Note: This parameter is only valid if you selected Sign and Archive (custom) for Supplier Processing Option .
Buyer Processing Option	Indicates which process option is used by the buyer. Optional. The valid values are: <ul style="list-style-type: none"> ◆ No Processing Note: If you select No Processing for the buyer, this processing option will not be available for the supplier. <ul style="list-style-type: none"> ◆ Verify Signature and Archive (integrated) ◆ Verify Signature and Archive (external) ◆ Verify Signature and Archive (custom)
Business Process for Buyer Custom Archive (if applicable)	Business process to be executed. Optional. Note: This parameter is only valid if you selected Sign and Archive (custom) for Buyer Processing Option .
Business Process for Post-Processing	This is the business process to run after the e-Invoicing business process is executed. Note: For example, if prior to implementing Sterling e-Invoicing, you would create invoices using one of the enveloping services (X12 Enveloping service, EDIFACT Enveloping service, Generic Envelope service, and so forth) and the invoice envelope definition would contain a business process that would run after the enveloping was finished (to send the invoices to your trading partner). That business process is considered to be your “normal process.” For e-Invoicing, the “normal process” is replaced by the e-Invoicing process. This parameter allows you to specify that the “normal process” will be automatically run after the e-Invoicing process.
Document Format	Document format for this agreement. Optional. The valid values are: <ul style="list-style-type: none"> ◆ GENERIC (default) ◆ PDF ◆ XML

Field	Description
Digital Signature Format	<p>The format of the digital signature used. Optional. The valid values are:</p> <ul style="list-style-type: none"> ◆ PKCS7 (default) ◆ SMIME ◆ XMLSIG ◆ XMLCON <p>Note: Use the XMLCON format if you need to produce XML signatures that support a double-signature (for example, signatures for two countries). We recommend you use XMLCON format instead of XMLSIG. The XMLCON signature format is not valid with PDF or GENERIC document formats; it is only valid with XML-formatted documents.</p> <ul style="list-style-type: none"> ◆ PDF
Test / Production Indicator	<p>Whether the e-Invoice process is in test mode. Optional. The Valid values are:</p> <ul style="list-style-type: none"> ◆ Test ◆ Production (default)
Map for Translation to Canonical Format	<p>The map used to translate the invoice to the canonical format. Optional.</p> <p>Note: The list contains all maps checked in to the system.</p>
Notify Internal Contact on Supplier-side Error	<p>Whether to notify the internal contact when supplier-side errors occur. Valid values are: Yes (notify - this is the default) and No (do not notify).</p>
Notify Internal Contact on Buyer-side Error	<p>Whether to notify the internal contact when buyer-side errors occur. Valid values are: Yes (notify - this is the default) and No (do not notify).</p>

6. In the Set Default Version page, select the version of the agreement to use as the default and click **Save**.
7. In the Confirm page, click **Finish** to save the agreement.

Specifying Default Agreements

The default agreement is the version of the agreement that is available at the start of a business process. You can specify a default agreement only if you have two or more versions of the agreement. One version must be selected as the default.

To specify a default agreement:

1. From the **Administration** menu, select **e-Invoicing > Agreements**.
2. Find the agreement you want and click **version manager**.
3. Select the version you want to make the default and click **Save**.

Sterling e-Invoicing displays the following message: *Agreement version has been successfully updated.*

Deleting an e-Invoice Agreement

To delete an e-Invoice agreement:

1. From the **Administration** menu, select **e-Invoicing > Agreements**.
2. In the Agreements page, in the **Search** section, type the search parameter for the agreement you want to edit and click **Go!**
3. Next to the agreement name, click **source manager**.
4. In the Source Manager, select one of the following:
 - ◆ To delete a selected version of an agreement, select the delete box next to the version you want to delete and click **Go!** next to **Delete Selected Versions**.
 - ◆ To delete all versions of the agreement, click **Go!** next to **Delete All Versions**.

Exporting an Agreement

In Sterling e-Invoicing, the agreement is considered to be a resource, and must be in the proper format. The Export feature copies and converts resources that you specify into a file in one of the following formats importable formats, according to your needs:

- ◆ XML - Enables you to transfer data or resources between two existing systems.
- ◆ Installable bundle - Optionally enables you to load the data during an installation on a new system.

When you perform an export, you select to export one or more types of resources to export (such as agreements). Then, the export wizard provides options for specifying by version and resource tag which copies of each selected resource you want to export. The version-related options are:

- ◆ Standard export - For selected resources, the export copies non-versioned resources and the default version of versioned resources.
- ◆ Advanced export - For your selected resources, the export copies non-versioned resources and, for versioned resources, enables you to choose either to export only default versions or all versions.

In any export procedure, you can export resources that are associated with a particular resource tag or choose to export resources independently of any association with a tag. Resources associated with a tag are not tied to the tag; you can export them without selecting the associated tag.

Note: Agreements are associated with the **eInvoicing** resource tag.

Exporting Agreements Associated with a Resource Tag

To export all agreements associated with a resource tag:

1. From the **Administration** menu, select **Deployment > Resource Manager > Import/Export**.
2. Next to **Export Resources**, click **Go!**
3. Indicate the type of format to export to, XML Document or Install Bundle, and click **Next**.
4. Select **Yes** to export resources associated with a tag, select the appropriate resource tag (such as eInvoicing), and click **Next**.

