User's Manual for the PARTNER PORTAL

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Foreword

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port

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Change control

Version	Date	Task # 	Change New tel. 807499028: Voxel data deleted, telephone, fax, e-mail.		
3.2	26.08.2010				
3.3	09.09.2010		PO search chapter added. User data, e-mail check added.		
3.4	31.03.2011		PO search chapter eliminated. New boxes in document search. New status icons in document search. Banking details added to user configuration.		
3.5	29.07.2011		Options to resend documents and decimal configuration added.		
3.6	06.03.2012		Property details added. New functions in transaction search. New digit grouping symbol added.		
3.7,1	20.09.2012		Browser version eliminated		
3.8	10.06.2013		Booking number search – Modify all.		
4.1	20.03.2015	360642	Added Rounding details to user configuration. General upgrades.		
4.2	21.13.2015	374804	Modified company details section.		
5.0	12.03.2021	194544	New layout 2020		

Welcome to baVel,

This document describes how to access your sent/received transactions via the baVel platform.

1 General Overview

The baVel Platform, by Voxel Group, provides our clients, access to the secure environment: <u>https://bavel.voxelgroup.net</u> (access is encrypted and password protected) in order to check transactions. The *Digital archive* and *Download area* modules provide clients the ability to view sent/received transactions and to download these files in a .pdf or .csv format.

2 Connectivity requirements and Partner Portal access

It is necessary to have an updated web browser in order to gain access to <u>https://bavel.voxelgroup.net</u> (i.e.: Microsoft Internet Explorer, Mozilla Firefox or Google Chrome).

Please access <u>https://bavel.voxelgroup.net</u> and introduce your User Login and Password.

Once logged in, the *Digital Archive* module will automatically be displayed (figure1). You then access other modules using the left-hand side menu provided.

Received documents ×		
bavel.vox	Partner Portal HOTELES AGL PROV (hotelesagi) #148945	by sign out
User info > Digital archive + Sent documents Sent documents Download area > User configuration > Help	Received documents Sector: All Document type: Invoice All Sender: Any Recipient: HOTELES AGL PROV Search By: Dates Amounts References Image: Search range cannot be higher than 3 months Period between 20-Mar-2015 Document effective date	2
	Submission date Effective date Reference Sender Recipient Amount Currency No message has been found Image size: 25 minute Page 1 of 1. Showing documents	0 to 0 of 0

Figure 1

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3 User Info module

3.1 GLN export

The Global Location Number exporter allows a user acting as a supplier to check and verify the properties' GLNs of a client (figure 2)

boval	Partner Portal HOTELES AGL PROV (hotelesagi)
	GLN export
User info Y Client Data Sunnlier Data	Client:
GLN export	

To perform a GLN search you will need to select the *Company* using a browser provided through the arrow icon (figure 3).

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Figure 2

Company finder			X
Company name:			
Tax ID:	Spain	•	
		Fin	d
Any			
		OK Canc	el

This browser allows you to search by Company Name, or the combined TAX ID - Country.

In this last case, the system will check whether the CIF has the right format and that it is valid for the selected country.

In the event of not passing the validation, the system will display it with a footnote.

Figure 3

Once a client is selected, press the button Export properties' GLNs to create a .csv file listing all the Global Location Numbers belonging to that client.

The system will display the data requested under the following format:

PO Buyer / PO Invoiced / VAT-Number / Company / Commercial Name / Address / City-Town / PC / Prov. / Tel

Example:

;9990002185373;9990001480943;25252525G;AGL // AAVV // TTOO, S.L.;AGL AAVV Oficina ALFA;C/ Val mes 193;Tarragona;08903;Tarragona;933220022 ;9990002185380;9990001480943;25252525G;AGL // AAVV // TTOO, S.L.;AGL AAVV Oficina BETA;Avda. Diagonal 178;GIRONA;08903;Girona;933220022 ;9990001480967;9990001480943;25252525G;AGL // AAVV // TTOO, S.L.;AGL AAVV Oficina Central;Avda. Diagonal;Barcelona;08903;Barcelona;933220022

4 Digital Archive Module

4.1 Access to the Digital Archive Module

Once in the *Partner Portal* choose the option *Digital Archive* from the left-hand menu as shown in figure 4.

