

# Quick Start Guide for Electronic Document Exchange with Gurkerl.at GmbH

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**Guide**  
**2022**

The logo features a large, stylized, teardrop-shaped graphic with a green-to-blue gradient. Inside this graphic is a white oval containing the text "ORiON by GRiT".

**ORiON**  
by GRiT

**GRiT**

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Business ID: 46963740, Tax ID: CZ46963740

# Table of Contents

1. Introduction .....	3
1.1. How to Launch Document Exchange with Gurkerl.at via ORiON?.....	3
1.2. How Does the Document Exchange Using the ORiON App Work?.....	3
2. Successful Launch of ORiON Application .....	4
2.1. Logging into ORiON Application.....	4
2.2. Home Page - Dashboard .....	5
3. Received Orders .....	5
4. Creating an Order Response .....	6
5. Creating a Despatch Advice .....	8
6. Creating Pallet Delivery Notes.....	10
6.1. Splitting across Multiple Pallets and Moving a Line Item to Another Pallet	12
7. Creating an Invoice .....	14
7.1. Bulk Change of Values .....	17
7.2. Editing Line Items .....	17
7.3. Rounding Difference (Penny Rounding) .....	17
7.4. Additional Invoice Log Features .....	18
8. Sending a Credit Note .....	19
9. Correcting an Existing Invoice .....	19
10. Transferred Tax Liability .....	20
11. DOTS – Date of Taxable Supply.....	21
12. Billing Information Settings .....	21
13. How to Contact Us .....	22
13.1. Contact Person at Gurkel.at.....	22
13.2. ORiON Customer Support .....	22
14. About the Company.....	23

# 1. Introduction

EDI solution ORiON, product of the GRiT company, is designed for document exchange between the systems of Gurkerl.at GmbH Shop Kft. Company (Gurkerl.at) and its suppliers. To ensure this exchange, it uses EDI communication, which allows automatic document exchange between different information systems.

## 1.1. How to Launch Document Exchange with Gurkerl.at via ORiON?

A prerequisite is having signed a contract with Gurkerl.at GmbH (Gurkerl.at).

1. Fill in the registration form at [www.grit.eu/Gurkerl](http://www.grit.eu/Gurkerl).
2. With the help of [Gurkerl.at](http://Gurkerl.at), unify the listing information (master data) about goods.
3. Based on the data in the registration form, GRiT will set up an account in the ORiON application and send you your login credentials.
4. Test period: Gurkerl.at will send the first orders both directly to ORiON and by e-mail, same as before.
5. If everything is in order, Gurkerl.at will cancel the sending of orders by e-mail and will only be sending them to ORiON. You will be alerted to new incoming orders by an e-mail notification with a link to the ORiON solution.

At the time of the first launch of the ORiON application, the basic information about your company will have been set up in the e-mail field (account), and the account will have been configured so as to allow you to initiate the receiving or sending of your first messages in the agreed format. **Please check your information [in the settings](#).**

## 1.2. How Does the Document Exchange Using the ORiON App Work?

1. In ORiON, you receive an order from Gurkerl.at, of which you will be notified by e-mail.
2. Log into ORiON using your user account from any internet browser and you will be able to view the [new order](#) or download it from the order log.
3. Process the order in your system and prepare the goods for sending.
4. In ORiON, create a [despatch advice](#) from the received order, fill in the mandatory information and/or modify the items if needed if you do not utilize the order fully. Send the despatch advice via ORiON to Gurkerl.at before the actual delivery of goods.
  - If Gurkerl.at requires you to use pallet labels with **SSCC codes**, these must be [added to the despatch advice and the goods must be assigned to them](#) in ORiON.

5. Physically send the goods to Gurkerl.at.
6. As soon as your carrier confirms the receipt of the goods by the purchaser, you can **create an invoice** in ORiON directly from the despatch advice; you will need to fill in the necessary information and send it digitally to Gurkerl.at.
  - If Gurkerl.at rejects the invoice due to formal or content reasons, you will receive an e-mail notification. In ORiON, you will find out what the problem with the invoice is, you will then correct it and send it again to Gurkerl.at.

## 2. Successful Launch of ORiON Application

Basic computer skills are necessary for using ORiON, specifically the ability to use an internet browser. ORiON is an internet application, which means that you do not need to install any software on your computer and that an internet browser of any kind is all you need to run it.

There are plenty of them. We recommend one of the following to work with ORiON: Mozilla Firefox, Internet Explorer, Google Chrome or Opera.

### 2.1. Logging into ORiON Application

EDI ORiON application is available on this website: <https://orion.ccv.cz>.

After filling in the address bar of the Internet browser, a login window will be displayed (Figure 1).

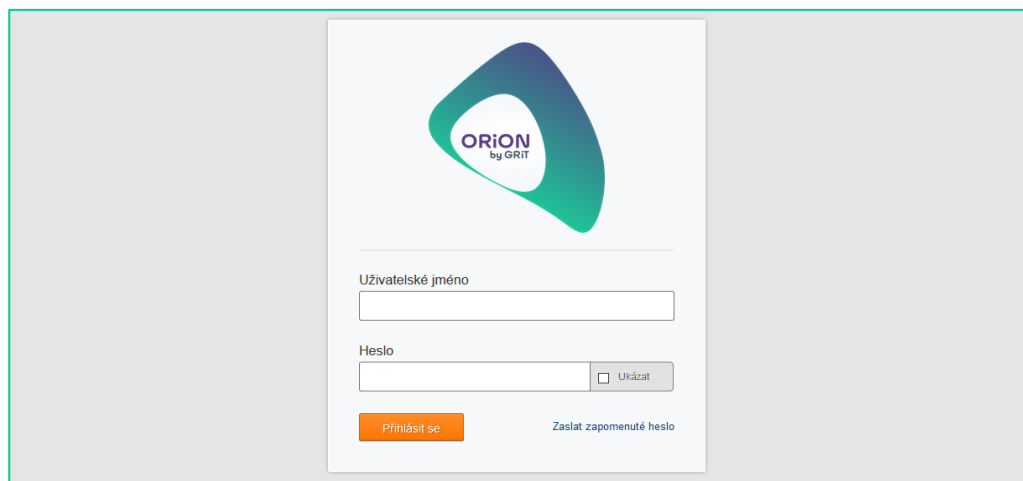


Figure 1: Window for signing into ORiON

Fill in the login details that you received in the e-mail that was sent to you with the information about the ORiON mailbox settings.

