Web POS

You can use the **Web POS** application to create a fully fiscalized and valid invoices.

Accessing the app

You can access the app **directly from your browser** [[*ServiceUrl.WebPOS*]] or via the **Taxpayer Administration Portal**.
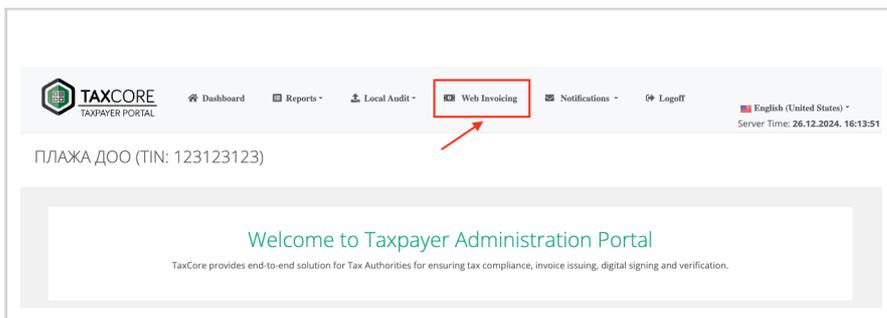
1. If you are accessing the app from your browser, click **Log in**.
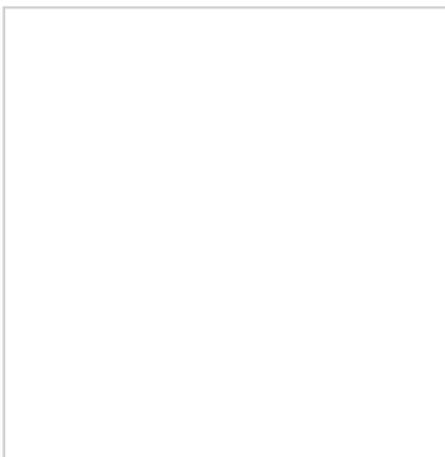
2. To proceed, you will need to log in using a certificate.
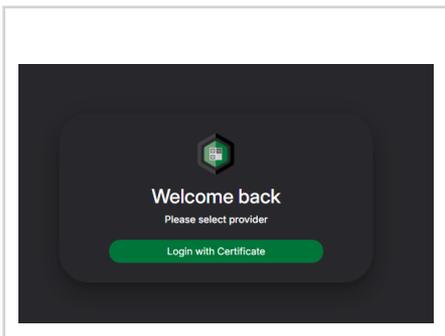
3. Select the certificate related to the business location from which you wish to issue invoices.
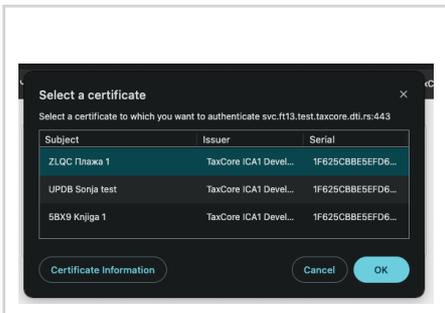
NOTE:
If you chose a certificate which is on a smart card, you will need to **enter a PIN for that smart card**.

4. After selecting a certificate, the captcha should be automatically resolved. If it isn't, complete it manually.
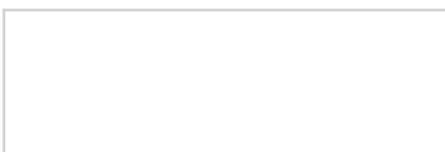
5. If the captcha is valid, you need to grant permission for the application to handle information needed for your access.
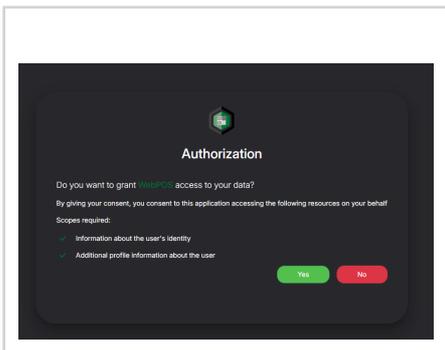
NOTE:
If you selected a digital file certificate in step 3, you will need to enter a PAC for that digital file certificate.
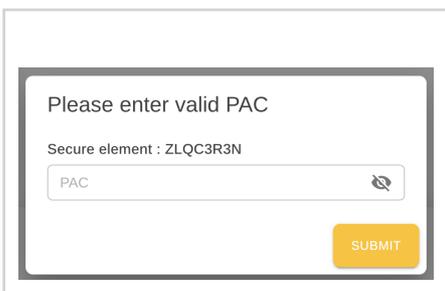
Creating an invoice