A Received documents ×		x
← → C 🚆 https://bavel.	voxelgroup.net/DigitalData/ReceivedDocuments.aspx	out
boval	Partner Portal HOTELES AGL PROV (hotelesagi) #148945	•
	Received documents Sent documents	0
User info > Digital archive Received documents Sent documents Uownload area > User configuration >	Sector: All T Invoice T All All T Sender: Any Recipient: O HOTELES AGL PROV	
Help	Search By: Dates Amounts References Search range cannot be higher than 3 months Period between 20-Mar-2015 m and 20-Mar-2015 m Document effective date	
	Find Download Submission date Effective date Reference Sender Recipient Amount Currency No message has been found Image: size: 25 mmodel Page 1 of 1. Showing documents 0 to 0 or 0	of 0

Figure 4

Under the Digital Archive folder, you will find 2 options:

- Received documents
- Sent documents

Please note that the system displays the *Received documents* folder as a default and it is possible to change to the *Sent documents* folder by clicking either on the left-hand side menu or the tags provided on top of the page.

4.2 Transaction search

Once in the *Digital archive*, a browser engine is provided to retrieve transactions. This engine is active on both tabs:

Received Documents or Sent Documents.

Figure 5 shows the search engine for the sent documents folder.

Received docu	ments Sent documents
_	
Sector:	All
Document type:	Invoice All All
Sender:	HOTELES AGL PROV -
Recipient:	Name Tax ID
	Any +
State	All Issued Only archive
Search By:	Dates Amounts References
	Search range cannot be higher than 3 months
	Period between 20-Mar-2015 and 20-Mar-2015
	Document effective date

Download

Figure 5

Each search field is explained below:

Find

- **Sector**: it is possible to select in which commercial sector you wish to perform the search. Three options are available: HORECA, Travel Market or both/All.
- **Document Type**: this option includes three drop-down lists. The first one selects the *transaction*, the second one the type of that transaction and the third the status of the transaction.
 - Transaction selection list: first of all it is required to select a transaction amongst Purchase Order, Delivery note, Goods Received note, Invoice, Selfinvoice, Remittance advice or Certified Message. The system will select Invoice as default.
 - Chosen transaction type list. it is required the type of that chosen transaction in the previous drop-down list. Each transaction has its own types. I.e.: the transaction *Invoice* is selectable amongst *All*, *Debit*, *Credit* and *Message note*. The system will select *All* as default.
 - Status list. it is required the status of the transaction. Each type of transaction has its own status types. I.e.: the transaction Invoice is selectable amongst All, Not delivered, Forwarded to third party, Delivered, Unread, Read, Awaiting acceptance, Rejected and Accepted. The system will select All as default.
- Sender / Recipient: You can choose the Sender / Recipient of the document. In the Sent documents tag, the Sender will automatically be filled in with the user logged in. Seemingly the Recipient in the Received documents tag will be filled in with the user logged in.

If you wish to select a specific Sender/Recipient it can be done by pressing the arrow (+) next to the Sender / Recipient boxes. A Company finder will then be displayed (figure 6).

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Recipient		\mathbf{x}
Company name:		
Tax ID:	Spain	•
Center:		
		Find
	ОК	Cancel
	_	

This browser allows you to search by Property, Company Name, or the combined TAX ID -Country.

In this last case, the system will check whether the CIF has the right format and that it is valid for the selected country.

In the event of not passing the validation, the system will display it with a footnote.

Figure 6

Additionally, under the *Sent documents* tab the *Recipient* can be looked up by Tax ID and country (figure 7).

Recipient:	
Name Tax ID	
Tax ID	Select Country

Figure 7

- **Represented Checkbox:** When the user logged in is an incoming agency it will be possible to search any invoices received from any Tour Operator represented (this checkbox will only be available when the user logged in is an incoming agency and under the *Received documents* tab).
- State: Only for sent transactions (this search parameter is only available under the Sent documents tab). It is possible to select the state of a transaction amongst All, Issued or Only archive.
- **Search by**: this option contains a window with three tabs: *Dates, Amounts* and *References.*
 - Dates (Between / and) (figure 10): You have to choose a period of time (less than 3 months) to perform the search. This field refers to the date when the transaction was received or sent, respectively.

