

APPROVAL

Role	Name	Function	Date & Signature
Author	Armand Polmard	ITS	
Reviewer	Eva Kilimtzidi	QA&SA	 Signed with Odoo Sign 5c82ba4897...
Approver	Mauro Rinaldi	RAQM	 Signed with Odoo Sign

PURPOSE

This procedure describes how ASPIVIX invoices or credits sales orders in its ERP system. It contains instructions on how to retrieve sales orders eligible for invoicing, invoice unique or multiple orders, credit an order if necessary, and send accounting documents to customers.

SCOPE

The scope of this procedure includes processing invoices and credit notes for ASPIVIX's customers, managed through ASPIVIX's ERP system. Out of scope is how to manage invoices or credit notes from suppliers.

RESPONSIBILITIES

Responsible for establishing, implementing, and maintaining this instruction is the International Operations Manager. Any person processing customers' invoices or credit notes in ASPIVIX's ERP system must respect and apply this guide.

DOCUMENT HISTORY

Description of Changes	Version
Initial version	A
CRC-2509-13 – Screenshots and process updated across the document due to Odoo migration to version 18, implementing new application layouts.	B

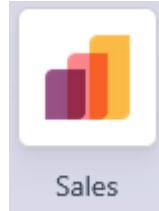
TABLE OF CONTENTS

1. INSTRUCTION DESCRIPTION	3
1.1. IDENTIFYING SALES ORDERS TO INVOICE	3
1.2. INVOICING A SINGLE SALES ORDER	3
1.3. INVOICING MULTIPLE SALES ORDERS	5
1.4. CREDITING AN INVOICE	6
2. REFERENCES	8
2.1. PROCEDURES, INSTRUCTIONS AND GUIDELINES	8
2.2. TEMPLATES AND FORMS	8

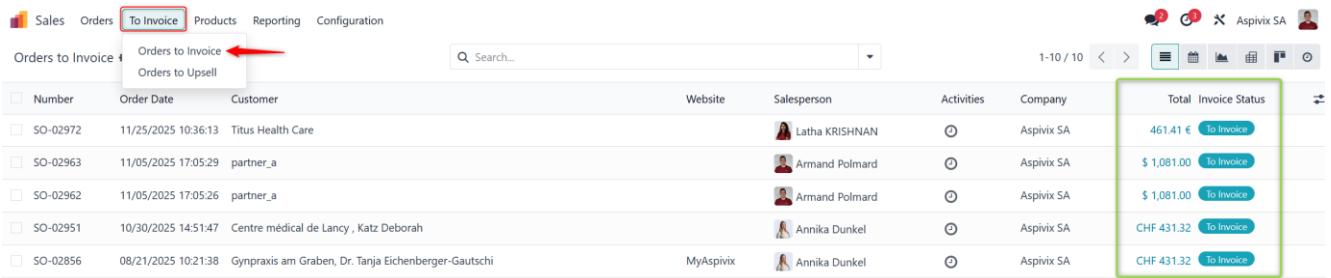
1. INSTRUCTION DESCRIPTION

1.1. Identifying sales orders to invoice

Once a quotation is validated into a sale order, it becomes eligible for invoicing. **Shipped Sales Orders (SO) must be invoiced immediately after shipping and sent to customers promptly.** To visualize such SOs, open the Sales application by clicking on the respective APP from Odoo's main dashboard.



To view SOs requiring invoicing, access the menu To invoice > Orders to Invoice.