Once you access the Web POS, you can switch the interface language and redirect to the Taxpayer Administration Portal in the top right corner of the screen.
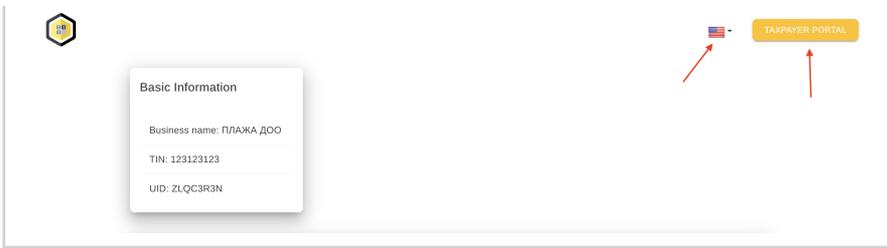
Adding basic information

In the top part of the form, add the following information:

- **Cashier TIN** - (optional) if required, input your cashier identification

- **Buyer TIN** - (optional) the use of Buyer TIN is always prescribed by local tax legislation

- **Buyer Cost Center** - (optional) the use of Buyer Cost Center is always prescribed by local tax legislation

- **Invoice Type** - Normal, Proforma, Training, or Advance

- **Transaction Type** - Sale or Refund

- **Payment Type** - select the means of payment for this transaction

- **Reference Number** - mandatory only when issuing a Refund or Copy invoice and must be entered in the prescribed format (see Reference Number)

- **Reference SDC Date** - field to optionally enter the date value for Reference Time

- **Reference SDC Time** - field to optionally enter the time value for Reference Time

Create Invoice

Cashier TIN

Cashier TIN

Buyer TIN

Buyer TIN

Buyer Cost Center

Buyer Cost Center

Invoice Type

INVOICE TYPE ▼

Transaction Type

TRANSACTION TYPE ▼

Payment Type

PAYMENT TYPE ▼

Referent Number

Referent Number

Referent SDC Date

Referent SDC Date 📅

Referent SDC Time

Referent SDC Time 🕐

Adding items

To add an item to the invoice, click the green plus.

In the pop-up window, fill in the details of the item:

- **GTIN** - (optional) input the item's GTIN

- **Item Name** - input item's actual name

- **Quantity** - input the quantity either by the piece or by the weight

- **Unit Price** - input the item's unit price

- **Total Amount** - this value is automatically calculated based on Quantity and Unit Price

- **Tax** - depending on the item type, choose the adequate Tax rate

To clear the form and input different values, click **Clear**.

To add the item to your invoice, click **Add**

The items will be listed in a table.

To change the quantity of an item, click on the current quantity value in the table.

Type in the new quantity directly in the field or use the arrows on the right of the field to adjust the quantity of the item. To apply the change, click the green tick.

To remove an item from the list, click the red minus.

To add more items, click the green plus.