Dates Amounts References				
Search range cannot be higher than 3 months				
Period between 20-Mar-2015 and 20-Mar-2015				
Eiguro 10				

Figure 10

- Document Effective Date (DED): this checkbox means that the Dates field refers to the date provided in the document.
- **Amounts** (figure 9): It allows you to perform a search of transactions by amount between a minimum and a maximum, or specifying an exact amount if the checkbox *Exact amount* is selected.

Additionally, this search is limited in time so a time range must be specified using the option **Dates: between** [date] **and** [date]. It will only be possible to select a time range of three months.

Dates	Amounts	References
Amour	nt: between	Minimum and Maximum Exact amount
Dates:	between	06/03/2012 m and 06/03/2012 m
Figure 9)	

References (figure 10): You can choose the *Document number*, the *Locator number* (only Travel market) or the *Product reference* (if known) or the *Sender property code* or the *order reference* or the *Transaction ID* (TID), or the *Voucher/Ticket*.

It is possible to search more than one reference at a time but then it is needed to use either a semi colon ";", a "tab key" or an "intro key".

Dates Amounts	References				
Reference:	•				
Dates: between	02/02/2011	and	02-Aug-2012		
Document effective date					



- Dates: Period between [date] and [date]: the system will perform the search on the last year and a half as a default. It is possible to change this period of time be selecting another date and the system will automatically calculate one year and a half from this selected date.
 - **Document effective date:** this checkbox means that the *Dates* field refers to the date provided in the document.

Once the selection of options is done, you can either click on the *Find* button which will display the results of the search on a list or click on the *Download* button to prepare a download request for the baVel server network.

4.2.1 Find button

When clicking on the *Find* button a list with the results of the search will be displayed

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					Download all	Download	d selected	View selec	ted	Res	end sel	ected
	Submission date	Effective date	Reference	Sender	Recipient	Amount	Currency	Delivered				
۲	29 mar 2011 17:21:29	25 mar 2011	10044	HOTEL AGL BALEAR Hotel AGL Mar Balear	Agencia Incoming, AGL	1.050,00	EUR	Þ			A state	٩
۲	29 mar 2011 17:21:29	15 mar 2011	10033	HOTEL AGL BALEAR Hotel AGL Mar Balear	AGL // AAVV // TTOO	1.020,00	EUR	9			₿¥	٩
۲	29 mar 2011 17:21:29	10 mar 2011	10022	HOTEL AGL BALEAR Hotel AGL Mar Balear	AGL // AAVV // TTOO	1.010,00	EUR	9	8		₿¥	٩
۲	29 mar 2011 17:21:28	10 mar 2011	10011	HOTEL AGL BALEAR Hotel AGL Mar Balear	AGL // AAVV // TTOO	1.001,00	EUR	9	0		₿¥	٩
€	29 mar 2011 17:21:28	25 mar 2011	100DD	HOTEL AGL DIAGONAL Hotel AGL Diagonal	Agencia Incoming, AGL	1.050,00	EUR	Þ		\$		٩
۲	29 mar 2011 17:21:28	15 mar 2011	100CC	HOTEL AGL DIAGONAL Hotel AGL Diagonal	AGL // AAVV // TTOO	1.020,00	EUR	9			₿¥	٩
€	29 mar 2011 17:21:28	10 mar 2011	100BB	HOTEL AGL DIAGONAL Hotel AGL Diagonal	AGL // AAVV // TTOO	1.010,00	EUR	9	8			٩
۲	29 mar 2011 17:21:27	10 mar 2011	100AA	HOTEL AGL DIAGONAL Hotel AGL Diagonal	AGL // AAVV // TTOO	1.001,00	EUR	9	0		ß	٩
M	< 1 ► ► Page	size: 25 🔻					Page	1 of 1. Showing	g docu	iments	1 to 12	of 12

Figure 11

The main icons found in this window are explained below:

- Intersective transaction is a credit invoice.
- Intersective transaction is a commercial invoice.
- This icon means that the transaction was sent and the corresponding delivery receipt is available.
- This icon means that the transaction was sent but the delivery receipt is not yet available.
- This icon means that the transaction was accepted.
- It is icon means that the transaction was rejected.