5. Does the system require a passphrase?
 - ◆ If Yes, enter the passphrase (the password you use when you log in to the application).
 - ◆ If No, the passphrase page does not display; proceed to the next step.
6. Are private certificates included in the resources associated with this tag?
 - ◆ If Yes, indicate whether to export private certificates that are associated with the resource tag.
 - ◆ If No, this page does not display; proceed to the next step.
7. Click **Finish** to create the export file.
8. When the message, *The system update completed successfully* is displayed:
 - ◆ Click **View Export Report** to see status information to confirm the export of each resource associated with the selected resource tag, if desired.
 - ◆ Click **Download Export data** to download the export file to a hard drive or disk where you will store it.
9. In the **File Download** dialog box, click **Save**.
10. In the **Save As** dialog box, select the location to which to save the file, and click **Save**.

Exporting Agreements Not Associated with a Resource Tag

To export agreements that are not associated with a resource tag:

1. From the **Administration** menu, select **Deployment > Resource Manager > Import/Export**.
2. Next to **Export Resources**, click **Go!**
3. Indicate the type of format to export to, XML Document or Install Bundle, and click **Next**.
4. Select **No** to indicate that you do not want to export resources associated with a tag.
5. On the Export Type page, indicate the type of export to perform for agreements that have multiple saved versions in the system. Options are:
 - ◆ Standard – Export the default version of selected versioned resources.
 - ◆ Advanced – Enables you to choose, through wizard selections, whether to export only default versions or all versions of selected resources.
6. Select the types of resources you want to export and click **Next**.
7. On the Agreement selection page, complete the following tasks:
 - ◆ Select the appropriate resource(s) from the Available box.
 - ◆ If you selected Advanced export option and you want to export all versions of each resource you select on this page, select **Export All Versions**, located below the Available pane (this option does not display if you selected the Standard export option).
 - ◆ Click **Next**.

If you selected Standard export option, the system automatically exports only the default version of the resources you select here.
8. Click **Finish** to create the export file.

9. When the message, *The system update completed successfully* is displayed:
 - ◆ Click **View Export Report** to see status information to confirm the export of each resource associated with the selected resource tag, if desired.
 - ◆ Click **Download Export data** to download the export file to a hard drive or disk where you will store it.
10. In the File Download dialog box, click **Save**.
11. In the Save As dialog box, select the location to which to save the file, and click **Save**.

Importing an Agreement

When you import resources, the process converts an XML file or installable bundle into the resources format. The import process replaces non-versioned resources with the new data and appends new versions of a resource to existing versioned resources, although you can choose whether to overwrite existing data as part of the import process selections.

During import, the application creates a backup .xml file of resources as they existed prior to import. This enables you to overwrite existing data without fear of losing the data permanently. Using the backup file, you can import the old data back into the application, if needed.

To import resources:

1. From the **Administration** menu, select **Deployment > Resource Manager > Import/Export**.
 2. On the Import/Export page, next to **Import Resources**, click **Go!**
 3. Type the path and name of the file to import, or use **Browse** to locate and select it, and click **Next**.
If the import returns a message that the file contains errors, you can either select the file and click **Next** again to continue the import, or click **Cancel** to stop the import process.
 4. Do you want to create a resource tag for the data being imported?
 - ◆ If Yes, type a name and description for the new resource tag and click **Next**.
 - ◆ If No, click **Next**.
 5. Indicate whether you want to update objects that may already exist in the application with objects from the import, and click **Next**.
For each type of resource included in the import file, the wizard displays a corresponding resource selection page.
 6. From the Agreement selection page, select the agreement or agreements to import and click **Next**.
- Note:** Agreements may require you to type the passphrase (the password you use to log in to the application) before completing the import.
7. To update the application with the imported data, click **Finish**.
This process may take several minutes, depending on the volume of resources being imported.
 8. When the message, *The system update completed successfully* is displayed, click **View Import Report** to see the import report.
 9. Does the option to download data that failed to import display?

- ◆ If Yes, errors occurred during import. To view the XML file containing the names of objects that did not import, click **Download** next to **Data which failed to Import**.
- ◆ If No, proceed to the next step.

10. Do you want to create a backup file containing the related resource data as it existed prior to your import procedure?

Note: We recommend that you create the backup file.

- ◆ If Yes, next to **Data in SI before Import**, click **Download**.
- ◆ If No, the import is complete. Skip the next step.

Caution: Completing this step is very important. If you do not download the backup file to a hard drive or disk, you will lose your record of the data as it existed prior to import.

11. In the Save As dialog box, change the default filename from backup.xml to a unique, meaningful name for this backup, and then click **Save**.

Using the Integrated Archive

Sterling e-Invoicing enables you to send a signed or an unsigned electronic invoice to your trading partners, and enables your trading partners to send the invoice to TrustWeaver to sign (if the invoice is not signed already), or to validate (if the invoice is signed). The signed and validated invoice is archived for future auditing by your company and tax auditors. This archiving can be performed using an internal database or an external database. If you wish to store the archive in your own database then you need to choose external archive.

The Integrated Archive is an invoice archive that stores signed and validated invoices for up to eleven years, including the original signed invoice and supporting auditable details created by TrustWeaver when signing or verifying the electronic signature. The access to this archive is based on permissions you set.

Note: An error is generated if the user is unable to access the Integrated Archive (for example, if your user account does not have required permissions such as EINV_VIEW_INVOICE (permission to view the invoice data), EINV_DOWNLOAD_INVOICE (permission to download the invoice data), or INV_REVALIDATE_INVOICE (permission to re-validate the invoice)).

The Integrated Archive is not stored in the existing application database--all the invoice data is stored in a separate database. If you handle e-Invoicing on behalf of your trading partners, the Integrated Archive may contain invoices for many distinct legal entities.

Caution: Under no circumstances should you ever directly delete or update rows in your production integrated archive database.

In the online Integrated Archive and reports, the date format, time format, and decimal separators used are taken from the invoicing.properties file. See *invoicing.properties* on page 42 for more information on this properties file.