**Note:**

*If you have lost your login information for the ORiON application, it is possible to reset them by clicking on "Send forgotten password" on the login screen (Figure 1). For the specified login account,*

instructions will be sent to your e-mail address with the option to renew your login into the ORiON solution.

If the information you have entered is correct, your home page will be displayed (Figure 2). You can save to your Internet browser bookmarks.

## 2.2. Home Page - Dashboard

On the home page of the ORiON application, you can see, among other things, an instant overview of pending orders and rejected invoices, news and events that have occurred since the last login, document search bar, overview of the history of the number of the documents by type and quantity, a quick overview of available working capital hidden in receivables, useful tutorials and documentation, where you can find answers to your questions, or perhaps search for Gurkerl.at's contact information, your company GLN, a person with admin rights, or a bar providing help, feedback or customer support contact information.

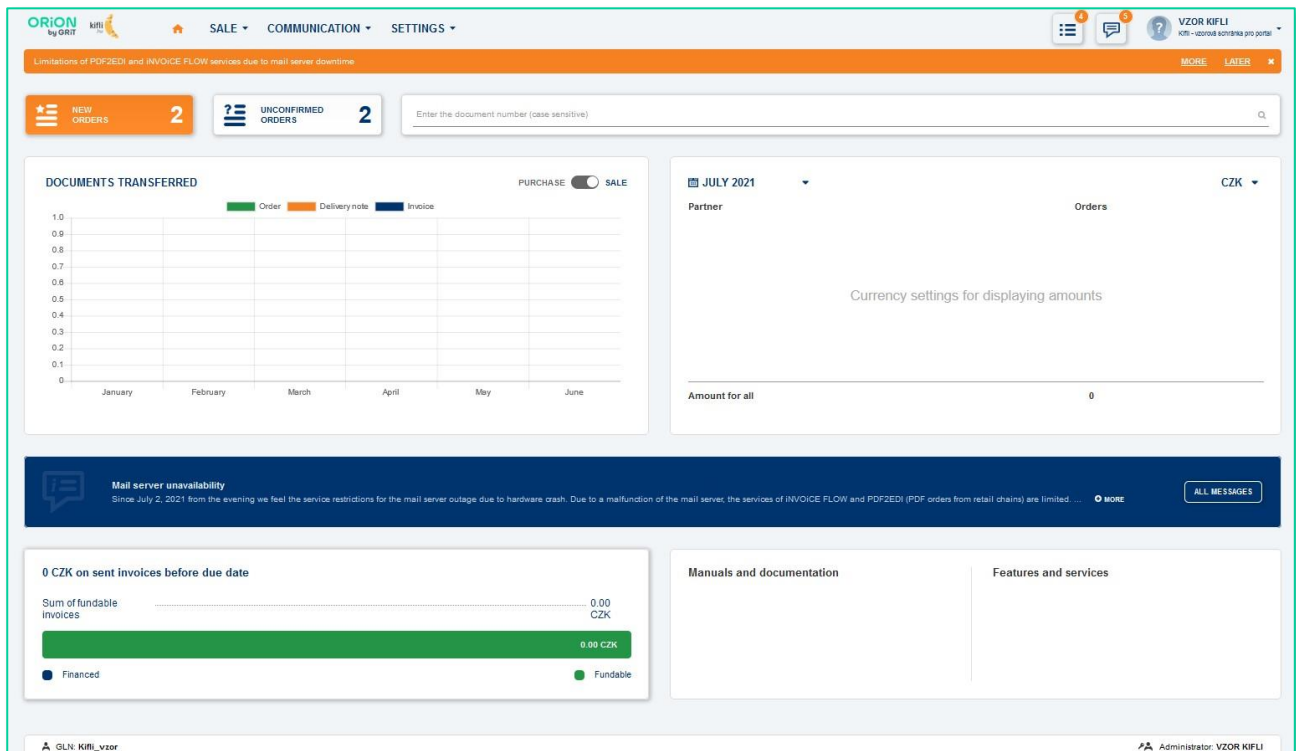


Figure 2: ORiON home page

## 3. Received Orders

You can access your received orders in several different ways:



1. by clicking away from your despatch advice e-mail,
2. using the instant overview feature in the upper-right corner of the dashboard,
3. from the main menu by selecting the option **Sales > Orders**

4. or via the tile at the top left under the main menu.

You can also simply display the new ones using the quick filter „New“. All order overviews (based on the pre-set filter) can also be downloaded as an Excel table.

You can display the order detail by clicking on the document number.

It is **important** to confirm incoming orders as *Received*.

Each unconfirmed order, which has been successfully delivered to your ORiON mailbox, is accompanied by the  icon in the *Action* column, and the document number is marked yellow  with the description *New* (Figure 3).







DOCUMENT NUMBER	CREATION DATE	PURCHASER	PLACE OF DELIVERY	DATE OF DELIVERY	NOTE	CREATED DOCUMENTS	ACTION
 <a href="#">22125</a>	15:51:06	<a href="#">Gurkerl.at GmbH</a>	<a href="#">9110028937958</a>	07/06/21			  + -
 <a href="#">133417</a>	15:48:10	<a href="#">Kifli.hu Shop Korlátolt Felelősségű Társaság</a>	<a href="#">5990804531006</a>	07/06/21			  + -

Figure 3: Received orders

To confirm the order, click on the  icon. ORiON will change its status to **Delivered** and the mark on the left side will change its colour to green .