: This icon means that the transaction has been stored as "only archived". This is only possible for *Sent* documents.

- : This icon is displayed when the sender has attached a file to the transaction. When pressing on it, the attached document will be shown.
- : This icon can be used to resend an invoice. When pressing on it a new form will be shown ready to select the options to resend the invoice (figure 12). These options are described next:

Choose how to send the selected invoice
Send the invoice by email.
Email address: Send
Send a new copy of the invoice editing locator references.
Continue
Back

- **Send the invoice by email**: selecting this option will enable the Email address box.

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Figure 12



New invoice from	сору				?
Sender		Recipient			
HOTEL AGL DIAGONA	L	AGL // AAVV // TTO	0.		
25252525E		11155684V			
Avda. Diagonal, 67		Avda. Diagonal, 67			
08019 BARCELONA		08019 Barcelona			
BARCELONA (ESP)		Barcelona (ESP)			
Tel: 932126739		Tel: 944220022			
Fax:		Fax:			
Comments					
Line Items	Description	Quantity	Amount	Total	
124652	DOUBLE BEDROOM	1 Units	32.91	32.91 EUR	
1234567	BREAKFAST	2 Units	6.00	12.00 EUR	
Modify all					
Invoice Totals					
Tax base:	44.91				
VAT: Total:	3.59				
10(0).	40.30				
Load original invoice		<< Back	Save and preview	Save Send invo	bice

- Send a new copy of the invoice editing locator references: when selecting this option and after pressing the Continue button, the window "New invoice from copy" will appear with options to edit the client locator.

Figure 13

The **Comments** field is used to add a comment to the invoice header.

It is possible to modify each client locator individually (figure 14) by directly editing the locator next to the corresponding line. It is also possible to modify all booking numbers in an invoice by selecting the *Modify all* checkbox (fig 15)

Line Items				
Client locator	Description	Quantity	Amount	Total
124652 -> 1234567	DOUBLE BEDROOM	1 Units	32.91	32.91 EUR
[1234567	BREAKFAST	2 Units	6.00	12.00 EUR
Modify all				

Figure 14

☑ Modify all
Same booking number at all lines: 1234567 Apply

Figure 15

Do not forget to press the *Apply* button to save the changes.

The **Save** button, allows to internally save any changes made to the invoice in order to retrieve these details when logging in again.

The **Save and preview** button, additionally allows to preview the invoice in its present state in a pop up window.

The **<<Back** button will return you to the previous form.

The Send invoice button will send the invoice to its recipient.

If any changes have been made to the invoice, the *Load original invoice* button will be shown. This button will allow you to reload the original values for the invoice.

When more than 10 transactions need to be displayed, a *Page Size selector* is provided at the bottom of the window. You will be able to select increments of 10, 20, 25, or 50 transactions per page (figure 16).





4.2.2 Download button

Alternatively, clicking on the *Download* button, a pop-up window will appear to fill out a *Download Request* (figure 17). The following fields are required:

DOWNLOAD REQUEST	-	9	-	×
DOWNLOAD REQUE	EST			
Download Invoice in format:				
Comment				
Sector:All documents of type Invoice and subtype All sent by H PROV to Any between 29-03-11 and 29-03-11	OTELE	s agi	L	
Send email alert when download availabl	е			
			ОК	

-*Format*: please select between PDF and CSV. The PDF format can include the *Digital PDF417 Signature or the Digital XML Signature* (both optional). It is also possible to select to consolidate all transactions in one single PDF

-*Name and comment*. The downloaded file must have a *Name* and an optional *Comment*.

A check box can be selected to send an e-mail when the request is finished and the files are available for download. The email used to configure the Partner portal access will receive a link message.

Figure 17

Once the request is completed click on the *OK* button. The system will display a confirmation message once the request will be available from the *Downloads* module. Please see the *Downloads area module* chapter for more information.

