In 2001, EU Council Directive 2001/115/EC on Invoicing was published, with the purpose of simplifying, modernizing and harmonizing the conditions for electronic invoicing regarding value added tax. Since all the countries have recognized the enormous benefits of electronic documents, most of them have decided to come up with national requirements for e-invoicing based on the EU Directive. In this way the e-invoice is becoming a popular solution in Europe and one that is raising company efficiency levels – especially in logistics and accounting departments. The deployment of e-invoicing means fewer errors and faster document circulation. But the main benefit of electronic invoicing lies in the lower costs of document circulation when these no longer need to be raised, distributed and stored in paper form. Comarch offers comprehensive solutions for e-invoice distribution via the ECOD (EDI) Platform and further solutions for invoice storage.
E-Archive

ECOD Archive is one of the modules in the ECOD Platform. It stores documents in electronic form. In addition to e-invoices, ECOD Archive can also store any other document type sent by the customer through the ECOD Platform. These may include orders, delivery confirmations and any other documents.

The ECOD Archive application has been designed with the following factors in mind:

- **Consistency with Local Law**
  ECOD Archive fulfills requirements on issuing, sending and storing invoices in electronic form and on making them available to the tax authorities within a specific country. ECOD Archive enables the immediate, full electronic, and unbroken access to invoices required by the tax authorities. This especially concerns the documented downloading and use of these invoices by those authorities, including their print-outs and ensuring that the invoices are readable. In Poland's case, this means consistency with the Order of the Minister of Finance of 14 July 2005 (Journal of Laws, No. 133, item 1119).

- **Integration with the ECOD Platform**
  Full integration with the ECOD Platform, which is used to send all electronic document types, including e-invoices.

- **Security for the stored e-invoices**
  The stored invoices cannot be accessed or adjusted from the ECOD Archive user interface. Comarch takes responsibility for ensuring that data are complete and authentic during both transmission and storage. The invoices stored in ECOD Archive are guaranteed to remain legible for as long as they are stored.

- **Operations history**
  The application delivers a full history for all the operations performed on the document. The system delivers a report each time the document is opened, read, printed or downloaded. Each of these reports provides the user ID of the person performing the operation.

ECOD Archive guarantees document storage for the statutory period and this can be extended according to the customer's requirements.

In its standard version ECOD Archive is a comprehensive search and storage document system. The application can be extended with the additional functionality provided by ECOD Archive Plus:

- Invoice screening package
- Security package.
ECOD Archive is offered in an outsourcing model. The electronic documents are stored at the Comarch Data Center and the user has access to them via Web browsers. In this model, the customer does not have to invest in building an IT infrastructure or in monitoring and maintaining the application.

Comarch guarantees a high-specification SLA and the security of the documents stored. The data are carefully defended against unauthorized access and only the customer’s administrator can define users and their access privileges to the data resources in the archive.

ECOD Architecture enables:
- Electronic storage for invoices and other documents
- Legible view of document contents using graphics display or in original format
- High-speed document search and sort according to the inputted criteria
- Document printouts
- Electronic access to invoices for tax authorities
- User access and authorization regulated by the customer’s administrator.

Architecture of the Comarch ECOD Archive solution
Comarch ECOD Archive Users
In the standard version of ECOD Archive the resources can be accessed by two types of user: the administrator and the ordinary user:

- **Administrator** – this user on the customer side has special access and rights. He defines the users and assigns access rights to documents. He can add or delete users and can also monitor the operations they perform, such as downloading and printing invoices. In managing user authorizations, the administrator also defines access to the archive for third parties, such as tax authority employees or accounting agency employees.

- **User** – has the rights assigned by the administrator. Ordinary users can view, print and save – to the local disc – the invoices the administrator gives them access to. The ordinary users include tax authority employees, who receive access to specific invoices for tax inspections.

ECOD Archive Plus Users
In the application’s expanded version, ECOD Archive Plus, the number of users is greater and depends on the service package chosen.

The Screening Package has the following user profiles:

- **Administrator** – the administrator has the same rights enjoyed in the standard ECOD Archive application and additional privileges, including access to documents in all three bookmarks: Documents to be Screened, Incorrect Documents and Tax Authority Documents. The administrator can also move documents between bookmarks, manage user rights and initiate validation.

- **User** – has access to documents in the Documents to be Screened and Tax Authority folders. The user cannot initiate validation.

- **Privileged user** – has the same rights as the administrator but cannot assign rights to users.

- **Tax authority user** – has access only to documents in the Tax Authority folder. The tax authority user cannot initiate validation.

