

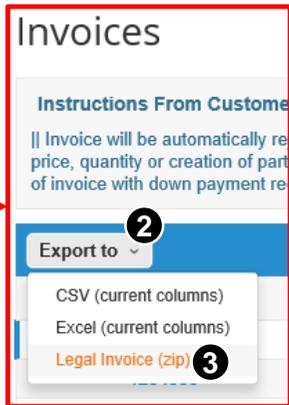
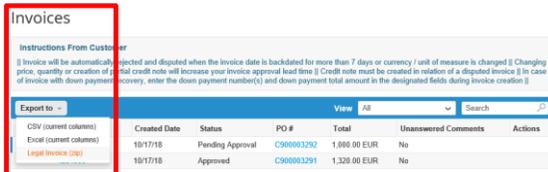


Bulk Export of Legal Invoices

Bulk Export your Legal Invoices

To bulk export all your legal invoices created through Click n'Pay, you must:

1. Go to the tab "Invoices".
2. Click on "Export to".
3. Select "Legal Invoice (zip)".



Hereunder you will receive an e-mail with a .zip file attached. This .zip file will contain all your legal invoices in pdf format.

Important Remarks:

(!) Only compliant invoices will be downloaded.
For example:



(!) Non-compliant invoices will not be downloaded because they don't have an equivalent legal pdf invoice. For example:



Supplier Quick Reference Guide #6

Bulk Export of Legal Invoices

English



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Need Support?

► +33 1 57 32 48 95 - Option 3 for Click n'Buy
(Monday-Friday, Business working hours CE(S)T)

► support.customercare@airbus.com

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Establish a Filter

Bulk Export only a group of Legal Invoices

If you want to select just a group of legal invoices to bulk export, you must:

1. Go to the tab "Invoices".
2. Select a View corresponding to the group of legal invoices that you want to export.

Invoices 1

Instructions From Customer

|| Invoice will be automatically rejected and disputed when the invoice date is backdated for more price, quantity or creation of partial credit note will increase your invoice approval lead time || Cre of invoice with down payment recovery, enter the down payment number(s) and down payment to

Export to

- CSV (current columns)
- Excel (current columns)
- Legal Invoice (zip)

View

- All
- Approved
- Credit Notes
- Disputed
- Disputes with a supplier response
- Disputes without supplier response
- Draft
- Last Month
- Nico Invoices
- Payment Information
- Pending Approval
- Processing
- test rgo
- Voided
- Create View

- 3 Click on "Export to".
- 4 Select "Legal Invoice (zip)".

For example, if you select the view "Approved", only the legal invoices in status approved will be downloaded.

Create a new View to Bulk Export

If you want to bulk export a group of invoices not available in the dropdown list "View", you must:

1. Select "Create View" at the bottom of the "View" dropdown list.
2. Create a new view with the features you desire and click on "Save".

Export to

- CSV (current columns)
- Excel (current columns)
- Legal Invoice (zip)

View

- All
- Approved
- Credit Notes
- Disputed
- Disputes with a supplier response
- Disputes without supplier response
- Draft
- Last Month
- Nico Invoices
- Payment Information
- Pending Approval
- Processing
- test rgo
- Voided
- Create View

Then, if you select the new view "Last Month", and you click on "Export to", all the legal invoices created the previous month will be downloaded.

2 Create New data table view

General

Name: Last Month

Visibility: Only Me Everyone

Start with view: All

Conditions

Match all conditions

Invoice Date

Columns

Drag columns to the right to select and vertically to

Available Columns

Columns

- For example, if you want to export the invoices sent the previous month:
- 2.1. Go to the "Conditions" section and choose "Invoice Date" on the dropdown list.
 - 2.2. Select the option "last month".