The Integrated Archive specifies if the invoice is archived from the buyer or supplier. If a user only has the buyer permission associated with his or her user account, he or she cannot access (even to view) the supplier side invoices, and vice versa. If a user has buyer and supplier permissions, the user can view all the invoices.

Sterling e-Invoicing automatically timestamps invoices, individually or in batches, based on a per-invoice expiration of the time period and parameters you specify in the agreement with that trading partner. Additionally, invoices that are signed and archived where the supplier or buyer country code is IT (Italy) must be timestamped by an accredited Italian timestamping authority.

Sterling e-Invoicing Integrated Archive feature offers the following benefits:

- ◆ You can search the archive for specific invoices.
- ◆ You can re-validate invoices or download the re-validation report.

Note: Invoice re-validation invokes TrustWeaver.

- ◆ View a human readable representation (canonical format) of the invoice, including mandatory business data fields required by EU115.
- ◆ View and download the original signed invoice data, including timestamp information.
- ◆ You can view audit entries for invoices.

Note: The audit trail is a log of every action a user performed on the invoice.

- ◆ You can view summary reports for the archived invoices.

Once an invoice on the buyer side has been validated, it must legally be archived. Therefore, the eInvoice Archive service supports archival when the key information generated by Sterling e-Invoicing (buyer VAT, supplier VAT, invoice number, invoice date) is missing or duplicated. If an invoice being archived has a key that matches an existing entry, the invoice report, summary report, and search page are populated with a Global Usage Identifier. Otherwise, it is populated with the string “0” (zero). And, if the key fields are missing, they will be populated as indicated in the table below.

Missing Field	Populated Value	Example
Supplier VAT	Asterisk followed by the VAT value used to match the agreement	*UKSUPVAT
Buyer VAT	Asterisk followed by the VAT value used to match the agreement	*UKBUYVAT
Invoice Number	The fixed string “**”	*
Invoice Date	The invoice date (for example, January 1, 1970)	1970-01-01

In the Integrated Archive reports, a single asterisk (*) indicates a Missing or Invalid value (for the VAT IDs, the asterisk is followed by the VAT from the agreement), and a double asterisk (**) indicates a duplicate invoice. If the invoice number is missing and it is also a duplicate, the report will display a single asterisk, some whitespace, and then two asterisks.

In addition, for the invoice report, if an invoice is rejected because it is a duplicate or it contains missing or invalid data, then the word **REJECTED** appears at the top of the report.

The naming conventions for the files that you can download from the Integrated Archive is as follows:

Downloadable File Type	File Name
Raw Invoice	invoice_number.dat
Jar containing Invoice and Details	invoices.zip
Jar containing one or more invoice_number.jar(s)	invoices.jar

Invoice Status

The following table explains what invoice status means in various situations:

Incoming Status ID of the Invoice	Overall Status of the Invoice in the Archive Database	Overall Status of the Invoice
Action - Signing/Validation of Invoice		
SIGNED/VALIDATED	N/A	SUCCESS
DUPLICATE/DATA ERROR	N/A	FAILED
Action - Timestamping		
TIMESTAMPED	SUCCESS	SUCCESS_AND_TIMESTAMPED

Incoming Status ID of the Invoice	Overall Status of the Invoice in the Archive Database	Overall Status of the Invoice
TIMESTAMPED	FAILED (due to timestamping failure)	SUCCESS_AND_TIMESTAMPED
TIMESTAMPED	FAILED (due to revalidation failure)	FAILED_TIMESTAMPED
TIMESTAMPED	FAILED (due to duplicate or missing data)	FAILED_TIMESTAMPED
TIMESTAMPED	FAILED (custom update with type FAILED)	FAILED_TIMESTAMPED
TIMESTAMP_FAILED	Does not matter	FAILED
Action - Revalidation		
REVALIDATED/TIMESTAMP VERIFIED_AND_REVALIDATED	SUCCESS	SUCCESS
REVALIDATED/TIMESTAMP VERIFIED_AND_REVALIDATED	SUCCESS_AND_TIMESTAMPED	SUCCESS_AND_TIMESTAMPED
REVALIDATED/TIMESTAMP VERIFIED_AND_REVALIDATED	FAILED_AND_TIMESTAMPED (due to revalidation failure)	SUCCESS_AND_TIMESTAMPED
REVALIDATED/TIMESTAMP VERIFIED_AND_REVALIDATED	FAILED (due to revalidation failure)	SUCCESS
REVALIDATED/TIMESTAMP VERIFIED_AND_REVALIDATED	FAILED_AND_TIMESTAMPED (due to duplicate or missing data)	FAILED_AND_TIMESTAMPED
REVALIDATED/TIMESTAMP VERIFIED_AND_REVALIDATED	FAILED_AND_TIMESTAMPED (CUSTOM update with type FAILED)	FAILED_AND_TIMESTAMPED
REVALIDATED/TIMESTAMP VERIFIED_AND_REVALIDATED	FAILED (CUSTOM update with type FAILED)	FAILED
REVALIDATION_FAILED	SUCCESS	FAILED
REVALIDATION_FAILED	FAILED	FAILED
REVALIDATION_FAILED	FAILED_AND_TIMESTAMPED	FAILED_AND_TIMESTAMPED
REVALIDATION_FAILED	SUCCESS_AND_TIMESTAMPED	FAILED_AND_TIMESTAMPED
Action - Download		
DOWNLOADED	Does not matter	Copy the previous overall status
Action - Update through Archive Status Update Service		
CUSTOM_FAILED	SUCCESS	FAILED
CUSTOM_FAILED	FAILED	FAILED
CUSTOM_FAILED	SUCCESS_AND_TIMESTAMPED	FAILED_AND_TIMESTAMPED
CUSTOM_FAILED	FAILED_AND_TIMESTAMPED	FAILED_AND_TIMESTAMPED
CUSTOM_INFO	Does not matter	Copy the previous overall status

Before you Begin

Before you use the Integrated Archive, you need to configure the eInvoice Archive service. See *eInvoice Archive Service* for more details.

