# AIR FRANCE KLM

# Communication Kit E-invoicing

# TRADESHIFT ®

## Intended audience

This guide is designed specifically for employees who possess the responsibility of sending invoices out on behalf of suppliers to Air France - KLM.

This document is focused on invoices entered through the Tradeshift User Interface. If your company is aiming for integrating your ERP or Finance system with the Tradeshift Platform please visit https://support.tradeshift.com/

## Tradeshift Introduction

Tradeshift has the ambitious aim of connecting every company in the world on one global network. Founded in 2009 in Denmark, Tradeshift is the world's fastest growing business-to-business network, which supports the exchange of business data in the form of documents such as (but not limited to): quotes, purchase orders, invoices and credit notes, and the softer communicative processes that typically accompany the exchange of such documents.

Tradeshift has all the necessary security and compliance certifications, which are required in order to run a platform on this scale. For more information regarding security or compliance, please do not hesitate to contact Tradeshift support.

## Air France–KLM scope of use

From Q2/Q3 2015, Air France-KLM will use Tradeshift to facilitate the following business documents and communication flows:

• Invoices from suppliers
• Credit notes from suppliers

• Invoice statuses to the suppliers
• Credit note statuses to the suppliers

## Air France–KLM validation rules

To ensure a quick and efficient handling of invoices and credit notes, Air France-KLM has implemented a number of validation rules on the Tradeshift platform :

• **Issue date:** Mandatory. Invoice date cannot be more than 5 days in the past.

• **Invoice Number:** Mandatory. Invoice number needs to be filled in with any characters up to 16 characters maximum.

• **Credit Note Number:** Optional. Credit Note Number needs to be filled in with any characters up to 16 characters maximum.

• **Purchase Order:** Optional field if Cost Center and Department Code have been provided – Mandatory otherwise. Please provide the Purchase Order Number linked to your Invoice (10 digits).

## Air France-KLM validation rules (rest)

• **Purchase Order Line Number:** Mandatory if a Purchase Order have been provided. Please provide the Purchase Order Line Number linked with each Invoice Line Items (3 digits).

• **Cost Center:** Optional field if a Purchase Order has been provided – mandatory otherwise along with Department Code. Please provide the Cost Center provided by Air France - KLM.

• **Department Code:** Optional field if a Purchase Order has been provided – mandatory on 6 characters exactly otherwise along with Cost Center. Please provide the Department Code provided by Air France - KLM.

• **Tax Exemption Reason:** Mandatory in case the VAT Exempt tax is selected.

• **Contract number & Reference:** Optional in order to provide further details for specific Invoices such as related to Services.

It is important to note that there are some "standard fields" on invoices not forwarded:

• **Invoice payment due date:** invoices will always be paid based on the agreed terms and conditions stipulated in your supplier agreement and therefore not necessary on invoice.

• **Payment details:** invoices will always be paid based on the payment details registered within Air France-KLM's financial system.

• **Address details:** Only addresses registered in Air France / KLM financial system are valid.

## Getting started on Tradeshift

In order to create your account on Tradeshift, you must accept the invitation to join Tradeshift that was (or will be) sent from Air France-KLM (mail-address, remind 'spam'). Then, your account is automatically created, connected to the relevant Air France-KLM legal entities and all the relevant "connection properties" are added to the connection between your accounts.

If you have multiple legal entities registered with Air France-KLM that you would like reflected as accounts on the Tradeshift platform, you will need to contact Tradeshift support: afklm.support@tradeshift.com and request their assistance.

Once created, the account is yours to manage. It is always best to start by editing your company details (name, address, logo, tax & legal identifiers, etc.) One important point to consider is the "Notifications" options, under the "Edit your settings" menu.

As Air France-KLM has asked you to use Tradeshift to send invoices and you will receive status updates back regarding these invoices, it is important to consider who from within your organization will receive these notifications.

Furthermore, as more and more of your suppliers and customers join Tradeshift, not the least of which will be other Air France-KLM legal entities, it is important that you manage all "connection requests" that you receive.

## Navigating through the Tradeshift Platform

The Tradeshift platform is simple and intuitive to use. It has been designed to look more like the social network web services (Skype, LinkedIn, Facebook etc.) that most of us know and use today rather than a typical accounting software.
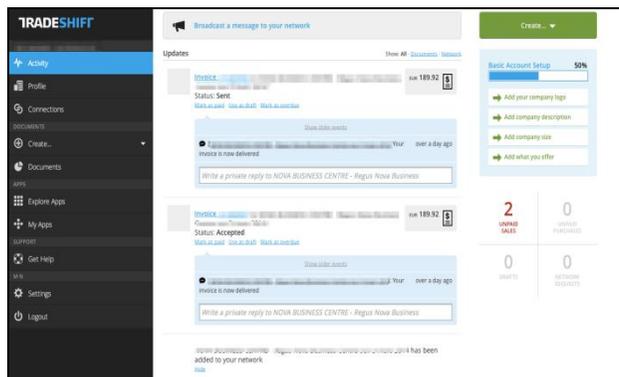


After logging onto the Tradeshift Platform, you will notice the menu at the left of the screen. Below some of the features you will find:

- **"Activity"** shows updates summarizing everything occurring within your network.
- **"Profile"** is where you can edit your own user settings.
- **"Connections"** shows all the companies with which you have a connection.
- **"Create"** allows you to create an invoice or Credit Note.
- **"Documents"** shows all the business documents that have been exchanged with your business contacts and their status.
- **"Get Help"** will take you directly to the Tradeshift support page.
- **"Settings"** to edit your profile settings, such as login email address, profile language, time zone, …

## Sending your first invoice

To create an invoice, once logged-in, you can use the "Create" section then clicking on text "invoice" which appears below, or you can click on the green 'Create Invoice' button at the top right side of your homepage. Both methods will take you to the invoice template.
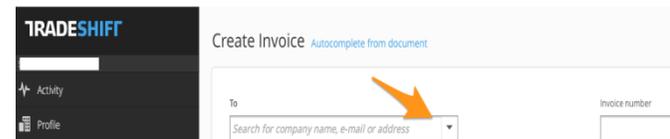


Once you have selected the customer you want to invoice, simply fill in the invoice template. To attach any items, you can use the "Choose File" button underneath "Attachments" at the bottom of the template and when you are ready, click "Send invoice".

If there are any errors with the invoice, you will receive an instant error message on the screen and be given a chance to rectify the problem. You will not be able to send the invoice until all errors have been rectified. Once successfully dispatched, you can see the document by clicking on the "Documents" tab, where the status should be "sent".

## Assistance

For further information, you can contact Tradeshift's Global Support Team on the following email address: AFKLM.support@tradeshift.com

You can also look at the Tradeshift support page: https://support.tradeshift.com/home?ent=air-france-klm

Or the Air France – KLM public profile page: http://tradeshift.com/supplier/air-france-klm/

**AIR FRANCE KLM**