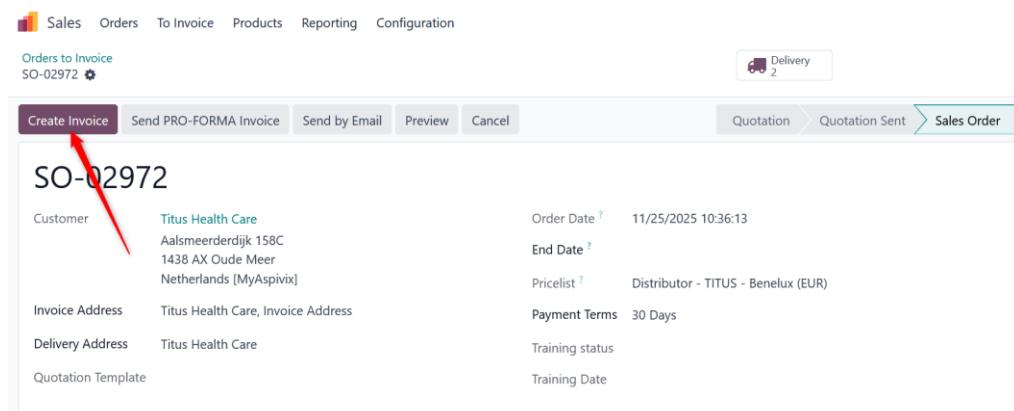


Number	Order Date	Customer	Website	Salesperson	Activities	Company	Total	Invoice Status
SO-02972	11/25/2025 10:36:13	Titus Health Care		Latha KRISHNAN		Aspivix SA	461.41 €	To Invoice
SO-02963	11/05/2025 17:05:29	partner_a		Armand Polmard		Aspivix SA	\$ 1,081.00	To Invoice
SO-02962	11/05/2025 17:05:26	partner_a		Armand Polmard		Aspivix SA	\$ 1,081.00	To Invoice
SO-02951	10/30/2025 14:51:47	Centre médical de Lancy , Katz Deborah		Annika Dunkel		Aspivix SA	CHF 431.32	To Invoice
SO-02856	08/21/2025 10:21:38	Gynpraxis am Graben, Dr. Tanja Eichenberger-Gautschi	MyAspivix	Annika Dunkel		Aspivix SA	CHF 431.32	To Invoice

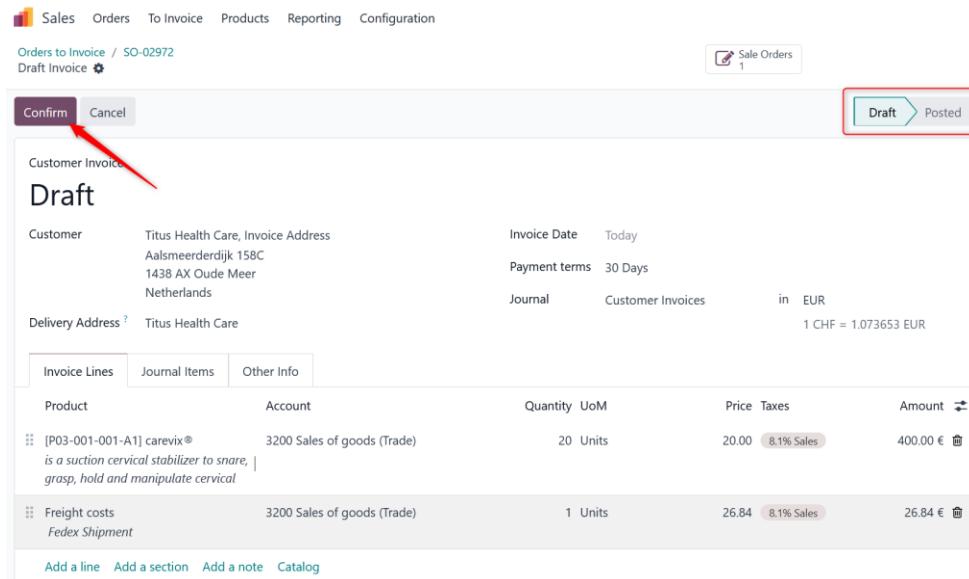
Sales orders eligible for invoicing show “Sales Order” in Status column, and “To Invoice” in the Invoice Status column.