## 4. Creating an Order Response

The ORDRSP message (order response) is sent by the supplier to the company as a receipt confirmation and also to show the understanding of the order. The supplier has the option to:

- confirm the order
- refuse
- adjust the quantity or delivery date of some items from the original order.

Order response (ORDRSP) can be created by two ways:

In the menu **Sales > Orders >**

- In the corresponding log, search for the tax document from which you wish to create an In the right column **Action** , click on the icon with the description „Next Action“ and then on „Create an order response“ the corresponding log, search for the tax document from which you wish to create an order. In the right column **Action**, click on the icon with the description „Next Action“ and then on „Create an order response->

## RECEIVED ORDERS

Export to Excel

Quick filter

All

Document number

Purchaser

Period

Creation date

Jan 1, 2019 - Mar 1, 2022

SHOW RESULTS

Cancel filter

Advanced filter

<<<1 / 1>>>

Number of records on the page: 10

[ 1 - 5 / 5 ]

DOCUMENT NUMBER	CREATION DATE	PURCHASER	PLACE OF DELIVERY	DATE OF DELIVERY	NOTE	CREATED DOCUMENTS	ACTION
2069680112888	11/02/20	Demo odběratel	DEMO DP	10/28/20		DL, ORSP	<div><div></div><div>+</div><div></div></div>
201909102	09/10/19	Demo odběratel	DEMO DP	09/16/19		FA, DL, ORSP	<div><div></div><div>+</div><div></div></div>
201909101	09/10/19	Demo odběratel	DEMO DP	09/13/19		ORSP	<div><div></div><div>+</div><div></div></div>
OBJ24894	03/12/19	Demo odběratel	8594010125418	03/20/19		DL	<div><div></div><div>+</div><div></div></div>
OBJ12345	03/12/19	Demo odběratel	DEMO DP	03/22/19		ORSP	<div><div></div><div>+</div><div></div></div>

<<<1 / 1>>>

[ 1 - 5 / 5 ]

Figure 4: Received orders - quick selection

- b. in the detail of the document, select the option „Next Action“ in the upper-right corner and then on „Create an order response“.

## RECEIVED ORDER DETAILS: 2069680112888

Print document Next operation

Document number	2069680112888	Creation date	11/02/2020 14:23:18	Message status	18 Delivered
Purchaser	8594027409967 Demo odběratel	Date of issue	10/27/2020	Message	278064782
Supplier	8594027409981 Demo společnost	Date of delivery	10/28/2020	Consignment	301029871
Place of delivery	8594027406965 DEMO DP			Sender	Demo odběratel
				Created documents	DL, ORSP

HISTORY OF THE MESSAGE FLOW		EVENTS
DATE AND TIME	EVENTS	NOTE
02.11.2020 14:47:55	Message delivery to recipient	
02.11.2020 14:47:47	Delivery of outgoing consignment	
02.11.2020 14:47:47	Potvrzení přijetí zprávy z WWW formuláře	
02.11.2020 14:24:44	Outgoing consignment sending	
02.11.2020 14:24:44	Consignment status 46 – Communication server processing	Channel: Internal
02.11.2020 14:23:18	Consignment sending	Channel: Internal

Reichel David	Right now
ADD COMMENT	
Kyjovský Marek	02.11.20 14:43
TEST	

Figure 5: Received orders – Next action

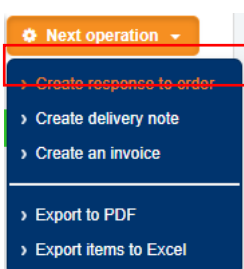


Figure 6: Menu - Create an order response

In the Action column for the each item, select from the options:

- Change
- Accepted
- Not accepted

## CREATING RESPONSE TO ORDER

Order response No.: 209080112888 Original values Unlock Preview Save and send

**SUPPLIER**

Code: 8594027409801

Name: Demo společnost

Commercial Register No.: 12345678 VAT ID: CZ12345678

Supplier code:

Address: Details

**CUSTOMER**

Code: 8594027409807

Name: Demo odběratel

Commercial Register No.: 21 VAT ID: CZ87654321

Address: Details

**PERSON**

Name and surname: David Reichel

Position:

Phone:  Fax:

E-mail: david.reichel@ovv.cz

**PLACE OF DELIVERY**

Code: 8594027409805

Name: Místo dodání Opava

Address: Details

End point of delivery: Details

**DATE**

Date of issue: 04.03.2022 Time: 12:35 PM

Date of delivery: 28.10.2020

**OTHER DATA**

Order number: 209080112888 dated: Oct 27, 2020

Contract number:

Add lines: 1 Add Bulk change of values

ROW NO.	SPECIFICATIONS	GOODS GTIN	REPLACEMENT GTIN	SUP. Q. DIFF.	PURCH. Q. DIFF.	QUANTITY TYPE	QUANTITY	UNIT	DATE OF DELIVERY	ACTION
1	VYROBEK_01	8594015841113		111		Ordered	15	Ka		Accepted
2	VYROBEK_02	8594015842011		201		Ordered	200	Ka		Accepted

Figure 7: Acceptance

In the event of a change, make the necessary adjustments in quantity, goods or delivery date.

## 5. Creating a Despatch Advice

The despatch advice must be sent to Gurkerl.at **the day before the actual delivery**.