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4.3 Transaction visualization and resending

Once a search is performed, the transactions found are shown in a list with the following fields: *Submission Date, Reference, Sender, Recipient, and Amount*

To view/resend them, a number of options are available:

- Individual View (button).
- Transaction Group View (View Selected button).
- Transaction Group View using the download tool (Download selected button).
- Resend selected

4.3.1 Individual View (button)

When clicking on the \bigcirc icon next to each transaction, the transaction will be shown in a pop-up window in .PDF format (figure 18).



The **Send document to email address** button (available only for *sent invoices*) will enable a box to include an email address to which the invoice has to be sent.

The *View document signed* checkbox allows viewing the invoice including the digital signature.

Figure 18

4.3.2 Transaction Group View (View Selected button)

If you need to view more than one transaction, select them by clicking the respective checkbox provided on the left and click the *View Selected* button (figure 19).

						Download all	Download	d selected	View selected	Resend sele	ected
		Submission date	Effective date	Reference	Sender	Recipient	Amount	Currency	Delivered		
•	0	06 mar 2012 13:19:46	10 ene 2012	Invoice 001	HOTELES AGL PROV	AGL // AAVV // TTOO	600,00			-	Q
	۲	06 mar 2012 13:16:43	10 feb 2012	Invoice 002	HOTELES AGL PROV	AGL // AAVV // TTOO	1.200,00			i	2
	۲	06 mar 2012 13:16:35	04 mar 2012	Invoice 003	HOTELES AGL PROV Hotel AGL Riverside	AGL // AAVV // TTOO	900,00	EUR	9		Q
	M	< 1 ► ► Page	size: 25 🔻					Pa	ige 1 of 1. Showing d	ocuments 1 to	3 of 3



The selected transactions will be shown on a pop-up window (figure 20).



When selecting more than one invoice, a vertical scroll-bar will be available on the right hand side of the window to permit the navigation between the invoices.

Figure 20

4.3.3 Transaction Group View - Using the download tool (*Download all and Download selected* buttons)

When high volumes of transactions are needed to be viewed, the time required to display the documents could longer. To avoid this time consuming routine a tool has been enabled for automatically downloading transactions (figure 21).

							Download all	Download	l selected	View selected	Resend se	lected
		Submission date	Effective date	Reference	Sender	Rec	pient	Amount	Currency	Delivered		
•	۲	06 mar 2012 13:19:46	10 ene 2012	Invoice 001	HOTELES AGL PROV	AGI	.// AAVV // TTOO	600,00				Q
	۲	06 mar 2012 13:16:43	10 feb 2012	Invoice 002	HOTELES AGL PROV	AGI	. // AAVV // TTOO	1.200,00				Q
	۲	06 mar 2012 13:16:35	04 mar 2012	Invoice 003	HOTELES AGL PROV Hotel AGL Riverside	AGI	.// AAVV // TTOO	900,00	EUR	Þ	₽¥	Q
	K	▲ 1 ▶ ▶ Page	size: 25 🔻						Pa	ge 1 of 1. Showing d	ocuments 1 to	3 of 3

Figure 21

This tool downloads the transactions in two steps:

- In the first step you must select the transactions to be downloaded.
- In the second step you need to check the status of the *download* and proceed when available. The use and access of the *Download Area* is described in the *Download Area module* chapter.

There are two options to select the transactions to be downloaded:

- **Download all**. A pop-up window will appear with the option to download all transactions *found* in the search results (figure 22).
- **Download selected**. A pop-up window will appear with the option to download selected transactions from the search list (figure 22).

port



-*Format*: please select between PDF and CSV. The PDF format can include the *Digital PDF417 Signature or the Digital XML Signature* (both optional). It is also possible to select to consolidate all transactions in one single PDF

-*Name and comment*. The downloaded file must have a *Name* and an optional *Comment*.

A check box can be selected to send an e-mail when the request is finished and the files are available for download. The email used to configure the Partner portal access will receive a link message.

Figure 22

Once the request is completed click the *OK* button. The system will display a confirmation message to say that the request will be available from the *Downloads* module. Please see the *Downloads area module* chapter for more information.

4.3.4 Resend selected

This option Works as described in chapter 4.2.1 Find button.

When selecting one only transaction both options *Send the invoice by email* and *Send a new copy of the invoice editing locator references* will be enabled.