The following users have the security package:

- **Administrator** – has the same rights as in the standard ECOD Archive application and can also create a variety of user types by assigning them a variety of roles. Each role consists of a combination of pre-defined rights. The administrator also manages the authentication rules by giving users access to the application from specific IP addresses.

- **User** – has access to the documents assigned by the administrator and other rights as granted by the administrator. The user types and roles are specified by the administrator according to the list of rights defined in the ECOD Archive Plus application.

Benefits of Implementing the Comarch ECOD Archive:

- Paperless invoices (e-invoices)
- Document storage, generation and transmission costs less
  
Comarch ECOD Archive – Security Package
High-speed access to the stored documents

Easy search mode for individual documents or groups of documents that meet the search criteria defined

More efficient data and document circulation

No more repetitive, manual data entry to the system

Fewer errors because processing is automated.

ECOD Archive Plus – Additional Module

The standard version of ECOD Archive can be extended with the Screening and Security packages.

Invoice screening package
This is used to check the correctness of the invoices in ECOD Archive Plus and to check for duplicate invoices and whether compulsory fields have been completed. It may also be used for checks concerning other business criteria.

After validation, two lists are displayed:
- A list of correct documents that meet the validation criteria.
- A list of documents containing errors that do not meet the validation criteria.

Quantity Screening
The aim is to detect documents that have been sent by the ECOD Platform many times over. The validation result is presented as a list of invoices meeting the validation criteria.

After validation, the user can transfer invoices identified as multiply duplicated to the Incorrect Documents folder. The user also has access to statistics describing the number of verified invoices and the number of multiply duplicated invoices.

Security Package
The security package has been designed for companies with very demanding security policies. With this package they can make access to the electronic archive even more secure. This can be done, for example, by assigning access to users according to defined authorizations. The history of the operations performed on the documents is also available:
- When the document was entered into the archive
- Who transferred the document to a given folder
- Who confirmed and approved the document.

Security Package Functionality
- Assigning access rights according to IP addresses
- Assigning user roles according to the authorizations defined
- History of operations performed on the stored documents.

The Invoice screening package
This is used to check the correctness of the invoices in ECOD Archive Plus and to check for duplicate invoices and whether compulsory fields have been completed. It may also be used for checks concerning other business criteria.

Documents to be Screened – all documents processed by the ECOD Platform reach this point

Tax Authority Documents – these are correct invoices with no duplicates that have all fields relevant to the tax inspection completed

Incorrect documents – these are duplicate invoices or invoices with errors (e.g., missing compulsory fields).

After processing by the ECOD Platform all documents go to the Documents to be Screened folder. Only users with the correct rights granted by the administrator can conduct the screening and change the location of a folder from the general, Documents for Screening, folder to the Tax Authority Documents folder, where there are error-free, non duplicate documents, or to the Incorrect Documents folder.

Quality Screening
This enables the detection of potential errors in archived invoices, such as whether the fields in the e-invoices are consistent with ECR (Efficient Consumer Response) requirements, and the screening of the business content of the document.

Example business criteria:
- The date of sale is later than the date of the document
- The correctness of the VAT calculation based on the VAT rate, the net price and the number of items invoiced.
The comprehensive Call Center system is a support package provided to all ECOD customers that enriches Comarch’s offer still further. Comarch also provides IT solutions and as-you-go assistance in deploying and using them. Your employees and all of your business partners can depend on the professional assistance provided by Comarch specialists.

Call or write:

**ECOD Call Center**

tel: + 48 (12) 646 10 40 (Mon – Fri 7:00 – 20:00)
e-mail: ecod@comarch.pl

Call Center also delivers a set of dedicated tools such as:

- ECOD customer relations management
- Automatic call handling
- Managing training strategies for ECOD customers
- Reporting problems
- Implementing complex connections and managing connection plans
Comarch is a leading Central European IT business solutions provider specializing in forging business relationships that maximize customer profitability while optimizing business and operational processes. Comarch’s primary advantage lies in the vast domain of knowledge accumulated in and applied to our software products. These products incorporate highly sophisticated IT solutions for businesses in all vertical sectors. Comarch has a multinational network of offices employing over 2800 highly-experienced IT specialists in Europe, the Middle East and the Americas.

Comarch Spółka Akcyjna with its registered seat in Kraków at Aleja Jana Pawła II 39A, entered in the National Court Register kept by the District Court for Kraków-Śródmieście in Kraków, the 11th Commercial Division of the National Court Register under no. KRS 000057567. The share capital amounts to 7,960,596.00 zł. The share capital was fully paid, NIP 677-00-65-406.

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