In ORiON, the despatch advice can be created directly from the original order, which can be found in the order log (menu **Sales > Orders**), either directly in the log using the + button at the end of the line with the order,

« < 1 / 1 > » Number of records on the page: 10 [ 1 - 2 / 2 ]

DOCUMENT NUMBER	CREATION DATE	PURCHASER	PLACE OF DELIVERY	DATE OF DELIVERY	NOTE	CREATED DOCUMENTS	ACTION
22125	15:51:06	Gurkerl.at GmbH	9110028937958	07/06/21			
133417	15:48:10	Kifli.hu Shop Koriátolt Felelősségű Társaság	5990804531006	07/06/21			

« < 1 / 1 > »

» Create delivery note  
» Create an invoice

Figure 8: Menu - Create a delivery note

or in the detail of the order by selecting the option „Next Action“ in the upper-right corner.



## RECEIVED ORDER DETAILS: 22125

Print document

Next operation

Document number **22125**  
Purchaser 9110028937958 Gurkerl.at GmbH  
Supplier 9001232100002 Bacardi-Martini GmbH  
Place of delivery 9110028937958

Creation date 07/04/2021 15:51:06  
Date of issue 07/02/2021  
Date of delivery 07/06/2021

Message status **16 Sent**  
Message 307526589  
Consignment 336012529  
Sender Testovací od  
Created documents

Order confirmation

Create delivery note

Create an invoice

Export to PDF

Export items to Excel

Figure 9: Menu - Create a delivery note

The despatch advice form with the pre-filled information from the order will be displayed (Figure 10).

## CREATE DELIVERY NOTE FROM ORDER

Delivery note No.

Original values **Unlock** Preview Save and send

**SUPPLIER**

Code \*

Name \*

Company ID \*  VAT ID

Supplier code

record in the CR

Address  Details

**PURCHASER**

Code \*

Name

Company ID  VAT ID

Recipient's code

Address  Details

**DISTRIBUTION WAREHOUSE**

Code

Name

Address  Details

**PLACE OF DELIVERY**

Code \*

Name

Address  Details

**PLACE OF BILLING**

Code

Name

Address  Details

**DATE**

Date of issue

Delivery departure date  Time

Expected delivery date  Time

**OTHER DATA**

Order number \*  dated

Supplier order number  dated

Currency code

Country of origin

License plate number

Note

RC	NC	ITEM NAME *	GTIN *	UNIT	ITEM TYPE	SUPPLIER GOODS DIFFERENTIATION	UNITS IN THE PACKAGE	QTY. ORD. *	QUANTITY SUPPLIED *	UNIT PRICE	VAT RATE *	COUNTRY OF ORIGIN
1		Bacardi Breezer Hard Seltzer Lemon Lime 250ml	7610113013901	CT		4715014371	12	2	2	1.20		Q
2		Bacardi Breezer Pineapple 275ml	5010677522281	CT		4715000798	24	2	2	0.86		Q
3		Bombay Sapphire 0.7l	5010677714101	CT		4303000279	6	1	1	12.52		Q
4		Ernstoff Fine 275ml	5010677802801	CT		4741000027	12	1	1	0.86		Q
5		Ernstoff Ice 275ml	5010319030031	CT		4708000130	12	6	6	0.86		Q
6		Ernstoff Vodka 0.7l	7610113005291	CT		4201008244	6	5	5	6.89		Q
7		Martini Asti Collezione Speciale DOCG 0.75l	7630040423011	CT		5147014139	6	3	3	6.31		Q
8		Martini Bianco 0.75l	7630040401081	CT		1102001478	6	1	1	4.51		Q
9		Martini Fiero 0.75l	8000570048041	CT		1121009718	6	2	2	4.51		Q
10		Martini Floreale Non Alcoholic 0.75l	7630040403671	CT		5108011961	6	5	5	5.63		Q
11		Martini Rosso 0.75l	7630040400071	CT		1101001473	6	1	1	4.51		Q
12		Martini Vibrante Non Alcoholic 0.75l	7630040403651	CT		5109011966	6	6	6	5.63		Q

**CHECK**

Total price without VAT: 156.01


Total price including VAT: 156.01

Figure 10: Despatch advice form

Some boxes are inaccessible and grey. These boxes are pre-filled based on your pre-filled billing information (see [billing information settings](#)), on the purchaser's information, or based on the relevant boxes of the primary document (order).

When filling in the form, please follow these steps (quick overview):

- Fill in the delivery note number.
- By clicking on the icon, select the departure date of the delivery.
- Check the quantity delivered or the unity of measurement (when applicable).
- Set the VAT.

If you need to edit an item manually, click on the (Unlock)  button, which is highlighted in the header of Figure 4. This will unlock all boxes for editing.

After you finish editing, all you need to do is click on the „Save and send“ button. At this moment, the document will be saved in ORiON and sent to Gurkerl.at. You can check the sent despatch advice in the menu **Sales > Delivery Notes**, which shows a complete overview of all outgoing despatch advices sent from ORiON to Gurkerl.at.

## 6. Creating Pallet Delivery Notes

The pallet delivery note (more accurately "despatch advice") must be sent to Gurkerl.at **one day before the actual physical shipment**.

In ORiON it is possible to create a pallet delivery note directly from the original order, which can be found in the order log (menu **Sale > Orders**). Either directly in the order log using the + button at the end of the order line, or in the order detail using the "More actions" menu in the top right corner. In both cases, select the option "Create pallet delivery note" (Figure 11).