When selecting more than one transaction, only the Send a new copy of the invoice editing locator references option will be enabled.

						Download all	Download	d selected	View selected	Resend sel	lected
		Submission date	Effective date	Reference	Sender	Recipient	Amount	Currency	Delivered		
•	۲	06 mar 2012 13:19:46	10 ene 2012	Invoice 001	HOTELES AGL PROV	AGL // AAVV // TTOO	600,00				2
	۲	06 mar 2012 13:16:43	10 feb 2012	Invoice 002	HOTELES AGL PROV	AGL // AAVV // TTOO	1.200,00			₿	2
	۲	06 mar 2012 13:16:35	04 mar 2012	Invoice 003	HOTELES AGL PROV Hotel AGL Riverside	AGL // AAVV // TTOO	900,00	EUR	Þ	P	Q
	M	▲ 1 ▶ ▶ Page	size: 25 🔻					P	age 1 of 1. Showing d	ocuments 1 to	3 of 3

Figure 23

5 Download Area module

Once in the *Partner Portal*, choose the *Download area* option from the left-hand side menu as shown on figure 24.

Inside the Download Area there are 3 Tabs available:

- Available downloads
- Pending requests
- Recycle bin

> < /> https://www.bavel.es/an	eaclientes/download	/usrdownloads.aspx					4 × 8	Google			
Edit View Eavorites Tools H	Help										
avorites 🌈 Download Manager	.ep					1	• • •	- 🚍 🖶 -	Page 🕶	Safety 🕶	Tools 🕶 🌘
										(sian out
boval	Partner	Portal HOTELES	SAGL PROV	🗸 (hotelesagl)							
				Deadles assess to (0)		- hin (4)					
	Avai	lable downloads (1		Pending requests (0)	G Recycle	e bin (1)					
User info >											
Digital archive >	Download	ls							08:	49:08	UTM
Download area 🔹 👻	Reque	sted on Generated o	in Name	Comment		Туре	e Signature	Remittance	Size	Download	Delete
Available downloads	8/25/2 AM UT	010 11:52 8/25/2010 1 M AM UTM	1:54 Download	1_002 Selection of 2 document	s Sent of type Invoice	Pdf			22 bytes	100	×
Recycle bin	8/26/2	010 8:41 8/26/2010 8	43 Download	1_003 Selection of 1 document	s Sent of type Invoice	Pdf			8 Kb.	1	×
зирроп	Already donwloade	d documents will be period	cally removed by th	e system a few days after genera	tion. Not downloaded doc	uments will als	so be removed	after an addition	nal grace p	eriod.	
Rollout status								Sen	d all to r	ecvcle bin	
User configuration >											
Help	A										
	ZA Errors	_									No. of Concession
	Requested on	Generated on	Name	Comment	Туре	Signature	Remittance	Message			
	AM UTM	8/26/2010 8:42 AM UTM	Download_001	of type Invoice	PdfKemesaFirmados	S	S	An error ha could not g	is occurre enerate ti	d and serv he file	er
	A CONTRACTOR OF	and a second second second				an a					

Figure 24

When selecting the *Available downloads* tab, the files available for download will be displayed under the *Downloads sub-screen* (please check the chapter Transaction Group View using the download tool which describes how to generate a download).

In the event that an error happened when processing the download request it will be reported under the *Errors* sub-screen.

Files not yet available for download will be shown under the *Pending request* tag.

It is possible to change the folder to view pending requests or to view the recycle bin to review deleted requests.

5.1 Available downloads folder

This folder is divided in two sections: Downloads and Errors.

When a download request process is completed, the results will be visible under the *Downloads* section (figure 25). The system will display a list with the fields: request date, date created, file name, comment, file type, digital signature (Y/N), remittance (Y/N) and size of the file.