1.2. Invoicing a single Sales Order

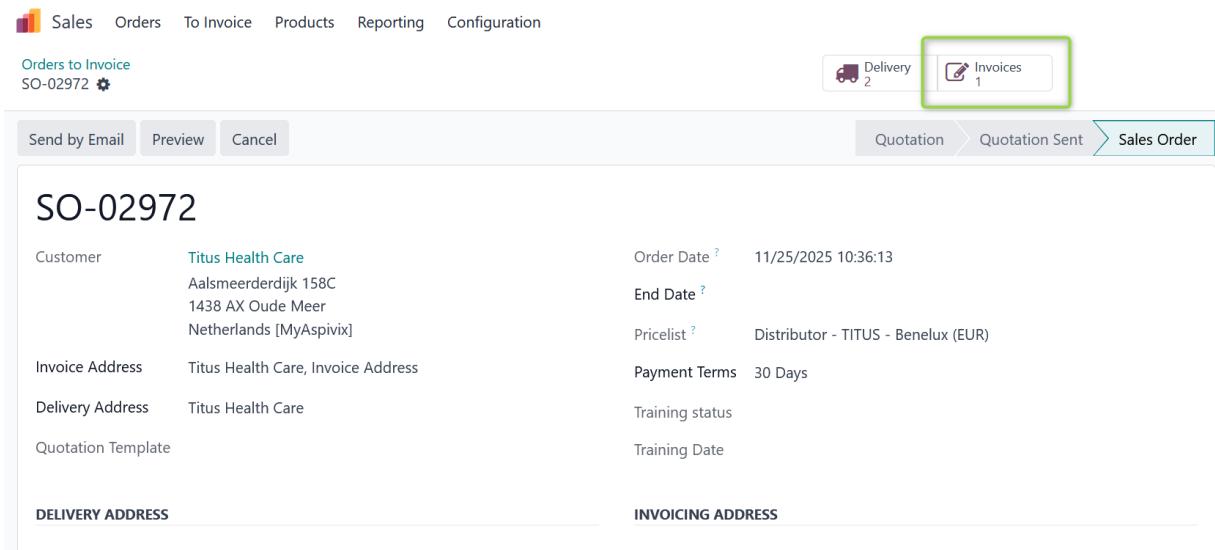
To invoice a single SO, click in the corresponding line to open the transaction. On the SO screen, click on Create Invoice.



On the opening window, make sure that Regular Invoice is selected in the section Create Invoice, and click on “CREATE AND VIEW INVOICE”. This action will create a **draft invoice**, for review before confirming. Once the invoice has been verified, click on “CONFIRM” to generate the invoice.



An invoice has now been posted in Odoo Accounting app, and an invoice number was also allocated. Note that a smart button has now appeared on the SO on the side of the smart button for Delivery, enabling users to go immediately to the invoice straight from the SO screen.



The invoice can now be sent to the customer. For this purpose, go into the invoice screen, and click on “SEND AND PRINT”.

Sales Orders To Invoice Products Reporting Configuration

 Orders to Invoice / SO-02972
 INV/2025/00153

Sale Orders 1

Draft Posted

Send Print Pay Preview Credit Note Reset to Draft

Customer Invoice

INV/2025/00153

 Customer Titus Health Care, Invoice Address
 Aalsmeerderdijk 158C
 1438 AX Oude Meer
 Netherlands

Invoice Date 11/25/2025

Payment terms 30 Days

Journal Customer Invoices

in EUR

1 CHF = 1.073653 EUR

Delivery Address ? Titus Health Care

1.3. Invoicing multiple sales orders

Invoicing multiple Sales Orders at once happens from the same screen of the Sales APP (screen listing all different SOs), or from the screen “Orders to invoice” described above. For invoicing multiple SOs, tick the lines to invoice, click on “Action” and “Create Invoices”. Confirm your choice in the opening screen.