Searching the Integrated Archive

To search for invoice information:

1. From the **Administration** menu, select **eInvoicing > Integrated Archive**.
2. In the **Search** section, specify any combination of the following search criteria, as appropriate:

Note: The search is not case-sensitive.

Field	Description	Action
Invoice Number	The number of the invoice.	Type the invoice number.
Invoice Date From	The starting date from which to search for invoices.	Using the following formats, type a starting date and select AM or PM : <ul style="list-style-type: none"> ◆ Date – MM/DD/YYYY ◆ Time – HR:MN:SC
Invoice Date To	The ending date to which to search for invoices.	Using the following formats, type an end date and and select AM or PM .: <ul style="list-style-type: none"> ◆ Date – MM/DD/YYYY ◆ Time – HR:MN:SC
Supplier Name	The name of the supplier.	Type the supplier name.
Supplier VAT ID	The Value-Added Tax identifier for the supplier.	Type the supplier's VAT ID.
Supplier's Tax Representative	The tax representative (tax auditor) for the supplier.	Type the name of the supplier's tax auditor.
Buyer Name	The name of the buyer.	Type the buyer name
Buyer VAT ID	The Value-Added Tax identifier for the buyer.	Type the buyer's VAT ID.
Archive Date From	The starting date to search for archived invoices. Note: The default search period is one month.	Using the following format, type a starting date and select AM or PM : <ul style="list-style-type: none"> ◆ Date – MM/DD/YYYY
Archive Date To	The ending date to search for archived invoices. Note: The default search period is one month.	Using the following format, type an end date and select AM or PM .: <ul style="list-style-type: none"> ◆ Date – MM/DD/YYYY

Field	Description	Action
Status	The status of the invoice.	Select one of the following statuses: <ul style="list-style-type: none"> ◆ ANY ◆ SUCCESS ◆ FAILED
Role	The role of the entity sending the invoice.	Select one of the following roles: <ul style="list-style-type: none"> ◆ ANY ◆ SUPPLIER ◆ BUYER
BP ID	The business process identifier.	Type the identifier for the business process used to process the invoice.
Test / Production Indicator	Whether the invoice is test or production.	Select the usage code: <ul style="list-style-type: none"> ◆ Test ◆ Production (default)

3. Click **Go!** The Invoices page opens, listing the invoices that match your search criteria.

Note: A message is displayed if any of the invoices are not displayed because the user does not have sufficient permissions assigned to his or her user account.

Note: If you need to reset your search criteria, click **Reset**.

The Invoices page contains the following information for each invoice listed:

Field	Description
Invoice Number	The number of the invoice. This parameter also contains icons to access the raw invoice, the details, and the audit entries.
(Status)	An icon indicating the status of the invoice. Icons indicate: success, failure, success and timestamped, or failure and timestamped.
Role	The role of the entity sending the invoice. Valid values are: <ul style="list-style-type: none"> ◆ S (Supplier) ◆ B (Buyer)
Invoice Date	The date of the invoice.
Supplier Name	The name of the supplier.
Supplier VAT ID	The Value-Added Tax identifier for the supplier.
Buyer Name	The name of the buyer.
Buyer VAT ID	The Value-Added Tax identifier for the buyer.
Total Amount	The total amount of the entire invoice.
VAT Amount	The VAT amount for the entire invoice.

Field	Description
CCY	Currency code for the Total Amount and VAT Amount.
Archive Date	The date the invoice was archived.
Re-Validation Date	Either a date the invoice was last re-validated or enter N/A , which indicates that the invoice has not been re-validated.
BP ID	The business process identifier.
Detail Report	Displays the invoice report for the selected invoice or invoices.
Download	Downloads the invoice details for the selected invoice or invoices.
Revalidate	Re-validates the selected invoice or invoices.
Summary Report	Displays a summary for the selected invoice or invoices.

Viewing the Raw Invoice

To view raw invoice information:

1. From the **Administration** menu, select **eInvoicing > Integrated Archive**.
2. In the **Search** section, specify the appropriate search criteria and click **Go!**
The Invoices page opens, listing the invoices that match your search criteria.
3. Locate the invoice number for which you want to view the raw invoice data and click the icon corresponding to **Raw Invoice**.
The Document Format, Signature Format, and raw invoice data are displayed in a separate window.
4. To print the raw invoice data, right-click the window and select **Print**.

Viewing an Invoice Report

To view a report for one or more selected invoices:

1. From the **Administration** menu, select **eInvoicing > Integrated Archive**.
2. In the **Search** section, specify the appropriate search criteria and click **Go!**
The Invoices page opens, listing the invoices that match your search criteria.
3. Locate the invoice number for which you want to view the report and select the checkbox next to it.
You can select multiple invoices or select all displayed invoices using the **Select All** checkbox.
4. Next to **Detail Report**, select the format in which you want to view the report information (HTML, PDF, or XLS).
5. Click **Detail Report**. The information contained in the report includes the following:

Note: The report uses the date format and decimal separator defined in the **invoicing.properties** file.