Down	nloads							08	:49:08	UTM
	Requested on	Generated on	Name	Comment	Туре	Signature	Remittance	Size	Download	Delete
\times	8/25/2010 11:52 AM UTM	8/25/2010 11:54 AM UTM	Download_002	Selection of 2 documents Sent of type Invoice	Pdf			22 bytes	U	×
	8/26/2010 8:41 AM UTM	8/26/2010 8:43 AM UTM	Download_003	Selection of 1 documents Sent of type Invoice	Pdf			8 Kb.	U	×
Already do	nwloaded documents	s will be periodically re	emoved by the syst	em a few days after generation. Not downloaded documents	s will also	be removed	after an additio	nal grace p	period.	
							Ser	id all to r	ecycle bin	

Figure 25

Below are descriptions of the icons available in this window:

When an available file is not yet downloaded, a closed envelope will be displayed.

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boval



When a file is downloaded into the user's PC, the envelope will be displayed as open.

Download: to start downloading a file, you need to click on the compressor icon. This icon will be displayed on the right-hand of the available file.

You will need to click on this icon to download and save the file to your computer.

The file to download is available in .ZIP format (typical compression format). Please use a compatible viewer to correctly process the file.



Delete: To send to the recycle bin, click on the bin icon on the right–hand side of the respective file.

In the event that a download request could not be processed, a message will be shown under the *Errors* section (figure 26).

▲ Errors							
Requested on	Generated on	Name	Comment	Туре	Signature	Remittance	Message
8/26/2010 8:40 AM UTM	8/26/2010 8:42 AM UTM	Download_001	Selection of 2 documents Sent of type Invoice	PdfRemesaFirmados	0	0	An error has occurred and server could not generate the file
							Erase errors

Figure 26

At the bottom of each section, you will find a button (*Send all to recycle bin / Erase errors*) with the function to eliminate all the available files or errors and send them to the recycle bin.

5.2 *Pending requests* folder

All pending transaction will be listed in the pending request tab until they are available for download.

The system will display a list with the fields: request date, file name, comment, file type, digital signature (Y/N), remittance (Y/N) and a button to cancel the request (figure 27).

Available do	ownloads (1)	Pending requests (2)	Recycle bin (1)				
Pending requests in Download Manager 08:42:12 UTM							
Requested on	Name	Comment	Туре	Signature	Remittance	Delete	
8/26/2010 8:40 AM UTM	Download_001	Selection of 2 documents Sent of type Invoice	PdfRemesaFirmados	0	0	×	
8/26/2010 8:41 AM UTM	Download_003	Selection of 1 documents Sent of type Invoice	Pdf			×	
					Cancel all reque	sts	

Figure 27

The erase button (Note: In the erase button (Not

At the bottom of the page you will find a button with the function to *cancel* all pending requests: *Cancel all requests*

On completion of a request, the transaction will disappear from the *Pending requests* folder and be displayed in the *download area module* under the *Available downloads* folder.

If the checkbox "Send email alert when download available" is selected, an e-mail will be sent from <u>noreply@voxelgroup.net</u> to the configured address (figure 28), once the request is finished. Please note that you will be able to access the *Available downloads* webpage using a link provided in the email.

Download_002 is available for download - Mensaje (HTML)						
Mensaje				۲		
Responder Responder Reer a todos Responder	viar Viar Eliminar Crear regla	carpeta * 🧞 Bloquear remitente & Listas seguras * es * Correo que desea recibir Correo electrónico no deseado 🕫	 Clasificar * Seguimiento * Marcar como no leído Opciones 	A uscar v OneNote OneNote		
De: noreply@vo Para: agl@hotele CC: Asunto: Download_	xelgroup.net ægl.com 002 is available for download		Enviado el: jue	ves 26/08/2010 11:24		
bavel						
Download server						
Download_002 is available for download						
The file is available for download at: <u>https://www.bavel.es/areaclientes/download/usrdownloads.aspx</u> This email is for information purposes only. Please, do not respond to it as your response will not be processed. For any enquiry concerning this						
eman, you can write to	ne ronowing email address: <u>inro</u>			•		

Figure 28

5.3 Recycle bin folder

When a completed download is deleted, the erased file is sent to the recycle bin folder (fig.29).

Availab	le downloads (2)		Pending requests (0)	0	Recyc	le bin (1)			
Download M	Ianager recy	cle bi	n	-		D 14	07:5	54:42	UTM
Request	Generated on	Name	Comment	Туре	Signature	Remittance	Size	Restore	Delete
5/10/2010 7:49 AM UTM	5/10/2010 7:51 AM UTM	Test_2	Selection of 2 documents Received of type Invoice	Pdf			416 Kb.	2	×
						Empt	y Recycl	e bin	

Figure 29

It is possible to restore any files using the restore icon provided (²) next to each transaction.