Sales Orders To Invoice Products Reporting Configuration

Orders to Invoice

2 selected

Create Invoices

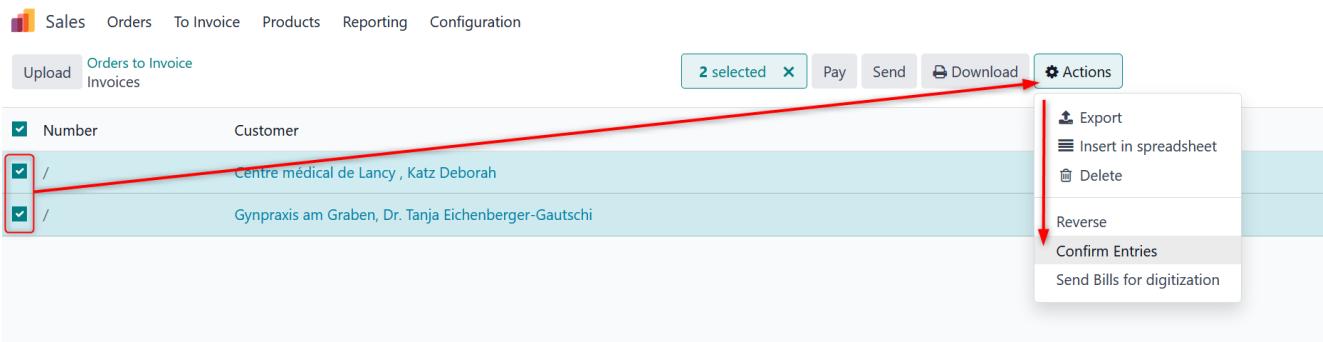
	Number	Order Date	Customer	Website
<input checked="" type="checkbox"/>	SO-02963	11/05/2025 17:05:29	partner_a	
<input checked="" type="checkbox"/>	SO-02962	11/05/2025 17:05:26	partner_a	
<input type="checkbox"/>	SO-02951	10/30/2025 14:51:47	Centre médical de Lancy , Katz Deborah	
<input type="checkbox"/>	SO-02856	08/21/2025 10:21:38	Gynpraxis am Graben, Dr. Tanja Eichenberger-Gautschi	MyAspivix
<input type="checkbox"/>	SO-02781	06/19/2025 16:34:36	UMCL LDA, Alexandra Nikolaeva	
<input type="checkbox"/>	SO-02671	01/10/2025 17:31:27	Centre de Gynécologie de la Veveyse, Dre. med. Letitia Jaccoud	
<input type="checkbox"/>	SO-02623	12/01/2024 20:32:25	Ladies Permanence Stadelhofen, Susanne Baer Altorfer	
<input type="checkbox"/>	SO-02585	08/26/2024 14:14:59	Aspivix Corp.	
<input type="checkbox"/>	SO-02463	01/09/2024 08:59:20	OVA IVF Clinic	

- Export
- Insert in spreadsheet
- Delete
- Accrued Revenue Entry
- Create invoice(s)**
- Cancel
- Send an SMS Text Message
- Send an email
- Mark Quotation as Sent
- Change customer
- Pause Subscription
- Subscription: Generate delivery

Eric Lluvich

The landing screen Customer Invoices will display the invoices freshly created. These will be saved as **drafts**, not posted into the Accounting APP yet.

As for the previous screen and to confirm the invoices for the related customers, tick the invoices to be confirmed, click in “Action”, and “Post entries”. **This will validate the invoices and record them into the Accounting app.**



2 selected X Pay Send Download Actions

- Export
- Insert in spreadsheet
- Delete
- Reverse
- Confirm Entries
- Send Bills for digitization

To finally send invoices to customers, repeat the above process, but click in “Send” instead.



5 selected X Pay Send Download Actions

- Export
- Insert in spreadsheet
- Delete
- Reverse
- Confirm Entries
- Send Bills for digitization

Invoices must be validated and sent as soon as the shipment is confirmed, they must not be delayed in being transmitted to customers.

1.4. Crediting an invoice

Any credit note must be approved by International Operations Manager, or by someone within at least the same managerial level in ASPIVIX. **Only credit notes that were approved by ASPIVIX's management can be processed in Odoo.**

Once a credit note has been duly approved, go into the invoice needing to be reversed by a credit. Click on “ADD CREDIT NOTE” from the invoice screen.

Sales Orders To Invoice Products Reporting Configuration

 Orders to Invoice / Invoices
 INV/2025/00158

Sale Orders 1

Send Print Pay Preview Credit Note Reset to Draft

Draft > Posted

Customer Invoice

INV/2025/00158

 Customer UMCL LDA, Alexandra Nikolaeva
 Av. Defensores de Chaves 73B
 Lisbon 1000-114
 Portugal – PT517826801

Invoice Date 11/25/2025

Due Date 11/25/2025

Delivery Date 06/23/2025

Delivery Address UMCL LDA, Alexandra Nikolaeva

Journal Customer Invoices

in EUR

1 CHF = 1.073653 EUR

In the new window:

- Fill the reason for the credit
- Click on “Reverse” to validate

Credit Note

Reason displayed on Credit Note	One box arrived damaged
Journal	Customer Invoices
Reversal date	11/25/2025

A draft credit note will be created. It is not yet posted in the Accounting APP at this stage.