Field	Description
Original Invoice Number	The number of the invoice.
Date	The date the detail report was generated.
Ref. Period	The reference period, if any.
Credit Reason	The reason for credit.
Invoice Label	The label for the invoice
Invoice Date	The date of the invoice.
Currency	The currency code for the amounts.
Due Excluding VAT	The total due, excluding the VAT.
VAT	The total VAT amount for the entire invoice.
Due Including VAT	The total due, including the VAT amount.
Due Excluding VAT in words	The total amount, excluding VAT, in words.
VAT in words	The total VAT amount, in words.
Payment Terms	The terms of the payment.
Late Pay Penalty	The additional amount due if the total amount due is not paid by the Payment Date.
Supplier Identification	The name, address, and VAT ID of the supplier.
Buyer Identification	The name, address, and VAT ID of the buyer.
Supplier Tax Representative	The supplier's tax representative.
Subsequent Customer Info	Any subsequent customer information.
Item Description	Description of the item shipped.
Quantity	The quantity supplied.
Unit Price	The unit price of the item.
Discount	The discount applied to the item.
Taxable Amount	The total amount that is taxable.
VAT Rate	The VAT rate for the item.
Exemption Reference	Reference information regarding any tax code exemption.
VAT Desc.	Description of the VAT tax.
VAT Payable	The VAT amount that is payable.
Payment Date	The date by which the invoice should be paid.

Field	Description
Tax Law Reference	The tax code.
Supply Date	The date the goods were supplied.
Total VAT Due Per VAT Rate	The total VAT amount due per the specified VAT rate.

6. Use the following commands as necessary:
 - ◆ To print the invoice report, right-click the window and select **Print**.
 - ◆ If you have the Adobe software installed on your machine, to convert the invoice report to an Adobe PDF file, right-click the window and select **Convert to Adobe PDF**.
 - ◆ If you have the Adobe software installed on your machine, to convert the invoice report to an existing PDF file, right-click the window and select **Convert to existing PDF**.
 - ◆ If you have the Microsoft Excel software installed on your machine, to export the invoice report to a Microsoft Excel spreadsheet, right-click the window and select **Export to Microsoft Excel**.

View an Invoice Summary Report

To view a summary report (the invoice in human-readable canonical format) for one or more selected invoices:

1. From the **Administration** menu, select **eInvoicing > Integrated Archive**.
2. In the **Search** section, specify the appropriate search criteria and click **Go!**
The Invoices page opens, listing the invoices that match your search criteria.
3. Locate the invoice number for which you want to view the report and select the checkbox next to it. You can select multiple invoices or select all displayed invoices using the **Select All** checkbox.
4. Next to **Detail Report**, select the format in which you want to view the report information (HTML, PDF, or XLS).
5. Click **Summary Report**. The report contains the following information:

Field	Description
Invoice Number	The number of the invoice. This parameter also contains icons to access the raw invoice, the details, and the audit entries.
(Status)	An icon indicating the status of the invoice. Icons indicate: success, failure, success and timestamped, or failure and timestamped.
Role	The role of the entity sending the invoice. Valid values are: <ul style="list-style-type: none"> ◆ S (Supplier) ◆ B (Buyer)
Invoice Date	The date of the invoice.

Field	Description
Supplier Name	The name of the supplier.
Supplier VAT ID	The Value-Added Tax identifier for the supplier.
Buyer Name	The name of the buyer.
Buyer VAT ID	The Value-Added Tax identifier for the buyer.
Total Amount	The total amount of the entire invoice.
VAT Amount	The VAT amount for the entire invoice.
CCY	Currency code for the Total Amount and VAT Amount.
Archive Date	The date the invoice was archived.
Re-Validation Date	Either a date the invoice was last re-validated or enter N/A , which indicates that the invoice has not been re-validated.
BP ID	The business process identifier.
Detail Report	Displays the invoice report for the selected invoice or invoices.
Download	Downloads the invoice details for the selected invoice or invoices.
Revalidate	Re-validates the selected invoice or invoices.
Summary Report	Displays a summary for the selected invoice or invoices.

6. Use the following commands as necessary:

- ◆ To print the invoice report, right-click the window and select **Print**.
- ◆ If you have the Adobe software installed on your machine, convert the invoice report to an Adobe PDF file, right-click the window and select **Convert to Adobe PDF**.
- ◆ If you have the Adobe software installed on your machine, to convert the invoice report to an existing PDF file, right-click the window and select **Convert to existing PDF**.
- ◆ If you have the Microsoft Excel software installed on your machine, to export the invoice report to a Microsoft Excel spreadsheet, right-click the window and select **Export to Microsoft Excel**.

Viewing the Audit Trail for an Invoice

To view the audit information for an invoice:

1. From the **Administration** menu, select **eInvoicing > Integrated Archive**.
2. In the **Search** section, specify the appropriate search criteria and click **Go!**
The Invoices page opens, listing the invoices that match your search criteria.
3. Locate the invoice number for which you want to view the audit information corresponding to the invoice (the details of User, Status, Remarks, and Entry Date are displayed) and click the icon corresponding to **Audit Entries**.

The audit information is displayed in a separate window.

4. Use the following commands as necessary:
 - ◆ To print the audit information, right-click the window and select **Print**.
 - ◆ To convert the audit information to an Adobe PDF file, right-click the window and select **Convert to Adobe PDF**.
 - ◆ To convert the audit information to an existing PDF file, right-click the window and select **Convert to existing PDF**.
 - ◆ To export the audit information to a Microsoft Excel spreadsheet, right-click the window and select **Export to Microsoft Excel**.

Downloading Invoice Details

To download details for one or more invoices:

1. From the **Administration** menu, select **eInvoicing > Integrated Archive**.
2. In the **Search** section, specify the appropriate search criteria and click **Go!**
The Invoices page opens, listing the invoices that match your search criteria.
3. Locate the invoice number for which you want to download details and select the checkbox next to it. You can select multiple invoices or select all displayed invoices using the **Select All** checkbox.
4. Click **Download**.
 - ◆ To open the invoice detail file, click **Open**.
 - ◆ To save the invoice detail file, click **Save** and specify a location to save the zip file.