Seemingly the erase button (***) will permanently delete the invoice.

At the bottom of the page you will find a button with the function to eliminate all files contained in this folder: *Empty Recycle bin*

6 User Configuration module

Once in the *Partner Portal*, choose the *User Configuration* option from the left-hand side menu as shown on figure 30.

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Inside the User configuration, there are 2 Tabs available:

- Authorized user data (no seen in this user manual).
- Configuration

User info Digital archive Download area Configuration Configuratio Configuratio Configuratio Configu	bavel	Partner P	bavel-v1 250 2109. ortal HOTELES AGL PROV (hotelesagi) #148945
Help	User info > Digital archive > Download > User configuration Configuration Configuration Contracts Help	Sector: Document type: Sender: N pient: Search By:	Sent documents Blocked documents All Invoice All Any HOTELES AGL PROV Dates Amounts References

Figure 30

6.1 Configuration details

Authorized user data	Configuration	
File to import Configuration Decimal separator: Digit grouping symbol: Field separator: Date format:	. ▼ Use configuration: . ▼ dd-MM-yyyy ▼ Modify	Α
Bank account Account number:	Bank account not configured Configure Account Remove Account	В
General Settings Decimal settings: Visualization options Number of decimals in amounts: Number of decimals in percentages: Number of decimals in quantities: Calculation option Rounding Type : Banker	2 2 Default value 2 Default value	С
Modify		

The Configuration tag allows a user to configure the WebBilling import files options for: Decimal separator, Digit grouping symbol, Field Separator and Date format. It is also possible to configure your banking details (figure 31).

Figure 31

Α

Under the *Configuration* window it is possible to configure the *Decimal separator*, the *Digit grouping symbol*, *Field Separator* and *Date format* fields, for the files used when importing invoices through the *WebBilling Import files* feature. Please note that the *Digit grouping symbol* and the *Decimal separator* must not be the same, the system will automatically change them whenever a coincidence is detected.

The *Modify* button allows you to save the changes.

В

Under the *Bank account* window it is possible to configure your banking details. When pressing the *Configure Account* button the pop-up window *Bank account settings* will appear (figure 32). The *Remove account* button will delete any data previously entered.

Bank account settings	-12	\mathbf{X}
Account number: SWIFT code: Comment: Accept Account		

Figure 32

The details required under the *Bank account* pop-up window are described next:

Account number: either the bank account number or the IBAN is required. Space and/or dash are accepted. The system will validate this data and will display a message indicating whether the account number is right or not.

SWIFT code: the SWIFT code is required. The system will validate this data and will allow the change only when the SWIFT code is correct.

Comment: An optional text box to enter comments if necessary.

The *Accept Account* button allows you to save the changes. The system will also perform the account number validation for each case.

If the recipient of an invoice requires you to fill in the banking details, errors importing files might occur when these options are not correctly configured.



Under the General settings window it is possible to adjust the Decimal settings.

- On one hand it will be possible to adjust the visualization options with the number of decimals for *amounts*, *percentages* and *quantities*. The system default for these values is two decimal numbers.
- On the other hand it will be possible to set the calculation type using the *Rounding type* selector.

The drop down box for the rounding type allows 2 options to be selected:

- Banker's rounding
- Round away from zero

- Banker's rounding

When the fraction of the number is 5 and the preceding number is even the number is rounded down, whereas when the preceding number is odd then the number is rounded up. I.e.:

1.905 -> 1.90 1.915 -> 1.92 1.925 -> 1.92 1.935 -> 1.94 However, when the fraction of the number is higher than 5, due to a higher number of decimal and the preceding number is even, the number is rounded up:

1.9451 -> 1.95 1.9450000001 -> 1.95

- Round away from zero

When the fraction of the number is 5 then the number is rounded up. I.e.:

1.905 -> 1.91 1.915 -> 1.92 1.925 -> 1.93 1.935 -> 1.94

The *Modify* button allows you to save the changes.

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