<div> <div> <div>&lt;&lt;</div> <div>&lt;</div> <div>1 / 1</div> <div>&gt;</div> <div>&gt;&gt;</div> </div> <div>Number of records on the page: 10</div> </div>		[ 1 - 3 / 3 ]					
DOCUMENT NUMBER	CREATION DATE	PURCHASER	PLACE OF DELIVERY	DATE OF DELIVERY	NOTE	CREATED DOCUMENTS	ACTION
2031775570942	06/10/21	Albert Česká republika_s.r.o.	Albert - DC Klecany	06/11/21			+
2031775570930	06/10/21	Albert Česká republika_s.r.o.	Albert - DC Klecany	06/11/21			<div> <div>&gt; Create response to order</div> <div>&gt; Create delivery note</div> <div>&gt; Create pallet delivery note</div> <div>&gt; Create an invoice</div> </div>
2031774827469	05/11/21	Albert Česká republika_s.r.o.	Albert - DC Klecany	05/13/21			

Figure 11: Order log

Some fields are inaccessible and greyed out. These fields are pre-populated from your preset billing information (see [Billing information settings](#)), purchaser information, or from the corresponding fields of the initial document - purchase order.

Unlock

If you need to manually edit any item, click on the button, all fields will become available for editing.

Follow these steps to complete the form (quick overview):

- Fill in the delivery note number.
- Use the icon to select the delivery departure date.
- Check the quantity delivered or the unit of measure.
- Set the VAT.

After editing, just click on the "Save and send" button. At this point the document will be saved in the ORiON and sent to Gurkerl. You can check the sent pallet delivery note in the **Sale > Delivery notes** menu, where you can see a complete overview of all outgoing delivery notes (despatch advice) that you have sent from ORiON to Gurkerl.

In the **Sale > Delivery notes** menu you can view the delivery note sent by clicking on the detail of the document number and then print the SSCC code(s). This can be done by clicking on the "More actions" button, where you select the option "Print SSCC labels" (SSCC codes are based on the standard GS1-128).

## CREATE PALLET DELIVERY NOTE FROM ORDER

Delivery note No. \*

Original values

Unlock

Preview

Save and send

You have No pre-generated SSSC code. Automatic line will be used.

SUPPLIER

Code \*

8594027409998

Name \*

CCV, s.r.o.

Commercial Register No. \*

10

VAT ID

10

Supplier code

record in the CR

test

Address

Details

PURCHASER

Code \*

8590421000007

Name

Albert Česká Republika, s.r.o.

Commercial Register No.

44012373

VAT ID

CZ44012373

Recipient's code

Address

Details

DISTRIBUTION WAREHOUSE

Code

8593893007581

Name

Nestlé Česko, s.r.o. PET food

Address

Details

PLACE OF DELIVERY

Code \*

8590421903179

Name

Albert - DC Klecany

Address

Details

PLACE OF BILLING

Code

Name

Address

Details

## 6.1. Splitting across Multiple Pallets and Moving a Line Item to Another Pallet

When creating a document, there may be situations where you need to **split the delivered goods across multiple pallets**.

Add

You can insert another pallet line item by clicking the button. In the *"Add number of pallets"* box, set how many additional pallet records will be created (Figure 12).

**ORION**  
by GRIT

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Business ID: 46963740, Tax ID: CZ46963740

12/24

Figure 12: Preview of the form for creating a pallet delivery note

If you have added a pallet and assigned the appropriate SSCC code to it, you can move the delivered item under another pallet in two ways:



by clicking on the selection icon,



by dragging the line item with the mouse under the appropriate pallet (press the selection icon again and at the same time drag the line item and drop it under the new pallet record).

Figure 13: Dragging the line item under the pallet

In both cases, this action will be followed by the "Move item" dialog (Figure 14), where you specify whether you want to move the entire quantity of the item or only part of it to one of the other pallets. These methods can be used to move line items between pallets not only by item resolution, but also by lot numbers or expiration dates.

GOODS TRANSFER

×

NAME	VALUE
Specifications	PALETA CHEP
Goods differentiation	24699341
Best before	
Batch number	
Quantity supplied	7.000

MOVING GOODS ON THE PALLET ACCORDING TO:

☒ Goods differentiation
 ☐ Best before
 ☐ Batch number



MOVE TO THE PALLET:

2 - SSCC: 112345678000000131

✓ Save

✕ Cancel

Figure 14: Moving goods

To delete pallet records and line items, use the button with the icon , and to add line items, click on the icon .


Use the procedure described above to divide all the items between the pallets so that the deliver note matches the way you pick and ship the goods to the purchaser.







## 7. Creating an Invoice





Invoices can be created from three interconnected documents:

1. The best way is to create it from a confirmed delivery note (provided that Gurkerl.at sends it to you via ORiON). In that case, you invoice precisely what the customer has obtained. By doing so, you avoid having to create credit notes. Creating an invoice is possible either directly from the delivery note log in the menu Sales > Delivery Notes, or from the detail of the delivery note. So, you will wait for the confirmed delivery note before creating your invoice.
2. The invoice can also be created from a despatch advice in the menu Sales > Delivery Notes. In this case, you need to wait for the confirmed delivery note from the carrier unless you and Gurkerl.at have made different arrangements.
3. If the order does not differ from the despatch advice, it is equally easy to create an invoice from the order in the menu Sales > Orders. Again, you need to wait for the confirmed

delivery note from the carrier, unless you and Gurkerl.at have made different arrangements.

In the corresponding log, search for the tax document from which you wish to create an In the right column **Action**, click on the  icon with the description „Next Action“ and then on „Create an invoice“ (Figure 15), or, in the detail of the tax document, select the option „Next Action“ in the upper-right corner.

DOCUMENT NUMBER	CREATION DATE	PURCHASER	PLACE OF DELIVERY	DATE OF DELIVERY	NOTE	CREATED DOCUMENTS	ACTION
22125	15:51:06	Gurkerl.at GmbH	9110028937958	07/06/21			  
133417	15:48:10	Kifli.hu Shop Korlátolt Felelősségű Társaság	5990804531006	07/06/21			  

  1 / 1  

Create delivery note

Create an invoice

Figure 15: Creating an invoice directly from the document log

The invoice form will be displayed, pre-filled with the information from the order (Figure 16). Some boxes are inaccessible and grey. These boxes are pre-filled based on the supplier's billing information (see [billing information settings](#)), on the purchaser's information, or based on the relevant boxes of the primary document. They can be modified directly within the tax document only after the form has been „unlocked“ (blue button in the header of the document).