The zip file that Sterling e-Invoicing creates will contain the following entries:

Type of Information	Description
RAW invoice file	The RAW invoice information is contained in a file named <invoice_number>.dat
Details	All necessary details are contained in a file named <invoice_number>_evidence.dat Note: This detail includes the signature details returned by TrustWeaver during the signing and validation process.

Re-Validating an Invoice

To re-validate one or more invoices:

1. From the **Administration** menu, select **eInvoicing > Integrated Archive**.
2. In the **Search** section, specify the appropriate search criteria and click **Go!**
The Invoices page opens, listing the invoices that match your search criteria.
3. Locate the invoice number that you want to re-validate and select the checkbox next to it. You can select multiple invoices or select all displayed invoices using the **Select All** checkbox.
4. Click **Revalidate Invoices**.

Viewing a Re-Validation Report

To view a report for one or more re-validated invoices:

1. From the **Administration** menu, select **eInvoicing > Integrated Archive**.
2. In the **Search** section, specify the appropriate search criteria and click **Go!**
The Invoices page opens, listing the invoices that match your search criteria.
3. Locate the invoice number that you want to re-validate and select the checkbox next to it. You can select multiple invoices or select all displayed invoices using the **Select All** checkbox.
4. Click **Revalidate Invoices**.
A report is displayed with the results of the re-validation attempt.

Using an e-Invoice External or Custom Archive

Overview

Through the eInvoice Archive service, Sterling e-Invoicing supports the use of an external third party to archive e-Invoices by providing sufficient invoice data and details for the third party to use to construct the archive. This eInvoice Archive service generates the required jar contents and sets the binary stream as a primary document that can be used by a business process to write the jar file to a specific folder.

Note: The external entity (third party) hosting the external archive is responsible for any country-specific requirements, storing the data, and enabling tax auditors to review it in the future.

This allows you to leverage the TrustWeaver user interface or construct your own customized solution to archive e-Invoices. You may want to use an external archive or customized solution if, for example, you are signing or verifying invoices on behalf of a trading partner but not archiving on their behalf.

The archiving performed by Sterling e-Invoicing can use an internal database or an external database. If you wish to store the archive in your own database then you need to choose external archive.

The external jar file that Sterling e-Invoicing creates will contain the following entries:

Type of Information	Description
Invoice in canonical XML format	If you process a batch, this information contains multiple invoices. The invoice inside this external jar file is in the following format: EInvoice<i>.dat In the above format, i is an incrementing number starting with 1.
RAW invoice file	The RAW invoice information is contained in a file named Archive_Doc.dat
Details	All necessary details are contained in a file named Details_Doc.dat Note: This detail includes the signature details returned by TrustWeaver during the signing and validation process.

The name of the jar file created for the external entity to use follows this naming convention:

```
<current_timestamp>.jar
```

You can use the Import functionality to import external archives created by your trading partners and review the archive import report.

Using an External or Custom Archive

To create a jar file containing the appropriate information for use by an external entity to create an e-Invoice archive (either using the TrustWeaver user interface or your own customized solution):

1. Specify field settings for the eInvoice Archive service configuration in the Graphic Process Modeler (GPM) as necessary, including the following (see the *eInvoice Archive Service* documentation for more information):

- ◆ Type of archive (Integrated/External/Custom)
- ◆ Mode (Store/Audit/Timestamp)

Note: Only Store mode is applicable for external archive, since the storage of audited and timestamped information is the responsibility of the application that maintains the archive.

2. Create a business process to supply the appropriate parameters to the service, including the following (see the *eInvoice Archive Service* documentation for more information):
 - ◆ Whether the archive is created by the buyer or supplier.
 - ◆ Whether the e-Invoices are signed or validated.
 - ◆ The archived document (RAW format).
 - ◆ Detail information about the archived e-Invoice.
 - ◆ The e-Invoice in canonical format.
 - ◆ Buyer or Supplier Globally Unique Identifiers (GUIDs) for the archive document and detailed information.
 - ◆ Whether the e-Invoice must be reprocessed from a jar file.
3. Name the business process according to the name supplied as a property in **invoicing.properties** file (located in the **install_dir/properties** directory).
4. When you create the agreement you must supply the name of this business process in the **Business Process for Supplier Custom Archive (if applicable)** or **Business Process for Buyer Custom Archive (if applicable)** parameter. See *Creating an e-Invoice Agreement* for more information.