To remove all items from the table, click on the **Clear Form**.
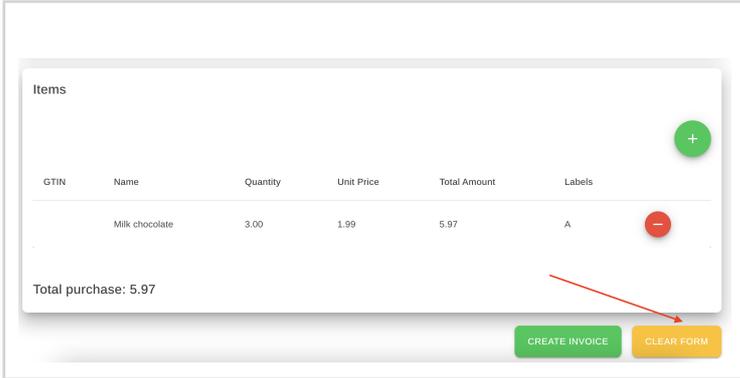
Finishing the invoice

When you add all the necessary items to the invoice, click on **Create invoice**.

A pop-up box will appear, asking you to confirm the action.

Your fiscalized invoice will pop-up.

Invoice successfully fiscalized

```
=========== FISCAL INVOICE ===========
                123123123
                ПЛАЖА ДОО
              123123-Плажа 1
             Пут за плажу 66
                 Lestane
Cashier:
---------------NORMAL SALE---------------
                  Items
======================================
Name     Price      Qty.        Total
Milk chocolate (A)
          1.99         3         5.97
--------------------------------------
Total Purchase:                  5.97
Cash:                            5.97
======================================
Label        Name      Rate       Tax
    A    TVA normal — TVA sur HT
                    21.00%        1.04
--------------------------------------
Total Tax:                       1.04
======================================
SDC Time:            3.2.2025. 13:49:40
SDC Invoice No:    ZLQC3R3N-AAYH6A00-231
Invoice Counter:            41/231ПП
======================================
```
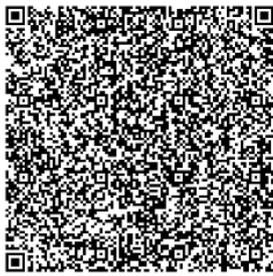
======== END OF FISCAL INVOICE =========

Scroll down to see the options below the invoice:

- **Print**
- **Copy invoice**
- **Refund entire invoice** - this option is used when you want to **refund the entire amount** on a Sale invoice; if you need to **partially refund an invoice**, you can use the *Create new invoice* option to **create a Refund invoice** with the amount you wish to refund.
- **Cancel this invoice** - you can find a detailed description of cancelling invoices in the article Cancellation of a Fiscal Invoice
- **Send to email**
- **Create new invoice**
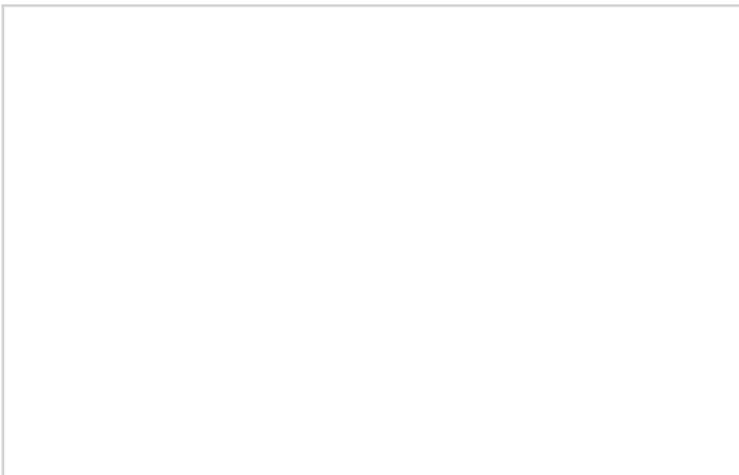
Invoice successfully fiscalized

```
SDC Time:           3.2.2023. 13:49:40
SDC Invoice No:     ZLQC3R3N-AAYH6A00-231
Invoice Counter:                41/231ПП
===========================================
```

```
======== END OF FISCAL INVOICE =========
```

PRINT

COPY INVOICE

REFUND ENTIRE INVOICE

CANCEL THIS INVOICE

SEND TO EMAIL

CREATE NEW INVOICE

HINT: you can print it on your desktop / network printer or you can print it as .pdf
(choose the destination once the print dialog opens)