CREATE INVOICE FROM ORDER

Invoice (380) No.

Original values

Unlock

Preview

Save and send

SUPPLIER

Code \*

Name \*

Company ID \*  VAT ID  Company ID, VAT ID

Supplier code

Address  Details

Bank connection  Details

Distribution warehouse  Details

DATE

Due date

Date of issue \*

Date of taxable supply \*

Date of shipment

Date of delivery

OTHER DATA

Order number \*  dated

Supplier order number  dated

Delivery note  dated

Payment method

Receipt note No

Serial number of invoice

Date of the previous transaction

PURCHASER

Code \*

Name

Company ID  VAT ID

Recipient's code

Address  Details

PLACE OF BILLING

Code

Name

Address  Details

PLACE OF DELIVERY

Code \*

Name

Address  Details

**ORION**  
by GRIT

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Business ID: 46963740, Tax ID: CZ46963740

15/24

The screenshot displays the 'Creating an invoice' form in the ORION by GRIT system. The form is divided into several sections:

- Header Section:** Includes fields for 'Add lines' (1), 'Add lines', and 'Bulk change of values'. It also features a 'TWO-LINE SPECIFICATION' checkbox.
- Line Section:** A table with columns for 'ROW NO.', 'ITEM NAME', 'GTIN', 'UNIT', 'QTY', 'RAE', 'UNIT PRICE WITHOUT VAT', 'DISCOUNT', 'TOTAL AFTER DISCOUNT WITHOUT VAT', and 'VAT RATE'. Three lines are visible:
 

ROW NO.	ITEM NAME	GTIN	UNIT	QTY	RAE	UNIT PRICE WITHOUT VAT	DISCOUNT	TOTAL AFTER DISCOUNT WITHOUT VAT	VAT RATE
1	Bacardi Breezer Hard Seltzer Lemon Lime 250ml	7510113013008	CT	2		1.20	0.00	2.40	0
2	Bacardi Breezer Pineapple 275ml	5010577552388	CT	2		0.85	0.00	1.70	0
3	Bombay Sapphire 0.7l	5010677714105	CT	1		12.52	0.00	12.52	0
- CURRENCY SETTINGS:** Includes 'Invoice currency' (CZK) and 'Domestic currency' (CZK).
- SUMMARY:** A table showing tax calculations:
 

Category	Value	Unit
Tax base 0 %	18.64	CZK
Tax base 15.00 %	0.00	CZK
Tax base 21.00 %	0.00	CZK
Total price without VAT	18.64	CZK
Total invoiced	18.64	CZK
- NOTE 1:** A section for adding notes, currently empty.

Figure 16: Creating an invoice – header and line section of the form

When filling in the form, please follow these steps (quick overview):

- Enter the number of the invoice.
- The supplier's billing information will be filled automatically based on the way it was set according to Chapter 12.
- The purchaser's billing information is also filled automatically, this time from the internal database of ORION.
- Enter information about due dates, creation dates and dates of taxable supply or delivery dates.
- In the invoice lines, check the quantity delivered, fill in „Price before discount“, units of measurement and set the VAT.
- In the end, it is necessary to check whether the sum of bases and taxes match the document created in your internal accounting system.
- If everything is in order, you can send the document by clicking on the button "Save and send"

### Useful tip:

If you have filled in all information, you can display a preview of the invoice before sending it by clicking on the "Preview" button. If you have forgotten to fill in any of the required boxes, a message about this error will be displayed and the empty boxes in the form will be underlined red.

You can check the invoice in the invoice log, which you will access from the main menu **Sales > Invoices**, where a complete overview of all outgoing invoices sent from your mailbox to your



purchasers is displayed a complete overview of all outgoing invoices sent from your mailbox to your purchasers is displayed.


## 7.1. Bulk Change of Values

If your invoice contains a large number of line items which you wish to fill with identical information in bulk (such as VAT rate or currency), click on the “Bulk change of values” button.

A window will be displayed in which you can set the above-mentioned information as well as the ratio of units of measurement, type of items and percentage discount in the invoice line (Figure 17).

Figure 17: Bulk change of values


## 7.2. Editing Line Items

If you cannot invoice the quantity of goods that the purchaser requests from you or, on the contrary, if you need to quantify goods which weren't part of the order, it is possible to add or delete line items. Click on the „Unlock“ button and a function for deleting entries will be added to the line section , and the “Add lines” button will become available above the line items. When you enter the number of lines that you wish to add in the „Add lines“ box and click on the button, the invoice creation form will add the requested number of lines.

## 7.3. Rounding Difference (Penny Rounding)


If you need to quantify the rounding difference in the total amount of the invoice, you can do so by unlocking the form after the automatic price recalculation and adjusting the price in the „Total invoiced“ box (which is located in the sum section) to the requested value. The final rounding difference will be displayed in the „Penny rounding“ box.


## Warning:


If you are using this method to modify the amount of the invoice that was automatically recalculated by the form, **do not click** on the the „Recalculate“ button . If you were to do so, the amount invoiced would revert to the original amount.

After making sure that everything is in order, click directly on “Save and send”.

## 7.4. Additional Invoice Log Features

From the sent invoice list which you have displayed, you can display the invoice preview (Figure 18) by clicking on the document number. If you want to work with the document also in paper form, it is possible to print it out via the tax document detail by clicking on the  button in the upper-right corner of the form.

If you need to access the invoice archive file, which has a digital signature for possible inspection by the tax authority, you can do so by clicking on the  **Next operation** button and selecting “Download invoice archive”.