Example Business Process Calling the eInvoice Archive Service

The following is an example of a business process that calls the eInvoice Archive service to create a jar file containing invoice information to use in an external or custom archive:

```
<process name="TestArchiveCreate">
  <sequence>

    <operation name="File System Adapter">
      <participant name="eInvoiceArchive_Test_collector"/>
      <output message="FileSystemInputMessage">
        <assign to="Action">FS_COLLECT</assign>
        <assign to="attachFile">/eInvoice/canonical.dat</assign>
        <assign to="collectMultiple">>false</assign>
        <assign to="deleteAfterCollect">>false</assign>
        <assign to="." from="*"></assign>
      </output>
      <input message="inmsg">
        <assign to="." from="*"></assign>
      </input>
    </operation>

    <assign to="OriginalDocument" from="//PrimaryDocument" append="false"></assign>

    <operation name="File System Adapter">
      <participant name="eInvoiceArchive_Test_collector"/>
```

```

<output message="FileSystemInputMessage">
  <assign to="Action">FS_COLLECT</assign>
  <assign to="attachFile">/eInvoice/signed_invoice.dat</assign>
  <assign to="collectMultiple">>false</assign>
  <assign to="deleteAfterCollect">>false</assign>
  <assign to="." from="*"></assign>
</output>
<input message="inmsg">
  <assign to="." from="*"></assign>
</input>
</operation>

<assign to="Archive_Doc" from="PrimaryDocument/@SCIOBJECTID"
append="true"></assign>

<operation name="File System Adapter">
  <participant name="eInvoiceArchive_Test_collector"/>
  <output message="FileSystemInputMessage">
    <assign to="Action">FS_COLLECT</assign>
    <assign to="attachFile">/eInvoice/details.dat</assign>
    <assign to="collectMultiple">>false</assign>
    <assign to="deleteAfterCollect">>false</assign>
    <assign to="." from="*"></assign>
  </output>
  <input message="inmsg">
    <assign to="." from="*"></assign>
  </input>
</operation>
<assign to="Details_Doc" from="PrimaryDocument/@SCIOBJECTID"
append="true"></assign>

<assign to="PrimaryDocument"
from="OriginalDocument/PrimaryDocument/@SCIOBJECTID"></assign>

<assign to="Archive_Role">0</assign>
<assign to="Usage_Code">0</assign>
<assign to="Operation">SIGN</assign>
<assign to="Buyer_Archive_Doc_GUID">test:1180aa8820a:854</assign>
<assign to="Buyer_Details_Doc_GUID">test:1180aa8820a:855</assign>

<operation name="eInvoice Archive Service">
  <participant name="eInvoiceArchiveService"/>
  <output message="eInvoiceArchiveServiceInputMessage">
    <assign to="Mode">0</assign>
    <assign to="." from="*"></assign>
  </output>
  <input message="inmsg">
    <assign to="." from="*"></assign>
  </input>
</operation>
<assign to="status">Success</assign>
</sequence>
</process>

```


Importing an External Archive

If you have a hosted environment in which one side is running an application instance that creates an external archive file and other side is running the application and consuming this file (acting as an external archive), the consuming application can import the invoice information (if available) in the file into its archive database.

To import the archive information, you must create a business process that picks up the external archive file and passes it on to the eInvoice Archive service.

einvoicing.properties

Overview

Property files contain properties that control the operation of Sterling e-Invoicing. By modifying the settings of these properties, you can customize Sterling e-Invoicing, if necessary, to suit your business needs. Property files are located in the `install_dir/properties` directory and are usually named in the following manner: `filename.properties`. Some files have other suffixes including `.xml`, `.xsl`, `.cfg`, and `.ini`. Substitute the appropriate suffix for properties when needed in the instructions provided.

Caution: Since property files directly affect the operation of Sterling e-Invoicing, please ensure that you fully understand the impact of property file changes. When changing configuration files, be sure that you have a complete backup of your system and have fully tested the changes in a test or development environment before moving the changes into production. For more information about working with any property file or property, please contact Sterling Commerce Customer Support.

Leading or trailing whitespace in property files will be respected by Sterling e-Invoicing. This may cause a problem if the system is not expecting whitespace. When editing property files, be careful to trim leading and trailing whitespace before saving each file.

Overriding or Editing Property File Settings

Sterling e-Invoicing supports the use of a customer override (edit) property file to override default property settings in the property files. The customer override property file is not changed during installation of Sterling e-Invoicing or application upgrades or patches. To prevent having your customized settings overwritten, use overrides whenever possible rather than editing the `einvoicing.properties` property file.

If you have made changes to the property file, either directly or by editing the associated `.in` files in a previous Sterling e-Invoicing version, your changes may be overwritten when a patch is applied. To prevent this, create a `customer_overrides.properties` file and reapply your modifications using overrides to the applicable property files in the `customer_overrides.properties` file.

For example, if you want to change the default date format in the `einvoicing.properties` to `MM-dd-yyyy`, you need to add the following line to the `customer_overrides.properties` file (and then this value can be overridden by setting the size directly in the envelope):

```
eInvoicing.IntegratedArchive.ui.dateformat.pattern=MM-dd-yyyy
```

In this example, **eInvoicing** represents the `einvoicing.properties` file, **IntegratedArchive.ui** represents the Integrated Archive user interface, **dateformat** represents the default global date format used in Sterling e-Invoicing, and **pattern** the actual default format (MM is the two-digit month, dd is the two-digit day, and yyyy is the four-digit year).

Properties in the invoicing.properties File

The invoicing.properties file is used to set global configuration parameters for Sterling e-Invoicing. These parameters include all the default settings for the Integrated Archive user interface as well as default settings for the e-Invoice services.

Note: This file should not be edited. Override property settings, if needed, using the customer_overrides.properties file. For detailed instructions on overriding property file settings, see the documentation for the customer_overrides.properties file.

Configuration Settings

The following table describes properties used to configure the invoicing.properties file in Sterling e-Invoicing:

Property	Description
ExternalArchive_BP_Name	Specifies name of the business process used to process external archive files by Sterling e-Invoicing services. Example ExternalArchive_BP_Name=eInvoiceExternalArchive
Admin_Email_Address	Defines the administrative E-mail address used by Sterling e-Invoicing services to send notifications. Example Admin_Email_Address=&SI_ADMIN_MAIL_ADDR
trustweaver.sig.1	Defines the TrustWeaver electronic signature. Note: If you modify this value, a Signature Mismatch Error will be posted by the TrustWeaver Request Service. Example trustweaver.sig.1=r00ABXQABkRFU2VkJZXYyAAJbQqzzF/gGCFTgAgAAeHAAAAIbuyt6ZsEgUZzcgARamF2YS5sYW5nLkludGVnZXIS4qCk94GHOAIAAUkABXZhbHVleHIAEGphdmEubGFuZy50dW1iZXKGrJUdC5TgiwIAAHwAAAAZXVxAH4AAQAAAAi07plz6ejuQA==
unitSizeKB	Defines the unit count that is sent to TrustWeaver. The size of the documents (in KB) that are sent to Trustweaver is divided by this value to determine the count. Note: This value is not editable by the users and is verified by the signature set in trustweaver.sig.1. If either of these values are modified by a user, a Signature Mismatch Error will be posted by the TrustWeaver Request Service. Example unitSizeKB=0
Archive_Recovery_Folder	Defines the folder in which recovery files from the Integrated Archive will be located. Example Archive_Recovery_Folder=&INSTALL_DIR;/data/invoice