In case of a Partial Refund, modifications can happen at this stage to reduce the amount of credit, for example, by removing the line of Freight Charges or decreasing the quantities of items credited.

Once the draft credit is verified and ready to be posted, click on “Confirm” in the top left corner. Credit can now be sent following the same process to send a regular invoice (click “Send” in top left corner).

The smart button “Invoices” in the top menu of the SO will now list the total number of invoices and credit notes, all accounting documents related to the initial transaction.

... / INV/2025/... / RINV/2025/00004 (Stormierung von: INV/2025/001...
 SO-02922

> >

SO-02922

Customer Irene Ithoff Order Date ? 10/16/2025 13:32:11

2. REFERENCES

2.1. Procedures, instructions and guidelines

NA

2.2. Templates and Forms

NA

Certificate of Completion

INS-207-12-rev.B_ Invoicing and Crediting.pdf

Printed on 2025-11-26 - 16:18:39 UTC

Document Details

Created by: Armand Polmard **Document ID:** 787
Created on: 11/26/2025 12:02:03 (UTC) **Signature:**
Creation IP Address: 81.250.240.58 **751925b86d40dc42bc0852e50f9dfe7ec1fefe56b**
Signers: 3 **835785c96739860a4ff96a1**

Participants

Signatory	Email	Email Verification
Armand Polmard	armand.polmard@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	289beb930acb7c7480ae73fe0b3e0aa4a060a08efb7beba3e0f7cda445e5141	
Eva Kilimtzidi	eva.kilimtzidi@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	3f97903ae565a14bf4e557f31bdd2ec328d3445986c10e6a735937942aa50b68	
Mauro Rinaldi	mauro.rinaldi@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	78638443ccaea43979b1606b4de42a2f233d7b2ddc5d3d6ea75d60850cc12138	

Email Verification: The signatory has confirmed control of their email inbox by clicking on a unique link

Signing Events

Action	By	Date (UTC)	Geolocation	IP

contact@aspivix.com | <https://aspivix.com>

EU Importer: ASPIVIX SAS, 9 rue Thomas Edison, 25000 Besançon

Action	By	Date (UTC)	Geolocation	IP
Creation	Armand Polmard armand.polmard@aspivix.com	11/26/2025 12:02:03	48.8558000, 2.3494000	81.250.240.58
Signature:				 View
Signature 	Armand Polmard armand.polmard@aspivix.com	11/26/2025 12:02:08	48.8558000, 2.3494000	81.250.240.58
Signature:				 View
Signature 	Aspivix SA, Eva Kilimtzidi eva.kilimtzidi@aspivix.com	11/26/2025 12:04:38	46.4884000, 6.6557000	178.192.218.57
Signature:				 View
Signature 	Aspivix SA, Mauro Rinaldi mauro.rinaldi@aspivix.com	11/26/2025 13:13:46	47.5452546, 7.5702075	104.28.98.106
Signature:				 View

✓ The document's integrity is valid.

The final document and this completion history have been sent by email on 11/26/2025 to:
mauro.rinaldi@aspivix.com, eva.kilimtzidi@aspivix.com, armand.polmard@aspivix.com.

Access Logs

Viewed/downloaded by	Date (UTC)	State	Geolocation	ip

contact@aspivix.com | <https://aspivix.com>

EU Importer: ASPIVIX SAS, 9 rue Thomas Edison, 25000 Besançon



Viewed/downloaded by	Date (UTC)	State	Geolocation	ip
Armand Polmard armand.polmard@aspivix.com	11/26/2025 12:02:04	Before Signature	48.8558000, 2.3494000 	View 81.250.240.58
Aspivix SA, Eva Kilimtzidi eva.kilimtzidi@aspivix.com	11/26/2025 12:04:34	Before Signature	46.4884000, 6.6557000 	View 178.192.218.57
Aspivix SA, Mauro Rinaldi mauro.rinaldi@aspivix.com	11/26/2025 13:13:40	Before Signature	47.3643000, 8.5437000 	View 104.28.98.106
Armand Polmard armand.polmard@aspivix.com	11/26/2025 16:18:38	After Signature	48.8558000, 2.3494000 	View 81.250.240.58