Should you ever need to send the invoice archive file to an email address, it is possible to do so in the Invoice preview by clicking on  **Next operation** and then selecting „Send invoice to e-mail“. The invoice archive file will be sent to the e-mail address of your choice.

TAX DOCUMENT									
Invoice no. 1111									
<b>Supplier:</b> Křivá - vzorová schránka pro portal IČ: 14501 CZ Registration no.: Křivá_2007 Tax ID: 123 VAT ID: 123 GLN: Křivá_2007 Bank account: 11123333333333 Payment Ref. No.: 1111 Consent symbol: Payment method: 42 - bank transfer					<b>Purchaser:</b> Gurkevič at GmbH Gurkevič-Schneider-Gasse 17 1230 Vienna AT Registration no.: FH433948 Tax ID: ATU79554101 GLN: 911022857958 911022857958 Place of billing: Gurkevič-Schneider-Gasse 17 1230 Vienna AT				
					Place of delivery: 911022857958		Date of issue: 04.07.2021		
					Gurkevič at GmbH Gurkevič-Schneider-Gasse 17 1230 Vienna AT		Date of taxable supply: 04.07.2021		
							Due date: 03.08.2021		
							Delivery date: 05.07.2021		
							Disruption date:		
					Order: 22115 dated: 02.07.2021				
					Delivery note:				
#	Item name	GTIN	Supplier code	Quantity	MU	Price without VAT / MU without discount / including discount	Discount	Total price without VAT incl. discount	VAT rate
		Purchaser code	Ratio of unit quantities	Delivery	Type	Order	Delivery note	Place of delivery	Date of delivery note
1	Barcardi Breaker Hard Setball Lemon Lime 250ml	761013131305	4710214371	2.000	CT	1.20	1.20	2.40	00 %
		910237							
2	Barcardi Breaker Pineapple 275ml	501067753235	471030796	2.000	CT	0.86	0.86	1.72	00 %
		902454							
3	Bombay Sapporo 0.7l	501067714105	430300079	1.000	CT	12.82	12.82	12.82	00 %
		903138							
4	Ernstoff Frez 275ml	501067782802	4741000027	1.000	CT	0.86	0.86	0.86	00 %
		902450							
5	Ernstoff Ice 275ml	501019030007	4706000130	6.000	CT	0.86	0.86	5.16	00 %
		902449							
6	Ernstoff Vodka 0.7l	761013102520	420100244	5.000	CT	6.89	6.89	34.45	00 %
		900050							
7	Martini Asin Collectorie Speciale COCCO 0.75l	763004042314	5147014139	3.000	CT	6.31	6.31	18.93	00 %
		900033							
8	Martini Bianco 0.75l	7630040421067	1102001478	1.000	CT	4.51	4.51	4.51	00 %
		902995							
9	Martini Bianco 0.75l	800057004046	1121009716	2.000	CT	4.51	4.51	9.02	00 %
		902997							
10	Martini Finesse Non Alcoholic 0.75l	7630040400872	5108019961	5.000	CT	5.63	5.63	28.15	00 %
		903028							
11	Martini Rosso 0.75l	7630040400077	1101001473	1.000	CT	4.51	4.51	4.51	00 %
		902994							
12	Martini Viorante Non Alcoholic 0.75l	7630040400558	5108019965	6.000	CT	5.63	5.63	33.78	00 %
		903027							
								Chequebook	196.01
Line items in total:									196.01

Total invoiced	156.01	Total to pay	156.01
Tax base 00.00 %	156.01	Excise duty	0.00
Tax base 15.00 %	0.00	VAT 15.00 %	0.00
Tax base 21.00 %	0.00	VAT 21.00 %	0.00
Total price without VAT	156.01	VAT total	0.00
Currency	CZK	Rounding balance	0.00

Figure 18: Invoice preview

## 8. Sending a Credit Note


If you need to create a credit note in the ORiON EDI solution, the process of sending it is similar to the process of sending an invoice. After clicking on the  icon and selecting „Create an invoice“, you will access the invoice creation form. In the upper-left corner, there is a box in which two types of documents can be selected – the default setting is „Invoice“.

After clicking on the drop-down menu, you can select the right type of document from the two options: **Invoice/Credit Note**. After selecting „Credit note“, the form will automatically re-adjust itself so as to allow you to enter a minus sign in the line section of the „Quantity“ field. By multiplying the negative amount of the item by the positive one, the total price will be calculated in a way similar to the way in which a typical tax document is created.

### Warning:

If you select „Credit Note“ as the type of document, a field for **Document Reference Number** will be displayed in the „Other Information“ section of the document. This field is filled with the invoice number which corresponds to the credit note, so don't forget to fill it in. Should you fail to do so, your purchaser won't be able to pair the credit note with the corresponding invoice in their system and will reject it as incorrect.

## 9. Correcting an Existing Invoice

When sending an invoice via EDI, you might make a mistake in your invoice and end up having to issue and send it again. In that case, you have to notify Gurkerl.at of the incorrect invoice by e-mail and create the correct document in ORiON again. In this case, all you need to do is click on the  icon in the invoice log and then on „Create the invoice again“. After that, the method is similar to the one outlined in Chapter 5, with one difference: all the information has been pre-filled, so all you need to do is correct the mistake you have made, or that has been signalled to you by the purchaser.

## 10. Transferred Tax Liability

If you need to forward an invoice in transferred tax liability mode (hereafter referred to as TTL) to your purchaser, you first need to set this mode for sending documents in ORiON, specifically in the menu **Settings > Billing Information** (Figure 19).