Property	Description
IntegratedArchive.searchresult.pagesize	<p>Specifies how many search results will be displayed per page in the Integrated Archive. The default is 10.</p> <p>Example <code>IntegratedArchive.searchresult.pagesize=10</code></p>
Integratedarchive.reporting.supportedcountrycodes	<p>Indicates the codes for each country in which validations are reported in the Integrated Archive. Country codes are separated by semi-colons in the list.</p> <p>Note: These are the country codes for which the VAT identifier are displayed in the Integrated Archive reports. If the country code is not in this list, then it is considered to be a dummy VAT ID, and is not displayed in the reports.</p> <p>Note:</p> <p>Example <code>Integratedarchive.reporting.supportedcountrycodes=AT;BE;BG;CY;CZ;DK;EE;FI;FR;DE;EL;HU;IE;IT;LV;LT;LU;MT;NL;PL;PT;RO;SK;SI;ES;SE;GB</code></p>
IntegratedArchive.ui.locale.language	<p>Defines the default language used for the Integrated Archive user interface. The default is en (English).</p> <p>Example <code>IntegratedArchive.ui.locale.language=en</code></p>
IntegratedArchive.ui.locale.country	<p>Defines the country code used for the Integrated Archive user interface. The default is us (United States).</p> <p>Example <code>IntegratedArchive.ui.locale.country=us</code></p>
IntegratedArchive.ui.decimalformat.pattern	<p>Defines the default decimal format for the Integrated Archive. The default is #####.00 (or 123456.00).</p> <p>Example <code>IntegratedArchive.ui.decimalformat.pattern=#####.00</code></p>
IntegratedArchive.ui.dateformat.pattern	<p>Specifies the default date format for the Integrated Archive. The default is yyyy-MM-dd (or 2008-04-01 for April 1, 2008).</p> <p>Example <code>IntegratedArchive.ui.dateformat.pattern=yyyy-MM-dd</code></p>
IntegratedArchive.ui.datetimeformat.pattern	<p>Specifies the default date/time format for the Integrated Archive. The default is yyyy-MM-dd hh:mm a (or 2008-04-01 02:04 p for April 1, 2008, 2:04 pm).</p> <p>Example <code>IntegratedArchive.ui.datetimeformat.pattern=yyyy-MM-dd hh:mm a</code></p>
timestamping.countrycodes	<p>Specifies the code for each country for which timestamping is automatically performed. The default is IT (Italy).</p> <p>Example <code>timestamping.countrycodes = 'IT'</code></p>

Property	Description
local.identity	<p>Enables you to specify a default identity to use for creating agreements.</p> <p>Example <code>local.identity=IDENTITY123</code></p>
emailThrottle	<p>Enables you to control the number of e-mail messages sent to a partner or Sterling e-Invoicing administrator. Valid values are true (default - control the number of e-mail messages sent) and False.</p> <p>If a problem is causing repeated failures in the e-Invoice business processes (for example, if there is a missing or bad canonical map or lack of connectivity to the integrated archive), setting this parameter to True ensures that Sterling e-Invoicing administrator/operator or partner notification contact is not “spammed” with repeated e-mails. Unchecked, the rate of notification e-mails could overwhelm a customer's e-mail system and personal e-mail account. The emailThrottle, emailLimit, and emailTimePeriod parameters work together to check the rate of notification e-mails.</p> <p>Example <code>emailThrottle=true</code></p>
emailLimit	<p>Defines the number of email notifications to be sent within the specified time period. If any e-mail notifications were not sent during the specified time period because it would exceed the set limit, a count of how many were skipped will be sent in the next e-mail.</p> <p>Note: If a problem is causing repeated failures in the e-Invoice business processes (for example, if there is a missing or bad canonical map or lack of connectivity to the integrated archive), setting this parameter to a low number that Sterling e-Invoicing administrator/operator or partner notification contact is not “spammed” with repeated e-mails. Unchecked, the rate of notification e-mails could overwhelm a customer's e-mail system and personal e-mail account. The emailThrottle, emailLimit, and emailTimePeriod parameters work together to check the rate of notification e-mails.</p> <p>Example <code>emailLimit=10</code></p>

Property	Description
emailTimePeriod	<p>Defines time period (in minutes) in which the number of notification e-mails sent is to be controlled. The e-mail notification limit will be reset after this time period. The time mentioned here is in minutes.</p> <p>Note: If a problem is causing repeated failures in the e-Invoice business processes (for example, if there is a missing or bad canonical map or lack of connectivity to the integrated archive), setting this parameter to a low number that Sterling e-Invoicing administrator/operator or partner notification contact is not “spammed” with repeated e-mails. Unchecked, the rate of notification e-mails could overwhelm a customer's e-mail system and personal e-mail account. The emailThrottle, emailLimit, and emailTimePeriod parameters work together to check the rate of notification e-mails.</p> <p>Example <code>emailTimePeriod=1</code></p>
IntegratedArchive.searchresult.maxnoofinvoices	<p>Determines the number of invoices that can be returned in a search of the Integrated Archive.</p> <p>Example <code>IntegratedArchive.searchresult.maxnoofinvoices=1500</code></p>