GENERAL | +

General settings will be used when no exception is found for the given partner GLN

VAT ID: 123  
Company ID, VAT ID: 123  
Business Register record:   
Invoice Type: EDI invoice  
The method for calculating discounts: of prices after discount  
No. of days to maturity: 30  
No. of decimal places in prices: 2  
Default VAT rate: Do not fill VAT rate  
Reduced VAT rate \*: 15 %  
Standard VAT rate \*: 21 %  
**Reverse charge \*: Yes**  
Description of tax mode: Tax is paid by the customer

Allow a higher date of taxable supply than the issue date?: No  
Přičítat recyklační a autorský poplatek?: Yes  
Payment method: 42 - Payment to the bank account  
Currency code: CZK  
Bank account number:   
Bank code:   
IBAN:   
SWIFT:   
Bank name:   
Constant symbol:   
Note 1:   
Note 2:   
Note 3:   
Note 4:

Save

Figure 19: Billing information – transferred tax liability

When creating an invoice, the tax document form will be loaded along with the pre-set TTL configuration. All that remains to be done is set the relevant VAT rate, check the document and press send (Figure 20).

INVOICE DISCOUNTS

REVERSE CHARGE

Description of tax mode: Tax is paid by the customer

NOTE 1 ✖ | +

1:   
2: Tax is paid by the customer  
3:   
4:   
5:

CURRENCY SETTINGS

Invoice currency: CZK  
Domestic currency: CZK

SUMMARY

Tax base 0 %	33,264.00	CZK	Excise	0.00	CZK
Tax base 15.00 %	0.00	CZK	Tax 15.00 %	0.00	CZK
Tax base 21.00 %	0.00	CZK	Tax 21.00 %	0.00	CZK
<b>Tax base PDP 15.00 %</b>	<b>0.00</b>	<b>CZK</b>			
<b>Tax base PDP 21.00 %</b>	<b>0.00</b>	<b>CZK</b>			
Total price without VAT	33,264.00	CZK	Tax total	0.00	CZK
			Rounding balance	0.00	CZK
Total invoiced	33,264.00	CZK	Total to pay	33,264.00	CZK

Figure 20: Invoice in the transferred tax liability mode

## 11. DOTS – Date of Taxable Supply

In a business relationship, you can find yourself needing to enter a date of taxable supply which is more recent than the invoice date. In the default settings of the ORiON application, the date of taxable supply is generated automatically and is identical to the date of delivery of the goods (according to §21 of the Value Added Tax Act).

If you need the online form to permit a more recent date of taxable supply than the date of creation of the invoice, you need to set this option in the menu **Settings > Billing Information** by selecting „Yes“.

General settings will be used when no exception is found for the given partner GLN

Save

VAT ID	123	Allow a higher date of taxable supply than the issue date?	Yes
Company ID, VAT ID	123	Přičítat recyklační a autorský poplatek?	Yes
Business Register record		Payment method	42 - Payment to the bank account
Invoice Type	EDI invoice	Currency code	CZK
The method for calculating discounts	of prices after discount	Bank account number	
No. of days to maturity	30	Bank code	
No. of decimal places in prices	2	IBAN	
Default VAT rate	Do not fill VAT rate	SWIFT	
Reduced VAT rate *	15 %	Bank name	
Standard VAT rate *	21 %	Constant symbol	
Reverse charge *	Yes	Note 1	Tax is paid by the customer
Description of tax mode	Tax is paid by the customer	Note 2	
		Note 3	
		Note 4	

Figure 21: Date of taxable supply on the invoice

## 12. Billing Information Settings

Before creating delivery notes and invoices from previous documents for the first time, it is a good idea to set your company's billing information in ORiON (Figure 22). This information is then used for pre-filling issued documents, so that you do not have to be constantly filling it in during the document creation process.

Set your billing settings in the menu **Settings > Billing Information**. To save your settings, click on "Save".

### INVOICE DATA

Supplier name	Kili - demo supplier	Street address (Address 1)	Test street
Company ID	1	Location (Address 2)	Test city
		Postcode (Address 3) *	11122
		Country (Address 4)	AT - Austria

Save

GENERAL | +

General settings will be used when no exception is found for the given partner GLN

Save

VAT ID		Allow a higher date of taxable supply than the issue date?	No
Company ID, VAT ID		Přičitat recyklační a autorský poplatek?	Yes
Business Register record		Payment method	42 - Payment to the bank account
Invoice Type	EDI invoice	Currency code	CZK
The method for calculating discounts	of prices after discount	Bank account number	
No. of days to maturity	30	Bank code	
No. of decimal places in prices	2	IBAN	
Default VAT rate	Standard VAT rate	SWIFT	
Reduced VAT rate *	15 %	Bank name	
Standard VAT rate *	21 %	Constant symbol	
Reverse charge *	No	Note 1	
Description of tax mode	Tax is paid by the customer	Note 2	
		Note 3	
		Note 4	

Figure 22: Billing information settings

### Warning:

Change of configuration in this menu must be made in the case of changes made by your company (changing its address information, legal personality or VAT rate) or changes in the business terms between you and your purchaser.

## 13. How to Contact Us

### 13.1. Contact Person at Gurkel.at

**KATHARINA BECKENDORFF**

✉ e-mail: [edi@gurkerl.at](mailto:edi@gurkerl.at)

☎ tel: +43 660 8391244

### 13.2. ORiON Customer Support

Please address your technical questions (in English only) to [podpora.orion@grit.cz](mailto:podpora.orion@grit.cz).



## 14. About the Company

Czech company which has been developing information systems since 1992. Systems that, thanks to the automation of their processes, help reduce the amount of human intervention required when processing documents, goods or money and, by doing so, contribute to saving money in labor costs, zero mistakes as well as increased productivity.

Since its foundation, the company has gradually developed into an EDI leader on the Czech market, and its ORiON solution is used by over 2000 customers and transfers over 3 million documents per month. In addition to that, the company has also become a leading supplier of warehouse management systems (LOKiA WMS) and other cloud services. It has spearheaded thousands of IT projects connected to the digitization of company processes and is familiar with the best practices including the differences specific to each field.



## CONTACT ORiON

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